

The City of Woodland Hills  
Operations Policy and Procedure

SUBJECT	POLICY NUMBER
Public Works Committee	2024-01 repealing 2020-02

**PURPOSE:** A committee to assist the mayor and council with monitoring and overseeing the city’s public works including roads, water, sewer, and parks and trails.

**POLICY:** The public works committee will review and oversee the various public works projects pursued by the city. They will also oversee the long-term maintenance plans for city infrastructure. They will work with developers and contractors to ensure conformity with city goals and standards.

**PROCEDURE:**

- A. Committee Membership
  - a. The committee consists of four homeowners appointed by the mayor and ratified by the city council.
  - b. Committee members shall serve for a period of four years. They may be reappointed at the end of their term.
  - c. In addition, the city public works director and snowplow supervisor shall be standing members of the committee.
  - d. City council member(s) (appointed by the mayor) shall be advisory members of the committee.
  - e. The committee shall appoint a chair from the four homeowners appointed.
  - f. The committee may be divided into subcommittees including 1) roads; 2) water; and 3) sewer.
    - i. The committee chair may designate subcommittee heads.
- B. Committee Meetings
  - a. The public works committee will meet as often as the committee chair deems necessary.
  - b. The committee may meet in full, or in subcommittees.
  - c. They may meet in person, via teleconference, or via electronic conference.
  - d. The public works committee chair (or subcommittee head) shall develop an agenda in advance of the committee meetings and communicate the details to the committee members in a timely manner.
  - e. The public works committee shall meet with other committees regarding issues of mutual concern.
  - f. All meetings shall be noticed and follow all applicable rules in the Utah Open and Public Meetings Act.
- C. The Roads subcommittee
  - a. Will develop long-term road improvement and maintenance plans for the city.
  - b. May propose short-term improvements to the city’s road infrastructure.
  - c. Will recommend priorities in road improvements.
  - d. Shall ensure that city road standards are adequate and clear.
  - e. Will assist in developing and reviewing bids from contractors for proposed projects.
  - f. Shall verify that all new roads meet city standards.

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- g. Will work with developers and contractors to ensure conformity with city goals and standards.
- D. The Water subcommittee
  - a. Will develop a long-term plan for water supply and delivery.
  - b. Will assist in prioritizing short-term projects.
  - c. Shall work with the finance committee to ensure water rates are adequate to maintain current infrastructure, provide for future improvements, and encourage responsible water use in the city.
  - d. Will assist in developing and reviewing bids from contractors for proposed city projects.
  - e. Will work with developers and contractors to ensure conformity with city goals and standards.
- E. The Sewer subcommittee
  - a. Shall ensure that sewers in the city are properly maintained.
  - b. Will develop a long-term plan for sewer maintenance and improvement.
  - c. Shall evaluate the need and possibility of adding existing residents to the sewer system.
  - d. Will ensure that developers and contractors conform to city sewer installation standards.
- F. General Public Works committee
  - a. The public works committee shall provide timely reports on current projects to the mayor and city council.
  - b. The committee shall report in a city council meeting at least yearly. In addition, each subcommittee shall provide a report in a city council meeting at least once each year.
  - c. Subcommittees will educate the council as questions arise.
  - d. Subcommittees will work closely together to coordinate their work and maximize the use of city funds.