



Town of Perdido Beach

RESOLUTION 2016-02 ADOPTING PUBLIC WORKS WORK ORDER POLICY

WHEREAS, the Town Council of the Town of Perdido Beach has authority to establish policies.

THEREFORE, Public Works Work Order Policy is established as follows:

Town of Perdido Beach

Public Works Committee

Work Order Process

The work order system has been established to provide a framework for management of public works maintenance and capital projects. A coding system has been developed to allow for tracking of costs for the various areas of responsibility under the purview of the committee. Additionally, a work order form template has been produced to provide specific instructions for contractors, capture pertinent information, and document work performed for use in budgeting and invoice clearance.

Public works projects are categorized as one of three types:

1. Maintenance
2. Repairs
3. Upgrades (Capital expenditure)

Maintenance activities such as grass cutting, road grading, and tree trimming performed by contracted vendors and are performed on an as needed basis. With the exception of emergency repairs, where there is imminent danger to public safety or where delayed action will cause further deterioration, all repairs costing in excess of \$500 must be submitted to the town council for approval. All upgrade or capital expenditure projects must be submitted to the town council for approval.

When public works capital expenditure projects are identified, a request for budgeted expenditure must be submitted to the town council. Upon approval of a budget a vendor must be identified. In the event that no contract exists with a vendor, the Mayor is responsible for establishing a contract.

All public works projects are subject to the Code of Alabama. Projects are tracked by the work order process. No Public works projects may begin without a work order. The work order process is as follows:

1. The Mayor, a Councilperson, or a member of the Public Works Committee initiates the work order filling in the pertinent fields on the form and signing it in the "Initiated by" field.
2. The filled in work order is then submitted to the Town Clerk who initials it, logs it in and submits it for approval by the Mayor.
3. Once the work order has been approved and signed by the Mayor, the Town Clerk makes a copy for the vendor.
4. The Town Clerk then ensures that the vendor is notified to pick up his copy and commence work.
5. Upon completion of the work the vendor must return a copy of the work order to the Town Clerk with the "Started", "Completed", "Man Hours Worked", and "Material Cost" fields filled in.
6. A member of the Public Works Committee or a designee will perform an inspection of the work, certify that the work has been completed satisfactorily and signoff on the work order.

Completed work orders are held by the Town Clerk to be reconciled with vendor invoices.

Town of Perdido Beach
PUBLIC WORKS COMMITTEE
Project Codes

1. Roadways
 - 1.1. Maintenance
 - 1.2. Repair
 - 1.3. Upgrades (Capex)
2. Parkways
 - 2.1. Maintenance
 - 2.2. Repair
 - 2.3. Upgrades (Capex)
3. Drainage
 - 3.1. Maintenance
 - 3.2. Repair
 - 3.3. Upgrades (Capex)
4. Signage
 - 4.1. Maintenance

- 4.2. Repair
- 4.3. Upgrades (Capex)
- 5. Erosion Control
 - 5.1. Maintenance
 - 5.2. Repair
 - 5.3. Upgrades (Capex)
- 6. Waterfront Access
 - 6.1. Maintenance
 - 6.2. Repair
 - 6.3. Upgrades (Capex)
- 7. Debris Control
 - 7.1. Oversight
- 8. Utilities
 - 8.1. Oversight

Definitions:

Maintenance –Projects that are routine infrastructure maintenance done normally done under contract with established vendors. When no established vendor relationship exists or a contracted vendor is unavailable, maintenance projects may be performed by qualified vendors subject to the bidding regulations.

Examples:

- Parkway cutting and maintenance.
- Grading of existing roadways.
- Tree and brush trimming.
- Digging out clogged drainage pipes.

Repair – Repair of damaged infrastructure that does not modify existing infrastructure.

Examples:

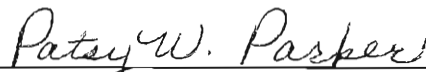
- Signage replacement.
- Road edge repairs.
- Filling potholes.
- Adding rock to eroded roadways.

Upgrades – Capital expenditure projects that significantly alter existing infrastructure.

Examples:

- Any project that requires professional engineering.
- Roadway paving.
- Opening new rights of way.
- Drainage upgrades.

ADOPTED AND APPROVED this **11th day of January, 2016** by the Town Council in regular session assembled and under the Seal of the Town of Perdido Beach, Alabama.



Patsy W. Parker, Mayor

ATTEST:



Lynn Thompson, Town Clerk