

## **LONG RANGE PLANNING AD HOC COMMITTEE**

# **CHARTER**

## **HERONS GLEN RECREATION DISTRICT**

### **Committee purpose, charter and deliverables**

- The HGRD Board of Supervisors is establishing an ad hoc Long Range Planning Committee to assist the Board in its decision-making process regarding the long range plans of the Community. This is an advisory committee and will meet as needed. The committee chair will establish meeting times, dates and locations.
- The Ad Hoc Committee's basic function will be to serve as a review, research and analytical arm of the Board. The Committee should include among its functions, as examples:
  - Review the current Capital Expenditures – Master list plan
  - Review the current Deferred Maintenance – Master list plan
  - Review the Strategic Planning Survey
  - Using the Strategic Planning Survey as a basis, recommend items for inclusion or removal from the Plans
  - Work with management to assure that estimated costs and useful life are accurately reflected in the Plans.
  - Identify ongoing costs such as Operating & Maintenance and/or any potential impact on insurance and accident claims, or parking needs for any recommended additions to the Plans.
  - Work with management to assure that items included in the Plans are correctly identified as either Capital Expenditures or Deferred Maintenance.
- The committee should produce written reports detailing its recommendations.
- The Board of Supervisors retains the right and responsibility to make final decisions regarding placement of items on the Master Plans.

### **Committee Formation and General Operations**

- The Long Range Planning Ad Hoc Committee will consist of five members selected by the Board of Supervisors from a list of volunteers. The General Manager will serve as an ex-officio member of this committee and his staff will be available to provide support as required.
- Strong consideration should be given to the background of volunteers before appointment is made.
- The committee will report directly to the Board of Supervisors, which has the responsibility to provide general direction and oversight. Updates to the Board should be reported at each of its regular workshop meetings following establishment of the ad hoc committee.

- The committee should appoint a Chair and Vice-Chair/Secretary at its first meeting. The Vice-Chair/Secretary should post Notices of Committee meetings and provide minutes to management for posting or publishing.
- All ad hoc committee meetings must be posted and open to the public in accordance with Florida Sunshine laws.

## **Proposed Timing**

Obtain Board approval of ad hoc committee charter	January 2015
Publish charter and request committee volunteers	February 2015
Appoint ad hoc committee members	February 2015
Hold initial Meeting of ad hoc committee	March 2015
Review <u>annual</u> committee report with Board prior to budget meetings	June 2015

*Charter adopted at the January 28, 2015 HGRD Board Meeting.*