
RESOLUTION PROPOSAL

DATE: May 28, 2009

SUBJECT: PM 16.06 Committee Charters: Planning Committee Charter

SPONSOR: Burt Marks, Chair Planning Committee

BACKGROUND INFORMATION:

A review of the Planning Committee Charter by the Planning Committee has identified sections of the policy which are no longer accurate. For instance, the policy refers to a 'Master Plan'. The Association has had Master Plans in the past but now has developed a strategic plan in place of a Master Plan.

Changes are being proposed to more accurately reflect the work of the Committee.

The Committee is submitting the attached changes to its charter for approval by the Board. There are two versions attached. One version shows the current policy with proposed changes. The second version shows the policy if the proposed changes are approved.

STAFF RECOMMENDATION: Concur

PROPOSED FINANCIAL IMPACT: None

PROPOSED SOURCE OF FUNDING: NA

STRATEGIC PLAN REFERENCE:

Development and Implementation of the Strategic Plan.

POSSIBLE MOTION:

Move that the Board of Directors approve the revision of PM 16.06 Committee Charters: Planning Committee Charter to clarify its purpose and operation as presented in the May 28, 2009 Board packet.

PERSON RESPONSIBLE FOR FOLLOW-UP: General Manager

PLANNING COMMITTEE PROPOSED AMENDMENTS TO

Policy Manual Chapter 16, Section 16.06, Planning Committee Charter

[Deletions are shown in ~~strikeout mode~~; additions in **bold underline**]

Date approved: July 1981

Amended: December 16, 2004

Proposed: May 28, 2009

I. PURPOSE

The Planning Committee shall be an advisory committee of the LMOA Board of Directors. ~~Its primary purpose shall be the development, and revision, as necessary, of a Master Plan and an Implementation Plan for the Master Plan, which shall be submitted to the Board of Directors for the Board's review and action.~~ **Its primary purpose shall be the development and revision, as necessary, of a strategic plan and implementation plans to carry out the steps of the strategic plan. These plans shall be submitted to the Board of Directors for its review, response and action.**

II. MEMBERSHIP AND STRUCTURE

A. The Committee shall be comprised of ~~nine (9)~~ **five to nine** members appointed by the Board of Directors in accordance with PM 16.0, ~~Committees – Overall Committee Charter.~~

B. ~~In addition, each of the advisory committees may select a liaison person for communication with the Planning Committee. If any Advisory Committee cannot provide a liaison, the Planning Committee may appoint one of its members as liaison.~~

The committee may appoint one of its members as a non-voting liaison to another committee in accordance with PM 16.0.

III. DUTIES AND RESPONSIBILITIES

A. ~~The Planning Committee shall study and project the current and future needs of the community, including services and amenities, and prepare a Master Plan and an Implementation Plan for the Board's consideration and action. The Master Plan shall be updated every 5 years and should include maintenance and operational enhancements for at least a 10 year time frame.~~

A. **The Planning Committee shall study and project the current and future needs of the community, including services and amenities, and prepare a strategic plan and implementation plans for the Board's consideration and action. Where practical, each item proposed shall include a cost-benefit analysis.**

- ~~1. The Committee shall work with the General Manager or his designee to secure information and data needed to fulfill its responsibilities.~~
- ~~2. The Committee shall seek input from any Standing Committee in preparation of the Master and the Implementation Plans.~~

B. The Committee shall work with the Board of Directors and the General Manager or their designees, as well as the standing committees, to secure information needed to create the plans.

- ~~3. The Committee shall review the Implementation Plan regularly, at least annually, for completions, updates and recommended changes. It should also make a listing of accomplishments and failures or changes made to the Plans and the reasons for them.~~

C. The Committee shall review the plan at least annually to verify that it is still appropriate and recommend any needed changes to the Board of Directors.

- ~~4. With Board approval, the Committee may solicit input from the membership.~~

D. The Committee may solicit input from members of the community as needed in preparation of the plans and may conduct surveys in accordance with PM 16.0.

- ~~5. The Committee shall publish the Master and Implementation Plans, when approved by the Board of Directors, and make it available to the membership.~~
- ~~6. The Committee shall plan its meetings and submit its recommendations so that they are available in time for the LMOA budget preparation process.~~

IV. COMMITTEE MEETINGS AND CONDUCT BY COMMITTEE

~~The Planning Committee shall meet at least once every month. Meetings shall be conducted in accordance with PM 16.0, Committees.~~

~~All actions of, and conduct by, the Planning Committee shall be in strict compliance with PM 16.0, Committees, unless specifically prescribed otherwise by adoption of this Charter by the LMOA Board of Directors.~~

A. The Planning Committee shall meet at least once every month.

B. All actions of and conduct by the Planning Committee, including meetings, shall be in strict compliance with PM 16.0, Overall Committee Charter, unless prescribed by the Board of Directors and incorporated into this Charter.

~~Cross Reference: PM 16.0 Committees~~

Cross Reference: PM 16.0, Committees – Overall Committee Charter

As recommended:

PLANNING COMMITTEE PROPOSED AMENDMENTS

Policy Manual Chapter 16, Section 16.06, Planning Committee Charter

Date approved: July 1981

Amended: December 16, 2004

Proposed: *May 28, 2009*

I. PURPOSE

The Planning Committee shall be an advisory committee of the LMOA Board of Directors. Its primary purpose shall be the development and revision, as necessary, of a strategic plan and implementation plans to carry out the steps of the strategic plan. These plans shall be submitted to the Board of Directors for its review, response and action.

II. MEMBERSHIP AND STRUCTURE

- A. The Committee shall be comprised of five to nine members appointed by the Board of Directors in accordance with PM 16.0, Committees – Overall Committee Charter.
- B. The committee may appoint one of its members as a non-voting liaison to another committee in accordance with PM 16.0.

III. DUTIES AND RESPONSIBILITIES

- A. The Planning Committee shall study and project the current and future needs of the community, including services and amenities, and prepare a strategic plan and implementation plans for the Board’s consideration and action. Where practical, each item proposed shall include a cost-benefit analysis.
- B. The Committee shall work with the Board of Directors and the General Manager or their designees, as well as the standing committees, to secure information needed to create the plans.
- C. The Committee shall review the plan at least annually to verify that it is still appropriate and recommend any needed changes to the Board of Directors.
- D. The Committee may solicit input from members of the community as needed in preparation of the plans and may conduct surveys in accordance with PM 16.0.

IV. COMMITTEE MEETINGS AND CONDUCT BY COMMITTEE

- A. The Planning Committee shall meet at least once every month.
- B. All actions of and conduct by the Planning Committee, including meetings, shall be in strict compliance with PM 16.0, Overall Committee Charter, unless prescribed by the Board of Directors and incorporated into this Charter.

Cross Reference: PM 16.0, Committees – Overall Committee Charter