

3. Planning and Evaluation Committee (updated 9/27/2016)

- Membership Considerations:

To the extent possible, the committee will include members knowledgeable about capital projects and members with experience in financial management.

- Responsibilities:

1. To review and discuss on an annual basis, the capital evaluation requirements, and any documents required for club and miscellaneous capital funding requests submitted to the P&E Committee.

As I understand, this provision specifically requires the P&E to review and discuss annually:

- 1) the evaluation requirements for capital projects
- 2) documents used for club and misc. capital requests

To satisfy these two requirements, staff is working with P&E on updating/developing an evaluation tool for capital projects and could work with P&E on updating the request form for club and misc. capital requests.

2. To be knowledgeable of the Strategic Plan, Long-term Capital Plan, and Center Assessment Survey to ensure that all capital-funding recommendations comply with these plans.

As I understand, this provision specifically requires the P&E to have knowledge and understanding of:

- 1) the following plans: the strategic plan; the long-term capital plan (which I believe is a 5-year capital plan); the Center Assessment Survey which is the MRR/Browning Reserve Plan.
- 2) to ensure funding recommendations comply with these plans.

To satisfy these requirements, staff will provide the required three (3) plans to the P&E:

1. the 5-year Strategic Plan is being developed now and will be made available to the P&E once it's complete.
2. staff will develop a recommended 5-year Capital Plan and will provide and present to the P&E. This will provide P&E with an opportunity to weigh in on the plan.
3. the current MRR/Browning Reserve Plan.

P&E is charged with ensuring funding recommendations comply with these three (3) plans.

3. To identify issues and trends that could contribute to the update of aforementioned plans.

As I understand, this provision charges P&E with identifying issues and trends that contribute to the three (3) plans.

To satisfy this requirement, staff can assist the P&E with identifying issues and trends by:

1) developing a pool matrix showing date in service, age, dimensions, depth, capacity, and repair history, to inform the MRR and 5-year Capital Plan.

2) providing and working with P&E on any studies on the conditions of facilities.

3) providing and working with P&E on any studies, data, or information concerning trends in active adult communities.