

PUBLIC WORKS COMMITTEE

TEAM CHARTER

Purpose

The purpose of the Public Works Committee is provide a comprehensive review of all programs, purchases, policies and contracts associated with the TLA Public Works Department.

Background

The Public Works Department and Committee work to improve all capital replacements and services such as fleet maintenance, tree maintenance, landscaping, mailboxes, signage, storm drain cleaning, road repairs, street sweeping, building maintenance, lagoon spraying, cellulose chipping facility, wildlife services, Recycling Center and Dog Park. In addition, the Committee also reviews contract services with The Landings Club, The Landings Company and Village POA

The customer group directly and indirectly impacted by the Public Works Department and Committee includes all residents, staff, vendors and contractors. The Public Works Committee has no estimated cost associated with its activities. All cost associated with the Committee are directly related to purchases and/or programs.

Scope

The mission of the Public Works Committee is to assist staff in improving all infrastructure, equipment and grounds owned in a way that is efficient, timely and cost effective to ensure the community is well maintained and operated at a good value for all customers.

Team Composition

The Public Works Committee will be comprised of a minimum of seven individuals. In addition, a member shall be appointed from the TLA and TLC Boards as liaisons to the Committee. The Public Works Director will be assigned to work with the Committee as staff liaison.

Team Empowerment

The Public Works Committee is a standing committee that makes recommendations to the General Manager and staff.

Team Operations

The Public Works Committee will follow *Robert's Rule of Order* to include agendas, quorum, voting and meeting minutes.

Team Performance Assessment

The committee will be proven to be successful when achieving the following:

- The Board of Directors counts on and supports the opinions/recommendations of the committee.
- In conjunction with staff, ensures that all capital projects are completed in a high quality manner within budget and schedule constraints.
- Successful implementation of Board goals from the Strategic Plan.