

## MANAGEMENT COMMITTEE 2013 WORK PLAN

**Management Committee Charter:**

The **purpose** of the Management Committee is to provide accountability for financial and other resources.

The Management Committee ensures accountability for use of financial and other resources and addresses issues regarding budget review, financial monitoring, personnel policy, labor agreements, bond authority and insurance.

Tentative Plan Schedule

**Administrative**

- Management Committee Workplan
- Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs
  - [Bus Item 2013-xxx](#) - Council & Comm Meeting Dates, Auth Closed Mtgs
- Administrative Policy Revisions

**Budget**

- Carryforward and Quarterly Operating and Capital Budget Amendments
  - [Bus Item 2013-xxx](#) - Unified Operating Budget Amendment - Carryforward
  - [Bus Item 2013-xxx](#) - Capital Budget Amendment - Carryforward
  - [Bus Item 2013-xxx](#) - Unified Operating Budget Amendment - 1st Qtr
  - [Bus Item 2013-xxx](#) - Capital Budget Amendment - 1st Qtr
  - [Bus Item 2013-xxx](#) - Unified Operating Budget Amendment - 2nd Qtr
  - [Bus Item 2013-xxx](#) - Capital Budget Amendment - 2nd Qtr
  - [Bus Item 2013-xxx](#) - Unified Operating Budget Amendment - 3rd Qtr
  - [Bus Item 2013-xxx](#) - Capital Budget Amendment - 3rd Qtr
  - [Bus Item 2013-xxx](#) - Unified Operating Budget Amendment - 4th Qtr
  - [Bus Item 2013-xxx](#) - Capital Budget Amendment - 4th Qtr
- 2013 Preliminary Operating Budget, Capital Plan, & Levies
  - 2013 Operating Budget Development - Regional Administration
  - Council Adopts Preliminary Budget & Levies (maximum)
  - Council Adopts Public Hearing Draft
  - Council Adopts Final Budget
- State Forecast Briefing (February and November Forecast)
- State Budget Briefing (End of Session)

	1st Qtr				2nd Qtr				3rd Qtr				4th Qtr											
	J	J	F	F	M	M	A	A	M	M	J	J	J	J	A	A	S	S	O	O	N	N	D	D
Management Committee Workplan																								
Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs																								
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Tentative Plan Schedule

**Procurement**

- Quarterly Procurement Report
- Annual Sole Source Hardware/Software Maint Services - [Bus Item 2013-xxx](#)
- Procurement Contracts
- [Bus Item 2012-xxx](#) - Award Grants Management System Contract
- DBE Goal Results

**Risk**

- Renew Council Railroad Rolling Stock Insurance - [Bus Item 2013-003](#)
- Renew Council Property Insurance - [Bus Item 2013-xxx](#)
- Other Insurance Renewal
- Annual Risk Management Claims/Liability Statistics
- COOP - Continuity of Operations Quarterly Update

1st Qtr		2nd Qtr				3rd Qtr				4th Qtr													
J	J	F	F	M	M	A	A	M	M	J	J	J	J	A	A	S	S	O	O	N	N	D	D

Information		Action		Council	
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