MANAGEMENT COMMITTEE 2013 WORK PLAN

Management Committee Charter:

The <u>purpose</u> 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																		
		1st Qtr				2nd Qtr					3rd Qtr					4th Qtr			r
	J	J F	F	М	М	Α	Α	М	М	J J	J	J	A A	\ S	S	0	0 N	l N	D
<u>Administrative</u>																			
Management Committee Workplan																			
Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs																			
- Bus Item 2013-xxx - Council & Comm Meeting Dates, Auth Closed Mtgs																			
Admistrative Policy Revisions																			
Budget																			
Carryforward and Quarterly Operating and Capital Budget Amendments																			
- Bus Item 2013-xxx - Unified Operating Budget Amendment - Carryforward																			
- Bus Item 2013-xxx - Captial Budget Amendment - Carryforward																			
- Bus Item 2013-xxx - Unified Operating Budget Amendment - 1st Qtr																			
- Bus Item 2013-xxx - Captial Budget Amendment - 1st Qtr																			
- Bus Item 2013-xxx - Unified Operating Budget Amendment - 2nd Qtr																			
- Bus Item 2013-xxx - Captial Budget Amendment - 2nd Qtr																			
- Bus Item 2013-xxx - Unified Operating Budget Amendment - 3rd Qtr																			
- Bus Item 2013-xxx - Captial Budget Amendment - 3rd Qtr																			
- Bus Item 2013-xxx - Unified Operating Budget Amendment - 4th Qtr																			
- Bus Item 2013-xxx - Captial 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)																			
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Tentative Plan Schedule

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	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			
Finance - Investments - Debt	_		_	_			
Quarterly Financial Reports - Operating Funds							
Investment Review Committee Report							
GO Bond Parameters Resolution and Results of Sale							
GANS Parameters Resolution and Results of Sale							
Central Corridor Light Rail - Cash Flow Update							
Annual Affirm of Transaction Based Financial Contracts - Bus Item 2013-xxx							
Authorized Financial Institutions - Annual review - Bus Item 2013-xxx							
Human Resources - Labor Relations							
Update: Labor Strategy & Parameters							
Quartery Self-Insurance Report							
Labor Agreements:							
Labor Agreement - AFSCME (exp. 12/31/13) - Bus Item 2013-xxx							
Labor Agreement - ATU (exp. 7/31/12) - Bus Item 2013-010							
Labor Agreement - Electricians (exp. 4/30/12) - Bus Item 2013-xxx							
Labor Agreement - Machinists (exp. 12/31/13) - Bus Item 2013-xxx							
Labor Agreement - MANA (exp. 12/31/12) - Bus Item 2013-xxx							
Labor Agreement - Oper Engineers (exp. 12/31/12) - Bus Item 2013-xxx							
Labor Agreement - Painters (exp. 4/30/12) - Bus Item 2013-xxx							
Labor Agreement - Police FT-Teamsters (exp. 12/31/12) - Bus Item 2013-xxx							
Labor Agreement - Police PT (exp. 12/31/2012) - Bus Item 2013-xxx							
Labor Agreement - Police Admin/Supv (exp. 12/31/14) - Bus Item 2014-xxx							
Labor Agreement - TMSA (exp. 12/31/13) - Bus Item 2013-xxx							
Non-Rep Plan changes - Bus Items 2013-xxx							
MSRS Unclassified Retirement Plan Resolution - Bus Item 2013-xxx							
Annual Workforce Statistics							
Legal							
Legal Agreements/Strategy/Business Items							
Update: Contracts with Outside Legal Counsel							

Tentative Plan Schedule

3 of 3

	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			
<u>Procurement</u>							
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							