

## 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
  - [Bus Item 2013-268](#) - Expenditure Policy 3-3 - Micro Purch Level/Sign Auth

**Budget**

- Carryforward and Quarterly Operating and Capital Budget Amendments
  - [Bus Item 2013-40](#) - Unified Operating Budget Amendment - Carryforward
  - [Bus Item 2013-43](#) - Capital Budget Amendment - Carryforward
  - [Bus Item 2013-79](#) - Unified Operating Budget Amendment - 1st Qtr
  - [Bus Item 2013-34/80](#) - Capital Budget Amendment - 1st Qtr
  - [Bus Item 2013-156](#) - Unified Operating Budget Amendment - 2nd Qtr
  - [Bus Item 2013-157](#) - Capital Budget Amendment - 2nd Qtr
  - [Bus Item 2013-219](#) - Unified Operating Budget Amendment - 3rd Qtr
  - [Bus Item 2013-220](#) - Capital Budget Amendment - 3rd Qtr
  - [Bus Item 2013-xxx](#) - Unified Operating Budget Amendment - 4th Qtr
  - [Bus Item 2013-249](#) - Capital Budget Amendment - 4th Qtr
- 2014 Preliminary Operating Budget, Capital Plan, & Levies
  - 2014 Operating Budget Development - Regional Administration
  - Council Adopts Preliminary Budget & Levies (maximum)
  - Council Adopts Public Hearing Draft
  - Council Adopts Final Budget
- State Budget/Forecast Briefing (February/November Forecast, 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  | X       | X |   |   |         |   |   |   |         |   | X |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs                          |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-xxx</a> - Council & Comm Meeting Dates, Auth Closed Mtgs       |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Administrative Policy Revisions  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-268</a> - Expenditure Policy 3-3 - Micro Purch Level/Sign Auth |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Management Committee Workplan  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs                          |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-xxx</a> - Council & Comm Meeting Dates, Auth Closed Mtgs       |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Administrative Policy Revisions  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-268</a> - Expenditure Policy 3-3 - Micro Purch Level/Sign Auth |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Management Committee Workplan  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs                          |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-xxx</a> - Council & Comm Meeting Dates, Auth Closed Mtgs       |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Administrative Policy Revisions  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-268</a> - Expenditure Policy 3-3 - Micro Purch Level/Sign Auth |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Management Committee Workplan  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs                          |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-xxx</a> - Council & Comm Meeting Dates, Auth Closed Mtgs       |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Administrative Policy Revisions  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-268</a> - Expenditure Policy 3-3 - Micro Purch Level/Sign Auth |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Management Committee Workplan  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Resolutions Setting Council & Comm Mtg Dates and Auth Closed Mtgs                          |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-xxx</a> - Council & Comm Meeting Dates, Auth Closed Mtgs       |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| Administrative Policy Revisions  |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |
| - <a href="#">Bus Item 2013-268</a> - Expenditure Policy 3-3 - Micro Purch Level/Sign Auth |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |

Tentative Plan Schedule

|  | 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 |
|  |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>Finance - Investments - Debt</b>  |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Quarterly Financial Reports - Operating Funds                              |         |   |         |   |   | X |         |   |   |   |         |   |   |   | X |   |   |   |   |   |   |   |   |   |
| Investment Review Committee Report   |         |   | X       |   |   |   |         |   |   | X |         |   |   |   | X |   |   |   |   |   |   |   |   |   |
| GO Bond Parameters Resolution and Results of Sale                          |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| - Bus Item 2013-127/304 - PFA Loan Authorization                           |         |   |         |   |   |   |         |   |   | X |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| - Bus Item 2013-302 - Refunding Robert Street COPs                         |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| - Bus Item 2013 303 - GANS Parameters Resolution and Results of Sale       |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| - Bus Item 2013 303 - GO Bonds Parameters Resolution and Results of Sale   |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Central Corridor Light Rail - Cash Flow Update                             |         |   |         |   | X |   |         |   |   | X |         |   |   |   |   |   | X |   |   |   |   |   |   |   |
| MAP 21 Impact (Mark Fuhrmann)  |         |   |         |   |   |   |         |   |   | X |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Annual Affirm of Transaction Based Financial Contracts - Bus Item 2013-301 |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Authorized Financial Institutions - Annual review - Bus Item 2013-300      |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| <b>Human Resources - Labor Relations</b>                                   |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Update: Labor Strategy & Parameters  |         |   |         |   |   |   |         |   |   |   |         | X |   |   |   |   |   |   |   |   |   |   |   |   |
| Quarterly Self-Insurance Report  |         |   |         |   |   |   |         |   |   | X |         |   |   |   |   |   | X |   |   |   |   |   |   |   |
| <u>Labor Agreements:</u>   |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - AFSCME (exp. 12/31/13) -                                 |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - ATU (exp. 7/31/12) - Bus Item 2013-010                   | X       |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - Electricians (exp. 4/30/13) - Bus Item 2013-269          |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   | X | X |   |   |   |   |   |   |
| Labor Agreement - Machinists (exp. 12/31/13) -                             |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - MANA (exp. 12/31/12) - Bus Item 2013-071                 |         |   |         |   |   | X |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - Oper Engineers (exp. 12/31/12) - Bus Item 2013-185       |         |   |         |   |   |   |         |   |   |   |         | X |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - Pipefitters (exp. 4/30/13) - Bus Item 2013-170           |         |   |         |   |   |   |         |   |   | X |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - Police FT-Teamsters (exp. 12/31/12) - Bus Item 2013-072  |         |   |         |   |   | X |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - Police PT (exp. 12/31/2012) - Bus Item 2013-097          |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - Police Admin/Supv (exp. 12/31/14) -                      |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Labor Agreement - TMSA (exp. 12/31/13) -                                   |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Non-Rep Plan changes - Bus Items 2013-032/311                              |         |   |         |   | X |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| MSRS Unclassified Retirement Plan Resolution - Bus Item 2013-310           |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Annual Workforce Statistics/Planning/Outcomes                              |         |   |         |   |   |   |         |   |   |   |         | X |   |   |   |   |   |   |   |   |   |   |   |   |
| RA and General Counsel Salary Increases - Bus Item 2013-30                 | X       |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Pay Equity Implementation Report - Bus Item 2013-31                        | X       |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Resolution - Dental Self Insure - Bus Item 2013-277                        |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   | X |   |   |   |   |
| Retiree Medical Plans  |         |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |   |   |

Tentative Plan Schedule

|   | 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 |  |
|   |         |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |  |
| <b>Legal</b><br>Legal Agreements/Strategy/Business Items<br>Update: Contracts with Outside Legal Counsel  | X       |   |   |   |         |   |   |   |         |   |   |   |         |   |   |   |   |   |   |   |   |   |   |   |  |
| <b>Procurement</b><br>Quarterly Procurement Report<br>Annual Sole Source Hardware/Software Maint Services - <a href="#">Bus Item 2013-305</a><br><u>Procurement Contracts</u><br><del>- <a href="#">Bus Item 2012-xxx</a> - Award Grants Management System Contract</del><br>- <a href="#">Bus Item 2013-55</a> - HR - Award 360 Degree Feedback Contract<br>- <a href="#">Bus Item 2013-112</a> - Risk - Amend Value of Work Comp Legal Contract<br>- <a href="#">Bus Item 2013-147</a> - HR -Amend TASC Retiree Billing Contract<br>- <a href="#">Bus Item 2013-158</a> - Finance - Wells Fargo Banking Services Agreement<br>- <a href="#">Bus Item 2013-159</a> - Finance - Resolution Designating Auth Signators<br>- <a href="#">Bus Item 2013-210</a> - Risk - Legal Contracts for Tort Claims<br>- <a href="#">Bus Item 2013-212</a> - Finance - Robert Street Exterior Column Work<br>- <a href="#">Bus Item 2013-187</a> - HR - Online Benefits System<br>- <a href="#">Bus Item 2013-252</a> - HR - Amend DOR Contract - Employee Assist Prg<br>- <a href="#">Bus Item 2013-274</a> - HR - Amend Masterson Contract - Temp Staffing<br>- <a href="#">Bus Item 2013-276</a> - HR - Amend HP Contract - Dental Self Insure<br>DBE Goal Results |         |   | X |   |         |   |   |   |         | X |   |   |         |   |   | X |   |   |   |   |   |   |   |   |  |
| <b>Risk</b><br>Renew Council Railroad Rolling Stock Insurance - <a href="#">Bus Item 2013-138</a><br>Renew Council Property Insurance - <a href="#">Bus Item 2013-113</a><br>Other Insurance Renewal<br>Annual Risk Management Claims/Liability Statistics<br>COOP - Continuity of Operations Quarterly Update  |         |   |   |   |         |   |   | X | X       |   |   |   |         |   |   |   |   | X |   |   |   |   |   |   |  |

|             |  |        |  |         |  |
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| Information |  | Action |  | Council |  |
|-------------|--|--------|--|---------|--|