MANAGEMENT COMMITTEE
2015 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

	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
Administrative																								
Management Committee Workplan	X	▪										▪									▪			
Admistrative Policy Revisions:																								
- Amend Policy 1-2 Environmental Sustainability - Bus Item 2015-004	X																							
- Amend Policy 4-10 Disability Management - Bus Item 2015-xx																								
- Adopt Policy 3-10 Real Estate - Bus Item 2015-26			▪																					
Budget																								
Carryforward and Quarterly Operating and Capital Budget Amendments																								
- Bus Item 2015-xx - Unified Budget Amendment - Carryforward						▪																		
- Bus Item 2015-xx - Unified Budget Amendment - 1st Qtr							▪																	
- Bus Item 2015-xx- Unified Budget Amendment - 2nd Qtr									▪															
- Bus Item 2015-xx - Unified Budget Amendment - 3rd Qtr													▪											
- Bus Item 2015-xx - Unified Budget Amendment - 4th Qtr																			▪					
2015 Preliminary Operating Budget, Capital Plan, & Levies																								
- 2015 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)					▪				▪												▪			

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
Finance - Investments - Debt																								
Financial Reports - Operating Funds						▇									▇					▇				
Quarterly Investment Review Committee Report																								
GO Bond Parameters Resolution - Bus Item 2015-xx																								
- Results of Sale - GO WW Bonds, GO Transit, GO Parks																								
PFA Loan Agreement - Bus Item 2015-xx																								
~~Central Corridor Light Rail - Cash Flow Update~~																								
Annual Affirm of Transaction Based Financial Contracts - Bus Item 2015-xx																								
Authorized Financial Institutions - Annual review - Bus Item 2015-xx																								
Human Resources - Labor Relations																								
Update: Labor Strategy & Parameters																								
Quartery Self-Insurance Report																								
Annual Workforce Statistics/Planning/Building Diversity																								
Employee Health and Wellness Info Update																								
Workplace Violence Prepardeness Info Update																								
Urban Scholars/Fellowship/Internship Program																								
Propose On-site Health Clinic																								
Labor Agreements:																								
Labor Agreement - AFSCME (exp. 12/31/15) - Bus Item 2015-xx																								
Labor Agreement - ATU (exp. 7/31/15) - Bus Item 2015-xx																								
Labor Agreement - Electricians (exp. 4/30/15) - Bus Item - 2015-xx																								
Labor Agreement - Machinists (exp. 12/31/15) -Bus Item 2015-xx																								
Labor Agreement - MANA (exp. 12/31/15) - Bus Item 2015-xx																								
Labor Agreement - Oper Engineers (exp. 12/31/14) - Bus Item 2015-xx																								
Labor Agreement - Painters (exp. 4/30/15) - Bus Item 2015-xx																								
Labor Agreement - Pipefitters (exp. 4/30/16) -																								
Labor Agreement - Police FT-Teamsters (exp. 12/31/15) - Bus Item 2015-xx																								
Labor Agreement - Police PT - LELS 192 (exp. 12/31/15) - Bus Item 2015-xx																								
Labor Agreement - Police Adm/Supv LELS 203 (exp. 12/31/14) - Bus Item 2015-xx																								
Labor Agreement - TMSA (exp. 12/31/15) - Bus Item 2015-xx																								
Non-Rep Plan changes - Bus Items 2015-xx																								
Recommendation RA & GC Salary Adjustments - Bus Item 2015-005	X																							

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

Procurement

Quarterly Procurement Report

Annual Sole Source Hardware/Software Maint Services - Bus Item 2015-xx

DBE Goals -- FTA Triennial goal - Bus Item 2015-xx

DBE Goal - Results

Contracting Inititiaves Info update

Procurement Contracts (> $500,000):

Bus Item 2015-24 - Award Temp Employee Svcs Contract

Risk

Renew Council Rail Insurance - Bus Item 2015-xx

Renew Council Property Insurance - Bus Item 2015-xx

Annual Risk Management Claims/Liability Statistics

Risk Management/Litigation updates

COOP - Continuity of Operations Quarterly Update

Data Practices info update

Other Reports

Pcards/Payments Statistics & initiatives info update

Enterprise Content Management info update

Performance Reporting

Information		Action		Council	