MANAGEMENT COMMITTEE 2016 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.

Administrative

Management Committee Workplan

Admistrative Policy Revisions:

- Amend Policy 3-3 Expenditures Bus Item 2016-001
- Amend Policy 3-4-6 MCUB Bus Item 2016-017

Final Plan Schedule 1st Otr 2nd Otr 3rd

1st Qtr						2nd Qtr						3rd Qtr							4th Qtr							
J	J	F	F	М	М	Α	Α	М	М	J	J	J	J	Α	Α	S	S	0	0	N	N	D	D			
X																										
																					no meeting		no meeting			

<u>Budget</u>

Carryforward and Quarterly Operating and Capital Budget Amendments

- Bus Item 2016-016 Unified Budget Amendment Early Carryforward
- Bus Item 2016-XX Unified Budget Amendment Regular Carryforward
- Bus Item 2016-XX Unified Budget Amendment 1st Qtr
- Bus Item 2016-XX Unified Budget Amendment 2nd Qtr
- Bus Item 2016-XX Unified Budget Amendment 3rd Qtr
- Bus Item 2016-XX Unified Budget Amendment 4th Qtr

2016 Preliminary Operating Budget, Capital Plan, & Levies

- 2016 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)

Final Plan Schedule

		1st		2nd Qtr						3rd Qtr					4th Qtr					
	J.	J F	F	M N	M /	A .	A N	ΛМ	J	J	J	J /	А А	S	S	0	0 1	l N	l D	D
<u>Finance</u> - <u>Investments</u> - <u>Debt</u>																				
Financial Reports - Operating Funds																				
Quarterly Investment Review Committee Report																				
GO Bond Parameters Resolution - Bus Item 2016-XX																				
- Results of Sale - GO WW Bonds, GO Transit, GO Parks																				
PFA Loan Agreement - Bus Item 2016-XX																				
Annual Affirm of Transaction Based Financial Contracts - Bus Item 2016-XX																				
Authorized Financial Institutions - Annual review - Bus Item 2016-XX																				
Human Resources - Labor Relations																				
Update: Labor Strategy & Parameters																				
Quarterly Self-Insurance Report																				
Annual Workforce Statistics/Planning/Building Diversity/Gender Gap																				
Employee Recruitment and Training																		ing	D	in g
Labor Agreements:																		eet		eet
Labor Agreement - AFSCME (exp. 12/31/15) - Bus Item 2016-XX																		 		0 13
Labor Agreement - ATU (exp. 7/31/15) - Bus Item 2016-XX																		Ē		
Labor Agreement - Electricians (exp. 4/30/18) - Bus Item - 2016-XX																				
Labor Agreement - Machinists (exp. 12/31/15) -Bus Item 2016-XX																				
Labor Agreement - MANA (exp. 12/31/15) - Bus Item 2016-XX																				
Labor Agreement - Oper Engineers (exp. 12/31/16) - Bus Item 2016-XX																				
Labor Agreement - Painters (exp. 4/30/16) - Bus Item 2016-XX																				
Labor Agreement - Pipefitters (exp. 4/30/16) - Bus Item 2016-XX																				
Labor Agreement - Police FT-Teamsters (exp. 12/31/15) - Bus Item 2016-XX																				
Labor Agreement - Police PT - LELS 192 (exp. 12/31/15) - Bus Item 2016-XX																				
Labor Agreement - Police Adm/Supv LELS 203 (exp. 12/31/17) -																				
Labor Agreement - TMSA (exp. 12/31/15) - Bus Item 2016-XX																				
Non-Rep Plan changes - Bus Items 2016-XX																				
Recommend RA & GC Salary Adjustments - Bus Item 2016-XX																				

Final 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 2016-XX DBE Goal - Results (Annual Report) Contracting Inititiaves Info update - Standards for Financial Institution Contracted Services - Other Procurement Contracts (> \$500,000):				1
Renew Council Rail Insurance - Bus Item 2016-XX Renew Council Property Insurance - Bus Item 2016-XX Annual Risk Management Claims/Liability Statistics COOP - Continuity of Operations Quarterly Update Other Reports Pcards/Payments Statistics & initiatives info update				no meeting no meeting

Information		Action		Council	
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