# MANAGEMENT COMMITTEE 2017 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.

#### Administrative

Management Committee Workplan

Admistrative Policy Revisions:

- Amend Policy
- Amend Policy

**Key Performance Measures** 

# **Budget**

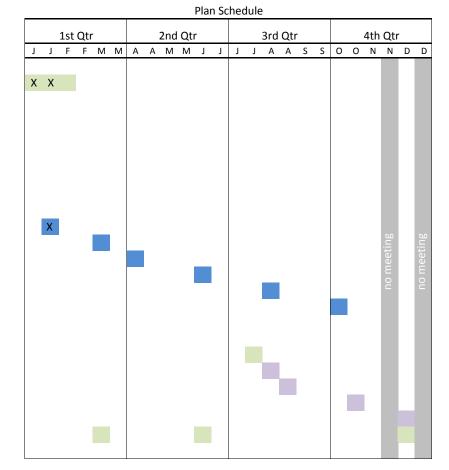
# Carryforward and Quarterly Operating and Capital Budget Amendments

- Bus Item 2017-035 Unified Budget Amendment
- Bus Item 2017-xxx Unified Budget Amendment Regular Carryforward
- Bus Item 2017-xxx Unified Budget Amendment 1st Qtr
- Bus Item 2017-xxx Unified Budget Amendment 2nd Qtr
- Bus Item 2017-xxx Unified Budget Amendment 3rd Qtr
- Bus Item 2017-xxx Unified Budget Amendment 4th Qtr

# 2017 Preliminary Operating Budget, Capital Plan, & Levies

- 2017 Operating Budget Development Regional Administration
- Council Presentation Divisional Level Operating Budget
- 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)



# Finance - Investments - Debt

Quarterly Financial Reports - Operating Funds

Financial Stewardship Discussion

**Quarterly Investment Review Committee Report** 

Internal Cash Flow Loans for Capital Funds - Bus Item 2017-007

GO Bond Parameters Resolution - Bus Item 2017-xxx

- Results of Sale - GO WW Bonds, GO Transit

Certificates of Participation (COP) Parameters Resolution - Bus Item 2017-xxx

Results of Sale of COP Sale

PFA Loan Agreement - Bus Item 2017-xxx

GANs Parameters Resolution - Bus Item 2017-xxx

- Results of Sale - GANs SWLRT project

Quartely SWLRT Project Cash Flow Update

Annual Affirm of Transaction Based Financial Contracts - Bus Item 2017-xxx

Authorized Financial Institutions - Annual review - Bus Item 2017-xxx

Other Post Employment Benefits (OPEB):

- Results of Actuarial Valuation
- Review Investment Strategy

# **Human Resources - Labor Relations**

Annual Workforce Statistics/Building Diversity Initiative

**Labor Strategy & Parameters** 

#### Bargaining Agreements:

- AFSCME (exp. 12/31/17) Bus Item xxxx-xxx
- ATU (exp. 7/31/17) Bus Item xxxx-xxx
- Electricians (exp. 4/30/18) Bus Item xxxx-xxx
- Machinists (exp. 12/31/17) -Bus Item xxxx-xxx
- MANA (exp. 12/31/17) Bus Item 2017-008
- Oper Engineers (exp. 12/31/16) Bus Item xxxx-xxx
- Painters (exp. 4/30/19) Bus Item xxxx-xxx
- Pipefitters (exp. 4/30/19) Bus Item xxxx-xxx
- Police FT-Teamsters (exp. 12/31/17) Bus Item xxx-xxx
- Police PT LELS 192 (exp. 12/31/17) Bus Item xxxx-xxx
- Police Adm/Supv LELS 203 (exp. 12/31/17) Bus Item xxxx-xxx
- TMSA (exp. 12/31/17) Bus Item xxxx-xxx

#### Plan Schedule

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
J J F F M M		J J A A S S	0 0 N N D D
			no meeting no meeting

Draft Management Committee Workplan - Jan 25 2017

# **Human Resources - Labor Relations (continued)**

Non-Rep Plan changes - Bus Items xxxx-xxx

Recommend RA & GC Salary Adjustments - Bus Item 2017-xxx

Annual Health and Wellness Update

Open Enrollment Update

**Employment Branding** 

**Quarterly Self-Insurance Report** 

Recommend 2018 Health and Dental Premium Rates

# **Procurement**

**Quarterly Procurement Report** 

Annual Sole Source Hardware/Software Maint Services - Bus Item 2017-xxx

DBE Goal - Results (Annual Report)

MCUB Initiative Update

**US Employment Plan** 

Review Standards for Financial Institution Contracted Services

General Banking Services RFP and Award

Financial Services Contract RFP and Award

# <u>Risk</u>

Renew Council Rail Insurance - Bus Item 2017-xxx

Renew Council Property Insurance - Bus Item 2017-xxx

Annual Risk Management Claims/Liability Statistics

COOP - Continuity of Operations Quarterly Update

# Other Reports

Q4 2016 Major Projects, Initiatives, and Issues Report (Meredith Vadis, Lesley Kandaras)

# Plan Schedule

