MANAGEMENT COMMITTEE
2017 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.

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	X																						
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		X																						
- 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)																								

no meeting

no meeting

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

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

no meeting

no meeting

Plan Schedule

1st Qtr: J J F F M M | 2nd Qtr: A A M M J J | 3rd Qtr: J J A A S S | 4th Qtr: O O N N D D

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

Risk

- 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)

no meeting

no meeting

Information | Action | Council