

MANAGEMENT COMMITTEE 2018 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

	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																					
Administrative Policy Revisions:																										
- Amend Policy																										
- Amend Policy																										
Key Performance Measures																										
Budget																										
Carryforward and Quarterly Operating and Capital Budget Amendments																										
- Bus Item 2018-35 - Unified Budget Amendment - Regular Carry forward					X																					
- Bus Item 2018-xxx - Unified Budget Amendment - 1st Qtr																										
- Bus Item 2018-xxx - Unified Budget Amendment - 2nd Qtr																										
- Bus Item 2018-xxx - Unified Budget Amendment - 3rd Qtr																										
- Bus Item 2018-xxx - Unified Budget Amendment - 4th Qtr																										
- Bus Item 2018-xxx - Unified Budget Amendment																										
2017 Preliminary Operating Budget, Capital Plan, & Levies																										
- 2018 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)					X																					
2018 General Purposes Levy Strategy & Thrive Initiatives																										
Southwest Light Rail Transit Hennepin County Repayment Agreement																										
Southwest Light Rail Transit (Green Line Extension) Joint and Cooperative Exercise of Powers Agreement with Hennepin County Regional Railroad Authority (Dave Theisen) - Bus Item 2018-59 JT					X																					
Southwest Light Rail Transit (Green Line Extension) Freight Rail Agreements, Surface Transportation Board Filings, and Any Settlement or Other Agreement with TC&W Railroad (Jim Alexander) - Bus Item 2018-60 JT					X																					

		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
Human Resources - Labor Relations (continued)																									
	Non-Rep Plan changes - Bus Items 2018-24		x																						
	Recommend RA & GC Salary Adjustments - Bus Item 2018-8	x																							
	Annual Health and Wellness Update																								
	Open Enrollment Update																								
	Quarterly Self-Insurance Report	x																							
	Recommend 2019 Health and Dental Premium Rates																								
	Parental Leave - Bus Item 2018-xxx																								
	Telework Policy Update (Todd Rowley) - Bus Item 2018-7	x																							
	Annual Well@Work Clinic Report																								
Procurement																									
	Quarterly Procurement Report																								
	DBE Goal - Results (Annual Report)																								
Risk																									
	Railroad Liability Insurance for Northstar Operations - Bus Item 2018-xxx																								
	Council Property Insurance Contract Renewal - Bus Item 2018-xxx																								
	Annual Risk Management Claims/Liability Statistics																								
	COOP - Continuity of Operations Quarterly Update																								

