

MANAGEMENT COMMITTEE

2011 WORK PLAN

Management Committee Charter:

The purpose of the Management Committee is to provide accountability for financial and other resources.

Oversight of Financial Reports

- Financial Reports
 - Operating Budget to Actual & Reserve Balances (Third and Fourth Quarters)
 - Capital Budget Report – Major Project Status (Third Quarter)
 - Investment Review Committee (Quarterly)
- Procurement Reports – Quarterly
 - \$100 K - \$250K and Over \$250K
 - Emergency Declarations, Less than \$100,000
- Diversity / Disadvantaged Business Enterprises Reports (Second and Fourth Quarters)

Regular Business – Periodic

- 2012 Budget
 - Review and Recommend RA Division Budget (Second Quarter)
 - Review and Recommend Proposed Property Tax Levies (Second Quarter)
 - Fiscal Analysis of Council-wide Budget and Levies and Capital Program (Third Quarter)
- 2011 Budget Amendments
- Litigation Reports and Business Items (Ad Hoc)
- Administrative Policy Review (Ad Hoc)
- Labor Agreements/Strategy (Ad Hoc)
- Audit Committee Report (Quarterly)

Capital Finance

- Bond and PFA Loan Funding Approvals (Ad Hoc)

Briefing/Analysis -

- Transition Topics (First and Second Quarters)
 - Overview of Council Budget and Finance
 - Budget Cycle and Process
 - Review of 2011 Capital and Operating Budget
 - Levies
 - Fund Balance Policies
 - 2011 Legislative Budget Initiatives
 - Operating Structures: Responsibilities and Current Status
 - Finance and Administration
 - Finance
 - Treasury
 - Risk Management
 - Information Services
 - Contracts and Procurement
 - Budget and Operations
 - Human Resources
 - Office of Diversity and Equal Opportunity
 - Program Evaluation and Audit
 - General Counsel
- Management Committee Work Plan (First Quarter)
- February Forecast Briefing (First Quarter)
- State Budget Briefing (Second Quarter)
- Council Legacy Act Funding (Second Quarter)
- Overview of Employee Pension Plans (Third Quarter)
- Central Corridor Cash Flow Loans Report/GANS (Quarterly)