

MANAGEMENT COMMITTEE

2010 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 (Second, Third and Fourth Quarters)
 - Reserve Balances (First Quarter)
 - Capital Budget Report – Major Project Status (Third Quarter)
 - Investment Review Committee (Quarterly)
- Procurement Reports – Quarterly
 - Over \$250K
 - \$100K - \$250K
 - **Emergency Declarations, Less than \$100,000**
- Diversity Reports (First and Third Quarters)
 - Disadvantaged Business Enterprises Report

Regular Business – Periodic

- 2010 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 (Third Quarter)
- 2009 Budget Amendments
- Administrative Policy Review
- Labor Agreements/Strategy
- Audit Committee Report (First and Fourth Quarters)

Capital Finance

- Bond and PFA Loan Funding Approvals (Annually)

Briefing/Analysis

- Debt and Bonding (First Quarter)
- Information Services (First Quarter)
- Risk Management (First Quarter)
- Robert Street Building (Third Quarter)
- Human Resources (First and Third Quarters)
- February Forecast Briefing (First Quarter)
- State Budget Briefing (Second Quarter)
- Central Corridor Cash Flow (Garvee) (First Quarter)

Outreach to Constituents

- Chair and Members will Contact Legislators as Needed Throughout the Legislative Session

Bold Items Indicate a Change from 2009.