

MANAGEMENT COMMITTEE
FINAL DRAFT
2008 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 (Second Quarter)
 - **Capital Budget Report – Major Project Status**
 - Investment Review Committee
- Procurement Reports – Quarterly
 - Over \$250K
 - \$100K - \$250K
- Diversity Reports – **February and September**
 - Disadvantaged Business Enterprises Report

Regular Business – Periodic

- 2009 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)**
- 2008 Budget Amendments
- Administrative Policy Review
- Labor Agreements/Strategy
- Audit Committee Report
- Debt Management
- Review and Recommend Administrative Procurement Activity and Contract Oversight

Policy Decisions

- Unfunded Post-Employment Health Liability
 - 2008 Actuarial Evaluation
 - Use of Trust (Legislation Required)
- **Reserve Policy Review**

Briefing/Analysis

- Program Evaluation/Internal Audit Briefing (First Quarter)
- Energy Forward Pricing (Second Quarter)
- Debt and Bonding
 - Potential Use of Variable Rate Debt
- Briefing on Information Services (Third Quarter)
 - Metro GIS (Second Quarter)
 - GIS
- Departmental Efficiencies (First Quarter)
- Federal Procurement Regulations and Requirements (First Quarter)
- Risk Management (late October)
- Robert Street Building (Third Quarter)
- Human Resources (March)

Outreach to Constituents

- Chair and Members will Contact Legislators as Needed Throughout the Legislative Session
Bold Items indicate a change from 2007 or a focus for 2008.