

Transitioned Duties (L. Veldran)

<u>Activity</u>	<u>Transition To</u>
Administrative Support	Spoke with Eric Veum, supervisor for the city's Administrative Support Team, met with staff on 3/12/21 Booked support from April 12 - June 18, 2021 Services provided: Answering phones, taking messages, distributing mail, assisting with mailings
Payroll	Finance Director will approve time off requests Finance Department staff will enter payroll in MUNIS. Transition to new person. Alders are automatically set up for payroll/not entry required.
Bills CenturyLink (office telephone bill) First Class Mailers (mailing services bill) Bulk Mail Account (additional funds)	Council staff will need to forward to Finance Department staff. Transition to new person.
Purchasing Cards Debbie Fields Lisa Veldran (will be inactivated)	Finance staff will approve purchasing card entries made by Council staff. Transition to new person. Finance Staff will continue converting purchasing cards (no change)
Invoicing Developer Postage Costs	Debbie Fields to be trained on invoicing developers for postage costs associated with alder neighborhood meetings
Alder Reimbursements (Employee Expenses)	To be determined. Transition to new person.
Budget Entry (MUNIS)	Transition to new person to be trained by Finance Department staff.
Open Records	To be determined. Transition to new person to be trained by IT staff.

Activity

Legistar Training

Transition To

City Clerk's office staff will continue providing new employees with access and basic training
In depth training for city staff and committees to be transitioned to new person.

Alder Resolutions

Debbie Fields or Karen Kapusta-Pofahl. Train new person.

Alder Press Releases

Debbie Fields or Karen Kapusta-Pofahl. Train new person.

Updates to Council Webpage

Debbie Fields. Transition to new person.

Council Agenda Review

Council President & Vice-President will continue review of initial draft and final draft
Ald. Mike Verveer added to review initial draft and final draft
Add new person.

Council Agenda Consent Agenda

Debbie Fields. Transition to new person.

Common Council Executive Committee

Karen Kapusta-Pofahl to create agendas and minutes. Transition to new person.
Karen Kapusta-Pofahl to staff.

Incoming Alders

Human Resources to reach out to new alders to submit needed payroll forms
Payroll staff to create personal action forms in MUNIS
IT Staff reach out to new alders to schedule training on web pages, blogs, email

New Alder Orientation Sessions

Council President, Council Vice-President and Council staff will be managing this process
Agenda creation and posting - Karen Kapusta-Pofahl
Sessions have been booked in Zoom
Transition to new person.

Activity

Outgoing Alders

Transition To

Resolutions being drafted by Debbie Fields. Transition to new person.

Currently working with IT staff on transitioning email, network access. Transition to new person.

Inactivating access to CCB, CCB garage and MMB. Transition to new person.