

## Council Office Work Plan April 2022-April 2023

<b>Hiring New Staff</b>		
Legislative Administrative Assistant	Completed	Hired. Start date: 8/1/22
Legislative Analyst	Completed	Hired. Start date 10/17
Community Engagement Strategist	Completed	Hired. Start date 10/17
<b>New Staff Onboarding</b>		
Legislative Administrative Assistant	In Progress	
Council Agenda Review	Completed	
Council Consent Agenda Document	Completed	
Accounts Payable (MUNIS)	Completed	
Accounts Receivable (MUNIS)	Completed	
Payroll (MUNIS)	Completed	
Alder Expense Accounts	In Progress	
Open Records Requests	Completed	
Council Website	Completed	
Records Retention Policy	Completed	
Resolutions (Legistar)	In Progress	
Legistar (basic level)	Completed	
Legistar (intermediate level)	Not Started	
Reimbursements	Completed	
Hiring (NeoGov)	Completed	
Developer Billing	Completed	
Virtual Meeting Hosting-Type 2	Completed	
Agendas/Minutes (Legistar)	Not Started	
Employee Self-Service	Completed	
Council budget	In Progress	
Legislative Process	In Progress	
Alders	Completed	
Purchasing Card Reconciliation (MUNIS)	Completed	
Department Equity Team	Completed	
APM 3-5	Completed	
Open Meetings Law, Robert's Rules, Ethics Code (OCA)	Completed	
Legislative Analyst	In Progress	
Resolutions (Legistar)	Not Started	
Legistar (basic level)	Not Started	
Virtual Meeting Hosting-Type 2	Not Started	
Agendas/Minutes (Legistar)	Not Started	
Employee Self-Service	Completed	
Policy Research	In Progress	
Memo Writing	In Progress	
Legislative Process	In Progress	
Alders	In Progress	
Department Equity Team	In Progress	
Reports (TFOGS, etc)	Completed	
Open Meetings Law, Robert's Rules, Ethics Code (OCA)	Not Started	
Community Engagement Strategist	In Progress	
IAP2 Training	Not Started	
Legistar	Not Started	
Resolutions	Not Started	
Legislative Process	In Progress	
Open Meetings Law, Robert's Rules, Ethics Code (OCA)	Not Started	
Alders	In Progress	
Virtual Meeting Hosting-Type 2	Not Started	
Department Equity Team	In Progress	
Agendas/Minutes (Legistar)	In Progress	
Social Media Policy	In Progress	
Voice of the Customer/ Community Connections	In Progress	
Administrative Services Team	Not Started	
Reports (TFOGS, etc)	Completed	
Communication Tools Report/Recommendations	In Progress	
City PIOs	Completed	
<b>Staff Cross-Training and Professional Development</b>	In Progress	
<b>Alder Onboarding/Offboarding and Training Plan</b>	In Progress	
<b>Council Office Process Documentation/Improvements</b>	In Progress	
<b>Council Policy Guide Revisions</b>	In Progress	