<table>
<thead>
<tr>
<th>Quarter</th>
<th>Finance</th>
<th>Administration</th>
<th>Communications</th>
<th>Information Technology</th>
</tr>
</thead>
</table>
| 1<sup>st</sup> | • Monthly Financial Reports  
• Long Range Financial Plan Update  
• Quarterly OT Report  
• Biennial Budget Planning  
• RFO Presentation (March)  
• LEAN Update  
• Performance Measures Review | • Committee Workplan  
• Council Onboarding Process/Manual  
• LEAN Supplemental (FEB)  
• Personnel/HR manual  
• Retreat Work Items | • Neighborhood Meeting Plans  
• Monthly Communications Update  
• Web Site Update (C & IT)  
• Customer Service Center Update | • Windows 10 Update  
• Technology Check In |
| 2<sup>nd</sup> | • Monthly Financial Reports  
• Quarterly OT Report  
• BP Budget Update  
• Utility Fee Review Plan  
• CIS Update  
• Preliminary Forecast  
• LEAN Update  
• Performance Measures Review | • Onboarding Program for HR  
• Benefits/Wellness Updates | • Council One Pager Updates  
• Neighborhood Meeting Recap  
• Derby Days Prep  
• Monthly Communications Update  
• Customer Service Center Update  
• LTAC Grants Phase 2 | • Technology Check In |
| 3<sup>rd</sup> | • Monthly Financial Reports  
• Quarterly OT Report  
• BP Budget Update  
• LEAN Update  
• Performance Measures Review | • Benefits Updates  
• LEAN Supplemental Update  
• Risk Management Review | • Neighborhood Meeting Plans  
• Monthly Communications Update  
• Derby Days Recap  
• Customer Service Center Update | • Windows 10 check-in  
• Technology Check In |
| 4<sup>th</sup> | • Monthly Financial Reports  
• Quarterly OT Report  
• Biennial Budget Review Update  
• LEAN Update  
• Performance Measures Review | • Committee Holiday Schedule  
• Committee 2019 Workplan refresh  
• Onboarding Update HR | • Monthly Communications Update  
• Customer Service Center Update | • Technology Check In |