

Attachment 9 - City Stacked Workload Diagram

City Workload to Support Access to Public Records												
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 2016/17							Assessment of Laserfiche, NextRequest, and Granicus systems					
											Council Policy Manual	
FY 2017/18	Assessment of Laserfiche and NextRequest systems											
	Implemented a Council Agenda Management System (Granicus)											
				Resolved financial debt & achieved financial stability						Established Public Records Manager position & funding		
FY 2018/19	Resolve financial deficit											
	Assessment of Laserfiche and NextRequest systems											
	Developed Public Records Manager job description, recruit, and hire											
				Relocate records for storage			Implemented log to track CPRA Requests					
							Assessed current CPRA request processes & work to establish new practices					
								CPRA training development				
									Improve records query on emails			
				Laserfiche Workplan & Soft Launch								
FY 2019/20	SB 1421 and AB 748 compliance (ongoing)											
	Data tracking of CPRA requests (ongoing)											
	SB 1421 and AB 748 compliance (ongoing)											
	Assessment of Laserfiche and NextRequest systems											
			Meet & confer requirements with Unit 9									
				Recruit and hire for Public Records Manager position								
	Laserfiche Workplan & Soft Launch											
	CPRA training development											
		CPRA & NextRequest training										