

| May 13-17 |        | Bonnie<br>Flex/Remote                         | Camille  | Diana | Eric   | Heather<br>Flex/Remote at 2                   | Jen<br>8 - 6:30 T/W/R<br>8 - 6:15 F  | Jim<br>Remote Tuesdays,<br>some Mondays                                      | Nikki<br>Flex/Remote<br>Tues/Thurs | Taylor<br>7-3:30   | Thomas                              | Maribeth<br>Late Start   |
|-----------|--------|---|--|-------|--|---|--------------------------------------|--|------------------------------------|--|-------------------------------------|--|
| Monday    | 8-11   | Flex/Remote,<br>Possibly Off,<br>Social Media | Shadow Payroll                                     | Off   | Council Follow-Through,<br>National Train Day,<br>10 – Fleet Meeting<br>at Nakoosa Trail | 8-11 Incoming,<br>Records Requests            | Off/Flex                             | Remote<br>Licensing E-mail,<br>Renewals,<br>11-12 Phones,<br>3-4:30 Incoming | Payroll                            | Unlock Hamer at<br>6:30 a.m. if<br>needed, Test 17”<br>EV Ballot Cards | Front & Center                      | Off,<br>10 – Fleet,<br>EO Newsletter,<br>Civics Season<br>Resolution       |
|           | 11-12  |   | Mail Pick-Up                                       |       | Lunch  |   |                                      |  | Lunch                              | Lunch  |                                     |  |
|           | 12-1   |   | Lunch  |       | Counter  |   |                                      |  | EO E-mails                         | Phones   |                                     |  |
|           | 1-2    |   | Resilience Plans                                   |       | Resilience Plans   |   |                                      |  | Resilience Plans                   | Resilience Plans   | Resilience Plans                    |  |
|           | 2-4:30 |   | Front & Center                                     |       | Postings, Contracts  | Flex<br>Picnic Beer Check                     |                                      |  | WisVote Tower                      | 2-3 Phones   | Contracts Filing                    |  |
| Tuesday   | 8-11   | Flex/Remote,<br>Possibly Off                  | Incoming   | Off   | Off  | HAVA Checks,<br>11-1 Phones                   | Records Requests,<br>3-4:30 Phones   | Off  | Flex/Remote<br>WisVote Matches     | Unlock Hamer at<br>6:30 a.m. if<br>needed, Test 17”<br>EV Ballot Cards | Front & Center                      | Off  |
|           | 11-12  |   | Mail Pick-Up                                       |       |  |   |                                      |  |                                    | Lunch  |                                     |  |
|           | 12-1   |   | Lunch  |       |  |   |                                      |  |                                    | Counter  | Lunch                               |  |
|           | 1-2    |   | Voter Outreach                                     |       |  |   |                                      |  |                                    | Voter Outreach   | Voter Outreach                      |  |
|           | 2-4:30 |   | Postings, Contracts                                |       |  | Flex<br>Operator Report for<br>Council Agenda |                                      |  |                                    | Front & Center,<br>Liquor License<br>Invoices                          | 2-3 Phones                          | Records Requests   |
| Wednesday | 8-11   | ESRA Conference                               | Shadow Council<br>Agenda at Hamer,<br>11-12 Phones | Off   | Council Agenda<br>at Hamer,<br>12-1 Phones   | 8-11 Incoming,<br>Records Requests            | Records Requests,<br>2-4:30 Incoming | Renewal Invoice<br>Mailing   | Modus Prep                         | ESRA Conference  | Front & Center                      | Off,<br>Unlock Hamer at<br>6:30 a.m. if<br>needed,<br>Meet with<br>Paulina |
|           | 11-12  |   |  |       |  |   |                                      |  | Lunch                              |  |                                     |  |
|           | 12-1   |   |  |       |  |   |                                      |  | Counter                            |  | Lunch                               |  |
|           | 1-2    |   |  |       |  |   |                                      |  | Renewals                           |  | Renewals                            |  |
|           | 2-4:30 |   |  |       |  | Flex<br>HAVA Checks                           |                                      |  | Front & Center<br>ALRC Meeting     |  | Supply Orders<br>ALRC Registrations |  |

|   |        |                 |  |                             |  |   |  |   |  |                 |                          |   |  |
|---|--------|-----------------|--|-----------------------------|--|---|--|---|--|-----------------|--------------------------|---|--|
| Office Independence Day Thursday  | 8-11   | ESRA Conference | Shadow Council Agenda at Hamer, 11-12 Phones, 1-2 M-365 Teams Training<br><br>5:30-8 Budget Engagement at Memorial High School | Off                         | Council Agenda at Hamer, 12-1 Phones, 1-2 M-365 Teams Training | 8-11 Incoming, 1-2 M-365 Teams Training | 10-11:30 Equity Team Lead, Records Requests, 1-2 M-365 Teams Training, 2-4:30 Incoming | ALRC Minutes  | Flex/Remote Modus, 1-2 M-365 Teams Training if available | ESRA Conference | Front & Center           | Unlock Hamer at 6:30 a.m. if needed, 10-11 WEC Tabletop, 11-12 Elections Communication Webinar, 1-2 Teams Training, 2-3 PIO, InDesign<br><br>5:30-8 Budget Engagement at Memorial High School |  |
|   | 11-12  |                 |  |                             |  |   |  | Lunch   |  |                 |                          |   |  |
|   | 12-1   |                 |  |                             |  |   |  | Counter   |  |                 |                          |   |  |
|   | 1-2    |                 |  |                             |  |   |  | Teams Training  |  |                 |                          |   |  |
|   | 2-4:30 |                 |  |                             |  |   |  | License Pending Tray, 2-3 Bluecrest, Front & Center                                   |  |                 |                          |   | Mail Pick-Up, Postings, Contracts, National Do Something for your Neighbor Day |
| Friday  | 8-11   | ESRA Conference | Hamer if needed  | Individual Development Plan | SVD Inbox  | 8-11 Incoming, Records Requests         | Records Requests, 2-3:30 Incoming  | Undeliverable EDR Postcard 30 Day Notices, 9-10 Bluecrest, 10-11:30 Modus Focus Group | Off  | ESRA Conference | Front & Center           | Unlock Hamer at 6:30 a.m. if needed, 10 – Katie, Next Week’s Schedule   |  |
|   | 11-12  |                 |  | Phones                      | Lunch  |   |  |   |  |                 | Lunch                    |   |  |
|   | 12-1   |                 |  | Lunch                       | Phones   |   |  |   |  |                 | Counter                  |   |  |
|   | 1-2    |                 |  | Legistar Deep Dive          | Legistar Deep Dive   |   |  | Legistar Deep Dive  |  |                 | Legistar Deep Dive       |   |  |
|   | 2-4:30 |                 | Front & Center   | Records Requests            | Mail Pick-Up, Postings, Contracts                              | Flex Lobbyist Filings                   | Lock Up Hamer, 3:30-4:30 Incoming  | Munis   |  |                 | Elections Group Projects |   |  |
|   |        |                 |  |                             |  |   |  |   |  |                 |                          |   |  |
|   | Bonnie | Camille         | Diana  | Eric                        | Heather  | Jen                                     | Jim  | Nikki   | Taylor   | Thomas          | Maribeth                 |   |  |
| Front & Center: Counter, Scans, Rush Contracts ★ Incoming: Hunt Group, Shared E-mail ★ Postings: Meetings, Online Operators, Accela Postings ★ Contracts: Electronic Routing, Contracts Basket, Print Completed Contracts |        |                 |  |                             |  |   |  |   |  |                 |                          |   |  |