

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA AUGUST 11, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - TVF&R update – Chief Kennedy
 - ARPA timing and plan

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity
 - Photography of City employees and functions (8/26)

Communications (Sharing Items for week and upcoming items for the month)

- Kezia:
 - COVID increased cases
 - Employees working remotely
 - OSHA Hazardous Air Quality temp rule
 - Safety committee quarterly nominations
 - Wellness weekly communications
- Sue:
 - Committee System changes – subcommittee proposals go to Council on Sept. 7th
 - On vacation 8/23-8/27 – If you have any partitions, easements, etc. that need signed get them to me before then
- Will:
 - Pursuing an Oregon Heritage state grant
- Russ:
 - Water System/Well Field status
 - PWM- Code Enforcement- Trees, etc.
 - ADA Transition Plan
 - PSB Ham Radio Project
 - ODOT Bypass Phase 2 Rex Hill – Hwy 219
- Doug:
 - Urban Renewal
 - Subdivision Substantial Completion Requirements
 - Vacation Rentals
 - Middle Housing (Tri/Quad/Cottage Clusters/Townhomes)
- Jeff:
 - Safety Town kids fair is scheduled for August 16-21. We will include Lacey
 - Dave is working on the RING Neighborhood agreement - almost complete. There will be an announcement to all RING users
 - Dave Brooks was able to talk with Central Square, we are abandoning CAD 2 CAD product and going to use Tellus.

Personnel (Issues related to global personnel matters)

- Doug:
 - Assistant & Associate Planner Recruitments
- Jeff:
 - 3 Lateral interviews were completed August 10th

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Hot, Help, and Hooray

- Jeff:
 - I want to thank Kezia/HR for putting on the dispatch training. I hear positive comments.

Long-Term Projects and Priorities (parking lot items)

- All:
 - SME employees present to the Leadership Team (need a plan)
- Dan:
 - Development of City DEI initiatives and program
 - Citywide leadership development/program
- Kezia:
 - Employee Handbook/policy development – Plan to tackle this as a summer project
 - Finance Software/System needs assessment
- Jeff/Cameron:
 - Dave is getting started on the evaluation kits for the BWC's. He went to Axon training at DPSST and looked at equipment to include drones, and Tasers. He's working on the RFP so when we need it, it's ready.

VACATION SCHEDULES					
Cameron					
Dan					
Doug	8/13 ½ day	8/30-9/17			
Jeff					
Kezia	8/23-8/25				
Lacey	8/20				
Russ	8/13	Conference 8/16-8/19	8/20		
Shannon	8/25-8/26				
Sue	8/23-8/27	9/22-9/29			
Will					

*Contact Zaira to make any changes to the vacation schedule