

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA SEPTEMBER 29, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - Check-in
 - Long-range Projects

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity

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

- Dan:
 - ICMA Conference, October 2-6, Portland Convention Center
- Will:
 - Hispanic heritage month reading challenge runs through the end of October
 - Teen author Aiden Thomas zoom event October 7
- Doug:
 - Planning Staff Resources/Workload
 - DLCD Housing Production Strategy Grant
- Russ:
 - CIP Projects – Scott Levitt park, E. 6th Street, Crestview Drive
 - WWTP Projects - Remodel, Solar Farm, Sawdust Bays
 - The Rain Returns –
 - Sandbags
 - Leaf Season
 - Oregon APWA Conference Oct 6 – 8 – Virtual,
 - Russ Thomas off Tuesday October 5th.
- Jeff:
 - BWC trials start next week. I will get with Ezequiel to get something out to the public.
 - We will be putting together a foot patrol program with our downtown merchants.
 - Begin planning for shop w/a cop

Personnel (Issues related to global personnel matters)

- Dan:
 - Administrative Services Director posted open until filled, November 1 first review
 - City Technology Manager
- Doug:
 - Assistant Planner final interviews week of October 3
- Russ:
 - PWE - Kristin Svicarovich last day Oct 7
 - PWM - PWM Supervisor Interviews completed 9/23
 - Utility Tech 1 – 8 applicants - In Review
 - Seasonal Help end – Oct 29

Hot, Help, and Hooray

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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
- HR/Finance:
 - 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.
 - Jeff is working through Policy Corrections for the BWC policy.
 - Lexipol Policy Manual changes
 - Sigma Tactical Wellness Program

VACATION SCHEDULES					
Cameron	11/20-11/29				
Dan					
Doug					
Jeff					
Lacey					
Russ	10/5				
Shannon					
Sue	9/22-9/29	11/12			
Will					

*Contact Zaira to make any changes to the vacation schedule