

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA OCTOBER 20, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - TVF&R Update – Chief Allen Kennedy
 - COVID rates and building use
 - COVID Vaccine Policy

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity

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

- Sue:
 - American Archives Month
 - Hybrid meeting practice
 - 2022 Master Calendar release
- Will:
 - Cozy reading planning
 - Kids holiday craft sale
- Doug:
 - Newberg Tourism Plan Update
 - Urban Reserve Area Expansion
 - Urban Renewal Program
 - Current Planning Cases
 - Long Range Planning Cases
- Russ:
 - Commissioner Kulla visit last Friday (Oct 15)
 - PWE Projects – Elliott Rd, NE Chehalem Drive Water/Wastewater Extension
 - PWM - Street patching, stormwater maintenance, Sandbag Stations
 - PWO – WWPT Discharge on 9/29/2021, WTP Maintenance Projects
 - Facilities - City Hall HVAC replacement, Francis Square Fountain
 - Yamhill County PW Winter meeting- Nov 18 – Virtual
- Jeff:
 - Looking into going paperless on printed records

Personnel (Issues related to global personnel matters)

- Dan:
 - Financial/Management Analyst
 - City Technology Manager
 - Administrative Services Director
- Will:
 - Latinx senior librarian position is live, closing November 5.
- Doug:
 - Assistant Planner
 - Associate Planner

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA OCTOBER 20, 2021 (830-1000)

- Russ:
 - PWE – Vacant Positions under review.
 - PWM – Crew Chief and Utility Tech 1

Hot, Help, and Hooray

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:
 - BWC
 - Lexipol Policy Manual changes
 - Sigma Tactical Wellness Program

VACATION SCHEDULES					
Cameron	11/20-11/29				
Dan					
Doug					
Jeff					
Lacey	11/12	11/22-11/26			
Russ					
Shannon					
Sue	11/12				
Will					

*Contact Zaira to make any changes to the vacation schedule