

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA NOVEMBER 10, 2021 (830-1000)

Items for the week and upcoming items for the month

Interim City Manager (Will):

- Statistics run down from CM report - 1st deadline last Monday in November per the new policy.
- Shaping internal ARPA items – fast turnaround needed we are behind the power curve.
- Shannon is guiding the ARPA business survey direct business leaders her way if they have interest in funding or general feedback.
- STRIVE committee to meet in December. The committee members will agree to a Friday date and time (presumably early in the month)

City Recorder (Sue):

- Japanese sister city items - Kurisu International assistance
- Fall recruitment for committees
- ORMS launch
- Granicus workflow update

Community Engagement (Lacey):

- Translation Services added to NewbergResources.com

Finance (Kady):

- Purchasing Manual update. (Russ is assisting with this project)
- New PCard policy and updated PCard limits
- US Bank Credit Card Rewards Program
- Supplemental Budget – start thinking about budgetary items/position changes that need to be reflected in the supplemental budget

Public Safety (Jeff):

- I spoke with Bethany Ball from Yamhill County Mental Health.
- NDPD will be participating in Shop With A Cop (SWAC) again this year. We are planning on taking kids shopping inside the store with a backup plan to deliver presents like last year if we must.

Public Works (Russ):

- E. Crestview Drive Project
- WTP Property Purchase
- ADA Transition Plan
- PLC Project - Treatment Plants
- Supply Chain Issues- Inflationary Costs
- WTP Hypo Cells
- WWTP Loader
- Water Flushing Program
- Yamhill County Emergency OPS- Winter Planning Meeting- Tue Nov 16
- Community Holiday Decorations
- Street Light Decorations

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- Downtown business decorations (Shannon)
- Holiday tree event status (Shannon)

Personnel (Issues related to global personnel matters)

Public Works (Russ):

- PWM – Chew Chief, Tech 1, PWE. Eng. Associate, Eng. 1. GIS/Software, PWO- Op 1

Library-Interim (Korie):

- Senior Librarian Latinx Services closed. Interview process has begun

Public Safety (Jeff):

- Sgt. Ryan Simmons will be promoted to Captain Feb 1st.
- We now have three officers in FTPEP

Accolades and requests for help

Library-Interim (Korie):

- Raining inside the library
- Network and phones working sporadically

VACATION SCHEDULES					
Alison					
Cameron	11/20-11/29				
Doug					
Ian					
James					
Jeff					
Kady	11/12	12/6-12/7			
Karen					
Lacey	11/12	11/22-11/26			
Russ					
Shannon					
Sue	11/12				
Will	11/12	11/22-11/26	12/2-12/3		

- Contact Zaira to make any changes to the vacation schedule