

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA DECEMBER 1, 2021 (830-1000)

Items for the week and upcoming items for the month

Interim City Manager (Will):

- The second half of the financial year, the big picture

City Recorder (Sue):

- Council Calendar Parking Lot items
- Legislative Redistricting Update – 3 map scenarios

Community Development (Doug):

- New Assistant Planner – Ashely Smith
- Associate/Assistant Planner Recruitment
- Grant Award \$50,000 for Code Audit
- New PSU Population Estimate
- Hotel SDC Funding Proposal

Community Engagement (Lacey):

- Annual Report

Finance (Kady):

- PERS board meeting on December 3 – will announce the new employer rates for 23-25 biennium (this could be anywhere from 1.5% - 5.0% increase in rates)
- Updates on ARPA projects received
- Timesheet review by department heads/managers

Human Resource (Alison):

- New payroll change notices and process

Library Interim (Korie):

- Kids' Craft Sale
- Author Matt de la Peña

Public Works (Russ):

- American Water Infrastructure Act (AWIA) Emergency Response Plan (ERP) Certification Dec 31
- Redundant Water Supply
- Yamhill County ARPA Grant Submittals
- Library Connectivity Project
- Facility Service Changes
- Bluezone Units
- Tree lighting

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Personnel (Issues related to global personnel matters)

Finance (Kady):

- Recruitment underway for the Finance Analyst and ARPA Federal Reporting Officer

Library Interim (Korie):

- Interview for Senior Librarian on 12/6/21

Public Works (Russ):

- PWM – Chew Chief, Tech 1, PWE. GIS Tech, PWO- Op 1

Accolades and requests for help

Interim City Manager (Will):

- Thank you for the first batch of CM reports.

Library Interim (Korie):

- BIG thanks to IT and Joseph for working with installer to finish the new network connection for the library.
- BIG thanks to Public Works for fixing our drop box at the shop.

Public Works (Russ):

- Community Holiday Decorations

VACATION SCHEDULES					
Alison	12/23	1/18-1/21	5/12-6/5		
Cameron					
Doug					
Ian					
James					
Jeff					
Kady	12/6-12/7				
Karen	12/29-12/31				
Korie	12/18-12/26				
Lacey	12/2-12/3				
Russ	1/14-1/31				
Shannon					
Sue					
Will					

- Contact Zaira to make any changes to the vacation schedule