

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA DECEMBER 15, 2021 (830-1000)

Items for the week and upcoming items for the month

Interim City Manager (Will):

- Working on an analysis of fund 31 both structurally and for this year.

City Recorder (Sue):

- Operation Open Sesame

Community Development (Doug):

- Building 3rd Party Services – Clair Company
- Housing Production Strategy
- Car Camping – PSU Grad Students

Community Engagement (Lacey):

- Reminder for annual report numbers

Economic Health (Shannon):

- ADA info website and complaint process
- Collecting CRM proposals

Finance (Kady):

- Reminder for the Budget Committee Meeting tonight at 6pm!
- A-133 Single Audit – Finance to set up meetings with departments to discuss all grants in January
- Pay day will be the 30th not the 31st due to the holiday

Human Resource (Karen):

- Employee Classification Surveys
- Legislative changes effective Jan 1, 2022

Information technology (Ian):

- Log4j exploit happening worldwide
- IT Project list after meeting with departments

Library Interim (Korie):

- Water in the library

Public Safety (Jeff):

- MCRT debrief Tues – Death investigation/homicide in Amity
- Interviewing 2 lateral Thursday (Arizona & Clackamas)
- Sgt. Promotional Process Thursday
- We will begin a background investigation for employment

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Public Works (Russ):

- On-Site Fuel Project.
- WWTP Chlorine Disinfection System Improvements
- Solar Farm
- WWTP Admin Conference Room
- PSB Ham Radio Project
- Elliott Road Project
- Library Atrium Glass
- WTP Demand
- Facility Maintenance

Personnel (Issues related to global personnel matters)

Community Development (Doug):

- Assistant Planner Interviews – 12/21/21

Economic Health (Shannon):

- Initial interview for ARPA Federal Reporting Officer

Library Interim (Korie):

- Senior Librarian- Latino Services

Public Works (Russ):

- PW Recruitment - 5 position recruitments under way

Accolades and requests for help

Library Interim (Korie):

- Thanks to Public Works for fixing the toppled Christmas tree at the library, and other storm related issues.
- Thanks to Ezequiel for the great pictures of the Tree Lighting and Kids' Craft Sale.

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VACATION SCHEDULES					
Alison	12/23	1/18-1/21	5/12-6/5		
Cameron					
Doug	12/17				
Ian					
James					
Jeff					
Kady					
Karen	12/29-12/31				
Korie	12/18-12/26				
Lacey					
Russ	1/14-1/31				
Shannon					
Sue	1/24-1/28				
Will					

- Contact Zaira to make any changes to the vacation schedule