

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

June 30, 2021 (830-1000)

Management (Administrative matters)

- Dan:
 - Review heat event and any lessons learned
 - Independence Day planning and fireworks with heat?

Leadership (Strategy and leadership development)

- Lacey:
 - Review of upcoming communications plan activity
 - Dan: strategic planning RFP status review
 - 2021-22 project discussion

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

- Kezia:
 - COLA increases for FY 2021-22
- Doug:
 - Urban Renewal
 - RFP for consultant services – Tourism Plan Update
 - Housing Production Strategy
- Russ:
 - Emergency Shelter AC
 - Water Demand
 - Facilities HVAC
- Will & Russ:
 - Atrium roof inspection results
- Sue:
 - Out July 2. Zaira will be doing supplemental packet
 - Youth Commissioner update
- Jeff:
 - We will be putting out a stronger anti-fireworks message this year and directing officers to issue citations for illegal fireworks. – We will coordinate with Lacey as well.

Personnel (Issues related to global personnel matters)

- Russ:
 - Public Works Maintenance – Superintendent
 - Public Works Operations - Plant Mechanic
- Jeff:
 - Daniel Fouch will be moving from Patrol to Detectives July 6
 - Officer Faust is scheduled to start on the July 13

Hot, Help and Hooray

- Russ:
 - Hooray - PW Staff responding to Heat Event

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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
- Dan: Citywide leadership development/program
- Kezia: Employee Handbook/policy development – Plan to tackle this as a summer project
- Kezia: Finance Software/System needs assessment
- Jeff: Bodyworn Cameras – grant opportunities, submitted our Department information to the grant writers for the BWC, Safety Town kids fair is scheduled for August 16-21. We will include Lacey.

VACATION SCHEDULES					
Dan	7/14 - 7/22				
Doug	6/25 ½ day	7/2	7/30	8/13 ½ day	8/30-9/17
Jeff					
Kezia	7/9	7/12-7/16	7/30	8/23-8/25	
Lacey					
Russ	6/28-7/3	7/16-7/21	8/6	8/13	
Shannon					
Sue	7/2	7/23	8/23-8/27		
Will	6/28-6/29				