

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

AUGUST 24, 2022 (900-1000)

Items for the week and upcoming items for the month

City Manager (Will):

- Employee manual – status
- Customer service manual and standard – initial steps

Finance (Kady) + HR (Alison):

- Pay Period Choices for new Financial Software
 - Bi-weekly – advantages and disadvantages
 - Monthly – advantages and disadvantages
- Hiring Moratorium – depends on pay period
- Start dates – bi-weekly pay period

Human Resources (Alison):

- CIS Supervisory Training – Fall schedule

Public Works (Russ):

- PWM Fuel Site
- Street Repairs – Mastic
- PLC Project – Operations
- Hamm Radio Project
- COVID Wastewater Project

Community Development (Doug):

- Springbrook Master Plan
- MWVCOG
- Middle Housing Land Divisions
- NUAMC

Personnel (Issues related to global personnel matters)

Public Works (Russ):

- Treatment Operator 3

Accolades and requests for help

City Manager (Will):

- Russ Thomas for all the excellent maintenance work this summer, for looking into and devising solutions to the Meridian flooding issue, for getting the new emergency response plan underway and for getting Elliott road underway.

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VACATION SCHEDULES						
Alison	9/2					
Doug	9/7-9/28 Kaaren as acting CDD					
Ezequiel						
Ian	9/8-9/16					
James						
Jeff						
Kady						
Korie						
Russ	8/31-9/2	10/4-10/7				
Sue	8/22-8/24					
Will	8/30-9/13 acting CM Kady					

- Contact Zaira to make any changes to the vacation schedule