

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA SEPTEMBER 28, 2022 (900-1000)

Items for the week and upcoming items for the month

City Manager (Will):

- Editing work continues on the new personnel manual
- Work has begun on the customer service manual

City Recorder (Sue):

- Community Engagement request – how to
- Website cleanup – Admin first

Finance (Kady):

- Incode Update

Human Resources (Alison):

- Update on Oregon Paid Leave
- Open Enrollment Process

Public Works (Russ):

- S River Waterline Replacement - Trenchline Const. – Delay to Nov 1
- Supply Chain Delays
- N. College Street Project
- Water Line Jan1, 2023
- ODOT Sidewalk/Storm – Bid open Oct 20, Grubbing - Jan 1, Project April 1, 2023
- TUF 2023 - Brutscher St Reconstruction2023- Eagle Elsner
- Elliott Rd clearing
- WWTP – Compost – winter prep
- PW Department Brochure

Personnel (Issues related to global personnel matters)

Public Works (Russ):

- Russ Out:
 - Oct 4-7 Vacation,
 - October 8- 13 National Sensus Metering Conference, Washington DC,
 - October 17-21 – Oregon APWA Conference – Pendleton
- Kaaren H. acting PWD Oct 4-13, Craig Pack Oct 17-21

Accolades and requests for help

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VACATION SCHEDULES						
Alison						
Doug	9/7-9/28 Acting Director: Brooks 9/12-9/28					
Ian						
James						
Jeff	9/28-9/29					
Kady						
Korie	10/4-10/6	10/7-10/8	11/1-11/2			
Russ	10/4-10/7 PWD: Kaaren	10/8-10/13 PWD: Kaaren	10/17-21 PWD: Craig p			
Sue	9/29-9/30	10/24-10/28				
Will						

- Contact Zaira to make any changes to the vacation schedule