

NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA

NOVEMBER 09, 2022 (1000-1100)

Items for the week and upcoming items for the month

City Manager (Will):

- Election update

Library (Korie): WILL NOT BE ATTENDING

- During Friday's atmospheric river not one itty bitty leak was seen inside the library. This is, quite frankly, miraculous. Next step is repairing the walls from water damage.
- Library staff are preparing for the Cozy Reading Program which starts next week for all ages. Our wintery mascot is Mellow the "Marshfellow." We can't decide if we want to dunk it in hot chocolate or hug it.
- In more weirdness around the outside of the library we discovered a small litter sandbox today. Staff have reported seeing a woman "training" her cat outside the library and think the sandbox may have something to do with that. Regardless, a litter box at the backdoor is unwanted <sigh>.

City Recorder (Sue):

- Committee recruitment update
- Elections update

Public Works (Russ):

- Mountainview/ Austin Elementary speed sign
- Onsite fuel update
- Storm impact – Sweeping
- WWTP/ WTP Winter Ops.
- Recycle system laid up for winter
- Cartegraph/GIS Automation & Update
- N College Sidewalks/Storm – ODOT
- Emergency Response Plan Update - Y/C Grant
- Light duty work – Karen T.
- City Hall Power Shut down planned - Saturday Nov 12

Community Development (Doug):

- Fairfield Inn
- Cultural Center
- Planning Commission
- Comprehensive Economic Development Strategy
- CDBG
- HB 4006 Community Meeting – December 14th

Finance (Kady):

- PERS Update:
 - PERS announced that **181 entities** have side accounts (aka PERS Bonds) expiring in 2027 (like Newberg) and that these entities will be hit hard with rates increases when these expire.
 - State and Local Government Pool accounts for rate reduction of around 8.91% (Newberg's is around 5.5%)
 - School District Pool accounts for 10.77% rate reduction
 - PERS recommends every entity with a PERS Bond expiring in 2027 start thinking **NOW** about how they will handle the rate increases in future budgets because that particular biennium already will have additional rate increases that are unavoidable due to the change in assumed rate of return and the market losses PERS has endured.

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- Incode Update:
 - Payroll module will be going live this month on pay day. Employees will now receive electronic pay stubs via City email address.
 - Employee Self Service module will be going live shortly after pay day (employees can login and view pay stubs, W2s, make changes to their tax withholdings, etc.) as well as the electronic PCN process.
 - Executime (electronic timekeeping) implementation began this week and will not go live until Spring of next year. There will be a mandatory training put on by Incode for all supervisors in January.
 - Utility Billing configuration begins this month and will go live end of January
 - Court and ENERGOV have yet to be scheduled.

Public Safety (Jeff):

- Meeting this Thursday regarding the ODOT traffic cameras

Personnel (Issues related to global personnel matters)

Public Works (Russ):

- Initial ACE interviews completed

Public Safety (Jeff):

- Code Enforcement Interviews Monday
- Two lateral ofc interviews on Thursday (12:30 & 13:30)
- Ofc. David Junkin was nominated for the Life Saving award
- Dispatcher is at DPSST for communications academy

Accolades and requests for help

VACATION SCHEDULES			
Alison	11/21-11/23	1/16-1/20	
Doug			
Ian	11/9	11/17-11/25	
James			
Jeff	11/14-11/16		
Kady			
Korie			
Russ			
Sue	12/8-12/9	12/16 half day	
Will			

- Contact Zaira to make any changes to the schedule