

# **NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA FEBRUARY 16, 2022 (830-1000)**

## **Items for the week and upcoming items for the month**

### **Interim City Manager (Will):**

- Budget season

### **City Recorder (Sue):**

- Freedom Foundation AFSCME public records request – notification step under ORS 192.363
- SOS Retention Schedule review beginning – Co-Chair of advisory committee

### **Community Development (Doug):**

- Fairfield Inn hotel
- Code Audit Multi-family regulations
- Tourism Strategy Update
- BRE Survey
- Urban Renewal

### **Economic Health (Shannon):**

- ARPA, Safety Committee, and ADA updates

### **Public Safety (Jeff):**

- PIO Team – Met Tuesday
- Dispatch manager Lauri Steinbeck is headed down to Wester Oregon for their career fair

### **Public Works (Russ):**

- Emergency Management
- Acting City Engineer – Paul Chiu – Feb 22
- Rate Review Committee – 3/2, 3,16 Townhall
- ADA Transition Plan work underway – AdHoc 2/24
- Stamped Concrete Standard
- Well # 5 Seal and Valve
- WTP Hypochlorite tank replacement

## **Personnel (Issues related to global personnel matters)**

### **Community Development (Doug):**

- Senior Planner Recruitment

### **Public Safety (Jeff):**

- Heather Fults will be promoted to Corporal

### **Public Works (Russ):**

- PW Engineering Associate, PW Operations, PW Maintenance

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## Accolades and requests for help

### Public Works (Russ):

- PWM Staff - Assistance to St. Paul – Quick Response to Citizen Issues – tagging, potholes

| VACATION SCHEDULES |           |           |           |  |  |
|--------------------|-----------|-----------|-----------|--|--|
| Alison             | 5/12-6/5  |           |           |  |  |
| Cameron            |           |           |           |  |  |
| Doug               | 6/20-6/24 |           |           |  |  |
| Ian                | 4/4-4/8   |           |           |  |  |
| James              |           |           |           |  |  |
| Jeff               |           |           |           |  |  |
| Kady               | 2/18      |           |           |  |  |
| Karen              | 2/18      | 3/21-3/25 | 6/9-6/10  |  |  |
| Korie              |           |           |           |  |  |
| Lacey              |           |           |           |  |  |
| Russ               | 3/21-3/25 | 6/30-7/1  | 7/18-7/21 |  |  |
| Shannon            |           |           |           |  |  |
| Sue                | 3/28-3/29 | 5/2-5/6   |           |  |  |
| Will               |           |           |           |  |  |

- Contact Zaira to make any changes to the vacation schedule