

# NEWBERG LEADERSHIP TEAM WEEKLY MEETING AGENDA MAY 02, 2022 (900-1000)

**REMINDER - MAY 11<sup>th</sup> & 18<sup>th</sup> MEETINGS ARE CANCELLED**

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

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

- Scoping the Contracts and Grants policy

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

- Crestview Green
- Fairfield Inn
- Springbrook Properties
- Sign Code

### **Human Resources (Alison):**

- Coverage for HR during Alison's vacation
- Update on City Manager process

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

- North College Street Utility Project
- ADEC Area Sewer Main – Pipe Lining
- WWTP PLC Project - RFP
- Downtown Market – Wednesday May 4
- PW All Hands Meeting – OR-OSHA Break for Safety May 11
- Big Flag

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

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

- Senior Planner

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

- More dispatch interviews this week

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

- PW Recruiting – Eng. Admin May 24, PWM & PWO continues

## **Accolades and requests for help**

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

- Other Departments Assistance with the PWM incident last week

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## MAY 02, 2022 (900-1000)

| VACATION SCHEDULES |            |           |          |  |  |
|--------------------|------------|-----------|----------|--|--|
| Alison             | 5/12-6/5   | 7/1       | 7/5      |  |  |
| Doug               | 5/13 1-5pm | 6/20-6/24 | 9/7-9/23 |  |  |
| Ezequiel           |            |           |          |  |  |
| Ian                |            |           |          |  |  |
| James              |            |           |          |  |  |
| Jeff               |            |           |          |  |  |
| Kady               | 5/27       | 6/21-6/24 | 6/30-7/1 |  |  |
| Karen              | 6/9-6/10   |           |          |  |  |
| Korie              | 6/18-6/29  | 7/14-7/18 |          |  |  |
| Russ               | 6/30-7/1   | 7/18-7/21 | 8/31-9/2 |  |  |
| Shannon            | 5/09-5/20  | 7/13-7/18 |          |  |  |
| Sue                | 5/2-5/6    |           |          |  |  |
| Will               | 5/6        |           |          |  |  |

- Contact Zaira to make any changes to the vacation schedule