



Date: September 2025

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1. Human Resources

Employee Milestones

New Hires: Dexter Pritchett, Public Works

David LeBron, Building Official

Birthdays: No August Birthdays

Anniversaries (UPCOMING): Chief Martin 16 years

Retirements/Departures:

HR Updates

Working on Policies and Procedures for Commissions

Administration Updates

Working on JUSTFoia implementation

2. Municipal Court:

Court Date: Wednesday, October 15, 2025

Notable Updates: Completed Lunch and Learn scheduled for July 14 from 11-1 pm to go over the changes to the Personnel Policy

3. Upcoming City Hall Closures

Date: November 11, 2025	Reason: Holiday	Notes: Veterans Day
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4. Training and Development

Recent Trainings Completed

Lupita Gutierrez: Records Management Training

Cassandra Cox: Hotel Occupancy Tax Training

Veronica Welch: Advanced Seminar Training

Upcoming Opportunities

TML: October 29-31, 2025

5. Additional Notes or Announcements