



MEMO

To: Mayor and City Council Members
From: Scott Moore, City Manager/Human Resources
Date: April 15, 2026
RE: **March 2026**

Meetings and Events:

HR Workshop Roundtable Meeting

March 9, 2026

Staff Meetings

March 3, 2026

March 10, 2026

March 17, 2026

March 24, 2026

City Council Meetings

March 3, 2026

March 18, 2026

Events

March 2026

- Human Resource duties/responsibilities reassigned and managed by Finance Dept and City Manager's Office

Daily operations of the Human Resources department include advertising, hosting, and coordinating upcoming major city events, managing payroll, overseeing departmental projects and reports, and handling property, liability, and workers' compensation insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.