



MEMO

To: Mayor and City Council Members

From: Scott Moore, City Manager/Human Resources Director

Meeting Date: May 20, 2026

RE: April 2026

Meetings and Events:

HR Workshop Roundtable Meeting

April 9, 2026

Staff Meetings

April 7, 2026

April 14, 2026

April 21, 2026

April 28, 2026

City Council Meetings

April 6, 2026

April 20, 2026

Events

April 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.