



# MEMO

To: Mayor and City Council Members

From: Scott Moore, City Manager/Human Resources Director

Meeting Date: March 10, 2026

RE: February 2026

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## **Meetings and Events:**

### ***HR Workshop Roundtable Meeting***

February 12, 2026

### ***Staff Meetings***

February 3, 2026

February 9, 2026

February 17, 2026

February 24, 2026

### ***City Council Meetings***

February 4, 2026

February 18, 2026

### ***Events***

#### **February 2026**

- Feb 2\*\* Skilled Trades Academy
- Feb 6\*\* Central Texas eVTOL Summit
- Feb 6\*\* Employee Luncheon
- Feb 17\*\* Dental Care Grand Opening
- 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.