



# MEMO

To: Mayor and City Council Members

From: Scott Moore, City Manager

Meeting Date: February 18, 2026

RE: **January 2026**

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**Meetings and Events:**

***HR Workshop Roundtable Meeting***

January 12, 2026

***Staff Meetings***

January 6, 2026

January 13, 2026

January 27, 2026

***City Council Meetings***

January 7, 2026

January 21, 2026

***Events***

**January 2026**

- Jan 13\*\* Central Texas Learning Festival Planning Meeting
- Jan 19\*\* Dr. MLK Jr. Event
- Jan 20-21\*\*Reset The Clock Training
- 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.