



Date: October 13, 2026

Prepared by: Veronica Welch

## **Human Resources**

### **Employee Milestones**

#### **New Hires:**

Brook Marino, Animal Control

Gavyn Castillo, Public Works

Colt Carter, Public Works

#### **Birthdays Upcoming:**

11/17: Lupita Gutierrez

10/23: Brook Marino

11/26: Christy Wilson

#### **Anniversaries:**

11/26: Christy Wilson, Animal Control, 8 years

10/15: Buck Martin, Chief of Police, 17 years

10/20: David Lebron, Building Official, 1 year

11/15: Jodie Holthe, Building Services, 5 years

#### **Retirements/Departures:**

None

### **HR Updates**

**All performance reviews completed by 9/25/2026**

**Open enrollment completed**

### **Administration Updates**

Continuing with the Records Management plan: scanning all documents into Laserfiche and following the TSLAC retention schedule. All Building Services documents are being prepared for scanning into Laserfiche per policy and retention schedules.

#### **Municipal Court:**

Court Date: Wednesday, October 14, 2026

#### **Upcoming City Hall Closures**

| Date:                                                 | Reason:       | Notes:                                                   |
|-------------------------------------------------------|---------------|----------------------------------------------------------|
| November 11, 2026                                     | Veteran's Day |                                                          |
| November 25 <sup>th</sup> at noon to 27 <sup>th</sup> | Thanksgiving  | Staff Thanksgiving Party at noon on the 25 <sup>th</sup> |

#### **Training and Development**

##### **Recent Trainings Completed**

Lupita Gutierrez (Utility Billing): Leadership class 2026

Veronica Welch: TMRS Benefits Administrator, AI Minutes Madness, Agenda and Minutes Webinar, Better Boards and Commissions

Jo McFarland (Deputy City Secretary): TMCEC training for certification, Municipal Clerk Cert Program

TyAnn Slaughter (Accounting): Bandwango, Leadership training, HOT tax collection training

##### **Upcoming Opportunities**

Veronica Welch: Advanced Institute, Records Management Training for Local Government

Jo McFarland: Election Law Seminar

TyAnn Slaughter: GL Fundview Training

Lupita Gutierrez: Advanced Institute

##### **Additional Notes or Announcements**

Thanksgiving Staff Party: November 25, 2026 at noon.

City Christmas Party: December 11, 2026 at 6:00 p.m.