



Date: May 2025

Prepared by: Veronica Welch

1. Human Resources

Employee Milestones

New Hires: No New Hires

Birthday (UPCOMING):

Lance Powell, 06/27

Anniversaries (UPCOMING):

Larry Allen – 2 Years – Development Services

Retirements/Departures:

William “Ted” Williams– Public Works– Last Day: 05/14/2025

HR Updates

Will present new Handbook Policy at the July meeting to update into a policies and procedures manual and operations manual

2. Municipal Court

Monthly Activity Summary

Cases Filed: 8

Cases Disposed: 14 pled guilty & 14 dismissed (dsc/dd)= 28

Revenue Collected: \$12,942.73

Community Service Hours Assigned: 0

Notable Updates: NONE

3. Upcoming City Hall Closures

Date: July 4 th	Reason: Holiday	Notes

4. Training and Development

Recent Trainings Completed

Cassandra Cox – Front line Cash Handling– June 9, 2025

All City Hall Administration Staff completed Customer Service Training on May 19, 2025.

Upcoming Opportunities

Veronica Welch: (TMCA program) Strategies for Leadership Excellence: June 26-27, 2025 – Abilene, Texas

Topics to include: employee development, dealing with conflict, customer communication skills

Jo McFarland: To complete Municipal Court Clerk Exam 1 in July

5. Additional Notes or Announcements

Paluxy Music Festival was worked by Lupita Gutierrez, Jo McFarland, Cassandra Cox, Trevor Slusser, Joe Campbell, Buck Martin, Colby Giles, Jim Holder, Scott Gipson, and myself. I wanted to say a huge Thank you to the staff, without them it would not have been successful!