



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: September 18, 2024
RE: August Report 2024

Meetings and Events:

HR Workshop Roundtable Meeting

August 8, 2024
August 22, 2024

Staff Meetings

August 6, 2024
August 20, 2024
August

City Events:

4th of July

City Council Meetings

August 7, 2024
August 21, 2024

City Council Budget Workshop

August 5, 2024
August 20, 2024

August 2024

- August 2- Movies in the Park helped with the initial movie and popcorn.
- August 5- Analysis meeting with 3rd party iSolved for COBRA and FSA portions of the City benefits.
- August 5- met with the Thompson Safety team regarding safety options for the City.
- August 6- Met with SHRM regarding the 2025 convention and possible scholarship opportunities.
- August 7- TDEM training for Disaster Accounting Basics.



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- August 8- I met with Tyler Technologies to discuss the scope and alignment of the Time and Attendance module for the new timekeeping process for staff.
- August 9- Texas Workforce Commission training Southpark Hotel.
- August 14- VICTIG meeting on an outside third-party vendor that processes reference checks, education verification, backgrounds, etc.
- August 14- FMLA paperwork with the employee.
- August 19- 23- 9 am through 12 pm, Tyler payroll module training for Finance and HR.
- August 22- EFM meeting with representative, City Manager, and Finance Director.
- August 23- Development Services meeting.
- August 28- Welcome meeting with a Renaissance Life and Health representative.

Day-to-day Human Resources and Finance department operations regarding accounts payable, bank records, payroll, departmental projects and reports, property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.