



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: January 21, 2026

RE: December 2025

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## Meetings and Events:

### *HR Workshop Roundtable Meeting*

December 11, 2025

### *Staff Meetings*

December 2, 2025

December 9, 2025

December 30, 2025

### *City Council Meetings*

December 3, 2025

December 17, 2025

### *Events*

## December 2025

- Dec 1\*\* Placer AI Meeting regarding Geofencing, and data retrieval.
- Dec 4 \*\* Post renewal meeting with Benefit Connector and HUB
- Dec 9 \*\* Time and Attendance Vendor Presentation.
- Dec 15\*\* Planning Meeting Dr. MLK Jr. Event (January 19, 2026)
- Dec 22\*\* City Events meeting with Community Engagement Coordinator
- Dec 31\*\* Human Resource duties/responsibilities reassigned to Finance Dept and City Manager

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.