



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Director  
Date: August 16, 2023  
RE: **July 2023**

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## **Meetings and Events:**

### ***HR Workshop Roundtable Meeting***

July 13, 2023

July 27, 2023

### ***Staff Meetings***

July 11, 2023

July 25, 2023

### ***City Council Meetings***

July 5, 2023- Executive Session

July 11, 2023- Branding Workshop

July 19, 2023- Executive Session

## **July 2023**

- July 6- exit interview with outgoing Police Officer.
- July 6- met with ASEZ WAO volunteers to initiate “We applaud you” grab and go luncheon for employees.
- July 10- SYEP second session began, had only a total of three (3) teens participated.
- July 10- USI luncheon on optional health, vision, dental benefits.
- July 11- Met with Express Evaluation Demo with Hannah Michelle regarding evaluation processes, forms, and training.
- July 14- Met with McGrath Firm and the City Manager about the questions concerning City Council.
- July 17- Water Ops Academy close out meeting at EPCOR in Round Rock.
- July- 17 Onboarding of newly hired Police Cadet.



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- July 18- Met with our AFLAC representative for supplemental benefit options for the City employees and Council.
- July 18- Onboarding of newly hired Police Cadet.
- July 20- Met with SYEP representative on the youth participation in the first session of the program.
- July 25- Orchestrated with ASEZ WAO on “We applaud you” luncheon.
- July 26- Holidays in the Park meeting in house and on site.
- July 27- Met with Cuellar on optional health, dental, and vision benefits.
- Day to day operations of the Human Resources department regarding property, liability, and worker’s comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.