



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: April 16, 2025

RE: **March 2025**

Meetings and Events:

HR Workshop Roundtable Meeting

March 13, 2025

March 27, 2025

Staff Meetings

March 4, 2025

March 18, 2025

March 25, 2025

City Council Meetings

March 19, 2025

February 2025

- March 4-Interviewed qualified candidates for the MS4 Inspector position.
- March 11- Final meeting with Emergency Manager regarding T-PUB200 training in City Council Chambers.
- March 12- Consortium Meeting at Pflugerville ISD.
- March 12- Hosted CPR training for staff and City Councilmembers with PD in the City Council Chambers.
- March 14- Hosted CPR training for staff and City Councilmembers with PD in the City Council Chambers.
- March 15- Hosted T-PUB200 Executive Guide Public Official Workshop for senior staff and City Councilmembers with PD in the City Council Chambers.
- March 18- Events Committee meeting at East Manor Development.
- March 19- Hosted Active Shooter training in the City Council Chambers for staff and City Councilmembers with PD.
- March 26- Meeting with Townsquare Media to advertise upcoming City Events.
- March 27- Region 10 meeting in Elgin



MEMO

Daily operations of the Human Resources and Community Development department include advertising, hosting, and coordinating upcoming major city events, managing payroll, overseeing departmental projects and reports, and handling property, liability, and worker's compensation insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.