



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: February 19, 2025
RE: **January Monthly Report 2025**

Meetings and Events:

HR Workshop Roundtable Meeting

January 9, 2025
January 23, 2025

Staff Meetings

January 7, 2025
January 14, 2025
January 28, 2025

City Council Meetings

January 15, 2025

January 2025

- January 2- Meeting with PD and IT.
- January 9- Entrada Glen PID meeting
- January 10- Finance and Payroll migration discovery meeting.
- January 15- Meeting with Case Manager regarding volunteers and interns in the Victim Services department.
- January 16- meeting with PW supervisors
- January 16- meeting with PD administration and TML Statistical Risk Management team.
- January 23- Interview meetings with qualified Associate Judge applicants.
- January 23- Entrada Glen PID meeting.
- January 28- Community Collaborative Meeting.
- January 29- Meeting with Interim Development Services Director and City Manager.
- January 30- Meeting with qualified Senior Accountant applicants.



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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.