



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: December 18, 2024

RE: November 2024

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## Meetings and Events:

### *HR Workshop Roundtable Meeting*

November 14, 2024

### *Staff Meetings*

### *City Council Meetings*

November 6, 2024, Workshop

FY 2022-2023 Audit Report

November 6, 2024

November 16, 2024, Workshop

HR Policies and Procedures Handbook re-write

November 19, 2024, Canvass

Special Session

November 20, 2024, Workshop

Downtown Strategic Plan

November 20, 2024

### *Special Events*

November 15, 2024, Movie Night at the Park

## November 2024

- November 1- Shoes for Crews demonstration.
- November 6- Attended FY 2022-2023 audit analysis reporting for any questions regarding HR and finance.
- November 9- Gun lock event at City Hall PD issued gun locks for Manor residents.
- November 12- PHS meeting follow-up.
- November 15- Movie Night at the Park, hosted the event with free popcorn and movies as the H&T Manager could not attend.



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- November 16- Propose and discuss updates and formatting to the current Policies and Procedures Handbook in sections.
- November 19- Senior accountant interview for a current open position.
- November 19- FMLA process for current employees.
- November 19- attended City Council Special Session regarding election canvassing.
- November 20- Attended the swearing ceremony for K-9 Officers Ivar and Bero.
- November 20- Attended downtown strategic plan workshop.
- November 21- Attended Manor website reveal for training and guidance on the departmental web page.
- November 26- Onboarding of Victim Services volunteer.

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.