



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: October 16, 2024

RE: September 2024

Meetings and Events:

HR Workshop Roundtable Meeting

September 12, 2024

September 26, 2024

Staff Meetings

September 10, 2024

September 17, 2024

City Council Meetings

September 4, 2024

September 18, 2024

Special Session Budget and Tax

September 26, 2024

September 2024

- September 5-NWS Partners Cold Changes training.
- September 5- Thompson Safety meeting regarding First Aid products and AED receptacles.
- September 6- meeting with HOTWORX owner for participation in the City's annual benefits fair.
- September 9- open enrollment meeting with United HealthCare
- September 16- Design Discovery meeting with CivicPlus regarding new website details.
- September 16- Events meeting with Yalondra and staff regarding upcoming events.
- September 17- meeting with Tyler Technologies on upcoming project planning for Human Resources, Purchase Orders, and Time and Attendance modules.
- September 17- meeting to go over the Mayor's Ball.
- September 20- meeting to go over the Mayor's Ball.
- September 23- NEOGOV meeting



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- September 23- Skilled Trades Academy summer review consortium.
- September 25- Annual Fall Benefits Fair hosted by the human Resources Department.
- September 28- YAC open house

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.