



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: January 17, 2024
RE: **December 2023**

Meetings and Events:

HR Workshop Roundtable Meeting
December 14, 2023

Staff Meetings
December 5, 2023
December 12, 2023

Holidays in the Park Event
December 2, 2023

This year's event was a massive success with the addition of several new rides and attractions; this was the largest turnout in its history.

City Council Meetings
December 20, 2023- Executive Session- City Manager's Evaluation

December 2023

- December 12 -Skilled Trades consortium management meeting.
- December 13- Meeting with the qualified candidate for the Construction Inspector I position.
- December 13- Attended the CDI kickoff meeting for laser Fische with department staff and City Secretary.
- HR has extended work hours to ensure continuity in the finance department.
- 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