



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: November 20, 2024

RE: October 2024

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## Meetings and Events:

### *HR Workshop Roundtable Meeting*

October 10, 2024

October 24, 2024

### *Staff Meetings*

October 2, 2024

October 8, 2024

October 15, 2024

October 22, 2024

### *City Council Meetings*

October 2, 2024

October 16, 2024

### *Special Events*

#### *Hispanic Heritage*

October 5, 2024

#### *Manor Night Out*

October 25, 2024

## October 2024

- October 1- Civic plus meeting regarding the content process for the City website and departmental pages.
- October 2- Hispanic Heritage meeting regarding Saturday event.
- October 2- Mayor's Ball meeting
- October 4-Manor Night out meeting
- October 9- HEB groundbreaking
- October 15- Interview with Assistant City Secretary set goals and objectives



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- October 16- & 21 host TML Civility in the Workplace and Harassment Prevention for Supervisors.
- October 17- Manor Crossing groundbreaking
- October 19- City council workshop HR policies and Procedures handbook sections 1-4
- October 23- Tyler Tech project regarding HR, PO, and Time and Attendance modules.
- October 23- Civic plus design project
- October 25- Mayor's Ball meeting
- October 30- Work Shield meeting and demonstration
- October 31- Analysis call with Isolved flex spending and COBRA host.
- Attached are Neo Gov statistics for third-quarter applicants, with the job posting having 226.83 average views and an average of nine applications per job.

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.