



### AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** November 20, 2024  
**PREPARED BY:** Tracey Vasquez  
**DEPARTMENT:** Human Resources

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 20, 2024

**BACKGROUND/SUMMARY:**

The annual City Employee Holiday Luncheon will be held at the East Manor Development building. This request has been considered for the past several years and will be requested again in 2024. As the city continues to grow and build an inclusive workforce, employees will be able to bond over the varied departments within the City of Manor family. This increases employee morale and assists the city in retaining and attracting new employees throughout our organization.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** No

**STAFF RECOMMENDATION:**

The City staff recommends that the City Council approve City Offices closing at 1:00 p.m. on Friday, December 20, 2024.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**  
*(Type X before choice to indicate)*

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