



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Director  
Meeting Date: February 21, 2024  
RE: January 2024

---

## **Meetings and Events:**

### ***HR Workshop Roundtable Meeting***

January 11, 2024  
January 25, 2024

### ***Staff Meetings***

January 9, 2024  
January 23, 2024  
January 30, 2024

### ***City Council Meetings***

January 3, 2024  
January 17, 2024

## **January 2024**

- January 9- Introduction call with Synerion regarding possible timeclock options.
- January 10- Manor Heights IA#4 Bond kickoff meeting.
- January 16- Updates on the State and Local Fiscal Recovery Funds Texas NEU Program via zoom meeting.
- January 19- Phone conference with Enterprise regarding license plates and other ongoing issues.
- January 23- Budget Committee Meeting.
- January 24- Manor Heights PID IA#4 meeting.
- January 24-Spring/ Summer event committee meeting.
- January 31- Meeting with Chief and candidate for Emergency Management Coordinator.
- 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



# MEMO

worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules