



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: March 20, 2024
RE: **February 2024**

Meetings and Events:

HR Workshop Roundtable Meeting

February 8, 2024
February 22, 2024

Staff Meetings

February 6, 2024
February 13, 2024
February 27, 2024

City Council Meetings

February 6, 2024-- Workshop
February 21, 2024

February 2024

- February 1- After-hours interviews with multiple qualified Court Administrator applicants.
- February 6- TMRS meeting regarding fiduciary updates for this upcoming calendar year.
- February 9- Team building event “Superbowl Tailgate” received great feedback regarding the event.
- February 12- Skilled Trades Consortium meeting at EPCOR.
- February 13- Interviews with multiple qualified Utility Billing Clerk applicants.
- February 21- Quarterly Financial Investigation Fundamentals MLARS Training for municipalities.
- February 22- Quarterly Financial Investigation Fundamentals MLARS Training for municipalities.
- February 22- Interviews with multiple qualified Finance Director applicants.



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- February 23- Met with HUB International regarding possible RFP for city-employee Health Benefits for next budget year.
- February 28- City Events team meeting for all 2024 upcoming events.
- 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.