



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: May 15, 2024
RE: **April 2024**

Meetings and Events:

HR Workshop Roundtable Meeting

April 11, 2024
April 25, 2024

Staff Meetings

April 9, 2024
April 23, 2024
April 30, 2024

City Council Workshop

April 17, 2024

City Council Meetings

April 17, 2024, Executive Session
Section 551.074 Personnel matters
April 2024

- April 1- AFLAC presentation for supplemental benefits.
- April 4- Event meeting: After Action Report for Easier Helidrop.
- April 4- After-hours interviews with qualified candidates for Deputy Court Clerk.
- April 8- Supervisors meeting with Development Services.
- April 9- Townsquare recruitment meeting proposal for the advertisement of current job postings.
- April 10- Records Management committee meeting City hall.
- April 11- Manor Chamber of Commerce Luncheon.
- April 11- Manorpalooza meeting.
- April 15- Manorpalooza layout walkthrough.



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- April 16- CIVIC Plus training.
- April 16- After-hours interviews with qualified candidates for Deputy Court Clerk.
- April 18- Meeting with Big Brothers and Big Sisters
- March 26- Manor Heights TIRZ Annual reporting meeting with Assistant City Attorney and P3Works.
- April 23- Meeting with Raftelis regarding implementing the new stormwater fee.
- April 24- USLFRF training program for U.S. Treasury filing.
- April 25- Teams meeting with Mayor's Ball committee.
- April 25- met with the Auditor and new Finance Director regarding the status and completion of the 2022-2023 FY Audit.
- 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.