



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Date: June 18, 2024
RE: May 2024

Meetings and Events:

HR Workshop Roundtable Meeting

May 9, 2024
May 23, 2024

Staff Meetings

May 14, 2024
May 21, 2024

City Events:

Manorpalooza:
May 3-4, 2024

City Council Meetings

May 15, 2024
May 2024

- May 1-event meeting regarding Manorpalooz.
- May 2- Chamber Power Breakfast at St. Joseph Catholic Church.
- May 7-10- TMHRA annual conference regarding legislative updates on FLSA overtime and threshold rules, FMLA, performance management, culture, conflict, etc.
- May 9- Mayor's Ball update.
- May 13- Skilled Trades Consortium meeting.
- May 14- Manorpalooza after-action meeting.
- May 17- Appreciation Luncheon for Manorpalooza staffing.
- May 21- TMLIRP Safety and Loss Control meeting with HR Specialist and Darral Oliver.
- May 23- Events meeting.
- 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.