



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: January 15, 2024

RE: December 2024

Meetings and Events:

HR Workshop Roundtable Meeting

December 12, 2024

Staff Meetings

December 3, 2024

December 17, 2024

City Council Meetings

December 4, 2024

December 18, 2024

December 26, 2024- Canvass

Special Session

Special Events

December 12, 2024- Mayor's Ball

December 21, 2024- Holidays in Manor

December 2024

- December 2- Events meeting Holidays in Manor.
- December 3- Civicplus basic user one training.
- December 4- Civicplus basic user two training.
- December 5- Civicplus specific modules training.
- December 9- Civicplus work session virtual training.
- December 9- ERP pro 10 meeting.
- December 10- GIS Certification meeting with PW Director.
- December 11- PD meeting on personnel matters.
- December 13- PD meeting with Lt Allen regarding reports for MLARS and Equitable Sharing.



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- December 17- Emergency response meeting with EM Coordinator Barrera regarding first quarter training for staff and council for FEMA, TDEM, and other emergency training.
- December 18- YAC orders, City website confirmation launch.
- December 19- Meeting with Public Works regarding budget vehicles and equipment purchases.

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.