



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Director  
Date: July 17, 2024  
RE: June 2024

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## **Meetings and Events:**

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

June 13, 2024  
June 27, 2024

### ***Staff Meetings***

June 4, 2024  
June 11, 2024

### ***City Events:***

Juneteenth  
June 19, 2024  
New Tech High School

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

June 10, 2024  
June 18, 2024

## **June 2024**

- June 5- Budget meeting with Finance Director regarding requested personnel, vehicles, and equipment.
- June 7- RFP analysis with Brett Bowers from HUB International.
- June 1 – RFP analysis with HUB International and City Manager Scott Moore.
- June 12- Meeting with Noe Ramirez and PNC bank regarding staff needs.
- June 13- HR attended the annual Youth Citizens Police Academy, sharing the duties of the department along with interactive games.
- June 17- FMLA meeting with an employee.
- June 18- Budget meeting with Belen Pena, the Finance Director, and Scott Moore, the City Manager, regarding the upcoming budget year and meeting timelines.
- June 18- final presentation regarding HUB.



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- June 20- HR attended the Skilled Trades Consortium, presenting mock interviews and educating the students on how to complete an application correctly, along with the “Do’s and Don’ts” of what information should be on a resume.
- June 22 through June 27- SHRM Annual Conference; attended several educational programs.  
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.