



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: August 17, 2022
RE: July 2022

Meetings and Events:

Manor Sesquicentennial Committee Meetings
July 12, 2022

City Council Meetings
July 6, 2022
July 20, 2022

HR Workshop Roundtable Meeting
July 7, 2022
July 21, 2022

4th of July Event
July 4, 2022

July 2022

- Budget meetings with Police and Development Services.
- Met with outside vendor regarding supplemental benefits for employees.
- Held initial and secondary interviews with qualified candidates for the open position of Public Works Director.
- Exit interview with one Police Department employee.
- New hire and onboarding of 3 Police Department employees.
- Policy and Procedure reviews with the City Manager regarding revamping current layout and updating policies.
- Day to day operations of the Human Resources department regarding property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.
- Attended meetings with McGrath Human Resources Group.
- Retirement benefit meeting with upcoming retiree.