



MEMO

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

Meetings and Events:

HR Workshop Roundtable Meeting

March 14, 2024
March 28, 2024

Staff Meetings

March 19, 2024
March 26, 2024

City Council Meetings

March 6, 2024
March 20, 2024

March 2024

- March 4- Manorpalooza Venue walkthrough.
- March 5- Public Sector benchmark analysis with HUB International.
- March 6- Manor Heights PID IA#4 Microsoft meeting.
- March 14- Manor Chamber luncheon featuring Scott Dunlop.
- March 15- Incode access regarding Stormwater billing with Raftelis.
- March 18- Skilled Trades Consortium meeting 2024 academy at ManorISD.
- March 19- US Department of Justice, Guide to Equitable Sharing training. DSAWYER CORR 040924
- March 19- Mastering Stay Interviews for Improved Retention training.
- March 19- Meeting with PD regarding incentives and certification.
- March 21- U.S. Treasury, Treasury Report on Receivables training.
- March 26- Manor needs analysis regarding advertising with Town Square Media for open positions within the City.



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- March 26- Manor Heights TIRZ Annual reporting meeting with Assistant City Attorney and P3Works.
- March 28- 2nd interviews with qualified candidates for the Finance Director position.
- March 28 (after hours)- Interview meetings with qualified candidates for the Deputy Court Clerk position.
- March 30- attended Manor's Easter Helidrop at East Manor Development Complex, handing out bags and swag for the event.
- 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.