



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 3, 2025

PREPARED BY: Tracey Vasquez, Director

DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to close City Offices at 1:00 p.m. on Friday, December 12, 2025.

BACKGROUND/SUMMARY:

The annual City Employee Holiday Luncheon will be held at the East Manor Development building. This request has been considered for several years and will be submitted again in 2025. As the city continues to grow and build an inclusive workforce, employees will be able to bond over the varied departments within the City of Manor family. This enhances employee morale and supports the city in retaining and attracting new talent throughout our organization.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No

PRESENTATION: No

ATTACHMENTS: No

STAFF RECOMMENDATION:

The City staff recommends that the City Council approve the City Offices closing at 1:00 p.m. on Friday, December 12, 2025.
