



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: August 18, 2021
RE: July 2021

Meetings and Events:

Manor Sesquicentennial Committee Meetings

July 13, 2021
August 10, 2021

Economic Development Conference Calls (Outside Resources- PCDC; Georgetown EDD; BEDG)

July 7, 2021
July 30, 2021
August 2, 2021
August 9, 2021

City Council Meetings

August 4, 2021
Executive Session- (Personnel Matters) The employment and appointment of the City Manager;
The employment and appointment of an Economic Development Director.
August 11, 2021
Special Meeting- (Personnel Matters) The employment and appointment of the City Manager.

July 2021

- Establish and maintain the current 14 positions open within the City of Manor. A total of 6 applications have been received through the Human Resources Office.
- Assisted with Patrol Sergeant written testing and interview panel.
- Attended several phone conferences with outside sources to assist in the onboarding process of an Economic Development Director.



MEMO

- Working with Lieutenant James Allen to establish training guidelines regarding FEMA and Active Shooter education for staff and Council. I was hoping to have those in place as Lt. Allen is still working on guidelines for the Continuity of Operations.
- Interview and onboarding of 4 candidates for the Parks department. Interview and onboarding of 3 candidates for Court. Successfully retained one employee for the Parks department and Court department.
- Completed Texas Workforce Commission training.
- 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.
- Established questionnaire for onboarding of City Manager applicants.