



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: May 18, 2022
RE: **April 2022**

Meetings and Events:

Manor Sesquicentennial Committee Meetings
April 12, 2022

Manorpalooza Logistics Meeting
April 1, 2022
April 19, 2022

City Council Meetings
April 6, 2022
April 20, 2022

Executive Session
April 20, 2022
Interview and consider the appointment of the City Manager

HR Workshop Roundtable Meeting
April 14, 2022
April 28, 2022

Local GovU
April 5, 2022

Community Shred Day
April 23, 2022



MEMO

April 2022

- Held interviews with qualified candidates for the open positions for four (4) Parks Crewmen.
- Held interviews with qualified candidates for the open position of Planning Coordinator.
- New hire packet and on boarding for 1 new Police Officer.
- New hire packet and onboarding for 1 new Accounting Clerk.
- Assisted the Mayor, City Council, and the legal team regarding the position of City Manager contract.
- Design and purchase merchandise for Sesquicentennial and Manorpalooza events.
- New hire and on-boarding of one Parks Crewman.
- Policy and Procedure reviews with outside Human Resources attorney regarding revamping current layout and updating policies.
- Research and present Compensation Benefits firms for budget committee review and Council approval.
- 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.