



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Manager  
Date: December 21, 2022  
RE: **November 2022**

---

## **Meetings and Events:**

### ***City Council Meetings***

November 16, 2022  
Canvass Called Special Session November 22, 2022

### ***HR Workshop Roundtable Meeting***

November 10, 2022

### ***Staff Meetings***

November 1, 2022  
November 15, 2022

### ***Holidays in the Park***

November 3, 2022  
November 29, 2022

### ***Black History Month Committee Meeting***

November 9, 2022

### ***Mike Tuley Retirement Party***

November 18, 2022

## **November 2022**

- City of Manor discussion with Enterprise Fleet Management on November 1 and November 17, regarding the City's fleet.
- Interviewed one (1) candidate for the open positions in the Streets Department.
- Interviewed two (2) candidates for the open positions in the Parks Department.



# MEMO

- Interviewed three (3) candidates for the open positions in Development Services Department.
- Interviewed one (1) candidate for the open position in the Information Technology Department.
- Onboarding of one (1) Police Cadet.
- Zoom meeting with McGrath Human Resources compensation firm.
- Met with Marriott Pflugerville to secure an adequate place to hold the employee holiday luncheon.
- Retirement meeting with current employee.
- Continuing to update and revamp new policy manual for proposal.
- 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.