



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: April 19, 2023

RE: March 2023

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## **Meetings and Events:**

### ***Manorpalooza Logistics***

March 29, 2023

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

March 9, 2023

March 23, 2023

### ***Staff Meetings***

March 7, 2023

March 21, 2023

March 28, 2023

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

March 15, 2023

## **March 2023**

- Met with the McGrath HR Group and Mr. Moore regarding the City of Manor's on-going compensation study on March 1, March 2, and March 21, 2023, for further information needed as discussions of draft to completion dates are ending.
- March 3, 2023, training Human Resource Specialist on the structure of on boarding- new hire Animal Control, Matthew Foley.
- March 8, 2023, attended Career Day at Manor Elementary School.
- March 8, 2023, attended Marketing Strategy Meeting with senior staff regarding branding of the City.



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- March 9, 2023, attended Manor Senior High School's Student Career Fair with our Public Works team. Very successful in getting the City opportunities out to our graduating Seniors.
- March 13, 2023, Interview qualified candidate for Parks Crew position.
- March 13, 2023, meeting with ClearGov regarding Budget and Personnel software.
- Attended Pflugerville ISD Career & Technical Education Trades Academy luncheon on March 20, 2023, to enhance the City's partnerships with outside resources and future options for the young adults in the Manor Community. The program is available to surrounding communities as a summer project.
- Retiree meetings.
- March 22, 2023, Small Business Coffee with speaker, Deidre Pattillo on Workplace Disruptions.
- March 25, 2023, met with Cuellar and Associates on possible financial and medical options for the City.
- March 28, 2023, Laserfiche and Manage Cloud meeting with City Secretary and IT for possible records management options.
- 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.