



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Manager  
Date: June 15, 2022  
RE: May 2022

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## **Meetings and Events:**

*Manor Sesquicentennial Committee Meetings*  
May 10, 2022

*Manorpalooza Logistics Meeting*  
May 3, 2022

*Manorpalooza*  
May 6-7, 2022

*City Council Meetings*  
May 4, 2022  
May 18, 2022

*Executive Session*  
May 4, 2022  
Personnel Matters -to discuss duties of the City Manager.  
May 18, 2022  
Personnel Matters- to discuss the duties of the City Manager.

*City Council Workshop*  
Charter Amendment Review  
May 4, 2022

*HR Workshop Roundtable Meeting*  
May 12, 2022  
May 26, 2022



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*Local GovU*  
May 10, 2022

*Chamber of Commerce Luncheon*  
May 12, 2022

*Small Business Coffee*  
May 18, 2022

*Leadership Manor Graduation*  
May 11, 2022

*Welcome Aboard*  
City Manager Meet and Greet  
May 20, 2022

## **May 2022**

- New hire packet and onboarding of the new City Manager.
- Held interviews with qualified candidates for the open position of for Street Crewman.
- New hire packet and on boarding for new Planning Coordinator
- Assisted the Mayor, City Council, and City Manager on process for goals and expectations regarding the City Manager evaluation.
- Design and purchase merchandise for Sesquicentennial 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.
- Exit Interviews with exiting employees (1- Police Cadet; 1- Permit Technician; 1- Assistant Building Inspector).
- 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.