



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Date: July 20, 2022
RE: **June 2022**

Meetings and Events:

Manorpalooza Appreciation Meeting

June 17, 2022

4th of July Logistics Meeting

June 7, 2022

June 16, 2022

Movies in the Park Logistics Meeting

June 8, 2022

Volunteered June 17, 2022

Juneteenth Logistics Meeting

June 15, 2022

Volunteered June 17, 2022

City Council Meetings

June 1, 2022

June 15, 2022

Executive Session

June 1, 2022

Personnel Matters -to discuss duties of the City Manager.

City Council Workshop

Charter Amendment Review

June 1, 2022

June 15, 2022

Youth Citizens Police Academy

June 16, 2022

June 23, 2022

June 30, 2022



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HR Workshop Roundtable Meeting

June 9, 2022

June 23, 2022

Small Business Coffee

June 15, 2022

Chamber of Commerce Ribbon Cuttings

June 22, 2022

Le'Body Med Spa

June 2022

- June 1, 2022, TML Health meeting on Rutherford- proposed benefit premiums for 2023.
- FY 2022-2023 Budget first round meetings throughout the month of June with the City Manager and Finance director for Police Department, Public Works, Development Services, Economic Development, Administration, Community Development, and IT (seven individual meetings).
- Retained and presented City management training for “Reset the Clock”, two-day training course for ALL management staff.
- Attended TML Health intro to wellness to establish and assistant city employee’s in obtaining the \$150 health incentive through TML Health.
- Design and purchase merchandise for Sesquicentennial events.
- Obtained City Council approval regarding the contract with an outside compensation firm using the matrix as needed for the City of Manor.
- Policy and Procedure reviews with the regarding revamping current layout and updating policies.
- Interview with panel for the Public Works Director position.
- Brought snacks and goodies and discussed HR duties and responsibilities with the YCPA.
- Teamed with Raymond Muniz, W/WW Superintendent, in bringing in Pflugerville ISD to do a tour of the new WW facilities and handed out information packets, job descriptions, and goodie bags, to the students that have recently graduated through their work/studies program.
- 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, Worker’s Compensation and training schedules.