



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Manager
Proposed Meeting Date: December 15,2021
RE: November 2021

Meetings and Events:

CRASE Training:

Civilian Response Course
City Hall Council Chambers
November 2, 2021

City Staff learned about the shooters, disaster response and how to prepare for and respond to being trapped inside a building during an active shooter event.

MGM Benefits Management Meeting:

Via Microsoft Teams
November 8, 2021
Discussed available benefits and premium costs for employees.

Sesquicentennial Meetings:

November 9, 2021

TMLIRP Benefits Management Meeting:

City Hall
November 10, 2021
Discussed liability, property, cyber security(increasing), and volunteer (adding) coverage.

Mayor Wallace Recognition:

12700 Lexington St. #100
Manor, TX 78653
November 13,2021



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Special Session:

Council Chambers

November 15, 2021

Called Canvass and Council Orientation

Presented the City Manager brochure for approval by current Council; Presented newly elected officials with City Policies and Procedures and required training.

City Council Meetings:

November 17, 2021

New Year's Eve Meeting:

November 18, 2021

Manor Art Park- discussed set up and merchandising for kick off to Sesquicentennial celebrations for 2022.

Holidays in the Park Meeting:

Timmermann Park

November 22, 2021

Logistics meeting for the upcoming December event in the park.

November 2021

- Attended Enterprise Risk Management training webinar modules 1 & 2.
- Interviewed candidates for the Utility Maintenance Crewman and MS4 Inspector positions open in the Public Works Department.
- Interviewed candidates for the Police Executive Administrative Assistant.
- Met with the Mayor, Interim City Manager, and PCDC Director regarding re-posting the Economic Development Director position.
- Designed senior staff brochure.
- Post and reissue employment notices on various sites, TML, TMPA, City website, Facebook, etc. For multiple positions open with the City of Manor.
- Completed the open enrollment process for all 76 City employees.
- 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.