



# MEMO

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

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## **Meetings and Events:**

### ***Manor Sesquicentennial Committee Meetings***

March 15, 2022

March 30, 2022- Golf Tournament

### ***Manorpalooza Committee Meetings***

March 3, 2022

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

March 1, 2022

March 16, 2022

### ***Special Session Executive Session***

March 1, 2022

Interview and consider the appointment of an applicant to the position of City Manager.

March 16, 2022

Interview and consider the appointment of an applicant to the position of City Manager.

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

March 3, 2022

March 17, 2022

March 31, 2022



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## **March 2022**

- New hire and onboarding of the IT Director position.
- New hire and onboarding of two Police Officer positions.
- New hire and onboarding of the Economic Development Director position.
- Interviewed two Utility Crewman positions.
- Interviewed one Parks Foreman position.
- Records management meeting for the Public Information Act.
- Retirement and exit interviews with three outgoing 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.