



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Manager  
Proposed Meeting Date: January 19, 2022  
RE: December 2021

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## **Meetings and Events:**

*Manor Sesquicentennial Committee Meetings*  
December 14, 2021

*Public Funds Investment Act*  
December 1-3, 2021  
TML Training  
San Antonio, TX  
Re-certification for back up to Finance

*City Council Workshop*  
December 11, 2021  
Manor Senior High School

*City Council Meetings*  
December 15, 2021

*Special Session Executive Session*  
December 29, 2021  
Consider the appointment of an applicant to the position of City Manager with SGR Executive Consulting Firm

## **December 2021**

- Completed the last 3 modules of Risk Management training for certification.
- Interviewed qualified individuals for the open position of Utility Crewman.
- Interviewed qualified individuals for the open position of Parks Crewman.



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- New hire and onboarding for 5 Police positions.
- Attended the New Year's Eve logistics meeting.
- Met with outside Information Technology Directors in regard to the IT Director position open with the city.
- 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.