



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: June 18, 2025

RE: May 2025

Meetings and Events:

HR Workshop Roundtable Meeting

May 22, 2025

Staff Meetings

May 5, 2025

May 20, 2025

City Council Meetings

May 7, 2025

Budget Workshop

May 21, 2025

Events

Manorpalooza 5th Annual

May 2 and 3, 2025

Upcoming Events

Juneteenth 19, 2025

May 2025

- May 1- Entrada Glen PID
- May 2- Meeting with third-party attorneys
- May 5- HR Formatting for the month of May; Payroll
- May 6- Agenda review
- May 9- worked on upcoming advertising for Juneteenth
- May 11- 14- Tyler Connection training, San Antonio, Texas
- May 16- After-action Meeting Manorpalooza
- May 19- RBFCU groundbreaking
- May 19- FMLA and ADA extension for personnel



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- May 19- Payroll
- May 21- Development Services Budget Meeting
- May 21- Public Works Budget Meeting
- May 21- Interview with qualified candidate for Planner position with Development Svc.
- May 22- Meeting over Juneteenth Logistics
- May 22- Meeting over July 4th logistics
- May 28- Home Depot grand opening
- May 29- Entrada Glen PID
- May 29- Training on Drafting Legally Sound Job Descriptions

Daily operations of the Human Resources and Community Development department include advertising, hosting, and coordinating upcoming major city events, managing payroll, overseeing departmental projects and reports, handling property, liability, and workers' compensation insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.

Manorpalooza

Friday and Saturday, May 2 & 3, 2025

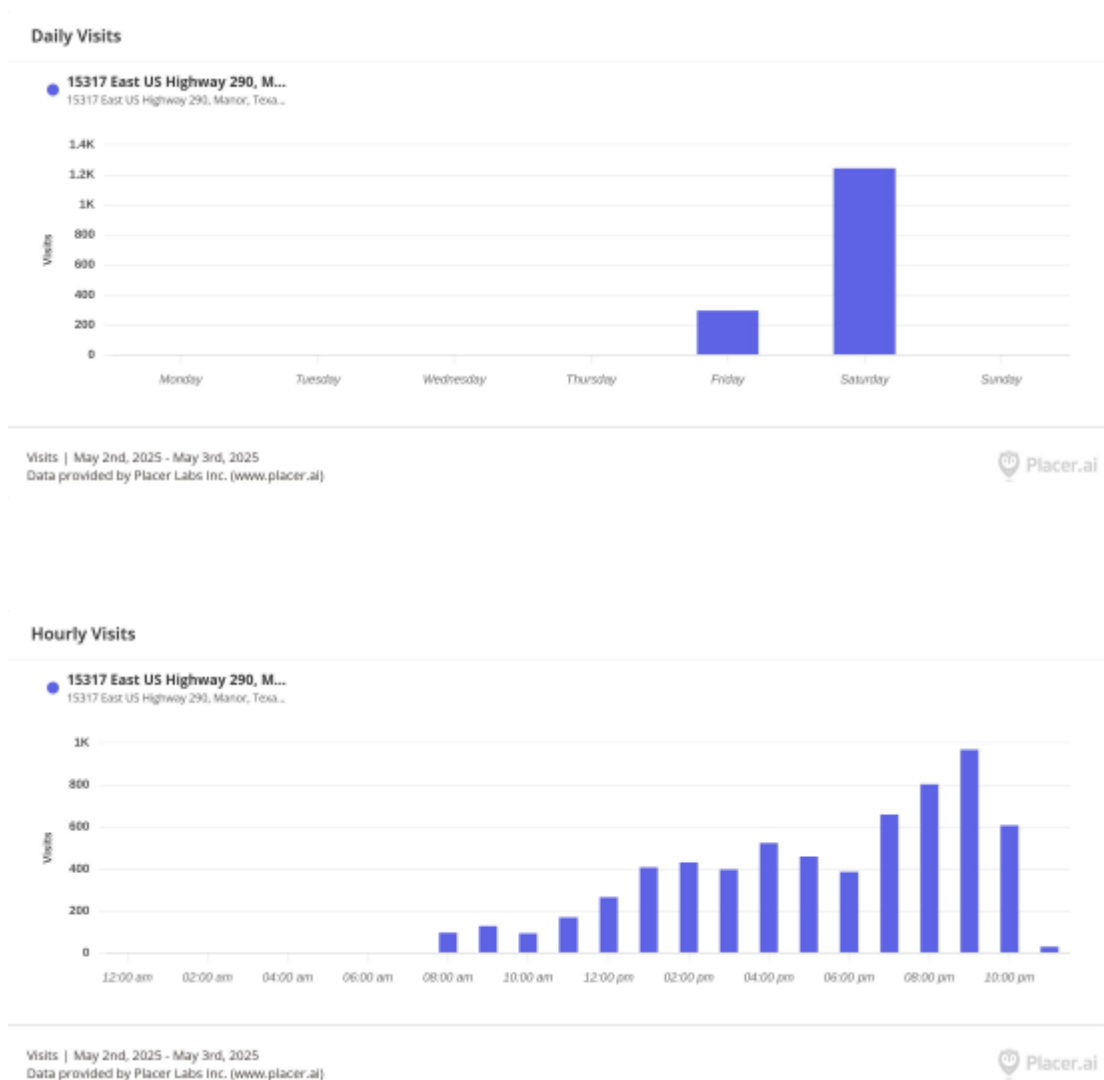
East Manor Development #1, 15317 US Hwy East

- Vendors:
 - Food Trucks= 7
 - Commercial/Non-Profit = 15
 - Trailer= 1
 - Arts & Crafts= 8
- Giveaways:
 - Mini slingshot kites
 - Bubbles and sunglasses
- Artists:
 - Ram Herrera
 - Bryce Leatherwood
 - Manhattan
 - Austin Williams



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- Pacer AI reported visits= 1.5K
- Actual clicked visits= 1,900





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