



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: March 19, 2025

RE: February 2025

Meetings and Events:

HR Workshop Roundtable Meeting

February 13, 2025

February 27, 2025

Staff Meetings

February 4, 2025

February 25, 2025

City Council Meetings

State of the City Address

February 5, 2025

Boards and Commissions Meeting

February 19, 2025

February 2025

- February 1- January 31 through February 2 attended YAC Summit in Beaumont
- February 4- Meeting with upcoming retirement with current personnel.
- February 4- Meeting with Public Works staff regarding payroll.
- February 5 – Meeting with Emergency Management Coordinator regarding training for TDEM reimbursement through FEMA.
- February 6- EntradaGlen PID meeting; exit interview with retiree.
- February 11- Attended the PISD Real World Career Expo representing the City of Manor.
- February 12- City of Manor Benefits Connection presentation regarding online portal for all Health Benefits.
- February 12- Manor TX Project manager meeting with new Tyler Tech representative.
- February 13- End of year meeting with HUB International.
- February 19- GoTo 2025 compliance and benefits update meeting.
- February 20- TML training for Personnel Records and the Public Information Act.



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- February 20- Interviews with qualified Director of Development Service applicants.
- February 27 - Meeting with Walden University on partnering with an online option for staff further education.

Day-to-day Human Resources and Finance department operations regarding accounts payable, bank records, payroll, departmental projects and reports, property, liability, and worker's comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.