



MEMO

To: Mayor and City Council Members
From: Tracey Vasquez, Human Resources Director
Meeting Date: November 19, 2025
RE: October 2025

Meetings and Events:***HR Workshop Roundtable Meeting***

October 9, 2025
October 23, 2025

Staff Meetings

October 7, 2025
October 14, 2025
October 21, 2025
October 28, 2025

City Council Meetings

October 1, 2025
October 15, 2025

Events

Hispanic Heritage
October 4, 2025
Manor Night Out
October 24, 2025

September 2025

- Oct 1: ** Interview with qualified applicants for the Community Engagement Coordinator
- Oct: Continued interviews with applicants for the Community Engagement Coordinator position.
- Oct 2: ** Meeting with the owner of Stars and Science Mobile Planetarium and Stargazing regarding future partnership and the City's opportunities to expand free educational programs.



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- Oct 6: ** Polymorphic AI for website meeting with Phil Green
- Oct 7: ** Meeting with Renaissance Benefit review team regarding billing, and invoicing for dental, vision, and std.
- Oct 7: ** Meeting with mobile Ninja Nation for opportunities to bring to the Manor community.



- Oct 8: ** Manor Night at the Park virtual meeting for the upcoming event.
- Oct. 8: ** Townsquare Media meeting and renewal proposal for the upcoming fiscal year.
- Oct 10: Rubric Metrics for qualified Community Engagement applicants on presentation and scoring value, as consideration for the second interview.
- Oct. 14: ** TMRS webinar.
- Oct 14: ** Texas Workforce Commission Tribunal canceled by TWC, at the request of HR for a supervisor to oversee the tribunal dispute regarding reimbursement to the City.
- Oct 16: ** Procurement webinar as scheduled by Finance.
- Oct 20: ** Polymorphic AI training
- Oct 20: ** Placer AI training
- Oct 21: ** HEB ribbon cutting



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- Oct 22: ** Meeting with Tamra Jones regarding sponsorship and events participation with the City.
- Oct 23: ** Townsquare Media final run through on draft for proposal.
- Oct 23: ** Holidays in Manor committee meeting
- Oct 23: ** Holidays in Manor site tour with GoenSouth and new Community Engagement Coordinator for upcoming event.
- Oct 24: ** Meeting with Laren Vinson with Paylocity regarding platform options for HR management.
- Oct 27: ** Placer AI meeting and training
- Oct 28: ** Tyler status call for upcoming module additions.

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

Hispanic Heritage Community Engagement Statistics:

Attendance:

2024- 688

2025-899

Market Vendor participation: 26

Food Vendor participation: 3

Entertainment:

12:30 pm-1:30 pm	Panama Cultural Expressions
1:45 pm-2:30 pm	Danza Azteca Guadalupana
2:45 pm- 3:45 pm	Mariachi Espuelas
4:00 pm- 4:30 pm	Encanto Kids Show
4:45 pm- 6:00 pm	Bidi Bidi Banda



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