



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: July 16, 2025

RE: June 2025

Meetings and Events:

HR Workshop Roundtable Meeting

June 12, 2025

June 26, 2025

Staff Meetings

June 3, 2025

June 10, 2025

June 17, 2025

City Council Meetings

June 4, 2025

June 18, 2025

Events

Juneteenth Celebration

June 19, 2025

Upcoming Events

4th of July Celebration 2025

June 2025

- June 2- NeoGov meeting and updates.
- June 2- Manor Mustang PID meeting.
- June 3- Pre-renewal meeting with HUB/ UHC
- June 6- Partnership meeting with UFCU.
- June 11- Meeting with South State Bank to transition from Independent Bank.
- June 12- Manor Chamber Business Luncheon.
- June 12- Training on how to build a job/pay grade structure from scratch.



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- June 13- Interviews with qualified applicants for the Community Engagement Coordinator and Marketing and Communications Coordinator.
- June 17- Juneteenth walkthrough.
- June 17- Interviews with qualified applicants for Marketing and Communications Coordinator.
- June 18- FMLA tracking and paperwork for current employees.
- June 18- Budget meeting for Development Services, HR, Admin, and City Council.
- June 20- 4th of July logistics walkthrough.
- June 20- TWC Tribunal regarding a previous employee.
- June 28 through July 2- SHRM Conference.

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.

Juneteenth Celebration

Thursday, June 19, 2025

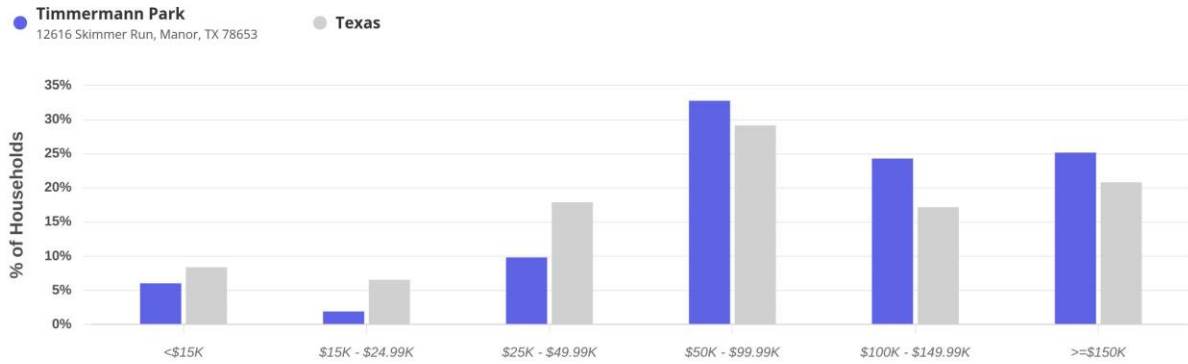
12616 Skimmer Run

- Vendors:
 - Food Trucks= 3
 - Food Tents= 4
 - Commercial/Non-Profit = 4
 - Trailer= 0
 - Arts & Crafts= 13
- Pacer AI reported visits= 1.K
- Impressions 375.9K
- Clicks= 517



MEMO

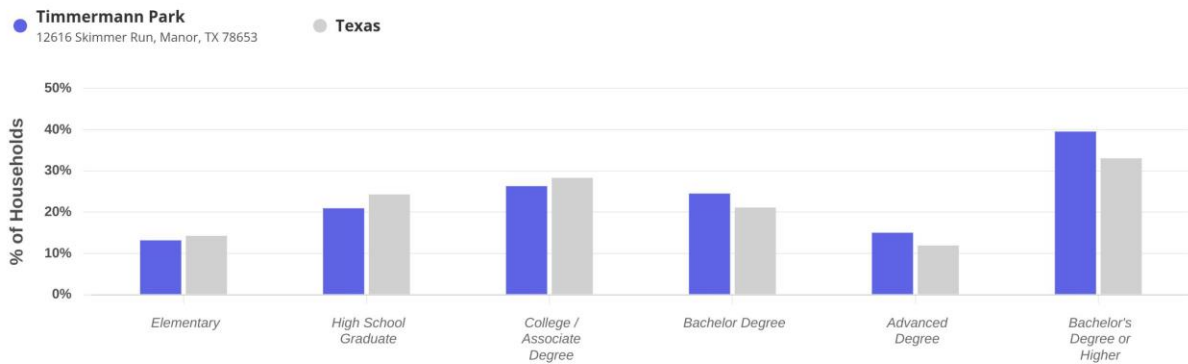
Household Income



Jun 19th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Education



Jun 19th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)

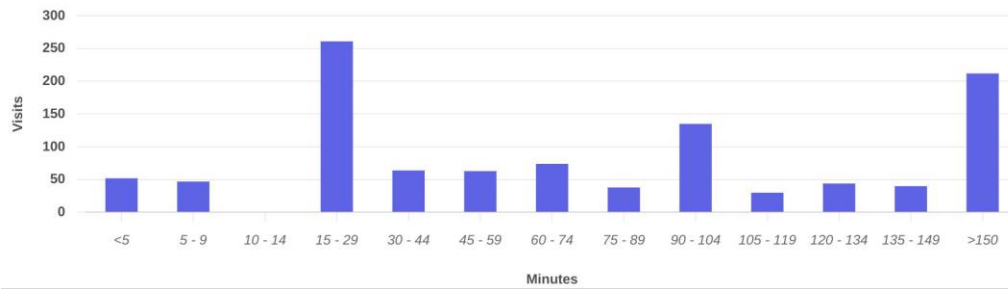




MEMO

Visit Duration

Timmermann Park
12616 Skimmer Run, Manor, TX 78653



Average Stay	106 min
Median Stay	67 min

Visits | Jun 19th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)

