



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: May 21, 2025

RE: April 2025

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## Meetings and Events:

### *HR Workshop Roundtable Meeting*

April 10, 2025

April 24, 2025

### *Staff Meetings*

April 1, 2025

April 15, 2025

April 29, 2025

### *City Council Meetings*

April 16, 2025

April 23, 2025

### *Events*

Easter Heli Drop April 19, 2025

### *Upcoming Events*

Manorpalooza May 2-3, 2025

## April 2025

- April 1- Chart of accounts discovery, Microsoft Teams with Tyler Technologies
- April 3- Entrada Glen PID meeting
- April 8- PFSID Skilled Trades Academy meeting at Pflugerville Hall and Conference
- April 10- Mustang Valley PID meeting
- April 11- Meeting with Children's Entrepreneur Market regarding Easter Heli drop participation
- April 15- meeting with TMLIRP regarding Cyber Security claim from May 2024
- April 16- Easter Heli drop meeting going over logistics on site



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- April 16- Meeting with Travis County discussing Manor Community Center and plans to extend services in the Eastern section of Travis County
- April 19- Oversee and coordinate the Easter Heli drop event
- April 22- Consortium meeting, Pflugerville ISD administration building
- April 23- GoTo Webinar referring to the upcoming Tyler Connect training for newly purchased modules
- April 24- Meeting and discussion about the upcoming Manorpalooza event

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, and handling property, liability, and workers' compensation insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.

## **Easter Heli Drop**

*Saturday, April 19, 2025*

*East Manor Development #1, 15317 US Hwy East*

- Vendors:
  - Food Trucks= 7
  - Commercial/ Non- Profit= 10
  - Trailer= 1
  - Arts & Crafts= 9
- Giveaways:
  - Goodie bags with bubbles and eggs
  - Heli- Drop children's t-shirts
  - Easter Eggs= 100,000
- Pacer AI reported visits= 1.5K
- Actual clicked visits= 2,159



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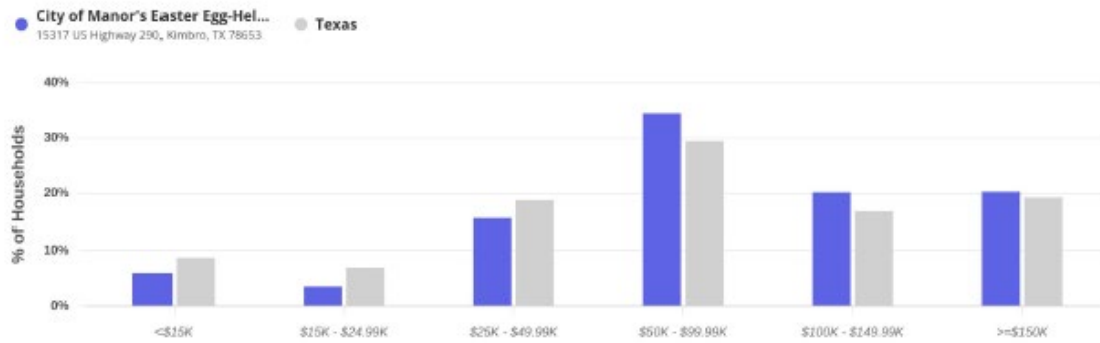


## Property Overview

Apr 19 - Apr 19, 2025

townsquare

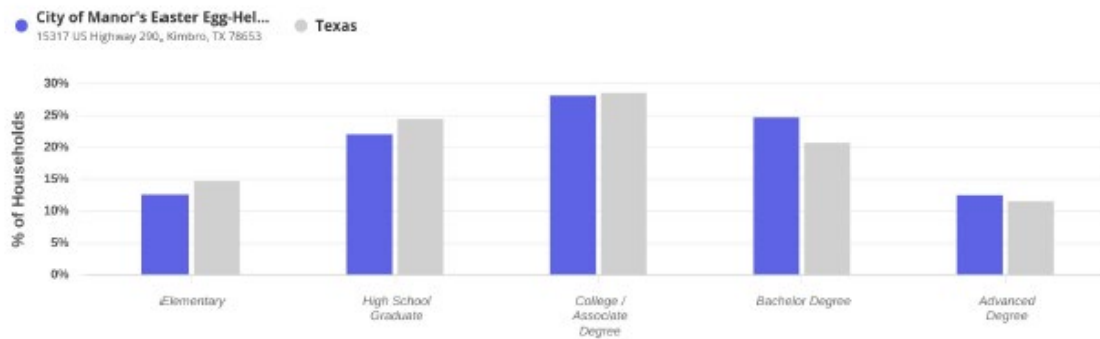
### Household Income



Apr 19th, 2025 | Data Source: Census 2022  
Data provided by Placer Labs Inc. (www.placer.ai)



### Education



Apr 19th, 2025 | Data Source: Census 2022  
Data provided by Placer Labs Inc. (www.placer.ai)





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townsquare

### Metrics

- City of Manor's Easter Egg-Hell-...  
15317 US Highway 290, Kimbro, TX 78653

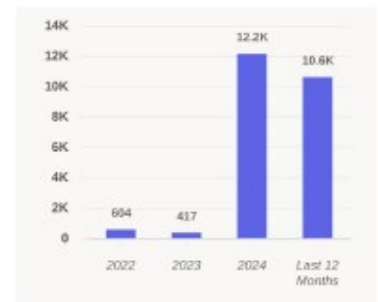
Visits	1.5K	Avg. Dwell Time	138 min
Visits / sq ft	< 0.01	Panel Visits	135
Size - sq ft	1.9M	Visits YoY	+11.2K%
Visitors	1.5K	Visits Yo2Y	N/A
Visit Frequency	1	Visits Yo3Y	N/A

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



### Visits Trend

- City of Manor's Easter Egg-Hell-...  
US Highway 290, Kimbro, TX



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

