



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: September 17, 2025

RE: August 2025

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## Meetings and Events:

### *HR Workshop Roundtable Meeting*

July 10, 2025

July 24, 2025

### *Staff Meetings*

July 15, 2025

July 22, 2025

July 29, 2025

### *City Council Meetings*

July 16, 2025

July 30, 2025

### *Events*

July 4<sup>th</sup> Celebration

Cancelled

### *Upcoming Events*

Hispanic Heritage

September 6, 2025

## July 2025

- July 1-3: \*\* Completed payroll and preparations for the July 4th event following the SHRM Conference.
- July 9: \*\* "Retiring with Manor" - The Human Resources department presented a workshop for all active city employees regarding retirement. This session covered important dos and don'ts and featured participants from the Social Security Administration, TMRS representatives, and Nationwide supplemental benefits representatives.
- July 14: \*\* New hire Development Services Planner position.



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- July 14: \*\* Mustan Valley PID meeting.
- July 16: \*\* Paycor demonstration regarding an all-in-one platform for Human Resources needs for human resources and departmental training with tracking capabilities, application tracking, onboarding, benefits connector, and time keeping capabilities.
- July 16: \*\* Tyler project planning for upcoming finance, utilities, court, and human resources modules.
- July 17: \*\* Manor site review for Benefit Connector new City benefits electronic platform.
- July 17: \*\* Trailant demonstration for training packaged for the City.
- July 21: \*\* Paycor revisits and cost analysis for the City's needs and platform options.
- July 23: \*\* Benefit Connector meeting and HR uploads to the new site and training for the upcoming benefits platform.
- July 23: \*\* Inclusion training for Human Resources.
- July 24: \*\* Paylocity revisit and cost analysis pertaining to human resources modules.
- July 30\*\* City of Manor training for Benefit Connector final walkthrough and platform updates.
- July 30: \*\* Budget workshop full report.

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.