



# MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: December 17, 2025

RE: November 2025

---

## Meetings and Events:

### *HR Workshop Roundtable Meeting*

November 13, 2025

### *Staff Meetings*

November 4, 2025

November 18, 2025

November 25, 2025

### *City Council Meetings*

November 5, 2025

November 19, 2025

### *Events*

## November 2025

- Nov 4\*\* Placer AI Meeting regarding Geofencing, and data retrieval.
- Nov 6\*\* Tribunal with Texas Workforce Commission regarding refunding the City of Manor.
- Nov 6\*\* Post renewal meeting with Benefit Connector and HUB
- Nov 7 \*\* C3 Compensation blueprint overview with third party supplier.
- Nov 10 \*\* Stargazing in Manor meeting with owner/operator Mr. Corley
- Nov 10 \*\* Chart of Accounts meeting with Tyler Technologies
- Nov 10 \*\* Holidays in Manor committee meeting regarding upcoming event
- Nov 10 \*\* Internship meeting with the Mayor, Mr. Moore and staff
- Nov 11\* FMLA filings with two separate employees
- Nov 12\*\* MET meeting at Taylor ISD
- Nov 12\*\* UKG ready demonstration for Human Resources all in one platform
- Nov 18\*\* Status call with Mikayla at Tyler Technologies



# MEMO

- Nov 19\* National Weather Service virtual meeting regarding heavy rainfall and potential flooding

Daily operations of the Human Resources 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.