



MEMO

To: Mayor and City Council Members

From: Tracey Vasquez, Human Resources Director

Meeting Date: October 15, 2025

RE: September 2025

Meetings and Events:

HR Workshop Roundtable Meeting

September 11, 2025

September 25, 2025

Staff Meetings

September 16, 2025

September 23, 2025

September 30, 2025

City Council Meetings

September 3, 2025

Executive Session Management Evaluations

September 17, 2025

Upcoming Events

Hispanic Heritage

October 4, 2025

September 2025

- Sept. 2: ** Tyler status call for upcoming transfers
- Sept. 9-13: ** Wrangling Payroll Conference Ft Worth conference and training
- Sept 15: ** Meeting with third-party interest in proposed Christmas event
- Sept. 15: ** City of Manor City Hall and Library program validation.
- Sept. 17: ** UKG 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.
- Sept. 17: ** Meeting regarding preparations for Mayor's Ball
- Sept. 18: ** Met with PW on personnel placements
- Sept. 18: ** Work Shield demonstration



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- Sept. 22: ** Interviews with qualified candidates for the Community Engagement Coordinator position
- Sept. 23: ** Meeting with South State Bank regarding ongoing issues with the new banking system
- Sept. 23: ** Meeting regarding preparations for the Mayor's Ball
- Sept. 25: ** Hispanic Heritage logistics meeting at Timmermann Park
- Sept. 25** Make your City a Great Place to Work webinar-- rescheduled
- Sept. 26: ** Meeting with Paylocity on the scope of HR platform and budgetary questions
- Sept. 26: ** TXC Tribunal meeting regarding unemployment benefits to an unqualified applicant
- Sept. 29: **Manor Polymorphic AI addition to the City website.
- Sept. 29: ** Placer A.I. meeting regarding City access and information platforms
- Sept. 30: ** Tyler meeting regarding migration status and request for information

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.