



**People. Principles.  
Purpose. Partnerships.**

# MEMO

To: Mayor and City Council Members  
From: Yalondra M. Valderrama Santana, Heritage & Tourism Manager  
Date: December 18, 2024  
RE: **Community Development Department November Report**

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## NOVEMBER EVENTS

### **Veterans Day Celebration – Coordinated Event**

Monday, November 11, 2024 from 10 AM to 12 PM  
Manor New Tech High School, 10323 US HWY 290 E., Manor, TX  
Estimated Number of attendees = 100  
*See Veterans Day's After-Action Report for more details*

### **Movie Night Out – Coordinated Event**

Movie: Inside Out 2  
Friday, November 15, 2024 from 6:00 PM to 10:00 PM  
Timmermann Park, 12616 Skimmer Run, Manor TX  
Estimated Number of attendees = 25

## COMMUNITY EVENTS

### **Keep Manor Beautiful – Manor's Texas Recycles Day**

Saturday, November 2, 2024 from 9:00 AM to 12:00 PM  
Ben Fisher Park, 600 W. Carrie Manor St., Manor TX  
Number of Participants =

## UPCOMING EVENTS

### **Christmas Tree Lighting – **CANCELLED** due to weather**

Friday, December 6, 2024 from 7:00pm to 9:00pm  
Jennie Lane Park, 102 E Rector St, Manor, TX

### **Holiday in Manor**

Saturday, December 21, 2024 from 12pm to 8pm  
East Manor Development No. 1, 15317 Us Hwy 290 E. Manor TX



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*Description:* Holiday in the Park is a fun, family-friendly, free event presented by the City of Manor. There will be holiday games, crafts, food trucks, live music, vendors, ice skating, winter rides, photos with Santa & Mrs. Claus, and more

*\*Reschedule due to weather*

## **COMMUNITY COLLABORATION**

- Keep Manor Beautiful Board Meeting – November 14<sup>th</sup>
- Virtual Central Texas Learning Festival Promotion Meeting – November 21<sup>st</sup>

## **TRAINING, EDUCATION, SEMINARS, WORKSHOPS, WEBINARS, ETC.**

- Texas Downtown Training: Governor's Community Achievement Award-Funding Award for Landscaping and Community Recognition – November 13<sup>th</sup>

## **COUNCIL & COMMITTEE MEETINGS**

- City Council workshop – November 6<sup>th</sup>
- City Council Meeting – November 6<sup>th</sup>
- City Council workshop – November 20<sup>th</sup>
- City Council Meeting – November 20<sup>th</sup>

## **OTHER MEETINGS**

- Staff weekly meetings
- Walkthrough meeting for Veterans Day Ceremony – November 1<sup>st</sup>
- Planning meeting for Veterans Day Ceremony with Mr. Samaripa – November 4<sup>th</sup>
- Phone consultation with Tiny Tails to You – November 6<sup>th</sup>
- City Website Training Planning Meeting with Amanda Felber from CivicPlus – November 6<sup>th</sup>
- 1<sup>st</sup> Quarter Meeting with Qwall about Manor Biz 101 – November 12<sup>th</sup>
- Marketing Plan Meeting with Shelly Freitag from Townsquare Media – November 12<sup>th</sup>
- Inventory of Christmas Decorations Meeting – November 13<sup>th</sup>
- Consultation Meeting with Big Bounce America – November 18<sup>th</sup>
- Event team meeting for Holiday events – November 18<sup>th</sup>
- YMAC 4All Studios Meeting – November 18<sup>th</sup>
- Phone Consultation with Justin Lavenue from RoadHaus Mobile Cocktails – November 19<sup>th</sup>
- Mayor's Ball Walkthrough at The Grand Lady – November 19<sup>th</sup>
- Consultation with Kasama Tasting – November 20<sup>th</sup>



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- Swearing in Ceremony for K9 Ivar & K9 Bero – November 10<sup>th</sup>
- City Website Reveal Meeting + 1 DHP with Allison Hill from CivicPlus – November 21<sup>st</sup>
- Phone Consultation with Justin Lavenue & Dennis Gobis from RoadHaus Mobile Cocktails – November 22<sup>nd</sup>
- Facebook Set-up & Marketing Meeting with Townsquare Media – November 22<sup>nd</sup>
- MGO Software Review Meeting with Ryan Hutchinson from MGO – November 26<sup>th</sup>

## **MANOR YOUTH ADVISORY COMMISSION (MYAC) – COMMUNITY PROGRAMS AND ENGAGEMENT**

- Upcoming Meetings, Events, Workshops, Training, & Initiatives
  - Commissioners' Orientation – Morning Session  
December 3<sup>rd</sup> from 8:00 AM to 9:30 AM  
Manor New Tech Middle School,  
12116 Joyce Turner Dr, Manor, TX 78653
  - Commissioners' Orientation – Afternoon Session  
December 3<sup>rd</sup> from 5:30 PM to 6:30 PM  
Manor City Council Chambers  
105 E Eggleston St, Manor, TX 78653
  - Commissioners' Interview 1  
December 9<sup>th</sup> from 5:30 PM to 7:30 PM  
Manor City Hall  
105 E Eggleston St, Manor, TX 78653
  - Commissioner Interview 2  
December 11<sup>th</sup> from 5:30 PM to 7:30 PM  
Manor City Hall  
105 E Eggleston St, Manor, TX 78653
  - Members = 11
    - 8<sup>th</sup> – 7
    - 9<sup>th</sup> – 0
    - 10<sup>th</sup> – 4
    - 11<sup>th</sup> – 0
    - 12<sup>th</sup> – 0

## **MANOR BIZ 101**

- November Report
  - Page Traffic = 287
  - Account Created = 5
  - Completed Applications Received = 0

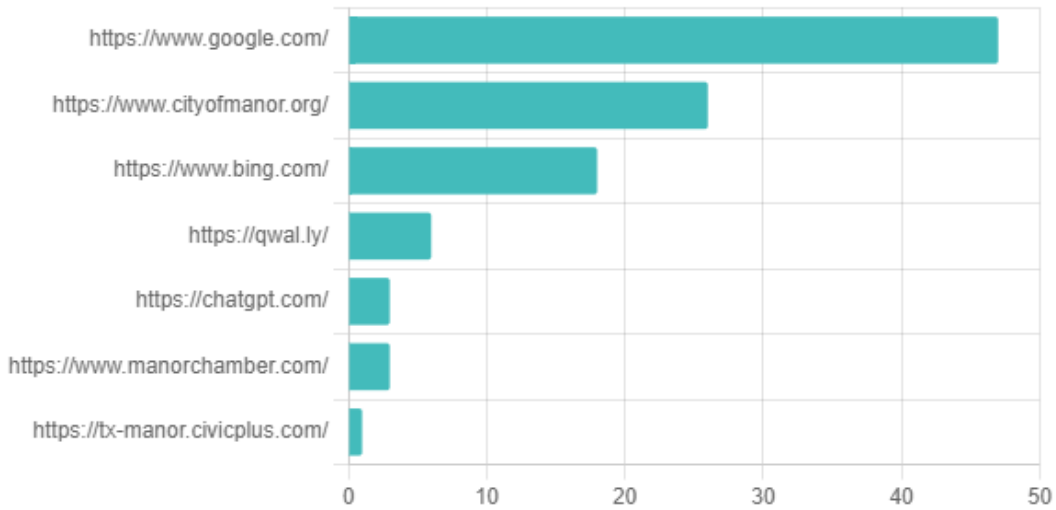


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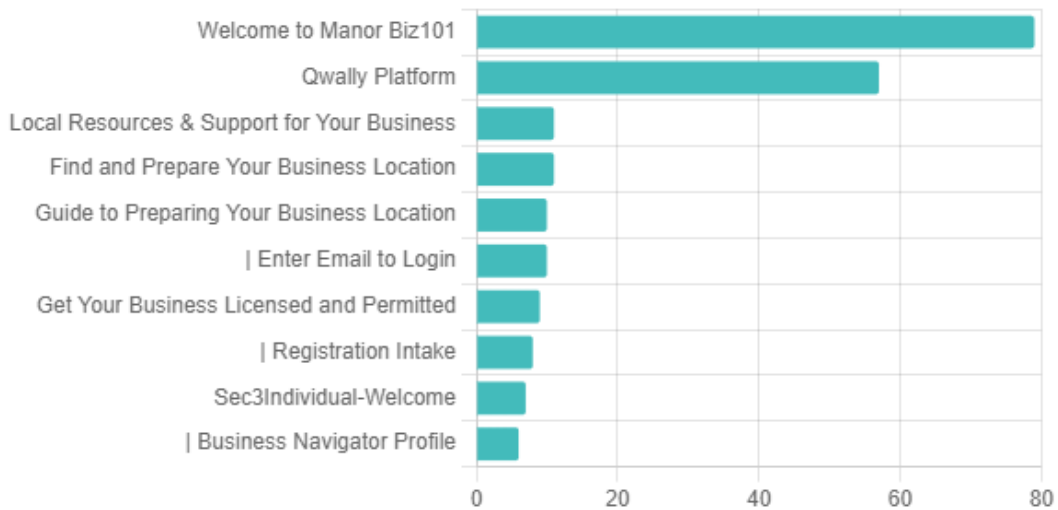
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- Staff Action = 5 by E-mail

## Top Referral Sources



## Top Pages Viewed





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## **OTHER**

- Weekly city social media maintenance
- Create marketing materials for social media posts for the city
- Weekly content scheduling for:
  - ManorApp (GoGov)
  - Nextdoor
  - Facebook
  - Instagram
  - All Events websites
- Processing and management of Manor Biz101 Platform
- Weekly city website updates
- Managing and updating all city's community engagement platforms
- Create content for the city's multiple public engagement platforms
- Work with Development Services to review the permit software and other online platforms in updating and building content
- Coordinate, plan, and organize the following upcoming events:
  - Veterans Day – November 11<sup>th</sup>
  - Fall Movie Night Out – November 15<sup>th</sup>
  - Holiday in Manor – December 7<sup>th</sup>
  - Mayor's Ball – December 12<sup>th</sup>
  - Martin Luther King Jr. Ceremony – January 20<sup>th</sup>
  - Spring Movie Night Out – March 14<sup>th</sup> & April 4<sup>th</sup>
  - Easter Egg-Heli-Drop – April 19<sup>th</sup>
  - 5<sup>th</sup> Annual ManorPalooza – May 2<sup>nd</sup> & 3<sup>rd</sup>
- Work with CivicPlus on creating and delivering the new City Website.
- Daily duties as the Heritage & Tourism Manager