



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

# MEMO

To: Mayor and City Council Members  
From: Yalondra M. Valderrama Santana, Heritage & Tourism Manager  
Date: October 16, 2024  
RE: **Community Development Department September Report**

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## SEPTEMBER EVENTS

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

Friday, September 6<sup>th</sup> – Seating started at 7:30pm and movie at dusk

Timmermann Park, 12616 Skimmer Run, Manor, TX

Movie Shown: DC League Super-Pets

Approximate Attendees = 30

Sponsors:

- Forsythe Brothers sponsored Popcorn
- RBFCU sponsored the movie

## COMMUNITY EVENTS

### **Keep Manor Beautiful Wildflower Spreading Event**

POC: Scott Dunlop

Saturday, September 14<sup>th</sup>, from 9:00 AM to 12:00 PM

Manor City Hall, 105 E. Eggleston St. Manor TX

Number of Volunteers = 9

## UPCOMING EVENTS

### **Veteran's Day**

Monday, November 11<sup>th</sup>, from 10 AM to 12 PM

Location: Manor New Tech High School, 10323 US Highway 290 E, Manor, TX 78653

*Description:* Veterans Day is a U.S. legal holiday dedicated to American veterans of all wars.

### **Movie Night Out - FALL**

Movie: INSIDE OUT 2

Friday, November 15, 2024 – Movie starts @ Dusk

Location: Timmermann Park, 12616 Skimmer Run, Manor TX

*Description:* Movie Night Out is a FREE, family-friendly community event at Timmermann Park! Manor will be showing a family-friendly movie and giving out free popcorn.



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## **Texas Arbor Day**

Saturday, November 16<sup>th</sup>, from TBD

Location: Timmermann Park, 12616 Skimmer Run, Manor TX

*Description:* Manor partners with the Texas A&M Forest Service to celebrate Texas Arbor Day. Arbor Day is a Texas holiday made to recognize and maintain the importance of trees. The city invites the community to plant trees and learn of the importance of trees by doing a tree planting demonstration.

## **COMMUNITY COLLABORATION**

- Central Texas Learning Festival Planning Meeting – September 12<sup>th</sup>
- Keep Manor Beautiful Meeting – September 16<sup>th</sup>
- Community Collaboration Board Meeting – September 25<sup>th</sup>

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

- Economic Development Symposium at San Marcos – September 4<sup>th</sup>
- MECA training – September 5<sup>th</sup>
- Annual Cybersecurity training – September 10<sup>th</sup>
- NRPA Leadership Development Network Webinar – September 11<sup>th</sup>
- MECA training – September 12<sup>th</sup>
- MECA Workshop and Graduation – September 18<sup>th</sup> to 20<sup>th</sup>
- 6 Principles for Preparing Your Organization and Team To Use AI Responsibly Webinar – September 24<sup>th</sup>
- MGO Connect Live 2024 Texas Conference – September 26<sup>th</sup>
- Manor's Employee Benefit Fair – September 25<sup>th</sup>

## **COUNCIL MEETINGS**

- City Council Meeting – September 4<sup>th</sup>
- City Council Special Meeting – September 26<sup>th</sup>

## **OTHER MEETINGS**

- Staff weekly meetings
- Consultation with Big Dog – September 3<sup>rd</sup>
- Photos and Interviews with Adam Grumbo, photographer – September 4<sup>th</sup>
- Online Platforms & Fees meeting with Development Services – September 5<sup>th</sup>
- Meeting & tour with Opportunity Austin – September 9<sup>th</sup>
- Water/Sewer Public Information Campaign with Public Works – September 9<sup>th</sup>
- Mayor's Ball food tasting with Gourmet Gals Catering – September 10<sup>th</sup>



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- Consultation with Maria Vasquez from SiCoustics – September 11<sup>th</sup>
- Mayor’s Ball food tasting with Hank's Catering – September 11<sup>th</sup>
- Mayor’s Ball food tasting with Lily Grace Catering – September 12<sup>th</sup>
- Meeting with Courtney Wells from Manor New Tech M.S. – September 13<sup>th</sup>
- City Website design meeting with Allison Hill from CivicPlus – September 16<sup>th</sup>
- Camino Phase 2 Discovery Session with Clariti Software – September 16<sup>th</sup>
- Event team meeting – September 16<sup>th</sup>
- GovWell Demo for permit software for Development Services – September 17<sup>th</sup>
- Mayor’s Ball planning meeting – September 17<sup>th</sup>
- Mayor’s Ball planning meeting – September 20<sup>th</sup>
- Meeting with Ryan Hutchinson from MGO (myPermit) software – September 23<sup>rd</sup>
- Meeting with David from USG Pyrotechnics – September 23<sup>rd</sup>
- Meeting with Townsquare Media about the FY 24-25 Marketing Plan – September 24<sup>th</sup>
- Consultation with Placer.AI – September 27<sup>th</sup>
- City Website online payment method with Allison Hill from CivicPlus – September 27<sup>th</sup>

## COMMUNITY PROGRAMS AND ENGAGEMENT

- Manor Youth Advisory Commission
  - Recruitment Event
    - MYAC Open House  
September 28<sup>th</sup> from 10 AM to 12 PM  
City Council Chambers  
Number of attendees = 7
  - Continues push of the marketing recruitment campaign
  - Members = 9
    - 8<sup>th</sup> – 6
    - 9<sup>th</sup> – 0
    - 10<sup>th</sup> – 3
    - 11<sup>th</sup> – 0
    - 12<sup>th</sup> – 0

## OTHER

- Create marketing materials and schedule weekly social media posts for the city
- Finalize the FY 24-25 City Events Schedule
- 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



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- Coordinate, plan, and organize the following upcoming events:
  - Hispanic Heritage Month – September 5<sup>th</sup>-October 15<sup>th</sup>
  - Hispanic Heritage Celebration – October 5<sup>th</sup>
  - Veterans Day – November 11<sup>th</sup>
  - Fall Movie Night Out – November 15<sup>th</sup>
  - Texas Arbor Day – November 16<sup>th</sup>
  - Holiday in Manor – December 7<sup>th</sup>
  - Mayor’s Ball – December 12<sup>th</sup>
- Work with CivicPlus on creating and delivering the new City Website.
  - Submitted the 1<sup>st</sup> deliveries for the website build
- Daily duties as the Heritage & Tourism Manager