



MEMO

To: Mayor and City Council Members
From: Ashlynn Taylor, Marketing & Communications Coordinator
Date: April 15th, 2026
RE: **March Monthly Report**

PUBLIC ATTENDANCE, MEETINGS & TRAININGS

- 3/2 – Better Together: Filming Alma’s Journey (Meet Manor Mondays Segment)
- 3/4 – RBFCU Meeting: Sponsorship Discussion
- 3/4 – Planet Fitness Grand Opening
- 3/4 – Healing With Horses Ranch Open House Filming (Meet Manor Mondays Segment)
- 3/11 – Manor Easter Eggstravaganza Meeting
- 3/11 – Derrick White – Manor Community Day & 5K Meeting
- 3/12 – Manor Chamber – March Business Luncheon
- 3/12 – Citizens Police Academy Session Filming (Meet Manor Mondays Segment)
- 3/13 – CPF Ground Storage Tank & Pump Station Ribbon Cutting w/ Congressman Cesar
- 3/13 – The Manor Menu Filming: El Bandido Suelto (Meet Manor Mondays Segment)
- 3/16 – Manor History Segment Discussion w/ Wayne Schnieder — Meet Manor Mondays
- 3/18 – City Council Regular Meeting
- 3/24 – Mayor's Community Collaborative
- 3/25 – April Meet Manor Mondays Filming
- 3/26 – April Manor Business Spotlight Filming: Kae’s Tax Pros
- 3/28 – Manor Easter Eggstravaganza
- 3/30 – BoxCast Meeting
- 3/30 – Cablecast Meeting
- 3/31 – Manorpalooza Food Vendor Partnership Meeting w/ 512 Halal

SOCIAL MEDIA POSTS & COMMUNICATIONS

Facebook:

- 2/1 – March 2026 Manor Business Spotlight Video – Lonestar Pro Moving
- 3/2 – Meet Manor Mondays | March 2
- 3/3 – Development Services New Permitting Software is Now Live
- 3/3 – Manor Easter Eggstravaganza Event Repost w/ Egg Hunt Schedule
- 3/4 – Shred for a Cause: Free Community Day & Electronic Recycling Event Announcement
- 3/6 – Accepting applications for Boards and Commissions: Community Impact Fee Advisory Committee & Board of Adjustment
- 3/9 – Meet Manor Mondays | March 9, 2026
- 3/12 – Asia x Austin Summit w/ Manor Chamber Announcement



MEMO

- 3/13 – The City of Manor is Hiring (Open Positions)
 - 3/16 – Meet Manor Mondays | March 16, 2026
 - 3/17 – We're at the AsiaXAustin Summit representing the City of Manor with the Manor Chamber!
 - 3/17 – Gregg Manor Ground Storage Tank & Pump Station Ribbon Cutting w/ by Congressman Casar
 - 3/20 – Roadway Construction Announcement for the Capital Metro Paving Improvements
 - 3/23 – Meet Manor Mondays | March 23, 2026
 - 3/24 – Low water pressure has been reported/ Update: Water pressure is back up
 - 3/26 – Temporary Water Shut off: Water Service Interruption Notice
 - 3/26 – Water Main Break: Water Service Alert/ Update: Water Service Restored
 - 3/27 – Manor Easter Eggstravaganza is TOMORROW!
 - 3/28 – HAPPENING NOW! — Manor Easter Eggstravaganza
 - 3/29 – US 290 Improvements Coming to Manor
 - 3/30 – Meet Manor Mondays | March 30, 2026
 - 3/31 – The 6th Annual Manorpalooza Event Announcement
 - 3/31 – The 6th Annual Manorpalooza Artist Announcement: Kevin Fowler
- Instagram:**
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GoGov ([MyManor App](#)):

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- 3/24 – Update: Water pressure is back up
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- 3/26 – Water Service Alert (Water Main Break)— Hamilton Point, Lagos, & Wildhorse Creek
- 3/26 – Update: Water Service Restored
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Nextdoor:

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WEBSITE

Homepage

- Updated top banner
 - March Manor Business Spotlight: Lonestar Pro Moving



MEMO

Marketing & Communications Page

- [Meet Manor Mondays Subpage](#)
 - Continuously updated the weekly Meet Manor Mondays episodes
- [Upcoming Events Subpage](#)
 - Manor Easter Eggstrvaganza
- [Current City Service Repairs Subpage](#)
 - Roadway Construction for the Capital Metro Paving Improvements Project
- [Manor Business Spotlight Subpage](#)
 - Updated to March recipient, Lonestar Pro Moving

MARKETING MATERIALS

- The 6th Annual Manorpalooza Vendors Wanted Flyer (Printed & Digital)
- The 6th Annual Manorpalooza Event Schedule Flyer (Printed & Digital)
- The 6th Annual Manorpalooza Artist: Kevin Fowler (Digital)
- The 6th Annual Manorpalooza Artist: Ram Herrera (Digital)
- The 6th Annual Manorpalooza Artist: The Kristen Gibbs Band (Digital)
- The 6th Annual Manorpalooza Artist: North of Luck Band (Digital)
- The 6th Annual Manorpalooza Artists (Digital for Website)
- The 6th Annual Manorpalooza Banner (Digital for Website)
- April Manor Business Spotlight Award City Council Presentation Graphic Display (Kae's Tax Pros)
- Manor Community Day & 5K Run Flyer
- US 290 Improvements Social Media Graphic
- FM 973 Improvements Social Media Graphic (Not Posted Yet)
- Low Water Pressure Reported Social Media Graphic
- Shred For A Cause Event Outside Banner

PROGRAMS & INITIATIVES

Manor Business Spotlight

After tallying resident votes from February, Lonestar Pro Moving was selected as the March Manor Business Spotlight recipient. The business received a promotional video, an award certificate signed by Mayor Harvey, City Manager Scott Moore, and the Marketing & Communications Coordinator, a formal letter of recognition from the City of Manor, recognition at City Council on March 3rd, and in the Manor Journal. These recognition elements—including the signed award certificate and City Council acknowledgment—continue to serve as new incentives designed to help spotlight and support local businesses as they grow.



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Community members consistently highlight the team’s punctuality, efficiency, and attention to detail, noting the care taken to protect belongings and ensure a smooth moving experience. Residents describe the company as reliable, respectful, and transparent, with fair pricing and no surprises.

Beyond quality service, Lonestar Pro Moving stands out for its positive community impact. The company’s commitment to employing local residents and providing volunteer moving assistance reflects a meaningful investment in strengthening and supporting the Manor community.

Meet Manor Mondays

Meet Manor Mondays continued in March as the City of Manor’s weekly video series designed to keep residents connected, informed, and involved. To improve engagement and make the series more conversational and natural, Stephanie Cho, Community Engagement Coordinator, was added as a co-host of Meet Manor Mondays. The filming location for the weekly series was also changed from the City Hall Chamber Conference room to the community space at Avelyn Manor to elevate the quality, improve lighting, add space, and use the TV as a backdrop with the Meet Manor Mondays Graphic displayed for a news channel-like look.

Each March episode offers quick updates on community events, infrastructure, local business highlights, and resident engagement through the Frontline Manor segment, enhancing transparency by connecting residents with city leadership and partners who answer questions and discuss community topics.

Here’s what was covered in March:

March 2, 2026

- Welcoming Stephanie Cho, our Community Engagement Coordinator and new Meet Manor Mondays cohost — sharing details about the upcoming Manor Easter Eggstravaganza on March 28th at East Manor Development
- A recap of the February 18th City Council Meeting
- Announcing our March Manor Business Spotlight recipient: Lonestar Pro Moving — be sure to watch their feature video on our social media platforms and website
- A look at what’s currently live on Impact Manor, including updates on New City Hall & Library, Manor Town Center, the Downtown Master Plan, and the Manor Regional Wastewater Treatment Plant — plus how to follow projects and stay informed as updates are posted



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March 9, 2026

- A look at Alma’s first Better Together Task — we’ll be following her journey throughout the year to give residents a behind-the-scenes look at how these community efforts come to life
- Introducing The Manor Menu, a new segment highlighting restaurants, food trucks, and bakeries across Manor. We’re currently looking for businesses to feature — submit your business at bit.ly/TheManorMenu or email ataylor@manortx.gov. Our first Manor Menu segment will air on the March 23 episode of Meet Manor Mondays

March 16, 2026

- Meet Selena, the Mayor’s Intern and a Social Work student at Texas State University, who shares a little about her experience learning how the City of Manor operates behind the scenes
- A reminder that residents can submit media requests to be featured in future episodes — including lost pets, community hero stories, new business services, grand openings, and local events
- In our Frontline Manor Q&A segment, City Manager Scott Moore answers a resident's question about railroad crossing safety and the steps being taken to improve safety in our community
- A quick look at the Citizens Police Academy, which kicked off last month and is already off to a great start

March 23, 2026

- Get ready for the Manor Easter Eggstravaganza happening this Saturday, March 28, from 11 AM – 3 PM at East Manor Development — don’t forget your baskets and come out for a fun day with the community. Stop by our Manor Moves booth at the event to learn more about city initiatives and ways to get involved
- A recap of our visit to the Healing with Horses Ranch Open House, where we got a closer look at the incredible programs they offer to support wellness and personal growth
- Introducing our newest segment, The Manor Menu — this month, we’re featuring a local favorite, El Bandido Suelto TX, recommended by you
- The City of Manor is currently hiring for several positions, including HR Director, Public Works Superintendent, Deputy Court Clerk, Parks Maintenance, Street Maintenance, Police Officer, and Police Records Specialist

Planning and filming for April Meet Manor Mondays took place on March 25th at Avelyn Manor. April Meet Manor Mondays will include two new segments: “Did You Know?”, with different departments used to communicate safety tips and reduce confusion about city services among Manor residents, and “Manor History” with local historian Wayne Schnieder, to share the history of Manor, where it is today, and how far we’ve come.



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Meet Manor Mondays Residents Comments:

- *“Thanks for the video. That new apartment looks great!”*
- *“I’m so glad you all are doing this now! We need to get Manor in the spotlight! Nice job, ladies!”*
- *“Thanks for the weekly update. I always look forward to these.”*
- *“So the business spotlight is being dropped and replaced with essentially the same thing that’s only for food businesses? That seems odd to me, but it would be even more odd to have both. But why not just keep it open to all businesses and it may just happen to be that some months it’s a food business highlighted? I don’t think we need one just for food businesses that are already naturally highlighted by the public through review sites and other social media groups. In general, I’d love for these videos to remain being about City government topics I can’t just google for or see posted often in other social media groups. What happened in this week’s City Council meeting, for example? That was a segment I very much enjoyed in past videos because it’s not something I’m going to come across elsewhere on social media. Keep up the great work. I know a lot goes into these productions, but please don’t go in the direction of them being about general Manor topics. The story about Alma was great to see, because I know it ties to the Mayor’s Challenge Coin (although I think you could have touched on that connection a bit more). That’s a government initiative and the type of stories I hope to continue seeing, along with other government-centric topics.”*
- *El Bandido Suelto TX: “Thank you for featuring us and stopping by!!! It means a lot to have our city’s support!!! 🍌🍌🍌 See ya’ll soon Bandidos!!! 🍌🍌”*
- *Healing with Horses Ranch: “This turned out amazing! Thank you so much for coming out! 🍌”*
- *“Yes to El Bandido Suelto TX!! 🍌”*

Overall, resident comments for March Meet Manor Mondays were positive, with residents expressing that they look forward to the series every Monday. In one comment, there was confusion about two of my initiatives: the Manor Business Spotlight Award and the Manor Menu segment in the series. In my response, I explained the difference between the two, expressed appreciation for the feedback, and encouraged form submissions to ensure the series reflects residents' interests.