To: Mayor and City Council Members

From: Ashlynn Taylor, Marketing & Communications Coordinator

Date: January 21st, 2026

RE: **December Monthly Report**

PUBLIC ATTENDANCE, MEETINGS & TRAININGS

Dec 1 – 9:00 AM Polimorphic Meeting

Dec 2 – 8:30 AM Staff Meeting

Dec 2 – 11:00 AM Saint David's Healthcare Ribbon Cutting

Dec 2 – 1:00 PM Onsite Final Walk-through for Deck the Park

Dec 3 – 1:00 PM Meet Manor Mondays Meeting with Videographer

Dec 5 – 6:00 PM Deck the Park

Dec 6 – 11:00 AM Holidays In Manor

Dec 8 – 11:30 AM USCREEN Demo

Dec 9 – 9:00 AM Staff Meeting

Dec 10 – 11:30 AM NextTown AI Meeting

Dec 10 – 1:30 PM Placer.ai | Manor – Events Working Session

Dec 11 – 9:00 AM City of Manor & Avelyn Manor Meeting

Dec 12 – 10 AM Manor Business Spotlight Collaboration with TCTX Thrive 3.0 Meeting

Dec 18 – 5:30 PM Mayor's Ball

Dec 22 – 10:30 AM Manor Business Spotlight Award Presentation and Video Feature - Manor Beauty Bloc

Dec 29 – Meet Manor Mondays January Episodes Filming & Set-Up at City Hall

SOCIAL MEDIA POSTS & COMMUNICATIONS

Facebook:

Dec 1 – December Manor Business Spotlight – Granny Clean

Dec 1 – Deck the Park & Holidays In Manor This Weekend Reminder

Dec 3 – Saint David's Emergency Center Grand Opening

Dec 4 – Holidays In Manor Toys for Tots Drive

Dec 5 – HAPPENING NOW! Deck the park Video

Dec 6 – Come out and join Holidays In Manor Video

Dec 8 – Bluebonnet Cooperative Electric Power Outage Alert
Dec 8 – Bluebonnet Cooperative Electric Power Outage Restored & Road Damage Repaired
Dec 9 – Update: Tower Road is back open for traffic
Dec 9 – Meet Manor Mondays Launching January 2026!
Dec 12 – Carriage Hills Power Outage
Dec 15 – Manor Business Spotlight & TCTX Thrive 3.0 Collaboration
Dec 22 – Martin Luther King Jr. Day Celebration Announcement
Dec 22 – Gregg Manor Road has been restriped to improve visibility and safety
Dec 23 – City offices will be closed on December 24–25, 2025
Dec 23 – Christmas Tree Recycling Information
Dec 23 – Nothing Bundt Cakes is now open!
Dec 29 – Atmos Energy natural gas safety surveys

Instagram:

Dec 1 – December Manor Business Spotlight – Granny Clean
Dec 1 – Deck the Park & Holidays In Manor This Weekend Reminder
Dec 3 – Saint David's Emergency Center Grand Opening
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GoGov (MyManor):

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Dec 9 – Update: Tower Road is back open for traffic
Dec 9 – Meet Manor Mondays Launching January 2026!
Dec 23 – City offices will be closed on December 24–25, 2025
Dec 23 – Nothing Bundt Cakes is now open!
Dec 29 – Atmos Energy natural gas safety surveys

Nextdoor:

Dec 4 – Deck the Park Event
Dec 4 – Holidays In Manor Event
Dec 8 – Bluebonnet Cooperative Electric Power Outage Alert
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Dec 9 – Update: Tower Road is back open for traffic

Dec 9 – Meet Manor Mondays Launching January 2026!
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WEBSITE

Homepage – Updated top banner, December Manor Business Spotlight: Granny Clean, Past Events (Holidays in Manor 2025, Deck the Park 2025), Latest News updates.

Marketing & Communications Page – Meet Manor Mondays subpage, Frontline Manor collaboration, submission form for resident questions.

Upcoming Events Subpage – Martin Luther King Jr. Day Celebration.

Manor Business Spotlight Subpage – Granny Clean, December recipient.

Get Involved in Manor – General Vendor Opportunities and Contact Information.

MARKETING MATERIALS

Meet Manor Mondays infographics
Martin Luther King Jr. Day Celebration flyer
Better Together Mayor's Challenge social media flyer

PROGRAMS & INITIATIVES

Manor Business Spotlight

After tallying resident votes from November, Granny Clean was selected as the December Manor Business Spotlight recipient.
Residents recognized Granny Clean for exceptional service, community involvement, and dedication to Manor families and businesses.
Owner Tanisha Harris was praised for professionalism, volunteerism, and uplifting the local community.
Granny Clean received a letter of recognition, an award certificate signed by City Manager Scott Moore, information on 30 hours of free business coaching through TCTX Thrive 3.0, and a feature video shared on City channels.

Public recognition will take place at the January City Council Meeting for the January Manor Business Spotlight Recipient.

Meet Manor Mondays

Throughout December, preparation continued for the January 2026 launch of Meet Manor Mondays. Scripts for four episodes were finalized, and B-roll footage was collected throughout Manor. Resident-submitted questions were reviewed and coordinated with City departments and partner agencies.

On December 29th, three Frontline Manor segments were filmed at City Hall with Kevin Stewart and videographer Israel Reyes.

More than 50 resident submissions were received by the end of December, indicating strong community engagement.