



MEMO

To: Mayor and City Council Members
From: Ashlynn Taylor, Marketing & Communications Coordinator
Date: May 20, 2026
RE: **April Monthly Report**

PUBLIC ATTENDANCE, MEETINGS & TRAININGS

- 4/1 – Community Impact Manorpalooza Advertisement Meeting
- 4/1 – iHeart Radio Manorpalooza Advertisement Meeting
- 4/1 – City Council Regular Meeting
- 4/6 – Polimorphic Meeting (Website AI Chat Bot)
- 4/8 – Manor History Segment Filming – Meet Manor Mondays
- 4/8 – Did You Know? Segment Filming – Meet Manor Mondays
- 4/8 – Call with Tawakkul Bites to schedule The Manor Menu Feature filming
- 4/9 – Manor Chamber – April Business Luncheon
- 4/10 – Manorpalooza MLE Sausage Eating Contest Meeting
- 4/14 – Meeting with 512 Halal; Manorpalooza Food Vendors
- 4/15 – Monthly Communications Meeting
- 4/15 – City Council regular Meeting
- 4/16 – Embracing the Future: AI's Influence on Local Government
- 4/16 – Manorpalooza Meeting
- 4/23 – May Meet Manor Mondays Filming
- 4/23 – See My Legacy Meeting
- 4/23 – Manor YAC Meeting with Mayor
- 4/24 – Manor Business Spotlight Filming Taqueria San Juan
- 4/27 – Manor YAC Meeting

SOCIAL MEDIA POSTS & COMMUNICATIONS

Facebook:

- 4/1 – The 6th Annual Manorpalooza Artist Announcement: Kevin Fowler
- 4/1 – City of Manor offices will be closed for Good Friday
- 4/1 – April Manor Business Spotlight: Kae's Tax Pros
- 4/1 – REMINDER: April 2nd STATEWIDE DRILL FOR LOCAL PUBLIC WARNING SYSTEMS
- 4/6 – The 6th Annual Manorpalooza Artist Announcement: The Kristen Gibbs Band
- 4/6 – Meet Manor Mondays | April 6, 2026
- 4/8 – The 6th Annual Manorpalooza Artist Announcement: North of Luck Band
- 4/9 – City of Manor Boards & Commissions repost
- 4/10 – The 6th Annual Manorpalooza Artist Announcement: Ram Herrera



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- 4/13 – Meet Manor Mondays | April 13, 2026
- 4/15 – The 6th Annual Manorpalooza Artist Announcement: Kevin Fowler (Cross-post to *Manor Community Circle & Manor People*)
- 4/16 – CAMPO/TxDOT Open House: FM 973 between US 290 and Samsung Highway
- 4/16 – The 6th Annual Manorpalooza Activities Spotlight
- 4/17 – The 6th Annual Manorpalooza MLE Sausage Eating Contest
- 4/17 – Requesting Resident Feedback on Meet Manor Mondays
- 4/18 – The 6th Annual Manorpalooza: Holiday Inn Express & Suites Discount with code MNR
- 4/20 – Shred For A Cause Event Reminder
- 4/20 – Requesting submissions for The Manor Menu feature
- 4/20 – Meet Manor Mondays | April 20, 2026
- 4/21 – The 6th Annual Manorpalooza Food & Market Vendors Announcement
- 4/24 – Movies in the Park Announcement: June 5th, 2026
- 4/24 – Manor Community Day & 5K Announcement: June 6th, 2026
- 4/25 – Shred For A Cause Event Happening Now!
- 4/27 – CAMPO/TxDOT Open House Recap
- 4/27 – Meet Manor Mondays | April 27th, 2026
- 4/28 – Manorpalooza Video Update: Rain or Shine, Manorpalooza is still on

Instagram:

- 4/1 – City of Manor offices will be closed for Good Friday
- 4/1 – April Manor Business Spotlight: Kae's Tax Pros
- 4/6 – Meet Manor Mondays | April 6, 2026
- 4/8 – The 6th Annual Manorpalooza Artist Announcement: The Kristen Gibbs Band & North of Luck Band
- 4/8 – The 6th Annual Manorpalooza Artist Announcement: Ram Herrera
- 4/13 – Meet Manor Mondays | April 13, 2026
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GoGov ([MyManor App](#)):

- 4/1 – City of Manor offices will be closed for Good Friday
- 4/8 – New artists announced for Manorpalooza
- 4/10 – Ram Herrera is coming to ManorPalooza!
- 4/16 – Have thoughts about traffic and mobility in Manor? Now's your chance to share them.
- 4/17 – Take a look at our Manorpalooza attractions for all ages.
- 4/20 – Join us THIS SATURDAY for our annual "Shred for a Cause" event!
- 4/25 – Shred For A Cause Event Happening Now!
- 4/27 – Just in case you missed it—here's a look at what's being proposed for FM 973.
- 4/30 – Manorpalooza Video Update: Rain or Shine, Manorpalooza is still on

Nextdoor:

- 4/1 – City of Manor offices will be closed for Good Friday
- 4/9 – City of Manor Boards & Commissions report
- 4/16 – CAMPO/TxDOT Open House: FM 973 between US 290 and Samsung Highway
- 4/20 – Shred For A Cause Event Reminder
- 4/20 – Requesting submissions for The Manor Menu feature
- 4/25 – Shred For A Cause Event Happening Now!
- 4/27 – CAMPO/TxDOT Open House Recap
- 4/29 – Manorpalooza Video Update: Rain or Shine, Manorpalooza is still on
- 3/31 – The 6th Annual Manorpalooza Event Announcement
- 3/31 – The 6th Annual Manorpalooza Artist Announcement: Kevin Fowler

WEBSITE

Homepage

- Updated top banner
 - April Manor Business Spotlight: Kae's Tax Pros

Marketing & Communications Page

- [Meet Manor Mondays Subpage](#)
 - Continuously updated the weekly Meet Manor Mondays episodes
- [Upcoming Events Subpage](#)
 - The 6th Annual Manorpalooza
- [Current City Service Repairs Subpage](#)



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- Roadway Construction for the Capital Metro Paving Improvements Project (delayed due to weather and still in progress)
- [Manor Business Spotlight Subpage](#)
 - Updated to April recipient, Kae's Tax Pros

MARKETING MATERIALS

- The 6th Annual Manorpalooza
 - (2) Jennie Lane Park Banner
 - Local Businesses & Restaurant Flyers
 - *Community Impact* Newsletter Flyer
 - *Community Impact* Newsletter Digital Banner
 - Meet Manor Mondays Infographics
 - "Follow our Socials for Free Manor Goodies!" Flyer
 - A-frame Signs
 - (1) Turn Here Board
 - (4) Exit Here Boards
 - (2) Enter Here Boards
 - (2) Sponsor Boards
 - (2) Manor Business Spotlight Boards
 - (2) Meet Manor Mondays Boards
 - (2) 8 ft × 20 ½ ft Tall Breathable Signs - Stage
- Manor Community Day & 5K
 - 11" × 17" Poster
 - 2400 × 800 Banner
 - 1080 x 1350 Digital Banner
 - 8.5x11 Flyer
- Movies in the Park Flyer
- April Manor Business Spotlight: Kae's Tax Pros
 - Digital Banner
 - TV Display Graphic for Council Meeting Presentation



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PROGRAMS & INITIATIVES

Manor Business Spotlight

After tallying resident votes from March, Kae's Tax Pros was selected as the April 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 April 1st, 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.

Community feedback consistently highlights the team's dedication to educating clients, taking the time to explain the tax process, and empowering residents to make informed financial decisions. Residents appreciate the approachable and supportive environment Kae's Tax Pros creates, making tax preparation more accessible and less intimidating.

In addition to its service excellence, Kae's Tax Pros demonstrates meaningful community involvement. The business is actively engaged in local events, offering guidance and support to residents and contributing to the community's overall financial awareness. Their outreach efforts and commitment to giving back have distinguished them as a trusted and valued resource in Manor.

Through its combination of professional service, financial education, and community engagement, Kae's Tax Pros positively contributes to the well-being of Manor residents. The City of Manor is proud to recognize the business for its dedication to service and impact within the community.

Meet Manor Mondays

Meet Manor Mondays continued in April as the City of Manor's weekly video series designed to keep residents connected, informed, and engaged through timely updates, community storytelling, and behind-the-scenes insight into city initiatives. Episodes throughout the month focused on major community events, public safety education, infrastructure and traffic communication, local history, parks and public spaces, and ongoing promotion for ManorPalooza 2026.

April episodes also expanded the series' educational and community-focused segments, including the introduction of Manor History featuring local historian Wayne Schneider and additional public information content aimed at increasing transparency and helping residents better understand city services, transportation systems, and community programs.

Here's what was covered in April:



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April 6, 2026

- A recap of the City of Manor Easter Eggstravaganza and the strong community turnout at this year's event
- Highlighting April's Manor Business Spotlight recipient, Kae's Tax Pros, and their impact on local residents
- A recap of the March 18 City Council Meeting, including updates on public safety technology, infrastructure planning, and future City Hall developments
- ManorPalooza 2026 updates, including live entertainment announcements and returning event attractions
- Recent improvements at Timmerman Park and upcoming park enhancements across Manor

April 13, 2026

- Additional ManorPalooza 2026 updates, including the full entertainment lineup and vendor opportunities
- A feature on the new Bridge Sculpture installation at Manor Art Park and the inspiration behind the interactive public art piece
- Information on how residents can participate in the sculpture by adding symbolic "love locks"
- A traffic and roadway education segment with TxDOT explaining how traffic signals operate and addressing common resident concerns about congestion in Manor
- Information on how residents can report traffic-related concerns and stay informed on roadway updates

April 20, 2026

- The launch of the Manor History segment featuring local historian Wayne Schneider, highlighting Manor's history and continued community growth
- A behind-the-scenes look at the Citizens Police Academy and resident participation in public safety education programs
- A feature on community programs expanding access to healthy food options in Manor through the African American Youth Harvest Foundation
- Continued ManorPalooza updates, including family activities, event attractions, and vendor opportunities

April 27, 2026

- A recap of the Shred for a Cause community event
 - A public safety segment featuring the Manor Police Department
 - Final reminders and event information leading into ManorPalooza weekend
- Planning and filming for May Meet Manor Mondays took place throughout April at Avelyn Manor and additional on-location sites throughout the community. The series continues to evolve with a stronger



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focus on community engagement, educational content, and resident awareness through partnerships with local organizations, city departments, and regional agencies.