



MEMO

To: Mayor and City Council Members
From: Ashlynn Taylor, Marketing & Communications Coordinator
Date: February 18, 2026
RE: **January Monthly Report**

PUBLIC ATTENDANCE, MEETINGS & TRAININGS

1/6 – Placer.ai Events Working Session
1/7 – State of the City Address
1/7 – City Council Meeting
1/8 – Manor Chamber January Luncheon
1/8 – Sicooustics Meeting/ Proposal
1/12 – NextTown AI Touch Base
1/13 – Central Texas Learning Festival All Partner Meeting
1/14 – Meet Manor Mondays Filming with the Central Texas Regional Mobility Authority featuring Mike Sexton
1/15 – Bojangles – Restaurant Preview & Menu Tasting
1/16 – Meeting with Mayor Harvey - Mayor’s programs, initiatives, events
1/22 – Manga Marvel and Morsels Partnership with Manor Tx
1/22 – Weather Preparation Meeting
1/23 – Internship Program – Marketing & Communications Discussion with Selena Osuna
1/27 – Juneteenth Partnership Discussion with Kevin Stewart
1/28 – February Meet Manor Mondays Filming
1/29 – February Manor Business Spotlight Award Presentation and Video Feature - Veronica Lockett Law, PLLC

SOCIAL MEDIA POSTS & COMMUNICATIONS

Facebook:

1/1 – January 2026 Manor Business Spotlight – Manor Beauty Bloc Video (Advertisement)
1/2 – Martin Luther King Jr. Day Celebration (Advertisement)
1/5 – Meet Manor Mondays | January 5th, 2026
1/5 – State of the City Address Reminder
1/6 – City Council Meeting Notice
1/7 – State of the City Address and Council Meeting Reminder
1/7 – Tower Road Traffic Advisory
1/12 – Meet Manor Mondays | January 12th, 2026
1/12 – Notice to City of Manor Customers Due to the Government Retiring the Penny



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- 1/12 – Introducing the Better Together Mayor’s Challenge
- 1/15 – Alert: The 900 block of Lexington at US 290 is closed
- 1/15 – Bojangles is coming to Manor on January 20th!
- 1/16 – Martin Luther King Jr. Day Celebration Event Reminder and City Offices Closure
- 1/16 – Manor, cast your votes for the February Manor Business Spotlight
- 1/16 – Winter Weather Alert – Park Restrooms Closing
- 1/19 – Meet Manor Mondays | January 19th, 2026
- 1/19 – Train derailment blocking the entrances to 600 E Parsons and San Marcos St.
- 1/21 – Weekend Weather Forecast for Manor
- 1/23 – Bluebonnet Electric Co-op issued a power outage alert in Travis County
- 1/23 – Winter Weather Preparedness Tips
- 1/23 – Winter Weather Alert – Park Restrooms Reclosing
- 1/23 – Trash Pick-up Delay
- 1/23 – Latest forecast for when the US NWS expects to see accumulating ice
- 1/25 – Warming Shelter Open
- 1/25 – Road Closure - Winter Weather
- 1/25 – Delayed Opening - Monday, January 26
- 1/26 – Meet Manor Mondays | January 26th, 2026
- 1/26 – Frontier Waste Solutions will not perform collection on Monday, January 26, 2026

Instagram:

- 1/1 – January 2026 Manor Business Spotlight – Manor Beauty Bloc Video
- 1/5 – Meet Manor Mondays | January 5th, 2026
- 1/7 – State of the City Address Reminder
- 1/7 – Tower Road Traffic Advisory
- 1/12 – Meet Manor Mondays | January 12th, 2026
- 1/12 – Notice to City of Manor Customers Due to the Government Retiring the Penny
- 1/12 – Introducing the Better Together Mayor’s Challenge
- 1/14 – High Fire Danger – ESD12
- 1/16 – Manor, cast your votes for the February Manor Business Spotlight
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GoGov ([MyManor App](#)):

- 1/5 – Meet Manor Mondays, January 5th, 2026 OUT NOW!
- 1/7 – You’re invited to the State of the City Address TODAY with Mayor Dr. Christopher Harvey!
- 1/7 – Tower Road Traffic Advisory
- 1/12 – Notice to City of Manor Customers: Government Penny Retirement
- 1/15 – 900 Block of Lexington at US 290 Closed
- 1/15 – Bojangles is coming to Manor on January 20th!
- 1/16 – Know a local business that deserves the spotlight? Nominate them today!
- 1/16 – Winter Weather Alert – Park Restrooms Closing
- 1/21 – Weekend Weather Forecast for Manor
- 1/23 – Carriage Hills Power Outage
- 1/23 – Prepare for the upcoming winter weather
- 1/23 – Winter Weather Alert – Park Restrooms Reclosing
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Nextdoor:

- 1/7 – State of the City Address Reminder
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WEBSITE

Homepage

- Updated top banner
 - January Manor Business Spotlight: Manor Beauty Bloc
 - Meet Manor Mondays every Monday at 8 am

Marketing & Communications Page

- [Meet Manor Mondays Subpage](#)
 - Continuously updated the weekly Meet Manor Mondays episodes
 - Added an ‘About’ section containing information about the series, Frontline Manor collaboration, and how residents can get their questions and concerns answered on the series.
- [Upcoming Events Subpage](#)
 - Martin Luther King Jr. Celebration
- [Current City Service Repairs Subpage](#)
 - Tower Road Traffic Advisory: Temporary Drive Path Construction and Tower Road Construction and Traffic Shift
- [Your Voice in City Decisions Subpage](#)
 - Added Manor Business Spotlight
- [Manor Business Spotlight Subpage](#)
 - Updated to January recipient, Manor Beauty Bloc
 - Added an ‘About’ section explaining how it works, and what selected businesses receive.

MARKETING MATERIALS

- Martin Luther King Jr. Day Celebration Flyers (Physical & Digital)
- A [Linktree](#), one link that takes you to all City of Manor platforms in one place
- The Manor Journal – Friday, January 16th: January Manor Business Spotlight, Internship Program, Better Together Challenge, Martin Luther King Jr. Day Celebration, and Meet Manor Mondays
- Social media graphics for announcements and service interruptions



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PROGRAMS & INITIATIVES

Manor Business Spotlight

After tallying resident votes from December, Manor Beauty Bloc was selected as the January Manor Business Spotlight recipient. Manor Beauty Bloc received a promotional video, an award certificate signed by Mayor Harvey, City Manager Scott Moore, and me (Marketing & Communications Coordinator), a letter of recognition from the City of Manor, and recognition at City Council on January 7th and in the Manor Journal published on January 16th. The award certificate, signed by the Mayor, City Manager, and Marketing and Communications Coordinator, and the recognition at City Council and in the Manor Journal are new incentives designed to help the business gain recognition and grow.

Manor Beauty Bloc was celebrated for its exceptional customer service, welcoming environment, and accessibility as Manor's only Black-owned beauty supply store. Community members highlighted the care, communication, and attention given to every customer, as well as the business's commitment to uplifting the community and collaborating with other local small businesses.

Meet Manor Mondays

January was the first month of Meet Manor Mondays, posted every Monday at 8 am. Meet Manor Mondays is the City of Manor's weekly video series designed to keep residents connected, informed, and involved. Each episode delivers quick, engaging updates on what's happening throughout the community, including: Upcoming city events and activities, progress on city projects and infrastructure, spotlights on local businesses and community partners, and opportunities for residents to get involved and make their voices heard through the Frontline Manor segment to enhance communication and increase transparency. This segment brings city leadership and partners directly to residents—answering real questions, addressing concerns, and providing clarity on topics submitted via an [online form](#). Here's what was covered in January:

January 5th, 2026

- Live Christmas tree recycling information
- An upcoming Martin Luther King Jr. Day community event
- Highlights from the December 17th City Council meeting
- Frontline Manor with Public Works (Timothy L. and Raymond M.), addressing water concerns and park repair updates



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January 12th, 2026

- Roadway updates, including a map showing which roads are maintained by the City of Manor versus Travis County, streets scheduled for upcoming repairs, and how to report concerns through the My Manor app
- Recognition of Manor Beauty Bloc, the January Manor Business Spotlight Award recipient
- Frontline Manor with Police Chief Ryan Phipps, discussing traffic concerns, neighborhood patrols, and community safety
- A reminder to submit nominations for the February Manor Business Spotlight Award
- An event reminder for our Martin Luther King Jr. Day celebration on January 19th

January 19th, 2026

- A reminder for today's Martin Luther King Jr. Day Celebration at 9 AM, including the Freedom Walk from City Hall to Jennie Lane Park
- Roadway updates, including the upcoming Tower Road closure beginning January 26
- An overview of the Better Together Mayor's Challenge and how residents can participate throughout the year
- Frontline Manor with Development Services Director Michael Burrell, discussing future development and entertainment coming to Manor
- A reminder to submit nominations for the February Manor Business Spotlight Award

January 26th, 2026

- A recap of our Martin Luther King Jr. Day Celebration and honoring Dr. King's legacy
- Highlights from Mayor Dr. Christopher Harvey's 2026 State of the City Address, including growth, economic momentum, and priorities for the year ahead
- Updates on transportation planning and long-term congestion relief efforts
- Frontline Manor with Kevin Stewart, featuring CTRMA Director of Engineering Mike Sexton discussing the U.S. 290 expansion project, traffic improvements, and expanded bike access
- A reminder to submit questions or concerns for future episodes
- February Manor Business Spotlight Award recipient has been selected. Stay tuned as we showcase their business on February 1st.

Here are a few resident feedback comments about the series: "Love Manor Mondays! 🍪", "Awesome update about the library! We can't wait!", "These are wonderful. Please continue to produce this series." and "I enjoy the meeting recap, but it would also be nice to have a brief on what's upcoming in the next meeting so that citizens are better educated on what items are seeking public comment. I understand the meeting agendas are all posted, but they often contain very literal language that can be confusing for a lot of people." The last comment is the only one that does not necessarily praise the series, but due to the last-minute posting of City Council Meeting Agendas and Meet Manor Mondays filmed a month in



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advance (all four videos in one day), we are not currently able to provide context for what is coming for future City Council Meetings.

For future Meet Manor Mondays, I am actively increasing engagement with residents and exploring ways to enhance video quality, possibly by using a different filming location.