



# MEMO

To: Mayor and City Council Members  
From: Ashlynn Taylor, Marketing & Communications Coordinator  
Date: December 17th, 2025  
RE: **November Monthly Report**

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## PUBLIC ATTENDANCE, MEETINGS & TRAININGS

**Nov 3** – 9 AM Manor TX / Polimorphic  
**Nov 3** – 11 AM Placer.ai | Training Session  
**Nov 3** – 3 PM Manor, TX – CivicPlus Design Meeting  
**Nov 4** – 9 AM Staff Meeting  
**Nov 5** – 12 PM City/Chamber Meeting  
**Nov 10** – 9 AM Manor TX / Polimorphic  
**Nov 10** – 11 AM Mayor's Ball – Venue Visit  
**Nov 10** – 2 PM Holidays in Manor Meeting  
**Nov 10** – 4 PM Internship Program, Better Together, Mayor's Ball Meeting  
**Nov 13** – 10 AM Manor, TX – Granicus Discussion  
**Nov 13** – 2 PM Deck the Park Meeting  
**Nov 14** – 2:05 PM Design Consultation  
**Nov 14** – 3:30 PM Meeting with Matt Woodard  
**Nov 14** – 4 PM City of Manor | Esri  
**Nov 14** – 4:30 PM GIS Check-in  
**Nov 17** – 9 AM Manor TX / Polimorphic  
**Nov 18** – 9 AM Staff Meeting  
**Nov 19** – 2 PM Frontline Manor in Meet manor Mondays Video series  
**Nov 19** – 3:30 PM TCTX Thrive 3.0 Collab Meeting  
**Nov 20** – 9:30 AM Manor / Polimorphic  
**Nov 21** – 1 PM Placer.ai | Manor – Economic Development Training  
**Nov 24** – 9 AM Manor TX / Polimorphic  
**Nov 24** – 4 PM Manor, TX: Granicus Discussion  
**Nov 25** – 10 AM Staff Meeting  
**Nov 26** – 1 PM December 2025 Manor Business Spotlight Award Presentation & Feature Video –  
Granny Clean

## SOCIAL MEDIA POSTS & COMMUNICATIONS

### Facebook:

**Nov 1** – Manor Business Spotlight Winner November 2025 - Le'Body Spa & Wellness  
**Nov 3** – Waterline Break on Gregg Lane  
**Nov 4** – Gregg Lane Update (open for traffic)  
**Nov 4** – Holidays in Manor, December 6th (Reel)



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**Nov 4** – Holidays in Manor, December 6th (Photo)  
**Nov 6** – This Saturday! (Arbor Day event reminder)  
**Nov 6** – Found Dogs – Please Share (Casting Drive)  
**Nov 6** – Walk for Peace Monks Visit City Hall (Reel)  
**Nov 10** – City Hall Closed Nov 11 for Veterans Day  
**Nov 10** – Payment Difficulties Notice (City website/phone)  
**Nov 14** – December Business Spotlight Voting Reminder  
**Nov 15** – TJ Maxx Opening Reminder (8 a.m.)  
**Nov 19** – SNAP Benefits Restored  
**Nov 19** – Flood Watch Notice for Travis County  
**Nov 19** – Travis County CWPP Virtual Public Meeting Reminder  
**Nov 25** – State of the City Address Event Created  
**Nov 25** – State of the City Address Invite Video (Mayor Harvey)  
**Nov 25** – Tower Road Closure Notice (Dec 1–4)

**Instagram:**

**Nov 3** – Manor Business Spotlight Winner November 2025 - Le'Body Spa & Wellness  
**Nov 25** – Tower Road Closure Notice (Dec 1–4)

**GoGov (MyManor App):**

**Nov 3** – Waterline Break on Gregg Lane  
**Nov 4** – Gregg Lane Update (water line repaired)  
**Nov 4** – Gregg Lane Update (open for traffic)  
**Nov 10** – Utility Payment Issues Resolved  
**Nov 10** – City Hall Closed Nov 11 for Veterans Day  
**Nov 25** – Tower Road Closure Notice (Dec 1–4)

**Nextdoor:**

**Nov 3** – Waterline Break on Gregg Lane  
**Nov 4** – Gregg Lane Update (open for traffic)  
**Nov 7** – This Saturday! (Arbor Day event reminder)  
**Nov 7** – Deck the Park Event Created  
**Nov 10** – City Hall Closed Nov 11 for Veterans Day  
**Nov 10** – Payment Difficulties Notice (City website/phone)  
**Nov 25** – Tower Road Closure Notice (Dec 1–4)



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## WEBSITE

- Homepage
  - Updated Top Banner throughout the month with highlights
    - Upcoming Events: Deck the Park & Holidays in Manor
    - Walk for Peace Monks visit City Hall
- Marketing & Communications Page
  - Upcoming Events Subpage
    - Arbor Day
    - Veterans Day
    - Deck the Park
    - Holidays in Manor
  - Current City Service Repairs Subpage
    - Nov 3 Waterline Break on Gregg Lane
    - Nov 25 Tower Road Closure Notice (Dec 1-4)
  - Your Voice in City Decisions Subpage
    - Added next scheduled City Council Meeting and Agenda link
      - November 5<sup>th</sup> & November 19<sup>th</sup>
  - Manor Business Spotlight Subpage
    - Le'Body Spa & Wellness – November Recipient
  - Get Involved in Manor
    - Holidays in Manor Event Vendor Opportunity

## MARKETING MATERIALS

### Deck the Park

- Fence Banner
- Digital and printed flyer

### Holidays in Manor

- Entrance Signs (2)
- Exit Signs (2)
- Digital and printed flyer
- Meet Manor Mondays flyer & QR Code for input at Manor Moves Booth

### Mayor's Ball

- Welcome to the Mayor's Ball A Frame Sign
- Welcome to the Mayor's Ball Stand up Banner



# MEMO

## Better Together Mayor's Challenge

- Challenge Coin (100)

## PROGRAMS & INITIATIVES

### Manor Business Spotlight

After tallying up the votes in the month of October, the most voted business by residents was Le'Body Spa & Wellness.

Residents of Manor nominated Le'Body Spa and Wellness in appreciation of its exceptional service, professionalism, and commitment to enhancing health and wellness within the community. As Manor's first and only medical spa, Le'Body Spa and Wellness exemplifies innovation and leadership as a minority-owned business, offering medically supervised treatments in a relaxing and welcoming environment.

Community members commended Le'Body Spa and Wellness for providing unique and effective services that inspire confidence, promote self-care, and contribute to the overall well-being of Manor residents. The business continues to set a high standard of excellence by dedicating itself to providing quality care and ensuring client satisfaction.

Le'Body Spa & Wellness received a letter of recognition, an award certificate signed by City Manager, Scott Moore, and a feature video posted on City of Manor communication channels. After having a meeting with small business coaching owner, Carlos Quintanilla, it has been decided that future recipients will receive information about 30 hours of free business coaching through TCTX Thrive 3.0. I also plan on presenting future award recipients their award certificate at the first City Council Meeting of the month for public recognition.



Manor Business Spotlight Letter of RSpotlight Award Cer Business Spotlight \



### Meet Manor Mondays

Throughout October and November, I focused on developing and planning Meet Manor Mondays, a new weekly video series set to launch officially on January 5th. These short news segments will provide updates on city projects, upcoming events, local stories, and feature City Staff answering questions and discussing topics directly requested by Manor residents, during the Frontline Manor segment, with Kevin Stewart. This supports our mission to keep residents informed and connected with the community.

As part of ongoing planning, a new app called ManorTv will be developed, available on iOS and Android devices, and eventually on TVs. ManorTv will serve as a 'Netflix' style platform that hosts all City of Manor videos, both long and short, categorized into sections like Meet Manor Mondays, Manor Business Spotlight Award, Events, and more.

We will also reach out to potential sponsors to help secure funding for the news series and ManorTv.