



MEMO

To: Mayor and City Council Members
From: Ashlynn Taylor, Marketing & Communications Coordinator
Date: October 15, 2025
RE: **September Monthly Report**

PUBLIC ATTENDANCE, MEETINGS & TRAININGS

- 9/2 — Call with City of Manor, TX and Dennis Quaid Show: *Viewpoint* (2:00 pm); Anthony Davis
- 9/2 — Meeting with Tracey Vasquez; Conference (3:00 pm) — 105 E Eggleston St., Manor, TX
- 9/3 — Chamber Meeting (12:00 pm)
- 9/4 — GOGov / Manor City, TX — VoiceSMS Demo (9:00 am)
- 9/5 — Manor ISD State of Education Luncheon (11:00 am)
- 9/8 — Staff Meeting — final agenda review for CCM 9/17; Manor City Hall Conference Room
- 9/9 — Placer.ai | Manor — Training Session; Ashley Weaver (11:30 am)
- 9/9 — Manor [TX] / Polimorphic — Follow-Up; Kate Armstrong (1:00 pm)
- 9/10 — Lights, Camera, My Town (webinar) — How to Tell Stories That Put Your Community on the Map (12:00 pm)
- 9/11 — TCESD12 — 9/11 Memorial Stair Climb (8:30 am)
- 9/11 — Manor Chamber Business Meeting (11:30 am)
- 9/16 — Staff Meeting; Manor City Hall Conference Room (9:00 am)
- 9/17 — Mayor's Ball Meeting (VIA TEAMS / Manor City Hall) (4:00 pm)
- 9/18 — CTXLF Sep Hybrid Planning Session; ACC Highland (1:30 pm)
- 9/19 — Jasmin Alonso — Conference (10:00 am)
- 9/19 — Meet with Castle Communications; City Hall (12:00 pm)
- 9/19 — Placer.ai | Manor — Training Session; Ashley Weaver (2:00 pm)
- 9/22 — Manor [TX] / Polimorphic — Kick-Off Meeting + CSM Introduction; Kate Armstrong (9:00 am)
- 9/22 — Placer.ai | Manor — Training Session; Ashley Weaver (2:30 pm)
- 9/23 — Staff Meeting; Manor City Hall (9:00 am)
- 9/23 — TJ Maxx management meeting (1:30 pm)
- 9/23 — Mayor's Ball Meeting (afternoon)
- 9/23 — CTRMA public engagement session (5:30 pm)
- 9/25 — HISPANIC HERITAGE: Timmermann Park planning/coordination (10:00 am)
- 9/25 — Townsquare Media / Microsoft Teams meeting
- 9/29 — Manor [TX] / Polimorphic — AI Implementation; Kendrick Fernandez (9:00 am)
- 9/29 — Polimorphic discussion / Manor City Hall; Phil Green (time on calendar)
- 9/29 — Placer.ai | Manor — Training Session; Ashley Weaver (2:30 pm)
- 9/30 — Staff Meeting; Manor City Hall Conference Room (9:00 am)



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SOCIAL MEDIA POSTS & COMMUNICATIONS

Facebook:

- **Hispanic Heritage Video** – September 3
- **CTRMA Community Listening Sessions** – September 4
- **Road Repair Notice, Suncrest Rd & Johnson Rd** – September 5
- **UFCU Grand Opening September 30** – September 10
- **Update: Road Repair Rescheduled** – September 11
- **Black Men's Health Clinic Paid Canvassing Opportunity** – September 11
- **New Marketing and Communications page Launch** – September 11
- **Communication Line Suncrest Rd Closure + Road Repaired Update** – September 12
- **Esd12 Memorial Stair Climb Video** – September 12
- **Manor Business Spotlight Award Launch** – September 12
- **Travis County Parks Upcoming Events & Volunteer Opportunities** – September 13
- **Heavy Traffic Gregg Manor Rd Traffic Light Malfunction PSA Manor PD Repost** – September 15
- **Shadow Glenn Boulevard to Manor Crossing Pedestrian Bridge Completion** - September 16
- **Development Services New Permit & Development Guide Announcement** – September 16
- **A New Chapter for Manor Downs** – September 18
- **Reminder to attend the CTRMA 290 Ext. Project Community Listening Session** - September 22
- **Internship Program Announcement** – September 23
- **Suncrest Road Repairs Completed** - September 24
- **Traffic Alert FM 973 near Schmidt Loop** – September 25
- **TJ Maxx Hiring Event** – September 26
- **Reported water leak near LaGrange and Boyce** – September 28
- **Travis County Parks Open Houses** – September 30

GoGov:

- **Road Repair Notice, Suncrest Rd & Johnson Rd** – September 5
- **Update: Road Repair Rescheduled** – September 11
- **Road Closure Notice: Suncrest Road** – September 12



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Nextdoor:

- **Road Repair Notice, Suncrest Rd & Johnson Rd** – September 9
- **Update: Road Repair Rescheduled** – September 11
- **Road Closure Notice: Suncrest Road** – September 12
- **Shadow Glenn Boulevard to Manor Crossing Pedestrian Bridge Completion** - September 16

ECONOMIC DEVELOPMENT MARKETING

In preparation for Economic Developer, Scott Jones' upcoming business recruitment trip to South Korea in October, the final print of marketing brochures has been completed.

Links to view Brochures

English: [City of Manor Brochure for Korea Trip \(English\).pdf](#)

Korean: [City of Manor Brochure for Korea Trip \(Korean\).pdf](#)

WEBSITE

- Updated Honorable Awards section

Departments:

- Added Marketing and Communications page
 - Marketing & Communications department role and responsibility
 - Recent News
 - Upcoming Events - Discover local festivals, gatherings, and family-friendly fun.
 - Current City Service Repairs - Stay updated on active repair projects and service interruptions.
 - Your Voice in City Decisions - Find upcoming meetings, public hearings, and opportunities to have your voice heard.
 - Manor Business Spotlight - Featuring local businesses that embody Manor's spirit of growth and community.
 - Get Involved In Manor - Discover volunteer, sponsor, and vendor opportunities to get involved, support local initiatives, and make a difference in Manor.
 - Spotlight – New Video Series Launching Soon: Meet Manor Mondays
 - Your City. Your Stories. Every Other Monday.
 - Media Inquiries & Public Requests



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- Have a question, concern, or request? Contact our coordinator to submit media inquiries, request information, or suggest announcements and updates for the City of Manor to share with the public.
- Community Development
 - Added “City of Manor Internship Program” to “List of Community Programs”

Marketing Materials

Economic Development:

- South Korea Trip
 - Final print of brochures – *250 English, 100 Korean*
 - Final print of Manor Demographics Flyers – *250 English, 100 Korean*
- Digital Version of *Development Services New Permit & Development Guide Announcement*

Marketing & Communications:

- Events
 - Hispanic Heritage
 - Printed infographics and brochures to hand out to residents
 - [Manor Moves Pop-up Booth Concept](#) – Please click on the link to view the concept and marketing materials for the first-ever *Manor Moves* Booth, designed to educationally engage, interact, and connect with Manor Residents.
 - Engaging and promotional video using clips by *Adam Grumbo* from Hispanic Heritage Celebration 2024
 - Esd12 Memorial Stair Climb Video
- Other
 - Flyer for social media announcing the launch of the new Marketing & Communications Page
 - Manor Business Spotlight Award
 - Social Media Graphic for announcement of launch
 - Physical Print with QR Code for M.B.S (Manor Business Spotlight) Nominations
 - [Google Form for residents to nominate businesses](#)
 - Award Certificate for nominated businesses



MEMO

Mayor Harvey & Council Members:

- Better Together Mayor's Challenge
 - Printed Brochure
 - Design of coin in progress
- City of Manor Internship Program
 - Digital and Physical copy of flyer in English and Spanish
- Mayor's Ball
 - [Save the Date Flyer](#)
- Ordered [MVP⁴ Branding Sports Jerseys](#) for TML event