



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** January 21, 2026  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an agreement between Texas State University (Texas State) and the City of Manor for the Internship Program.

### BACKGROUND/SUMMARY:

On August 6, 2025, the city council approved Resolution 2025-27, establishing the City Internship Program. This program offers opportunities for high school and college students to learn about local government, fostering a sense of community. The Internship Program also enables students to interact with the City Council and provide staffing support, thereby increasing council efficiency and productivity.

The internship takes place over either the Fall or Spring semester. A part-time internship typically consists of 500 hours, while a full-time internship usually involves 1,000 hours. The program is hybrid, offering both virtual/remote and in-person opportunities. Interns are not considered city employees and are not compensated for their services. Responsibilities are determined by the type of work in which the interns participate.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** Yes – if compensated through a stipend or other subsidies  
**FORM 1295 FILED:** Not Applicable  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Texas State Affiliation Agreement
- Exhibit A - Supplement

### STAFF RECOMMENDATION:

The City staff recommends that the City Council approve the agreement with the supplement between Texas State University (Texas State) and the City of Manor for the Internship Program.

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