



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** May 21, 2025  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the City of Manor Internship Program.

### BACKGROUND/SUMMARY:

The use of interns for municipalities and nonprofit organizations can provide meaningful job experience and training for high school and college students pursuing a degree in criminal justice, finance/accounting, engineering, planning, and communications, to name a few career paths. As the city and small businesses continue to grow, there is a need to develop the future workforce through designated job training opportunities that could lead to part time or full-time employment for individuals who reside in the Manor area. Working with the universities/colleges and workforce commission could be a partnership opportunity to explore further.

**LEGAL REVIEW:** No  
**FISCAL IMPACT:** Yes  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Draft Internship Program

### STAFF RECOMMENDATION:

Staff recommends that the City Council provide direction to City staff on drafting an Internship Program for the city.

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