

**RESOLUTION NO. 2025-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS CREATING THE CITY INTERNSHIP PROGRAM; APPROVING AND RATIFYING THE CITY INTERNSHIP PROGRAM; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the City of Manor, Texas (the “City”) is a home rule municipality; and

**WHEREAS**, the City Council of the City (the “City Council”) desires to create a City Internship Program (the “Internship Program”) for the purpose of providing opportunities to high school and college students to learn about local government and guide them on building a community; and

**WHEREAS**, the City Council finds that the creation of the Internship Program will also allow for students to interact with City Council and can provide staffing support to Council increasing efficiency and productivity; and

**WHEREAS**, it is the intent of the City Council that the creation of the Internship Program will attain the goals referenced above and will provide the City Council with valuable citizen input related thereto.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:**

**SECTION 1.** The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

**SECTION 2.** The City Council hereby creates the Internship Program offered to high school and college students to work with City Council members to help them learn about local government practices and on how to build a community.

**SECTION 3.** The City Council hereby approves and ratifies the Internship Program as further described in **Exhibit A**, attached hereto and incorporated herein as if fully set forth and approves the branding contained therein.

**SECTION 4.** The City Council hereby declares that the duration of the internship to be over the course of either the Fall or Spring semesters with a part-time internship consisting of 500 hours and a full-time internship consisting of 1000 hours. The internship is to be hybrid in nature allowing for virtual or remote opportunities along with in-person sessions.

**SECTION 5.** The City Council hereby declares that no intern shall be considered an employee of the City.

**SECTION 6.** The City Council hereby declares that the interns shall perform their responsibilities as designated by the type of work in which they are participating.

**SECTION 7.** If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 8.** This resolution shall take effect immediately from and after its passage, and it is duly resolved.

**PASSED AND ADOPTED** by the City Council of Manor, Texas, at a regular meeting on the \_\_\_\_ day of August 2025, at which a quorum was present, and for which due notice was given pursuant to Texas Government Code, Chapter 551.

**CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Dr. Christopher Harvey, Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia Almaraz, City Secretary

**Exhibit A  
City Internship Program Proposal  
[attached]**



**City of Manor  
Internship Program  
Proposal**

## Internship Program Goals & Objectives

### Projected Outcome(s):

- High School and College students will learn about local government and how to build community
- Provide staffing support to fuel and energize committee planning and program implementation
- Increase Council and Staff efficiency and productivity
- Positively impact the Manor Community

### Knowledge and Skills

- Social media marketing strategies (planning, content creation, scheduling, analytics)
- Event planning logistics (budgeting, scheduling, vendor coordination, on-site support)
- Communication skills (written, verbal, interpersonal)
- Project management and organizational skills
- Teamwork and collaboration

### Success Metrics

- Completion of specific projects and tasks
- Feedback surveys (Intern, Councilmember, City Staff)
- Data Analytics on social media engagement and event attendance
- Long-term career outcomes for interns

## Internship Structure & Logistics

### Duration:

- Fall or Spring Semester: 500 Hours (Part-time); 1000 Hours (Full-time)
  - January - May
  - August - December
- Summer Session: 250 Hours (Part-time); 400 Hours (Full-time)
  - June - August

### Location:

- The Internship is Hybrid in nature
- Virtual/remote opportunities are available with in-person planning sessions

### Number of Interns:

- Start with a small number (4-14) and gradually increase based on program success.

### Responsibilities:

- Research
  - [Baltimore Corps: Mayoral Internship - Mayor's Office of Neighborhoods - Neighborhood Liaison | WayUp](#)
  - [Mayor's Select Internship Program](#)
  - <https://mwpc.org/wp-content/uploads/2020/03/MWPC-Intern-Roles-and-Responsibilities.pdf>

## Intern Roles and Responsibilities

Intern roles are provided to guide the course of the internship program and tether intern responsibilities to our core mission. These responsibilities and outcomes may vary and overlap depending on circumstances and are not meant to limit the scope of City of Manor's internships in any way. Interns should be prepared to take on duties and may receive outcomes from each role listed. The program may include group outings and projects outside of scope of interest.

### Media & Communications (min. 10 hour per week):

**Responsibilities:** Design graphics, event invitations and other media, draft social media posts with a focus on online engagement. Create and push out events via social media. Draft emails for City of Manor and candidates, campaign materials for supported candidates, and press releases for City of Manor as needed. Create content and maintain the City of Manor blog. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will learn to use social media as an engagement tool, write with candidate voice or using organizational messages, and create attractive and consistent media. Intern(s) will gain skills utilizing email communication tools, and the ability to write in various styles ranging from informal blog content to press release format. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure.

### Policy, Research & Data Management (min. 10 hour per week):

**Responsibilities:** Take responsibility for timely and accurate data entry as needed. Intern(s) will research upcoming legislation, major fundraising donors, award nominees, and conduct candidate and field research. Intern(s) will research venues and vendors for City of Manor events, and provide technical and logistical support at events. They will use historical data to provide clear information on trends across the City. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will develop organization and tracking skills, and learn to manage competing priorities in an office setting. Intern(s) will develop the basic research skills as related to fundraising and candidate endorsements. Intern(s) will develop the ability to conduct research and utilize various media sources. Intern(s) will learn to assist in planning and executing a variety of events ranging in size, formality, and purpose. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure.

### Organizing & Community Outreach (min. 10 hour per week):

**Responsibilities:** Provide candidate support during election seasons, including: recruiting volunteers and voter outreach. Participate in outreach to candidates to facilitate the endorsement process; attend endorsement interviews and take notes. Provide support for key City of Manor events. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will learn about each aspect of campaigning. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure, and learn to facilitate a PAC endorsement process. Intern(s) will gain valuable event planning and facilitating

skills. Intern(s) will learn basic volunteer management skills.

### Local and Regional Committee Support Intern (min. 10 hour per week):

**Responsibilities:** Provide support to the City of Manor Local & Regional Committees. Provide regional committee candidate support during election seasons, including: recruiting volunteers and voter outreach. Participate in outreach to candidates to facilitate the endorsement process; attend endorsement interviews and take notes. Provide support for key City of Manor regional committee events. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will learn about each aspect of campaigning. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure, and learn to facilitate a PAC endorsement process. Intern(s) will gain valuable event planning and facilitating skills. Intern(s) will learn basic volunteer management skills.

### Supervision & Mentorship:

- Assign a dedicated supervisor or mentor to guide interns.
- Provide regular check-ins, feedback, and support.

### Compensation:

- Potential Program Cost: up to \$42,000
- High School - Unpaid and Paid (\$500 - \$1000)
- Undergraduate or Graduate - Unpaid and Paid (\$1000 - \$3000)

## Recruitment & Selection Process

### Application Process:

- Online application form
- Resume and Cover Letter Review
- 3-5 Letters of Reference (Character, Work Ethic, Competency)
- Interviews (Phone or In-Person)
- Portfolio Review (if applicable)

### Recruitment:

- Partner with public schools, local universities and colleges.
  - Manor ISD
  - Huston-Tillotson University
  - Austin Community College
  - Texas State University @ San Marcos and Round Rock
  - University of Texas @ Austin
- Post internship opportunities on job boards and social media platforms.
  - LinkedIn.com
  - Facebook, Instagram
- Attend Career Fairs

## **Onboarding & Training**

### **Onboarding Program:**

- Introduce interns to your organization's mission, values, and culture.
- Meet staff and other interns
- Walkthrough the internship program and expectations
- Conduct safety or any required training (if applicable).
- Assign technology, access codes, other resources (if applicable)

## **Ongoing Support & Evaluation**

### **Provide regular feedback and guidance:**

- Conduct weekly or bi-weekly check-ins with interns.
- Offer constructive criticism and support.
- Encourage open communication and address any concerns promptly.

### **Monitor intern progress:**

- Track project completion, deadlines, and performance.
- Gather feedback from interns through surveys and informal conversations.

### **Make adjustments as needed:**

- Continuously evaluate the program and make necessary adjustments based on feedback and performance.

## Appendix

### Social Media & Community Event Planning Specifics

- **Content Calendar Creation:** Have interns assist in developing and maintaining a content calendar.
- **Content Creation:** Encourage interns to brainstorm and create engaging social media content (text, images, videos).
- **Community Engagement:** Have interns monitor and respond to comments and messages on social media platforms.
- **Analytics & Reporting:** Involve interns in analyzing social media data and preparing reports on campaign performance.
- **Community Event Planning:**
- **Event Research & Planning:** Have interns assist in researching potential event venues, vendors, and entertainment options.
- **Logistics & Coordination:** Involve interns in coordinating event logistics, such as scheduling, volunteer recruitment, and on-site support.
- **Community Outreach:** Have interns assist with community outreach efforts to promote events and encourage attendance.

### Communication Best Practices

#### Clear and Consistent Communication:

- Establish clear communication channels between interns, supervisors, and other team members.
- Utilize email, instant messaging, and regular team meetings.
- Provide clear and concise instructions and expectations.

#### Active Listening & Feedback:

- Encourage open and honest communication and active listening.
- Regularly solicit and provide feedback on performance and development.

#### Conflict Resolution:

- Establish a process for resolving any conflicts or disagreements that may arise.

#### Key Considerations:

- **Legal and Compliance:**
  - Ensure your internship program complies with all relevant labor laws and regulations.
- **Budget:**
  - Determine the budget for your internship program, including costs for stipends, training materials, and other expenses.
- **Technology:**
  - Provide interns with the necessary technology and software tools to perform their duties effectively.