



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 6, 2025
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution creating the City Internship Program; Approving and Ratifying the City Internship Program. *(Requested by Mayor Harvey)*

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 a future workforce initiative through designated job training opportunities that could lead to part time or full-time employment for individuals who reside in the Manor area.

As part of the city's marketing and branding initiative (Manor Values: People, Principles, Purpose, and Partnerships), working with the universities/colleges and the workforce commission is a viable option to build a sustainable program that will retain and attract individuals to the public sector profession.

LEGAL REVIEW: Yes, Shruti Vanaparthi, Associate Attorney
FISCAL IMPACT: Yes
PRESENTATION: No
ATTACHMENTS: Yes

- Resolution No. 2025-27
- Exhibit - Proposal

STAFF RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 2025-27 creating the City Internship Program; Approving and Ratifying the City Internship Program.