

CITY OF SANDY OAKS, TEXAS

ORDINANCE NO. 2024-237

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS ESTABLISHING A SUMMER INTERNSHIP PROGRAM.

WHEREAS, the City Council of the City of Sandy Oaks is committed to supporting and promoting the education and growth of students living in the community; and

WHEREAS, the City Council desires to establish a summer internship to provide students the opportunity to learn about and contribute to city government and experience the day-to-day operations of city government;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:

SECTION 1. PREAMBLES INCORPORATED. The City Council officially finds and declares that the facts and recitations set forth in the preamble to this Ordinance are true and correct.

SECTION 2. ESTABLISHMENT AND PURPOSE OF SUMMER INTERNSHIP PROGRAM. The City Council hereby establishes a summer internship program in an effort to encourage continued education and provide students interested in city government with an opportunity for hands-on exposure and experience day-to-day operations in municipal government.

SECTION 3. DUTIES OF SUMMER INTERNS. The City Administrator may determine the specific project or assignment for each intern in a summer internship program. Summer interns may perform a variety of duties to various departments, which may include, but are not limited to: clerical or administrative duties; conducting research and responding to requests for information from the City Administrator or the intern's supervisor; developing social media content; performing public outreach and participating in community meetings; facilitating data entry; planning, attending, and executing special events; attending council, commission meetings; working with various internal and external offices and stakeholders; and performing any other duties as determined and prescribed by the City Administrator or the intern's supervisor to effectively carry out the purpose of the specific project assigned to the intern.

SECTION 4. ELIGIBILITY OF SUMMER INTERNS. Interns must be full-time high school or college students and at least 16 years of age. An intern may receive academic credit or be fulfilling an academic requirement of an accredited institution of higher education in addition or in lieu of a paid internship. It is the responsibility of the intern to ensure that all university or college requirements are met to receive credit and the internship qualifies for academic credit.

SECTION 5. SUMMER INTERNSHIP POSITIONS. The City Administrator may determine the number of internship positions available for each summer internship program based on availability of projects, assignments, and funding and may hire summer interns, delegate and supervise the intern's projects, duties, and assignments. The City Administrator may determine the advertising and community outreach required to support the summer internship program.

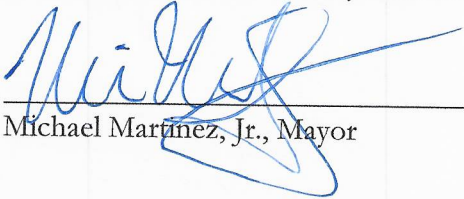
SECTION 6. FUNDING. The City Council may provide for funding to support the summer internship program in the City's annual budget from any revenue source lawfully available to support such a program including local, state or federal partnerships, grants, or other revenue sources available to the City.

SECTION 7. SEVERABILITY CLAUSE. If any section, subsection, sentence, clause or phrase of this Ordinance for any reason is held invalid, illegal, or incapable of being enforced, such section, subsection, sentence, clause or phrase shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other sections, subsections, sentences, clauses or phrases hereof shall remain in full force and effect.

SECTION 8. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage.

PASSED AND APPROVED on this 27th day of June, 2024.

CITY OF SANDY OAKS, TEXAS



Michael Martinez, Jr., Mayor

ATTEST:



Delma Doyal, City Secretary