

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENTWOOD ESTABLISHING THE INTERN CLASSIFICATION, JOB DESCRIPTION, AND SALARY RANGE; AND AUTHORIZING THE CITY MANAGER ADMINISTRATIVE AUTHORITY TO IMPLEMENT THE INTERN CLASSIFICATION

WHEREAS, a Strategic Plan further enhances the City's planning efforts and the identification of high priorities for the City Council; and

WHEREAS, in October 2019, the City Council participated in a strategic plan workshop to discuss the draft City of Brentwood Strategic Plan FY 2020/21 – FY 2021/22. Throughout the workshop, the City Council discussed, reviewed, and provided staff with additional direction on various initiatives. The City Council also received financial information related to the City's financial capacity and identified resources to fund the two-year strategic plan; and

WHEREAS, on February 25, 2020, City Council adopted Resolution 2020-29 to a) adopt the City of Brentwood Strategic Plan FY 2020/21 – FY 2021/22, and b) direct staff to incorporate strategic plan costs into the Operating and Capital Improvement Program (CIP) Budgets, as well as in the City's ten-year General Fund Fiscal Model. One of the strategic initiatives included development of an Internship Program under Focus Area 6: Fiscal Sustainability and Operational Management. There are four (4) Internships approved in the City's Operating Budget; and

WHEREAS, on March 17, 2020, the City ceased non-essential operations and services at physical work locations and facilities due to the Coronavirus (COVID-19) pandemic. Based on the impacts of COVID-19, staff postponed the implementation of the program until employees were back to work in the physical work locations to ensure the interns receive a meaningful internship experience; and

WHEREAS, staff reviewed the duties and responsibilities and determined the body of work falls under the requested classification; and

WHEREAS, staff is requesting approval of the Intern classification, job description, and salary range.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Brentwood does hereby:

1. Establish the Intern classification, job description, and salary range, as reflected in Exhibit A.
2. Authorize the City Manager to implement the Intern classification, job description, and salary range.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Brentwood at a regular meeting held on the 24th day of October 2023, by the following vote: