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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2014-30

INTRODUCED BY:

Councilor Ronald Trujillo Councilor Patti Bushee
Councilor Chris Rivera Councilor Bill Dimas
Councilor Carmichael Dominguez

A RESOLUTION

**DIRECTING THE CITY MANAGER TO ESTABLISH A CITY OF SANTA FE
INTERNSHIP PROGRAM TO PROVIDE AN OPPORTUNITY FOR COLLEGE STUDENTS
TO BE EMPLOYED BY THE CITY DURING SEMESTER BREAKS FROM COLLEGE.**

WHEREAS, college students who are residents of Santa Fe could be a valuable employment resource for the City of Santa Fe; and

WHEREAS, some college students do not remain in or return to Santa Fe during the semester breaks because of the lack of employment opportunities; and

WHEREAS, the Governing Body desires to implement a college student internship program to temporarily employ college students with the City of Santa Fe; and

WHEREAS, college students who would be employed as interns would have the opportunity to gain knowledge about government and may decide to remain in Santa Fe after their college studies are completed because they may have the opportunity to be employed full time by local governmental entities because of the governmental knowledge gained from being employed as an City of Santa Fe intern.

1 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY**
2 **OF THE CITY OF SANTA FE** that:

3 1. The City Manager is directed to design and develop an internship program
4 and policy, through the Human Resources Department, that would provide employment
5 opportunities for college students during semester breaks.

6 2. The program will include measures of success and an annual report to be
7 submitted during the annual budget review process.

8 3. The program will begin with a minimum number of positions and may
9 increase over time in line with the measurable success of the program.

10 4. Available funding sources for the positions will be identified through the annual
11 budget review process. In the event that funding is not available for a particular fiscal year the
12 program will be suspended until such time funding does become available.

13 **BE IT FURTHER RESOLVED** that the intern policy should, at a minimum, include the
14 following criteria:

15 1. The positions shall be created and placed in the Human Resources Department.

16 2. The college interns who are employed shall be employed alongside a professional
17 position within a City department.

18 3. The intern positions would be considered temporary employment and not subject to
19 benefits.

20 4. Employment would be during semester breaks, the summer (mid-May through end of
21 August) and winter (end of November through January of the following year).

22 5. Santa Fe residents who are college students would be eligible to apply.

23 6. Students shall have a 2.0 GPA and be currently enrolled in an accredited college.

24 7. Each student shall apply for the internship program, with such application to include
25 a cover letter indicating their area of interest with an explanation on how their interest relates to their

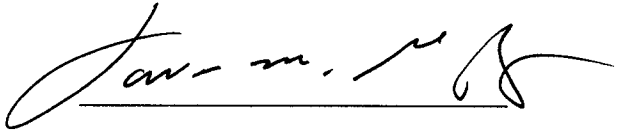
1 area of study.

2 8. City Departments will apply to the Human Resources Department for assignment of a
3 student intern, outlining what the student will gain from their work experience with the City and the
4 designated professional position that will oversee, assist and mentor the intern.

5 9. At the conclusion of the intern's service, the designated professional and the intern
6 shall participate in an exit interview.

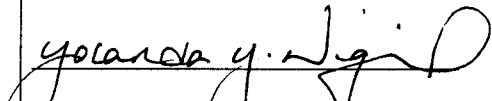
7 10. Acceptance of an intern position is not a guarantee of employment for subsequent
8 years or a guarantee of continued employment with the City of Santa Fe

9 PASSED, APPROVED and ADOPTED this 30th day of April, 2014.

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11 JAVIER M. GONZALES, MAYOR

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14 ATTEST:

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17 YOLANDA Y. VIGIL, CITY CLERK

18
19 APPROVED AS TO FORM:

20 
21
22 KELLEY A. BRENNAN, INTERIM CITY ATTORNEY

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24
25 *M/MELISSA/ Resolutions 2014/2014-30 Internship Program*