

To: Bryan City Secretary
From: Councilmembers Southerland and Peña
Subject: Agenda Item Titled: Intern Program



Please place the following item on the Bryan City Council Regular Agenda for the regularly scheduled meeting of May 26, 2015:

Discussion, consideration, and possible action to

Direct the City Secretary in coordination with the City Manager to create a department or section in City Secretary's office entitled "Council Legislative Assistants". The department shall be staffed with no more than 7 interns (one per Councilmember and the Mayor) from the TAMU intern program. The Legislative Assistant (LA) to the Council Member will have the responsibility of analyzing public policy issues and advising on strategies and alternatives for addressing those issues using recognized best practices. The LA will also conduct research and report findings; draft correspondence and speeches, coordinate councilmember called meetings; and assist with communication and calendar management. Evaluate current events and media reports in the county, city and, state to determine and assess the impact on the City, constituents, and provide timely updates to the Council Member or Mayor.

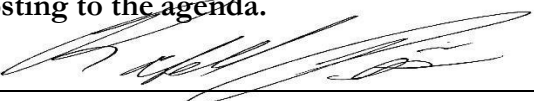
Authority: Bryan City Charter. Sec. 5. - City Council. t


- (a) *Powers.* All legislative and executive powers of the city shall be vested in the City Council and shall be exercised in the manner provided in this Charter and state law.
- (j) *Duties.* It shall be the duty of the City Council:
- (2) To see that all laws and ordinances of the city are enforced;
- (3) To see that all other officers of the city faithfully and efficiently discharge their duties;
- (4) To create the departments of service in the governmental and ministerial affairs of the city for City Council appointees; and
- (5) The City Council shall cause an independent audit of the books of accounts and of all records and transactions of the administration of the affairs of the city. The audit shall be made annually for each fiscal year by a certified public accountant. The City Council shall also cause an annual financial statement to be prepared.

Presentations: Councilmembers Peña, and Southerland

This agenda item placement is in accordance with the Bryan City Charter (j) (1) a. 2. Also the Texas Attorney General Opinion Number DM-228 (1993) states no policy can preclude a councilmember from placing an item on the agenda for public discussion.

Any changes to this agenda item must be approved in writing by both under signs prior to posting to the agenda.


Date: 5/18/2015
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Date: 5/18/2015
Mike Southerland, Councilmember, District 4, msoutherland@bryantx.gov, 979-229-7805