

RESOLUTION NO. 2026- 39

A RESOLUTION AUTHORIZING THE CREATION OF ONE UNPAID STUDENT INTERN POSITION WITHIN THE FINANCE DEPARTMENT OF THE CITY OF WILLOWICK.

WHEREAS, the Finance Department has identified an opportunity to provide a student with practical educational and professional experience in municipal government and municipal finance through a temporary internship; and

WHEREAS, pursuant to Ohio Revised Code Section 731.08, the legislative authority of a city is authorized to determine the number of employees within each department of City government and to establish their respective compensation; and

WHEREAS, Council desires to authorize one temporary, unpaid student intern position within the Finance Department for purposes of providing educational and practical experience while assisting the Department with appropriate projects and activities;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILLOWICK, COUNTY OF LAKE, STATE OF OHIO:

SECTION 1. Council hereby authorizes the creation of one (1) temporary **Student Intern** position within the Finance Department of the City of Willowick.

SECTION 2. The Student Intern position shall be unpaid, with compensation established at **\$0.00**, and shall be temporary in nature. The internship shall not create any right or expectation of continued employment or appointment to any paid position with the City.

SECTION 3. The Finance Director is authorized to establish the duties, schedule, duration, educational objectives, and supervision of the internship, subject to applicable federal and state law, City policies, and any applicable Civil Service requirements.

SECTION 4. Prior to commencement of the internship, the individual selected shall execute such internship acknowledgment or agreement as approved by the Law Director.

SECTION 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

PASSED: _____, 2026

Monica Koudela, President of
Council

SUBMITTED to the Mayor for his
approval on _____, 2026

APPROVED by the Mayor on
_____, 2026

ATTEST:

Alyssa Moran, Clerk of Council

Michael J. Vanni, Mayor