

# Agenda Report

**TO:** CITY COUNCIL

**DATE:** August 9, 2004

**FROM:** CITY MANAGER

**SUBJECT: UPDATE ON IMPLEMENTATION OF STUDENT INTERN OPPORTUNITIES WITH CITY COMMISSIONS FOR FALL 2004**

**RECOMMENDATION:**

This is an information item only; no action is required.

**BACKGROUND:**

At the City Council meeting of February 2, 2004, a proposal to add student intern positions to City commissions was presented by students from "A Young Woman's Voice" program of *Mustangs on the Move* at John Muir High School. The purpose of the proposal was to create learning opportunities for local students in the 11<sup>th</sup> and 12<sup>th</sup> grades to learn about, work directly with and provide youth input to City advisory bodies by serving as volunteer interns with such bodies.

After discussion of the proposal, Council referred the item to staff for review and development of a recommended implementation plan. This plan was reviewed and approved by Council at the meeting of March 15, 2004. During discussion of the item at the March 15 meeting, staff was asked to: solicit input from City commission chairs on the project; coordinate with PUSD on possible academic or community service credits for the youth participants; and return to Council in Summer 2004 to provide a progress report on implementation of the student intern opportunities targeted to begin in Fall 2004.

Incorporating input from local youth, chairs of City advisory bodies, City staff, school personnel and others, the recruitment plan, application materials, a Commissioner Handbook, and related documents were completed, and copies of key documents are included as attachments to this Report. Flyers and application materials for the City Advisory Internship Program (City AIP) are currently being distributed, including promotional efforts at various Youth Month events, with placements expected to start in September and October 2004.

**Student Internships with City Commissions**

Creating positions for student interns with City commissions offers local high school students a hands-on learning experience in local government and public participation in their local communities. Students learn how commissions work, how public meetings are conducted, and add a youth voice and perspective to the advisory body process. While student interns are not voting members, they are encouraged to participate actively in the discussion and decision-making process. Each commission or advisory body will be available to accommodate up to two student interns, encouraging students

to work in teams and to reduce the potential isolation that may occur with just a single student intern on a commission. Internships will run concurrent with the school year (generally, September to June), and can be renewed for a second year, where appropriate. Staff would provide an initial orientation to the work of commissions, and commissions would be the primary mentors for the student interns during meetings. Commission chairs will be encouraged to assure that student interns have ample opportunity to participate in commission activities. While student intern opportunities are expected to be available on all City advisory bodies, those commissions that meet during weekday school hours may not be feasible for student participation.

Specifically, the program will operate as follows.

1. Notices of the "City Advisory Internship Program" (City AIP) opportunity have been circulated at local high schools, Pasadena public libraries, Youth Month events, and organizations and activities serving high school-age youth. Eligible students must be in the 11<sup>th</sup> or 12<sup>th</sup> grade and live and/or attend school in Pasadena, with an interest in this volunteer activity. Further details on the purpose of the program, available commission and committees (including sample agenda topics), and related details are included in the Application Instructions.
2. Interested youth should complete and submit the following information to the Mayor's Office (consistent with the process for other Commission applicants):
  - a. Brief application indicating area(s) of interest for potential Commission assignment (ranked first through third priority area).
  - b. Recommendation form, completed by a teacher or non-family alternate adult if teacher is inaccessible during summer recruitment (i.e. coach, counselor, neighbor, etc.)
  - c. Parent/Guardian Release & Waiver form, indicating release of liability and verifying their understanding of their child's basic responsibilities as an intern.
3. Copies of the "Program Handbook for Commissioners and Committee/Board Members" will be distributed to the chairs of all City advisory bodies, providing an outline of the program, roles and responsibilities, application and selection process, and guidelines for the Program.
4. Copies of completed forms from eligible applicants will be forwarded to the chairs of all three Commissions requested by the student, for review and ranking.
5. Commission chairs work with the Commission to review and rank all applications and, within 30 days, notify the Mayor's Office of the recommended students for selection. Selected students will be sent a letter with their Commission assignments and advised of the date of the mandatory intern training session. Students not selected by any of their requested Commissions will be sent a letter of regret, and invited to request an alternative internship placement, where appropriate.
6. Once assigned to a commission, staff of that commission will provide the interns with copies of relevant materials, including key documents that summarize that specific Commission's mission, purpose, roles and responsibilities, meeting schedule, recent minutes, etc.
7. Student interns will be required to attend a training workshop, to be offered in late September or early October annually, providing a general introduction to Commission roles, responsibilities, work plans, minutes, rules of order, etc.

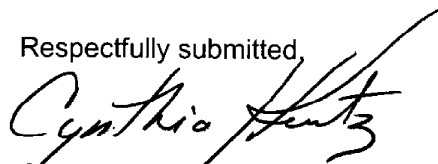
8. Should the intern be eligible for any academic or community service credit from his/her high school for this experience, the student will be responsible to provide the appropriate school approval or verification form to the commission chair and staff at the start of the internship and complete specific assignments required by the school (i.e. learning logs). Internship hours will be recorded by the student and regularly verified by signature of the chair. Superintendent Clark has stated PUSD's support for this activity, and PUSD staff is currently finalizing details of the process to award credit for participating students. Approval of the credit process is scheduled for action by the Board of Education in mid-September.
9. Commissions will promote the participation of interns in Commission work, and will assure that intern assignments are appropriate for full-time high school students. Wherever possible, the intern will be provided an opportunity to assist in chairing a meeting or leading a commission discussion on an agenda item, during the course of the internship.
10. The internship would conclude at the end of the school year. Both interns and the Chair will complete a one page program evaluation, to be submitted to the Mayor's Office.
11. The Mayor's Office may gather a Committee of representatives to review and analyze evaluation forms to determine future program modifications.
12. Any student interested in and eligible for a second year would resubmit an application to the Mayor's Office for a second placement.

This student intern opportunity will be offered as a pilot program for 2004 – 2005 and will be reviewed and evaluated for appropriate modifications, with input from both students and commission chairs, at the conclusion of the first year of operation (approximately June 2005).

**FISCAL IMPACT:**

There will be a minor fiscal impact projected for this activity, with additional commission-related costs for copying and mailing materials, printing of business cards, staff training time and related items. Costs are not projected to exceed \$100 per year per student intern, and would be included in the applicable City department budget for support of the applicable commission.

Respectfully submitted,



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City Manager

Prepared by:



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Attachments