City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

Resolution No. 2014-___

Internship Program

SPONSOR(S): Councilor Trujillo

SUMMARY: The resolution directs 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.

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

FISCAL IMPACT: Yes

DATE: April 8, 2014

ATTACHMENTS: Resolution
FIR

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2014___

INTRODUCED BY:

Councilor Ronald Trujillo

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.

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

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

2. The program should begin with a minimum number of positions with the possibility of increasing the number of positions as budget allows.

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

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

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

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

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

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

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

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

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

9. At the conclusion of the intern's service, the designated professional and the intern

shall participate in an exit interview.

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

PASSED, APPROVED and ADOPTED this _____ day of _____, 2014.

_____

JAVIER M. GONZALES, MAYOR

ATTEST:

_____

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

Kelley A. Brennan

KELLEY A. BRENNAN, INTERIM CITY ATTORNEY

M/MELISSA/ Resolutions 2014/Internship Program

FIR No. 2511

City of Santa Fe
Fiscal Impact Report (FIR)

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

Section A. **General Information**

(Check) Bill: _____ Resolution: ___X___
(A single FIR may be used for related bills and/or resolutions)
Short Title(s): **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.**

Sponsor(s): Councilor Trujillo

Reviewing Department(s): Human Resources / City Attorney's Office

Persons Completing FIR: Sandra Perez / Rebecca Seligman Date: 4/10/14 Phone: 955-6591

Reviewed by City Attorney: Kelly A. Brennan (Signature) Date: 4/14/14

Reviewed by Finance Director: (Signature) Date: 4/15/14

Section B. **Summary**
Briefly explain the purpose and major provisions of the bill/resolution:
The purpose of the resolution is to implement an internship program and policy, through the Human Resources Department, that would provide employment opportunities for college students during semester breaks.

Section C. **Fiscal Impact**
Note: Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)*

1. Projected Expenditures:
a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
b. Indicate: "A" if current budget and level of staffing will absorb the costs
"N" if new, additional, or increased budget or staffing will be required
c. Indicate: "R" – if recurring annual costs
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

— No revenue source indicated

Finance Director:

_____ Check here if no fiscal impact

Column #: 1	2	3	4	5	6	7	8
Expenditure Classification	FY 14/15	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY 15/16	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
Personnel*	$ 28,800	N	R	$ $67,000	N	R	
Fringe**	$			$			
Capital Outlay	$			$			
Land/ Building	$			$			
Professional Services	$			$			
All Other Operating Costs	$			$			
Total:	$ 28,000	**(See #3 page 3)**		$ 67,000			

* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. **For fringe benefits contact the Finance Dept.

2. Revenue Sources:

a. To indicate new revenues and/or

b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #: 1	2	3	4	5	6
Type of Revenue	FY _____	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
_____	$		$		
_____	$		$		
_____	$		$		
Total:	$		$		

3. Expenditure/Revenue Narrative:

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

The first year is figured at 3 interns at $12.00 per hour for 10 pay periods or $9,600 per intern = $28,800
The second year is figured at 7 interns at $12.00 per hour for 10 pay periods or $9,600 per intern = $67,200
The pay periods would be for a total of 7 during the summer and 3 during winter break.

Section D. **General Narrative**

1. Conflicts: Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

No

2. Consequences of Not Enacting This Bill/Resolution:

Are there consequences of not enacting this bill/resolution? If so, describe.

If the resolution is not approved, students would not be able to participate in an internship program with the potential to gain experience in their work field and possibly bring those skills and knowledge to City government once their education is completed.

3. Technical Issues:

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None that staff is aware of.

4. Community Impact:

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

Once an intern has had the opportunity to work for City government, he/she gets an induction into local government employment and how it could relate to their chosen field of study. The internship program could potentially keep young people in our community with a desire to work in a government position.

Form adopted: 01/12/05; revised 8/24/05; revised 4/17/08