



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 04/30/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 04/21/14**

**ISSUE:**

16. Request for Approval of 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. (Councilor Trujillo) (Sandra Perez)

**Committee Review:**

City Council (scheduled)

04/30/14

Fiscal Impact – Yes

**FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM**

**SPECIAL CONDITIONS OR AMENDMENTS**

Approved with direction to staff.

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCMissue

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

### Resolution No. 2014-\_\_\_\_ Internship Program

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**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.

At the April 21, 2014 Finance Committee meeting, the Committee raised concerns about the fiscal impact report (FIR). The concerns centered on the fact that the FIR did not identify a funding source for the program. Marcos Tapia, Finance Director, stated that by the time the resolution was before the Governing Body he would have a funding source identified, see attached amended FIR.

Additionally, the attached amendment sheet addresses other concerns that were raised by the Finance Committee and includes the following clarifications to the resolution:

- The program will include measures of success and an annual report to be submitted during the annual budget review process.
- Available funding sources for the positions will be identified through the annual budget review process. In the event that funding is not available for a particular fiscal year the program will be suspended until such time funding does become available.

**PREPARED BY:** Melissa Byers, Legislative Liaison

**FISCAL IMPACT:** Yes

**DATE:** April 24, 2014

**ATTACHMENTS:** Amendment Sheet  
Resolution  
Amended FIR

**CITY OF SANTA FE, NEW MEXICO**  
**PROPOSED AMENDMENT(S) TO RESOLUTION NO. 2014-\_\_**  
**Internship Program**

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**Mayor and Members of the City Council:**

**I propose the following amendment(s) to Resolution No. 2014-\_\_ :**

1. On page 2, *delete* lines 1-7 and *insert* the following in lieu thereof:

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

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

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

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

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

Respectfully submitted,

\_\_\_\_\_  
Councilor Ronald S. Trujillo

ADOPTED: \_\_\_\_\_

NOT ADOPTED: \_\_\_\_\_

DATE: \_\_\_\_\_

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Yolanda Y. Vigil, City Clerk

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**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.

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

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

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

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

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

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

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

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

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

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

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

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

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

1 shall participate in an exit interview.

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

4 PASSED, APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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JAVIER M. GONZALES, MAYOR

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9 ATTEST:

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YOLANDA Y. VIGIL, CITY CLERK

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APPROVED AS TO FORM:

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KELLEY A. BRENNAN, INTERIM CITY ATTORNEY

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M/MELISSA/ Resolutions 2014/Internship Program

AMENDED

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: *Valley A. Brennan* Date: 4/24/14  
(Signature)

Reviewed by Finance Director: *[Signature]* Date: 4/24/14  
(Signature)

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)

Finance Director: *[Signature]*

\_\_\_\_\_ Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY <u>14/15</u> (8 pay periods for 3 employees)	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY <u>15/16</u> (8 pay periods for 7 employees)	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected

Personnel*	<u>\$ 23,400</u>	<u>A</u>	<u>R</u>	<u>\$53,760</u>	<u>A</u>	<u>R</u>	<u>12025.500110</u> (Human Resources)
Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____
Capital Outlay	\$ _____	_____	_____	\$ _____	_____	_____	_____
Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____
Professional Services	\$ _____	_____	_____	\$ _____	_____	_____	_____
All Other Operating Costs	\$ _____	_____	_____	\$ _____	_____	_____	_____
<b>Total:</b>	<u>\$ 23,400</u>			<u>\$53,760</u>			

\* 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

_____	\$ _____	_____	\$ _____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____
<b>Total:</b>	<u>\$ _____</u>		<u>\$ _____</u>		

### 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 budget for the program will be absorbed in the Human Resources budget. However, at the time an intern is placed with a department, Human Resources and the department will determine whether the department will absorb the cost or partial cost of the intern.

- The budget for the first year of the program is for 3 interns at \$12.00 per hour for 8 pay periods or \$7,680 per intern = \$23,400
- The budget for the second year of the program is for 7 interns at \$12.00 per hour for 8 pay periods or \$7,680 per intern = \$53,760
- There will be a total of eight pay periods – five during the summer and three 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