

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: January 7, 2025

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To: Honorable Mayor and City Councilmembers
From: Assistant City Manager/City Clerk
 Mayor Zollman
Subject: Consideration of Approval of Continuation of Early College Credit Capstone Internship Program with Analy High School and Santa Rosa Junior College and Budget Amendment for \$2,500 for two Students to Continue Internship Work with the City of Sebastopol through June 2025

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RECOMMENDATIONS:

That the City Council Approve Continuation of Early College Credit Capstone Internship Program with Analy High School and Santa Rosa Junior College and Budget Amendment for \$2,500 for two Students to Continue Internship Work with the City of Sebastopol through June 2025.

EXECUTIVE SUMMARY:

An increasing number of students in Sonoma County are graduating from high school with college credits. One of those programs is the Early College Credit Capstone Internship Program. Students have dual enrollment which means that a high school student is enrolled in a college course and many dual enrollment programs also include career training in areas, such as local government. This aims to give students entry into a career after high school or a headstart in college. Students learn to apply 21st century skills, also known as "soft skills," in a work environment. Soft skills include teamwork, effective communication, time management, adaptability, and problem solving. Not only are the students interning in an area that they feel they are working towards, but they also learn through mentoring with employers such as the City, to become the kind of employee employers want to hire, retain, and promote.

BACKGROUND AND DISCUSSION:

In October 2024, the City Council approved the City found placement for two students starting in October 2024 as well as discussed one potential internship for January. City staff stated that if there was interested in an additional internship, the City would return during mid year budget to request funding for that internship.

Since October 2024, the City has mentored two interns from Analy High School: One was focused on governmental finances and one was focused on journalism. Both interns have indicated they would like to continue their mentorship through June 2025.

Listed below are comments received from both the Department Directors as well as the interns regarding the pilot program:

Police Department:

Our intern collaborated with our social media team to develop monthly calendars for posting items and developed some new ideas for interest items to increase our presence on our social media platforms. Assisted the police chief with conducting research related to equipment purchases. She inventories and regularly compiles a list of requirement equipment for our police vehicles, identifying items and supplies that needed to be replaced, replenished, or purchased. She began developing a monthly newsletter format and ideas for articles and interest stories. This aligns with her current role as editor of the school newspaper. She has learned some of the functions of our records responsibilities and has assisted in filing and follow-up duties with traffic citations and criminal

reports. Our intern has been an asset to us, has been enthusiastic and displays an outstanding attitude and desire towards learning and helping any way she can be of assistance to the police department. She has been a great fit with our department.

Finance Department:

The intern assigned to the department has played a key role in assisting the administrative staff with various financial tasks. She assisted in entering and reviewing daily cash receipts, ensuring accuracy and timely processing. She played a key role in reconciling the benefits funds, which ensure the accuracy of such fund account. Additionally, she was responsible for filing accounts payable invoices, ensuring that all documentation was organized and accessible. She also took on the task of recording PG&E payments into the financial system. She updated the citywide budget spreadsheet to include prior year actual expenses. Her contributions have been invaluable, and she has demonstrated a strong work ethic, enthusiasm, and a keen desire to learn and assist in any way possible. She has been a great fit with our department and has significantly contributed to our financial operations.

Staff Analysis:

Staff has reviewed the program and costs and is supportive of paid internships. It recommended that the internships not exceed 60 hours and be paid at the Sebastopol’s living wage rate of \$21.25 per hour.

Budget Committee Review:

The Budget Committee reviewed this item during their meeting on December 2, 2024, and expressed their support for the continuation of the program.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

Staff recommends that the Council maintain the current wage of \$21.25 per hour (living wage). The program is set to run from January 15th to June 30th, 2025, or until the allocated funds are exhausted. The budget amendment will allocate \$1,250 to the Administrative Services Department (account 100-14-01-4011) and \$1,250 to the Police Department (account 100-32-02-4011).

RESTATED RECOMMENDATION:

That the City Council approve the continuation of the Early College Credit Capstone Internship Program with Analy High School and Santa Rosa Junior College, along with a budget amendment of \$2,500 for two students to work with the City of Sebastopol through a paid internship program until June 30, 2025, or until the funds are exhausted.

CITY COUNCIL OPTIONS:

1. That the City Council approve the continuation of the Early College Credit Capstone Internship Program with Analy High School and Santa Rosa Junior College, along with a budget amendment of \$1,250 for one student to work with the City of Sebastopol through a paid internship program until the funds are exhausted; or
2. Deny the request for the continuation of the paid internship program.

ATTACHMENTS:

Resolution for Budget Amendment
Statements from Current Interns

APPROVALS:

Department Head Approval: Approval Date 12-18-2024

CEQA Determination (Planning): Approval Date: 12-18-2024

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines.

Administrative Services (Financial): Approval Date: 12-29-2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) 12-18-2024

City Attorney Approval Approval Date: N/A

City Manager Approval: Approval Date: N/A

RESOLUTION NUMBER: XXXX-2025

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING A BUDGET AMENDMENT FOR THE INTERSHIP PROGRAM WITH ANALY HIGH SCHOOL AND SANTA ROSA JUNIOR COLLEGE

WHEREAS, an increasing number of students in Sonoma County are graduating from high school with college credits; and

WHEREAS, one of those programs is the Early College Credit Capstone Internship Program; and

WHEREAS, this aims to give students entry into a career after high school or a head start in college. Students learn to apply 21st century skills, also known as "soft skills," in a work environment; and

WHEREAS, internships provide youth with short-term, practical experiences to learn about careers, develop networks, and experience the workplace; and

WHEREAS, this provides an opportunity for students who are interested in local government to have the opportunity to learn about local government through a paid internship; and

WHEREAS, the students have expressed their desire to continue working for the City; and

WHEREAS, the proposed budget adjustment for this request is \$2,500 and is budgeted at the living wage rate to be shared between Administrative Services and Police Department;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby approve a budget amendment of \$2,500 identified in the account listed 100-14-01-4211 and 100-32-01-4211.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 7th day of January, 2025, by the following vote:

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Stephen Zollman, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

Alex Mog, City Attorney



To whom it may concern,

Value of the internship:

My Name is Alyssa Hidalgo and for the past few months, I have been an intern at Sebastopol City Hall working alongside the Finance Department. I will be forever grateful for this opportunity and I am hopeful I will be able to continue and grow further through this experience. Following my first days as an intern I was taught multiple valuable skills, specifically in banking and finance. Things such as check entry, filing, and after 17 years I have a somewhat stable understanding on how to use a fax machine. I appreciate everything the city has done for me and that they took a chance on this program because it changed the way I will view life forever.

My tasks:

With this being my first job I was also taught basic things like filling out a tax form, cash entry, workplace communication, and professionalism. As well as learning new computer programs; I realized that I needed a strategy to move forward. I decided to create a personal “cheat sheet” which was then delivered to my supervisors for future employees. This helped me tremendously and I hope it will benefit others. One of my goals through my experience was to make the lives of my supervisors a little bit easier. I wanted to be reliable enough for them to give me a task and trust I was going to not only finish it but do the task well.

Continuing the internship:

This internship has evolved into a very big part of my life, and I deeply hope that I'm allowed to continue with the city. Incorporating a younger generation into the finance department benefits the community by giving students the opportunity to gain insight, expertise, and best practices in their chosen field. I Look forward to hopefully growing closer to my mentors such as Carol, Carrie, Ana, and Mary. They have been an integral part of my internship and I have so much to learn from these women. In conclusion, this internship provided me with so much real-world experience, and I'm so grateful for the time I spent at Sebastopol City Hall as well as the friends and relations I made along the way.

Warmly, Alyssa



- Please share your thoughts and the value of the internship.

As a high school student, this internship has given me opportunity to gain real world experience in a professional setting which has given me the chance to explore my interests and contribute to the Sebastopol Police Department. I have greatly appreciated the opportunity to develop skills like collaboration, problem-solving, and communication which will be crucial for any future careers I pursue. Having the trust of my mentors with tasks that allow me to contribute to the department has given me a sense of responsibility, and made me more confident in my work. This experience has also given me a look into how a local government works, along with essential life skills I should know, like the onboarding process, managing personal finances, and navigating workplace responsibilities. Overall, this internship has been a unique experience that has helped me grow both personally and professionally.

- What have you been doing?
(Work, tasks, etc...).

During my time here I have been involved in a variety of tasks that have helped me develop skills I'm sure will stick with me in future jobs. One of my main responsibilities has been planning and scheduling social media posts to make content more informative and frequent. I've also helped with office tasks such as filing and updating paperwork which gives me important insight into understanding how an office or other workplace functions. Additionally, I've had the opportunity to assist the department staff in tasks such as checking inventory, organizing supplies, and writing up information. These tasks have allowed me to contribute to the police department while learning about effective and organized communication, and workplace dynamics.

- Reasons for continuing...

I believe that by continuing in my internship, I will be able to make greater contributions to not only the Police Department but to Sebastopol's residents and community as a whole. One of my primary goals is to increase the frequency and quality of social media content. As I become more involved with designing and managing posts, I'll be able to create more informative, engaging content. Additionally, I believe a monthly newsletter that highlights key updates and initiatives within the department would be very beneficial. This will provide more transparency to the public of ongoing projects, public safety measures, and any other significant developments. Some specific examples of things I could include in newsletters are transparency reports, homelessness, social issues in the community, and departmental updates.

Moreover, through my role, I will be able to increase outreach and community engagement by encouraging feedback, questions, and participation in local discussions. I am passionate about this opportunity and the difference I can make by staying in this internship. The more we are able to share with the public, the more informed and involved our citizens will be, which leads to a stronger and safer community. I look forward to continuing to learn and grow while supporting the efforts of the police department to serve and engage the community.