



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: January 11, 2022

Subject: City of Los Altos Summer Internship Program

Prepared by: Irene Barragan Silipin, Human Resources Manager

Reviewed by: Gabriel Engeland, City Manager

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Summer Internship Program Outline

Initiated by:

City Council Sub-Committee

Previous Council Consideration:

Council Meeting on October 12, 2021

Fiscal Impact:

There is an on-going annual cost of \$30,000 to budget for the cost of an annual summer internship program. Approving this item will increase the current year budget by \$30,000 and be budgeted in the City's General Fund.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to support an annual Los Altos Summer Internship Program.

Summary:

- The City Council formed a City Council Subcommittee to establish an internship subcommittee.
- Passing this proposal will achieve the goal of establishing a summer internship program to join efforts with Silicon Valley NextGen Commission initiative designed to attract students to local government careers through summer internships.

Staff Recommendation:

Move to approve the program outlined in the Los Altos Summer Internship Program and its implementation.



Subject: City of Los Altos Summer Internship Program

Purpose

The recommended program is intended to contribute towards the regional talent pipeline. The primary objectives are to:

- Expose students to the City of Los Altos services and local government
- Find and develop emerging talent or future employees
- Add capacity to Los Altos.

This is done by attracting talent and providing opportunities for students through internships. The secondary objectives and benefits include increasing development opportunities for staff and mentoring the next generation of leaders.

Background

The City Council identified a need to offer internship opportunities for students interested in learning more about local government. A subcommittee was formed (represented by Mayor Enander, Councilmember Fligor and staff) to establish a student internship program.

The sub-committee met to discuss and identify the aspects of maintaining an internship an educational, interesting, and rewarding experience. The sub-committee's goal was to communicate program goals and ensure the City of Los Altos commitment to making connections in professional fields offered in local government. As a result, the program outlines the Los Altos Annual Summer Internship Program.

Discussion/Analysis

At the direction of the City Council, staff drafted a proposal and met with the subcommittee to outline the Los Altos Summer Internship Program. If approved, the summer internship program will be implemented as an annual summer program.

Recommendation

Move to approve the program outlined in the Los Altos Summer Internship Program and its implementation, including increasing the current Fiscal Year budget by \$30,000.

City of Los Altos Summer Internship Program

Program Description

The City of Los Altos will partner with Next Gen Regional Internship Program to join efforts with the initiative designed to attract students to local government careers through a summer internship.

Next Gen, is a commission of local government departments/hiring managers composed of City Managers, Assistant City Managers, Human Resources Directors and staff, emerging leaders, representatives of workforce investment boards and local government professional organizations (Cal-ICMA and MMANC), and university career center staff from San Mateo and Santa Clara Counties.

The Two-County committee is sponsored by the City/County Managers Associations of San Mateo and Santa Clara Counties and offers a variety of programs every year to enhance knowledge about local government departments/hiring manager, career opportunities and skill advancement.

Purpose & Objectives

The program is intended to contribute towards the regional talent pipeline. The primary objectives are to:

1. expose students to local government
2. find and develop emerging talent or future employees
3. add capacity to Los Altos.

This is done by attracting talent and providing opportunities for students through internships.

Secondary objectives (and benefits) include:

1. Increasing development opportunities for staff and mentoring the next generation of leaders.

Program Components

The program consists of the following elements:

1. Advertising/Posting internship opportunities on a variety of job boards and centralized posting with Next Gen.
2. Welcome and onboard all Los Altos Interns every summer
3. Providing students with an internship for 3 months or longer
4. Host intern learning forums in partnership with Next Gen

Intern definition: A time-bound and supervised role where individuals in school or in transition, work on project-based/hands-on projects as an extension of education and learning.

City of Los Altos Summer Internship Program

Timeline

The general program timeline is as follows:

October/November – City of Los Altos partners with the Next Gen Regional Internship Program Coordinators to kick-off they year.

November/December – Human Resources and City Manager kicks-off the annual program citywide, executive team and all departments about considering hosting an intern

January/ February – Post/Advertise internships on a variety of advertising boards and partner with NextGen on centralized advertisement efforts.

March/April – Review, screen, interview and extend internship offers.

May/June – Welcome and onboard new interns prior to kicking off their assignment

May-August – Offer learning forums for interns

August/September – End of internship conduct exit interviews to gather feedback on their experience

Roles and Responsibilities

City Manager

Make the program a priority and discuss at leadership meetings; ensure they have adequate support; find opportunities to connect with/recognize interns

Human Resources

Develop program timeline; encourage departments to host an annual intern; partner with Next Gen to plan the intern learning forums; develop resources for hiring managers; onboard new interns.

Intern Hiring Managers

Provide interns with meaningful work; encourage them to attend the learning forums; provide training, coaching, and feedback; recognize interns' efforts and contributions