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| **SUMMARY OF 2014 SUMMER AT CITY HALL INTERNSHIPS** |
| **Council District 1:** Interns went out in the community and distributed flyers to promote summer events. During events, they helped set up, handed out flyers, supervised children in the bounce houses, helped hand out popcorn and water, handed out glow sticks, encouraged people to sign up for the councilmember’s email list and helped with event take-down and clean up. We also took them out into the district to do code sweeps and reported problems to 3-1-1 and introduced them to local business owners in Natomas in collaboration with the Natomas Chamber of Commerce. |
| **Council District 2:** The intern worked closely with the district Field Representative staff to address the issue of illegal dumping in the district. By using the Google maps satellite function along with the County of Sacramento’s Parcel Viewer a map was developed to show the vacant lots and other troubled areas where frequent illegal dumping was taking place. Reporting items to 311, supporting the implementation of a Master File system and speaking to constituents about their concerns or questions on the phone were other duties undertaken. |
| **Council District 4:** The intern was able to shadow council district staff at meetings with city staff where they provided the meeting notes. There were also opportunities to utilize writing skills as drafts and editing of communication materials were necessary. Research was conducted on the world wide web on various policy issues. |
| **Council District 5**:  Focused on two areas: policy research and constituent affairs. Interns were asked to work on two ongoing policy projects involving two key neighborhoods, while also helping us address smaller matters – e.g. redesigning a park – in other neighborhoods.  |
| **Council District 6:** The intern was helpful in providing assistance with constituent issues. The need to learn how to answer the phone correctly and provide written responses to emails and letters was also learned. Linking to social media outreach by posting events on Facebook and sending newsletter to the District 6 email list was a must. Researching specific items of interest to the Councilmember around new local ordinances and government policies was completed. |
| **City Attorney’s Office:**  Our interns worked with the legal secretaries, the staff assistants, and with the office administrator on a variety of tasks, including file inventory and records destruction, office furniture inventory, Law Library inventory, cataloging and updates, court runs and legal document filings, document scanning and front office procedures. |
| **City Clerk’s Office:** The intern responsibilities included updating records in the CityWide Content Management System (CCM) which included scanning, indexing and data entry. |
| **Community Development Department – Code Compliance Division:** Interns are typically assigned administrative duties while interning through SACH. Tasks included filing, scanning and data entry.  One of the bigger projects assigned last year was to review Rental Housing Inspection Program cases in our code compliance management system. The interns were required to determine if RHIP cases with “government exemption” statuses were valid by reviewing exemption documents attached to the case file, review of the existing and prior ownership of the property, and other research as needed to assist in making a determination.  They tracked such findings in an excel spreadsheet and created case activities for staff to follow up.  The interns also worked with Excel formulas to modify generated reports; helping the interns gain Excel experience in making large active spreadsheets manageable.  |
| **DGS - Animal Care:** Interns helped make things happen!  Interns helped with our foster care and rescue program by assisting with dog behavior evaluations, caring for bottle babies, making phone calls, and completing paperwork.  Interns helped our customer service team with greeting visitors, receiving animals, receiving donations, and assisting in the pet food pantry program.  Interns helped our volunteer program by creating fliers, working in the volunteer system, and helping our volunteer team with shelter jobs. |
| **DGS - Recycling & Solid Waste:** Interns worked on a budget exercise in excel, which they learned about formulas and data calculating. They also helped with filing, organizing, and other misc. projects. They also were provided a tour of the Sacramento Recycling Transfer Station and the Elder Creek Transfer station. Within our division we have human resources, outreach, operations, finance, and program management (Construction & Demolition, Household Hazardous Waste), so the interns received information about how our division operates. |
| **Department of Utilities:** Interns assisted at various water treatment facilities. Tasks included assisting the operators in performing water quality tests; chlorine residual, turbidity and pH measurements.  As interns, they were able to observe how the plant is operated through the use of our computerized SCADA system.  They also accompanied the operators as they walked through the plant and performed their daily operational inspections.  They learned the complete process of water treatment from the source at the American River through the disinfection, coagulation, flocculation, sedimentation and filtration processes to the finished product, drinking water. |
| **Department of Human Resources:** While supporting the Labor Division, the intern provided a critical function of organizing, prepping and scanning files that are permanent records in our office. While supporting the Benefits Division, the intern put together benefits orientation packets and prepped boxes for permanent destruction. |
| **P& R - Recreation Administration:** This internship opportunity provided administrative support to the Personnel Section of Parks & Recreation. Tasks included filing (set up new employee files, purge old files, input information in spreadsheet, complete no longer interested forms & file personnel transactions), mail (collect daily mail and distribute to appropriate employees along with research unclaimed mail to distribute to appropriate departments) and reception (greet walk-in customers and answer phone and direct calls). |
| **P & R - Graphics:** Work included creating graphics and optimized images using the Adobe design software, Illustrator (graphics software) and the Adobe photo editing and effects software, Photoshop. |
| **P & R - Coloma Reservations:** Interns were provided an opportunity to develop a variety of office skills. Interns downloaded voicemails, used our system to look up the answers and returned the phone calls. They developed customer service skills by working with customers on the phone and helping customers at the front counter. The interns also made copies, and updated our long-term sports users mailing list. |
| **P & R – Special Events/Permitting:** Interns were trained on the process of permitting a residential street closure, an overview of special event permitting, and the workings of our leisure enrichment program. They assisted in reviewing applications, making phone calls to residents to confirm their support of the closure, filing completed permits, and returned voicemails to those who had called our special event hotline. They also had a chance to visit a few of our most popular parks & community centers in order to view the location from an event planning point of view. |
| P & R Teen Services:  |
| **Department of Finance - Revenue:** Interns provided support with the following tasks - Date entry in multiple city databases for: Residential Permits, Business Tax Operations, Enforcement & Collections; Compiled, captured & reconciled budget information for special projects.; Use of basic office equipment – copy machine, cutting board, fax machines and adding machines.; Learn the operations of Revenue and work side by side with staff at triage assisting customers. |
| **Fire Department:** During the program cycle, interns designed monthly safety flyers to be used by personnel, input information from microfilm cartridges onto excel spreadsheet, answered phones and greeted customers. |
| **Police Department:** Interns were provided the opportunity to get a look at the support systems of the Sacramento Police Department.  Student Interns were placed in areas of the department that many people forget because they are behind the scenes so to speak.  They were placed in the Fiscal unit, Supply unit, and IT unit which all support the overall operations of the department and the goal of “making Sacramento the safest big city in California”. |
| **Economic Development Department:** The intern was responsible for the reorganization of the administrative file system and project related archives along with the records for the numerous contracts and documents contained within the department. She also coordinated the organization and ready-retrieval system to access important real estate, redevelopment and economic development records. |
| **Department of Public Works:** The intern organized the lock and key inventories for all the alley closure gates within the city.  While continuing the focus on alley closure the intern went into the field to generate inventory status on some of the gates and helped with minor repairs with gates and locks.  Proofreading of some official documents that were sent out to property owners and the City Council was done.  Support to other was also provided with tasks including filing, scanning and copying other city documents. |
| **Crocker Art Museum:** Our intern supported the Education Department with a variety of administrative tasks, including conducting research and putting together a report, collating and packet making, and putting together mailings. He also assisted the Director of Education with the development of the Teen Takeover program and interned during that event and one of our ArtMix events. |
| **NextEd:** The intern’s expertise working with technology provided an opportunity to focus on several tasks that allowed him to showcase his skills.  During the program the intern assisted in developing the Mobile Application for our largest event of the year, Career GPS.  He tested our prototype several times and his reports to us were highly valuable.  He also conducted online research, created comparison charts and compiled other necessary data to help NextEd carry out assigned tasks for our collaborative Career Pathways Trust Grant. |
| **Regional Transit:** The interns are assigned around the agency to various departments which include; Finance, Facilities, Safety, Procurement (contract and parts areas), IT, Planning and Operations Support.  The interns are assigned work such as filing, performing surveys, inputting data, assisting internal customers, delivery of equipment and materials, planning analysis and operator support (bus drivers).  The interns are offered an opportunity to pick the area they are interested in and to rotate to another department during the summer. |
| **SCUSD – Youth Development Student Support Services Department:** Interns learned how to effectively balance both school and work responsibilities is preparation for life after high school and during their college career. Interns learned how to communicate through emails; how to run a meeting, time management, sense of professionalism, value of education, leadership skills, public speaking skills and more. The opportunity to interview staff and find ways to increase the voice of the youth was also a task given. In their last week of work with SCUSD students managed to present a power point presentation to our team to discuss the pros and cons of our entire department.  |
| **Stockton Blvd. Partnership:** Every year the Stockton Blvd Partnership and the Oak Park Business Association, both Property and Business Improvement Districts, produce a local business directory for the commercial corridors.  The Distribution of these directories and then a brief survey was distributed via the support of the Summer At City Hall Intern.  During that time we distributed a record number of directories to the businesses and other establishments along the south Sacramento business corridors and UCDHS campus. |
| **Downtown Partnership:** The DSP takes a City intern for “Clerical” purposes. The intern is responsible for filing, scanning, answering phone calls, copying, mail and other l related functions.  We usually have a special project for our intern as well whether it be inventory or organizing an area. |
| **Target Excellence:** Interns were assigned to an elementary site and completed tutoring with the 1st/2nd grade level students on improving fluency and their English Language Arts skills. They worked with groups between 20-30 minutes each day. Most interns completed 1-2 sessions of 20-30 minutes each day. Some activities included read-a-louds, flash cards, and other fun games such as hangman. They worked with students both in 1:1 and small groups of 2-3 in a group. They tracked their progress and also used some behavior strategies to keep them engaged. |
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Summer at City Hall is a program facilitated by the City of Sacramento from June 17 to July 29.

Students attend a class at City Hall in the mornings Monday through Friday (except holidays). The instruction that students receive in the mornings is focused on building professional, research, civic leadership, and advocacy skills. Students are provided with weekly bus passes to commute to City Hall and to internships. Internship hours are completed after morning instruction.