

MEMORANDUM

September 24, 2018

TO: Honorable Mayor and Members of the City Council
Cliff Moore, City Manager

FROM: Helen A. Harvey, Senior Assistant City Attorney
John Carney, Information Technology Services Division Manager
James Dean, Utility Services Division Manager
Loretta Zammarchi, Refuse Division Manager

SUBJECT: Summary of 2018 Internship Program

Background:

In 2016, the Yakima City Council established a mentorship and internship program for students in high school in coordination with the Yakima School District. The program is an opportunity for students to learn about and increase their knowledge of government. We believe this has been a beneficial program for the students and for the City.

In 2018, seven high school students participated in the program from the Yakima School District. The students were selected by the Yakima School District, and the students were from Davis High School, Eisenhower High School, and Stanton Academy. Each student was paired with one of the City Council members for the mentorship part of the program in the 2018 school year. When the students had attended three Council activities and completed the mentorship component of the program, the students had the opportunity to apply for a paid summer internship with the City of Yakima. A total of six students applied for the internship and worked at the City during the summer. Two students worked with the Information Technology Services Division, one student worked with the Legal Department, two students worked with the Refuse Division, and one student worked with the Utility Services Division. Below is a brief description of the services the Interns provided to the divisions in which they worked.

Information Technology Services Division Internship:

The Information Technology Services Division enjoyed working with two interns during for the summer program. The Interns' main responsibility was to assist with a large mapping project. The Interns geographically mapped the Tahoma Cemetery. Before the project, cemetery visitors could narrow the location of their loved ones to about a quarter acre. The Interns mapped the interred down to their headstones, making it much easier for visitors to locate their loved ones. The Interns were able to map 19,000 remains throughout the summer. Not only did the interns map the location of the remains, but they also verified the data of the interred. This is the first time this thorough of a data validation has occurred in the 150-year history of the cemetery. The Interns also assisted the Planning Division by delivering notices on North First Street to business

owners. The Interns developed an enhanced understanding of how City government works and an interest and appreciation for the significant role that GIS plays locally and around the world.

Legal Department Internship:

The Legal Department was pleased to support one Intern during the summer. The Intern was efficient and helpful in assisting with some important responsibilities and was very professional. The Intern assisted the Prosecution Division on several projects. The Intern learned and used several computer programs in the Legal Department, including Microsoft Word and programs which are used for the criminal justice system, including Justware, JIS, and Spillman. The Intern entered referrals of cases from the Yakima Police Department into the Justware database and obtained reports from Spillman, so that the Prosecution charging deputy could make charging decisions. The Intern organized the evidence repository and assisted in transferring the evidence to the storage annex. In the Justware program, the Intern scheduled arraignment hearings, added officer, witness and other involved parties to the case, imaged the citation, complaint and related documents, and entered disposition case data. The Intern assisted with updating the database in Justware regarding docket entries in prior domestic violence cases. On a daily basis the Intern delivered and received documents to and from Municipal Court and the Police Department. The Intern also assisted the Prosecutor with research on domestic violence unit data in prosecuting attorney offices.

Refuse Division Internship:

The Refuse Division provided intern experiences for two students this summer. The Interns were involved in the work and responsibilities of the Refuse Division and were provided with both field and office/administrative experiences. The Interns answered customer service calls, entered daily weigh slips into the monthly tonnage reports, assisted in two community clean up events and worked with staff in delivering refuse carts to customers. The Interns traveled with a driver on a refuse route for a day experiencing refuse collection and its final disposal at the local landfill. In addition, they monitored drivers in the field utilizing electronic routing, mapping and GPS software and attended a recycling meeting with the Department of Ecology. The Interns also prepared an exit presentation on their experience that they presented to the solid waste staff.

Utility Services Division Internship:

The Utility Services Division greatly enjoyed and appreciated being able to work with one intern for the internship program. The Intern worked as a Utility Service Representative during the summer. The Intern gained valuable customer service experience through direct contact with City of Yakima utility customers. The Intern worked closely with experienced Utility Service Representatives and gained knowledge in the City's Utility structure, account management, payment processing and customer service.

Meetings and Trainings Attended by the Interns:

The Interns attended some City Council meetings during the school year in the mentorship portion of the program. During the summer, Interns attended some or all of the followings trainings and meetings.

- Intern Orientation with the Human Resources Department and City Manager
- New Employee Introduction to the City of Yakima, which included Workplace Anti-Harassment Policy Training and Controlled Substance & Alcohol Use Policy Training (all day course)
- City of Yakima Leadership Training: Contemporary Leadership – Encourage the Heart (all day course)
- City of Yakima Leadership Training: Leadership vs. Management Recognizing Adaptive Challenges (all day course)
- Wastewater Treatment Plant and Water/Irrigation Facilities tour and discussion of the services the Divisions provide to the public

In addition, depending on in which division the Interns worked, some of the Interns attended the following meetings or trainings.

- Public Safety Committee Meeting) (Legal Department Intern)
- Trial Hearings in Yakima Municipal Court (Legal Department Intern)
- MRSC – “Making Your Job Easier with MRSC’s Services” Webinar (Legal Department Intern)
- Meeting on recycling with Department of Ecology (Refuse Division Interns)
- Several ESRI training courses including “Basics of Map Projections”, “The Language of Spatial Analytics”, and “Python for Everyone” (Information Technology Service Interns)

Summary on Use of the Funds:

The interns’ salaries were funded from a donation from the ACLU as part of the settlement in the redistricting case. \$75,000 was to be used for the mentorship – internship program of the City of Yakima for Yakima School District high school students. In 2017, \$10,289.38 was expended for wages and benefits of the Interns during the summer of 2017. During 2018, \$21,631.21 was expended for wages and benefits of the six Interns during the summer of 2018. The benefits were for required Social Security, Medicare, workers’ compensation and unemployment insurance. \$43,079.41 of the \$75,000 remains for the subsequent years of the mentorship – internship program for high school students.