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**Title:** CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS TO ESTABLISH AN INTERNSHIP AND MENTORSHIP PROGRAM AND ADOPT RESOLUTION NO. 23-168, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING A NEW JOB DESCRIPTION AND HOURLY RATE FOR ADMINISTRATIVE INTERN FOR MENTORSHIP PROGRAM (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit No. 1 - Memorandum of Understanding FINAL, 2. Exhibit No. 2 - Resolution No. 23-168 and Job Description

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, November 21, 2023

Consent

**SUBJECT:**

**CONSIDER APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS TO ESTABLISH AN INTERNSHIP AND MENTORSHIP PROGRAM AND ADOPT RESOLUTION NO. 23-168, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING A NEW JOB DESCRIPTION AND HOURLY RATE FOR ADMINISTRATIVE INTERN FOR MENTORSHIP PROGRAM (CITY COUNCIL)**

**I. SUMMARY**

The Carson City Council has expressed a desire to establish a new Internship and Mentorship Program with California State University, Dominguez Hills (CSUDH). The Program aims to provide students from CSUDH with a comprehensive and immersive learning experience that spans an entire academic year.

The program will continue to foster strong partnerships between the City and CSUDH, promoting knowledge exchange and supporting the career growth of aspiring professionals. To enhance the program and provide a more inclusive opportunity, the City plans to include a paid internship component. The addition of compensation will ensure

that students from diverse backgrounds can participate without financial constraints. This Memorandum of Understanding (MOU) (Exhibit No. 1) builds upon the signed CSUDH and City of Carson Town and Gown promise that builds upon sustainable partnerships towards progress and support of the City and CSUDH.

The total number of participants will depend on the allocated budget. For fiscal year 2023/2024, the City has allocated \$100,000.00 which can support up to eight (8) interns during the 2023/2024 academic year. The budget will provide eligible students with a competitive wage of \$20.00 per hour for their work, limited to approximately 500 hours. At this rate, students who work the full 500 hours would receive approximately \$10,000.00 during the academic year. The balance of the budget would be used to purchase equipment (i.e., computers and software), and supplies, along with an end-of-the-year recognition celebration.

Resolution no. 23-168 and a new job description for the part-time position(s) of Administrative Intern for Mentorship Program is also recommended for approval. (Exhibit no. 2)

## **II. RECOMMENDATION**

1. APPROVE and AUTHORIZE the Mayor to execute the Memorandum of Understanding between the City of Carson and California State University, Dominguez Hills to establish an Internship and Mentorship Program, following approval as to form by the City Attorney.
2. WAIVE further reading and ADOPT Resolution No. 23-168, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING A NEW JOB DESCRIPTION AND HOURLY RATE FOR ADMINISTRATIVE INTERN FOR MENTORSHIP PROGRAM.”

### **3. ALTERNATIVES**

TAKE another action the City Council deems appropriate, consistent with the requirements of the law.

### **4. BACKGROUND**

This program has been developed in collaboration with CSUDH and it aims to provide CSUDH students with the opportunity to gain academic and practical experience working in local government. The internships are paid and designed to allow the participants to apply academic skills to various “real world” assignments with the City. Students will have the opportunity to learn about the City of Carson and the services it provides to the community. The program components as outlined in the MOU are:

- i. Duration: The program will span from September to May, aligning with the academic calendar of the university.

- ii. Eligibility: The program is open to junior, senior, or graduate students who are in good academic standing.
  - 1. Background/Live Scan Fingerprint will be conducted by City.
  - 2. Possession of a valid California Class C Driver's License.
  - 3. This is a part-time at-will position (FLSA: non-exempt), limited to 500 hours per fiscal year.
  - 4. Selection Criteria will be determined and posted by City in each job bulletin.
  - 5. GPA: 2.8 or higher
- iii. Compensation: Interns will receive a competitive hourly wage for their work, ensuring fair compensation for their time and efforts throughout the academic year.
- iv. Departments and Project Assignments: Interns will be placed in various City departments based on their field of study and interests. They will engage in diverse projects and tasks relevant to their department, allowing them to gain practical experience and make meaningful contributions to the city's initiatives.
- v. Supervision and Guidance: Each intern will be assigned a dedicated supervisor within their department, who will provide mentorship, support, and regular feedback.
- vi. Networking Opportunities: Mentors will facilitate connections for their mentees, introducing them to relevant professionals within the city and beyond, expanding their network and fostering potential future collaborations.
- vii. Skill Development: The program may include workshops, seminars, and panel discussions throughout the academic year, covering various professional skills such as communication, project management, problem-solving, and leadership. These sessions will enhance the interns' overall competency and prepare them for future employment.
- viii. Recognition: Interns who successfully complete the program will receive a certificate from the City acknowledging their participation, highlighting their achievements and skills gained.
- ix. Performance Evaluation: Assessments will be conducted to evaluate interns' progress and provide constructive feedback, helping them identify areas for improvement and personal growth.

## **5. FISCAL IMPACT**

The adopted fiscal year 2023/2024 budget includes \$100,000 to support the implementation of this program. No additional funding is needed at this time.

**6. EXHIBITS**

1. Memorandum of Understanding between the City of Carson and California State University, Dominguez Hills to establish an Internship and Mentorship Program. (pgs. 5 -8 )

2. Resolution No. 23-168 and new job description for Administrative Intern for Mentorship Program. (pgs.9-14 )

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