

## **ICMA-Wittenberg University Local Government Management Internship Program Selected Examples of Student Projects**

Students have completed a variety of challenging assignments in each of the past internship programs, most of which are listed below. Although the projects are quite diverse they all share the same feature of outstanding benefits for the local government sponsor. The key reason local governments have engaged this program is the dramatic impact the completion of several projects at one time can have on the community. We bring the student power to do the identified tasks, and the professional ability to oversee them, smoothly integrating our education of the students with the functions of your daily operations. If there are specific skills required for certain projects, we would take these into consideration in our student recruitment and planning efforts.

### **Eau Claire County and Chippewa Falls, WI 2007**

#### ***Eau Claire County***

Planning and Zoning: Conversion of paper land use maps to GIS and creation of property tax data base, and Revision of Comprehensive Plan

County Administrator's Office: Performance Budgeting Project Launch and Development of Outcome Performance Measures

Human Resources: Revision and Updating of Personnel Policies and Employee Handbook

Airport: Assist with Feasibility Study of \$15 Million Airport Terminal Expansion, and Research on land use development options around the airport

Judicial/Criminal Justice: Research on Alternatives of Incarceration and Assistance to Multi- Agency Task Force on Recidivism

#### ***City of Chippewa Falls***

Human Resources: Updating and Revision of Personnel Policies and Administrative Procedures Handbook

Finance: Implementing new financial tracking software for special assessments

Planning and Zoning: Research on possible expansion of shared ride taxis beyond city limits, and Research on possible implementation of express bus service from city of Eau Claire

City Administrator: Research on renegotiation of CATV franchise agreement

Parks and Recreation: Updating of city's 5-year Parks and Recreation Plan, and Updating of the city's Forestry Management Plan

### **Meredith, NH 2005**

Planning and Zoning: Development of Pre-Zoning Hearing Administrative Checklist, and Development of Commercial Signs/Billboards Inventory and Database

Police Department: Comparative Research on Policies and Procedures, and Development of Policy Recommendations Relative to Possession Issues and Minors

Parks and Recreation: Development of Comparative 10-year Playground Equipment Replacement Plan; Development of Recommendations Regarding Parks Hiking Trail Usage; and Development of Proposal for a Disc Golf Park

Water and Sewer: Research and Recommendations Regarding Water Conservation Methods; Comparative Research on Water/Sewer Rates; Revision of Town Service Manual; and Research for Revision of Water and Sewer Ordinances

Public Works: Street Sign Inventory and GPS Identification Data Base Development and GPS Identification of Culverts and Manholes

Town Manager: Updating of Fee Ordinances; Downtown Property Inventory and Gap Analysis; Comprehensive Parking Study and Development of GPS Database of Existing Parking Spaces; Administrative Assistance on America In Bloom Project; Research on Proposed Dog Park; Citizen Satisfaction Survey; Research on Outdated Ordinances in Preparation for a Re-codification Process; and Interview Surveys of Tourist Behavior in Meredith

### **Grand Island, NE 2000**

Planning Department: Conversion of Paper Land-Use Maps to GIS, and Updating of Landscape Ordinance

Legal Department: Comparison of 1<sup>st</sup>-Class City Occupancy Taxes; Study of Handicapped Parking Compliance; Development of Inter-Local Agreement for Law Enforcement Records Management Program

Parks and Recreation: Revision of Policy Regarding Licensing of Vendors in the Parks, and Creation of Public Property Permit Process/Procedure

Building Department: Incorporated License Agreements into Appropriate Building Department Files, and Analysis of Building Department's Permitting Procedures

Community Development: Community Needs Survey (CDBG Program)

Emergency Management Department: Updated Emergency Operating Guide, and Coordination of all Agencies and Departments in Terms of Emergency Responsibilities

**Fernandina Beach, FL 1997**

Police Department: Research and Compilation of Documents for National Accreditation

Fire Department: Community Survey on Fire/Rescue Services, and Emergency Medical Services Grand Funding Research

Marina Department: Development of Maritime Museum Proposal, and Development of Computerized Customer Data Base

Public Works: Evaluation of Efficiency of Sanitation Collection Route System

City Manager: Research and Development of Marketing Plan for TV/Film Production Opportunities, and Development of a City Economic Profile

Legal Department: Development of Synopsis of Annexation Procedures for Florida Cities to be Given to Citizens, and Research (including FOIA request) for Gaining Ferry Access to Cumberland Island, GA

**Grand Island, NE 1994**

Legal Department: Updating of Fee Ordinances, and Researching Delinquent Tax Assessments

City Clerk: Survey of Citizen Attitudes on City Services, and  
Development of a Guide to City Services

Personnel Department: ADA Compliance and Essential Job Function  
Analysis

Fire Department: 100-City Comparative Study of Staffing Patterns; ISO  
Fire Protection Rating Research; and Study of Incident  
Documentation and Reporting

City Administrator: Transportation Study, and Economic Impact Analysis  
of Proposed New Civic Center

Public Works: Comparative Sewer Surcharge Study, and Citizen Attitude  
Survey on Solid Waste Recycling

Utilities Department: Development of Underground Electric Line Policy

Parks and Recreation: 10-Year Playground Equipment Replacement Plan,  
and Water Park Usage Survey and Analysis

Planning Department: Development of Landscape Ordinance, and  
Updating of Land-Use Maps

Building Department: Analysis of Department Service Usage, and  
Recommendations for more Seamless Responses to Development  
Questions

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