

Jessie Lillibridge

From: April Kroner
Sent: Wednesday, April 24, 2019 12:23 PM
To: Justin Nickels
Cc: Paul Braun; Lisa Mueller; Jessie Lillibridge; Steve Corbeille
Subject: Requesting intern for summer - paid

Importance: High

Hi Mayor Nickels,

I would like to request the ability to have a paid intern brought on from June – August, 2019 to assist with department projects. I am proposing the following:

- Paid position - \$12.00/hour (that is the same rate that was paid in 2018 for a summer intern).
- Hours: June 3rd – August 23rd; approx. 20 hours/week
- Projects: Develop draft Downtown Design Guidelines for buildings/signs; develop wayfinding signage plan for pedestrian and bicycling signage downtown; develop plan for Lincoln Blvd/ 7th street historic district signs (Lincoln Blvd from Waldo to Cleveland); Assist with downtown façade design work and streetscape planning; conduct research as requested by comm dev staff; provide general office assistance.
- COST: At \$12/hr, 20 hrs/week, for approx. 14 weeks, the total cost is approx. **\$3,360** (then any additional taxes, etc). We have all office supplies/computer/etc.
- Funding: funding is proposed to come from the savings from the Associate Planner position not being filled until 3-5-19. That resulted in savings of \$9,775.04 in terms of salary (not including benefits). We are only requesting to utilize approximately 1/3 of this amount.

Please let me know if you support this request, or need further information. If approved, I will proceed with bringing this to the Personnel and Finance Committees the first week in May, and to Council.

Thank you for your consideration of this request,

April Kroner, AICP

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