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.

Amery, WI 2011

   Police Department: Revise and update the Policy and Procedures Manual

   Parks and Recreation: Develop a 5-year Park and Recreation Plan using community input from surveys and focus groups; Map the Apple River using GPS and cameras;

   Planning: Revise and update zoning ordinance; Research and propose possible ordinance to allow urban poultry; Revise and update the city Rental Housing Code; Create video for Lakes Protection Project.

   Administration: Develop a 5-year Capital Improvement Program; Research and recommend policy on paperless agendas by doing product testing on electronic devices; Update and create city web content; Create and implement and city social media policy; Photograph all city businesses; Work with the Amery Economic Development Corporation to catalog all the vacant commercial and industrial land and buildings; Create an Amery Promotional Video for YouTube.

River Falls, WI 2010

   City Administrator: Library Staffing Analysis; Council Member Orientation Handbook: Assist in Quarterly Newsletter Production

   Finance Department: Purchasing Policy Revisions; Revision of Budget Worksheets and Financial Software Integration
Parks and Recreation:  Bird City USA Designation and Application; Review and revision of Parks/Rec Program Guide

Human Resources:  Creation of Personnel Handbook for Seasonal Employees

Public Works:  Creation/Revision of  Public Works Dept. Work Order Tracking System

**Fernandina Beach, Fl 2008**

Community Development Department:  Neighborhood Data Collection and GIS Entry and Mapping; Downtown Parking Inventory/Survey; Tree Census and Inventory; Existing Land Use Survey

Police Department: Data Collection and Collation; Research on Funding and Implementation of Video Security Cameras at Main Beach; Rewriting and Updating Department Policy Manual

Marina Department: Welcome/Interpretive Center for Incoming Boaters/Mariners; Research on Gaining Ferry Access from Fernandina Beach to Cumberland Island National Seashore

City Attorney: Research and Assistance with Ordinance Revisions and Writing; Noise Abatement Ordinance Review

Information Technology Department: Develop Informational Programming for City’s Cable Access Channel; Updating and Revising Web Page Information

**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 Recodification 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 1st-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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