

**Memorandum**

**Memorandum No: 25-119**

**Date:** May 27, 2025  
**To:** Honorable Mayor and City Council  
**From:** Ryan Henderson, City Manager   
**Re:** Summer Internship Program

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As the Anna community continues to grow, the city seeks to engage students of all ages in local government career exploration opportunities, prepare them to be actively engaged community members with a thorough understanding of public processes, and be an active partner to our youth as they develop job and leadership skills they will utilize to serve their communities in the future.

As part of the city's ongoing youth in government efforts and as recommended by the Neighbor Engagement and Inclusion Advisory Commission in 2024, the City, with funds provided by the International City/County Management Association's (ICMA) Bob Turner Scholars Program, will host two local high school interns this summer interested in local government or community-focused careers. The management interns will work on projects that explore a wide variety of local government topics, departments, plans, and processes in the City of Anna, giving the students the opportunity to explore a variety of career options and be involved in their local community.

This summer, you may see one of the interns at work in the following capacities:

- Welcoming neighbors at the Municipal Complex's front desk and providing feedback on how useful our new customer service guide
- Setting up for events in the lobby or meetings in the Council Chambers
- Taking notes during management team meetings to understand interaction and collaboration amongst departments
- Participating in a handful of observation or learning activities, such as participating in a code compliance ride along and visiting a construction site visit with engineering
- Participating in bi-weekly meetings with local government high school interns across the country and working on a communications project with peers on getting teens more engaged in government
- Presenting to the Neighbor Engagement and Inclusion Advisory Commission at the end of their internship about their program and the projects they've worked on over the summer

Beyond those general duties, the majority of the students' work will be focused on subject areas more closely related to their career interests. One intern will be focused on research and projects related to public art, ADA and accessibility, sense of place, and the time capsule project. The other will be focused on research and projects related to serving youth, serving seniors, community partnerships, and civic engagement.

As a culmination of their work at the city, both interns will submit a report on/present on an idea of their choice on "one thing that would make the city better." This gives the interns the opportunity to research something of their choice that may not be captured on the subjects assigned and for the city to get feedback from teenagers – a group we don't often hear from or interact with.

The internship will last 8 weeks, beginning on Monday, June 9 and end the week of August 1.

c:     Assistant City Manager Taylor Lough  
          Assistant City Manager Greg Peters  
          Management Team