



Council Agenda Correspondence

DATE: September 17, 2024

TO: Mayor and Council

FROM: Greg Hermann, Interim Assistant City Manager
Prepared By: Natalie Harnett, Policy and Project Manager

VIA: Whitney McDonald, City Manager

SUBJECT: ITEM 6D. AMEND THE COUNCIL POLICIES AND PROCEDURES MANUAL TO INCLUDE A SECTION REGARDING INTERNS/VOLUNTEERS

Staff received a question on whether Council volunteers are required to fill out the City's standard volunteer application forms. Although there is no application form specific to Council volunteers/interns, all volunteers, including unpaid interns, must fill out the [City Affiliate Registration and Waiver](#) prior to volunteering. Staff recommend adding a sentence to the policy to clarify that Council interns are subject to this as well. The current City Affiliate and Registration and Waiver form is included for reference as "Attachment A" to this agenda correspondence.

Revised Language (added language in *italics*)

2.5.6 Council Volunteers

Council members may use interns/volunteers to help with various tasks related to council activities, including but not limited to research, constituent outreach, and administrative support. Interns/volunteers should not be used for any campaign related activities. Council members have the discretion to show appreciation to their volunteers through letters of recommendation, gift cards, or through other means of supporting their professional development. Any City funds spent on intern/volunteer support will be funded through the council member's allocated professional development budget. *All Council interns/volunteers are required to fill out the City Affiliate Registration and Waiver Form.*