



DDA ACTION SUMMARY SHEET

MEETING DATE: July 21, 2026

TOPIC Student Interns – Stipend Approval

BACKGROUND BRIEF:

In managing the transition away from an Assistant Director position that was charged with compiling and organizing digital media, promotional records, archived data and records, and other needs for strategic plan development, the Director determined that the retention of students with expertise in social media, photo video, youtube and other core organizational tools could assist the DDA in forming and compiling a structure and process of gathering and organizing our base media and filing systems.

Recruitment was conducted and two individuals were selected to join the team on a 90 day internship, subject to extension upon a finding of success in the strategy.

ALYSSA CROWLEY

CLAIRE JENKINS

FINANCIAL IMPACT:

It is recommended we provide a one time stipend for the work, to be directed and supported by the Director, in the amount of \$2,000/each. To be paid as a contracted service under our standard Independent Contractor Agreement. The students would be responsible for any/all tax or financial implications, and have no eligibility towards any benefits of employment.

This is a core function of Economic Development within the Downtown, and therefore would be paid from GL 248-728-801-000 Contracted Services.

Outsourcing this work is being estimated in excess of \$10,000.

RECOMMENDED MOTION:

Move to approve a stipend in the amount of \$2000 for each of Alyssa Crowley and Claire Jenkins from GL 248-728-801-000 Contracted Services, upon the signing of a standard Independent Contractor Agreement.