



2025 SUMMER INTERNSHIP

CITY OF SAN PABLO

VICTOR J

2022

**11 Interns
52 Applicants**

2023

**8 Interns
37 Applicants**

2024

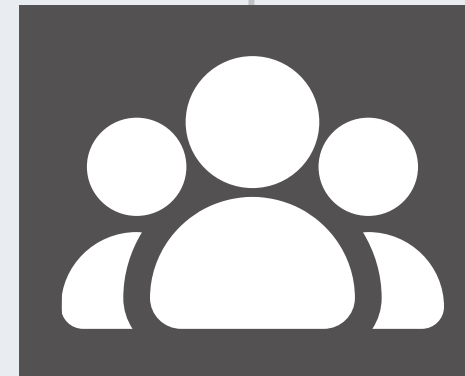
**8 Interns
59 Applicants**

2025

**9 Interns
100 Applicants**

YSCP is dedicated to creating the next generation of public service leaders who reflect the diversity of the San Pablo community

YSCP funded 9 positions for 6 weeks total of 900 hours



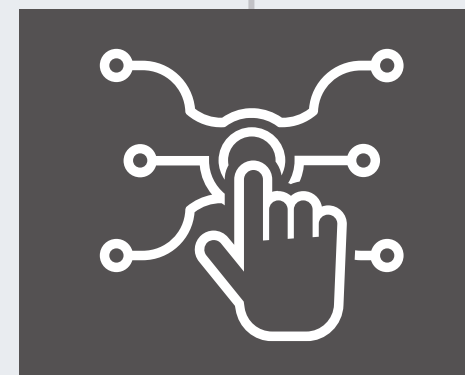
Who are the Interns

- 7 current High School students
- 2 recent High School graduates



Residency

- 4 San Pablo residents
- 3 Richmond residents
- 1 Pinole resident
- 1 Hercules resident



Departments placed

- City Manager's Office- Economic Development & Housing/ Human Resources
- Community Development- Building/ Planning
- Community Services- YSCP
- Public Works- Engineering Admin/ Environmental
- Finance/ IT
- Police Department

Maria Uriarte

Hello, I am one of the HS graduate interns for the Youth, School & Community Partnerships Department. I graduated from De Anza Highschool in June 2025. This fall '25 I will be a freshman at San Jose State University with the intent to pursue a degree in Business Administration concentrated in Management and minor in Marketing! I applied for this internship to make college more attainable, add this internship to my resume, get involved with my community and fellow neighbors of San Pablo. As I am almost done with the program, I am surprised to say I will miss it here and would love to come back sometime in future after I obtain my degree!



YSCP Department

- Creating flyers for City of San Pablo and YSCP Department events & programs!
- Creating city event posters for Led board on San Pablo Dam Road
- Attended YSCP Department meetings with the team!
- Create presentations
- Organize and check packages/orders

Teen Camp

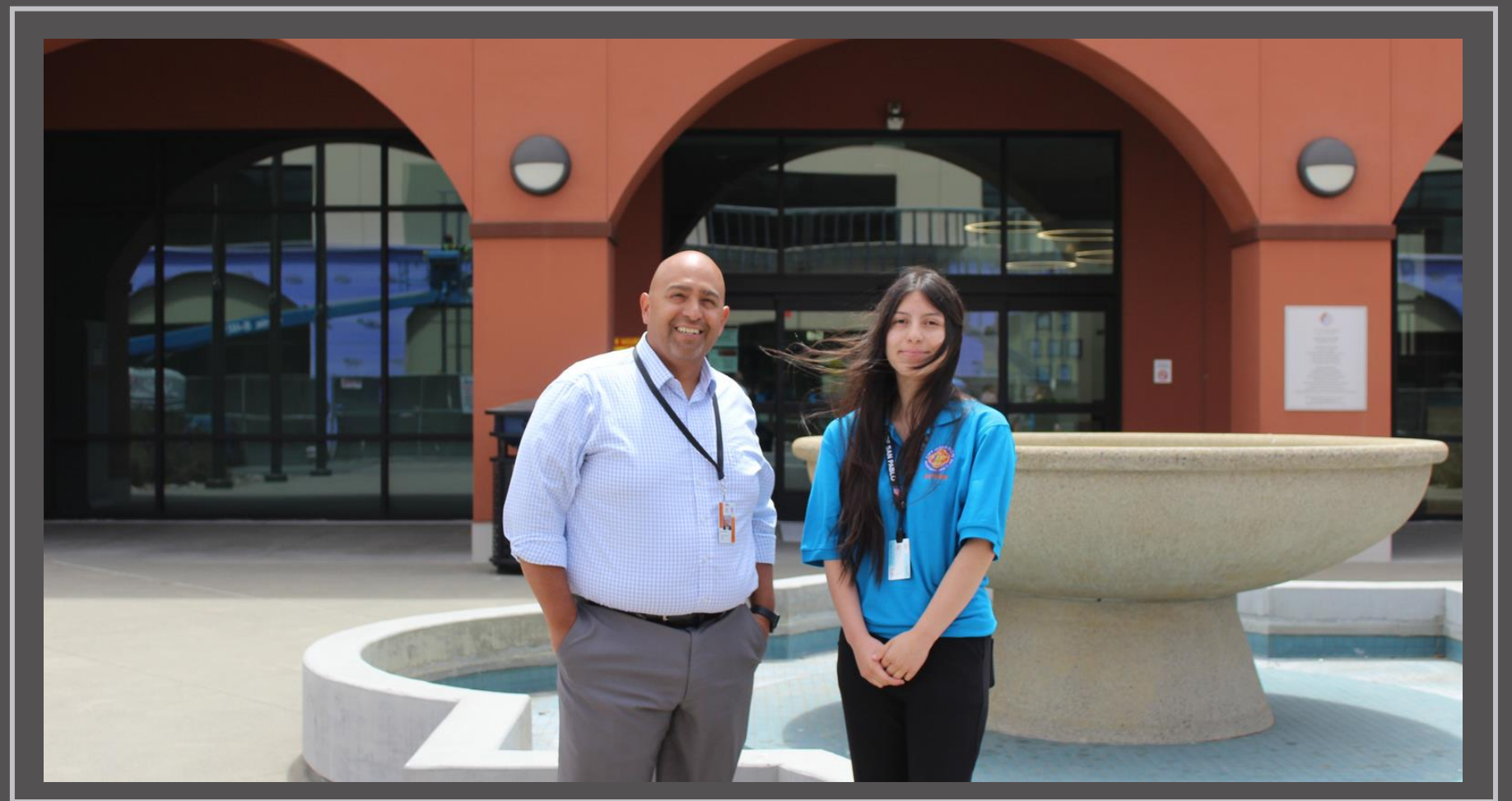
- Helping Teen Camp with week-long Mario Kart Project/race!
- Organize and help clean at Teen Camp
- Prep for activities!
- Chaperone and attend Six Flags with Teen Camp!

Data Analysis & Presentations

- Analyze Data and learning about formulas on Excel
- Analyzing data and constructing a presentation for Multicultural 4th of July event!
- Putting together S.L.U.G 24-25 Sy Report presentation!

Julieta G.

My name is Julieta Gaytan, and I am currently a student at Leadership High School in Richmond, California. I joined the Youth, School & Community Partnerships internship program to gain meaningful experience, strengthen my resume, and become more involved in the community of San Pablo. I have a strong interest in government—particularly in the area of City Management—and I plan to pursue a degree in Business Management. My ultimate goal is to attend Stanford University and use my education to support and lead positive change in local government. As my time in this internship comes to an end, I’m truly grateful for the opportunity and look forward to returning in the future after I complete my studies.



Accounts Receivable

- Learned how to scan and organize cash receipts into their designated folders.
- Gained experience using the City’s Finance Software System Springbrook, accounting tasks.
- Practiced creating new files and entering cash receipts within the system.
- Developed a better understanding of the accounts receivable process and the importance of accurate recordkeeping

Accountants Payable

- Learned how to prepared and processed standard monthly and special journal entries
- Reviewed accounts payable (AP) invoices
- Reviewed finance staff respond to other department inquiries regarding appropriate expense account charges

Payroll

- Learned how to process payroll on a semi-monthly schedule (twice a month).
- Gained experience handling timesheets from City Hall employees.
- Learned the police department's timekeeping system due to their complex and variable schedules.
- Observed how benefit deductions are applied, including Medicare, federal taxes, and IRS withholdings.
- Developed a strong understanding of the importance of accuracy, organization, and confidentiality in payroll processing.

Bharatram P.

My name is Ram Panati, I am currently an incoming junior at Hercules High School located in Hercules, CA. In the future I intend to pursue higher education and attain an Electrical Engineering & Computer Science degree. I plan to use my knowledge and education to support the public and give back to the community. One of the core reasons I applied to this internship was because I have always been extremely interested in Public Works and understanding how local governments work. Throughout my time interning in the City Manager's Office, I've learned a lot of skills and gained insight into the functions of local city governments. As the internship is coming to a close, I am thankful for the valuable experience I gained and will forever remember the lessons I've learned.

Commercial Ground Floor Database

- Built the First Commercial Ground Floor Database for San Pablo's 23rd Street.
- Individually visited each storefront on the 23rd corridor to confirm business type.
- Collaborated with Economic Development and Housing Division
- Developed an Infographics Presentation relaying findings through Canva

Human Resources

- Learned how to make fillable PDF's
- Analyzed and participated in Onboarding sessions for new City employees.
- Organizing and reviewing HR Forms for employee onboarding in NEOGOV
- Learned to access and use key HR resources like Excel, NEOGOV, Adobe, etc.

City Council Agendas

- Prepared and scanned City Council Agendas packets for review and archiving.
- Scanned and Copied important documents like City Council Meeting Notes, Speaker Cards, Presentations, etc.
- Improved accessibility and efficiency for clerical tasks like signatures for City Manager and City Clerk through extensive review of documents and place holders for signature-required pages



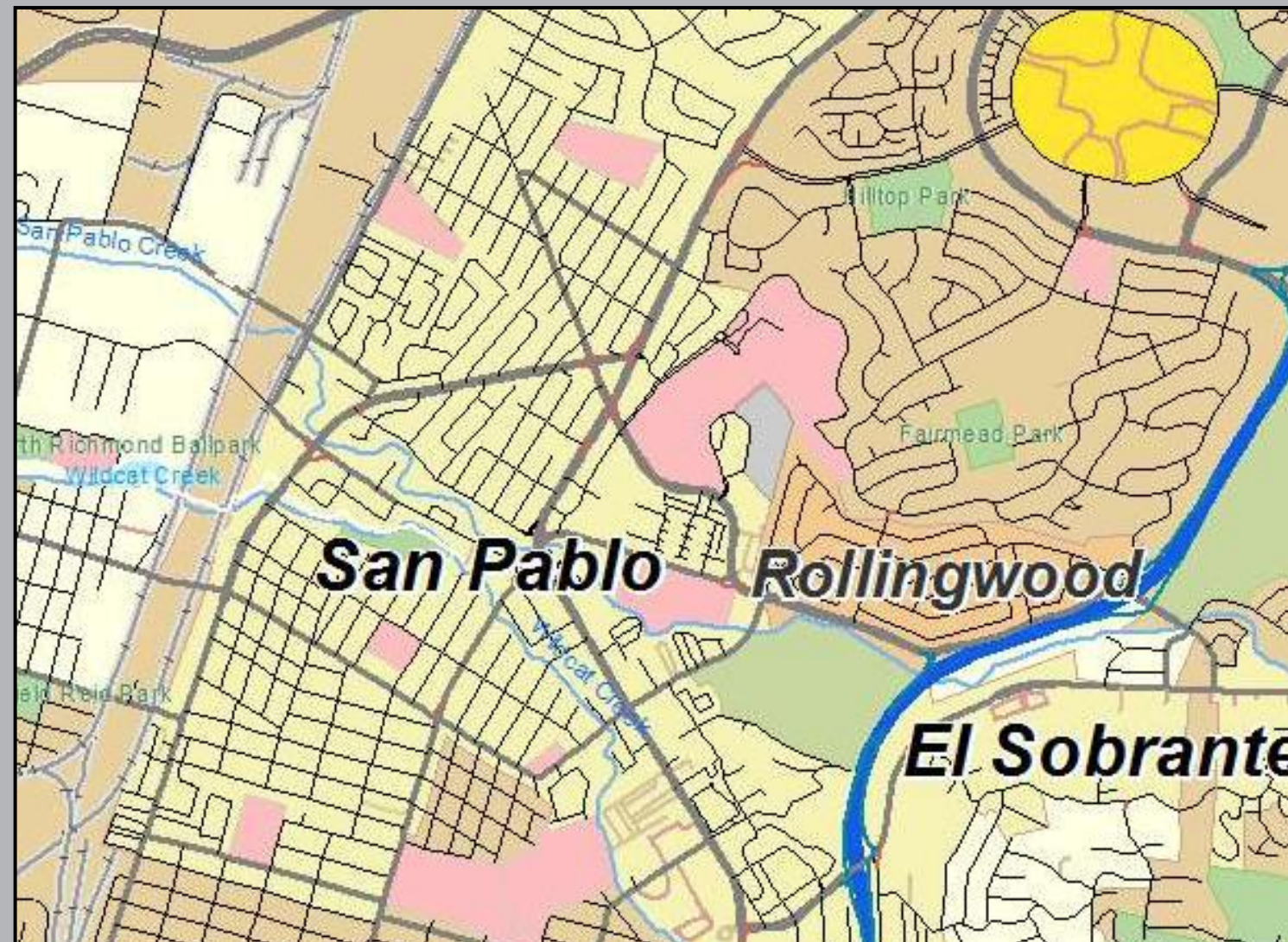
23rd Street

COMMERCIAL GROUND FLOOR DATABASE

Ram Panati
City Manager's Office Intern
Hercules High School, 2027

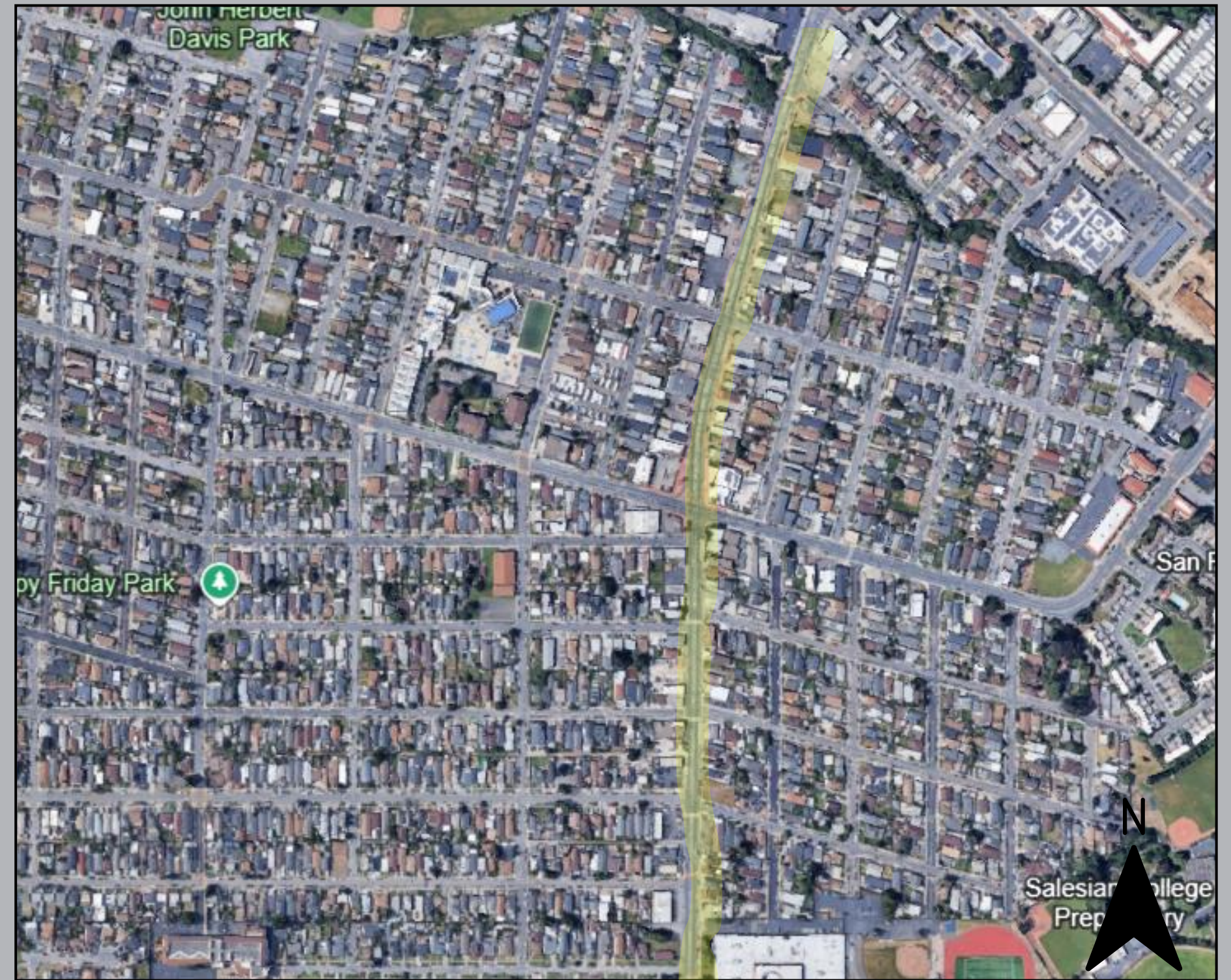


City of
San Pablo



GROUND FLOOR BUSINESSES ON 23RD STREET

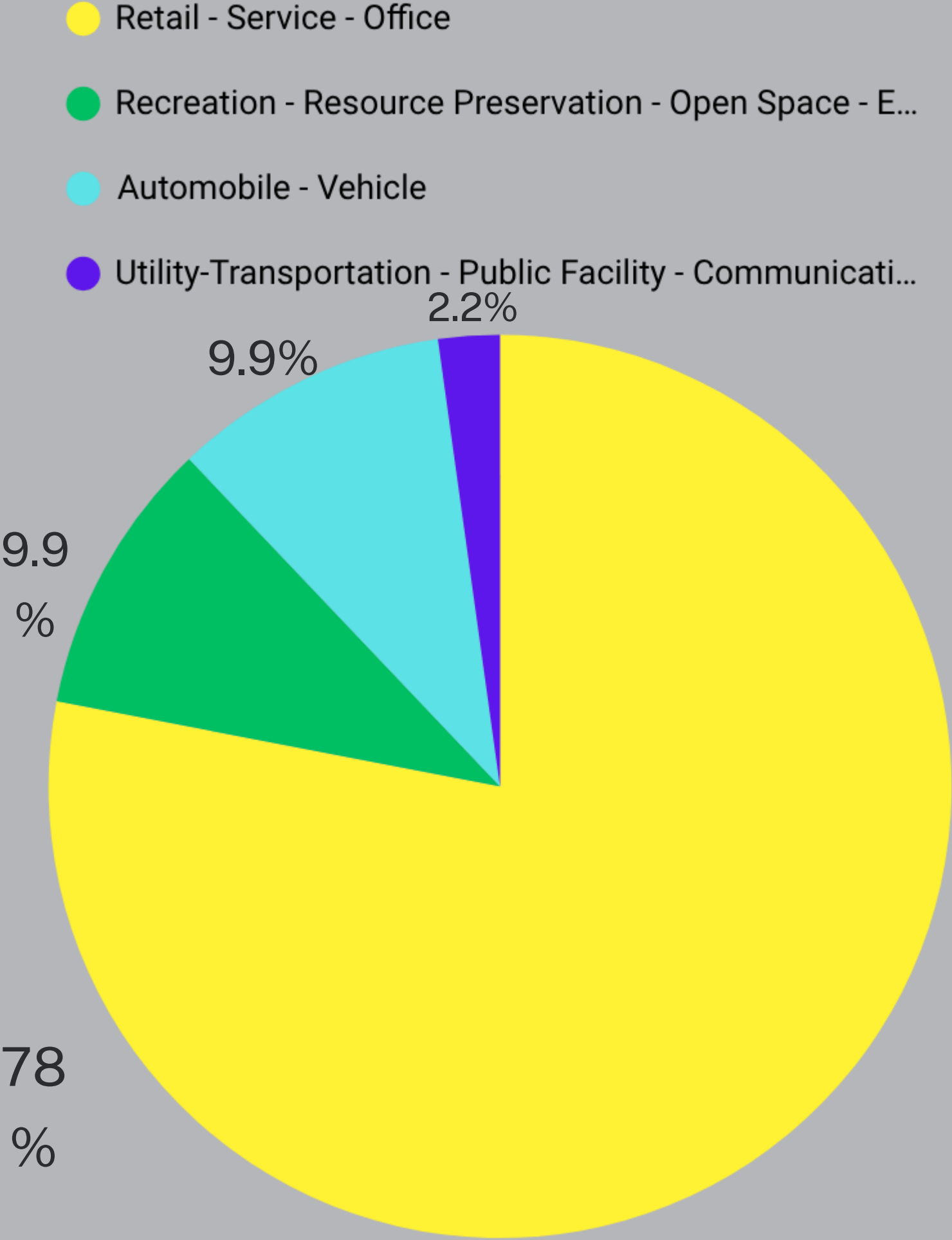
- All ground floor businesses along 23rd Street were surveyed.
- Businesses were grouped by type and uses in accordance with the City of San Pablo's Zoning Ordinance.
- Goals:
 - Understand how the space along 23rd Street is being used
 - Identify business types
 - Identify opportunities for Economic Development and investment along the commercial corridor.



23rd Street Commercial Corridor, San Pablo,
CA

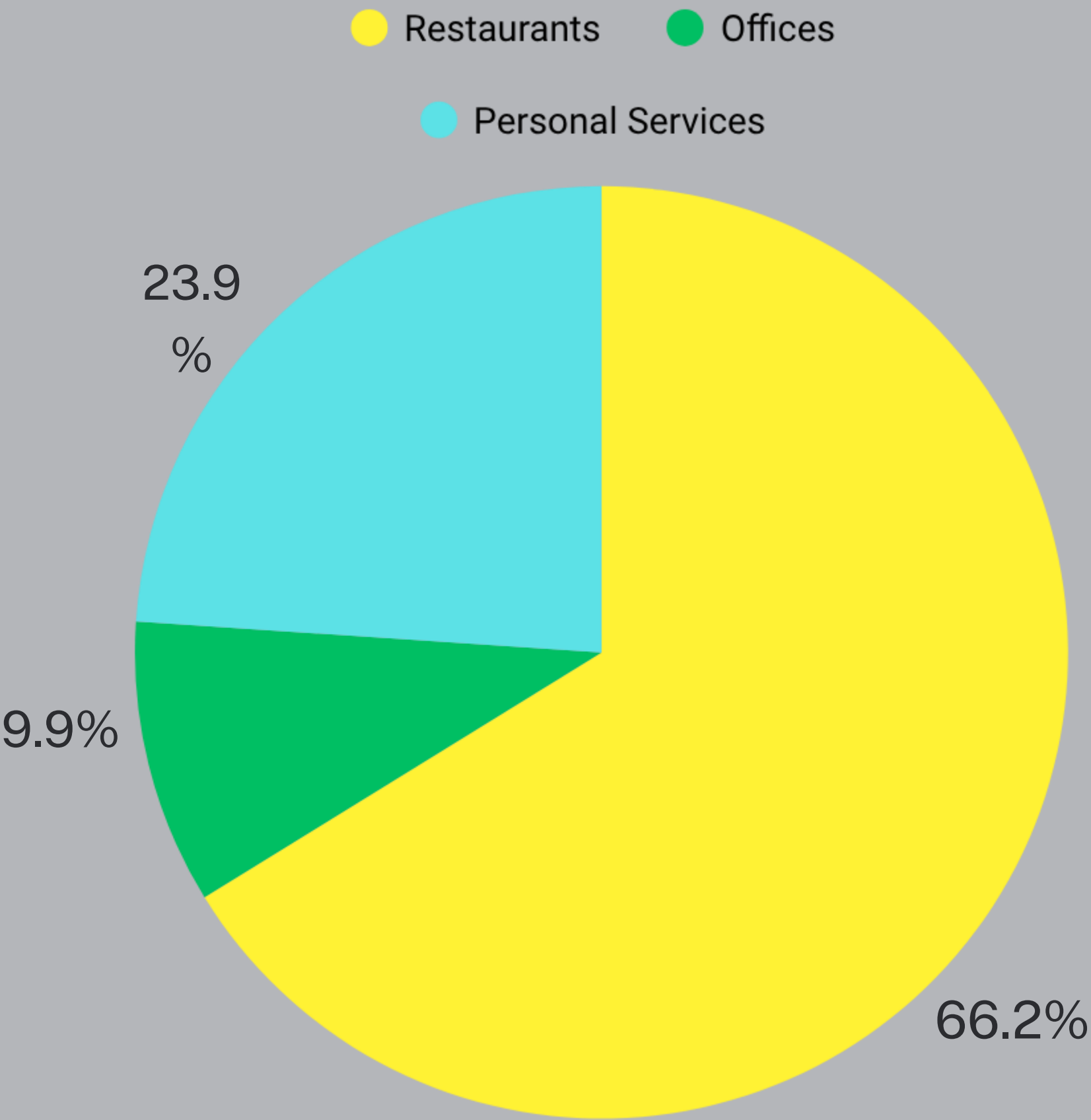
GROUND FLOOR COMMERCIAL SPACE USES

- 91 Total Ground Floor Storefronts
 - 71 = Retail/Service/Office
 - 9 = Recreation/Resource Preservation/Open Space/Education/Public Assembly
 - 9 = Automobile/Vehicle
 - 2 = Utility/Transportation/Public Facility/Communication



RETAIL/SERVICE/OFFICE BUSINESSES ANALYZED

- 71 Retail/Service/Office Storefronts
 - 47 = Restaurants
 - 17 = Personal Services
 - 7 = Offices



FINAL THOUGHTS

- 23rd Street is zoned as a Commercial Mixed-Use District meant for neighborhood-serving businesses
- Most existing businesses align with zoning goals, especially services and food establishments
- Compared to similar nearby commercial corridors like Solano or College Avenue in Berkeley, 23rd Street has fewer retail shops
- 23rd Street leans more toward service-based uses, with opportunities for more variety over time

THANK YOU FOR SUPPORTING THE SUMMER INTERNS!

Intern Supervisors

**Melissa Garibay
Kieron Slaughter
Juan Guerrero
Arturo Castillo
Viviana Toledo**

**Mayra Corleto
Sandra Castaneda Marquez
Lizett Ponce
Alma Gil
Itzel Gomez**

Intern Onboarding, Payroll, Tech, & Partnerships

**Finance Department
Human Resources
Informational Technology
Travis Credit Union**

