



## REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

**CONSENT**  
**August 21, 2007**

**Honorable Mayor and  
Members of the City Council**

**Title: Agreement: Procurement of Student Intern Services through the  
Community College Foundation for Fiscal Year 2007/08**

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** authorizing the City Manager to execute a professional services agreement with the Community College Foundation (CCF) for student intern services in an amount not to exceed \$278,500 per year.

**Contacts:** Nicole Henderson, Administrative Officer, 808-8242; Nicholas Theocharides, Engineering Services Manager, 808-5065

**Presenters:** None

**Department:** Transportation

**Divisions:** Office of the Director, Engineering Services, Street Services, and Parking Services

**Organization No's:** 3412, 3431, 3434, 3435, 3437, 3439, 3461, 3491, 3493, 3495, 3496

**Description/Analysis:**

**Issue:** The Department has a need for temporary administrative and technical support, and the use of student interns provides flexibility in meeting service demand levels. The student intern program through the Community College Foundation (CCF) provides valuable training and experience that has enabled many student interns to become City employees.

**Policy Considerations:** The proposed action is consistent with the City's strategic goal to implement strategies to improve overall operational efficiency and customer service without expending additional City resources.

**Committee/Commission Action:** Not applicable

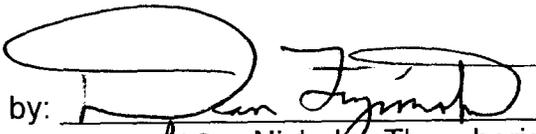


**Environmental Considerations:** This report concerns administrative activities that will not have any significant effect on the environment, and do not constitute a "project" as defined by California Code of Regulations, Title 14, Sections 15061(b) (3) and 15378(b).

**Rationale for Recommendation:** A Request for Qualifications (RFQ) was advertised June 2007, and CCF was the only qualified firm to respond. The City has had multiple contracts with CCF over the past decade and the student intern program administered by CCF continues to be a cost-effective means of obtaining temporary administrative and technical support.

**Financial Considerations:** The professional services agreement for student intern services through CCF in an amount not to exceed \$278,500 will be funded from the Fiscal Year 2007/08 department operating budget by each division according to its share of these services. Costs are anticipated to be reimbursed by offsets from various CIP reimbursements. Each year, the Department of Transportation assesses its need for this support. This action provides the anticipated support for Fiscal Year 2007/08.

**Emerging Small Business Development (ESBD):** CCF is a non-profit agency and is not a certified small business enterprise.

Respectfully Submitted by:   
for Nicholas Theocharides  
Engineering Services Manager

Approved by:   
Jerry Way  
Director of Transportation

Recommendation Approved:

  
for Ray Kerridge  
City Manager

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|---------------------------|------|
| <b>Table of Contents:</b> |      |
| Report                    | Pg 1 |
| <b>Attachments</b>        |      |
| 1 Resolution              | Pg 3 |

**Attachment 1**

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**AGREEMENT FOR STUDENT INTERN SERVICES WITH  
THE COMMUNITY COLLEGE FOUNDATION**

**BACKGROUND**

- A. The Department of Transportation has a need for temporary administrative and technical support, and the use of student interns provides flexibility in meeting service demand levels.
- B. A Request for Qualifications (RFQ) was advertised June 2007, and the Community College Foundation (CCF) was the only qualified firm to respond. The department has had multiple contracts with CCF over the past five years and the student intern program administered by CCF continues to be a cost-effective means of obtaining temporary administrative and technical support.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. The City Manager is authorized to execute a professional services agreement for student intern services with the Community College Foundation in an amount not to exceed \$278,500 for student intern services.