



DEVELOPMENT SERVICES
DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

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June 15, 2005

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: SUPPLEMENTAL AGREEMENT FOR INTERN SERVICES

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends adoption of the attached resolution authorizing the City Manager to execute a supplemental agreement for City Manager Agreement #2002-958 for intern services with The InternSource – Community College Foundation in the amount of \$111,000.

CONTACT PERSON: Frances Chong, Administrative Officer, 808-5010
Greg Schulte, Program Manager, 808-7116

FOR COUNCIL MEETING OF: June 28, 2005

SUMMARY:

The attached resolution authorizes the City Manager to approve a supplemental agreement for intern services. This service will allow the Development Services Department to maintain adequate support service levels.

COMMITTEE/COMMISSION ACTION: None

BACKGROUND:

The use of student interns provides flexibility in meeting support service demand levels. During the last few years, as work levels have steadily increased, it has become increasingly important and necessary to utilize student interns to provide assistance and administrative support.

In 2002, the Development Services Department partnered with The InternSource, a program of The Community College Foundation, to provide student interns to fill the need for administrative support. The agreement was increased in 2004. Currently students are being utilized to assist with the development of public information, geographic information technology, and public information meetings related to the General Plan Update as well as to assist the Building Division with plan review, engineering and public counter services.

FINANCIAL CONSIDERATIONS:

The expenditures related to the recommended supplemental agreement total \$111,000. Sufficient funding exists in the Development Services Department for the following Fiscal Year budgets: FY 05-06 \$108,000, and FY 04-05 \$ 3,000. Additional expenditure authority is not requested as part of this proposal. There is no impact on the General Fund.

POLICY CONSIDERATIONS:

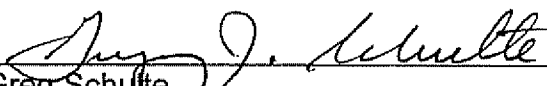
This request to adopt the attached resolution is in accordance with policy requiring City Council approval of all contracts over \$100,000.

ENVIRONMENTAL CONSIDERATIONS: There are no environmental considerations associated with this report.

ESBD EFFORTS:


The InternSource is a not-for-profit organization. As of the Second Quarter, FY 04-05, the Development Services Department has achieved a 34% ESBD utilization rate.

Respectfully Submitted,



Greg Schulte
Program Manager

RECOMMENDATION APPROVED BY:



ROBERT P. THOMAS
City Manager

RESOLUTION NO:

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE A
CONSULTANT SERVICE AGREEMENT AMENDMENT TO CITY
MANAGER AGREEMENT #2002-958 FOR AN AMOUNT NOT TO
EXCEED \$111,000.00**

BE IT RESOLVED BY THE SACRAMENTO CITY COUNCIL THAT:

The City Manager is authorized to:

1. Execute a consultant service agreement supplement to City Manager Agreement #2002-958 with The InternSource – Community College Foundation in an amount not to exceed \$111,000 for intern services.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____