



Board Agenda Item 58

DATE: July 12, 2022

TO: Board of Supervisors

SUBMITTED BY: Steven E. White, Director
Department of Public Works and Planning

SUBJECT: Student Intern Agreement with the California State University Fresno Foundation

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute a student intern agreement with the California State University Fresno Foundation to provide student interns for the Department of Public Works and Planning, effective upon execution, with a term not to exceed five consecutive years, which includes a three-year base and two optional one-year extensions, total not to exceed \$350,000.

Approval of the recommended action will enable the County's Department of Public Works and Planning (Department) to retain the services of California State University Fresno (CSUF) students as interns. The utilization of interns will provide a cost-effective means of supplementing County staff while enabling the interns to gain valuable experience. The County will make no payment directly to interns. Payroll will be handled by the CSUF Foundation, and the County will reimburse the CSUF Foundation for services provided by interns. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the Department will be unable to retain the services of CSUF students as interns.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. The total amount paid to the CSUF Foundation shall not exceed \$350,000 during the entire term of this agreement. Sufficient appropriations are included in the FY 2022-23 Public Works and Planning recommended Budget and will be included in future budgets during the term of the agreement.

DISCUSSION:

The Department has a wide variety of tasks which could be accomplished by student interns from CSUF, and the CSUF Foundation is willing to provide interns enrolled in appropriate courses of study to supplement the efforts of County staff. The Board previously authorized a Student Intern Agreement on July 11, 2017. The agreement requires that interns must be enrolled at least half-time (enrolled in at least six semester credits for undergraduates or enrolled in at least four semester credits for graduate students) in one of the following courses of study:

- Engineering
- Construction Management

- Geography
- Physics
- Computer Science
- Mathematics
- Earth and Environmental Science
- Political Science
- City and Regional Planning
- Recreation Administration
- Other related fields as approved by Foundation and County of Fresno

Prospective interns will be identified by the CSUF Foundation and selected by the Department. It is anticipated that interns will:

- Assist in record keeping services, data entry, and tracking of building inventory and real property assets
- Participate in the data collection and preparation of engineering and environmental monitoring studies
- Create graphs, maps and other drawings using software programs such as AutoCAD and ArcMap
- Analyze and process engineering and environmental data using various computer programs

The County will make no payment directly to interns. Payroll will be handled by the CSUF Foundation, and the County will reimburse the CSUF Foundation for services provided by interns at the rate of 18 to 22 dollars per hour, plus applicable payroll taxes and a 15 percent administrative markup. Hourly salary rates may be adjusted by mutual consent of the Director of Public Works and Planning and the CSUF Foundation.

Interns will not be eligible for any employment benefits from the County, and interns will not accrue County of Fresno civil service status. Interns will not be allowed to work more than 194 days in a 365-day period. Additionally, they will not be allowed to work more than 20 hours per week during the academic year when class is in session, or more than 40 hours per week during any period of time when class is not in session, such as winter break, spring break, and summer break. It has been determined that the County will not incur any Affordable Care Act penalties as a result of the utilization of interns since they will not be employees of the County. Such penalties, if any, would be the responsibility of the CSUF Foundation since they will be the employer of the interns.

It is anticipated that the utilization of interns will provide a cost-effective means of supplementing County staff while enabling the interns to gain valuable experience. This agreement is the second agreement of this nature. The first agreement was reviewed by Risk Management and Human Resources to ensure that the agreement does not present any conflicts with existing Memoranda of Understandings between the County and bargaining units. The agreement is a non-competitive, cooperative agreement with the CSUF Foundation and has been reviewed by County Counsel to ensure that it meets all legal standards. The agreement has a term of five years, including a three year base and two optional one-year extensions, in order to provide continuity of the program, and also allows the Director of the Department to amend the salary amounts of the interns as is deemed necessary in order to retain talented interns.

REFERENCE MATERIALS:

BAI #60, July 11, 2017

OTHER REVIEWING AGENCIES:

The agreement was approved by the CSUF Foundation.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Student Intern Agreement with CSUF Foundation

CAO ANALYST:

Salvador Espino