



Legislation Details (With Text)

|                        |              |                      |   |                      |                         |
|------------------------|--------------|----------------------|---|----------------------|-------------------------|
| <b>File #:</b>         | 23-536       | <b>Version:</b>      | 1 | <b>Name:</b>         | Year Up Amendment No. 1 |
| <b>Type:</b>           | Staff Report | <b>Status:</b>       |   | <b>Status:</b>       | Filed                   |
|                        |              | <b>In control:</b>   |   | <b>In control:</b>   | City Council            |
| <b>On agenda:</b>      | 11/20/2023   | <b>Final action:</b> |   | <b>Final action:</b> | 11/20/2023              |
| <b>Enactment date:</b> |              | <b>Enactment #:</b>  |   | <b>Enactment #:</b>  | 2023-165                |

**Title:** Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 1 to the Non-Professional Services Agreement with Year Up, Inc. for Workforce Development Interns for a Not to Exceed Amount of \$918,900.00

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution for Amendment No.1 Year Up, 2. B - Year Up Amendment No. 1, 3. C - Non-Prof Services Agreement Year\_Up

| Date       | Ver. | Action By    | Action             | Result |
|------------|------|--------------|--------------------|--------|
| 11/20/2023 | 1    | City Council | Received and Filed | Pass   |

Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 1 to the Non-Professional Services Agreement with Year Up, Inc. for Workforce Development Interns for a Not to Exceed Amount of \$918,900.00

**COUNCIL PRIORITIES**

- Infrastructure

**SUMMARY & RECOMMENDATION**

The City is continuing its partnership with Year Up Inc. to provide workforce development interns to various City departments. Staff recommends that the City Council approve and authorize the City Manager to execute Amendment No. 1 with Year Up, Inc. for an additional \$318,900.00 resulting in a total contract amount not to exceed \$918,900.00 through July 30, 2024.

**BACKGROUND**

The City partnered with Year Up beginning in January 2023 to provide internship opportunities to young adults to perform project-based work. Year Up, Inc. is a local Bay Area non-profit organization specializing in youth workforce development. In the first cohort, 19 interns, who were trained in project management, data analysis, and IT/helpdesk, were placed across every City department for a 6-month period (January 2023-July 2023). The interns provided departments with additional staffing support and were introduced to career opportunities in public service.

**Analysis**

Based on the success of the first intern cohort, the City accepted a second cohort of eight interns placed in several departments for the July 2023-January 2024 cycle. Another six interns will be accepted for the January 2024 - July 2024 cycle. While the City recruits and fills staff vacancies, Year

Up interns are able to augment workload, provide administrative and functional support to City staff, and assist in maintaining service levels. In turn, the interns are gaining hands-on experience, exploring public sector career paths, and developing professional networks.

The cost per intern increased from \$29,700 to \$39,450, which in part is passed on to the intern in the educational stipend they receive during their participation in the Year Up program.

### **Financial Impacts**

Sufficient funds are included in the Fiscal Year 2023-2024 General Fund budget for the additional interns. The City Council approved the original consulting services agreement for \$600,000 (010-14-015-4102). The additional \$318,900 will be covered by each participating department's operating budget.

### **ATTACHMENTS**

**Attachment A:** Resolution Approving Amendment No. 1 to Year Up Agreement

**Attachment C :** Amendment No.1 to Agreement between the City of San Leandro and Year Up, Inc.

**Attachment B:** Original Non-Professional Services Agreement with Year Up, Inc.

**PREPARED BY:** Emily Hung, Human Resources Director, Human Resources Department