



CITY OF ORLAND STAFF REPORT

MEETING DATE: March 5, 2024

TO: Honorable Mayor and City Council Members

FROM: Pete Carr, City Manager

SUBJECT: **Butte College Internship Agreement (Action)**

BACKGROUND:

The Butte-Glenn Community College District administers the Learning-Aligned Employment Program (LAEP) providing eligible students with opportunities to be placed with employers for paid work experience.

ANALYSIS:

Butte College offers the LAEP program at no cost to the City. Potential internships may be identified by department heads in any or all City departments. We have already identified at least one such opportunity in the Recreation Department.

Upon the City entering into a three-year agreement with the College:

- The College provides information to the students about LAEP work opportunities.
- The City may go onto campus to promote its work opportunities to students.
- The City interviews and selects interested LAEP candidates, and sets a wage rate.
- The College, as employer of record, performs background checks and payroll functions.

Students may work as LAEP interns up to 40 hours a week, for 6-18 mos.

Attached: LAEP Agreement (reviewed and approved by City Attorney) and information sheet.

RECOMMENDATION:

Approve the LAEP Agreement as presented and authorize the City Manager to execute it.

FISCAL IMPACT OF RECOMMENDATION: None; City investment would be managerial staff time. City benefits include additional staffing assistance and potential pipeline of future City employees.