

# Agenda Report

June 22, 2026

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Office of the City Manager – Career Services Division

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH INTERNATIONAL TRADE EDUCATION PROGRAMS DBA EXP TO RECEIVE FUNDING OF \$300,000 FOR THE EXP SUMMER INTERNSHIP PROGRAM AND AMEND THE CITY MANAGER'S FY 2026 OPERATING BUDGET TO RECOGNIZE AND APPROPRIATE THE FUNDS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed actions are not a “project” subject to the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Section 15378;
2. Authorize the City Manager to execute a contract with International Trade Education Programs DBA EXP to receive funding in the amount of \$300,000 to implement the EXP Summer Internship Program and execute any related documents necessary to implement the program; and
3. Amend the City Manager’s FY 2026 Operating Budget by recognizing revenues and appropriating \$300,000 to support program implementation, staffing, and participant wages in the Workforce Innovation Opportunity Fund (Fund 681).

## **BACKGROUND:**

On May 27, 2026, the City was notified of a contract in the amount of \$300,000 awarded by International Trade Education Programs DBA EXP to support the implementation of a summer internship program.

The EXP Summer Internship Program will provide paid internship opportunities to approximately 150 youth offering up to 80 hours of work experience per participant. The program is designed to develop technical skills, increase career awareness, and strengthen workforce readiness through hands-on experience at area businesses.

The Foothill Workforce Development Board (FWDB), using existing staff, will provide administrative support for the program, serving as the employer of record, onboarding, payroll, and program reporting, as well as coordinating with local businesses and organizations to provide internship placements.

Key program elements include:

**Paid Internships:** Youth participants will receive paid work experience (June 2026-December 2026). Any unspent funds in FY 2026 will be rolled over to FY 2027.

**Employer Engagement:** Coordination with local businesses and organizations for placement opportunities

**Program Reporting:** Delivery of progress and final reports documenting outcomes and performance metrics

The program is structured to maximize direct investment in participants while maintaining minimal administrative costs. The majority of funding will support participant wages and direct services.

### **COUNCIL POLICY CONSIDERATION:**

The EXP Internship Program aligns with the City Council's strategic priorities related to workforce development, youth engagement, and economic opportunity. By providing paid internship opportunities in high-demand fields, the program supports the development of a skilled workforce pipeline while expanding access to career pathways for youth, particularly those facing barriers to employment.

Additionally, the program strengthens partnerships between education, workforce development, and local employers, contributing to long-term economic vitality and community resilience.

### **ENVIRONMENTAL ANALYSIS:**


CEQA excludes from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines Section 15378. Sections 21065 and 15378 define a "project" as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378(b) excludes from the definition of "project" organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment. The actions

proposed herein, authorizing the City Manager to execute a contract and related documents to receive funding to implement an internship program and amend the operating budget to appropriate the funding to support the program, are organizational and administrative activities, and are therefore not a "project" as defined by CEQA. Since the actions are not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

Approval of the recommended action will amend the City Manager's FY 2026 Operating Budget to recognize revenues and appropriate \$300,000 in the Workforce Innovation Opportunity Fund (Fund 681) to implement the EXP Summer Internship Program. There is no impact to the General Fund.

Respectfully submitted by,



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Development Board

Approved by:



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