



## **AGENDA REPORT**

**Meeting Date:** May 1, 2012

**Item Number:** G-4

**To:** Honorable Mayor & City Council

**From:** Jeff Kolin, City Manager

**Subject:** APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND NATIONAL URBAN FELLOWS, INC. FOR A CLASS OF 2013 FELLOW; AND APPROVAL OF A PURCHASE ORDER IN A NOT-TO-EXCEED AMOUNT OF \$70,000.00 TO NATIONAL URBAN FELLOWS, INC. FOR THESE SERVICES.

**Attachments:**

1. Agreement
2. Work Plan Exhibit

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### **RECOMMENDATION**

It is recommended that the City Council approve the agreement between the City of Beverly Hills and National Urban Fellows, Inc. for a class of 2013 fellow and approve a purchase order in a not-to-exceed amount of \$70,000.00 for these services.

### **INTRODUCTION**

For the past two years the City has contracted with National Urban Fellows, Inc. ("NUF") for a fellow to provide professional level staff support on significant projects for the City. In 2010, Troy Bell was selected as the City's fellow, he worked on several significant projects including the creation of a long-range financial revenue and expenditure forecast model. Troy completed his nine-month fellowship with the City on May 20, 2011.

In 2011, Angie Molina was selected as the City's National Urban Fellow. Angie provided staff support to the Small Business Task Force chaired by Councilmember Gold, assisted with the development of a final report of the Task Force's findings and recommendations, and presented to the City Council on March 6, 2012. Angie also developed a Comparative Cost of Doing Business Report, which compares tax rates in Beverly Hills to those of neighboring cities. For her program capstone project, Angie is

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researching and will provide recommendations on economic sustainability performance measures. Angie will complete her nine-month fellowship on May 25, 2012.

In the 2012-2013 fiscal year, the City has another opportunity to retain a fellow through NUF to provide professional support for significant projects within the organization. Attached in the **Work Plan Exhibit** are examples of various projects the fellows will take part in. These projects will contribute substantially to the learning experience for the fellow, and to the objectives of the organization. As in the prior two NUF fellowships, the fellow will not be employed by the City, however, the City will provide a workspace and administrative support. The City's only financial responsibility will be to NUF corporate.

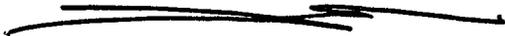
### **DISCUSSION**

As an organization, NUF promotes diverse leadership at the top levels of public service organizations. For 42 years, NUF has identified, recruited and developed the best and brightest multi-ethnic, multi-cultural and mid-career women and men who have the potential to make a significant impact on public policy and administration by identifying issues, shaping solutions and developing policies.

Each year NUF awards 35-40 fellowships to deserving mid-career professionals eager to transition into leadership positions. Over a period of 14 months, fellows complete a Master of Public Administration academic program at the School of Public Affairs at Bernard M. Baruch College (an accredited MPA program) which is part of the University of New York. As part of the program, fellows work closely with a mentor during a nine-month internship to develop professional, competent leadership skills, as well as establish a network with NUF alumni and the mentor's organization.

### **FISCAL IMPACT**

The cost for a class of 2013 fellow is \$65,000. This payment covers the fellow's stipend, fees, books, health coverage, NUF program travel and moving expenses. NUF also encourages partner organizations to contribute to their Career Support System Fund in the amount of \$5,000, thus the total program cost is \$70,000. Funds for the cost of the agreement with National Urban Fellows, Inc., are included in Policy and Management's Fiscal Year 2012-13 budget.



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Scott G. Miller, Director  
Finance Approval



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Jeff Kolin  
City Manager

# **Attachment 1**

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND  
NATIONAL URBAN FELLOWS, INC. FOR A CLASS OF 2013 FELLOW.

NAME OF CONTRACTOR:	National Urban Fellows, Inc.
RESPONSIBLE PRINCIPAL OF CONTRACTOR:	Paula Gavin, President
CONTRACTOR'S ADDRESS:	102 West 38th Street Suite 700 New York, NY 10018-3675 Attention: Paula Gavin, President
CITY'S ADDRESS:	City of Beverly Hills 455 N. Rexford Drive Beverly Hills, CA 90210 Attention: Jeffrey Kolin City Manager
COMMENCEMENT DATE:	Upon Written Notice to Proceed
TERMINATION DATE:	June 30, 2013
CONSIDERATION:	Not to Exceed \$70,000.00

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND  
NATIONAL URBAN FELLOWS, INC. FOR A CLASS OF 2013 FELLOW.

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and National Urban Fellows, Inc. (hereinafter called "CONTRACTOR").

RECITALS

A. CITY desires to have certain services and/or goods provided as set forth in Exhibit A (the "Scope of Work"), attached hereto and incorporated herein.

B. CONTRACTOR represents that it is qualified and able to perform the Scope of Works.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONTRACTOR's Scope of Work. CONTRACTOR shall perform the Scope of Work described in Exhibit A in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. City shall have the right to order, in writing, changes in the Scope of Work. Any changes in the Scope of Work by CONTRACTOR must be made in writing and approved by both parties. The cost of any change in the Scope of Work must be agreed to by both parties in writing.

Section 2. Time of Performance.

CONTRACTOR shall commence its services under this Agreement upon receipt of a written notice to proceed from CITY. CONTRACTOR shall complete the performance of services by the Termination Date set forth above and/or in conformance with the project timeline established by the City Manager or his designee.

The City Manager or his designee may extend the time of performance in writing for two additional one-year terms or such other term not to exceed two years from the date of termination pursuant to the same terms and conditions of this Agreement.

Section 3. Compensation.

(a) Compensation

CITY agrees to compensate CONTRACTOR for the services and/or goods provides under this Agreement, and CONTRACTOR agrees to accept in full satisfaction for such services, a sum not to exceed the Consideration set forth above and more particularly described in Exhibit B, attached hereto and incorporated herein.

(b) Expenses

The amount set forth in paragraph A shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement (including,

but not limited to, all labor, materials, delivery, tax, assembly, and installation, as applicable). There shall be no claims for additional compensation for reimbursable expenses.

(c) Additional Services. City may from time to time require CONTRACTOR to perform additional services not included in the Scope of Services. Such requests for additional services shall be made by City in writing and agreed upon by both parties in writing.

Section 4. Method of Payment. Unless otherwise provided for herein, CONTRACTOR shall submit to City a detailed invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within 30 days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall pay CONTRACTOR said Consideration in accordance with the schedule of payment set forth in Exhibit B, attached hereto and incorporated herein.

Section 5. Independent Contractor. CONTRACTOR is and shall at all times remain, as to CITY, a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

Section 6. Assignment. This Agreement shall not be assigned in whole or in part, by CONTRACTOR without the prior written approval of CITY. Any attempt by CONTRACTOR to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

Section 7. Responsible Principal(s)

(a) CONTRACTOR's Responsible Principal set forth above shall be principally responsible for CONTRACTOR's obligations under this Agreement and shall serve as principal liaison between CITY and CONTRACTOR. Designation of another Responsible by CONTRACTOR shall not be made without prior written consent of CITY.

(b) CITY's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of CITY.

Section 8. Personnel. CONTRACTOR represents that it has, or shall secure at its own expense, all personnel required to perform CONTRACTOR's Scope of Work under this Agreement. All personnel engaged in the work shall be qualified to perform such Scope of Work.

Section 9. Permits and Licenses. CONTRACTOR shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

Section 10. Interests of CONTRACTOR. CONTRACTOR affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Scope of Work contemplated by this Agreement. No person having any such interest shall be employed by or be associated with CONTRACTOR.

Section 11. Insurance.

(a) CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

(1) A policy or policies of Comprehensive General Liability Insurance, with minimum limits of One Million Dollars (\$1,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by CONTRACTOR.

(2) A policy or policies of Vehicle Liability Insurance covering any vehicle utilized by CONTRACTOR in performing the Scope of Work required by this Agreement with minimum limits as required by State law to insure against personal injury and property damage.

(3) Workers' compensation insurance as required by the State of California.

(b) CONTRACTOR shall require each of its sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(c) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best's Insurance Guide.

(d) CONTRACTOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR's expense, the premium thereon.

(e) At all times during the term of this Agreement, CONTRACTOR shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit C, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. CONTRACTOR shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The general and auto liability insurance shall contain an endorsement naming the CITY as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to CITY, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(f) The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(g) Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

Section 12. Indemnification. CONTRACTOR agrees to indemnify, hold harmless and defend CITY, City Council and each member thereof, and every officer, employee and agent of CITY,

from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONTRACTOR or any person employed by CONTRACTOR in the performance of this Agreement.

Section 13. Termination.

(a) CITY shall have the right to terminate this Agreement for any reason or for no reason upon five calendar days' written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) In the event of termination or cancellation of this Agreement by CITY, due to no fault or failure of performance by CONTRACTOR, CONTRACTOR shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the services required by this Agreement. CONTRACTOR shall have no other claim against CITY by reason of such termination, including any claim for compensation.

Section 14. CITY's Responsibility. CITY shall provide CONTRACTOR with all pertinent data, documents, and other requested information as is available for the proper performance of CONTRACTOR's Scope of Work.

Section 15. Information and Documents. All data, information, documents and drawings prepared for CITY and required to be furnished to CITY in connection with this Agreement shall become the property of CITY, and CITY may use all or any portion of the work submitted by CONTRACTOR and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

Section 16. Records and Inspections. CONTRACTOR shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of 2 years. City shall have access, without charge, during normal business hours to such records, and the right to examine and audit the same and to make copies and transcripts therefrom, and to inspect all program data, documents, proceedings and activities.

Section 17. Changes in the Scope of Work. The CITY shall have the right to order, in writing, changes in the scope of work or the services to be performed. Any changes in the scope of work requested by CONTRACTOR must be made in writing and approved by both parties.

Section 18. Notice. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth above, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section.

Section 19. Attorney's Fees. In the event that either party commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

Section 20. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and CONTRACTOR, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and CONTRACTOR.

Section 21. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 22. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 23. City Not Obligated to Third Parties. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 24. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

EXECUTED the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at Beverly Hills, California.

CITY OF BEVERLY HILLS  
A Municipal Corporation

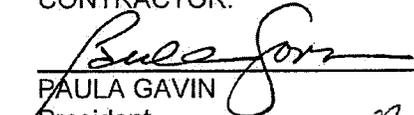
\_\_\_\_\_  
William W. Brien, MD  
Mayor of the City of  
Beverly Hills, California

ATTEST:

\_\_\_\_\_  
BYRON POPE  
City Clerk

(SEAL)

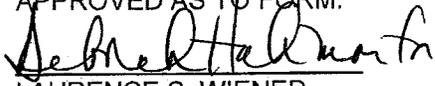
CONTRACTOR:

  
\_\_\_\_\_  
PAULA GAVIN  
President

  
\_\_\_\_\_  
ROBERTA HAHN  
Director of Operations

[Signatures continue]

APPROVED AS TO FORM:



LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

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JEFFREY KOLIN  
City Manager



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KARL KIRKMAN  
Risk Manager

## EXHIBIT A

### SCOPE OF WORK

CONTRACTOR shall perform the following services:

National Urban Fellows, Inc. will provide a 2013 Fellow to the City through the City Manager. The Fellow will complete an internship with the City of Beverly Hills beginning Monday, September 10<sup>th</sup>, 2012 and concluding Friday, May 24<sup>th</sup>, 2013. During the internship, the Fellow will be assigned and shall complete projects of significance and impact to the organization.

The City Manager will serve as the Fellow's Mentor and will document and evaluate the internship experience, the Fellow's performance, and technical and managerial competencies. The City Manager will meet with the Fellow at least once a month for review, planning, and evaluation and will provide advice and assistance in career planning and development.

The City's Management Analyst will serve as the Liaison and will coordinate the Fellow's orientation program, including introducing the Fellow to key contacts in the City departments. The Liaison will assist the Mentor with communicating expectations regarding assignments.

The Fellow will have a cubicle workspace in the Policy and Management Department that includes a desk, computer workstation, telephone, and file storage space. The Fellow will also be provided a cubicle workspace in various City departments depending on projects assigned. The Fellow will be provided a City email address and will have access to a fax and copy machine.

## EXHIBIT B

### SCHEDULE OF PAYMENT AND RATES

For the assignment of a National Urban Fellow, for the period of September 10<sup>th</sup>, 2012 through May 24<sup>th</sup>, 2013, the CITY shall compensate CONSULTANT a single payment not to exceed Sixty Five Thousand Dollars (\$65,000.00). This payment covers the Fellow's stipend, fees, books, health coverage, NUF program travel and moving expenses. The CITY shall also make a contribution to the National Urban Fellows Career Support System in a single payment not to exceed Five Thousand Dollars (\$5,000.00).

CONSULTANT shall submit an itemized statement to CITY for services as outlined in Exhibit A, which shall include documentation setting forth in detail a description of the services to be performed. CITY shall pay CONSULTANT the amount of such billing within thirty (30) days of receipt of same.

EXHIBIT C

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below :

NAMED INSURED

COMPANIES AFFORDING COVERAGE

ADDRESS

- A.
- B.
- C.

COMPANY (A.B.C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKER'S COMPENSATION					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE : \_\_\_\_\_ BY : \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Insurance Representative

AGENCY : \_\_\_\_\_ TITLE : \_\_\_\_\_  
 \_\_\_\_\_ Address : \_\_\_\_\_  
 \_\_\_\_\_

# **Attachment 2**

Fellow: TBD  
Mentor: JEFF KOLIN  
Site: CITY OF BEVERLY HILLS

## Class of 2013 Time Frame: 2012-2013 Work Plan

### **Project Name: Homeless and Panhandling**

Beverly Hills is an attractive venue for panhandlers who are not homeless. Many have found that the generosity of residents and visitors provides a lucrative, tax-free income. While some panhandlers depend on handouts to get by day-to-day, the majority do not. Whether someone is in dire need or a professional panhandler, we strongly recommend that all donations of money be made to non-profit organizations that can provide assistance more effectively. For the most critically ill, handouts provide just enough to keep an individual from accepting offers of meaningful assistance and far too many ultimately die on the street. For those who are in the business of panhandling, it attracts more panhandling.

**Project:** Work with the Human Services Division, stakeholders in the community including the business community; CVB and economic development regarding the experience of the tourism population; the faith-based; the City's CLASP homeless outreach program and BHPD, to research, evaluate, and implement outreach and education efforts.

### **Competencies & Skills:**

- Develop a knowledgebase of City departments, policies and procedures.
- Ability to prepare and deliver effective presentations.
- Ability to multi-task and communicate effectively both orally and in writing with staff, elected officials and members of the community.
- Project management skills and ability to manage multiple projects with deadlines.
- Collaborative and collegial style as a team leader with internal and external colleagues and stakeholders.
- 

**Mentor techniques & Fellow Activities:** Working directly with the Human Relations Commission and Community Services Human Services Outreach Manager coordinate, implement, analyze successful outreach and education efforts. The fellow would be responsible for assisting in preparing a strategic plan and implementing an outreach plan.

**Timeline:** Sept 2012 – April 2013 (10-15 Hours a week)

### **Project Name: Beverly Hills Homeland Security Strategic Plan –**

This project will work with the Director of Emergency Management, Fire and Police Chief, Information Technology and Public Works Director in establishing a Homeland Security Strategic Plan that encompasses the needs of all City Departments in a coordinated effort. The objective will be to research, draft a plan, identify and recommend a citywide approach to the completion of projects. Fellow will be responsible for identifying grant opportunities that best utilize staff time and City resources for optimal City preparedness and sustain existing capabilities. The Strategic Plan will follow the Federal, State, and County Homeland Security Strategic Plan.

Fellow: TBD  
Mentor: JEFF KOLIN  
Site: CITY OF BEVERLY HILLS

**Project:** Assist the Director of Emergency Management with creating a Homeland Security Strategic Plan for the City of Beverly Hills.

**Competencies & Skills:**

- Develop a knowledgebase of City departments, policies and procedures.
- Ability to research procedures, plans, best practices, and history.
- Ability to coordinate multi-departments into one singular effort.
- Ability to create a document that is easily understood and have it approved by City Policy makers.
- Ability to prepare and deliver effective presentations.
- Ability to multi-task and communicate effectively both orally and in writing with staff, elected officials and members of the community.
- Project management skills and ability to manage multiple projects with deadlines.
- Collaborative and collegial style as a team leader with internal and external colleagues and stakeholders.

**Mentor techniques & Fellow Activities:** Working directly with the Director of Emergency Management, Fire and Police Chief, Information Technology and Public Works Directors, and various staff to research local Homeland Security Strategic Plan's and develop a Homeland Security Strategic Plan.

**Timeline:** Sept 2012 – December 2012 (10-15 Hours a week)

**Project Name: 21<sup>st</sup> Century Classroom Technology.**

**Background:**

The Beverly Hills Unified School District (BHUSD) consists of four K-8 elementary schools, one 9-12 high school and an adult school. The K-12 enrollment is approximately 4702. Adult School enrollment is approximately 4,958.

The district is recognized nationally as a leader in education. Students have consistently scored far above national averages on standardized achievement tests. Each elementary school consists of a primary school (K-3), an intermediate school (4-5), and a middle school (6-8). Beverly Hills High School is organized around three houses, each one headed by an assistant principal who is assisted by two counselors. While academic subjects are stressed in the elementary schools and the high school, a broad and comprehensive educational program is offered. Average class size is 27 students.

The City of Beverly Hills is a strong supporter and partner of the school district. On February 17, 2009, the City and the District entered into an agreement under which the City provides information technology consulting services for the District using both City staff and consultants. Under this agreement The City delivers Systems Architecture, Administration and Design; and Network Administration Services, which were awarded under separate bid

**Project:** The district is interested in pursuing the smart digital classrooms district wide. The Fellow will research the current state-of-the-art of digital classrooms, conduct discovery on District's digital classroom program, and develop an argument that underscores the need for first focusing on the underlying IT infrastructure. The project will be completed with the documentation of the findings and a successful marketing presentation to the school district of the findings.

Fellow: TBD  
Mentor: JEFF KOLIN  
Site: CITY OF BEVERLY HILLS

**Competencies & Skills:**

- Ability to prepare and deliver effective presentations.
- Ability to multi-task and communicate effectively both orally and in writing with staff, elected officials and members of the community.
- Project management skills and ability to manage multiple projects with deadlines.
- Collaborative and collegial style as a team leader with internal and external colleagues and stakeholders.

**Mentor techniques & Fellow Activities:** Serve as a liaison between the City's IT Department and the Beverly Hills Unified School District IT Program. The primary activities will include research, documentation and presentation/marketing of findings to District officials.

**Timeline:** Sept 2012 – May 2013 (10-20 Hours a week)

**Project Name: *Health and Safety Outreach Initiatives***

This project will work in unison with all City Departments to increase the City's health, safety and preparedness of the community. The focus will be to coordinate the citywide effort to ensure the CERT and other safety programs will be successfully re-established and an ongoing volunteer program will be developed. This project will organize and manage the safety programs which will include conducting trainings, refreshers, and manage a new ongoing volunteer program.

**Project:** Assist the Director of Emergency Management in developing, administering, coordinating and supporting the reinstatement and ongoing maintenance of the CERT (Community Emergency Response Team), Neighborhood Watch, Fire Wise, and other community safety programs. This would include assisting in coordinating trainings, refreshers and managing the ongoing program including organizing the Neighborhood Blocks.

**Competency and Skills:**

- Project management skills and ability to work collaboratively with internal and external colleagues and stakeholders.
- Collaborative and collegial style as a team leader with internal and external colleagues and stakeholders.
- Ability to multi-task and communicate effectively both orally and in writing with staff, elected officials and members of the community.

**Mentor techniques & Fellow Activities:** Working directly with Director of Emergency Services and liaison to coordinate implementation efforts and provide updates to Health and Safety Commission on program.

**Timeline:** Sept 2012 – May 2013 (10-15 Hours a week)

Fellow: TBD  
Mentor: JEFF KOLIN  
Site: CITY OF BEVERLY HILLS

**Project Name: *Develop a knowledgebase of City departments, policies and procedures.***

A key component to understanding the way that local government works is to develop a clear knowledge of the various roles and responsibilities within the Policy and Management department.

**Project:** Although this is not a project that will provide a specific end product, the purpose of this project is to underline the importance of participating in various department meetings such as: Department Head meeting, Agenda Review meetings, City Council Meetings, Liaison/Ad Hoc meetings, etc. to become as familiar as possible with the various planning processes and projects that are taking place within the City Manager's office and that of Policy and Management. Observing various departments and meeting with department heads or senior staff to increase exposure and participation in all city and local government activities.

**Competencies & Skills:**

- Develop a knowledgebase of City departments, policies and procedures.
- Collaborative and collegial style as a team leader with internal and external colleagues and stakeholders.
- Ability to multi-task and communicate effectively both orally and in writing with staff, elected officials and members of the community.

**Mentor techniques & Fellow Activities:** Working directly with mentor, liaison and staff to observe and learn the various roles and responsibilities that take place in a city government.

**Timeline:** Sept 2012 – April 2013, Estimated weekly hours (5-10 Hours a week)

We have discussed the National Urban Fellows Mentorship as a developmental opportunity to improve and acquire competencies.

The skill, learning and competency goals for the period of the mentorship are included in this work plan. \_\_\_\_\_

**Mentor Name:** JEFF KOLIN \_\_\_\_\_ **Date:** September 10<sup>th</sup>, 2012  
\_\_\_\_\_

**Fellow Name:** \_\_\_\_\_ **Date:** September 10<sup>th</sup>, 2012

\_\_\_\_\_  
Reviewed and approved by Program Director **Date**