



Staff Report

TO: City Council
FROM: Julie Van Hook, Public Information Officer
DATE: October 15, 2024
SUBJECT: Participation in the Western Regional Council of Governments Fellowship Program

Description The purpose of this staff report is to seek approval from the City of Beaumont City Council for new involvement in the Western Riverside Council of Governments (WRCOG) Fellowship Program.

Background and Analysis:

The WRCOG Fellowship Program is designed to foster professional development and hands-on experience for undergraduate and graduate students interested in public administration and local government. The program is a partnership with WRCOG member jurisdictions to offer Fellows an opportunity to gain exposure to real-world governance and operational projects while supporting local agencies.

The program will support City staff by assigning a Fellow to assist the Communications Department in various tasks including the website redesign, social media strategy, and other outreach initiatives. Staff will work with WRCOG to ensure the Fellow is provided meaningful tasks and mentorship.

In the City's first year of participation, the City will be responsible for covering 100% of the Fellow's stipend, which totals \$20,000 for 20-30 hours per week, not to exceed 960 hours per fiscal year. However, in the second year, the City's contribution will decrease, with WRCOG covering 50% of the stipend. This means the City will only be responsible for \$10,000 in the second year, effectively splitting the cost between the City and WRCOG. The City will provide additional resources as necessary such as a workspace, in-house training, and supervision.

Fiscal Impact:

The cost to prepare this staff report was approximately \$120.

Should City Council approve the Fellowship Program, a budget adjustment of \$20,000 will be forthcoming in the First Quarter Budget Adjustment review in November.

Recommended Action:

Approve the City's participation in the WRCOG Fellowship Program for Fiscal Year 2024-25; and

Authorize the City Manager to execute the necessary agreement(s) pending legal review with non-substantive changes.

Attachments:

- A. Draft Contract Agreement for Participation in the WRCOG Fellowship Program.