



Administrative Report

H.16., File # 25-1285

Meeting Date: 9/16/2025

To: MAYOR AND CITY COUNCIL

From: LUKE SMUDE, ASSISTANT TO THE CITY MANAGER

TITLE

APPROVE AN AGREEMENT WITH CHOICE MEDIATION FOR AS-NEEDED DISPUTE RESOLUTION AND HEARING OFFICER SERVICES ON ADMINISTRATIVE MATTERS FOR THE CITY OF REDONDO BEACH FOR AN INITIAL TERM OF SEPTEMBER 17, 2025 THROUGH JUNE 30, 2026, WITH TWO ONE-YEAR RENEWAL OPTIONS, FOR A TOTAL COST NOT TO EXCEED \$52,000, INCLUDING THE RENEWALS

EXECUTIVE SUMMARY

The City of Redondo Beach continues to require professional dispute resolution and hearing officer services to support administrative matters across multiple City Departments. Staff recommends approval of a new agreement with Choice Mediation, a sole proprietorship operated by Coleen Berg, to provide these services on an as-needed basis. The initial term of the agreement will run from September 17, 2025 through June 30, 2026, with two automatic one-year renewal options. Compensation for the initial term shall not exceed \$15,000, and compensation for each renewal term shall not exceed \$18,500 per fiscal year, for a total not to exceed amount of \$52,000 over the full contract period.

BACKGROUND

Since June 2022, the City has contracted with Choice Mediation to provide dispute resolution and hearing officer services. Over the past three years, Choice Mediation has served the City well, demonstrating professionalism, responsiveness, and a strong understanding of the municipal processes. Their work has supported the Housing Authority, Police Department, and City Attorney's Office in resolving complex administrative matters that go beyond the City's ability to appropriately intervene.

Choice Mediation has also recently renewed similar agreements with the cities of Rancho Palos Verdes, Hermosa Beach, and Torrance, further affirming its reputation and regional expertise in public sector mediation.

Staff recommends the City Council approve the proposed Agreement with Choice Mediation, to allow staff from the Police Department, City Attorney's Office, and the Community Development Department to refer community members to Choice Mediation as-needed. There is no guaranteed minimum payment associated with the proposed Agreement, and Departments will only be responsible to pay for the services rendered.

COORDINATION

This City Manager's Office coordinated the preparation of this report with the City Attorney's Office, along with the Redondo Beach Police and the Community Development Departments.

FISCAL IMPACT

Funding for the agreement is available in the annual Operating Budgets for the Police Department, City Attorney's Office, and the Community Development Department.

| | <u>Year 1</u> | <u>Future Years</u> |
|--------------------------|----------------|---------------------|
| • Police Department | \$6,050 | \$7,500 |
| • City Attorney's Office | \$4,900 | \$6,000 |
| • Community Development | <u>\$4,050</u> | <u>\$5,000</u> |
| TOTAL | \$15,000 | \$18,500 |

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Choice Mediation