



Administrative Report

H.17., File # 22-4374

Meeting Date: 6/21/2022

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 IN AN AMOUNT NOT TO EXCEED \$36,000 AND A TERM ENDING JULY 31, 2023

EXECUTIVE SUMMARY

Since 2012, the City has contracted with an outside firm to provide optional alternative dispute resolution services for members of the Redondo Beach community. Until recently, the services were provided by Lance Widman, who passed away. In order to resume the services (which are delivered on an as needed basis), staff recommends the City Council approve an agreement with Choice Mediation for an amount not to exceed \$36,000 and a term ending July 31, 2023.

BACKGROUND

Since December of 2012, the City has contracted with the South Bay Center for Dispute Resolution to provide community-based dispute resolution services. The organization closed its doors following the passing of its founder, Lance G. Widman, in December of 2021.

The City has a continuing need for these services across multiple Departments and Divisions. Most pressing is the Housing Authority's immediate need for mediation and hearing officer services to oversee housing program termination proceedings and housing mediation cases for Section 8 program tenants and landlords.

Staff researched local providers with expertise in alternative dispute resolution and experience serving as a hearing officer across a wide range of administrative issues. Upon completing their outreach, staff found that Choice Mediation, a Sole Proprietorship owned and operated by Coleen Berg, which serves the neighboring cities of Rancho Palos Verdes and Torrance, is the best option to resume services in Redondo Beach.

Given the immediate need for services in the Housing Division, the City Attorney's Office, at the request of the Police Department and City Manager's Office, drafted a limited-term agreement with Choice Mediation that carries a not to exceed amount of \$36,000 and an expiration date of July 31, 2023. Despite not conducting a full competitive search, staff is confident in recommending approval of this Agreement based on local references and Choice Mediation's selection as the provider of choice by the City of Torrance, which recently conducted a full request for proposal process for these

services.

The not to exceed amount of \$36,000 represents an increase from the Agreement serviced by the South Bay Center for Dispute Resolution, but is consistent with rates for services being charged in other jurisdictions based on the City's projected utilization over the contract period. The City previously enjoyed below-market pricing from the South Bay Center for Dispute Resolution based on Mr. Widman's long-standing relationship with Redondo Beach.

COORDINATION

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

FISCAL IMPACT

Funds for the \$36,000 agreement are available in each of the following Department/Division FY 2022-23 budgets:

• Police Department	\$10,000
• Police Department (Animal Control)	\$10,000
• Police Department (Code Enforcement)	\$ 8,000
• City Attorney	\$ 6,000
• Community Services (Housing Authority)	<u>\$ 2,000</u>
TOTAL	\$36,000

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

Agmt - Choice Mediation