



## **Staff Report**

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### RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE PENINSULA CONFLICT RESOLUTION CENTER

Honorable Mayor and Council Members:

#### **Summary**

Peninsula Conflict Resolution Center (PCRC) is a non-profit agency that provides mediation, facilitation, training and community building services. Recently, the PCRC approached city staff with a proposal to renew their relationship with the City of Belmont. PCRC states that by providing their basic services to cities in San Mateo County, they reduce the burden on local resources in reducing violence and meeting cities needs for effective communication. Staff is recommending to review the agreement for professional services and to approve the agreement to renew this relationship with PCRC to provide their services to the citizens of Belmont.

#### **Background**

PCRC's mission is to promote collaboration and active engagement in the communities it serves by providing a professional, bilingual staff who supports 200 trained community mediators in San Mateo County. The City of Belmont previously contracted with PCRC from 1988 through 2004, but had to end that partnership due to budget constraints. On May 11, 2007 the City received a letter from Gemmie Jones, PCRC Chief Executive Officer, and a proposed contract for the City's consideration of renewing our partnership with them. The City Department Directors received a presentation on the contract on May 30, 2007 from Ms. Jones, and Jennifer Bullock, PCRC Associate Director. After the presentation from Ms. Jones and Ms. Bullock, staff evaluated their need for services from PCRC and met on June 15, 2007 to discuss the proposed contract.

#### **Discussion**

General consensus from staff was that most of the departments were familiar with the services of PCRC and some have referred citizens to use their services, referring on a monthly basis. Departments such as Community Development have suggested the use of PCRC to assist code enforcement for property owner/neighbor disputes, sometimes ranging from 6-30 times per year with varying degrees of situation complexity. Finance noted that most of the conflicts in their department are centered on tax payer/rate payer objections that they need to directly address and resolve, therefore the use of PCRC would most likely not be utilized in their area. Police

strongly suggested that there is a need for their mediation services in the community and that the PCRC provides this useful service effectively. Human Resources may consider using PCRC for training, as well as a resource for resolving internal employee disputes after attempts to mitigate through supervisors and/or HR intervention are unsuccessful. The City Attorney noted that he has used their services in the past and reports that they were very thorough and diligent.

Ms. Jones informed staff that the non-profit will launch an aggressive community outreach and public relations plan during the coming year which will emphasize their partnership with each contracting city. PCRC will be recruiting and training volunteers to serve as liaisons with police departments, businesses and community groups. Ms. Jones states that financial pressures felt by city staff extend to everyone in a city, where it often translates to an increase in tensions among residents, in schools and within families. By investing in their services, Ms. Jones notes PCRC saves the expense of city staff time addressing community conflicts alone by providing a neutral, third party resources.

Staff has reviewed the proposal from PCRC and has made recommendations to change from a flat fee blanket agreement to a fee for services agreement, which PCRC is agreeable to. This would allow the citizens of Belmont to use their services for free or at a discounted rate. The City would also be able to receive additional conflict resolutions services, ranging from training and conflict assessment to facilitation of community forums and planning sessions for committees, at a 10% discount off of their standard fee schedule. To assess the use of their services, PCRC will provide quarterly reports of cases involving the Belmont community.

### **General Plan/Vision Statement**

We get involved in town matters because we care about living here.

We connect with each other in all kinds of gathering places.

Our strong sense of community and enjoyment of the town's assets and activities deepen as we become better informed and connected.

### **Fiscal Impact**

The fiscal impact for FY 08 would be a retainer of \$2,500. In addition, a balance of up to \$10,000 would be available to be used on a case by case basis during the fiscal year. It is estimated that the City would have 20 cases per year at an average of \$500 per case. The total fiscal impact would not exceed \$12,500.

### **Public Contact**

Posting of City Council Agenda.

### **Recommendation**

It is recommended that the City Council authorize the City Manager to enter into a professional services agreement with PCRC to provide services as outlined in Exhibit A of the agreement for an amount not to exceed \$12,500.

**Alternatives**

1. Take No Action
2. Refer back to staff for further information
3. Deny approval

**Attachments**

- A. Resolution
- B. Agreement for Professional Services
- C. PCRC info sheet - Promoting positive collaboration and active engagement through...
- D. PCRC Empowering People brochure

Respectfully submitted,

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Maria Saguisag-Sid  
Acting Assistant to the City Manager

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Jack R. Crist  
City Manager

**Staff Contact:**

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**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR  
PROFESSIONAL SERVICES WITH PENINSULA CONFLICT RESOLUTION  
CENTER FOR AN AMOUNT NOT TO EXCEED \$12,500**

**WHEREAS**, the City of Belmont previously maintained a partnership with the Peninsula Conflict Resolution Center from 1988 through 2004; and,

**WHEREAS**, the previous partnership was discontinued due to budget constraints, and,

**WHEREAS**, the City Manager and Department Directors has met with the current staff of the Peninsula Conflict Resolution Center and has determined that it would benefit the citizens of Belmont to renew their partnership, and

**WHEREAS**, the cost for Peninsula Conflict Resolution Center to provide mediation, facilitation, training and community building services to the citizens of Belmont for an amount not to exceed \$12,500.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont authorizes the City Manager to enter into a professional services agreement with Peninsula Conflict Resolution Center to provide mediation, facilitation, training and community building services for an amount not to exceed \$12,500

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on November 13, 2007 by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

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MAYOR of the City of Belmont