



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: June 13, 2017

DATE: ~~Wednesday, May 31, 2017~~ Friday, May 26, 2017

TO: Board of County Commissioners

FROM: Dexter Thomas, Justice Court Administrator  
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THROUGH: Melanie Lever, C.P.M., Purchasing & Contracts Manager,  
Comptroller's Office  
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SUBJECT: Recommendation to approve the Professional Services Agreement for a Neighborhood Justice Center and Mandatory Mediation Program to Neighborhood Mediation Center, 200 Ridge Street, Suite 230, Reno, NV 89501 in the estimated annual amount of [\$134,750] and authorize the Purchasing and Contracts Manager to execute the agreement for Professional Services for the initial term of July 1, 2017 through June 30, 2018 with two (2) one-year renewal options. (All Commission Districts)

### SUMMARY

Recommendation to approve the Professional Services Agreement for a Neighborhood Justice Center and Mandatory Mediation Program to Neighborhood Mediation Center, 200 Ridge Street, Suite 230, Reno, NV 89501 in the estimated annual amount of [\$134,750] and authorize the Purchasing and Contracts Manager to execute the agreement for Professional Services for the initial term of July 1, 2017 through June 30, 2018 with two (2) one-year renewal options.

Washoe County Strategic Objective supported by this item: Safe, Secure and Healthy Communities

### PREVIOUS ACTION

On May 13, 2014 the Board awarded RFP 2892-14 for a Neighborhood Justice Center to the Neighborhood Mediation Center for a one year term with two (2) one year renewal options.

AGENDA ITEM # 5.E.

On May 24, 2011, the Board awarded RFP 2782-11 for a Neighborhood Justice Center to the Neighborhood Mediation Center for a one year term with two (2) one year renewal options.

On May 27, 2008, the Board awarded RFP 2649-08 for a Neighborhood Justice Center to the Neighborhood Mediation Center for a one year term with two (2) one year renewal options.

### **BACKGROUND**

In July of 1997, NRS 244.1607 was amended to require County's whose population exceeds 100,000 or more to establish a Neighborhood Justice Center to provide a forum for the impartial mediation of minor disputes including, but not limited to, disputes between landlord and tenant, neighbors, family members, local businesses and their customers, hospitals and their patients, and government agencies and their clients, except where prohibited by federal law.

In addition, the Neighborhood Justice Center must provide efficient and effective collaboration with the appropriate public or private agency to assist in the resolution of the particular dispute, including referrals to the justices of the peace, municipal courts, lawyer referral systems, legal aid services, district attorney, city attorneys, district courts, mental health services, other alternative methods of resolving disputes and other governmental and private services. The referral and mediation services of the Neighborhood Justice Center are to be provided free of charge to the clients. The Neighborhood Justice Center may only charge a fee for services that are provided relating to the resolution of complex cases, and for training provided by the Center.

Although Request for Proposals have been issued previously for the Neighborhood Justice Center, the proposed contractor has been the single respondent and there are no other known non-profit or for-profit mediation organizations capable of providing the required services in the region.

The recommended contractor, the Neighborhood Mediation Center, Inc., 200 Ridge Street, Suite 230, Reno NV 89501 has operated the Neighborhood Justice Center program for the past eighteen years and have the necessary experience, personnel, equipment, and office space to continue providing mediation services to the public as required by law. In addition, the Neighborhood Mediation Center was contracted in FY17 for 1000 hours of effort in support of the Mandatory Mediation Program, providing an exceptional value in quickly resolving a significant number of small claims cases.

### **FISCAL IMPACT**

In 1997, Nevada legislation allowed court filing fees to fund the community mediation program in Washoe County. The County is obligated to provide no other funding than the pass-thru of the \$5.00 court filing fees collected for the sole purpose of funding the mediation program. Funding for the community mediation program is passed through the County's Administrative Assessment Fund (cost center 270710, general ledger account 710400). If necessary, additional funding may be provided from Reno Justice Court Collections Fee (IO20433 general ledger 710400 - payments to other agencies) for Mandatory Mediation services. There is no general fund obligation on Washoe County.

**RECOMMENDATION**

It is recommended that the Board approve the Professional Services Agreement for a Neighborhood Justice Center and Mandatory Mediation Program to Neighborhood Mediation Center, 200 Ridge Street, Suite 230, Reno, NV 89501 in the estimated annual amount of [\$134,750] and authorize the Purchasing and Contracts Manager to execute the agreement for Professional Services for the initial term of July 1, 2017 through June 30, 2018 with two (2) one-year renewal options.

**POSSIBLE MOTION**

Should the Board agree with Staff's recommendation, a possible motion would be "move to approve the Professional Services Agreement for a Neighborhood Justice Center and Mandatory Mediation Program to Neighborhood Mediation Center, 200 Ridge Street, Suite 230, Reno, NV 89501 in the estimated annual amount of [\$134,750] and authorize the Purchasing and Contracts Manager to execute the agreement for Professional Services for the initial term of July 1, 2017 through June 30, 2018 with two (2) one-year renewal options".