

Agenda Report

July 18, 2016

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: AUTHORIZATION TO INCREASE PURCHASE ORDER NO 1162480 WITH NORMAN A. TRAUB & ASSOCIATES BY \$40,000 FOR A TOTAL AMOUNT NOT TO EXCEED \$114,999 FOR INTERNAL ADMINISTRATIVE INVESTIGATIONS, AS NEEDED

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061 (b) (3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to increase purchase order 1162480 with Norman A. Traub & Associates by \$40,000 for internal administrative investigations for a new not to exceed amount of \$114,999. Competitive bidding is not required pursuant to City Charter Section 1002(F) contracts for professional or unique services; and
3. To the extent this could be considered a separate transaction subject to competitive selection, grant the proposed action an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

Norman A. Traub & Associates provides the City with qualified private investigators and attorney investigators to conduct internal administrative investigations on an as-needed basis for Human Resources relative to discrimination complaints under Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and the City's internal policies as well as disciplinary investigations of possible employee misconduct. While Human Resources has internal staff that generally handle internal administrative investigations, Human Resources contracts out investigations in instances when there is a conflict of interest, when greater expertise is required, or when workload exceeds

the capacity of City staff. Occasionally, the City Attorney's Office utilizes the same purchase order when internal administrative investigations are coordinated by that office due to any conflict of interest with Human Resources conducting the investigation. The current purchase order is for \$74,999.

In FY2016, the City Attorney's Office hired an attorney investigator through Norman A. Traub & Associates to conduct an internal investigation and submitted invoices to Human Resources to be paid under the above-referenced purchase order totaling approximately \$40,000. This unanticipated cost caused the purchase order to be exceeded by approximately \$18,600. Going forward, in cases where the City Attorney's Office is managing outside investigations, coordination between that office and Human Resources will be enhanced to ensure services do not exceed purchase order dollar limits. This proposed action would authorize the City Manager to authorize payment of the overage and provide sufficient funding of the purchase order to pay for any remaining invoices from pending investigations from Norman A. Traub & Associates wherein work was performed in FY2016.

COUNCIL POLICY CONSIDERATION:

This action supports City Council's strategic goal to maintain fiscal responsibility and stability.

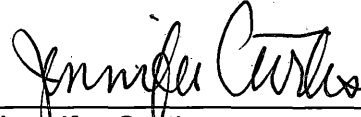
ENVIRONMENTAL ANALYSIS

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the General Rule that CEQA only applies to projects that may have an effect on the environment.

FISCAL IMPACT:

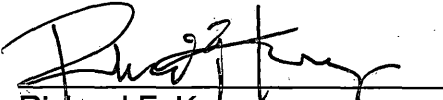
The cost of this action is \$40,000. Costs for services performed in FY2016 will be charged to FY2016 prior to its close. No additional budget appropriation is required.

Respectfully submitted,



Jennifer Curtis
Director of Human Resources

Prepared by:



Richard F. Kuhz
Human Resources Manager

Approved by:



Steve Mermell
City Manager