

Agenda Report

February 27, 2017

TO: Honorable Mayor and City Council
FROM: HUMAN RESOURCES DEPARTMENT
SUBJECT: AUTHORIZE INCREASE TO PURCHASE ORDER CONTRACT WITH NORMAN TRAUB AND ASSOCIATES BY \$85,000 FOR A TOTAL AMOUNT NOT-TO-EXCEED \$159,999 FOR INVESTIGATIVE SERVICES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Authorize an increase to purchase order contract 1170889 with Norman Traub and Associates by \$85,000, for a new amount not to exceed \$159,999 for investigative services. Competitive bidding is not required pursuant to City Charter Section 1002 (F) contracts for professional or unique services.
3. To the extent this transaction could be considered a separate procurement subject to competitive selection, grant the proposed action an exemption from the Competitive Selection process set forth in the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's Best interests are served.

BACKGROUND:

On September 13, 2016, a purchase order was issued to Norman Traub and Associates in an amount not to exceed \$24,999 for professional services to assist with the Human Resources Department's employee relations investigations caseload. In October 2016, the City Manager authorized an increase of \$50,000 for a revised amount of \$74,999 due to staff turnover and position vacancies in the Employee Relations Division, coupled with an increase in new administrative investigations. Approval for the increase was based on an exemption from the competitive bidding process for contracts for professional or unique services and an exemption from competitive selection in

accordance with Pasadena Municipal Code Section 4.08.049 (B), contracts for which the City's Best interests are served.

As a result of an increase in the need for outside investigators, eighty-five percent of the \$74,999 purchase order has been depleted to date. The Human Resources Department requests authorization to increase the purchase order contract with Norman Traub and Associates by \$85,000 for a total not-to-exceed amount of \$159,999.

The amount of \$85,000 has been transferred from the Employee Relations personnel budget to the contracts and services budget. These funds are salary savings resulting from staff vacancies.


ENVIRONMENTAL ANALYSIS:

The payment of expenses related to professional investigation is exempt from CEQA per section 15061 (b)(3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action will not result in any new development or physical changes as they are required annual filings of information and reporting only.

FISCAL IMPACT:

There is no fiscal impact to the City as a result of this action as resources are available using currently budgeted funds in the General Fund (10117005-811400).

Respectfully submitted,



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Human Resources

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Approved by:



STEVE MERMELL
City Manager