



Agenda Report

February 22, 2021

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 31563 WITH BATZA AND ASSOCIATES TO PROVIDE PERSONNEL RELATED INVESTIGATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$99,999

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Authorize the City Manager to increase Contract No. 31563 with Batza and Associates by \$25,000 for a revised not to exceed amount of \$99,999 to continue to provide personnel-related investigative services; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The Employee Relations Division of the Human Resources Department conducts administrative investigations into allegations of workplace misconduct utilizing a combination of Human Resources staff and external investigators. Human Resources Employee Relations staff conduct investigations into a wide variety of personnel complaints and provide support to City Departments on other personnel-related matters. Human Resources uses the services of outside investigators to conduct certain sensitive or complex investigations and during periods where service demands exceed available internal resources.

Following the completion of a competitive selection process in September 2019, Human Resources entered into a service contract in the amount of \$74,999 with Batza and Associates, an investigative services firm. To date, approximately \$73,000 has been expended, and it is anticipated that the contract limit will be exceeded prior to the completion of work presently in progress. As a result, the Department is requesting an

increase in the amount of \$25,000. This increase will allow Batza and Associates to complete ongoing work and to continue to provide services until a new contract is established following the completion of a competitive selection process, which is currently in progress.

COUNCIL POLICY CONSIDERATION:

The proposed contract with Batza and Associates is consistent with the City Council's Strategic Planning Goal to maintain fiscal responsibility by promptly investigating allegations of misconduct in order to mitigate the City's exposure to employment related liability.

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the common sense exemption (formerly the "general rule") that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

FISCAL IMPACT:

The total cost of this action will not exceed \$25,000. Funding for this action will be addressed by the existing budgeted appropriations in the Human Resources Department's FY 21 operating budget.

Respectfully submitted,



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Approved by:



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City Manager