

**City of Culver City, California  
Agenda Item Report**

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| Meeting Date: 03/22/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Item Number: <u>C-3</u>                                                |                                                  |
| <b>CITY COUNCIL AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with RJN Investigations, Inc., to Provide Investigative Services in Confidential Personnel Matters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                        |                                                  |
| Contact Person/Dept.: Serena Wright                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Phone Number: 310-253-5640                                             |                                                  |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | General Fund: Yes <input type="checkbox"/> No <input type="checkbox"/> |                                                  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Action Item: <input type="checkbox"/>                                  | Attachments: <input checked="" type="checkbox"/> |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Dates:                                                                 |                                                  |
| Public Notification: (E-Mail) Meetings and Agendas – City Council (03/17/10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                        |                                                  |
| Department Approval:<br>Serena Wright (03/08/10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (03/17/10)       |                                                  |
| Chief Financial Officer Approval:<br>Mark Scott (by M. Noller) (03/17/10)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | City Manager Approval:<br>Mark Scott (03/17/10)                        |                                                  |
| <br><b><u>RECOMMENDATION:</u></b><br><br>Staff recommends that the City Council approve an amendment to an existing professional services agreement with RJN Investigations, Inc., (RJN) to continue providing investigative services in confidential personnel matters.<br><br><b><u>BACKGROUND / DISCUSSION:</u></b><br><br>RJN is an investigative firm providing an array of professional services to government entities, insurance carriers, third party administrators, municipalities, self insured entities, and Fortune 500 corporations nationwide.<br><br>In certain situations, the Human Resources Department believes that it is appropriate to outsource this function for various reasons, including operational efficiency, complexity of an issue, or because they offer services that Human Resources does not provide.<br><br>In October 2006, the City Manager approved a professional services agreement with RJN in the amount of \$3,500. In January 2009, an amendment was approved in the amount of \$6,500, for a total amount of \$10,000. The Human Resources Department anticipates the need to continue this trusted partnership and secure professional investigative services for confidential personnel matters. Therefore staff |  |                                                                        |                                                  |

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is recommending approval of a contract amendment with RJN in the amount of \$10,000, for a cumulative total not to exceed \$20,000.

**FISCAL ANALYSIS:**

Sufficient funds are available in the adopted Human Resources budget for FY 2009-2010.

**ATTACHMENTS:**

1. RJN Proposal

**MOTION:**

That the City Council:

1. Approve an amendment to the existing professional services agreement with RJN Investigations, Inc., to continue providing investigative services to the City of Culver City, effective March 22, 2010, in an amount not-to-exceed \$10,000; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.