



# City of Huntington Beach

File #: 22-900

MEETING DATE: 11/1/2022

## REQUEST FOR CITY COUNCIL ACTION

**SUBMITTED TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Al Zelinka, City Manager

**VIA:** Eric Parra, Chief of Police

**PREPARED BY:** Ingrid Ono, Administrative Assistant

**Subject:**

**Approve and authorize execution of Amendment No. 2 to add additional compensation to the Agreement between Norman A. Traub & Associates, LLC and the City of Huntington Beach for background services for the Huntington Beach Police Department (HBPD)**

**Statement of Issue:**

City Council approval is requested to pay Norman A. Traub & Associates LLC, an additional sum not to exceed fifty thousand dollars (\$50,000.00) to perform background services/investigations for hiring personnel for the HBPD.

**Financial Impact:**

This Amendment No. 2 in the amount of \$50,000 shall be added to the original contract sum of \$81,000, for a new contract amount not to exceed \$131,000. There is sufficient funding to cover this expense within the current Police Department budget.

**Recommended Action:**

Approve and authorize the Mayor and City Clerk to execute "Amendment No. 2 to Agreement Between the City of Huntington Beach and Norman A. Traub & Associates LLC for Background Services" to provide additional funding for the background services required to hire qualified candidates for the HBPD.

**Alternative Action(s):**

Do not approve, and direct staff accordingly.

**Analysis:**

In November of 2020 the City entered into a three year agreement not to exceed \$50,000 with Norman A. Traub & Associates LLC, for consulting services including background/investigative

services. Due to the need for these services, Amendment No. 1 provided additional funding in the amount of \$31,000. Amendment No. 2 is proposed for an additional \$50,000 for a contract amount not to exceed \$131,000.

Hiring and retention of personnel has become increasingly challenging for law enforcement agencies nationwide. In order to keep pace with attrition and the demands of police work, additional background services are needed to process essential personnel into our workforce. We have experienced success in past years in utilizing contractor Norman A. Traub & Associates and wish to amend their current contract to provide additional services through the current contract period, ending November 2023.

**Environmental Status:**

Not applicable.

**Strategic Plan Goal:**

Financial Sustainability, Public Safety or Other

**Attachment(s):**

1. Professional Services Contract
2. Amendment No. 1
3. Amendment No. 2
4. Certificate of Insurance
5. Professional Service Approval Form-Amendment No. 2