



# Administrative Report

---

H.11., File # 24-1591

Meeting Date: 10/1/2024

---

**To:** MAYOR AND CITY COUNCIL

**From:** DIANE STRICKFADEN, DIRECTOR OF HUMAN RESOURCES

## **TITLE**

APPROVE AN ENGAGEMENT LETTER WITH THE JL GROUP, LLC TO CONDUCT INDEPENDENT WORKPLACE INVESTIGATIONS ON AN AS-NEEDED BASIS FOR A TERM OF ONE YEAR

## **EXECUTIVE SUMMARY**

The City of Redondo Beach is committed to ensuring its employees are safe, engaged, and supported in a positive work environment that is free of discrimination, harassment, retaliation, and workplace misconduct. Accordingly, the City has occasional need to engage a neutral and independent outside investigator to conduct impartial fact-finding investigations into allegations of workplace misconduct.

JL Group LLC, is well respected in this profession and has capacity to conduct investigations for the City of Redondo Beach. To that end, the City is recommending approval of an engagement letter to retain the services of JL Group LLC to perform occasional workplace investigations in response to complaints of discrimination, harassment, retaliation, or workplace misconduct, on an as needed basis.

## **BACKGROUND**

State law requires adherence to investigative protocols that are built on the principles of objective and impartial fact-finding. While many workplace investigations are conducted internally, in some cases it is necessary and more appropriate to have an external investigator perform the task. The JL Group, LLC specializes in public entity and public safety investigations and has extensive experience investigating a wide range of matters including allegations regarding harassment/discrimination/retaliation, internal affairs, and investigations involving high ranking officials. Their scope of work may include review of relevant documentation, including, but not limited to, personal and business records, conducting fact-finding interviews with appropriate employees, drafting comprehensive investigation reports, and analysis of City policy as it relates to the findings of fact.

To perform such investigations, JL Group will offer a \$250 per hour rate for a private investigator, plus associated expenses. The term of the engagement will be for one year.

## **COORDINATION**

The Engagement Letter was coordinated with the Human Resources Department and the City

Attorney's Office.

**FISCAL IMPACT**

JL's services would be provided at a cost of \$250 per hour. The number of hours per assignment would vary according to the complexity of the investigation, typically 80-120 hours each. It is anticipated that JL would be assigned one to two investigations over the course of the year. Funding for the services is included as a part of the Human Resources Department's FY 2024-25 budget.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Engagement Letter - JL Group LLC
- Insurance - JL Group LLC