



Administrative Report

H.13., File # 25-1287

Meeting Date: 9/16/2025

To: MAYOR AND CITY COUNCIL

From: DIANE STRICKFADEN, DIRECTOR OF HUMAN RESOURCES

TITLE

APPROVE AN AMENDMENT TO THE LETTER OF ENGAGEMENT BETWEEN THE CITY OF REDONDO BEACH AND JL GROUP, LLC TO CONDUCT INDEPENDENT WORKPLACE INVESTIGATIONS ON AN AS-NEEDED BASIS

EXECUTIVE SUMMARY

The City of Redondo Beach remains 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. Occasionally, the City has need to engage a neutral and independent outside investigator to conduct impartial fact-finding investigations into allegations of workplace misconduct. In October 2024, the City retained JL Group, LLC for a one-year term to perform workplace investigations in response to complaints of discrimination, harassment, retaliation, or workplace misconduct on an as-needed basis. During this timeframe, JL Group, LLC has conducted three investigations for the City and has performed extremely well, providing timely and professional services and reports. The Agreement is set to expire on October 2, 2025, and staff recommends that Council approve an amendment to extend the Agreement until terminated. The agreement provides for termination by either party with 30-days' notice. This will ensure staff has access to these services on an on-going as needed basis. The rate structure, and all other terms of the agreement would remain the same.

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 specializes in public entity investigations, including public safety, and has extensive experience investigating a wide range of matters including allegations of 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 or business records, conducting fact finding interviews with appropriate employees, drafting comprehensive investigative reports, and analysis of City policy as it relates to fact findings.

To perform investigations, JL Group, LLC will continue to charge a rate of \$250 per hour, plus associated expenses.

COORDINATION

The Engagement Letter and Amendment was coordinated with the Human Resources Department and the City Attorney's Office.

FISCAL IMPACT

The number of hours per assignment may vary due to the complexity of the investigation, but typically run between 30 and 100 hours for each investigation. It is anticipated that JL Group, LLC will be assigned approximately two-to-three investigations per year. Funding for these services is included as part of the Human Resources Department Fiscal Year 2025-2026 Operating Budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- First Amendment to Letter of Engagement