



# City of Rialto

## Legislation Text

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**File #:** CC-19-932, **Version:** 1

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For City Council Meeting [October 08, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Administrator

FROM: Mark P. Kling, Chief of Police

Request City Council to Approve an Increase of \$15,000 to the Annual Purchase Order with Code 4 Investigations Services (Thomas E. Gibby) for police employee background services through June 2020.

### **BACKGROUND**

The Police Department currently uses Code 4 Investigation Services as one of its investigative firms who conducts background investigations on newly hired police department personnel. Due to an increase in hiring of vacant positions department investigators have worked an increased amount of background investigations.

### **ANALYSIS/DISCUSSION**

For fiscal year 2019-2020, the Rialto Police Department issued Purchase Order No. 2020-0133 in the amount of \$15,000 to Code 4 Investigations (Thomas E. Gibby). Due to an increase in hiring to fill vacant department positions, Code 4 Investigations has exceeded the purchase order amount; thus, an increase to the purchase order in the amount of \$15,000 is required for services through the remainder of fiscal year 2019-2020. The department may seek additional vendors for background investigation services for the near future, but that decision is dependent on employee recruitment.

### **ENVIRONMENTAL IMPACT**

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental Quality Act (CEQA). A "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and excludes the following:

- 1) Continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making
- 2) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **GENERAL PLAN CONSISTENCY**

The City of Rialto has outlined key goals and objects relating to public safety. The increase of the Purchase Order for laboratory services is in consistent with meeting these objectives.

**Goal 5-8: Provide effective and comprehensive policing services that meet the safety needs of Rialto.**

**LEGAL REVIEW**

The City Attorney has reviewed and approved this staff report

**FINANCIAL IMPACT**

**Operating Budget Impact**

Funding in the amount of \$15,000 is available in the Training/Scheduling Unit Contract Services Account No. 010-500-6285-2011 for the purchase order increase for background services from Code 4 Investigations (Thomas E. Gibby) for the remainder of fiscal year 2019-2020.

Per Rialto Municipal Code Section: 2.48.145 a vendor disclosure form is attached.

**Capital Improvement Budget Impact**

This report does not impact the Capital Improvement Budget.

**Licensing**

The Rialto Police Department will be using background services of Code 4 Investigations (Thomas E. Gibby), located in the Corona, California. A business license is not needed from this vendor because the services are performed outside the City of Rialto.

**RECOMMENDATION**

Staff recommends that the City Council approve an increase to Purchase Order Number 2020-0133 from \$15,000 to \$30,000 with Code 4 Investigations (Thomas E. Gibby) to cover the costs associated with background investigations for newly hired personnel.