

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: PAUL LOWENTHAL, DIVISION CHIEF FIRE MARSHAL, FIRE
DEPARTMENT
SUBJECT: AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT
NUMBER F002714A WITH PENA INVESTIGATIONS FOR PRE-
EMPLOYMENT BACKGROUND CHECK SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

The Fire Department recommends that the Council, by resolution, approve a Second Amendment to Professional Service Agreement Number F002714A with Pena Investigations, Windsor, California for pre-employment background check services in an amount of \$125,000, for a total amount not to exceed \$224,000 and authorize the City Manager to make non-substantive changes to the Amendment, subject to approval as to form by the City Attorney, and execute the Amendment. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

This item will approve a Second Amendment to a Professional Services Agreement with Pena Investigations to provide continued background check services for pre-employment screening for the Fire Department.

GOAL

This item relates to Council core service as Firefighters must complete a comprehensive background check as part of pre-employment screening and Firefighters provide a core service to the City.

BACKGROUND/PRIOR COUNCIL REVIEW

Not applicable.

ANALYSIS

The Fire Department submitted a request for bid to vendors providing background check services and Pena Investigations was awarded the contract in 2023. The services provided by Pena Investigations have been excellent, efficient and fiscally responsible.

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The Fire Department desires to continue services with Pena Investigations.

FISCAL IMPACT

This item has no impact on FY 2025-2026 budget, current budgets within the Fire Department will meet the requirement for appropriations as previously approved by Council. Upcoming budget adoptions in the years FY 2026-27 through FY 2027-28 will include this expense going forward.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A – Second Amendment to Professional Services Agreement Number F002714A

PRESENTER(S)

Michael McCallum, Deputy Fire Chief