



City of Rialto

Legislation Text

File #: 18-751, **Version:** 1

For City Council Meeting [August 14, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad R. Ansari, Interim City Administrator

FROM: Lucy M. Garcia, Director of Human Resources & Risk Management

Request City Council to Approve the Contract with The Counseling Team International in an Amount Not To Exceed \$29,800.

(ACTION)

BACKGROUND:

The City of Rialto uses the services of The Counseling Team International to provide essential short-term professional counseling services for City employees, and to conduct pre-employment psychological examinations for sworn and non-sworn applicants of the Police and Fire Department.

ANALYSIS/DISCUSSION:

The Counseling Team International provides short-term professional counseling to the employees and their eligible family members living in the home; supervisor referrals/consultations regarding problems employees face and/or any aspect of the employee support services; follow-up session for employees involved in critical incidents; and attendance at one health/benefit fair per year. The Counseling Team International track the number of hours not the number of people who make appointments. During the past three fiscal years, a total of 635 appointment hours have been attended by employees and eligible family members: fiscal year 2016 had 195 hours; fiscal year 2017 had 215 hours and fiscal year 2018 had 223 hours. All benefits and services above are budgeted within the Human Resources Department and will not exceed \$16,000 for the period July 1, 2018 through June 30, 2019, at a rate of \$1,400 per month.

The Counseling Team International also provides 24-hour on call critical incident stress management services at a rate of \$200 per hour (costs will not be incurred unless services are provided). Rialto Police Department has budgeted \$5,000 and Rialto Fire Department has budgeted \$2,000 to ensure critical incident services will be available at any time it may be needed for the period July 1, 2018 through June 30, 2019.

In addition, The Counseling Team International provides pre-employment psychological examinations for sworn and non-sworn applicants of the Police and Fire Department at a cost of \$300 per applicant (costs will not be incurred unless services are provided). Human Resources has budgeted \$6,000 for psychological testing for the period July 1, 2018 through June 30, 2019.

Per Rialto Municipal Code Section 2.48.410 due to the nature of professional services, the competitive bidding procedures and requirements of this chapter shall not be required for the

retention of such services; provided, however, that the City department primarily responsible for the project for which professional services are required shall, if the City Council has directed, request a formal or informal written proposal from not less than three available and qualified consultants.

There has been no increase to costs for services for the fiscal year 2019. The scope of services are outlined in Exhibit "A".

Staff is recommending City Council approve the contract with The Counseling Team International for an amount not to exceed \$29,800.

ENVIRONMENTAL IMPACT:

The proposed action does not meet the definition of a project as defined by Section 15378 California Environmental 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 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 action, general policy and procedure making.
2. Organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsible manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

The City Attorney has reviewed and approved this staff report and contract with The Counseling Team International.

FINANCIAL IMPACT:

Operating Budget Impact

Funding is available and budgeted in Human Resources, Account No. 010-500-1250-2011 in the amount of \$16,800 for short-term professional counseling; Human Resources, Account No. 010-500-1252-2021 in the amount of \$6,000 for psychological testing of pre-hires; Police Department, Account No. 010-500-6150-2011 in the amount of \$5,000 for critical incident response; and Fire Department, Account No. 010-500-5174-2021 in the amount of \$2,000 for critical incident response.

Capital Improvement Budget Impact

There is no Capital Improvement Budget impact.

Licensing

Payment of a Business License tax at the Professional Service rate in the amount of \$25.00 will be paid upon approval of the contract.

RECOMMENDATION:

Staff recommends that the City Council approve the contract with The Counseling Team International in an amount not to exceed \$29,800.