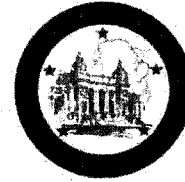


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.19
(ID # 6166)

MEETING DATE:

Tuesday, February 6, 2018

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES AND ECONOMIC DEVELOPMENT AGENCY: In-Principle approval for lease of new office space for the Employee Assistance Services Offices in Riverside, District - 2. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize in-principle, the Real Estate Division of the Economic Development Agency (EDA) to seek office space of approximately 3,000 to 3,500 square feet for the relocation of Employee Assistance Services' Riverside location.

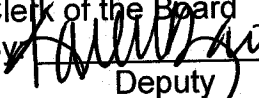
ACTION: Policy


Michael Stock, Assistant CEO/ Director of Human Resources 1/29/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: HR, EDA

Kesia Harper-Ihem
Clerk of the Board
By 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

3

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 17/18, 18/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Employee Assistance Services (EAS) provides essential consultation, counseling, and educational services to all Riverside County employees including their family members. This includes services to all departments, managers, and supervisors. Services are provided free of charge. Services include consultation, short term- brief counseling, Critical Incident Stress Debriefings, education/presentations (via webinar and in person), crisis support, and mediation services. The services enhance employee work engagement and overall well-being.

The current location, 3600 Lime Street #314, has been sold. Due to the sale, EAS has been forced to find new leased space in the downtown area. The existing lease expires in December 2018.

Services need to be provided in a private, confidential environment in order for clients to feel comfortable utilizing the services. Therefore, it is essential that the EAS office not be located in or near any county facility. The location should be in a similar location to the existing building making it easily assessable to downtown County employees and managers. Ease of parking is another strong consideration.

Technology is essential to EAS' services as more tele-counseling/coaching is offered. It is important that band width, Wi-Fi, and general technology associated with video conferencing be up to speed. Having a large conference room for meetings as well as our technology to conduct webinars is important as well. Due to the nature of the confidential work we do, having separate offices for clinicians is necessary. Due to these space requirements the configuration of the space is important, protecting the identities of those that we serve.

The facility will need approximately 3,000 to 3,500 square feet of space to support the relocation aforementioned location. The noted square footage would also accommodate approximately twelve (12) licensed therapists and psychologists, paraprofessional, and administrative staff.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Impact on Residents and Businesses

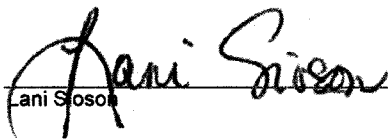
This project will have no direct impact on the residents and businesses of Riverside County.

Additional Fiscal Information

No county general funds will be required. This facility will be wholly (100%) funded by the Employee Assistance Services departmental budget.

ATTACHMENT:

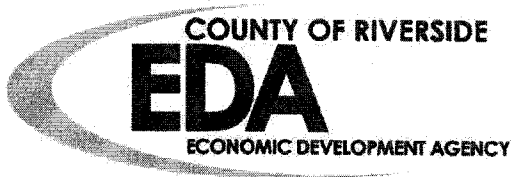
- A. Endorsement of EDA


Lani Sison

1/31/2018


Gregory V. Priamos, Director County Counsel

1/31/2018



ENDORSEMENT

Human Resources - Employee Assistance Services Leased Space in Downtown Riverside

The Economic Development Agency (EDA) concurs with this request from the County of Riverside, Human Resources (HR) - Employee Assistance Services (EAS) that approximately 3,000-3,500 square feet of leased office space in Downtown Riverside is necessary for their services. The HR-EAS services cannot collocate with any other County departments, therefore, no County owned space available will meet this requirement. The request meets County space Standards.

The information listed below summarizes the requirements provided by the County of Riverside, HR-EAS.

Lead Time:	Six – Nine Months
Square Footage:	Approximately 3,000-3,500 Square Feet
Term:	Five – Seven Years
Utilities:	Provided by Landlord
Custodial:	Provided by Landlord
Maintenance:	Provided by Landlord
Tenant Improvements:	Cost to be determined and negotiated
RCIT Costs:	Cost to be determined
Services:	County pays for telephone service, Lessor to provide all other services.

By: 
Robert Field
Assistant County Executive Officer/EDA

CD:ra/122017/RV083/19.580