



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: MARCH 24, 2026**

**FROM: HUMAN RESOURCES    WARDS: ALL**

**SUBJECT: FIRST AMENDMENT TO THE PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH NANCY K. BOHL, INC., DBA THE COUNSELING TEAM INTERNATIONAL TO PROVIDE ADDITIONAL EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES TO THE RIVERSIDE POLICE DEPARTMENT AND THE RIVERSIDE FIRE DEPARTMENT FOR AN INCREASE OF \$73,892 ANNUALLY FOR A TOTAL REVISED ANNUAL CONTRACT AMOUNT OF \$376,725.97**

**ISSUE:**

Approve the First Amendment to the Professional Consultant Services Agreement with Nancy K. Bohl, Inc., dba The Counseling Team International (TCTI) to provide additional EAP services to the Riverside Police Department and the Riverside Fire Department for an increase of \$73,892 annually for a total revised annual contract amount of \$376,725.97.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to the Professional Consultant Services Agreement with Nancy K. Bohl, Inc., dba The Counseling Team International (TCTI) to increase the total cost of the agreement by \$73,892 annually to provide additional services to the Riverside Police Department and the Riverside Fire Department for a revised amount of \$376,725.97 annually; and
2. Authorize the City Manager, or designee, to execute the First Amendment with Nancy K. Bohl, Inc., dba The Counseling Team International, including making minor and non-substantive changes, subject to availability of budgeted funds.

**BACKGROUND:**

In the interest of meeting our employees' psychological counseling needs, crisis management and family support needs, the City instituted an Employee Assistance Program (EAP) in 1983. Since 2013, Nancy K. Bohl, Inc. dba The Counseling Team International (TCTI) has provided contracted EAP services to the City. All benefited City employees and their eligible family members are able to have access to the services provided by TCTI.

**DISCUSSION:**

TCTI has proven to deliver a wide range of employee assistance services, such as counseling and referrals, Critical Incident Response and Assistance, Pre-employment psychological testing for Fire and Police, and related matters to City employees at an affordable rate. Staff recommends that the City approve an amendment to increase the contract by an annual amount of \$73,892 to cover the additional Services.

The Riverside Police Department has determined that \$53,892 will be added specifically towards additional staff training provided through The Counseling Team International (TCTI).

The remaining \$20,000 will be allocated to the Fire Department for additional counseling services for staff.

**Purchasing Overview**

The original Agreement was approved by City Council in accordance with Purchasing Resolution 24101 Section, Article Five, Section 508 (d): “Contracts for Professional Services procured through Formal Procurement shall be awarded by the City Council.”

This First Amendment is pursuant to Purchasing Resolution 24101, Article Eleven: Purchase Order and Purchase Requisition Procedures, Section 1104 (c) “Change Orders” which states: “Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000”.

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

**FISCAL IMPACT:**

The total fiscal impact is an increase of \$73,892 annually for a total annual revised contract amount of \$376,725.97 for additional services as necessary with sufficient funds budgeted in the 2025-26 adopted budget allocated to the Police Department, Grants and Restricted Programs Fund, 25/26 LEMHWA project account 9185900-421000 and to the Fire Department, Grants and Restricted Programs Fund, Rancho Santiago/RCCD Mo Val project account 9891710-427200, in the amount of \$53,892 and \$20,000 respectively.

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| Prepared by:                           | Michelle Vizcarra, Principal Human Resources Analyst                      |
| Approved by:                           | Rene Goldman, Human Resources Director                                    |
| Certified as to availability of funds: | Julie Nemes, Interim Finance Director                                     |
| Approved by:                           | Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer |
| Approved as to form:                   | Rebecca McKee-Reimbold, Interim City Attorney                             |

Attachment:

1. First Amendment to Professional Consultant Services Agreement.