



## Request for City Council Committee Action From the Department of Public Works

**Date:** January 4, 2005  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

**Subject:** Lease for Police Employee Assistance Program (EAP) at 314 Clifton Avenue

**Recommendation:** Authorize the proper City Officers to execute a three year lease for the Police Employee Assistance Program (EAP) at 314 Clifton Avenue at a cost of \$17,988 per year, payable from Fund 010-400-B125.

**Previous Directives:** Various Council actions over the 10+ prior years authorizing lease renewals at this location.

**Prepared by:** Rebecca Law, Project Manager, phone: 673-3252

**Approved by:**

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Klara A. Fabry, P.E., City Engineer, Director of Public Works

**Presenters:** Steve Kotke, Director of Internal Services

**Financial Impact** (Check those that apply)

- No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain):
- Request provided to the Budget Office when provided to the Committee Coordinator

**Background/Supporting Information:**

The Police Employee Assistance Program (EAP) has been located in office space at 314 Clifton Avenue for over 10 years. The major space needs for the Police Employee Assistance Program (EAP) include; two private offices with a reception area, a conference room and preferably free parking. They also need a "low-profile" location separated from areas frequented by police officers or occupied by other City staff. Police management has stated that the present location of the Police Employee Assistance Program (EAP) group meets their program needs very well.

The building owner has agreed to a gross rental rate of \$12 per square foot per year for a three year term. This \$12 price is competitive when compared against similar spaces in other private sector buildings. The proposed lease will cost \$17,988 per year.

We also researched whether the Police Employee Assistance Program (EAP) could be relocated to any City-owned building to provide cost savings. Tours of the available space in several City-owned buildings (Tallmadge Building, Centre Village Building, and the Leamington Transit Facility) were provided to the police management group. They believe that none of the City-owned spaces will meet their space and confidentiality needs. A representative from the Police Department is prepared to answer any questions from the T&PW Committee on this matter.

Several options were presented to the Facilities Space and Asset Management (FSAM) Committee and they recommended that the lease at the current EAP location be renewed for a three year term. Public Works is now forwarding the FSAM recommendation to your Committee and requests that the proper City Officers be authorized to execute a three year lease for the Police Employee Assistance Program (EAP) at 314 Clifton Avenue at a cost of \$17,988 per year, payable from Fund 010-400-B125.