



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of September 19, 2017  
Action Item for the City Council Meeting of September 26, 2017

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**DATE:** September 6, 2017

**TO:** Margie C. Rose, City Manager

**FROM:** Steve Viera, Director Human Resources  
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<b>Employee Assistance Program Services</b>
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**CAPTION:**

Motion authorizing the City Manager or designee to execute an amendment to the contract with Family Counseling Services of Corpus Christi, Texas, not to exceed \$20,000. The value of the service agreement for the full contract period of September 26, 2013 through September 30, 2017 is a not-to-exceed amount of \$69,958.

**PURPOSE:**

This item is to provide Employee Assistance Program counseling services for March 2017 through September 2017.

**BACKGROUND AND FINDINGS:**

Family Counseling Service provides Employee Assistance Programs (EAP) for City staff. An integral part of Human Resources Management, the EAP counselors provide counseling to troubled employees. Employee relations refers cases such as suspicion of alcohol and/or drug use to EAP counselors as well.

This request is for the current fiscal year funding only. An RFB was just completed and the award for FY 2018 was also granted to this vendor.

**ALTERNATIVES:**

No alternatives, as services must be provided.

**OTHER CONSIDERATIONS:**

N/A

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures along with the State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

N/A

**DEPARTMENTAL CLEARANCES:**

Human Resources

**FINANCIAL IMPACT:**

☒ Operating

☐ Revenue

☐ Capital

☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$302,050	\$0	\$302,050
Encumbered / Expended Amount	\$252,058		\$252,058
This item	\$20,000	\$0	\$20,000
BALANCE	\$29,992	\$0	\$29,992

Fund(s): Health Benefits

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Amendment