



# Agenda Report

DATE: January 28, 2002

TO: City Council

FROM: City Manager

SUBJECT: Authorization to extend contract #16570-3 with Community Action EAP for the operation of the Employee Assistance Program

## RECOMMENDATION:

It is recommended that the City Council authorize an extension of contract #16570-3 for a period of six months at an amount not to exceed \$21,000.00, for the operation of the Employee Assistance Program. Competitive Bidding is not required pursuant to City Charter Section 1002[F], contracts for professional or unique services.

It is further recommended that the City Council grant the proposed contract extension an exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance pursuant to P.M.C. Section 4.09.060, contracts for which the City's best interests are served.

## BACKGROUND:

The City of Pasadena provides its employees an Employee Assistance Program (EAP). EAP services include, but are not limited to, professional and confidential diagnostic, assessment, consultation and treatment services for troubled employees and their families; information and referral; a 24-hour crisis hotline; Critical Incident Stress Debriefing; management consultations; and education and training programs. The EAP also serves as the City's Substance Abuse Professional in compliance with the U.S. Department of Transportation regulations governing workplace drug and alcohol testing for safety-sensitive employees.

In February 1998, the City Council approved a contract with Community Action EAP, to operate the Employee Assistance Program. The original contract allowed for three extensions of 12 months, and those options have been exercised. The current contract extension term will expire on January 31, 2002. The RFP process will be concluded shortly. To avoid any disruption of services, staff respectfully requests City Council authorization to extend the current contract for a period not to exceed six months.

## FISCAL IMPACT:

Funds for this contract were appropriated in the FY 2002 Operating Budget of the Human Resources Department, no additional appropriations are required.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia Kurtz". The signature is written in black ink and is positioned above the printed name and title.

CYNTHIA KURTZ,  
City Manager

Prepared by:

A handwritten signature in cursive script that reads "Dale Glenn Rowe". The signature is written in black ink and is positioned above the printed name and title.

Dale Glenn Rowe  
Human Resources Manager

Approved:

A handwritten signature in cursive script that reads "Karyn Ezell". The signature is written in black ink and is positioned above the printed name and title.

Karyn Ezell,  
Director of Human Resources