City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 9/29/2025

2. **Primary contact person and Department requesting agenda item:** Emily Provance

3. **Requested Council meeting date:** 10/14/2025

4. **Subject:** McLaughlin Young Employee Services, Inc. contract amendment

5. **Action Requested:** Resolution to extend the current contract with McLaughlin Young Employee Services, Inc to administer the Employee Assistance Program (EAP) to employees through November 30, 2025; and to amend the current contract by increasing the not to exceed amount by $12,016.11.

6. **Note if time sensitive, and why:** Resolution needs to be approved at first October Council meeting to ensure timely payment of invoices.

7. **Potential fiscal impact(s) - if known by staff at time of request:** The $12,016.11 increase is already captured in the FY26 budget so no budget implications.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
   n/a

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** n/a

10. **Identify key issues:**
    - The Request for Proposals is currently open and responses are due October 24, 2025.
    - The anticipated start date of the contract is December 1, 2025.
    - This extension will allow ample time for the Request for Proposal submissions to be reviewed and a vendor to be selected through the City's competitive bidding process.