

Internal Memorandum

Public Works Department
Office of the Director (5200)

TO: Professional Services Review Committee
DATE: September 19, 2016

THRU: Lowell Duhon

FROM: Tom Carroll

SUBJECT: PROFESSIONAL SERVICES REVIEW COMMITTEE
CALL FOR COMMITTEE MEETING

A meeting of the Professional Services Review Committee is being called for **Tuesday, September 20, 2016 at 5:00 p.m.**, in the Small Briefing Room in the Council Chambers at City Hall. The purpose of the meeting is to make selections for the following:

<u>Project/Services Required</u>	<u>Approx. Cost</u>	<u>Recommendation</u>
Employee Assistance (HR) <i>Counselor</i>	\$41,7244	BHS (Janus)



Thomas R. Carroll, III, P.E., P.L.S.
Public Works Director

SCOPE OF SERVICES

EMPLOYEE ASSISTANCE – Perform counseling assessment, referral and problem solving sessions to LCG employees.