

**ORDINANCE**

**EXTENDING THE PROFESSIONAL SERVICES AGREEMENT  
WITH SORIA, INC., DBA CORPORATE PAYROLL  
ADMINISTRATORS, INC., TO PROVIDE PAYROLL SERVICES  
TO THE OFFICE OF THE MAYOR AND CITY COUNCIL FOR  
ELECTED OFFICIALS' CONTRACT EMPLOYEES BEGINNING  
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021, IN THE  
AMOUNT OF \$50,000.00.**

\* \* \* \* \*

**WHEREAS**, the Mayor and City Council members employ and contract the services of Council Aides in serving constituents. The Council Aides are employees or independent contractors of the Mayor or individual Council members and funding for their salary, health insurance and parking is provided through the Mayor and Council budgets; and

**WHEREAS**, in order to facilitate payroll services the following services are required: preparation and issuance of payroll checks, preparation of payroll tax liabilities, issuance and preparation of payroll reports, employee processing services, COBRA administration services, processing of health care reimbursements and deductions, and serving as host.

**WHEREAS**, a contract with Corporate Payroll Administrators, Inc. was authorized in 2016 pursuant to a solicitation, and awarded in compliance with City SBEDA program requirements, and expired September 30, 2020; and

**WHEREAS**, the City is developing a comprehensive Request for Proposals to be issued in FY 2021, which may incorporate additional services currently being studied by the Council Aide Compensation Ad Hoc Council Committee; and

**WHEREAS**, this one-year extension will enable the City to continue to provide continuous payroll services to the Office of the Mayor and Council for their employees and independent contractors during the new RFP development process; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The one-year extension of the contract with Soria, Inc. dba Corporate Payroll Administrators, Inc., to provide payroll services to the Office of the Mayor and City Council for elected officials' employees and certain independent contractors (collectively referred to as "Council Aides") beginning October 1, 2020 through September 30, 2021 under the existing terms and conditions in an amount not to exceed \$50,000 is approved. Funding for this contract is included in the FY 2021 General Fund Budget. The City Manager or designee is authorized to execute the Extension of the Professional Services Agreement, a copy of which, previously executed by Soria, Inc., d/b/a Corporate Payroll Administrators, Inc., is attached to this Ordinance as **Exhibit I**.

CWK  
10/01/2020  
Item No. xx

**SECTION 2.** Funding in the amount of \$50,000.00 for this ordinance is available in Fund 11001000, Cost Center 0116020001 and General Ledger 5201040 as part of the Fiscal Year 2021 Adopted Budget approved by City Council.

**SECTION 3.** Payment in the amount up to \$50,000.00 is authorized to Soria, Inc. dba Corporate Payroll Administrators, Inc. and should be encumbered with a purchase order.

**SECTION 4.** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager’s designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise it is effective ten days after passage.

***PASSED AND APPROVED** this 1<sup>st</sup> day of October 2020.*

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Tina J. Flores, City Clerk

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Andrew Segovia, City Attorney