

ORDINANCE

2020-10-01-0700

**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**.

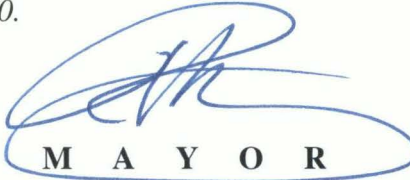
**SECTION 2.** Funding in the amount of \$50,000.00 for this ordinance is available in Fund 11001000, Cost Center 0116020001 and General Ledger 5201040 as part of the Fiscal Year 2021 Adopted Budget approved by City Council.

**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:**

  
\_\_\_\_\_  
Tina J. Flores, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
for Andrew Segovia, City Attorney



# City of San Antonio

City Council  
October 1, 2020

Item: 17

Enactment Number:  
2020-10-01-0700

NAME	MOTION	SECOND	ABSTAIN	AYE	NAY	ABSENT
Roberto Treviño Council District 1				√		
Jada Andrews-Sullivan Council District 2				√		
Rebecca Viagran Council District 3				√		
Adriana Rocha Garcia Council District 4				√		
Shirley Gonzales Council District 5				√		
Melissa Cabello Havrda Council District 6				√		
Ana Sandoval Council District 7				√		
Manny Pelaez Council District 8				√		
John Courage Council District 9	√			√		
Clayton Perry Council District 10		√		√		
Ron Nirenberg Mayor				√		

Comments: Approved on consent

---

---

---

---

---

**EXTENSION TO PROFESSIONAL SERVICES AGREEMENT FOR  
PAYROLL PROCESSING SERVICES**

FOR VALUE RECEIVED, this Extension to the Professional Services Agreement for Payroll Processing Services is entered into by the City of San Antonio, a Texas Municipal Corporation ("City") and Soria, Inc., dba Corporate Payroll Administrators, Inc., acting by and through its President, Guillermo Soria, CPA ("Contractor"), collectively known as the "Parties".

- A. City and Contractor entered into the Professional Services Agreement for Payroll Processing Services ("Agreement") pursuant to Ordinance No. 2016-09-29-0744 for a two-year initial term and exercised the two options to extend for one additional year, for a total cost of \$200,000.00.
- B. City and Contractor mutually agree to extend the Agreement for one year, beginning October 1, 2020 and ending September 30, 2021. Contractor shall receive an amount not to exceed \$50,000.00, at the same terms and conditions of Article III of the Agreement, for a total compensated amount of \$250,00.00 for the five-year period.

All other terms and provisions of the Agreement are confirmed and remain in full force and effect, enforceable in accordance with their terms.

EXECUTED to be effective the 1<sup>st</sup> day of October 2020.

**CITY OF SAN ANTONIO**



Erik Walsh  
City Manager

**CONTRACTOR**



Guillermo Soria, CPA  
President  
Soria, Inc. dba  
Corporate Payroll Administrators, Inc.

**APPROVED AS TO FORM:**



Camila W. Kuman  
City Attorney