



City of San Antonio

Agenda Memorandum

File Number:20-5574

Agenda Item Number: 17.

Agenda Date: 10/1/2020

In Control: City Council A Session

DEPARTMENT: Mayor and Council Support

DEPARTMENT HEAD: Emily B. McGinn

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Council Payroll Services Contract

SUMMARY:

This ordinance authorizes a one-year extension of a 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. Funding for this contract is included in the FY 2021 General Fund Budget.

BACKGROUND INFORMATION:

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.

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.

A contract with Corporate Payroll Administrators, Inc. was authorized in 2016 pursuant to a solicitation, and awarded in compliance with City SBEDA program requirements. The contract expires September 30, 2020. 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. 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.

ISSUE:

The execution of this contract will allow Soria, Inc. dba Corporate Payroll Administrators, Inc. to provide payroll services for the employees of the Mayor and Council members.

ALTERNATIVES:

If this contract is not approved, staff would need to re-issue a Request for Proposals seeking payroll services and work with Soria, Inc. dba Corporate Payroll Administrators, Inc. on a transition to a new firm in order to minimize disruption to payroll services.

FISCAL IMPACT:

This ordinance authorizes a one-year extension of a 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. Funding for this contract is included in the FY 2021 General Fund Budget.

RECOMMENDATION:

Staff recommends the approval of the extension of the payroll services contract with Soria, Inc. dba Corporate Payroll Administrators, Inc.