

**CITY OF SAN ANTONIO
MAYOR & COUNCIL SUPPORT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

FROM: Gayle McDaniel, Assistant to the City Council

SUBJECT: Payroll Services Contract

DATE: January 11, 2005

SUMMARY AND RECOMMENDATION

This Ordinance authorizes the execution of a contract with Soria CPA Firm, dba Corporate Payroll Administrators, to provide payroll services to the City of San Antonio for the Mayor and City Councilmember's for their individual employees in an amount not to exceed \$20,000 on an annual basis. The primary term of this contract is for a two-year period with two additional one-year renewal periods authorized through this ordinance, subject to annual appropriation of funds.

Staff recommends approval of this Ordinance.

BACKGROUND INFORMATION

Since mid-1992, Mayor and City Councilmember's have utilized individuals to provide administrative support in the provision of service to constituents of the City. These administrative aides were considered as independent contractors and expenses for them were subject to reimbursement through District budgets. In December 2001, Council determined that the administrative staff should be hired as individual employees. Subsequently, a contract in the amount of \$18,750 was authorized to provide payroll services, such as the issuance of payroll checks, preparation of necessary taxes and payroll reports. This contract expired on December 31, 2004.

On November 30, 2004, an informal Request for Proposal seeking payroll services was issued. This RFP was sent directly to six companies listed as Small and Minority Owned Businesses with the Economic Development Department and which identified that they provided payroll services. On December 14, 2004 proposals were received from Brown Business & Tax Services and Soria CPA Firm.

The selection of the firm is based on the number of years of experience in providing payroll services, experience working with municipalities and non-profit organizations and review of financial status.

POLICY ANALYSIS

This contract will allow for the provision of payroll services for council administrative staff that assist with constituent services. The firm recommended is certified with the Economic Development Department as a Small, Disadvantaged and Minority Business Enterprise.

FINANCIAL IMPACT

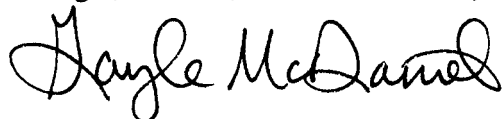
Funds to provide professional payroll services were authorized in the adopted budget for FY 05. Costs are not expected to exceed budgeted amounts.

SUPPLEMENTAL COMMENTS

The required disclosures for the aforementioned firm are attached.

COORDINATION

This action has been coordinated with the City Manager's Office, Office of Management and Budget, Finance, Contract Services, City Attorney and the Mayor's Office.



Gayle McDaniel
Assistant to the City Council



Erik Walsh
Assistant to the City Manager

ATTACHMENT G – DISCRETIONARY CONTRACTS DISCLOSURE
FORM

Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and the Code of Ethics, an individual or business entity seeking a discretionary contract from the City is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any **individual** who would be a party to the discretionary contract:

Guillermo Soria, CPA

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

Corporate Payroll Administrators

and the name of:

(A) any individual or business entity that would be a **subcontractor** on the discretionary contract;

N/A

and the name of:

(B) any individual or business entity that is known to be a **partner**, or a **parent** or **subsidiary** business entity, of any individual or business entity who would be a party to the discretionary contract;

N/A

(3) the identity of any **lobbyist** or **public relations firm** employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

N/A

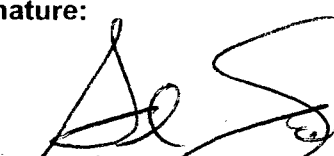
Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any *current or former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
N/A		

Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: Owner Company: Soria CPA Firm	Date: 12-13-04

² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.