



City of Maricopa

Legislation Text

File #: CON 15-50, **Version:** 1

The Mayor and City Council shall discuss and possibly take action on approval of a contract to Devau Services Inc. dba Devau Human Resources to provide payroll services for the Census. This contract is for an amount not to exceed \$72,000.00 and will be paid from the Capital Project Fund, City Manager, Professional and Occupational, Census (35011115-53320-36001). Discussion and Action.

The City of Maricopa will conduct a Special Census starting October 1, 2015. We know Maricopa has grown, and an updated population count will allow the City to keep Maricopa tax dollars in Maricopa to provide City services. The City will be hiring over 150 positions to conduct the Census. The City staff is responsible for collection approximately 650 applications in order to yield the 150 workers required. All Special Census workers are employees of the Federal government. The City is responsible for paying the workers for the duration of the project. Given the temporary nature of this project and the volume of workers, City staff recommends outsourcing the payroll for this project. Payroll services need to be in place no later than September 1, 2015. Devau Services Inc. will be responsible for payroll services, mileage reimbursement, and year-end W2 processing for the Special Census workers.

The City will be utilizing the City of Chandler's contract Agreement No. HR5-964-3570. In this agreement Devau agreed to provide payroll services at a reduced markup rate of 16% commensurate with the narrow scope of this project. The term of the agreement is July 15, 2015, through February 15, 2016.

Funding for this contract in the amount not to exceed \$72,000 will come from GL (General Ledger) account 35011115-53320 (Project Code 36001) which was funded in an amount of \$473,325 by Council as part of the fiscal year 2015-16 budget adoption process and dedicated for the "Special Census" as required by the MOU with the U.S. Census approved by Council on April 7, 2015. This agenda item approves a contract to pay the cost of contract payroll services. The funds that Devau will be distributing as hourly wages and mileage reimbursement will also come from GL 35011115-53320-36001 in which an additional \$350,000 remains to fund wages and mileage for Census workers conducting the Maricopa Special Census as required by our Special Census MOU as hours and millage is incurred.

This item will be presented by Paul Jepson.

Staff recommends Mayor and City Council approve a contract to Devau Services Inc. for payroll services during fiscal year 2015 - 2016 for the Census.