



## Staff Report

<b>September 14, 2020</b>	<b><u>FCDECM 2020-10</u></b> A MOTION authorizing the Chair to enter into an agreement with Paychex for payroll services	<b><u>Materials</u></b> 1. FCDEC Motion 2020-10
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The Board of Supervisors for the King County Flood Control Zone District previously authorized the Chair to take steps to effectuate the direct hiring of the District's Executive Director and Deputy Executive Director by the District by Resolutions FCD2019-16 and FCD 2019-17. In addition, the Board created the District's new positions of Engineer, Budget/Fiscal Analyst, and Administrative Manager/Clerk by Resolutions FCD2020-04 and FCD2020-17.

Currently, the District budgets and pays King County pursuant to the ILA for all costs and expenses associated with the District's staff. Payroll processing will be the responsibility of the District for its employees. In conjunction with the District's contract accountant firm, payroll for the District's employees will require a contract service provider for payroll processing services. Paychex is an industry leader for this type of service, at a minimal cost (\$33 per pay period, plus an annual fee of approximately \$88). By this Motion, the Executive Committee would authorize the Chair to execute an agreement with Paychex to provide payroll processing services in an amount not to meet or exceed \$10,000, in a form acceptable to legal counsel for the District.

## **Attachments**

FCDECM 2020-10