



CITY OF ORLAND STAFF REPORT

MEETING DATE: October 6, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Justin Chaney, Interim City Manager

SUBJECT: Request for Contract Service with Tyler Technology for Year-End Payroll Processing Support (Action)

BACKGROUND:

The IRS requires employers filing more than 10 returns to file electronically. In previous years, City staff completed the W-2 and 1099 filing process in-house; however, the process requires significant staff time.

ANALYSIS:

Due to current staffing levels and the need for staff to catch up on past-due financial and reporting requirements, staff is requesting that Tyler Technologies complete the City's W-2 and 1099 filings. This will allow staff to focus on outstanding reporting requirements and other essential financial duties while ensuring the filings are completed accurately and timely.

Tyler has provided this service for the past 2 years and is familiar with the City's accounting system and filing process.

Staff anticipates that, with a new Finance Director and City Manager in place next year, the City can evaluate whether this process can be brought back in-house.

RECOMMENDATION:

Approve staff engaging Tyler Technologies for the W-2 and 1099 filing services for the current year.

FISCAL IMPACT OF RECOMMENDATION:

Approximately \$3,000 to process and electronically file all W-2s and 1099s, with the cost shared among the General, Water, and Sewer Funds.