



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Presentation – ADP Payroll Processing – Chief Executive Offices

Submitted By: Dr. Marc-Antonie Cooper

Date Submitted: May 10, 2022

Work Session Date: May 16, 2022

Council Meeting Date: May 16, 2022

Background/History:

The City Manager is looking to bring a managed payroll service to the city to help improve payroll processing efficiency, ensure continuity, and help mitigate compliance risk. It was documented in the city's 2020 audit that all city payroll is currently processed in-house on a weekly basis, including printing and distribution of all payroll checks. There is currently only one Finance Department employee trained on how to process payroll. The recommendation from the auditors was that the city should research the cost, time, and risk benefits of procuring a third-party vendor to manage payroll processing and dissemination.

Cost: \$ 0

Budgeted for: _____ Yes No

Financial Impact:

N/A

Action Requested from Council:

No action at this time.