

STAFF REPORT REGULAR MEETING

AGENDA DATE: June 18, 2024

DEPARTMENT: Finance & Human Resources

TITLE:

Second Amendment to Agreement with ADP, LLC for the payroll processing and time keeping services to authorize pricing for the next three years

SUMMARY:

The Second Amendment to Agreement with ADP, LLC authorizes the contractor to provide the payroll processing and time keeping services for the City of Lake Worth Beach for the next three years

BACKGROUND AND JUSTIFICATION:

In late 2020 City awarded the agreement for payroll processing and time keeping services based on the competitive selection to ADP, LLC. Services under this agreement include processing and maintaining records for time, attendance, payroll, and personnel for the City's employees, including required local, state, and federal reporting requirements for human resources, accounting, taxes, and benefits. The original agreement guaranteed fixed pricing for the initial period of three years with options to extend the term of the agreement for an additional 3 years pricing terms.

The City staff negotiated the new pricing agreement with ADP, LLC to extend the same pricing up to end of May 2025, and with 3% annual increase for the next two years. This Amendment authorizes Contractor to provide the services with agreed upon pricing up to May 20, 2027.

MOTION:

Move to approve/disapprove Second Amendment to ADP, LLC Agreement

ATTACHMENT(S):

Second Amendment with ADP
Fiscal Impact Analysis

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$20,000	0	0	0	0
Operating	0	\$61,800	\$63,654	\$65,564	0
Capital	0	0	0	0	0
Net Fiscal Impact					
<i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time					
Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	General Fund
Division	Non- Departmental
GL Description	Administrative
GL Account Number	001-9010-519.34-50
Project Number	n/a
Requested Funds	\$20,000
Remaining Balance	\$21,932.95
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo/current revenues