

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: July 7, 2020

DEPARTMENT: Financial Services
Human Resources

TITLE:

Agreement with ADP for the payroll processing and time keeping services

SUMMARY:

The Agreement authorizes ADP, LLC to provide the payroll processing and time keeping services for the City of Lake Worth Beach for not to exceed \$3,600 one-time cost for implementation and up to \$60,000 annually dependent on the number of employee payrolls processed.

BACKGROUND AND JUSTIFICATION:

Human Resources and Financial Services Department requested proposals from qualified firms to provide Payroll Processing and Timekeeping Services, to 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. It is the intention of the City to enter into the long term agreement for the services for five (5) consecutive years with the possibility of extension dependent on the City's requirements.

Under this Agreement, the City creates and maintains employee files while the Contractor provides all other related services. The City will continue to be responsible for maintaining the accuracy of employee files, input of employee information, time and individual deductions; starting, editing, and closing individual payroll processes; processing monthly invoices for most benefits; and input of applicant information. The Contractor will be responsible for processing bi-weekly payroll, submitting direct deposit and tax information, printing checks and direct deposit advices, reconciling and printing W2s, state payroll tax reporting, local payroll tax reporting, and reporting/payment of wage garnishments and other related services.

The City received a total of 5 responses on November 26, 2019. The Evaluation Committee comprised of management representatives from Human Resources, Financial Services and Public Works department evaluated 5 proposals. Proposal submitted by ADP, LLC was the highest scoring responsive and responsible respondent and is being recommended for an award. The project implementation shall start in July 2020 and shall be completed by fall 2020.

MOTION:

Move to approve/disapprove the Agreement with ADP, LLC for the payroll and time keeping services with implementation costs of \$3,600 and not to exceed \$60,000 annually.

ATTACHMENT(S):

Fiscal Impact Analysis Agreement

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	0	0	0	0	0
Operating Expenditures	13,600	60,000	60,000	60,000	60,000
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	13,600	60,000	60,000	60,000	60,000
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	Project Number	FY20 Budget	Current Balance	Agenda Expenditure	Balance
520-1331-513.34.50	Contractual Services		81,000	18,807.90	13,600	5,702.90

C. Department Fiscal Review: Bruce Miller, Financial Services Director, Loren Slaydon, Human Resources Director