




Kelly Oakes
City Auditor

MEMORANDUM

TO: Thomas A. Golden Jr., City Manager 

FROM: Kelly Oakes, City Auditor

CC: Conor Baldwin, Chief Financial Officer

DATE: May 17, 2023

SUBJECT: MOTION RESPONSE: 5/9/2023 C: Nuon – Req. City Auditor Provide An Update Regarding Bi-Weekly Payroll

The bi-weekly pay conversion was successfully completed in February 2023. This project was planned over several months. Hundreds of new job classes were created to facilitate the conversion as well as to facilitate our next project, which is encumbering salaries in order to help simplify the school summer pay payrolls.

All payroll data had to be converted to a bi-weekly calculation. The auditing team ran several test payrolls which were meticulously reviewed multiple times to ensure accuracy. I am pleased to report that the conversion was practically error free and has already made a significant difference in increased efficiency and streamlining of services provided by the Auditor's office.

I would like to recognize Emer Mezzetti, Payroll Systems Analyst, and the entire auditing team for a job well done. Together we have made tremendous progress toward a more efficient and effective auditing function. As the Council is well aware, salaries and wages are the largest expense of the City and thus requires a strong system of internal controls to mitigate the risks associated with the process. The bi-weekly conversion is a major step forward in the process.

Thank you for all of your support.