



Legislation Details (With Text)

**File #:** 19-154      **Version:** 1

**Type:** Procurement Change Order      **Status:** Passed

**File created:** 2/10/2019      **In control:** City Council

**On agenda:** 3/5/2019      **Final action:** 3/5/2019

**Title:** Approve the award of Change Order #1 to Contract 18-221, Government Accounting and Payroll Services, to Lauterbach & Amen, LLP in an amount not to exceed \$18,000 and a total award of \$168,000

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Change Order #1 to Contract 18-221, Government Accounting and Payroll Services, to Lauterbach & Amen, LLP in an amount not to exceed \$18,000 and a total award of \$168,000

**DEPARTMENT:** Finance Department

**SUBMITTED BY:** Rachel Mayer, Director

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

Lauterbach has provided the Finance Department with accounting services since 2016 following a reorganization of the department in 2015. In 2018, the Finance Department conducted an Intent to Sole Source to outsource accounting and payroll services to Lauterbach. No protests to the sole source were received and in December 2018, City Council approved the award of Contract 18-221 to Lauterbach & Amen for an amount not to exceed \$150,000 and a one-year term with three, one-year options to extend.

As part of this contract, an in-house staff person is performing the day-to-day staff accountant functions, while accounting oversight and payroll administration functions have been outsourced to Lauterbach and Amen.

**DISCUSSION:**

This change order is requested for additional payroll assistance needed from Lauterbach & Amen.

The City is transitioning payroll administration into Munis, the new Enterprise Resource Planning (ERP) system through Tyler Technologies. Implementation of the Munis payroll module will be ongoing throughout the year. Additional staff hours will be required during this process to allow for proper oversight of the bi-weekly payroll to ensure all employees are correctly compensated.

Implantation of the payroll module is the final phase of the City's plan to upgrade payroll processing software. In 2018, staff fully transitioned timekeeping management to NOVAtime, providing the basis to integrate the City's timekeeping into the new ERP system.

**FISCAL IMPACT:**

CIP #: N/A

Accounting services are expensed to the financial services accounts listed below. A total of \$191,310 is budgeted for accounting services in 2019. The requested change order is within budget.

Account Number	Fund Description	Total Budget Amount
15101100-531304	General Fund	\$253,103
15101300-531304	Electric Fund	\$44,154
15101300-531304	Water Fund	\$44,154