



Legislation Text

File #: 20-1324, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year Two to Contract 18-221, Accounting and Payroll Services, to Lauterbach & Amen, LLP for an amount not to exceed \$172,020 for a one-year term

DEPARTMENT: Finance Department

SUBMITTED BY: Rachel Mayer, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

In December 2018, the City Council awarded Contract 18-221 to Lauterbach & Amen, LLP (Lauterbach) for a one-year term from January 1, 2019 through December 31, 2019, with three one-year options to extend. The first optional extension was approved by the Council on December 3, 2019. The purpose of the contract is to perform accounting oversight and support. Lauterbach is responsible for providing the following services:

1. Accounting oversight - assists with year-end financial reporting, conducts prep-work for annual audit and assists with generation of the year-end audited financial statements and CAFR.
2. Accounting support - works on account reconciliations, assists on projects related to development of the Utility Billing System in the new ERP and provides research assistance in preparing financial reports.
3. Payroll Services - during 2019 and the first half of 2020, Lauterbach provided payroll processing support, including preparation of the tax and pension filings.

DISCUSSION:

Lauterbach performed well during the first optional term of the contract. In addition to accounting services, in the past two years the firm also provided payroll support. As the City's needs changed, Lauterbach adjusted their services accordingly.

The Finance Department and Lauterbach would like to continue the partnership with no cost increase for the contract term. The term of the second option year is January 1, 2021 through December 31, 2021, with one, one-year option to extend remaining.

FISCAL IMPACT:

CIP: N/A

Accounting and payroll services are expensed to the financial services account listed below. A total of \$177,484 is tentatively budgeted for accounting services in 2021, pending Council approval.

Account Number	Fund Description	Total Budget Amount
15101100-531304	General Fund	\$233,670
15101300-531304	Electric Fund	\$41,742
15101500-531304	Water Fund	\$41,742