



Legislation Details (With Text)

File #: 21-0850 **Version:** 1

Type: BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR **Status:** Passed

File created: 6/22/2021 **In control:** City Council

On agenda: 8/17/2021 **Final action:** 8/17/2021

Title: Approve the award of Option Year Three 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

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
8/17/2021	1	City Council	approved	Pass

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year Three 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:

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 the 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.

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 and the second on November 17, 2020.

DISCUSSION:

Lauterbach performed well during the second optional term of the contract. In addition to accounting services, 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 final option year is January 1, 2022 through December 31, 2022.

FISCAL IMPACT:

CIP: N/A

Accounting and payroll services are expensed to the financial services account listed below. A total of \$177,484 is budgeted for accounting services in 2021. The cost of the third option year will be included in the 2022 budget.

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