



Legislation Details (With Text)

| | | | | | |
|-----------------------|--|----------------------|---|----------------------|--|
| File #: | 2021-0605 | Version: | 0 | Name: | Lauterbach & Amen LLP Contract Amendment - Payroll Accountant and Accounts Payable Coordinator |
| Type: | MOTION | Status: | | Status: | PASSED |
| File created: | 8/10/2021 | In control: | | In control: | Board of Trustees |
| On agenda: | 9/7/2021 | Final action: | | Final action: | 9/7/2021 |
| Title: | Lauterbach & Amen LLP Contract Amendment - Payroll Accountant and Accounts Payable Coordinator | | | | |
| Code sections: | | | | | |
| Attachments: | 1. Letter, 2. Addendum A - Signed, 3. Addendum C - Contract Signed | | | | |

| Date | Ver. | Action By | Action | Result |
|-----------|------|--------------------|---------------------|--------|
| 9/7/2021 | 0 | Board of Trustees | | |
| 8/10/2021 | 0 | Finance Department | INTRODUCED TO BOARD | |

Title
Lauterbach & Amen LLP Contract Amendment - Payroll Accountant and Accounts Payable Coordinator

History

In 2020, the Village requested proposals for payroll preparation services, which were intended to be a support for UltiPro payroll software. Lauterbach & Amen LLP (L&A) was selected, and the Village has utilized its services to not only prepare bi-weekly payroll (Village staff also assists, but the Village has no dedicated employee for this role), but also to run the payroll process that was originally intended to be done by UltiPro. The contract with L&A is billed based on time worked. Because it is doing more work than originally anticipated (payroll preparation assistance and payroll processing), the monthly costs are now higher than previously anticipated.

Recently, the Village’s Accounts Payable Coordinator retired. This left Village staff to scramble to find a replacement, and the Village currently has a temporary employee from Accountemps filling in this role until the Village finds a permanent solution. The transition has been difficult with little time for overlap and training, highlighting the need to have a bench ready to process payroll and accounts payable in the event of vacation, illness, or change in employment status.

Financial Impact

Staff reached out to L&A for a proposal to provide full time Payroll and Accounts Payable staffing. L&A has agreed to change the contract terms to include two (2) full time employees at a cost of \$10,200 per month per employee, which is the same cost of wages and benefits for the Village’s previous incumbents. The contract also includes a 3% escalator.

The original agreement with L&A calls for an hourly rate of \$80.00/hr. Changing to full time status provides a discounted rate of about \$63.75/hr.

Recommended Action/Motion

I move to approve an amendment to the Village's agreement with Lauterbach & Amen LLP, dated March 27, 2020, to provide full time one (1) full time payroll accountant and one (1) full time account payable coordinator for \$10,200 per month per position, increasing by 3.0% annually;

And,

Authorize the Village manager to execute said amendment, subject to Village attorney review.