



Legislation Details (With Text)

<b>File #:</b>	2022-0201	<b>Version:</b>	0	<b>Name:</b>	Staff Augmentation - Lauterbach & Amen Accounting Analyst
<b>Type:</b>	MOTION	<b>Status:</b>		<b>Status:</b>	PASSED
<b>File created:</b>	3/2/2022	<b>In control:</b>		<b>In control:</b>	Board of Trustees
<b>On agenda:</b>	3/7/2022	<b>Final action:</b>		<b>Final action:</b>	3/7/2022
<b>Title:</b>	Staff Augmentation - Lauterbach & Amen Accounting Analyst				
<b>Code sections:</b>					
<b>Attachments:</b>	1. Amendment				

Date	Ver.	Action By	Action	Result
3/7/2022	0	Board of Trustees	APPROVED	Pass
3/3/2022	0	Finance Department	INTRODUCED TO BOARD	

Title

Staff Augmentation - Lauterbach & Amen Accounting Analyst

History

In 2020, the Village requested proposals for payroll preparation services, which was intended to be a support for UltiPro payroll software. Lauterbach & Amen LLP (L&A) was selected, and we have utilized their services to not only prepare bi-weekly payroll (Village staff also assists, but we have no dedicated employee for this role), but run the payroll process that was originally intended to be done by UltiPro. In 2021, we modified this contract from hourly billing to a full time payroll coordinator resource. Also in 2021, the Village's Accounts Payable Coordinator retired with two weeks' notice and was replaced with a second full time Lauterbach & Amen resource.

The retirements and departures have highlighted the need to ensure we have adequate backup. In addition, the ERP implementation continues to be a significant draw of staff time that will continue through implementation of Payroll/Human Capital Management in 2022/2023 and Utility Billing planned for 2024. Thus far, the ERP implementation has benefitted from outside resources and assistance. Staff is recommending approval of an Accounting Analyst resource from Lauterbach & Amen to help support a number of our functions. This Accounting Analyst would be able to help our payroll, accounts payable, accounts receivable, accounting and financial reporting, and other areas of finance when needed. This person would be our bench and support for many functions, who could step up in a time of need. That will be critically necessary during the ERP implementation.

Financial Impact

Lauterbach & Amen's proposal would provide an Accounting Analyst for \$11,500 per month with a 3% escalator. Currently, the Payroll and Accounts Payable Coordinators are billed at \$10,200 per month with a 3% escalator. The higher rate is due to the broader skill set that will be required.

**Recommended Action/Motion**

I move to approve an amendment to the Village's agreement with Lauterbach & Amen LLP dated March 27, 2020, and amended September 10, 2021, to provide one (1) full time Accounting Analyst at a cost of \$11,500 per month, increasing by 3.0% annually.