



## Village of Itasca

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### MEMORANDUM

**TO:** Village Board  
**FROM:** Carie Anne Ergo Village Administrator  
**DATE:** May 4, 2019  
**SUBJECT:** Resolution Authorizing Execution of an Agreement with Lauterbach & Amen for Financial and Accounting Services.

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#### **Introduction**

The purpose of this Resolution is to authorize the Mayor to enter into an agreement with Lauterbach & Amen for continued provision of financial and accounting services, as needed, at a cost not to exceed \$156,000 per year.

#### **Discussion**

Lauterbach & Amen was contracted for Finance Director and Accounting duties at a cost of \$10,000 per month through April 30, 2019.

The Village has already interviewed several candidates to bring the position back in house but has not yet found a suitable replacement. As such, Lauterbach has agreed to extend the current agreement through June 30, 2019 at the rate of \$10,000 per month.

Should the Village not find a suitable candidate, it is my recommendation to extend the contract with Lauterbach & Amen with on-site assistance from a Finance Director level consultant at no less than 18 hours per week. Lauterbach & Amen indicated earlier this year that it could provide the additional onsite coverage at a cost of \$13,000 per month.

#### **Fiscal Impact**

The budget for the Finance Director and Accounting Services is sufficient to cover the full cost of the Lauterbach & Amen proposal.

#### **Staff Recommendation**

Staff requests that the Board authorize the Mayor to enter into an agreement with Lauterbach & Amen for Finance and Accounting Services as needed at a cost not to exceed \$13,000 per month.