



# City of Hartford \* County of Van Buren \* State of Michigan

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**TO:** Mayor Danger and the Hartford City Commission

**FROM:** Nicol Pulluiam, City Manager

**DATE:** January 26, 2026

**RE:** **APPROVAL OF LAUTERBACK & AMEN PROPOSAL EXTENSION**

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### **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve the Lauterback & Amen (L&A) Proposal extension for accounting assessment and accounting services to support the treasury department.

### **DISCUSSION:**

L&A has been working in the treasury department for 90 days. It has been a good experience working with Joe, and understanding the recommendations from Job has been an eye-opener. Joe provided me with a 60-day assessment that outlines daily and weekly responsibilities in Accounts Payable and Payroll, as well as email correspondence. Additionally, Joe completed several key projects, including:

- Reconciling winter tax warrants with the county and preparing the tax database for winter taxes.
- Reconciling the pooled cash from July through December.
- Analyzing cash flows, improving the City's investment allocation, and increasing daily interest from under \$50 a day to over \$425 a day.
- Aligning the BS&A trial balance with audited financials.
- Setting up EFTPS payments, state withholding filings, and other required logins such as SIGMA.
- Filing quarterly federal and unemployment returns.
- Filing monthly state withholding returns Correcting pooled cash account setup in BS&A.
- Resolving multiple other BS&A migration issues, including eliminating cash receipting into the tax bank account and Utility Billing.
- Supporting the unemployment audit.
- Attending monthly council meetings.

Joe's hours were exhausted after last month's city commission meeting, so I approved additional hours that will carry us through January. I have also requested extra hours from L&A to cover us through February. This week, I will be posting the Finance Director position. I will provide an additional update at the city's retreat.

**RECOMMENDATION:**

The city commission approves the Lauterback and Amen proposal for accounting assessment and accounting services to support the treasury department. The fees consist of \$17,000, not to exceed 90 hours, for the accounting and assessment services in the treasury department, and authorize the city manager to execute the agreement. The total amount billed, including the proposed L&A proposal amount, will be \$50,875.