

MEMO TO : Scott Niehaus
Village Manager

FROM : Timothy Sexton
Director of Finance

DATE : September 9, 2015

SUBJECT : Agreement with David Taussig and Associates, Inc. (DTA)

Attached is an Agreement between the Village of Lombard and David Taussig and Associates, Incorporated for Special Assessments Administrative Services beginning upon approval through calendar year 2021. Exhibit A of the Special Assessments Administrative Services Agreement describes the administrative tasks that DTA can provide.

The Consultant's annual compensation is a fixed fee of \$70.10 per parcel or \$3,500, whichever is more through calendar year 2021. This Agreement can be terminated or suspended at any time upon thirty days written notice. If approved, DTA would begin working with the Village of Lombard immediately in order to prepare next year's tax bills.

The last active program running on the AS400 network is the special assessment in-house program; the FY16 proposed budget includes \$7,500 to contract the administration of special assessment to an outside service. Below is a cost comparison between DTA's services versus purchasing and paying maintenance for the New World Systems Special Assessment Module. The cost for DTA's service may be less if a resident pays their Special Assessment off early.

DTA's Anticipated Cost by Year

SA	2016	2017	2018	2019	2020	2021	Total
213B	\$ 630.90	\$ 630.90	\$ 630.90	\$ 630.90	\$ 630.90		
215	\$ 1,121.60	\$ 1,121.60	\$ 1,121.60				
217A	\$ 841.20	\$ 841.20	\$ 841.20				
217B	\$ 3,364.80	\$ 3,364.80	\$ 3,364.80	\$ 3,364.80	\$ 3,364.80	\$ 3,364.80	
217C	\$ 1,051.50	\$ 1,051.50	\$ 1,051.50	\$ 1,051.50	\$ 1,051.50		
219	\$ 490.70	\$ 490.70	\$ 490.70	\$ 490.70	\$ 490.70	\$ 490.70	
Total	\$ 7,500.70	\$ 7,500.70	\$ 7,500.70	\$ 5,537.90	\$ 5,537.90	\$ 3,855.50	\$ 37,433.40

Estimate Cost by Year for the Special Assessment NWS Module

NWS Module	Yearly Cost	# years	Total Cost
Purchase Price	\$ 9,000	1	\$ 9,000
Annual Maintenance Fee (est)	\$ 2,500	6	\$ 15,000
IT Cost (approx 30 hrs)	\$ 387	6	\$ 2,320
AP/AR Clerk (approx 160 hrs)	\$ 3,488	6	\$ 20,930
Accounting Manager (approx 20 hrs)	\$ 1,014	6	\$ 6,084
Postage/Publication/Lein Filing	\$ 450	6	\$ 2,700
			\$ 56,034
Assumptions			
No Future Special Assessments			
After 6 years we would no longer keep the NWS module and can save past data to a file. Otherwise we would need to continue to pay the \$2500 annual maintenance.			

Staff recommends Village Board approval of the agreement for administrative services with David Taussig and Associates, Inc. If you have any questions, please feel free to contact me.

Attachment:

Professional Services Agreement with David Taussig and Associates, Inc.