



CITY OF ORLAND STAFF REPORT
MEETING DATE: March 17, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Janet Wackerman, Acting City Manager

SUBJECT: **CPA Service Agreement Amendment and Budget Discussion (Discussion/Action)**

BACKGROUND:

Since the City Council approved a professional services agreement with RGS Consultants to provide financial advising and Certified Public Accounting (CPA) services in December 2024, there have been three (3) amendments.

These amendments were necessary because of additional hours needed for the financial software system, bank reconciliations for ten (10) accounts, assisting with budget preparation, Appropriations Limit calculations and a review of revenues and expenditures.

ANALYSIS:

RGS requests an increase of \$65,500 to assist with the current and next fiscal year budgets, the year-end audit, training, and financial transactions assistance thru June 2026.

Activities	Amount
Assistance with Budget	\$ 7,640.00
Year-end audit	\$ 21,374.00
Training/Fixing	\$ 4,692.00
Financial Transactions Assistance	\$ 20,148.00
Amount over current NTE as of 02/28/26	\$ 11,557.00
Amendment No. 4 Requested Amount	\$ 65,411.00

RECOMMENDATION:

Authorize Acting City Manager to approve the amendment to the agreement with RGS, not exceed the additional \$65,500.

FISCAL IMPACT OF RECOMMENDATION:

The additional costs would be shared between Water, Sewer and General funds.