



CITY OF ORLAND STAFF REPORT

MEETING DATE: August 4, 2026

TO: Honorable Mayor and City Council

FROM: Interim City Manager Justin Chaney

SUBJECT: Approval of Professional Services Agreement with Regional Government Services Authority (RGS) for Finance Support Services

BACKGROUND

The City currently has a vacancy in the Finance Director position. To ensure continuity of financial operations and maintain compliance with budgeting, auditing, payroll, and financial reporting requirements, staff solicited professional finance support services.

Regional Government Services Authority (RGS) is a Joint Powers Authority specializing in providing professional management and financial consulting services to local government agencies throughout California. The agreement provides experienced finance professionals to assist the City on an as-needed basis while recruitment for a permanent Finance Director continues.

DISCUSSION

The proposed agreement is effective July 1, 2026, through December 31, 2026, with the option to continue on a month-to-month basis if needed. The agreement includes a not-to-exceed amount of \$132,000.

RGS will provide finance support services including, but not limited to:

- Annual budget development and budget adjustments.
- Mid-year budget review.
- General ledger and payroll bank reconciliations.
- Year-end financial closing activities.
- Audit coordination and preparation of the Financial Transactions Report.
- Distribution of quarterly allocations.

- Financial analysis and senior-level financial consulting.
- Payroll and benefits guidance.
- Review of expenditures and financial reporting.

Services will be provided on an hourly basis by qualified finance professionals. The agreement establishes the following hourly rates:

Position Hourly Rate

Strategic Services Consultant \$197

Senior Advisor \$166

Advisor \$141

Technical Specialist \$125

Administrative Specialist \$111

RGS will invoice the City monthly for actual hours worked. External costs, travel time, and mileage are billed separately and are outside the not-to-exceed amount.

The agreement also establishes that RGS staff are employees of RGS and will remain under RGS supervision while providing services to the City.

FISCAL IMPACT OF RECOMMENDATION

The agreement has a not-to-exceed amount of \$132,000 through December 31, 2026. The use of contract services provides experienced financial management support while the City continues recruitment for a permanent Finance Director. Currently there is approximately \$106,000 in funds from the vacant assistant city manager position and the unused fire chief salary for six months. The remaining funds would need to come from the general fund reserve.

RECOMMENDATION

Approve the Professional Services Agreement between the City of Orland and the Regional Government Services Authority (RGS) for Finance Support Services and authorize the Interim City Manager to execute the agreement. While actively recruiting for a full time finance director position