



**CITY OF ORLAND STAFF REPORT**  
**MEETING DATE: May 6, 2025**

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Janet Wackerman, Interim City Manager

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

**BACKGROUND:**

At its meeting on December 3, 2024, the City Council approved a professional services agreement with RGS Consultants to provide financial advising and Certified Public Accounting (CPA) services. City staff began working with RGS in January 2025.

During the initial meetings, City staff informed RGS that the City’s current CPA had not completed any work within the Tyler Technologies financial software system. Upon commencing their engagement, RGS staff identified several implementation issues within the Tyler system that required resolution before their services could proceed effectively. Addressing these issues necessitated additional hours beyond those originally anticipated.

In March 2025, RGS notified the City Manager that the total number of hours allocated under the original agreement had been exhausted. In response, the City Manager authorized an increase of \$22,000 to the “Not to Exceed” (NTE) limit of the agreement.

On Wednesday, April 30, 2025, City staff met with representatives from RGS to review the current status of the City’s financials. During this meeting, RGS reported that they had resolved the Tyler system implementation issues and had begun account reconciliations and other accounting functions. However, they also indicated that additional hours would be required to complete the necessary work.

**ANALYSIS:**

RGS requests an increase of \$49,806 to make the Tyler program fully functional and easier to manage going forward, for city staff. The table below shows what assistance is involved for this increase.

Task	Est. Hrs.	Rate	Amount
Bank reconciliations for 10 accounts Sep thru Mar	160	135	\$21,600.00
Beginning Balances Reconciliation	40	157	\$ 6,280.00
Record July & August payroll entries	20	157	\$ 3,140.00
Assist with Budget Preparation	80	186	\$14,880.00
Appropriations Limit calculations	4	186	\$ 744.00
Prepare Budget Resolution	1	186	\$ 186.00
Review revenues and expenditures	16	186	\$ 2,976.00
			<b>\$49,806.00</b>

**RECOMMENDATION:**

Authorize Interim City Manager to approve the amendment to the agreement with RGS, not exceed the additional \$49,806.00.

**FISCAL IMPACT OF RECOMMENDATION:**

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