Commission Agenda Staff Report

Date: February 17, 2026
Resolution No.: 2026-XX
To: Mayor and City Commission
From: Darvin Williams, City Manager
Prepared By: Shereece George Depusoir, Chief Procurement Officer
Tarik Rahmani, Chief Finance Officer

Agenda Title: Resolution to Approve a Purchase Order with Caballero & Fierman Llerena & Garcia, LLP for Financial Administration Support & Staff Augmentation Services in an Amount Not to Exceed $110,000.00

Background

The Finance Department is currently experiencing critical staffing shortages, including vacancies in both the Finance Director and Assistant Finance Director positions, which has significantly constrained audit preparation capacity. As a result, the City has an immediate need for specialized financial administration services that require a firm with demonstrated capacity, technical expertise, and familiarity with public-sector financial operations to ensure timely and effective completion of the FY 2025 audit.

Prior to recommending a bid waiver, the City reviewed the current financial services marketplace and evaluated firms based on the following criteria:

- Availability of robust staffing resources to meet audit timelines
- Demonstrated CPA-level expertise and professional credentials
- Ability to provide Professional Liability (Errors & Omissions) insurance coverage
- Ability to provide services with expediency and responsiveness
- A proven track record of successful municipal and governmental audits
- Institutional knowledge of the City, its financial systems, and audit history

Based on the assessment, CFLG meets all required criteria and is uniquely positioned to provide continuity and efficiency during the audit process. Having served as the City's external auditor for FY 2023, CFLG brings direct knowledge of the City's financial operations, prior audit findings, and reporting requirements, minimizing risk and operational disruption.

Scope & Utilization of Services

The Finance Department will utilize CFLG's services on an as-needed basis to augment existing staff capacity and address temporary staffing shortages resulting from current vacancies within the department. Services will not exceed 30 hours per week through May 31, and will be used strictly to support financial administration and audit-related functions.

The engagement shall be subject to a not-to-exceed amount of $110,000, contingent upon budget availability and appropriation. Funding will be leveraged from savings generated by existing departmental vacancies, ensuring no adverse fiscal impact to the City.

Market & Cost Reasonableness Review

In keeping with Section 3-4.5(f) of the Procurement Code, the City confirmed that the financial services marketplace for these specialized services is consistent with firms the City has previously engaged. Pricing for CFLG aligns with rates charged by at least three comparable firms previously utilized by the City for various Financial Administration services.

Market analysis indicates the following rate ranges are customary and reasonable:

- **Partner-level rates:** $250 – $290 per hour
- **Associate-level rates:** $185 – $250 per hour

CFLG's proposed rates fall within these established market ranges and are consistent with historical partner and associate rates paid by the City for comparable professional financial services.

Risk Management & Insurance Compliance

In coordination with the City's Risk Management requirements, Professional Liability (Errors & Omissions) insurance is required for this engagement due to the audit readiness and financial support services being provided. This coverage serves as the City's primary protection against professional errors or omissions, and its cost is an industry expense reflected in the proposed hourly rates, which are consistent with market norms and appropriate to safeguard the City's financial interests.

CFLG will perform a comprehensive final review of the City's Trial Balance prior to submission to the FY 2025 external auditors, helping validate financial accuracy and reduce audit risk. This engagement will also augment current staffing capacity, strengthen financial controls, and support the City's commitment to audit readiness and accurate financial reporting..

Recommendation

The Finance Director and the Chief Procurement Officer recommend that the City Commission approve and authorize the City Manager or designee to approve a Purchase Order with **Caballero & Fierman Llerena & Garcia, LLP** for a budgeted amount not to exceed $110,000.00.

Fiscal Impact

The requested amount of $110,000.00 has been approved in the adopted FY26 budget appropriation. Utilizing funds from the general fund, Other Contractual services and Professional Services budget line.

Budget Detail Account: