



CITY OF ORLAND STAFF REPORT

MEETING DATE: July 21, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Justin Chaney, Acting City Manager

SUBJECT: Resolution Establishing the Classification of Director of Administrative Services/City Clerk; Adopting the Class Specification and Salary Range; and Approving a Mid-Term Side Letter of Agreement with UPEC Local 792 Adding the Classification to the Mid-Management Unit

RECOMMENDATION

Adopt the attached Resolution establishing the classification of Director of Administrative Services/City Clerk, adopting the class specification (Exhibit A) and salary range (Exhibit B), amending the Mid-Management Unit salary schedule (Attachment A to the MOU) accordingly, and approving and authorizing execution of the Mid-Term Side Letter of Agreement with United Public Employees of California, Local 792 (Exhibit C).

BACKGROUND

The City's former Director of Administrative Services/Assistant City Manager separated from City service in early June 2026. Since that time, the essential administrative functions of City Hall have been carried on informally by the City Clerk, while finance and treasury functions have been performed under the City's existing contract with Regional Government Services (RGS).

The City has determined to restructure these responsibilities on a going-forward basis by establishing a new combined classification, Director of Administrative Services/City Clerk, which consolidates City Clerk and administrative-services duties in a single management-professional position, with finance and treasury functions provided separately by contract. The standalone City Clerk classification in the General Unit and the former Director of Administrative Services/Assistant City Manager classification each remain on the City's books; no represented work is removed from any other bargaining unit by this action.

By written request dated June 25, 2026, United Public Employees of California, Local 792 ("Union") asked that the new classification be added to the Mid-Management Unit. The representatives of the Mid-Management Unit support the inclusion, and the City concurs.

DISCUSSION

The classification of Director of Administrative Services/City Clerk is a management-professional position. It does not serve as Assistant City Manager or Acting City Manager and does not perform finance or treasury functions. It is appropriately included in the Mid-Management Unit and is a represented, non-confidential classification.

Consistent with the City's employer-employee relations structure, the City Manager remains the City's sole confidential position for purposes of collective bargaining and confidential employee-relations matters. Those functions are not assigned to the Director of Administrative Services/City Clerk.

Inclusion of the classification in the Mid-Management Unit is accomplished by the attached mid-term Side Letter of Agreement amending Attachment A of the MOU. The Side Letter does not reopen the MOU. The City retains its right under Article 2.01 of the MOU and applicable law to classify positions and to add classifications to its salary resolution.

FISCAL IMPACT

The adopted salary range for the classification is \$95,000 to \$115,473 annually (five steps). The incumbent is anticipated to be appointed at Step 1 (\$95,000). The fiscal impact is offset by the elimination of the prior, higher-compensated Director of Administrative Services/Assistant City Manager salary and by the separate contracting of finance and treasury functions.

RECOMMENDED ACTION

Adopt Resolution No. 2026-XX.