



CITY OF ORLAND STAFF REPORT

MEETING DATE: July 21, 2026

TO: Honorable Mayor and City Council

FROM: Justin Chaney, Interim City Manager

SUBJECT: Professional Services Agreement with Pete Carr dba City Management Consulting (Discussion/Action)

BACKGROUND

The office of City Manager is vacant, and Fire Chief Justin Chaney is serving as Interim City Manager while continuing to lead the Fire Department. Former City Manager Pete Carr, doing business as City Management Consulting, has offered month-to-month, executive-level advisory support to interim city management while the City recruits a permanent City Manager.

DISCUSSION

Under the proposed agreement, the consultant would work remotely and only at the request of the Interim City Manager: drafting and reviewing documents, analyzing reports and proposals, preparing RFPs, and assisting with recruitment and organizational development. The consultant would have no authority to make City decisions, would not report to individual Councilmembers, and would have no access to City systems. Either party may end the agreement at any time by written notice.

Compensation is a \$4,800 monthly retainer covering up to 32 hours, with additional hours at \$165 per hour only when authorized in advance, and total compensation capped at \$40,000 per fiscal year without further Council authorization. These rates compare favorably to the City's other contracted professionals (\$185–\$275 per hour).

FISCAL IMPACT

\$4,800 per month plus any authorized additional hours, not to exceed \$40,000 in FY 2026-27. The cost is offset by salary savings from the vacant City Manager position in the adopted budget.

ATTACHMENTS

A. Professional Services Agreement (City Management Advisory Consulting Services).

RECOMMENDATION

Approve the agreement substantially in the form presented and authorize the Interim City Manager to execute it.