



CITY OF ORLAND STAFF REPORT

MEETING DATE: July 21, 2026

TO: Honorable Mayor and City Council

FROM: Justin Chaney, Interim City Manager

SUBJECT: Temporary Additional-Duties Compensation Agreement with Jody Meza, Library Director (Discussion/Action)

BACKGROUND

Because of the City Manager vacancy and current administrative staffing shortages, Library Director Jody Meza has been assigned, and will continue to be assigned, general administrative duties in support of City Hall operations that are outside the regular duties of her classification.

DISCUSSION

The proposed agreement provides temporary additional compensation equal to 10% of Ms. Meza's base monthly salary for so long as the additional duties continue. The additional pay is prospective only, is reviewed monthly by the Interim City Manager, and ends automatically on the earlier of the first day of employment of a permanent City Manager or a determination that the additional duties are no longer needed. Ms. Meza's classification, salary range, and benefits are unchanged, and the agreement confirms the additional compensation is not reportable to CalPERS and is not an out-of-class appointment under Government Code section 20480. The agreement has been reviewed by the City Attorney.

FISCAL IMPACT

Approximately \$705 to \$857 per month depending on step (10% of base salary), absorbed within budgeted salary savings. No CalPERS contribution impact.

ATTACHMENTS

A. Temporary Additional-Duties Compensation Agreement.

RECOMMENDATION

Approve the agreement substantially in the form presented and authorize the Mayor to execute.