



CITY OF ORLAND STAFF REPORT

MEETING DATE: August 4, 2026

TO: Honorable Mayor and Members of the City Council

FROM: Justin Chaney, Interim City Manager

SUBJECT: Resolution Establishing the Classification of Director of Finance; Adopting the Class Specification and Salary Range; Approving a Mid-Term Side Letter of Agreement with UPEC Local 792 acknowledging the position is outside the Mid-Management Unit.

RECOMMENDATION

Adopt the attached Resolution establishing the classification of Director of Finance, adopting the class specification (Exhibit A) and salary range (Exhibit B), amending the City salary schedule (Exhibit C) accordingly, and acknowledging a Mid-Term Side Letter of Agreement confirming understanding with United Public Employees of California, Local 792 (Exhibit D).

BACKGROUND

Orland's city manager from May 2012-April 2025 also served as finance director, given his background of experience and the support of a part-time contract CPA. Since April 2025, the City's finance function has been performed under the City's existing contract with Regional Government Services (RGS).

The City has determined to return the finance function to internal staffing with a dedicated, professional finance director. This requires establishing a new classification, Director of Finance, consistent with the establishment of the Office of Finance set forth in OMC 2.14. This is a confidential management position, similar to how finance is handled at most other California cities. In Orland, the finance director will also serve as risk manager and technology coordinator. The position will be outside the bargaining units; no represented work is removed from any other bargaining unit by this action.

By written notification dated _____, 2026, United Public Employees of California, Local 792 ("Union") is informed and acknowledges that the new position will be outside the bargaining units. Representatives of the Mid-Management Unit support this organizational action.

DISCUSSION

The classification of Director of Finance is a confidential management-professional position. It does not necessarily serve as Assistant City Manager or Acting City Manager. Treasury functions continue to be the responsibility of a separately appointed employee.

Consistent with the City's employer-employee relations structure, the City Manager and Finance director will be the City's only confidential positions for purposes of collective bargaining and confidential employee-relations matters.

The Side Letter is explanatory and 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.

The interim city manager has identified a qualified local candidate for this position who can potentially start employment immediately, so no formal recruitment will be necessary.

FISCAL IMPACT

The incumbent is anticipated to be appointed at \$120,000 with a one-year employment agreement. The fiscal impact is offset by a portion of previously funded Director of Administrative Services/Assistant City Manager position, approximately one half of the fire chief salary, and by the imminent elimination of the separate outside contract for finance functions.

RECOMMENDED ACTION

Adopt Resolution No. 2026-XX.