



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: OCTOBER 16, 2020**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: SCOTT H. HOWARD, COLANTUONO HIGHSMITH & WHATLEY  
CONTRACT CITY ATTORNEY**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1707, APPOINTMENT AND  
EMPLOYMENT CONTRACT FOR INTERIM CITY MANAGER**

**MEETING**

**DATE: OCTOBER 28, 2020**

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**SUMMARY:**

In May 2020 the City Council interviewed candidates for Interim City Manager and retained Ray Taylor as the Interim City Manager while the City recruits for the permanent position. The recruitment for a permanent position continues and Mr. Taylor's agreed contract term is expiring in November. In order to have continuity and leadership during the recruitment, the Council requires another Interim City Manager to serve for a fixed term and has determined that Don Penman (also interviewed in May 2020) could fill the temporary position until the recruitment is concluded. The attached agreement confirms the appointment of Don Penman. The provisions of the agreement are exactly the same as the agreement between the city and Ray Taylor, and includes provisions for salary, and other terms and conditions of the temporary employment consistent with state laws and regulations. The Agreement, if approved becomes effective November 16, 2020, and would terminate by May 14, 2021, unless sooner terminated by the parties.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City's current budget contains sufficient payroll appropriations to cover the salary.

**SUMMARY RECOMMENDATION:**

If the Council desires to approve the agreement for Interim City Manager as outlined above, you should approve Resolution No. 2020-1707, appointing Don Penman and the employment agreement, and authorize the Mayor to sign it on behalf of the City.

**ATTACHMENT:**

A - Resolution No. 2020-1707

B - Employment Agreement with Don Penman