



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

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**DATE:** DECEMBER 1, 2021

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MATTHEW T. SUMMERS, CITY ATTORNEY  
KINDON MEIK, CITY MANAGER

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2021-1765, APPOINTMENT AND  
EMPLOYMENT CONTRACT FOR INTERIM DIRECTOR OF COMMUNITY  
DEVELOPMENT

**MEETING**

**DATE:** DECEMBER 8, 2021

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**SUMMARY:**

With the upcoming retirement of the current Community Development Director, the City is in need of an interim Director to manage the Community Development Department while a recruitment for a permanent Director takes place. The City Manager reached out to Don Penman who recently served as Interim City Manager for Calabasas. Mr. Penman has a background and expertise in City Management having served in various cities as a City Manager and Interim City Manager and has experience in Community Development as the Director of Development Services for the City of Arcadia for ten years.

The attached Employment Agreement 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 January 3, 2022, and would terminate by June 30, 2022, unless sooner terminated by the parties or a permanent appointment of a new Director takes place.

**FISCAL IMPACT/SOURCE OF FUNDING:**

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

**SUMMARY RECOMMENDATION:**

If the City Council desires to approve the agreement for Interim Community Development Director as outlined above, Resolution No. 2021-1765 should be adopted, appointing Don Penman and authorize the Mayor to sign the agreement on behalf of the City.

**ATTACHMENT:**

A - Resolution No. 2021-1765

B - Employment Agreement with Don Penman