



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 30, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER
MICHAEL MCCONVILLE, DEPUTY CITY MANAGER

SUBJECT: ADOPTION OF RESOLUTION NO. 2023-1878, APPOINTMENT AND EMPLOYMENT CONTRACT FOR INTERIM ASSISTANT CITY MANAGER

MEETING DATE: NOVEMBER 8, 2023

SUMMARY RECOMMENDATION:

That the City Council adopt Resolution No. 2023-1878, appointing Philip Lanzafame as Interim Assistant City Manager, and authorize the City Manager to sign the agreement on behalf of the City.

BACKGROUND/DISCUSSION:

The City is currently conducting a recruitment for a permanent Assistant City Manager that staff anticipates will be filled within the first quarter of calendar year 2024. Since the Assistant City Manager is a new position to the City, staff would like to appoint an Interim Assistant City Manager to coordinate outstanding priorities, workload, and projects, so that the new permanent Assistant City Manager may begin their term with as few obstacles as possible, as well as clear direction on areas of focus.

Since June 1, 2023, Philip Lanzafame has served as the City's Interim Public Works Director. With the recent hiring of a permanent Public Works Director, Mr. Lanzafame's last day as Interim Public Works Director will be November 26, 2023. With Mr.

Lanzafame's background and expertise in City Management ranging from 1996 to 2022, in addition to his experience at the City of Calabasas, the City Manager has extended an offer to Mr. Lanzafame for the Interim Assistant City Manager position.

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 November 27, 2023, and would terminate by March 31, 2024, unless sooner terminated by the parties or a permanent appointment of a new Assistant City Manager takes place.

FISCAL IMPACT/SOURCE OF FUNDING:

The City's current budget contains sufficient payroll appropriations to pay for salary costs of the Employment Agreement.

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ATTACHMENT:

- A - Resolution No. 2023-1878
- B - Employment Agreement with Philip Lanzafame