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City Manager's Report
December 9, 2025, City Council Meeting
Prepared by: Carole Kendrick, Director of Development Services
Item #: 12.6

Subject: Consider approving a 0.22 FTE temporary part-time City Planner position and approving a budget appropriation in the amount of \$23,432 from the 1993 STBG-690 Fund to pay for the said position through June 30, 2026.

Recommendation:

Adopt a Resolution:

1. Consider Approving a 0.22 FTE temporary part-time City Planner position; and
2. Approving a budget appropriation in the amount of \$23,432 from the 1993 STBG-690 Fund to pay for the said position through June 30, 2026.

Purpose: To appropriate from 1993 STBDG-690 Fund (Fund 241) to fund approximately two days per week of City Planner assistance needed to complete critical advanced planning projects while the Assistant/Associate Planner position remains frozen.

Strategic Plan Strategy: Maintain/Improve Quality of Life Strategy 5 – Maintain and update planning documents.

- a) Implement the Housing Element and provide annual report to the State.
- b) Update and Maintain the General Plan.
- d) Update zoning code and ensure consistency with General Plan.

Background: During the Fiscal Year 2025-26 budget deliberations in spring 2025, the City faced a structural deficit driven by rising CalPERS costs, flat sales-tax revenue, and increased public-safety expenditures. On June 10, 2025, the City Council adopted a balanced budget that included the difficult decision to eliminate all funding for the Associate Planner position for the entire fiscal year. This reduction saved the General Fund approximately \$166,102 in Fiscal Year 2025-26.

The lack of planning staff significantly constrains the Department's ability to perform advanced (long-range) planning work and that certain non-discretionary state mandates still need to be met. Since July 1, 2025, the following developments have occurred:

- The Department received a formal statutory notice from the Office of Planning and Research (August 2025) citing non-compliance with recent Safety Element legislation (SB 379, SB 1035, AB 2140).
- HCD has increased scrutiny of 6th Cycle Housing Element annual progress reports; cities that fail to show "substantial progress" on rezoning programs risk ineligibility for LEAP, REAP 2.0, and SB 2 grant funds.
- New 2025 legislation (SB 478, AB 529, etc.) imposed additional objective design standards and

zoning reform deadlines that were not fully anticipated during the budget process.

- Current staff have been fully consumed by day-to-day development review, counter duties, and code enforcement, leaving limited capacity for the advanced planning workload.

After exploring lower-cost consultant options and determining that none could be retained in time or at a competitive rate for the specialized work required, staff identified Carl Cahill, AICP — a highly experienced CalPERS retired annuitant — who is available and willing to provide senior-level assistance on a limited part-time basis for the remainder of the fiscal year.

Discussion: Mr. Cahill, AICP, a CalPERS retired annuitant with more than 22 years of California public-sector planning and management experience, has agreed to provide the needed expertise on a part-time retired-annuitant basis (average of two days per week/16 hours per week) from mid-December 2025 through June 30, 2026, on the following critical advanced planning initiatives:

1. **6th Cycle Housing Element Implementation**
 - Complete remaining rezoning programs and reasonable accommodation ordinance
 - Prepare and submit the 2025 Annual Progress Report (due April 1, 2026)
2. **General Plan Safety Element Update**
 - Incorporate climate adaptation and resilience (SB 379)
 - Update wildfire, flood, and geologic hazard mapping and policies (SB 1035, AB 2140)
3. **Other Advanced Planning Projects**
 - Objective Design Standards for multifamily and mixed-use projects (SB 478 / AB 529)
 - Initiation of 7th Cycle Housing Element background studies and public outreach
 - Zoning Code amendments required for SB 9, SB 10, and ADU law compliance

Mr. Cahill has been providing planning services to the City following the start of the newly hired Director of Development Services. The cost of the services provided from July 1, 2025, to November 18, 2025, is \$12,434 that was primarily paid from salary savings when the Code Enforcement Official position was vacated.

Options:

1. Approve staff's recommended actions; or
2. Take other actions; or
3. Take no action.

Environmental: The proposed action is strictly an administrative and budgetary matter involving the temporary appointment of one part-time individual to perform planning and policy work in an existing City office. No physical work, construction, land disturbance, or change in land use is involved. The projects Mr. Cahill will advance (Housing Element implementation, Safety Element update, zoning amendments, etc.) will each undergo separate project-specific CEQA review at the time they are brought forward for Council consideration and adoption. Therefore, this budget appropriation and personnel action is not a “project” under CEQA, and no environmental review is required (CEQA Guidelines §§ 15060(c)(3), 15378(b)(4), and 15378(b)(5)).

Finding: Exempt from CEQA – purely fiscal, administrative, and organizational activity with no potential for physical impact on the environment.

Cost: The total cost of the proposed position is \$31,829.

Budget Impact: This position was not included in the adopted Fiscal Year 2025/2026 Operating Budget. Staff recommends that the City Council approve a \$23,432 budget appropriation from the 1993 STBG-690 Fund to pay for the said temporary part-time position through June 30, 2026.



Dave Warren, City Manager



Carole Kendrick, Director of Development Services

Attachments:

A: Draft Resolution