

CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF:       October 15, 2024

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**To:**                       Honorable Mayor and City Councilmembers  
**From:**                   City Manager Don Schwartz  
                              Administrative Services Ana Kwong  
**Subject:**               Adoption of Resolution Amending the Contract with 4 Leaf for Planning Services

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**RECOMMENDATION:**

The item is to request Council Approve Adoption of Resolution for First Amendment to Contract with 4 Leaf for Planning Services. The current terms of the contract is for \$50,000 will be extended from October 15, 2024 to December 31, 2024, and this is increasing the contract amount by \$42,760 resulting in a new not-to-exceed amount of \$92,760.

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**EXECUTIVE SUMMARY:**

The City Manager utilized authority, consistent with our purchasing policy, to approve an initial contract with 4LEAF to provide an interim Community Development Director for \$50,000 because of challenges in filling the position. Additional funds are necessary to ensure continuity in our operations, though at the reduced level because of the part time hours available. The interim Community Development Director Jane Riley has been leading the department. By late October, the contract amount will be exhausted.

**BACKGROUND:**

The City has been recruiting for the Community Development Director (CDD) position since the Council approved the new classification, specification, and pay range on April 23, 2024. The hiring process for the new CDD is underway, and the contract for this position is scheduled for approval at the November 5, 2024, City Council meeting.

Although the contract with 4LEAF currently ends on December 31, 2024, the \$50,000 contract amount has nearly been exhausted due to the workload, which includes processing applications for Use Permits, Development Agreements, Subdivisions, Design Review, and more. The services of 4LEAF are essential to ensure timely processing of these planning applications. Since the commencement of the interim support in late July, a total of 147 from the allotted 277 hours have been dedicated to this effort through August 2024, about 27 hours per week.

Additionally, the workload is complex, particularly for large commercial development agreements such as hotels. These projects require significant analysis of neighborhood compatibility, traffic, groundwater, and noise impacts, as well as the preparation of detailed environmental review documents like a Mitigated Negative Declaration or an Environmental Impact Report. The City will recover some of the costs by assigning 4LEAF to work on the Barlow Hotel. This arrangement ensures that we can manage our budget effectively while still benefiting from 4LEAF's expertise and maintaining the progress of these projects. The proposed amendment will include some time and funding for 4LEAF to assist with new Community Development Director in the transition, averaging upto 25 hours per week through mid December.

**STAFF ANALYSIS**

Timely and thorough processing of planning applications is essential to meet mandated timelines and deliver high-quality projects that comply with State environmental requirements which is necessary for maintaining project schedules and avoiding delays. A comprehensive review of planning applications also plays a significant role in identifying all potential project impacts. By thoroughly assessing these impacts, the City can make informed

decisions about the suitability of development projects. This assessment includes evaluating factors such as neighborhood compatibility, traffic, groundwater, and noise impacts.

Ultimately, this diligent review process ensures that development projects are designed with the safety and well-being of the community in mind. It helps create a balanced approach to growth and development, where the needs of the community are prioritized alongside economic and environmental considerations. This all inclusive approach fosters sustainable development.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

**FISCAL IMPACT:**

The City will remain within the budget appropriations for the Community Development Director position even with the contract increase. The not-to-exceed cost associated with the extension includes \$42,760 added to the existing \$50,000 contract, totaling \$92,760 for the 4LEAF contract. The FY24-25 salary and benefits adopted budget is \$224,050. The estimated cost of the new Community Development Director position from November 20 through June 30, 2025, is \$131,460. This ensures that the total expenses remain within the allocated budget.

**RESTATED RECOMMENDATION:**

To maintain uninterrupted department operations, the City Manager recommends increasing the contract by \$42,760 with 4LEAF.

**OPTION(S):**

1. **Approve the Funding:** Add additional funding to 4LEAF contract to ensure the timely processing of applications, development agreements, and planning functions. Even with this increase the department remains under staffed.
2. **Partial Funding:** Approve a partial funding of the 4LEAF contract.
3. **Do Not Add Funding:** Decide not to add funding to 4LEAF contract and manage the workload with the current resources which is not recommended. This option will lead to delays in processing applications and could impact the department's ability to meet mandated timelines and maintain high-quality standards.

**Attachments:**

Resolution  
 Cost of Service Amendment#1

**APPROVALS:**

Department Head Approval:	Approval Date: 10/3/24
CEQA Determination (Planning):	Approval Date: N/A
<u>The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)</u>	
Administrative Services/Financial Approval:	Approval Date:
Costs authorized in City Approved Budget: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Account Code (f applicable)	<u>100-21-02-4210</u>
City Attorney Approval:	Approval Date: 10/8/24
City Manager Approval:	Approval Date: 10/7/24

RESOLUTION NUMBER: XXXX-2024

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL  
APPROVING AMENDMENT TO THE CONTRACT WITH 4LEAF FOR PLANNING SERVICES

WHEREAS, Staff requests the City of Sebastopol Council Approve Adoption of Resolution for First Amendment to Contract with 4 Leaf for Planning Services. The current terms of the contract is for \$50,000 will be extended from October 15, 2024 to December 31, 2024, and this is increasing the contract amount by \$42,760 resulting in a new not-to-exceed amount of \$92,760; and

WHEREAS, Due to the workload complexity particularly for large commercial development agreements such as hotels and includes processing applications for Use Permits, Development Agreements, Subdivisions, Design Review, and more, the services of 4LEAF are essential to ensure timely processing of these planning applications; and

WHEREAS, To ensure the department continues operating without interruption, the City Manager recommends adding additional funding to the contract with 4LEAF to ensure the timely processing of applications, development agreements, and planning functions until the new Community Development Director is on board; and

WHEREAS, The City will recover some of the costs by assigning 4LEAF to work on the Barlow Hotel. This arrangement ensures that we can manage our budget effectively while still benefiting from 4LEAF's expertise and maintaining the progress of these projects. The proposed amendment will also include some time and funding for 4LEAF to assist with new Community Development Director in the transition, averaging up to 25 hours per week through mid December; and

WHEREAS, The City will remain within the budget appropriations for the Community Development Director position even with the contract increase. The not-to-exceed cost associated with the extension includes \$42,760 added to the existing \$50,000 contract, totaling \$92,760 for the 4LEAF contract. The FY24-25 salary and benefits adopted budget is \$224,050. The estimated cost of the new Community Development Director position from November 20 through June 30, 2025, is \$131,460. This ensures that the total expenses remain within the allocated budget.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby adopts this Resolution approving the not-to-exceed cost associated with the addition of funding to include \$42,760 be added to the existing \$50,000 contract, totaling \$92,760 specifically for the 4LEAF contract.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 15<sup>th</sup> day of October 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Diana Gardner Rich, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM:

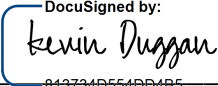
Alex Mog, City Attorney

**EXHIBIT A  
COST OF SERVICES  
AMENDMENT #1**

Unless otherwise amended through City Council action, this agreement will not exceed a total of \$92,760.

Consultant:

City:

By:  10/8/2024  
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By: \_\_\_\_\_

Name: Kevin Duggan

Name: Don Schwartz

Title: President

Title: City Manager