



**CITY OF SEBASTOPOL CITY COUNCIL**

**AGENDA ITEM REPORT FOR MEETING OF:**

July 7, 2026

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To: Honorable Mayor and City Councilmembers  
 From: City Manager Gourley  
 Deborah Muchmore, Contract/Human Resources Consultant, Muchmore Than Consulting  
 Responsible Department: City Administration  
 Subject: Approval of Amendment No. 1 to Consultant Services Agreement with 4Leaf, Inc. for Planning Services for Specific Scope of Work for not to Exceed \$133,784. This item would be to continue coverage of Planning Services until such time that the Request for Proposals Process has been completed.  
 Estimated length of contract: Six months or until completion of RFP Process

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**RECOMMENDATION(s):** It is recommended that the City Council Adopt a Resolution Approving Amendment No. 1 to Consultant Services Agreement with 4Leaf, Inc. for Planning Services for Specific Scope of Work for not to exceed \$133,784. Extension is to maintain coverage until the Request for Proposals (RFP) process for a permanent or long-term planning services provider is completed. The estimated term of the agreement is six (6) months or until completion of the RFP process, whichever occurs first.

**PROCESS OF AGENDA ITEM:**

If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar.

If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:

- Presentation by staff
- Council questions and discussion
- Public comment
- Council deliberation and action

**EXECUTIVE SUMMARY:** This item seeks City Council approval of Amendment No. 1 to the existing agreement with 4Leaf, Inc. to provide essential interim/project-specific planning services, ensuring continuity for key City projects while the RFP for permanent planning services is completed.

**BACKGROUND:** The City’s Planning Department is currently operating with limited staffing. To prevent disruption to critical functions, the City has engaged 4Leaf, Inc. on an interim basis. Amendment No. 1 formalizes the scope for specific ongoing and upcoming projects and initiatives.

**DISCUSSION:** Under Amendment No. 1, 4Leaf, Inc. will provide planning services for the following projects and initiatives, and similar projects, as directed by the City Manager:

- Housing and development project applications
- Housing Element implementation
- Long Range & Strategic planning initiatives
- Operational Support, such as assisting Planning Commission and Design Review Board.

Contract funding would be covered by salary savings of vacant position(s) and the monthly not to exceed is the same as the current contract (\$18,964). There has been no increase for extension of the current contract. Any planning consultant work done for Deposit Account Applications are separate from this contract and reimbursed from Deposit Accounts and not from the general fund.

The amendment includes a not-to-exceed amount of \$133,784 (\$18,964 per month for 6 months, excluding deposit account reimbursement), standard provisions for scope, compensation, insurance, and termination, and aligns with the City’s need for timely project advancement.

**STAFF ANALYSIS:** Approval of this amendment ensures operational continuity, supports priority projects aligned with City Council goals, and allows time to complete a competitive RFP process for long-term planning support. 4Leaf, Inc. has demonstrated the necessary expertise to deliver these services effectively.

**CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals/priorities as follows:

**Goal 4: HIGH PERFORMANCE ORGANIZATION**

Restore public trust, improve public communications, and strengthen collaborative partnerships with outside agencies and service providers.

**PUBLIC COMMENT:** As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

**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.

**FISCAL IMPACT:** Funding for Amendment No. 1 is available within the existing FY 2026-27 Planning Department budget. The not-to-exceed amount for the amendment is \$133,784 . No additional appropriation is required.

**RESTATED RECOMMENDATION:** It is recommended that the City Council adopt a resolution to approve Amendment No. 1 to the Agreement for Planning Consultant Services with 4Leaf, Inc. for the project-specific scope outlined above, for a term of six (6) months or until completion of the RFP process whichever if first.

**CITY COUNCIL OPTIONS:**

- Approve with modifications (specify).
- Direct staff to provide additional information and return at a future meeting.
- Do not approve and provide alternative direction to staff.

**ATTACHMENT(S):**

Contract Amendment/Resolution

**APPROVALS:**

Department Head Approval: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 CEQA Determination (Planning): \_\_\_\_\_ Approval Date: NA

*The proposed action is not a project under the California Environmental Quality Act (CEQA). Pursuant to CEQA Guidelines Section 15378, the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.*

General Plan Goal (Planning): \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 Administrative Services (Financial) \_\_\_\_\_ Approval Date: \_\_\_\_\_  
 Costs authorized in City Approved Budget:  Yes  No  N/A  
 Account Code (f applicable) \_\_\_\_\_

City Attorney Approval:  
City Manager Approval:

Approval Date:  
Approval Date:

RESOLUTION NO. XXXX-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING AMENDMENT NO. 1 TO THE AGREEMENT FOR PLANNING CONSULTANT SERVICES WITH 4LEAF, INC. FOR NOT TO EXCEED \$133,784 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT

**WHEREAS**, the City of Sebastopol requires continued planning services to support critical projects and maintain operational continuity in the Planning Department while completing the Request for Proposals process for longer-term services; and

**WHEREAS**, the City previously entered into an Agreement for Planning Consultant Services with 4Leaf, Inc.; and

**WHEREAS**, Amendment No. 1 to the Agreement provides for project-specific planning services, including but not limited to the following:

- Housing and development project applications;
- Housing Element implementation;
- Long Range & Strategic planning initiatives;
- Operational Support, such as assisting Planning Commission and Design Review Board’
- Other similar matters as assigned by the City Manager; and

**WHEREAS**, the Amendment is for an estimated term of six (6) months or until completion of the RFP process, whichever occurs first, with funding available within the existing FY 2026-27 Planning Department budget; and

**WHEREAS**, the City Council finds that approval of this Amendment is in the best interest of the City and supports City Council Goal 4: High Performance Organization;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Sebastopol as follows:

1. The City Council hereby approves Amendment No. 1 to the Agreement for Planning Consultant Services with 4Leaf, Inc. for not to Exceed \$133,784, in substantially the form attached hereto as Exhibit A.
2. The City Manager is authorized to execute the Amendment on behalf of the City, with such minor modifications as may be approved by the City Attorney.
3. The City Manager or designee is authorized to take all actions necessary to implement this Resolution.

IN COUNCIL DULY PASSED, APPROVED AND ADOPTED this 7<sup>th</sup> day of July, 2026.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Sebastopol by the following roll call vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Mayor Jill McLewis

ATTEST:

Mary Gourley, City Manager

APPROVED AS TO FORM:

Alex Mog, City Attorney