



## CITY OF SEBASTOPOL CITY COUNCIL

**AGENDA ITEM REPORT FOR MEETING OF:** July 21, 2026

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To: Honorable Mayor and City Councilmembers  
 From: Ana Kwong - Administrative Services Director  
 Department: Administrative Services  
 Subject: Approval of Contracts for City Consultants as approved in the FY 26 27 City Budget

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### **RECOMMENDATION(s):**

That the City Council adopt a Resolution authorizing the City Manager to execute and administer specified professional services agreements and related amendments included in the Fiscal Year 2026-27 Adopted Budget for a total combined amount not to \$698,200

### **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:**

The Fiscal Year 2026-27 Adopted Budget includes funding for various professional services, consultant support, and contractual services necessary to carry out Council-approved programs, projects, and operational activities. While funding for these services has already been approved through the annual budget process, certain agreements exceed the City Manager's purchasing authority and would otherwise require separate City Council approval prior to execution.

The proposed resolution would authorize the City Manager to execute and administer professional services agreements and related amendments that are funded within the adopted budget and procured in accordance with applicable purchasing policies and procurement requirements. This authorization would streamline implementation of Council-approved services and projects while maintaining Council oversight through the budget adoption and appropriation process.

### **BACKGROUND:**

The City's Purchasing Policy designates the City Manager as the City's Purchasing Agent and authorizes approval of budgeted expenditures up to \$50,000. Budgeted expenditures exceeding \$50,000 require City Council approval. As part of the annual budget process, the City Council reviews and approves appropriations for professional consulting services, specialized technical assistance, regulatory compliance services, engineering services, legal support, information technology services, and other contractual obligations necessary for City operations.

Following budget adoption, staff must execute agreements necessary to implement the services, projects, and work programs approved by the City Council. In many cases, the value of these agreements exceeds the City Manager's delegated authority and therefore requires separate Council approval, even though funding for the services has already been approved through the budget process.

### **DISCUSSION:**

The proposed resolution is intended to improve administrative efficiency and facilitate timely implementation of services, projects, and operational activities already approved through the Fiscal Year 2026-27 budget. While the

City Council establishes financial appropriations and program priorities through the annual budget process, individual contracts exceeding the City Manager's purchasing authority currently require separate Council approval before execution. This additional step can delay implementation of approved work programs, consulting services, regulatory compliance activities, technology services, and other operational functions.

Approval of the resolution would authorize the City Manager to execute and administer specific professional services agreements, related amendments, and supporting documents that:

- Are funded within the adopted budget;
- Comply with the City's Purchasing Policy and applicable procurement requirements; and
- Remain within available appropriations approved by the City Council.

This authorization would not authorize new programs, increase budget appropriations, waive purchasing requirements, or apply to public works construction contracts that require separate approval under City policy or applicable law.

#### **STAFF ANALYSIS:**

The Fiscal Year 2026-27 Adopted Budget includes funding for a variety of professional services necessary to support City operations, regulatory compliance, technology systems, engineering, planning, legal services, and other specialized functions. Several of these agreements are anticipated to exceed the City Manager's purchasing authority under the City's Purchasing Policy.

Informational Technology: The City recently completed a competitive Request for Proposals (RFP) process for Information Technology Management Services. Multiple qualified firms submitted proposals demonstrating municipal experience and the ability to provide comprehensive technology support services.

Staff reviewed the cost proposals submitted by each respondent as part of the evaluation process. Pricing among the qualified firms was generally comparable, with some proposals exceeding the cost of the City's current service agreement. Consistent with the established evaluation criteria, procurement decisions were based not only on cost, but also on technical qualifications, municipal experience, proposed service levels, operational considerations, and overall value to the City.

Following review of the proposals, staff determined that continuing services with Marin IT was in the City's best interest. In addition to pricing and technical qualifications, staff considered continuity of operations, institutional knowledge, implementation risk, and the resources associated with transitioning critical technology systems to a new provider.

As the City's current IT services provider, Marin IT possesses familiarity with the City's technology environment, business systems, public safety technology needs, and operational requirements. Based on the evaluation criteria and operational considerations, staff concluded that retaining Marin IT provides continuity and operational stability while supporting the City's current service needs and budget objectives.

Community Outreach Coordinator Services: The City recently conducted a competitive Request for Proposals (RFP) process for Community Outreach Coordinator services. Multiple qualified firms submitted proposals demonstrating experience in public communications, community engagement, media relations, digital communications, website content management, social media outreach, and support for municipal operations.

Staff reviewed the proposals based on qualifications, relevant municipal experience, understanding of the City's communication needs, proposed service approach, organizational capacity, continuity of service, and cost. The respondents offered varying service models and professional backgrounds, including firms with extensive public agency communications experience and providers with established familiarity with the Sebastopol community and the City's existing outreach programs.

Staff also evaluated the proposed compensation structures submitted by the respondents. While pricing varied among proposals, staff considered cost alongside experience, qualifications, responsiveness to the City's needs, continuity of operations, and overall value to the City.

In evaluating the proposals, staff considered the importance of maintaining consistent public communication, preserving institutional knowledge, and minimizing disruptions to ongoing outreach efforts. Factors such as familiarity with City operations, established communication channels, existing community relationships, and the resources required to transition services were evaluated as part of the overall review process. Based on the totality of factors considered, staff determined that continuing the current outreach services arrangement provides continuity and operational stability while supporting the City's communication objectives and service needs.

The following professional services agreements are currently anticipated to exceed the City Manager's purchasing authority and are included within the FY 2026-27 Adopted Budget. Authorization of the proposed resolution would allow the City Manager to execute and administer these agreements, subject to available appropriations and compliance with applicable purchasing and procurement requirements.

| Consultant / Service Provider  | Description                     | Annual Contract Amount |
|--------------------------------|---------------------------------|------------------------|
| Phillips Seabrook              | Building Inspection Services    | \$175,000              |
| PJM Yard Maintenance           | Landscaping Services            | \$92,000               |
| Sonoma Animal Services         | Animal Services                 | \$90,000               |
| West County Community Services | Park Village Services           | \$75,000*              |
| Marin IT                       | On Site Support                 | \$56,200               |
|                                | Infrastructure & Cloud Services | \$53,800               |
| <b>Total Contract Value</b>    |                                 | <b>\$542,000</b>       |

\*Park Village management services are currently provided under a five-year agreement that expires on June 30, 2027. The agreement originally authorized annual funding of \$73,000. The proposed FY 2026-27 amount of \$75,000 reflects a \$2,000 increase over the previously approved annual funding level and would require an amendment to the existing agreement.

The agreements subject to this authorization generally include a sixty (60) day termination provision, allowing the City to discontinue services with advance notice when appropriate. This provision provides flexibility to respond to changing operational, budgetary, or service needs while maintaining continuity of City operations.

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

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

Goal 5: Achieving Greater Fiscal Resilience and Long Term Fiscal Sustainability

#### **BUDGET COMMITTEE REVIEW:**

This item was reviewed by the Budget Committee at its scheduled meeting on July 13, 2026. Both committee members supported the item.

#### **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:**

There is no additional fiscal impact associated with this action. All agreements executed pursuant to this authorization must be funded through existing appropriations approved within the adopted Fiscal Year 2026-27 Budget. No additional appropriations are authorized by this action.

**RESTATED RECOMMENDATION:**

That the City Council adopt a Resolution authorizing the City Manager to execute and administer professional services agreements and related amendments included in the Fiscal Year 2026-27 Adopted Budget, provided sufficient appropriations have been approved by the City Council and all agreements comply with applicable purchasing policies and procurement requirements.

**CITY COUNCIL OPTIONS:**

1. Adopt the Resolution authorizing the City Manager to execute and administer professional services agreements and related amendments included in the Fiscal Year 2026-27 Adopted Budget.
2. Adopt the Resolution with modifications.
3. Decline to adopt the Resolution and continue requiring separate City Council approval for agreements exceeding the City Manager's purchasing authority.
4. Provide alternative direction to staff.

**ATTACHMENT(S):**

Resolution

**APPROVALS:**

Department Head Approval: Approval Date: 7/1/26

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: N/A

Administrative Services (Financial) Approval Date: 7/1/26

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (if applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: 7/13/26

City Manager Approval: Approval Date: 7/13/26

## RESOLUTION NUMBER: XXXX-2026

## CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING THE CITY MANAGER TO EXECUTE AND ADMINISTER SPECIFIED PROFESSIONAL SERVICES AGREEMENTS AND RELATED AMENDMENTS INCLUDED IN THE FISCAL YEAR 2026-27 ADOPTED BUDGET FOR A TOTAL COMBINED AMOUNT NOT TO EXCEED \$542,000

**WHEREAS**, the City Council adopted the Fiscal Year 2026-27 Budget on June 16, 2026, appropriating funds for professional consulting services, technical assistance, engineering services, information technology services, and other contractual services necessary to support City operations; and

**WHEREAS**, the City's Purchasing Policy designates the City Manager as the City's Purchasing Agent and authorizes approval of budgeted expenditures up to \$50,000, with expenditures exceeding that amount generally requiring City Council approval; and

**WHEREAS**, the City Council has already reviewed and approved appropriations for these services through the annual budget adoption process; and

**WHEREAS**, requiring separate City Council approval for each professional services agreement funded within the adopted budget may delay implementation of Council-approved programs, projects, regulatory compliance activities, and operational services; and

**WHEREAS**, the City Council finds that authorizing the City Manager to execute and administer professional services agreements funded within the adopted budget will promote administrative efficiency while maintaining Council oversight through the budget appropriation process; and

**WHEREAS**, all agreements executed pursuant to this Resolution shall remain subject to the City's Purchasing Policy, applicable procurement requirements, and available budget appropriations approved by the City Council.

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

### Section 1. Authorization

The City Manager is hereby authorized to execute, administer, and amend the following professional services agreements, consultant agreements, and related contract documents, subject to the maximum amounts shown:

| Consultant / Service Provider  | Description                     | Annual Contract Amount |
|--------------------------------|---------------------------------|------------------------|
| Phillips Seabrook              | Building Inspection Services    | \$175,000              |
| PJM Yard Maintenance           | Landscaping Services            | \$92,000               |
| Sonoma Animal Services         | Animal Services                 | \$90,000               |
| West County Community Services | Park Village Services           | \$75,000*              |
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## **Section 2. Limitations**

Nothing in this Resolution shall be construed to:

1. Authorize new programs, projects, or services not funded through the adopted budget;
2. Increase budget appropriations previously approved by the City Council;
3. Authorize expenditures in excess of available appropriations;
4. Waive applicable procurement requirements; or
5. Apply to public works construction contracts or other agreements for which separate City Council approval is required by law or City policy.

## **Section 3. Administration**

The City Manager, or designee, is authorized to take all actions necessary to carry out and implement the intent of this Resolution, including execution of related amendments, extensions, renewals, and supporting documents, provided such actions remain within approved appropriations and comply with applicable City policies and legal requirements.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 21<sup>st</sup> day of July 2026.

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:

Jill McLewis, Mayor

ATTEST:

Mary Gourley, City Manager

APPROVED AS TO FORM:

Alex Mog, City Attorney