RESOLUTION NO. _____-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AWARDING A PROFESSIONAL SERVICES AGREEMENT TO GOVERNMENT CONSULTING PARTNERS, INC. FOR COST ALLOCATION PLAN CONSULTING SERVICES IN AN AMOUNT NOT TO EXCEED $19,500, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT, AND APPROVING A RELATED BUDGET AMENDMENT

WHEREAS, the City of Sebastopol uses a Cost Allocation Plan to allocate an appropriate share of centralized administrative and support costs to the departments and funds receiving those services; and

WHEREAS, the City determined that an independent review of its existing cost allocation methodologies and preparation of a new comprehensive Cost Allocation Plan are appropriate, with particular attention to allocations involving the Water and Wastewater Enterprise Funds; and

WHEREAS, on September 23, 2026, the City issued a Request for Proposals for Cost Allocation Plan consulting services; and

WHEREAS, the City received proposals from Government Consulting Partners, Inc., Matrix Consulting Group, and Willdan Financial Services; and

WHEREAS, the Budget Committee and Enterprise Fund Oversight Committee jointly interviewed the three firms on November 2, 2026, and individual committee member evaluations were advisory and considered as one component of staff's overall assessment; and

WHEREAS, staff evaluated the complete procurement record, including the proposals, written responses, qualifications and experience, methodology, interview performance, proposed deliverables, project schedule, advisory evaluations, and cost; and

WHEREAS, Government Consulting Partners, Inc. demonstrated the strongest overall combination of responsiveness to the City's identified needs, Enterprise Fund focus, transparency, documentation, accessibility, technical approach, and overall value; and

WHEREAS, the Fiscal Year 2026-27 budget includes approximately $8,200 for Cost Allocation Plan services, and an additional appropriation of $11,300 is necessary to fully fund the recommended agreement; and

WHEREAS, approval of the professional services agreement is not a project under the California Environmental Quality Act pursuant to CEQA Guidelines section 15378(b)(5), because it is an administrative activity that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AS FOLLOWS:

Section 1. The City Council selects Government Consulting Partners, Inc. to prepare the City's comprehensive Cost Allocation Plan and awards a Professional Services Agreement in an amount not to exceed $19,500.
Section 2. The City Manager is authorized to execute the Professional Services Agreement, subject to final review and approval as to form by the City Attorney, and to take any other actions reasonably necessary to implement this resolution.
Section 3. The City Council approves a Fiscal Year 2026-27 budget amendment in the amount of $11,300 and authorizes the Administrative Services Director to make the necessary budgetary and accounting entries to fully fund the agreement.
Section 5. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 17th day of November 2026, by the following vote:

IN COUNCIL DULY PASSED this ____ day of _____, 2026.

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mayor Jill McLewis

ATTEST:

_____
Mary Gourley, City Manager

APPROVED AS TO FORM:

_____
Alex Mog, City Attorney