



TOWN OF FAIRFAX

STAFF REPORT

June 7, 2023

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager

SUBJECT: Authorize mayor to execute the first amendment to the amended and restated consultant services agreement with 4Leaf, Inc., to extend the term of the agreement to December 31, 2023

RECOMMENDATION

Adopt Resolution to Amend the Amended and Restated Consultant Services Agreement with 4Leaf Inc for Contract Planning Services to extend the term to December 31, 2023.

BACKGROUND

On February 15, 2023, the Council approved an Amended, Restated and Ratified Consultant Services Agreement with 4Leaf Inc. for Contract Planning Services not to exceed \$140,000 with an expiration date of June 30, 2023. The total billed so far is \$51,030 and the remaining unspent amount under the not-to-exceed limit is \$88,970.

The Town of Fairfax continues to have important and time critical Housing Element-related planning projects to complete and requires professional contract planning services to assist with these projects due to the ongoing staffing shortage in the Planning and Building Services Department. The 4Leaf consultant is not working on Rent Stabilization and Just Cause Eviction per Council direction.

The Town's expert recruiter is working on identifying a well-qualified Planning and Building Services Director; however, Fairfax is among several jurisdictions who have open positions for this role. Once a new Director is hired, they will benefit from consultant help, especially during the onboarding process.

DISCUSSION

Fairfax must have qualified planning staff to complete important, complex, and time-sensitive work. Early in 2023, Council approved an agreement with 4Leaf Inc, which is a very strong firm that provides staff who have a broad experience in Planning, and the consultant has been working successfully since then. This contract firm is well known and has highly qualified staff. Council now has the option to continue this work through the end of this calendar year.

FISCAL IMPACT

Staff recommends extending the expiration date of the agreement, but not changing the original not to exceed amount of \$140,000 for this consulting Agreement.

ATTACHMENT

Amendment

FIRST AMENDMENT TO AMENDED AND RESTATED CONSULTANT SERVICES AGREEMENT BETWEEN THE TOWN OF FAIRFAX AND 4LEAF, INC.

This First Amendment to the Amended and Restated Consultant Services Agreement between the Town of Fairfax and 4Leaf, Inc. is made on June 5, 2023 by and between the Parties.

1. Exhibit C, General Provisions, Section 3, TIME, is hereby amended in its entirety to read as follows:

“CONSULTANT shall devote such time as may be reasonably necessary for satisfactory performance of CONSULTANT’s obligations pursuant to this Amended and Restated Agreement. The term of this Amended and Restated Agreement is through the end of the current calendar year, ending December 31, 2023.”

2. All other provisions of the Amended and Restated Agreement and this First Amendment to the Amended and Restated Agreement shall remain in full force and effect without modification.

IN WITNESS WHEREOF, the parties have caused this First Amendment to the Amended and Restated Consultant Services Agreement to be executed on the date first written above.

TOWN OF FAIRFAX:

CONSULTANT:

Heather Abrams, Town Manager

By (signature): _____
Name/Title: _____
Business License #: _____

APPROVED AS TO FORM:

ATTEST:

Janet Coleson, Town Attorney

Michele Gardner, Town Clerk