RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA AUTHORIZING THE CITY MANAGER TO EXECUTE A SOLE-SOURCE PROFESSIONAL SERVICES AGREEMENT WITH BEN NOBLE PLANNING IN AN AMOUNT NOT TO EXCEED $80,000 FOR ON-CALL PLANNING CONTRACT SERVICES FOR TWO YEARS.

WHEREAS, The City of Capitola first established the City of Capitola Purchasing and Procurement policy (Administrative Policy III-4) on August 29, 2002; and

WHEREAS, the City of Capitola's Purchasing and Procurement policy establishes policies and procedures to secure supplies, services, and equipment at the lowest possible cost, maintain financial control over purchases, define authority in the purchasing system, and assure the quality of purchases.

WHEREAS, the City of Capitola's Purchasing and Procurement policy requires three telephone quotes, whenever feasible for purchases between $5,000 - $25,000. The Policy also requires a formal RFP bid procedure for purchases over $25,000.

WHEREAS, the City of Capitola's Purchasing and Procurement policy provides conditions for Sole Source (Section II) purchases of Materials, Supplies & Equipment, and Consultant or General Services that are exempt from the competitive process.

WHEREAS, the City of Capitola's Purchasing and Procurement policy provides that consultant or general services may be selected for follow-up work without solicitations from other firms upon written justification and recommendation of the department head and approval by the City Council in the case where a consulting firm has satisfactorily performed the previous stage of a project or has acquired extensive background and working knowledge.

WHEREAS, Ben Noble Planning provided consultant services on Capitola's General Plan Update, multiple Zoning Code updates, and through this experience has acquired extensive background and working knowledge of the Capitola Planning Division processes and procedures.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Capitola authorizes the City Manager to execute a sole-source professional service agreement with Ben Noble Planning.

I HEREBY CERTIFY that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 27th day of August, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Margaux Morgan, Mayor

ATTEST:_____
Julia Gautho, City Clerk