

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAPITOLA**  
**AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT 1 TO THE**  
**PROFESSIONAL SERVICES AGREEMENT WITH CSG CONSULTANTS**

**WHEREAS**, the City Council of the City of Capitola adopted the FY 2025-26 Budget for all City funds on June 26, 2025; and

**WHEREAS**, the Planning Division currently includes one full-time Associate Planner and one full-time Senior Planner position, with the Senior Planner position vacant since August 6, 2025; and

**WHEREAS**, on July 30, 2025, the City Manager executed a contract with CSG Consultants in the amount of \$50,000 to provide professional planning services during the Senior Planner vacancy; and

**WHEREAS**, the recruitment for the Senior Planner position has been extended beyond the originally anticipated three to four months, with only one qualified applicant who later withdrew; and

**WHEREAS**, the Community and Economic Development Department continues to maintain a full workload, including a mix of commercial and residential applications; and

**WHEREAS**, it is necessary to amend the existing professional services agreement with CSG Consultants to provide additional planning support during the ongoing vacancy; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Capitola that the City Manager is authorized to execute the first amendment to the Professional Services Agreement with CSG Consultants in an amount not to exceed \$60,000 for continued professional planning services, subject to review and approval by the City Attorney.

**BE IT FURTHER RESOLVED** that all other terms of the original agreement not modified herein shall remain in full force and effect.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the City Council of the City of Capitola on the 11th day of December 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
Joe Clarke, Mayor

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Julia Gautho, City Clerk