

# Capitola City Council

## Agenda Report



**Meeting:** December 11, 2025

**From:** Community and Economic Development Department

**Subject:** Planner Consulting Services Contract Amendment

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**Recommended Action:** Adopt a resolution authorizing the City Manager to execute Amendment 1 to the Professional Services Agreement with CSG Consultants in an amount not to exceed \$60,000 for Planning contract services.

**Background:** The Planning Division is staffed with one full-time Associate Planner position and one full-time Senior Planner position. The Senior Planner position has been vacant since August 2025. In July 2025, the City Manager executed an agreement with CSG Consultants in the amount of \$50,000 to provide professional planning services during the vacancy.

**Discussion:** The original Professional Services Agreement with CSG Consultants anticipated a three- to four-month vacancy. The Senior Planner vacancy has been advertised on the City website and multiple job listing sites. In the four months since the recruitment began, only one qualified individual applied. Unfortunately, the City has not been able to appoint a qualified candidate to this position since the vacancy began.

Staff is recommending amending the contract to increase funding by \$60,000 to cover an additional five months of planning services. Currently, the Community and Economic Development Department has a full workload with a mix of commercial and residential applications. CSG Consultants plays an essential role in assisting the Department with timely review of applications, and the City has enjoyed a positive working relationship for the duration of their contract.

**Fiscal Impact:** The cost of the contract amendment will be offset with salary savings from the vacant position. Staff will include a budget amendment shifting costs from staffing to consulting services at the mid-year budget review once we have a better defined timeline on filling the position.

### Attachments:

1. Resolution

**Report Prepared By:** Katie Herlihy, Community & Economic Development Director

**Reviewed By:** Julia Gautho, City Clerk, Marc Tran, City Attorney

**Approved By:** Jamie Goldstein, City Manager