



**STAFF REPORT**  
**1/22/2025**

**TO:** Honorable Mayor and City Council Members

**FROM:** Gabriel Perez, Development Services Director

**SUBJECT:** Authorize the City Manager to execute Professional Services Agreements with Interwest for On-Call Professional Planning Consultant Services, in the amount not to exceed \$50,000.

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreement with Interwest for On-Call Professional Planning Consultant Services.

**BACKGROUND:**

In 2021, the Development Services Department established a list of qualified on-call Professional Planning Consultant Services to assist with Project Management/Entitlements, Long Range Planning, Environmental Review Analysis, Fiscal Impact Analysis, Design Review, and Landscape Architecture. Interwest is a professional planning consultant that was approved and included in the City's list of qualified consultant. The Development Services Department has an increased need for on-call professional planning consulting services related to current planning and long-range planning efforts due to existing vacancies in the Planning Division and an increase in development applications submitted to the City.

**DISCUSSION/ANALYSIS:**

Attached to this staff report is a draft Professional Services Agreement for Interwest to provide on-call professional planning consultant services. The consultant will provide assistance with zoning and planning information assistance to the public for the Planning Division. The Division has an immediate need until the Planning Technician position is filled.

**ALTERNATIVES:**

1. Authorize the City Manager to execute a Professional Services Agreement with Interwest for on-call professional services for planning and zoning information assistance.
2. Continue this item and provide staff direction.

**FISCAL IMPACT:**

No fiscal impact, funds are available in the Planning Division's approved budget.

**RECOMMENDED ALTERNATIVE(S):**

Staff recommends Alternative #1 as noted above.

Attachment:

1. Professional Services Agreement (PSA) with Interwest