



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/16/2022

ITEM NO: 6

DATE: August 11, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with Interwest Consulting Group to Include Supplemental Planning Division Consultant Services.

RECOMMENDATION:

Authorize the Town Manager to execute a first amendment (Attachment 2) to the agreement for consultant services with Interwest Consulting Group to include supplemental Planning Division consultant services (Exhibit A to the First Amendment).

BACKGROUND:

On August 17, 2021, the Town Council authorized the Town Manager to execute an agreement with Interwest Consulting Group for supplemental Building Division plan check consultant services (Attachment 1).

DISCUSSION:

The Planning Division will have two vacant positions for the next three months, one as a result of an existing employee extended leave, and the continued unsuccessful recruitment for another position which has been vacant since December 15, 2021. In order to maintain the high level of service expected of the Town, supplemental services are needed during this period.

PREPARED BY: Jennifer Armer, AICP
Planning Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Interim Finance Director

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SUBJECT: Interwest First Amendment

DATE: August 11, 2022

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a first amendment to the agreement with Interwest Consulting Group to include supplemental Planning Division services.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and Finance Department.

FISCAL IMPACT:

Funds for the services to be provided by this amendment would come from existing budgeted vacant positions and temporary hours.

ENVIRONMENTAL REVIEW:

Environmental review is not required for this agreement as it is not a project defined by the California Environmental Quality Act (CEQA).

Attachments:

1. Interwest Consulting Group Agreement
2. Draft First Amendment to the Interwest Consulting Group Agreement with Exhibit A – Scope of Services