



CITY COUNCIL STAFF REPORT

ITEM NO. 5.8

DATE: July 14, 2025

TO: Honorable Mayor and City Council

FROM: Brent Smith, Community Development Director

SUBJECT: Resolution authorizing the execution of a two-year agreement with Interwest Consulting Group to provide planning services in an amount not-to-exceed \$390,000.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute an agreement with Interwest Consulting Group to provide planning technical services for the period of July 10, 2025, through July 10, 2027, in an amount not-to-exceed \$390,000.

SUMMARY

The Planning Division staff continues to manage several large scale, multi-year programs including the General Plan Update. The City has also seen an increase in complexity of private development applications and expects that trend to continue for the next several years, particularly as the implementation of the 2045 General Plan commences. The frequency and volume of in-person inquiries for land use and zoning information at the Permit Center's public counter remains high. Electronic inquiries via e-mail, phone, and through the City's website are increasing as these channels are more convenient for the general public.

This agreement will enable Interwest Consulting Group (Consultant) to continue to provide full-time technical planning services in-person at the public counter and respond to electronic inquiries. Staff anticipates the Consultant will also process minor entitlement applications for signs, accessory structures, and residential construction projects, and non-residential additions. Interwest has provided good service to the City with one full time Planning Tech/Assistant Planner over the past two years. This agreement will allow that Interwest staff to continue as well as an additional Interwest staff as needed to supplement City staff.

Supplementing staffing resources in the Planning Division for a two-year period will facilitate progress on the City's high-profile programs and complex projects and enable the division to continue providing high-quality customer service and meet required timelines for processing of private development applications.

DISCUSSION

City Planning staff continues to implement significant programs including the update of the City's General Plan and are preparing for its implementation such as the development of a Midtown Specific Plan, comprehensive update to the Development Code, facilitation of South Livermore revitalization, and implementation of the Airport Development Strategy. Staff are also managing the short-term rental and downtown Outdoor Dining programs, and processing development projects for land recently annexed near the Oaks Business Park. In addition, Planning staff continues to lead downtown project implementation, responding to Alameda County referrals, tracking and monitoring housing development in compliance with state requirements, and participating in regional planning efforts with the Association of Bay Area Governments/Metropolitan Transportation Commission.

At the same time, the Planning Division continues to experience significant development interest in the Isabel Neighborhood Specific Plan (INSP) area. The City Council has already approved multiple development applications in the INSP. City staff resources are committed to post entitlement tasks associated with the multi-phased developments such as Isabel Crossings and Cornerstone subdivisions.

Planning staff also manages the City's open space acquisition and long-term management program and has been active in purchasing new open space properties over the past several years. Staff manages and updates the City's development database and provides demographic information to the public and other departments for important long-term forecasting. Finally, Planning staff oversees and provides staff liaisons to two separate advisory bodies: Planning Commission and the Historic Preservation Commission.

The proposed Consultant will provide permit technician services for the Planning Division to supplement ongoing staffing at the public counter and via electronic channels. The planning services proposed under the Agreement will enable the Planning Division staff to focus internal efforts on priority projects and simultaneously maintain appropriate levels of customer service in response to the high volume of complex private project applications the City has been receiving and expects to continue to receive over the next 24 months. This Agreement covers up to \$390,000 through July 10, 2027.

FISCAL AND ADMINISTRATIVE IMPACTS

The term of the agreement is from July 10, 2025, to July 10, 2027, in an amount not-to-exceed \$390,000. The Planning Division's proposed budget includes sufficient funds to cover consultant contract costs for the next two fiscal years (2025-26 and 2026-27); therefore, no additional appropriation is necessary. Utilization of city staff time will be necessary to administer the consultant agreement and provide supervisory oversight of the Consultant's day-to-day performance.

COMMUNITY PILLAR

1: A Safe Community that Thrives

GOAL

6: Provide efficient and effective permit processing services

ATTACHMENTS

1. Resolution
2. Exhibit A - Agreement

Prepared by: Andy Ross
Principal Planner

Approved by:



Marianna A. Burch
City Manager

Fiscal Review by:



Tina Olson
Administrative Services Director