



# Memorandum

**TO:** Richard McNabb, Mayor  
City Council Members

**FROM:** Crystal Postell, Finance Director

**CC:** Stevie L. Cox, City Manager

**DATE:** May 21, 2025

**REF:** Planning and Zoning Market Analysis

## **Summary:**

The City's Finance and Human Resources Department has conducted a comprehensive employment position analysis for the Planning and Zoning Department. This position market analysis is intended to support the recruitment and retention of highly qualified and skilled professionals by ensuring that job roles, responsibilities, and compensation are aligned with current market standards and organizational needs.

## **Background:**

During the May 12, 2025, City Council meeting, Council members expressed interest in exploring the following options:

1. Hiring full-time Planning and Zoning staff members
2. Soliciting competitive bids from planning firms
3. Maintain the current contract with Municipal Services and State Code Enforcement

It is important that the City Council's decision is based on what best supports daily operations and is most cost-effective, utilizing the information gathered for the City Council's review.

On May 21, 2025, the Finance Director was contacted by the owner of Municipal Services, Inc., who stated they are willing to reduce their rates to the current fiscal year pricing. At present, the City is paying \$72 per hour for planning services and \$52 per hour for code enforcement services.

For quick reference, we have provided the hourly rates for firms below.

Firms	Hourly Rates
EnFocus	\$110 per hour
Municipal Services, Inc	\$72 per hour
Stewart	\$150 per hour ( <i>estimate</i> )
Benchmark	Not Able to Quote
S&Me, Inc	\$140 per hour ( <i>estimate</i> )

**Recommendation:**

Staff will proceed in accordance with the direction provided by City Council.

**Attachments:**

Planning and Zoning Market Analysis