



# City of Maricopa

## Legislation Text

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**File #:** CON 12-061, **Version:** 1

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The Mayor and City Council shall discuss and possibly take action to award a Professional Services Contract to Interim Public Management for a planning and zoning consultant which will be paid from General Fund, Planning and Zoning, Professional Services (10044141-53320). Discussion and Action.

Currently, the Development Services Director serves as the Zoning Administrator. The required department administration, coupled with the managing the Capital Improvement Program, doesn't allow the time necessary to give the necessary attention to the Zoning Administrator duties. In order to keep up with demand, the City of Maricopa, Development Service Department has utilized services from IPM to assist with Zoning Administrator duties.

According to American Planning Association, a Zoning Administrator is the local government official responsible for "administering and enforcing the zoning code and land development regulations, including the issuance of zoning permits and master permits." In the course of administering the zoning code, the zoning administrator frequently has to interpret provisions of the code as they apply to many specific situations.

Additional duties of the consultant are to move forward with the Zoning Code rewrite and develop a scope of work for a General Plan update. These projects require a project manager that has the appropriate certifications and experience necessary to ensure project success. The City does not currently employ a long range planner and staff feels it prudent to fill this need with a consultant on an interim basis.

The City has utilized the current consultant through June 30; however, extending the services will exceed the \$25,000 threshold and requires Council approval. Staff does not anticipate utilizing the services past December 31.

Staff contacted Interim Public Management (IPM) for assistance in filling this position on an interim basis. IPM specializes in placing interim executive level managers into public sector organizations. The City utilized IPM for the Interim Finance Director and the Interim Assistant City Manager and was very pleased with their service and quality of candidate.

This request is exempt from competitive procurement because it is a professional service (MCC 3-220).

Staff recommends approval of contract with Interim Public Management for a planning and zoning consultant.