

# MEMORANDUM

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: ASSISTANT CITY MANAGER KRISTIN GRASSETH**

**RE: CITY PLANNING SERVICES**

**DATE: DECEMBER 2, 2020**

## **RECOMMENDED ACTION:**

*Move to approve the hiring of the firm Morgan CPS Group to provide Planning Services on behalf of the City of Manzanita.*

## **BACKGROUND INFORMATION**

In January 2020, I began my new position as Assistant City Manager and Planner. With basic residential planning training complete, the sudden closing of old City Hall, and the onset of COVID-19 my training was not completed. With the former City Manager /Planners resignation, the city is unable to perform certain Planning functions and or developments until a replacement can be hired.

In October 2020, with a referral from the City of Nehalem, Scott Gebhart reached out the John Morgan of Morgan CPS Group for assistance with Planning fees to insure the City was making the necessary changes to our fee schedule to help our cost recovery. At that time John also submitted a proposal for services to the city. Doing our due diligence, I requested proposals from three other planning firms, Jet Planning, NW Engineers and Fregonese Associates. All three firms failed to submit a proposal after four weeks.

Morgan CPS Group already has a presence in Tillamook County communities working closely with the City of Nehalem, recently working with the City of Garibaldi, and currently working on a Development Code update for the City of Wheeler. Knowing the area as well as they do I believe Morgan CPS is the best firm to provide planning services for the City of Manzanita.

Staff recommends hiring Morgan CPS Group.