



October 8, 2020

Scott Gebhart
City of Manzanita
167 S 5th Street
Manzanita OR 97130

Dear Mr. Gebhart:

RE: Proposal for professional services

It was very good to talk with you about your needs relative to the City's planning program. Thank you for the opportunity. This letter will follow-up on our conversation by offering a proposal for professional services. Those services involve my staff providing a variety of services designed to carry out the planning functions of the City. We propose this work include updates to internal processes, processing planning applications, and other planning and management functions as requested. These are described below:

Internal Processes

- Develop a new Planning Fee structure based on reimbursement of planning costs by applicants for consideration by the Council.
- Review all policies, procedures, and forms for carrying out planning functions. Areas of concern will be identified along with recommended changes and improvements.
- Implement the recommended changes as directed.

Planning Applications

- Answer planning and development related questions by the City staff and by citizens when they are directed to us by City staff.
- Participate in discussions with citizens and potential applicants when requested by the City to do so. This include leading pre-application conferences.

CONSULTANTS IN COMMUNITY & ORGANIZATIONAL DEVELOPMENT
The MorganCPS Group, Inc. 1308 Marigold Street NE, Keizer Oregon 97303
Voice: 503-304-9401 Fax: 503-304-9423 Email: john@morgancps.com



- Review applications received for completeness. Send letters of completeness or incompleteness to applicants.
- Coordinate with City Staff on pre-application conferences, public hearings, and related scheduling.
- Coordinate with the Building Official, Public Works, and Fire District for review of applications. Coordinate with City Engineer and other city consultants as needed.
- Assist City Recorder with hearing notices and other necessary pre-hearing functions as requested.
- Prepare administrative decisions when appropriate summarizing the facts of the case, presenting the applicable Code criteria, analyzing the application relative to the criteria, and rendering a decision including any needed conditions of approval to help assure criteria compliance.
- Prepare staff reports for the Planning Commission and Council summarizing the facts of the case, presenting the applicable Code criteria, analyzing the application relative to the criteria, and making recommendations including any needed conditions of approval to help assure criteria compliance.
- Present staff reports at Planning Commission and, if needed, Council meetings either in person or virtually as directed by the City.
- Prepare required Notices of Decision for the City Recorder's distribution and filing.
- Manage any appeals of decisions with needed notices and staff reports.

Long-Range Planning and Administrative Projects

- Provide other professional planning and administrative projects as requested by the City.

This proposal is not based on a specific scope of work with fixed outcomes and timelines. Rather, the list above represents the major projects identified by you and how we would

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approach them. We suggest a professional service agreement that is broad and open ended but with all work undertaken at the direction of the City in an “on-call” arrangement where the MorganCPS team is available to provide whatever services the City may need as directed by the City.

The work above will be undertaken for an hourly billable rate of \$85.00. This rate will be used through the City’s 20-21 Fiscal Year. MorganCPS may propose a rate adjustment for subsequent years, but it will be proposed in time for the City’s annual budget process.

MorganCPS does not charge for day-to-day expenses including mileage. Travel time is charged one-way only. Any extraordinary out-of-pocket expenses, such as travel expenses or a large printing job, will be reimbursed by the City but are subject to approval in advance by the City.

It is anticipated and expected much of the work performed by MorganCPS will be performed virtually by email, phone, and video conferencing. However, MorganCPS staff will attend City meetings in person when requested by the City providing there are appropriate COVID-19 protections in place.

John Morgan will be identified as the City’s planning director. It is understood MorganCPS will be utilizing subcontracted professional staff to provide some of the requested services. These individuals will work under John Morgan’s supervision.

If this proposal is acceptable to you and the City Council, I will prepare a Professional Services Agreement, with this letter of proposal as the attachment outlining the terms, for our signatures. We are ready to start on this project immediately if that is the City’s desire.

Thank you again for the opportunity to discuss your needs and provide this information. I hope it is acceptable to you. We would love to be able to work with the Manzanita community.

Sincerely,

A handwritten signature in black ink, appearing to be 'JN Morgan', with a long horizontal line extending to the right.

John N. Morgan
Principal