

**M E M O R A N D U M**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: CITY MANAGER CYNTHIA ALAMILLO**

**RE: CONSENT AGENDA FOR APRIL 8, 2020 COUNCIL MEETING**

**DATE: APRIL 2, 2020**

**RECOMMENDED ACTION:**

Motion to adopt the Consent Agenda.

**BACKGROUND INFORMATION**

On the Consent Agenda are routine and presumably non-controversial business items that can be adopted by a single motion as recommended above. If the Mayor or any Councilor or a member of the audience wishes to remove an item from the Consent Agenda, it should be discussed individually on the regular agenda. Any item so removed from the Consent Agenda should be discussed after consideration of the Consent Agenda.

By adopting the Consent Agenda, you will be approving the following motions:

- A. Motion to approve the minutes of the March 4, 2020 Regular city Council Meeting, March 4, 2020 City Council Special Workshop, and March 5, 2020 City Council Goal Setting Workshop.
- B. Motion to approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager.

The listing of bills to be paid will be available on Wednesday afternoon for your review. Please see Kristin or me if you have concerns about a particular bill.

- C. Motion to concur with the Mayor's appointment of the following person to a position on the Planning Commission:

Planning Commission  
Jenna Edginton

New term expires  
12/31/2023

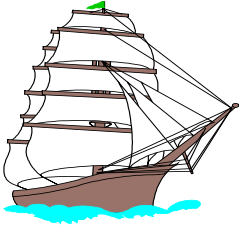
Mayor Scott has appointed the person listed above to terms on the Planning Commission. As it is the custom, Council concurrence of the Mayor's appointment is requested. Staff recommends approval.

- D. Motion to approve the response letter to the Office of the Secretary of State.

This is the second year that the Office of Secretary of State requires that cities and other governing bodies respond with a plan of action to any recommendations presented in audits. Our auditors

identified recommendations to improve our internal controls in our last audit. That note triggered the letter from the Office of Secretary of State requesting the submittal of a plan of action. Following the advice of our auditors, we will submit a response letter that acknowledges the audit findings but notes the lack of available resources to correct the issue.

D. Motion to approve a temporary business license for the Speech Team at Neah-Kah-Nie for a fireworks stand in the Manzanita Grocery and Deli parking lot subject to having a restroom in the Deli available for workers at the stand. Approval is contingent to the COVID-19 situation.



# ***City of Manzanita***

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Michael Scott, Mayor

543 Laneda Avenue, P.O. Box 129, Manzanita, OR 97130-0129

Phone (503) 368-5343 Fax (503) 368-4145 TTY Dial 711

April 3, 2020

Jenna Edginton  
P.O. Box 1321  
Manzanita, OR 97130

Dear Jenna:

It is with great pleasure that I appoint you to the City of Manzanita Planning Commission. Since you will be replacing Colleen Everroad, your term will expire December 31, 2023. I deeply appreciate your willingness to serve and your acceptance of this appointment.

Sincerely,

Michael Scott  
Mayor

cc: City Manager  
City Council

March 16, 2020

RECEIVED

MAR 17 2020

Cynthia Alamillo, City Manager  
City of Manzanita  
Manzanita, Oregon 97130

CITY OF MANZANITA

Cynthia,

This is my annual letter to the Manzanita City Council asking permission to sell fireworks during a two-week period in June and July 2020.

I have permission from Chung and Judy Lee to set up in the Manzanita Grocery & Deli parking lot and they are providing us use of their restrooms. I will submit a letter they have signed with their approval. Western Fireworks is taking care of the license issued by the State of Oregon.

All the fireworks are legal in the State of Oregon. We will also be selling other items associated with this 4<sup>th</sup>. of July Holiday, such as patriotic hats, banners, and miscellaneous decorations.

All persons associated with the booth are volunteers and all profits from sales are donated to local non-profits. The non-profits have yet to be determined but again, they will be local. At this time the Speech Team at Neah-Kah-Nie is scheduled to run the booth.

Many thanks for your time in this matter.

Respectfully,



Patty Rinehart  
PO Box 656  
Manzanita, Oregon 97130  
503-801-3534  
503-368-6081

Office of the Secretary of State

Bev Clarno  
Secretary of State

Jeff Morgan  
Interim Deputy Secretary of State



Audits Division

Kip R. Memmott, MA, CGAP, CRMA  
Director

255 Capitol St. NE, Suite 500  
Salem, OR 97310

503-986-2255

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MAR 02 2020

CITY OF MANZANITA

February 28, 2020

Honorable Mayor and City Councilmembers  
City of Manzanita  
PO Box 129  
Manzanita, Oregon 97130

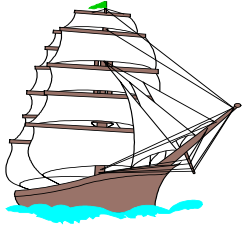
When significant deficiencies, material weaknesses or other recommendations for improvements have been reported by auditors in association with a financial statement audit, the governing body of the municipality is required to file a corrective action plan with the Secretary of State within 30 days of delivery the report by the independent auditor (ORS 297.466). Significant deficiencies and material weaknesses are typically communicated in a separate letter to management or in a report issued in accordance with Government Auditing Standards.

The Summary of Revenues and Expenditures filed for the City of Manzanita's 2019 annual filing noted that one or more deficiencies were reported. However, we have not received a copy of the corrective action plan as adopted by the governing body, as required.

Please file a copy of the 2019 corrective action plan with our office as soon as possible. We appreciate your efforts in fulfilling the reporting requirements of Municipal Audit Law. If you have any questions or concerns, please call me at (503) 986-2255.

Sincerely,  
OREGON AUDITS DIVISION

Sarah Anderson, CPA  
Principal Auditor



# ***City of Manzanita***

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Michael Scott, Mayor

543 Laneda Avenue, P.O. Box 129, Manzanita, OR 97130-0129

Phone (503) 368-5343 Fax (503) 368-4145 TTY Dial 711

April 3, 2020

Sarah Anderson, CPA  
Principal Auditor  
Office of the Secretary of State  
255 Capitol St. NE, Suite 500  
Salem, OR 97310

Dear Ms. Anderson:

We the Manzanita City Council are aware of the lack of segregation of duties issue that exists within our organization and has been noted by our auditors. We have taken steps to mitigate the risks to our organization by implementing additional review and approval steps; however, due to a lack of available resources, we are unable to add the additional staff necessary to remove this deficiency.

Sincerely,

Michael Scott  
Mayor