

## MEMORANDUM

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: CITY MANAGER CYNTHIA ALAMILLO**

**RE: REGULAR COUNCIL MEETING OF APRIL 8, 2020**

**DATE: APRIL 3, 2020**

Enclosed are the agenda and supplemental materials for your next regular Council meeting. The following is some additional information:

### **PUBLIC COMMENTS AND COMMUNICATIONS**

#### **CONSENT AGENDA**

Please see the attached memorandum on this item.

#### **NEW BUSINESS**

**Resolution declaring a local state of emergency and ratifying actions in response to the state of emergency.** *Recommended action: Move to adopt A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY AND RATIFYING ACTIONS IN RESPONSE TO THE STATE OF EMERGENCY.*

**Resolution extending the deadline to file transient lodging tax return due to COVID-19 emergency.** *Recommended action: Move to adopt A RESOLUTION EXTENDING THE DEADLINE TO FILE TRANSIENT LODGING TAX RETURN DUE TO COVID-19 EMERGENCY.*

**Rules of procedures for City Council meetings and public records requests:** City Attorney James Walker will discuss of some elements of the rules of procedures for Council meetings and the public records request policy. No action is needed.

**Approval of Council Goals for 2020:** *Recommended action: Move to approve the City Council Goals for 2020.*

**Special Event Permit for Farmers Market:** *Recommended action: Move to approve the special event permit for the Manzanita Farmers Market for May 9, 2020.*

**Agreement with Visitors Center Coordinator:** *Recommended action: Move to approve the agreement with Dan Haag to provide Visitors Center coordination services.*

## **OLD BUSINESS**

NONE

## **CITY MANAGER REPORTS**

**Department update:** This portion of the agenda is a rotating report from the department managers on activities and issues within their departments. This month Dan Haag, Manzanita Visitors Center Coordinator, will give you an update on the Visitors Center activities.

**Municipal Court date:** The April session of the Manzanita Municipal Court will be cancelled due to the state of emergency.

**Planning Commission Meeting:** The April Planning Commission meeting will be cancelled due to the state of emergency.

**Financial report:** I will distribute the January 2020 report at the Council meeting.

**Miscellaneous:** I may briefly update the Council on a few other topics at the Council meeting.

Please contact me if you have any questions or comments on this agenda.