



City of Yachats

441 Hwy 101 N.
P O Box 345
Yachats, OR 97498

CITY HALL STAFF REPORTS JANUARY 2012

YACHATS CITY RECORDER'S REPORT BY NANCY BATCHELDER, CITY RECORDER

Last month after I was delegated the City Risk Management Coordinator I contacted CIS to find out about the two-day training they require in order to get the premium discount. It will actually be a “track” at the annual conference that I always attend. CIS gives each member city a grant for one free registration and lodging for the conference. In the past, they have provided one night at the host hotel, but this year they will provide two nights.

The City Hall staff reviewed the current Code Chapters for water and sewer services. Suggestions have been made to strike outdated statement and clarify some issues related to billing and owner’s responsibilities. A draft Ordinance for the Water system chapter is currently being reviewed by the Public Works & Streets Commission and a draft Ordinance is being prepared for the sewer chapter. The proposed amendments will be forwarded to City Council after the Commission has approved the drafts.

As a result of the review of those chapters, we have updated the forms we use related to establishing service, transferring service and billing.

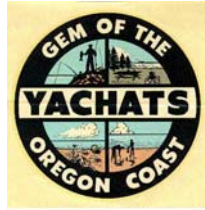
I worked with the City Attorney to draft the Resolution for the Charter Ballot Title and the explanatory statement for the Voters Pamphlet.

The System Development Charges increased on January 1, 2012 based on the construction cost index. The increase this year was 2.5%. All the related information sheets and web pages were updated to reflect the current amount.

I completed two different surveys – one for the League of Oregon Cities about franchise fees and another one for the US Census Bureau about city functions, jurisdiction, and budget¹. The Census Bureau collects different data from cities and counties in the years between the population counts done each ten years and that data is part of what is used to determine Federal funding distribution.

The checks to the outside agencies as authorized in the 2011-2012 budget were mailed out in December. Information about how and when to apply for the next budget was included with the checks. It is hard to believe that it is almost time for me to start working on the budget again!

¹ (Actually, the Census survey was done twice because somehow the first one I did in November was lost in the mail.)



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Business license and transient rental license renewals were sent out. The renewal forms were emailed to those that we had email addresses, and mailed the rest. There have been some problems related to the electronic system. Some people have email accounts but no computer so they do not get their email often. Others have a computer but either do not have a printer or the printer does not work. So we have had to reprint some on request. It will take a while for people to get used to this distribution method. We have also been returning the licenses electronically if possible.

The first installment invoices on the LID were mailed. When the City filed liens for the properties in the local improvement district in August 2011 there were eight lots in the Windsong development that were owned by the development company. Last week I was one of the partners contacted me to ask when the first installment payment would be mailed, because he wanted to tell me that the LLC has been dissolved and the lots divided between the two partners. One of the principals now has a new, different LLC and four of the lots. The other partner has four of the lots, but I am not sure of his current address and I do not know the name he will be using on the deed. I have what may be a temporary address for mailing these first invoices.

I have a copy of the "Mutual agreement between the partners to dissolve the LLC and divide the lots, but it lacks of the signatures. One of the partners has not yet signed and returned the agreement. I also have a copy of the new LLC registration with the State.

New deeds were drafted for the eight lots, and one of the partners has filed his four deeds with the County.

I contacted the County Clerk to ask if I have to release the original liens for each of the eight lots and then re-record new liens for those eight properties. Since the liens are filed on the owner of record and reference a legal description, which is the document number of the deed, I am not sure if the lien will follow to the new name and deed.

The Clerk told me that was a question for the City Attorney, so I have contacted him. He said he would have to do some research to find out. I also asked it for advice about charging the recording fees to release the original lien and re-record the new one. The original fees to file the liens and fees to file the releases were included in the true costs for the LID when determining the assessment and the property owners all shared the cost. However, I had anticipated this and I do not know if I can charge it without specific authority in an Ordinance.

If I do need to re-record liens I will not be able to do it for four of the lots until I have a copy of the recorded deeds so I will have the owner of record's name and address and the legal description, which is the Recorded Document Number.



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CITY OF YACHATS Deputy City Recorder's Report January 2012

Deputy City Recorder Duties

- In December I sent out *Business* and *Transient Rental License Renewal* forms for calendar year 2012 as well as the *Prepared Food & Beverage* and *Transient Rental* tax forms for the 2nd Quarter of FY 2012. GoYachats.com was not quite ready to accept renewals and tax returns via the website, so those applicants and tax payers whose emails we had on record received their forms through email. All others, including those whose emails that were not valid, received paper copies through the USPS.

For the most part I would say that this method was successful. I did end up resending a few forms to those who said they did not receive an email from me—most likely because of spam filters or possibly the receiver didn't recognize the City's email address. There were only a handful of license forms had to be resent in .pdf format for Mac users.

I was able to learn a lot from using this method. I now understand how to fix some of the formatting issues in the merged forms before they are emailed and I will be able to include a message in the body of the email, not just the subject line, in the individual emails as well.

- As I'm sure you've all noticed I was finally able to complete the Budget Minutes for FY 2012 (there were unavoidable delays due to staffing issues). I will say it is a huge relief to be able to cross it off my task list finally.
- I will mail out 1099-MISC forms for 2011 this month. Currently we only have two dozen vendors who meet the IRS's criteria for receiving a 1096 form. I was anticipating sending out significantly more W-9 forms in 2012 however, in April 2011 President Obama signed into law the *Comprehensive 1099 Taxpayer Protection and Repayment of Exchange Subsidy Overpayments Act of 2011* which repeals the expanded Form 1099 information reporting requirements mandated by last year's health care legislation
- Later this month I will be taking the U.S. State Department required Passport Acceptance Agent annual Web-Based Training refresher course.



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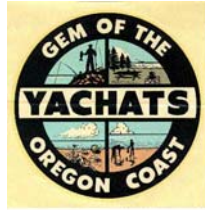
Municipal Court Clerk Duties

- Per ORS 82.010 2a, I added the annual 9% interest rate to all outstanding Yachats Municipal Court fines that surpassed a year for a total of \$3,540.75 in interest the City stands to collect. Of the 12 outstanding fines one has a property lien and the other 11 have judgments filed with the Lincoln County Circuit Court (per City Attorney Ross Williamson).
- With the increase of transient rental home inspections (typical for this time of year) and continuation of enforcement of the noxious and invasive vegetation code, I anticipate Code Enforcement Officer Don Niskanen will have more correspondence, etc. for me to prepare.
- After some persistence on my part, the City finally received the Transient Rental License for Oregon Beach Vacation's client on Marine Drive yesterday (01/05/12).

Volunteer Coordinator Duties

- I am in contact with the City's volunteer coordinators so we may set one last meeting to go over the final draft of the City's volunteer handbook before we are ready to submit it to City Council for approval.
- During our meeting, I will also give the volunteer coordinators a list of the volunteers on I have listed on CIS as eligible for worker's compensation by the City to update, which is something I do every 6 months.

Submitted by: Debrah Edwards, Deputy City Recorder



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UTILITY BILLING STAFF REPORT

December 2011

Kimmie Allison

For the month of December, the following projects have been discussed and are currently being worked on as time permits:

- Transient Rental Renewal – receiving and processing
- Business License Renewal – receiving and processing
- Code and Ordinance – meeting daily and reviewing for possible changes & updates
- Billing – Renter Project- Verifying renter information against billing information and updating the corresponding databases
- Consumption Report Project – tracking consumption with no usage and water usage only. As well as Compiling accurate units for Rick’s quarterly report
- Low Income Project – Renewing forms to verify status of Low income waivers on file
- Update tax lot/zone project for updating the Go Yachats Calendar (Greg also working on)
- Safety Committee (OSHA) - I have volunteered to work with Kevin on the committee. The safety committee meeting in the past have been informal, but the employees want to formalize things somewhat. OSHA provide free training and so I will need get one. scheduled.

Utility Billing is completed for the month.

Kimmie Allison
Administrative Specialist
January 5, 2012