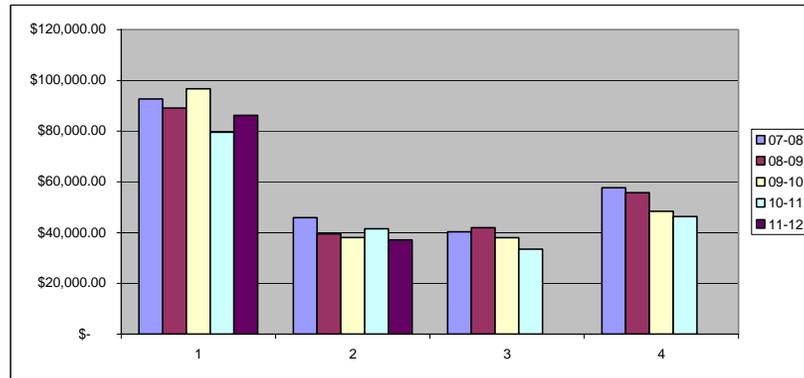


**YACHATS CITY RECORDER'S REPORT**  
 BY NANCY BATCHELDER, CITY RECORDER  
 February - 2012

Food and Beverage Tax Report

	\$ 196,134.00 11-12 budget				
	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	Totals to date
Average by Qtr	40.46%	18.64%	17.38%	23.53%	100.00%
11-12 Budget need by percentage	79,350	36,555	34,080	46,148	196,134
11-12 Actual to date	86,182	37,190			123,372
Projected total					208,768
Difference	6,832	634			12,634
Projected Difference to date:	7,466				

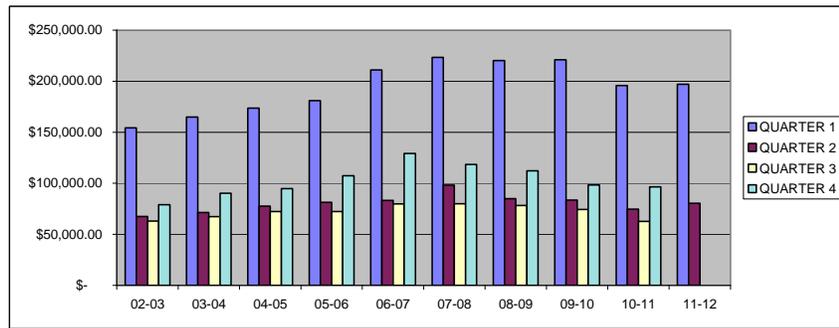


Note: This report is by quarter and does not track with the fiscal budget year since the 4th qtr is always received in the next fiscal year.

amount actually received in this fiscal year: \$168,368.22 percent of budget 86%

Room Tax Report

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	Totals to date
Average by Qtr	43.17%	17.86%	16.07%	22.90%	100.00%
11-12 Budget need by percentage	186,051	76,970	69,258	98,720	431,000
11-12 Actual to date	197,139	80,366			277,505
Projected total					454,733
Difference	11,088	3,396			23,733
Projected Difference to date:	14,484				



Note: This report is by quarter and does not track with the fiscal budget year since the 4th qtr is always received in the next fiscal year.

amount actually received in this fiscal year: \$351,478.48 percent of budget 82%

Receipts for both taxes are coming in over budgeted estimates, and the January water/sewer sales figures were the highest they have been for that month since 2008. The economy does seem to be improving.

As per Oregon Election Law, a notice of the Revised Charter Ballot Title for the May Election was published in the newspaper which included notice that any elector could file a petition for review of the ballot title with the Oregon Circuit Court within seven business days. After the seven day challenge deadline passed without any petitions being filed, I filed the Ballot Title and Explanatory Statement with the County Clerk.

In working with the City Attorney's office on that Ballot Title, it was brought to my attention that the Yachats Municipal Code Chapter on Elections states that electors may also file a petition for review for the explanatory statement. The Attorney told me that is not normal procedure, is not required by State Law and suggested that the Code be amended. That Code Amendment is on the City Council agenda for February.

I drafted the Ordinance amending the Transient Rental License Code based on the Transient Rental Task Force Recommendations and the City Council discussion at the January meeting. A notice of the public hearing on the Ordinance was posted on the website and a copy of the Ordinance was emailed to everyone that I have an email address for that may be an interested party – home owners and agents. To date, there has been no letter received, which is in the Council Agenda Packet.

The first installment payment invoices for the LID were mailed out in January. The payments are due on February 12, 2012. The City has received \$8,423.74 in installment payments to date. The City has also received some additional payments for the full assessed amount - \$115,632.19 so far.

One of the developments with which we had installment agreements for eight lots has had a change in ownership. The original LLC was dissolved and each partner retained four of the lots. I was concerned that the change in ownership, which did not go through an escrow process, would jeopardize the legal standing of the liens on the lots. I contacted the City Attorney and he said that the liens should not be a problem, but he provided a template I could use to draft Assignments to Transfer the Installment Agreements that had been signed by the managing partner of the old LLC to the new entities. The managing partner who signed the original installment agreements will sign those assignments as assignor for the eight lots, and as the assignee for the four lots his new LLC owns and return them to me. I will then need to get the other partner to sign as assignee for lots he owns.

Debrah and I completed our annual refresher course required of Passport Acceptance Agents. While we do not get a lot of business, it does provide a service to the community and the City receives a \$25 acceptance fee for each passport application processed.

The City Hall staff has been reviewing Administrative Policies and Ordinances at the morning staff meetings. Recommended changes to the water and sewer Codes have been given to the Public Works & Streets Commission for their review. Recommended changes in the Administrative Policies are included in the February City Council Agenda Packet.

The Public Works Director and I have been working on policies for Fleet Maintenance and Sewer System Maintenance, which together with the updated Personnel Handbook and Safety Manual will be forwarded to CIS for their review as part of the Risk Management Bonus Program. The recommended policies are included in the February City Council Agenda Packet.

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### Deputy City Recorder Duties

- A discussion with City Recorder Nancy Batchelder, during our regular City Hall staff meeting, led us to add a regular brief of the City Council meeting minutes in monthly City newsletter. Highlights of the Council agenda as well as the actions taken will be included.
- The FY 2012 Budget Committee Minutes and the FY 2012 Urban Renewal Agency Budget Committee Minutes were unanimously approved on January 30, 2012.
- IRS1099-MISC forms were processed and mailed out to vendors at the end of January and sent electronically to the IRS.
- I completed and passed the newly required annual U.S. State Department Passport Acceptance Agent refresher course via the Internet.

### Municipal Court Clerk Duties

- Code Enforcement Officer Don Niskanen was very busy with transient rental inspections during January so there were no requests from him to generate any correspondence. I expect that will change as the weather warms.

### Volunteer Coordinator Duties

- I met with Little Log Church Coordinator Mary Crook individually to discuss the last section of the City's draft Volunteer Safety Manual since she was unable to attend the last meeting with the other volunteer coordinators. Now that I have received input from all of the volunteer coordinators I am in the process of making changes to the draft. Once that is completed the final draft will be emailed to the volunteer coordinators for one last approval and then document will be ready to go before the City Council for approval. We anticipate our request will be on March's agenda.
- After receiving the volunteer lists back from the volunteer coordinators I was able to update the volunteer roster on CIS's website. CIS is the City's insurance carrier and needs to have a current list of volunteers so they are covered by the City's worker's compensation policy.
- I have also been working with Mayor Brean on volunteer recognition.

Submitted by: Debrah Edwards, Deputy City Recorder

# **UTILITY BILLING STAFF REPORT**

**January 2012**

**Kimmie Allison**

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

- Transient Rental Renewal – We have received most of the renewal forms; we are waiting on 16 as of 2/1/12. Will be sending out a 2<sup>nd</sup> notice
- Business License Renewal – We have received a fair number of renewals.
- Transient Qtly Tax – most of them are in as well- we are missing 8 of the as of 2/1/12
- Code and Ordinance – we are still meeting daily and reviewing for possible changes & updates
- Billing – Renter Project- Verifying renter information against billing information and updating the corresponding databases has been done.
- Letters for updating month to month rentals have been sent out; awaiting response
- Notice to Low Income applicants have been sent out to verify continued reduced water bill
- Consumption Report Project – tracking consumption with no usage and water usage only. As well as Compiling accurate units for Rick’s quarterly report: on-going
- Safety (OSHA) – I have signed myself & Kevin up for training we are in pending status at this point.
- Utility Billing is completed for the month. Few issues re-reading meters. Will be working with USTI & Asyst the day we download (around 21<sup>st</sup>)

Kimmie Allison  
Administrative Specialist  
February 2, 2012