

YACHATS CITY RECORDER'S REPORT

BY NANCY BATCHELDER, CITY RECORDER

May 2012

The recent staff changes were one of the biggest events and challenges in April. Deputy City Recorder, Debrah Edwards gave the City notice she had accepted a position with the City of Florence on March 28, 2012, stating that her last day would be April 6. I have hired Linda Wangsness as "temp" to help out until I make some decisions about staffing. Linda had previously applied for a position with the City and had been through the testing and interview process so I knew what her skills and experience were. Linda was a great help while Kimmie was on a scheduled vacation and then a training session; and, she seems to be a good fit for City Hall.

There seemed to be some confusion about the city newsletter when Debrah left. Many of the normal contributors were wondering if the newsletter would continue, and some did not submit articles. Although I had delegated the job of editor to Debrah a few years ago, there was a City newsletter before that, and there will continue to be a City Newsletter in the future. I would like to thank those that did contribute articles, helped me edit and proof the copy and get it out on time.

Following the special City Council meeting, I drafted a new performance agreement to be signed by Luna Sea regarding the payment of the Prepared Food and Beverage Taxes collected.

I downloaded the current property and equipment schedules from the City County Insurance Services (CIS) website and asked the Public Works Director to review them before I completed the online process to request property, liability, and automotive coverage for the 2012-2013 fiscal year. CIS is moving the health insurance from a fiscal year policy to a calendar year plan so there will be two times I will need to request coverage for the policies. Because of that, they have provided quotes for a 5 month and 12 period and for a 17 month period (August 1, 2012 – December 31, 2013) and employers need to make a decision about how they want to request coverage. I calculated the financial impact for each scenario and decided to go with the 5/12 split. The overall results are not very different, but the increase for the first 5 months of the new budget year will be less and it provides the opportunity for the City to continue talks with the employees about alternative plans, as provided for in the current union contract.

Working with the Finance Committee I completed the Capital Improvement Plan worksheets for the next five years and incorporated that into the budget for the 2012-2013 fiscal year.

UTILITY BILLING STAFF REPORT

April 2012

Kimie Allison

For the month of April:

- Transient Rental Tax Returns are just about complete. One outstanding.
- Food & Beverage Tax – Received all payments
- Safety (OSHA) –Ongoing
- Utility Billing is completed for the month. No issues with billing.
- USTI Conference - Very informative and gained a better understanding of the program and what it's capabilities are.

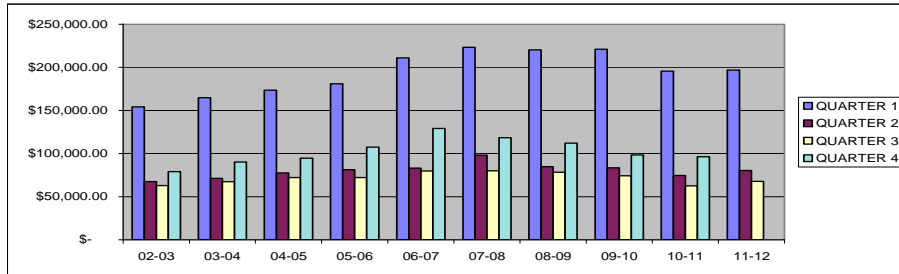
Been a tough month, but going well with the communities help & generosity.

Kimie Allison, Administrative Specialist May 4, 2012

Transient Rental Tax Revenue

	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	80,425	67,643		345,206
Projected total					447,767
Difference	11,088	3,454	-1,616		16,767

Projected Difference to date: 12,927



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.

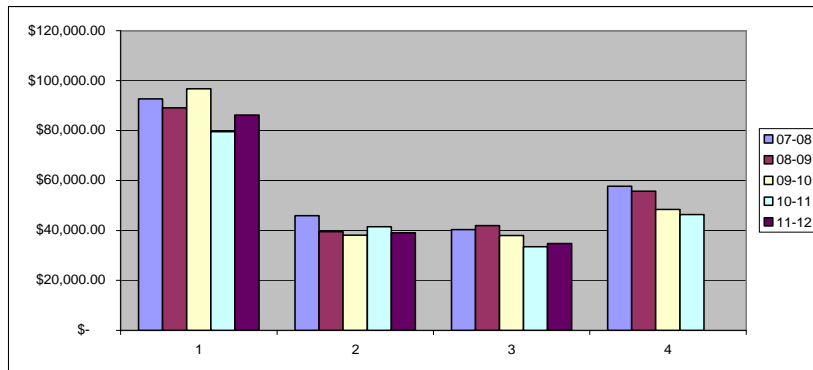
amount actually received in this fiscal year: \$424,669.52 percent of budget 99%

Prepared Food and Beverage Tax Revenue

\$ 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	39,086	34,788		160,056
Projected total					209,302
Difference	6,832	2,530	708		13,168

Projected Difference to date: 10,070



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amount actually received in this fiscal year: \$217,543.43 percent of budget 111%