

## **YACHATS CITY RECORDER'S REPORT**

BY NANCY BATCHELDER, CITY RECORDER

June 2012

The budgets for the City and the Urban Renewal Agency were what I worked on much of the time in May. First preparing the documents for the Budget Committee and then preparing the notice for the City Council public hearings. There were quite a few changes in the Oregon Budget Law and the forms used, so I had to make a lot of changes in the worksheets I use each year. Also, this year I waited to start the work on most of the funds until the Finance Committee had completed the majority of their work on the long range planning so I could include those items. The Budget Committee met on May 14 and approved the budget.

The International Institute of Municipal Clerks held their annual conference in Portland May 20-25. The Oregon Association of Municipal Records was the host, and so our association members were quite busy volunteering. There were about 800 participants from all over the world. I met Clerks from England, South Africa, and all over the United States. Oregon is one of only two states to use the title Recorders. The rest of the US and the world use the title Clerk. As the Treasurer for the OAMR I was quite busy since there is always a lot of fund raising going on at any conference. My registration to the conference was covered by a scholarship provided by OAMR, which is what the fund raising is for. Because it is an international conference the educational sessions are typically focused on general professional development rather than state laws or specific job duties, so I do not normally attend. However, since this conference was held in Portland many of the speakers were from Oregon and so I found that more of the sessions did relate to Oregon law. One of the sessions I attended was on planning for sustainability and much of the conversation was related to the Oregon Land Use Goals and how those goals have helped Oregon control the urban sprawl that has taken place in most of the country.

## **Kimmie Allison**

For the month of May:

- Currently working with Nancy & Linda on reorganizing our duties and responsibilities and learning new duties and cross training Linda.
- Safety (OSHA) –Ongoing
- Utility Billing is completed for the month. Sent off the Sensus Hand Held to be repaired and serviced.

## **Linda Wangsness**

I have had a wonderful first response from the community and staff and it's nice to know that I am able to become part of a great team. With the help from Kimmie I have been able to assist both the community and staff.

I am daily entering the accounts payable and doing the check runs twice a month.

I have just completed assisting Don Niskanen with a mailing of invasive vegetation non-compliance letters.

As needed I am writing and emailing commons rental contracts.

With Kimmie's help I updated the quarterly returns for Transient rentals and Food & Beverage and updating the Logs and post payments.

I put out my first Newsletter and monthly Calendar for June, with Nancy's assistance.

I have updated the goYachats site with the current Business Licenses and am continuing to enter the current information for the transient rental owner information.

The job is going well and I am learning something new each day. I am very happy to be a part of the staff for the city and look forward to learning every aspect of the office and city government.