



# City of Yachats

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Yachats, OR 97498

January 28, 2016

City Council

Dear City Councilors:

Please consider this my formal notice that I plan to retire from my position with the City of Yachats. My last day of work should be the last working day of the year, which will be December 30, 2016.

While there have been many challenges working for the City these years I am proud of my accomplishments. Following are just a few:

- In 1998, shortly after being promoted from Assistant City Recorder to City Recorder I recommended that the City develop a Capital Improvement Plan and establish a Finance Committee to look at long term revenue and expenses for the City. The concept was not immediately accepted, but I pursued it because I felt it was important to have a multi-year plan in place that not only identified the future needs but also identified the funding sources that could be used. Eventually it became a reality and I worked with volunteers and elected officials to develop the process and the forms for analyzing the projects.
  - The original Finance Committee was made up of the appointed members of the Budget Committee. The Capital Improvement Planning Committee was made up of members of each of the Commissions and the Little Log Church. And, I was appointed the Chair of each of those Committees. I worked with the members to develop the fiscal Policies for Management of Debt and Capital Improvements that are still in place today.
  - The original Finance Committee ceased to exist and when it was re-formed several years later, the makeup of the membership was changed and the Committee began taking on the functions of the CIP Committee. An appointed citizen replaced me as Chair, but I still work closely with the members of the committee. (I recently drafted a Code Amendment for City Council adoption that reflected the change in membership and Chair.)
- I took it upon myself to become the City's Risk Management Coordinator and have worked to reduce the annual insurance contributions by drafting policies for City Council adoption and scheduling trainings to complete the various items identified in the CIS Bonus Program.

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- I established the equipment replacement schedule used to set money aside each year to ensure that funds are available when needed to purchase replacements.
- When I started preparing the budgets the City had no Reserve Fund. I established the fund and began making sure that there was some money added to it each year. Although I cannot take credit for revenue the City receives and therefore the amount available to set aside in reserves, I think that my efforts as Budget Officer and Finance Officer have played some part in the development of the reserves, since there was none when I began.
- I developed the City's first web page on my own time at home in the evening. For the first couple of years I maintained the web site by transferring files from my office computer to the computer in the Civic Meeting Room because it was the only computer that had Internet access. City Council did not want the City Hall computers connecting to the Internet. Although it has since been called an embarrassment, at least the citizens have had a place to go for information about meetings, forms, the Municipal Code and other items of interest. I also researched and spent a lot of time getting the web site designation of "*ci.yachats.or.us*" which is a government designation that is used by many cities (ci) and counties (co) in the United States and was free. Other than the cost for the software I now use to update the page on a daily basis, the current website has never cost the City any money since the day I first launched it in 1997. I have always wanted to improve it, and have been offered help in the past, but without that help or the time to learn the software on my own that is one goal I have not met.
- I developed the Citizen's Handbook as a way to provide information about the City for newcomers and old-timers alike.
- I have received the designation of Master Municipal Clerk from the International Institute of Municipal Clerks, completed the Oregon Municipal Finance Officers Association Certification Program and the League of Oregon Association Local Government Management Certification Program.
- Using tools from CIS, I drafted the original and updated Employee Handbooks, the Safety Manual, Fleet Policy and Sewer Maintenance Policies for City Council adoption. Once adopted these all reduced the amount of insurance premiums.
- I have assisted all of the various Commissions and Committees through the years as they worked to achieve their goals, including drafting the original Commons Policy Manual for the Commission to review, edit and finalize before forwarding to City Council for adoption.
- I have always tried to ensure that City Hall has served the public in an honest and professional manner and we have done it on a very tight budget.

While I do not know what the City's plans will be after I leave, the office staff has been planning for this type of transition for a while.

I believe that many of the duties I have been performing for the past 20+ years will shift to the new City Administrator and the two Deputy Recorders have already begun cross training, with more planned in the year to come.

Kimmmie and Linda are enrolled in a budget training in February and will be assisting me in the preparation of the budget for 2016-2017.

Kimmmie has asked to be enrolled in the Oregon Municipal Finance Officers Association Certification Program and the League of Oregon Cities Local Government Management Certification Program. These are both excellent programs I have completed in the past and I am sure that she will acquire valuable skills.

Kimmmie and Linda have been members of the Oregon Association of Municipal Recorders (OAMR) for the past several years and have attended the Mid-Year and Annual training opportunities offered as they prepared to begin taking over some of my responsibilities. They have received scholarships for the registrations from OAMR so the only expense for the City has been the travel.

Linda has completed enough hours of training and has applied for her Certified Municipal Clerks Designation through the International Institute of Municipal Clerks and Kimmmie has one more week of classes before she will apply for her designation. That training will take place this summer.

Several months ago I delegated the responsibility for working with the Public Works & Streets Commission and the Emergency Planning Committee to Kimmmie and the Parks and Commons Commission and the Library Commission to Linda so they have been gaining experience in agenda preparation, posting documents to the document library, taking minutes and following up with action items after the meetings.

I have shifted the payroll duties to Linda, and in the coming months I anticipate that I will be delegating more of the accounting responsibilities to her as well.

I perform quite a few tasks only one or two times a year. As I do those tasks this year I will be showing Kimmmie and Linda how to do them and sharing my notes and step by step procedures. I also keep a hard copy calendar with "ticklers" and samples of things such as the annual reports that are required - such as the System Development Charges and Urban Renewal District Report.

Sincerely,

Nancy Batchelder  
City Recorder