

## YACHATS CITY RECORDER'S REPORT

BY NANCY BATCHELDER, CITY RECORDER

June 2011

Much of May was taken up with the budget process. First finishing the proposed budget figures, budget message and accompanying narrative, then with the Budget Committee meetings, and finally preparing the document that was mailed to all box holders in the 97498 zip code. State Budget Law requires that the approved budget and notice of the City Council public hearing to be either published in the paper or mailed to all residents in the jurisdiction. Mailing the budget to everyone in the 97498 area does mean that people outside the city limits receive a copy, but it is less expensive than publishing and it provides the opportunity to include charts and other information in addition to the State required forms.

The job announcement for the Administrative Assistant closed on May 31. There were 50 applicants and I interviewed 11 people in the first round. I have identified four people to bring back for a second interview and have invited the Deputy Recorder and Public Works Director to participate. I hope to have someone in place shortly after the Fourth of July holiday. In the mean time, the duties have been divided. Misty, the Temp has assisted by processing payments as they come in, and Debrah took on the major task of billing in addition to her normal duties. There will be at least one more billing cycle before the new employee comes on board and so Debrah has had the opportunity to become reacquainted with the software and the process before she trains the new employee.

Last week I attended the Master Clerks Institute at the University of Puget Sound in Tacoma, WA. The training this year was The 7 Habits of Effective People. The Oregon Association of Municipal Recorders paid a portion of the cost as part of the President's Award of Distinction I received in September.

## CITY OF YACHATS Deputy City Recorder's Report June 2011

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### Municipal Court Clerk Duties

- Don Niskanen attended the auction of John Yount's property at 380 Spruce Avenue in front of the Lincoln County Courthouse on May 10, 2011. No one showed up at the auction therefore it was rescheduled for 9 a.m. on June 9, 2011.
- On May 20, 2011 at 11 a.m. Mr. Yount's two rescheduled hearings—Docket No's 2010-68 and 2011-01—*Renting without a Transient Rental License* and related *Order to Show Cause* for Failure to Appear on the original hearing date of February 18, 2011—were heard in front of Yachats Municipal Court Judge David Gordon. Mr. Yount was found guilty on both counts of renting without a transient rental license in addition to guilty of contempt of court for failing to appear. The fines were \$600 each for 2010-68 and 2011-01 and \$500 for the contempt verdict. The guilty verdict for 2010-68 and 2011-01 reneges the fine suspensions for Docket No's 2010 (04)-(29) and 2010 (31)-(61). The total in fines and unitary assessments for Mr. Yount to date is \$40,490, which City Attorney Ross Williamson is in the process of having the Lincoln County Circuit Court make him pay.

- Mark Doyle also appeared in Yachats Municipal Court on May 20, 2011 at 10 a.m. for *Failure to Make Noticeable Progress* (Docket No. 2011-02) and was found guilty. Judge Gordon fined him the full forfeiture of \$1000 w/\$500 suspended with the stipulation that Doyle pay \$20/mo beginning 6/01/11. Failure to pay on schedule with renege the suspended amount and Doyle will have to pay the full forfeiture.
- It has been a month since we held Municipal Court and we have yet to receive the signed judgments for the above mentioned court cases. Until we received these documents from Judge Gordon, we are unable to make them part of the official Municipal Court Docket. Needless to say, this creates a number of issues, including enforcing the fine agreement with Mark Doyle who missed his first payment at the beginning of June for \$20.

#### Deputy City Recorder Duties

- I recorded the minutes for the FY 2012 Urban Renewal and City Budget Hearings that took place on May 16, 2012. I was not able to attend the subsequent City Budget Hearing on May 17, 2011, however City Recorder Nancy Batchelder was able to gather the remaining information I needed to complete the written minutes.
- Nancy and I have been working as a team to cover the duties the vacant Administrative Specialist position left for us. Some of these duties include: daily utility payment processing and monthly billing; sending new tax forms and following up with past due or unfiled Transient Rental and Prepared Food and Beverage tax filings; and Commons reservations (creating, following-up/contracts, etc.).

#### Volunteer Coordinator Duties

- The volunteer coordinators from, the Yachats Public Library, the Trails Committee met on May 6, 2011 to continue work on the City volunteer manual. The coordinator from the Little Log Church was unable to attend, however I plan to meet with her at a later date to bring her up to speed and get her input from the remaining chapters we covered on May 6. As soon as hire a replacement for the Administrative Specialist position, I will complete any changes to our draft and schedule one last meeting with the volunteer coordinators before we submit our final draft to the City Council.

Submitted by: Debrah Edwards, Deputy City Recorder