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Cc: [Alissa Kolodzinski](#)
Subject: INFO ONLY: City Recorder Office update
Date: Monday, March 18, 2024 10:27:11 AM
Attachments: [image001.png](#)

Hello (Mayor & Council bcc),

I wanted to praise the work that Alissa, Dana and other staff members have done to deal with the backlog of Recorder related items while keeping up-to-date on current needs. I also want to set expectations with Council about when we can expect to be caught up.

In our estimate it will take at least another two years to right the ship in this area.

Outstanding items include:

- Missing liens regarding system development charge issues.
- Multiple sets of Council minutes not completed and/or not signed.
- Numerous resolutions not signed.
- Numerous ordinances not signed.
- Code Publishing- which updates our AMC was never notified of numerous updates approved by Council updating the code
- Over a year's worth of Council packets not prepared properly for records retention purposes
- Several years' worth of scanning documents into Laserfiche for records retention and public access need to be done
- Election formation was not scanned and posted properly per City guidelines- updating the process on this
- Temporary liquor licenses- improperly processed in the past resulting in lost events- process updating on this
- No records destruction starting in 2017 has occurred – leaving a backlog of both destruction and proper storage and the database has not been updated since 2017 of where records are located
- Property data has not been updated since 2020 for lien & title requirements with over 100 unanswered requests dating back to 2020
- Failure to do property annexation resulting in loss of property tax revenue

I think importantly records request policy has been updated to follow state requirements as outlined in ORS and the liquor license process has been updated to be responsive to the community's needs. We are current on meeting minutes

while continuing to deal with the backlog.

Alissa, please chime in with any details on all that has been accomplished the last few months or if I have missed anything.

Sabrina Cotta, Interim City Manager/Deputy City Manager

She/her/hers



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