



# City of McCall

## City Clerk

2015 Annual Report



Public Risk  
Management  
Association

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## What We Do

The City Clerk is the custodian of the City Seal and City Records. As the secretary of the City of McCall, the City Clerk’s Office is responsible for the preparation, reproduction, distribution, and archiving of the City Council Agenda, Council Minutes, public hearing schedule, agenda packet material, and other related documents. The City Clerk attends regular and special meetings of the City Council and is responsible for keeping a true and accurate record of the proceedings

As custodian of the City's Records, the City Clerk’s Office is responsible for managing the official record center for all City Ordinances and Resolutions, Document Recordings, Legal Notices and Publications, Contracts, Council Minutes and other documents adopted by the City Council. The City Clerk’s Office is responsible for receiving public records requests and ensuring compliance with the provisions of the Idaho Public Records Act.

As the City's licensing official, the City Clerk’s Office oversees the regulation of specific types of Business Activities as provided in City Code. The City Clerk’s office also processes all City liability insurance claims, organizes the City’s surplus auctions, manages records destruction, administers the Local Option Tax, ADA coordinator, maintains the McCall Avenue Homes Land Leases, and provides prompt and courteous service to City residents and visitors, and performs such other duties as may be required by City Code.

## Mission

**The mission of the City Clerk’s Office is to provide effective, efficient service to internal and external “customers” with integrity, trust and respect, and to maintain official City records, issue public notices, and assist with elections per Idaho Code.**





City Clerk

# A Performance Report

## Selected Programs & Services

### 2015 Accomplishments

- ◆ Trained a new Deputy Clerk
- ◆ Completed the Title 4 re-write
- ◆ Assisted with writing the Streets LOT Ordinance
- ◆ Successfully executed the election documents
- ◆ Hired and trained a new LOT Administrator



### How We Have Progressed

A goal of the City Clerk’s office for 2015 was to assist with the writing and execution of a new Local Option Tax (LOT) Ordinance. This goal had its challenges. The City Manager set up a series of Community Conversations and compiled information to be used in the development of the LOT Ordinance. The Clerk’s Department used the compiled information to create three separate ordinances for the Council to review. Once the Council determined the specifics of what they wanted in the ordinance, the Clerk’s Department worked with the City Attorney to develop the LOT Ordinance that went to the voters in November.

The City Clerk’s Office Successfully executed the election documents for the LOT and the Minimum Wage Initiatives. As the Election’s Official for the City Of McCall, the Clerk’s Department developed a Voter’s Pamphlet that included the LOT Ordinance and the citizen’s Minimum Wage Initiative. Per Idaho Code the Clerk’s Department mailed a printed voter’s pamphlet to every household within the city limits of McCall.

The City Clerk’s office also completed the re-write of Title 4 Business Regulations of the McCall City Code. Included in this effort was a new fee schedule for city licensing. Some of the previous Business Regulations dated back to 1949 and was in need of updating. With the passage of the Streets LOT the Clerk’s Department has been working through the implementation of the new tax. With training of new staff, learning the new tax collection software, and educating the businesses on the new process, there has been much to do to keep staff members of the Clerk’s department busy.



### Selected Statistics

	2015
ICRMP Claims Processed	14
Written Records Request	182
Surplus Items	103
Agenda items processed	251
Licenses Issued	542
Council Meetings	51
Transactions Cash Received	~20,000

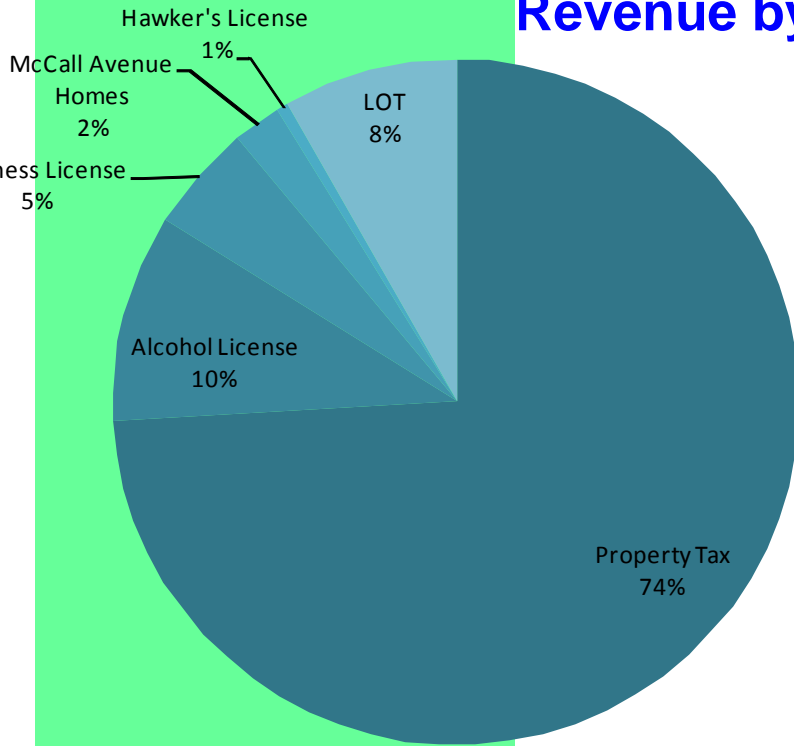


City Clerk

# Our Finances

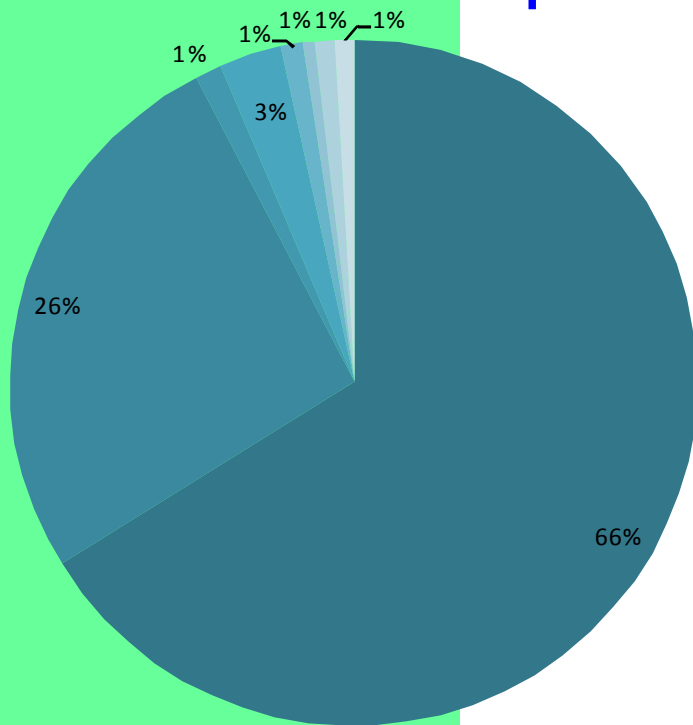
## Fiscal Year 2015

### Revenue by Source



	FY15
Property Tax	\$145,163
Alcohol License	\$19,280
Business License	\$9,900
McCall Avenue Homes	\$4,400
Hawker's License	\$1,055
<b>Local Option Tax</b>	<b>\$16,000</b>
<b>Total</b>	<b>\$195,798</b>

### Expense by Category



	FY15
<b>Personnel</b>	
Salaries & Wages	\$129,558
Benefits & Insurance	\$51,366
<b>Operations</b>	
Codifiers	\$2,546
Professional Development	\$5,733
Legal Publications	\$1,982
Records Retention	\$1,149
Records Destruction	\$1,733
Supplies and other	\$1,731
<b>Total</b>	<b>\$195,798</b>



City Clerk

# Looking Forward

## What's Next: Projects & Challenges

### Overview

## We want to hear from you!

### **BessieJo Wagner**

City Clerk  
(208) 634-4874  
(208) 634-3038 (fax)  
City of McCall  
216 East Park St  
McCall, ID 83638  
bwagner@mccall.id.us  
www.mccall.id.us

### **Lisa Kundrick**

Deputy Clerk/  
Admin Assistant  
(208) 634-8908

### **Denise Tangen**

Deputy Clerk/  
Receptionist  
(208) 634-7142

### **Joel Castle**

Local Option Tax  
Administrator  
(208) 634-8929

### **Nate Coyle**

City Manager  
(208) 634-1003  
(208) 634-3038 (fax)  
City of McCall  
216 East Park St  
McCall, ID 83638  
ncoyle@mccall.id.us  
www.mccall.id.us

The Clerk's office is primarily service driven and does not generate much revenue. It is an ongoing challenge to justify having 3 full time employees (FTE) and now an additional FTE for Local Option Tax Administration. The Clerk's Office continues to face many of the same challenges from year to year. There are still many documents that need scanning and more than 300 boxes of documents that need to be inventoried. Although we continue to make some progress, the City continues to create paper on a daily basis. We have identified what needs to happen; now we are looking for innovative ways to accomplish more.

As we look toward the future, we will continue to focus on inventory and destruction of files. We will also continue our efforts with the implementation of the new Streets Local Option Tax. The Clerk's office plans to complete the rewrite of the McCall Governance Manual and update the Records Retention Schedule. As the ADA Coordinator, the City Clerk will look for some additional training as it relates to Title VI of the Civil Rights Act of 1964 and Title II (State and Local Government Services) of the Americans with Disabilities Act. The Clerk's office continues to work with all departments in the City to ensure positive working relationships and continues to be a resource for people within the organization.

The Clerk's office will continue to invest in the continued education of its staff as we take on the challenge of getting the most out of the programs and software the City currently owns and utilizes.

Goals for the Clerk's Office for 2016:

- ◆ Continue Streets LOT Implementation
- ◆ Re-write of the Governance Manual
- ◆ Update the Records Retention Schedule
- ◆ Maintain current programs and level of service
  - ◆ Continue to inventory and archive records
- ◆ Continue the destruction of records
- ◆ Continue to scan records into the Laserfiche software system
- ◆ Continue the inventory of the vault filing system
- ◆ Keep the City current with the federal Title VI requirements