



Jess Earnshaw/Deputy Clerk, Sara Peterson/Municipal Clerk, Holley Dennison/Admin. Coordinator

## SITKA GENERAL CODE REORGANIZATION

**Strategic Plan Goals ~ 2.1 ~ 5.3 ~ 5.4** ~ In 2022, the Legal Department and Municipal Clerk's office identified need for a legal review, reorganization, and recodification of the Sitka General Code (SGC).

**CURRENT STATUS:** The reorganization project is in progress.

**FUTURE MILESTONE:** Code Publishing will provide a proof for review by late November, consisting of a PDF copy and online version. After review is completed, the code will be finalized and go live!

**TARGET COMPLETION DATE:** Early 2024, the Municipal Attorney, Legal Assistant, and Municipal Clerk will meet with departments to amend code based on legal review.

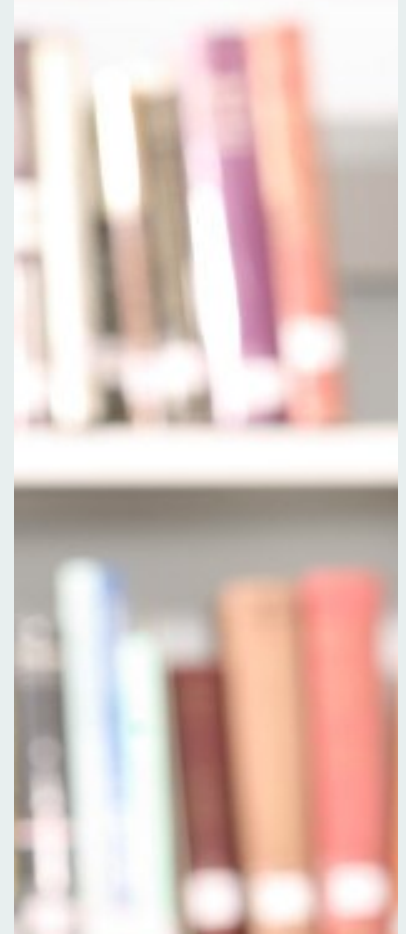
## LASERFICHE RECORDS MIGRATION

**Strategic Plan Goals ~ 2.1 ~ 5.3 ~ 5.4** ~ Laserfiche, a software solution, will eliminate offsite record storage, create accessibility to CBS records, and automate retention and disposal. This helps us meet the goal of the Information Governance Committee to limit the number of locations CBS records are stored at, gain full record inventory, and decrease liability.

**CURRENT STATUS:** Megan Gregor, Records Management Consultant, visited CBS onsite during July and August to review stored records, identified records to destroy, and those which must be retained for future scanning. Significant progress was made!

**FUTURE MILESTONE:** Over the next few months, Megan will work with the Information Governance Committee to develop our Records Management Plan by creating policies and procedures to ensure consistent records management. Once records are ready for scanning, she will also assist with our electronic records procedures.

**TARGET COMPLETION DATE:** Move out of the Record's Center—November, 2024.



## CURRENT PROJECTS

**Sitka General Code Reorganization**

**Laserfiche Records Migration**

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## PUBLIC RECORD REQUEST STATISTICS

**June: 4 SPD / 4 OTHER**

**July: 11 SPD / 7 OTHER**

**August: 10 SPD / 4 OTHER**

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**PEOPLE ~ INNOVATION  
INTEGRITY ~ SERVICE  
SUSTAINABILITY**



# Municipal Clerk Expense Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
<b>5110</b>										
5110.001	Regular Salaries/Wages	238,258.80	.00	238,258.80	.00	.00	21,248.40	217,010.40	9	202,930.22
5110.002	Holidays	.00	.00	.00	.00	.00	944.72	(944.72)	+++	7,158.68
5110.003	Sick Leave	.00	.00	.00	.00	.00	241.36	(241.36)	+++	3,085.74
5110.010	Temp Wages	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	14,133.20
<b>5110 - Totals</b>		<b>\$288,258.80</b>	<b>\$0.00</b>	<b>\$288,258.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,434.48</b>	<b>\$265,824.32</b>	<b>8%</b>	<b>\$227,307.84</b>
<b>5120</b>										
5120.001	Annual Leave	6,519.00	.00	6,519.00	.00	.00	1,183.52	5,335.48	18	20,741.84
5120.002	SBS	18,106.82	.00	18,106.82	.00	.00	1,452.40	16,654.42	8	15,275.88
5120.003	Medicare	4,282.98	.00	4,282.98	.00	.00	343.53	3,939.45	8	3,613.45
5120.004	PERS	52,417.04	.00	52,417.04	.00	.00	5,195.96	47,221.08	10	51,461.60
5120.005	Health Insurance	57,634.20	.00	57,634.20	.00	.00	4,499.97	53,134.23	8	52,281.48
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	2.52	27.72	8	31.63
5120.007	Workmen's Compensation	809.09	.00	809.09	.00	.00	66.34	742.75	8	746.59
5120.011	PERS on Behalf	17,419.13	.00	17,419.13	.00	.00	.00	17,419.13	0	5,707.00
<b>5120 - Totals</b>		<b>\$157,218.50</b>	<b>\$0.00</b>	<b>\$157,218.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,744.24</b>	<b>\$144,474.26</b>	<b>8%</b>	<b>\$149,859.47</b>
<b>5201</b>										
5201.000	Training and Travel	14,150.00	.00	14,150.00	.00	.00	.00	14,150.00	0	13,443.90
<b>5201 - Totals</b>		<b>\$14,150.00</b>	<b>\$0.00</b>	<b>\$14,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,150.00</b>	<b>0%</b>	<b>\$13,443.90</b>
<b>5204</b>										
5204.000	Telephone	500.00	.00	500.00	.00	.00	.00	500.00	0	185.92
5204.001	Cell Phone Stipend	1,500.00	.00	1,500.00	.00	.00	75.00	1,425.00	5	900.00
<b>5204 - Totals</b>		<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75.00</b>	<b>\$1,925.00</b>	<b>4%</b>	<b>\$1,085.92</b>
<b>5206</b>										
5206.000	Supplies	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	8,433.37
<b>5206 - Totals</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0%</b>	<b>\$8,433.37</b>
<b>5211</b>										
5211.000	Data Processing Fees	42,012.00	.00	42,012.00	.00	.00	.00	42,012.00	0	45,737.04
<b>5211 - Totals</b>		<b>\$42,012.00</b>	<b>\$0.00</b>	<b>\$42,012.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$42,012.00</b>	<b>0%</b>	<b>\$45,737.04</b>
<b>5212</b>										
5212.000	Contracted/Purchased Serv	92,468.00	.00	92,468.00	.00	16,238.90	19,589.60	56,639.50	39	24,874.40
<b>5212 - Totals</b>		<b>\$92,468.00</b>	<b>\$0.00</b>	<b>\$92,468.00</b>	<b>\$0.00</b>	<b>\$16,238.90</b>	<b>\$19,589.60</b>	<b>\$56,639.50</b>	<b>39%</b>	<b>\$24,874.40</b>
<b>5222</b>										
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	29.90
<b>5222 - Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$29.90</b>
<b>5224</b>										
5224.000	Dues & Publications	6,595.00	.00	6,595.00	.00	.00	50.00	6,545.00	1	5,596.90
<b>5224 - Totals</b>		<b>\$6,595.00</b>	<b>\$0.00</b>	<b>\$6,595.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$6,545.00</b>	<b>1%</b>	<b>\$5,596.90</b>



# Municipal Clerk Expense Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>100 - General Fund</b>										
EXPENSE										
<b>5226</b>										
5226.000	Advertising	40,000.00	.00	40,000.00	.00	.00	114.75	39,885.25	0	36,367.60
	<b>5226 - Totals</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$114.75</b>	<b>\$39,885.25</b>	<b>0%</b>	<b>\$36,367.60</b>
<b>5227</b>										
5227.001	Rent-Buildings	13,066.00	.00	13,066.00	.00	.00	2,013.08	11,052.92	15	13,182.89
	<b>5227 - Totals</b>	<b>\$13,066.00</b>	<b>\$0.00</b>	<b>\$13,066.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,013.08</b>	<b>\$11,052.92</b>	<b>15%</b>	<b>\$13,182.89</b>
<b>5290</b>										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	6.95
	<b>5290 - Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$6.95</b>
	<b>EXPENSE TOTALS</b>	<b>\$665,768.30</b>	<b>\$0.00</b>	<b>\$665,768.30</b>	<b>\$0.00</b>	<b>\$16,238.90</b>	<b>\$57,021.15</b>	<b>\$592,508.25</b>	<b>11%</b>	<b>\$525,926.18</b>
	Fund <b>100 - General Fund Totals</b>	<b>\$665,768.30</b>	<b>\$0.00</b>	<b>\$665,768.30</b>	<b>\$0.00</b>	<b>\$16,238.90</b>	<b>\$57,021.15</b>	<b>\$592,508.25</b>		<b>\$525,926.18</b>
	<b>Grand Totals</b>	<b>\$665,768.30</b>	<b>\$0.00</b>	<b>\$665,768.30</b>	<b>\$0.00</b>	<b>\$16,238.90</b>	<b>\$57,021.15</b>	<b>\$592,508.25</b>		<b>\$525,926.18</b>