

CLERK'S CORNER

December 2025

Ongoing Projects

Laserfiche Records Migration & Digitization

**Strategic Plan Goals 2.1, 2.2,
5.3, 5.4, 5.5**

Current Status: We are preparing to ship 27 boxes of records to Raycom, a trusted scanning company used by Alaska State Archives and Dept of Corrections. Once scanned, the files will be securely added to the CBS Laserfiche system – helping us preserve important records and improve access for staff. We'll share updates as the project moves ahead.

Future Milestones: Ongoing work includes reviewing and organizing City Hall storage areas, indexing records for scanning, and confirming which materials should be retained securely or destroyed based on the CBS Retention Schedule.

Election Highlights

Election Day – October 7

- Total ballots counted: 2,150
- Early voting ballots: 839
- Election workers: 17

Christmas Clerks



Municipal Clerk

Sara Peterson

Deputy Municipal Clerk

Holley Bayne

Assistant Municipal Clerk

Brian Schoenfelder

Ongoing Projects

Sitka General Code Legal Review/Update

Strategic Plan Goals 2.1, 5.3, 5.4

The Sitka General Code (SGC) includes inconsistencies, errors, and outdated provisions that may impact enforceability and alignment with Alaska statutes. To address this, the City and Borough of Sitka is pursuing a full recodification, including a comprehensive legal review and update, as well as a transition to the eCode 360 platform hosted by General Code. The eCode360 system will make the SGC fully accessible online in a user-friendly, searchable format.

Current Status: In September 2025, the Municipal Attorney, Municipal Clerk, and General Code provided the Assembly with an overview of the project. Since that presentation, the Legal Department and General Code have been working to finalize the agreement.

Future Milestones: The agreement between General Code and CBS is anticipated to be signed in December.

Ongoing Projects

Following execution, the Legal Department and Municipal Clerk will work with General Code to establish the project timeline, with the initial phase expected to include migration to the eCode 360 Platform.

Work Culture Initiative

Strategic Plan Goals 2.1, 5.2, 5.5

The Clerks office continues to work closely with the Culture Club to help foster a positive work environment, as well as promoting CBS's core values, Service, Integrity, Teamwork, Kindness, and Accountability.

In October, City Hall was decorated, and a Halloween lunch party was held at HCH.

In January, we look forward to our staff holiday party on the 17th.

PRR Stats

September: 9 Police, 3 Other

October: 8 Police, 5 Other

November: 4 Police, 13 Other

42 total Public Records requests this quarter.



Municipal Clerk Expense Report

Date Range 07/01/25 - 06/30/26

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
Fund 100 - General Fund									
EXPENSE									
5110									
5110.001	Regular Salaries/Wages	257,178.96	.00	257,178.96	.00	.00	83,589.97	173,588.99	33
5110.002	Holidays	.00	.00	.00	.00	.00	3,164.73	(3,164.73)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	1,317.77	(1,317.77)	+++
5110.010	Temp Wages	25,814.32	.00	25,814.32	.00	.00	.00	25,814.32	0
5110 - Totals		\$282,993.28	\$0.00	\$282,993.28	\$0.00	\$0.00	\$88,072.47	\$194,920.81	31%
5120									
5120.001	Annual Leave	9,627.00	.00	9,627.00	.00	.00	6,075.15	3,551.85	63
5120.002	SBS	17,347.61	.00	17,347.61	.00	.00	5,869.36	11,478.25	34
5120.003	Medicare	4,103.40	.00	4,103.40	.00	.00	1,388.35	2,715.05	34
5120.004	PERS	56,579.32	.00	56,579.32	.00	.00	21,004.20	35,575.12	37
5120.005	Health Insurance	95,023.80	.00	95,023.80	.00	.00	34,008.13	61,015.67	36
5120.006	Life Insurance	30.96	.00	30.96	.00	.00	12.85	18.11	42
5120.007	Workmen's Compensation	735.80	.00	735.80	.00	.00	260.78	475.02	35
5120.011	PERS on Behalf	6,856.00	.00	6,856.00	.00	.00	.00	6,856.00	0
5120 - Totals		\$190,303.89	\$0.00	\$190,303.89	\$0.00	\$0.00	\$68,618.82	\$121,685.07	36%
5201									
5201.000	Training and Travel	16,525.00	.00	16,525.00	.00	.00	5,219.67	11,305.33	32
5201 - Totals		\$16,525.00	\$0.00	\$16,525.00	\$0.00	\$0.00	\$5,219.67	\$11,305.33	32%
5204									
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	275.00	625.00	31
5204 - Totals		\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$275.00	\$625.00	31%
5206									
5206.000	Supplies	10,500.00	.00	10,500.00	.00	.00	4,820.49	5,679.51	46
5206 - Totals		\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$4,820.49	\$5,679.51	46%
5211									
5211.000	IT Fees	86,220.00	.00	86,220.00	7,185.00	.00	86,220.00	.00	100
5211 - Totals		\$86,220.00	\$0.00	\$86,220.00	\$7,185.00	\$0.00	\$86,220.00	\$0.00	100%
5212									
5212.000	Contracted Services	159,700.00	93,789.26	253,489.26	.00	50,269.44	16,060.00	187,159.82	26
5212 - Totals		\$159,700.00	\$93,789.26	\$253,489.26	\$0.00	\$50,269.44	\$16,060.00	\$187,159.82	26%
5224									
5224.000	Dues and Publications	7,165.00	.00	7,165.00	.00	.00	1,364.70	5,800.30	19
5224 - Totals		\$7,165.00	\$0.00	\$7,165.00	\$0.00	\$0.00	\$1,364.70	\$5,800.30	19%
5226									
5226.000	Advertising	41,000.00	.00	41,000.00	.00	.00	14,723.20	26,276.80	36
5226 - Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$14,723.20	\$26,276.80	36%
EXPENSE TOTALS		\$795,307.17	\$93,789.26	\$889,096.43	\$7,185.00	\$50,269.44	\$285,374.35	\$553,452.64	38%
Fund 100 - General Fund Totals		\$795,307.17	\$93,789.26	\$889,096.43	\$7,185.00	\$50,269.44	\$285,374.35	\$553,452.64	



Municipal Clerk Expense Report

Date Range 07/01/25 - 06/30/26
Include Rollup Account and Rollup to Account

Grand Totals	\$795,307.17	\$93,789.26	\$889,096.43	\$7,185.00	\$50,269.44	\$285,374.35	\$553,452.64
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