



Municipal Clerk

Sara Peterson

Deputy Clerk

Jess Earnshaw

Admin. Coordinator

Holley Bayne

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).

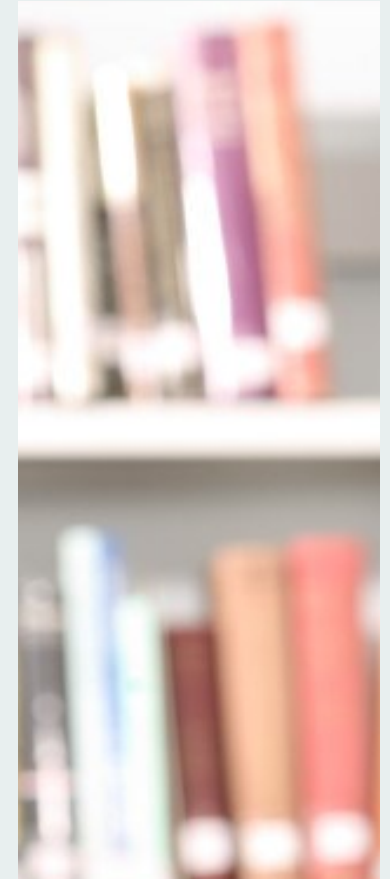
CURRENT STATUS: Code Publishing has presented a proof of the recodified Sitka General Code, and questions that arose during the process. The Legal Department and Municipal Clerk's office are now tasked with reviewing this information.

FUTURE MILESTONE: 1) The Legal Department and Municipal Clerk's office will review the proof and answer recodification questions. After review is completed, the code will be finalized and go live! 2) The Legal Department and Municipal Clerk will meet with departments to amend code based on legal review.

TARGET COMPLETION DATE: Milestone #1) Early 2024. Milestone #2) End of 2024, beginning of 2025.

SITKA RETENTION SCHEDULE UPDATE

Strategic Plan Goals ~ 5.4 ~ 5.5 ~ Alaska Statute 40.21, 7 Alaska Administrative Code 78.250, and Sitka General Code 1.35 Records Management requires orderly management of current local public records and preservation of noncurrent public records that have permanent historical value. AS 40.21.070 says "the governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records..." Per AS 29.20.380(4) the municipal clerks shall "manage municipal records and develop retention schedules and procedures for inventory, storage and destruction of records."



CURRENT PROJECTS

Sitka General Code Reorganization

Sitka Retention Schedule Update

Laserfiche Records Migration & Digitization

PUBLIC RECORD REQUEST STATISTICS

Sept: 9 SPD / 6 OTHER

Oct: 6 SPD / 9 OTHER

Nov: 5 SPD / 9 OTHER

SITKA RETENTION SCHEDULE UPDATE CONTINUED...

CURRENT STATUS: This project started in early 2023 as an important precursor to the Laserfiche Records Migration & Digitization project. Because the CBS retention schedule had not been updated in years, Records Management Consultant and Government Records Expert, Megan Gregor, was hired to update the retention schedule. We now have our updated retention schedule approved for implementation. Now we can ensure all our records will be kept for the appropriate time, format, and location essential to responsible stewardship of our City's information and history.

We would like to thank all the departments for working so hard to make this project successful—it was a true team effort!

LASERFICHE RECORDS MIGRATION & DIGITIZATION

Strategic Plan Goals ~ 2.1 ~ 2.2 ~ 5.3 ~ 5.4 ~ 5.5 ~ In response to the ever-changing digital landscape, we are actively exploring more inclusive avenues to broaden our customer outreach, while simultaneously mitigating future expenses and fostering accessibility, uniformity, and capability across our CBS staff. Leveraging Laserfiche, a robust digital records management software, for the storage, retrieval, automation, and administration of our city records, our strategy is to firmly guide future generations into a flexible and secure digital terrain. Furthermore, we will eliminate the need for offsite records storage and reduce network drive space, resulting in cost reductions and increased accessibility for all stakeholders.



CURRENT STATUS: Now that the retention schedule has been approved, the Clerk's office will finally be able to free up space in city hall by destroying records in accordance with the retention schedule, bring all paper records onsite for easier access and eliminating the need for to pay for offsite storage, and begin the process of scanning permanent records into our Laserfiche system. This is only the first step toward digital transformation, but it's a big one!

NEXT STEPS: We will be working with our Records Management Consultant to create effective Records Management Policies and implement an essential improvement to an ineffective and inefficient process that impacts all departments related to procurement and contract management. We are focusing on these next because we must continue to lay a strong foundation for a proper records management program, before moving on to digitization and automation.

RECORDS IN 2024: Following the Policy and Process Improvements, Megan will begin to work with each department to make improvements to their digital records storage and organization and begin designing the architecture of our Records Management System (Laserfiche).

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									
5110										
5110.001	Regular Salaries/Wages	238,258.80	.00	238,258.80	.00	.00	83,950.50	154,308.30	35	202,930.22
5110.002	Holidays	.00	.00	.00	.00	.00	5,814.00	(5,814.00)	+++	7,158.68
5110.003	Sick Leave	.00	.00	.00	.00	.00	2,067.18	(2,067.18)	+++	3,085.74
5110.010	Temp Wages	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	14,133.20
5110 - Totals		\$288,258.80	\$0.00	\$288,258.80	\$0.00	\$0.00	\$91,831.68	\$196,427.12	32%	\$227,307.84
5120										
5120.001	Annual Leave	6,519.00	.00	6,519.00	.00	.00	8,949.44	(2,430.44)	137	20,741.84
5120.002	SBS	18,106.82	.00	18,106.82	.00	.00	6,231.57	11,875.25	34	15,275.88
5120.003	Medicare	4,282.98	.00	4,282.98	.00	.00	1,474.00	2,808.98	34	3,613.45
5120.004	PERS	52,417.04	.00	52,417.04	.00	.00	22,171.82	30,245.22	42	51,461.60
5120.005	Health Insurance	57,634.20	.00	57,634.20	.00	.00	26,554.41	31,079.79	46	52,281.48
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	12.60	17.64	42	31.63
5120.007	Workmen's Compensation	809.09	.00	809.09	.00	.00	287.15	521.94	35	746.59
5120.011	PERS on Behalf	17,419.13	.00	17,419.13	.00	.00	.00	17,419.13	0	5,707.00
5120 - Totals		\$157,218.50	\$0.00	\$157,218.50	\$0.00	\$0.00	\$65,680.99	\$91,537.51	42%	\$149,859.47
5201										
5201.000	Training and Travel	14,150.00	.00	14,150.00	.00	.00	2,563.29	11,586.71	18	13,443.90
5201 - Totals		\$14,150.00	\$0.00	\$14,150.00	\$0.00	\$0.00	\$2,563.29	\$11,586.71	18%	\$13,443.90
5204										
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	375.00	1,125.00	25	900.00
5204 - Totals		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$375.00	\$1,625.00	19%	\$1,085.92
5206										
5206.000	Supplies	10,000.00	.00	10,000.00	.00	.00	5,652.98	4,347.02	57	8,433.37
5206 - Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,652.98	\$4,347.02	57%	\$8,433.37
5211										
5211.000	Data Processing Fees	42,012.00	.00	42,012.00	3,501.00	.00	42,012.00	.00	100	45,737.04
5211 - Totals		\$42,012.00	\$0.00	\$42,012.00	\$3,501.00	\$0.00	\$42,012.00	\$0.00	100%	\$45,737.04
5212										
5212.000	Contracted/Purchased Serv	92,468.00	7,400.00	99,868.00	.00	14,158.90	41,284.76	44,424.34	56	19,395.44
5212 - Totals		\$92,468.00	\$7,400.00	\$99,868.00	\$0.00	\$14,158.90	\$41,284.76	\$44,424.34	56%	\$19,395.44
5222										
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	29.90
5222 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$29.90
5224										
5224.000	Dues & Publications	6,595.00	.00	6,595.00	.00	.00	1,745.00	4,850.00	26	5,596.90
5224 - Totals		\$6,595.00	\$0.00	\$6,595.00	\$0.00	\$0.00	\$1,745.00	\$4,850.00	26%	\$5,596.90



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									
5226										
5226.000	Advertising	40,000.00	.00	40,000.00	.00	.00	13,240.95	26,759.05	33	36,367.60
5226 - Totals		\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$13,240.95	\$26,759.05	33%	\$36,367.60
5227										
5227.001	Rent-Buildings	13,066.00	.00	13,066.00	.00	.00	5,261.74	7,804.26	40	1,411.48
5227 - Totals		\$13,066.00	\$0.00	\$13,066.00	\$0.00	\$0.00	\$5,261.74	\$7,804.26	40%	\$1,411.48
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	6.95
5290 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6.95
EXPENSE TOTALS		\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$14,158.90	\$269,648.39	\$389,361.01	42%	\$508,675.81
Fund 100 - General Fund Totals		\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$14,158.90	\$269,648.39	\$389,361.01		\$508,675.81
Grand Totals		\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$14,158.90	\$269,648.39	\$389,361.01		\$508,675.81