

CLERK'S CORNER

CITY AND BOROUGH OF SITKA



LASERFICHE RECORDS MIGRATION & DIGITIZATION

CURRENT STATUS:

The Clerk's Office is starting 2024 off strong with all things records. We're committed to implementing best practices by maintaining records only for their necessary duration. This not only helps us save space but also significantly reduces storage costs and improves staff efficiency by eliminating the need to manage outdated documents. Following a comprehensive update to our retention schedule last year, we were able to recently dispose of records that had fulfilled their legal, fiscal, and administrative purposes. A total of 525 boxes!

These efforts are crucial to achieving our goal of eliminating the need for offsite storage by November. Currently, only 61 boxes remain in offsite storage, identified as permanent records earmarked for digitization. In April, our contractor will undertake the task of indexing and preparing these boxes, along with any onsite records deemed permanent, for scanning.



MEET THE CREW

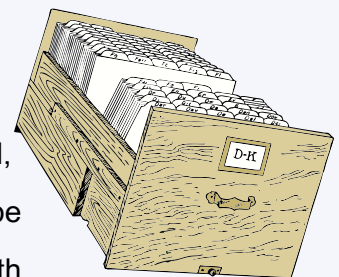
From the base up are:

- Sara Peterson (Municipal Clerk),**
- Jess Earnshaw (Deputy Clerk),**
- Holley Bayne (Administrative Coordinator)**



NEXT STEPS:

During the next quarter, we will be working toward digitization of all records that are considered permanent. This will involve sorting and indexing all items to be scanned, creating a comprehensive folder structure for all scanned records to be placed, as well as defining what metadata needs to be associated with the document to ensure the records can easily be found.



Strategic Plan Goals ~ 2.1 ~ 2.2 ~ 5.3 ~ 5.4 ~ 5.5 Laserfiche will eliminate offsite record storage, create accessibility to CBS records, and automate retention and disposal. This helps us meet the goal to limit the number of locations records are stored at, gain full inventory, and decrease liability.

PUBLIC RECORDS REQUESTS

January: 1 SPD / 14 Other

February: 7 SPD / 8 Other



LOOK AT THIS PROGRESS!



BEFORE...

AFTER!!!



CURRENT STATUS:
The new Sitka General Code site went live February 21, 2024!

SITKA GENERAL CODE REORGANIZATION & LEGAL REVIEW

Looking for your go-to spots? Look no further! The Cross-Reference Table shows past and present locations.

To view, click through these steps:

- “Contents” at the top of the page
- “General Code” tab
- “Tables” at bottom of the page
- “Cross-Reference” Tables

FUTURE MILESTONE: The Legal Department and Municipal Clerk will develop a plan for meeting with departments to discuss code amendments based on the legal review done by Code Publishing. The target completion date is end of 2025.

NEW

CHECK OUT OUR NEW LOOK!

General Code		Charter	
1	General Provisions		Preamble
2	Administration and Personnel Revised	I	Name, Boundaries and Powers
4	Revenue and Finance Amended Revised	II	The Assembly Revised
6	Business Licenses and Regulations	III	Legislation
8	Animals	IV	Administrator – Executive
9	Health and Safety	V	Nominations – Elections
10	Public Peace, Morals and Welfare	VI	Initiative, Referendum and Recall
11	Vehicles and Traffic Revised	VII	Police and Fire Commission
13	Port and Harbors	VIII	Planning
14	Streets, Sidewalks and Public Places	IX	Municipal Utilities
View All →		View All →	

[HTTPS://SITKA.MUNICIPAL.CODES/](https://sitka.municipal.codes/)

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 re-codification of the Sitka General Code (SGC).



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	135,246.80	103,012.00	57	202,930.22
5110.002	Holidays	.00	.00	.00	.00	.00	8,668.08	(8,668.08)	+++	7,158.68
5110.003	Sick Leave	.00	.00	.00	.00	.00	4,052.58	(4,052.58)	+++	3,085.74
5110.010	Temp Wages	50,000.00	(50,000.00)	.00	.00	.00	.00	.00	+++	14,133.20
5110 - Totals		\$288,258.80	(\$50,000.00)	\$238,258.80	\$0.00	\$0.00	\$147,967.46	\$90,291.34	62%	\$227,307.84
5120										
5120.001	Annual Leave	6,519.00	.00	6,519.00	.00	.00	11,350.54	(4,831.54)	174	20,741.84
5120.002	SBS	18,106.82	.00	18,106.82	.00	.00	9,833.68	8,273.14	54	15,275.88
5120.003	Medicare	4,282.98	.00	4,282.98	.00	.00	2,326.05	1,956.93	54	3,613.45
5120.004	PERS	52,417.04	.00	52,417.04	.00	.00	35,049.92	17,367.12	67	51,461.60
5120.005	Health Insurance	57,634.20	.00	57,634.20	.00	.00	43,095.24	14,538.96	75	52,281.48
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	20.16	10.08	67	31.63
5120.007	Workmen's Compensation	809.09	.00	809.09	.00	.00	451.69	357.40	56	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	\$102,127.28	\$55,091.22	65%	\$149,859.47
5201										
5201.000	Training and Travel	14,150.00	.00	14,150.00	.00	.00	4,358.31	9,791.69	31	13,443.90
5201 - Totals		\$14,150.00	\$0.00	\$14,150.00	\$0.00	\$0.00	\$4,358.31	\$9,791.69	31%	\$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	600.00	900.00	40	900.00
5204 - Totals		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$600.00	\$1,400.00	30%	\$1,085.92
5206										
5206.000	Supplies	10,000.00	.00	10,000.00	.00	.00	5,852.38	4,147.62	59	8,433.37
5206 - Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,852.38	\$4,147.62	59%	\$8,433.37
5211										
5211.000	IT 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 Services	92,468.00	57,400.00	149,868.00	.00	40,167.56	47,441.45	62,258.99	58	19,395.44
5212 - Totals		\$92,468.00	\$57,400.00	\$149,868.00	\$0.00	\$40,167.56	\$47,441.45	\$62,258.99	58%	\$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 and Publications	6,595.00	.00	6,595.00	.00	.00	2,339.00	4,256.00	35	5,596.90
5224 - Totals		\$6,595.00	\$0.00	\$6,595.00	\$0.00	\$0.00	\$2,339.00	\$4,256.00	35%	\$5,596.90



Municipal Clerk Expense Report

Fiscal Year to Date 06/30/24

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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	19,275.75	20,724.25	48	36,367.60
	5226 - Totals	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$19,275.75	\$20,724.25	48%	\$36,367.60
5227										
5227.001	Rent-Buildings	13,066.00	.00	13,066.00	.00	.00	8,834.86	4,231.14	68	1,411.48
	5227 - Totals	\$13,066.00	\$0.00	\$13,066.00	\$0.00	\$0.00	\$8,834.86	\$4,231.14	68%	\$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	\$40,167.56	\$380,808.49	\$252,192.25	63%	\$508,675.81
	Fund 100 - General Fund Totals	\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$40,167.56	\$380,808.49	\$252,192.25		\$508,675.81
	Grand Totals	\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$40,167.56	\$380,808.49	\$252,192.25		\$508,675.81