

CLERK'S CORNER



Welcome to the Jungle!

Municipal Clerk

Sara Peterson

Deputy Municipal Clerk

Holley Bayne

Assistant Municipal Clerk

Brian Schoenfelder

Public Records Requests

Strategic Plan Goal 2.2

March:

14 Police, 9 Other

April:

3 Police, 11 Other

May:

7 Police, 2 Other

Total Requests: 46

Laserfiche Records Migration & Digitization

Strategic Plan Goals 2.1, 5.3, 5.4, 5.5

Current Status:

Records consultants from MuniRM were onsite during the first week of May to assist staff with reviewing materials in the City Hall first floor storage area and the Clerk's Office vault. Review of first floor storage area has been completed, and approximately 15 boxes were identified for offsite scanning in accordance with the records retention schedule.

Future Milestones:

Records consultants are scheduled to return in October for a final onsite visit to assist with identifying additional records in the Clerk's Office vault for offsite scanning.

Sitka General Code Legal Review/Recodification

Strategic Plan Goals 2.1, 5.3, 5.4

The Sitka General Code contains inconsistencies and outdated provisions.

The City and Borough of Sitka is undertaking a full recodification, including a comprehensive legal review, updates, and migration to the eCode360 platform to provide a fully accessible, searchable online code.

Current Status:

Migration to the eCode360 platform was completed in March, and the new online code went live in April. General Code completed an editorial and legal analysis of the current code and conducted a high-level review with the Municipal Administrator, Municipal Attorney, Paralegal, and Clerk's Office staff in April.

Future Milestones:

The Municipal Attorney is reviewing the editorial and legal analysis and will reach out to staff as appropriate with questions. CBS review is anticipated to be complete by late summer. In addition, the Clerk's Office is working with the codifier to add links within related code history notes so users can easily access associated ordinances. This work is anticipated to take approximately two months.

Board, Commission, and Committee Annual Training
Strategic Plan Goal 5.3

The Clerk's Office is conducting annual training for the City's boards, commissions, and committees. Of the 16 bodies, 13 meet regularly. Throughout 2026, the Clerk's Office will meet with each to review roles and responsibilities, parliamentary procedure, Open Meetings Act requirements, and provide general guidance.

Current Status:

The Clerk's Office has completed training sessions with the Port and Harbors Commission, Health Needs and Human Services Commission, Library Commission, Historic Preservation Commission, and The Sustainability Commission.

Future Milestones:

During the next quarter, the Clerk's Office will reevaluate training methods and meeting formats prior to conducting sessions with the remaining boards, commissions, and committees. Staff anticipates first meeting with commission chairs, vice-chairs, and support staff to help tailor training and improve effectiveness.

Public Records Request Software

Strategic Plan Goal 2.2

Following Assesmbly approval of a supplemental appropriation in February, the City procured NextRequest, an online platform designed to manage public records requests.

Current Status:

The Deputy Municipal Clerk has been working with CivicPlus on portal configuration, template development, user setup, and staff training in preparation for implementation of the NextRequest platform.

Future Milestones:

The Clerk's Office anticipates launching the NextRequest platform in early summer and will provide staff and the public with information and guidance on its use.

Election Preparations Underway

During June, July, and August, the Clerk's Office will focus on preparations for the October 6 Regular Municipal Election, including processing candidate filings, preparing and programming the ballot, and completing other essential election-related tasks.

The following seats will be on the ballot: one Mayor seat (two-year term), two Assembly Member seats (three-year terms), and three School Board Member Seats (two three-year

terms and one one-year term).

Candidate filing opens July 20 at 8:00 a.m. and closes August 7 at 5:00 p.m.

Work Culture Project

Strategic Plan Goal 2.1, 5.1, 5.5

The Culture Club continues to explore ways to improve workplace culture, plan employee events, and recognize CBS staff and their accomplishments.

On April 24, the Culture Club partnered with Central Garage to host a spring cleaning car wash for the City fleet in preparation for the visitor season. Staff from many depts came together to clean a variety of vehicles, demonstrating CBS's core values of Service, Integrity, Teamwork, Kindness, and Accountability.

On April 30, the Clerk's Office partnered with HR and the Fire Department to host a retirement celebration honoring Fire Chief Craig Warren and Assistant Fire Chief David Johnson for their years of dedicated service to the City of Sitka.

The CBS Summer Picnic is planned for August 1 and will provide an opportunity for employees to gather, connect, and celebrate their contributions to making Sitka a great place to work and live.



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	208,754.02	48,424.94	81
5110.002	Holidays	.00	.00	.00	.00	.00	10,421.43	(10,421.43)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	3,073.48	(3,073.48)	+++
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	\$222,248.93	\$60,744.35	79%
5120									
5120.001	Annual Leave	9,627.00	.00	9,627.00	.00	.00	11,705.75	(2,078.75)	122
5120.002	SBS	17,347.61	.00	17,347.61	.00	.00	14,531.38	2,816.23	84
5120.003	Medicare	4,103.40	.00	4,103.40	.00	.00	3,437.30	666.10	84
5120.004	PERS	56,579.32	.00	56,579.32	.00	.00	51,998.04	4,581.28	92
5120.005	Health Insurance	95,023.80	.00	95,023.80	.00	.00	83,731.39	11,292.41	88
5120.006	Life Insurance	30.96	.00	30.96	.00	.00	29.70	1.26	96
5120.007	Workmen's Compensation	735.80	.00	735.80	.00	.00	667.62	68.18	91
5120.011	PERS on Behalf	6,856.00	.00	6,856.00	.00	.00	8,566.00	(1,710.00)	125
5120 - Totals		\$190,303.89	\$0.00	\$190,303.89	\$0.00	\$0.00	\$174,667.18	\$15,636.71	92%
5201									
5201.000	Training and Travel	16,525.00	.00	16,525.00	.00	.00	12,914.69	3,610.31	78
5201 - Totals		\$16,525.00	\$0.00	\$16,525.00	\$0.00	\$0.00	\$12,914.69	\$3,610.31	78%
5204									
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	650.00	250.00	72
5204 - Totals		\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$650.00	\$250.00	72%
5206									
5206.000	Supplies	10,500.00	.00	10,500.00	.00	.00	4,895.49	5,604.51	47
5206 - Totals		\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$4,895.49	\$5,604.51	47%
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	34,709.03	85,193.03	133,587.20	47
5212 - Totals		\$159,700.00	\$93,789.26	\$253,489.26	\$0.00	\$34,709.03	\$85,193.03	\$133,587.20	47%
5224									
5224.000	Dues and Publications	7,165.00	.00	7,165.00	.00	.00	3,513.35	3,651.65	49
5224 - Totals		\$7,165.00	\$0.00	\$7,165.00	\$0.00	\$0.00	\$3,513.35	\$3,651.65	49%
5226									
5226.000	Advertising	41,000.00	.00	41,000.00	.00	.00	26,938.85	14,061.15	66
5226 - Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$26,938.85	\$14,061.15	66%



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Fund 100 - General Fund									
EXPENSE									
5290									
5290.000	Other Expenses	.00	.00	.00	.00	.00	(24.98)	24.98	+++
5290 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$24.98)	\$24.98	+++
EXPENSE TOTALS		\$795,307.17	\$93,789.26	\$889,096.43	\$7,185.00	\$34,709.03	\$617,216.54	\$237,170.86	73%
Fund 100 - General Fund Totals		\$795,307.17	\$93,789.26	\$889,096.43	\$7,185.00	\$34,709.03	\$617,216.54	\$237,170.86	
Grand Totals		\$795,307.17	\$93,789.26	\$889,096.43	\$7,185.00	\$34,709.03	\$617,216.54	\$237,170.86	