

LOOK at
this
progress!



Sara Peterson
Municipal Clerk



Jess Earnshaw
Deputy Municipal
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LASERFICHE RECORDS MIGRATION & DIGITIZATION

Strategic Plan Goals ~2.1~2.2~5.3~5.4~5.5~



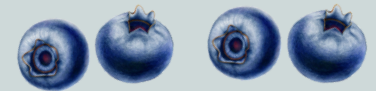
Laserfiche will eliminate offsite record storage, create accessibility to CBS records, and automate retention and disposal. This helps us meet the goal to limit the number of locations records are stored at, gain full inventory, and decrease liability.

CURRENT STATUS

We continue to make significant progress across all areas of records management:



SCANNING PROJECT PROGRESS



In June, we shipped 49 boxes to Raycom, the same trusted scanning company used by the Alaska State Archives and the Alaska State Department of Corrections for their digitization needs. Located in California, Raycom has been doing an outstanding job with our records. With 21 boxes remaining to scan, the project is progressing well. All scanned records are being directly imported into CBS Laserfiche software, making them much easier to search, securely stored according to Department of Defense digitization standards, and readily accessible to anyone on the CBS network.

LASERFICHE CLOUD MIGRATION AND UPGRADE

We are preparing to upgrade and migrate our Laserfiche system to Laserfiche Cloud. This transition will save costs while enhancing our services, including:

100 USER LICENSES: Every staff member will have their own login.

UNLIMITED PORTAL ACCESS: Once live, the public portal will allow unlimited access to public-facing records.

REMOTE ACCESIBILITY: Records will be accessible from anywhere with an internet connection, improving convenience and flexibility.

Additionally, with recent IT upgrades to Starlink, even during high-traffic periods, access to Laserfiche Cloud is expected to remain steady. Laserfiche Cloud complies with all Department of Defense regulations for records management and storage, ensuring CBS records are secure. We aim to have Laserfiche Cloud up and running by the end of the year. Stay tuned for updates in the next quarterly report

RECENT FINANCE PAPER FILES CLEAN-UP

During August we had our consultant on-site to help CBS Deputy Municipal Clerk/Records Specialist, Jess Earnshaw, organize and evaluate physical records held in the back of the first-floor finance department. It was a successful week and during the process we even discovered some historical Sitka scrapbooks and were able to hand them off to the Sitka Public Library for preservation and public access via their Archive Collection. About 24 boxes of records were identified as having permanent or long-term retention and were organized and set aside for future digitization.




ELECTRONIC CONTRACTS PROCESSING

CBS Assistant Municipal Clerk Holley Bayne is working with our consultant and a group of stakeholder employees to implement an electronic contract approval process. We are in the beginning phase, but our goal is to have all city contracts available on Laserfiche stored in an intuitive folder structure with a user-friendly process for easy access. We are hoping this will create efficiencies in the processing time for contract routing and approval and eliminate redundant steps.

FUTURE MILESTONES

Records Management Governance: Over the next quarter we hope to begin work on implementing the first two records management policies for implementation of our Records Management Program: Transitory Documents Policy and Records Retention and Disposition Policy. Additionally, we also plan to conduct our yearly update to the retention schedule.





**FINANCE
VAULT
BEFORE**



AFTER!



SITKA GENERAL CODE LEGAL REVIEW

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).

CURRENT STATUS

This project is on hold until the position of Municipal Attorney is filled. That said, the Municipal Clerk and Records Management Consultant and Government Records Expert, Megan Gregor, will begin work on combining and updating SGC 1.20 "Public Records" and SGC 1.21 "Records Management".

FUTURE MILESTONES

A combined version of SGC 1.20 "Public Records" and SGC 1.21 "Records Management" is expected to be complete mid-2025. Once the Municipal Attorney position is filled, 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, beginning of 2026.

PUBLIC RECORDS REQUESTS



JUNE: 14 SPD / 9 OTHER

JULY: 10 SPD / 12 OTHER

AUGUST: 7 SPD / 5 OTHER



SITKA WORK CULTURE PROJECT 2024

Strategic Plan Goals ~2.1~5.2~5.5~



In April 2024, the Sitka Work Culture Project started with Brenda Viola, of Vici Communications. Brenda's contract ends in December, but she has provided a strong foundation on which to build. Brenda met with leadership staff on June 27 to review the Sitka Work Culture survey results, and taught a class called Dealing With Difficult People.

CURRENT STATUS

The work culture survey showed the vast majority of staff want continued focus on employee recognition and communication. Staff also said they wanted personal growth opportunities such as Lunch & Learn sessions, which are now offered monthly.

FUTURE MILESTONES

Monthly AHODs continue the 2nd Thursday of each month. AHODs provide department head updates, and staff achievements are celebrated.

The Culture Club was formed in July and meets monthly to discuss all things culture, including staff events. The main upcoming event will be deciding on the annual holiday appreciation event.



Municipal Clerk Expense Report

Fiscal Year to Date 06/30/25

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	246,883.86	.00	246,883.86	.00	.00	28,722.78	218,161.08	12	220,961.44
5110.002	Holidays	.00	.00	.00	.00	.00	2,357.28	(2,357.28)	+++	11,858.80
5110.003	Sick Leave	.00	.00	.00	.00	.00	476.93	(476.93)	+++	9,894.82
5110.010	Temp Wages	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5110 - Totals		\$256,883.86	\$0.00	\$256,883.86	\$0.00	\$0.00	\$31,556.99	\$225,326.87	12%	\$242,715.06
5120										
5120.001	Annual Leave	9,178.00	.00	9,178.00	.00	.00	2,750.78	6,427.22	30	17,023.10
5120.002	SBS	16,309.56	.00	16,309.56	.00	.00	2,116.25	14,193.31	13	16,007.83
5120.003	Medicare	3,857.89	.00	3,857.89	.00	.00	500.57	3,357.32	13	3,786.51
5120.004	PERS	54,314.54	.00	54,314.54	.00	.00	7,562.10	46,752.44	14	55,382.34
5120.005	Health Insurance	82,380.24	.00	82,380.24	.00	.00	13,421.44	68,958.80	16	65,149.68
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	5.16	25.08	17	30.24
5120.007	Workmen's Compensation	667.99	.00	667.99	.00	.00	89.75	578.24	13	710.31
5120.011	PERS on Behalf	18,066.39	.00	18,066.39	.00	.00	.00	18,066.39	0	6,856.00
5120 - Totals		\$184,804.85	\$0.00	\$184,804.85	\$0.00	\$0.00	\$26,446.05	\$158,358.80	14%	\$164,946.01
5201										
5201.000	Training and Travel	16,375.00	.00	16,375.00	.00	.00	.00	16,375.00	0	9,834.57
5201 - Totals		\$16,375.00	\$0.00	\$16,375.00	\$0.00	\$0.00	\$0.00	\$16,375.00	0%	\$9,834.57
5204										
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	150.00	750.00	17	900.00
5204 - Totals		\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$150.00	\$750.00	17%	\$900.00
5206										
5206.000	Supplies	11,000.00	.00	11,000.00	.00	.00	605.65	10,394.35	6	10,157.11
5206 - Totals		\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$605.65	\$10,394.35	6%	\$10,157.11
5211										
5211.000	IT Fees	84,616.00	.00	84,616.00	.00	.00	.00	84,616.00	0	42,012.00
5211 - Totals		\$84,616.00	\$0.00	\$84,616.00	\$0.00	\$0.00	\$0.00	\$84,616.00	0%	\$42,012.00
5212										
5212.000	Contracted Services	159,500.00	.00	159,500.00	.00	55,196.59	8,640.81	95,662.60	40	70,603.88
5212 - Totals		\$159,500.00	\$0.00	\$159,500.00	\$0.00	\$55,196.59	\$8,640.81	\$95,662.60	40%	\$70,603.88
5224										
5224.000	Dues and Publications	7,135.00	.00	7,135.00	.00	.00	876.45	6,258.55	12	3,412.95
5224 - Totals		\$7,135.00	\$0.00	\$7,135.00	\$0.00	\$0.00	\$876.45	\$6,258.55	12%	\$3,412.95
5226										
5226.000	Advertising	41,000.00	.00	41,000.00	.00	.00	3,250.20	37,749.80	8	27,081.25
5226 - Totals		\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$3,250.20	\$37,749.80	8%	\$27,081.25



Municipal Clerk Expense Report

Fiscal Year to Date 06/30/25

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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										
5227										
5227.001	Rent-Buildings	7,500.00	.00	7,500.00	.00	.00	2,444.72	5,055.28	33	13,688.19
5227 - Totals		\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$2,444.72	\$5,055.28	33%	\$13,688.19
EXPENSE TOTALS		\$769,714.71	\$0.00	\$769,714.71	\$0.00	\$55,196.59	\$73,970.87	\$640,547.25	17%	\$585,351.02
Fund 100 - General Fund Totals		\$769,714.71	\$0.00	\$769,714.71	\$0.00	\$55,196.59	\$73,970.87	\$640,547.25		\$585,351.02
Grand Totals		\$769,714.71	\$0.00	\$769,714.71	\$0.00	\$55,196.59	\$73,970.87	\$640,547.25		\$585,351.02