

# Clerk's Corner

## CURRENT STATUS

### Staffing

Jess Earnshaw (previously the Deputy Municipal Clerk) has left CBS, after accomplishing some major goals, specifically leading the charge cleaning up old records according to the retention schedule, turning crammed rooms with old records into office space, and facilitating clearing out the records center, saving CBS monthly rental costs.

Holley Bayne moved into the Deputy Clerk role, leaving the Assistant Municipal Clerk role vacant, which is currently open for recruitment.



### THE LAST PIC of the 3 AMIGAS

From left to right: Holley Bayne (Deputy Municipal Clerk), Sara Peterson (Municipal Clerk), and Jess Earnshaw (previous Deputy Municipal Clerk).



#### JANUARY

6 Police  
12 Other

#### FEBRUARY

7 Police  
9 Other

#### MARCH

2 Police  
15 Other

#### APRIL

4 Police  
16 Other

#### MAY

3 Police  
8 Other

PUBLIC RECORDS  
REQUESTS

### SPECIAL MUNICIPAL ELECTION

Last quarter, the Clerk's Office prepared for and conducted Sitka's first special election since 2004, after verifying that a citizen initiative petition had met the legal requirements. The May 28 Special Election saw 2,996 ballots counted, including a record breaking 1,735 cast during early voting.

## SPECIAL MUNICIPAL ELECTION CONTINUED...



Fifteen dedicated election workers contributed a total of 316 hours across early voting and Election Day.

Sincere thanks to our election team, Deputy Municipal Clerk, Assistant Municipal Clerk, and all who helped ease congestion and ensure smooth voter access to Harrigan Centennial Hall.

**It truly takes a village!**



### NO ELEVATOR? NO PROBLEM!

After the election, the Clerk's teamed up and hauled all the election equipment up to the 3<sup>rd</sup> floor of City Hall, due to a broken elevator. There's nothing stopping this team from getting the work done!

## WORK CULTURE INITIATIVE

Strategic Plan Goals ~ 2.1 ~ 5.2 ~ 5.5

### All-Hands-on-Deck Meetings:

Each month, 2 department heads share project updates and accomplishments with all staff. During the meeting, one employee (selected by department heads) who exemplifies our Core Values is awarded the Sitka Spirit Award.

### Culture Club

The culture club continues meeting monthly, which is made up of employees from public works, assessing, finance, planning, legal, administration, and human resources. They look for ways to improve morale and work culture by encouraging recognition, planning and hosting staff recognition events, and working together to support a positive workplace while emphasizing our Core Values.

## CORE VALUES

Service ~ Integrity ~ Teamwork ~ Kindness ~ Accountability ~



# Municipal Clerk Expense Report

Date Range 07/01/24 - 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
Fund 100 - General Fund									
EXPENSE									
<b>5110</b>									
5110.001	Regular Salaries/Wages	246,883.86	.00	246,883.86	.00	.00	203,076.13	43,807.73	82
5110.002	Holidays	.00	.00	.00	.00	.00	10,551.48	(10,551.48)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	4,200.63	(4,200.63)	+++
5110.010	Temp Wages	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0
<b>5110 - Totals</b>		<b>\$256,883.86</b>	<b>\$0.00</b>	<b>\$256,883.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$217,828.24</b>	<b>\$39,055.62</b>	<b>85%</b>
<b>5120</b>									
5120.001	Annual Leave	9,178.00	.00	9,178.00	.00	.00	23,805.29	(14,627.29)	259
5120.002	SBS	16,309.56	.00	16,309.56	.00	.00	15,092.45	1,217.11	93
5120.003	Medicare	3,857.89	.00	3,857.89	.00	.00	3,569.97	287.92	93
5120.004	PERS	54,314.54	.00	54,314.54	.00	.00	52,518.79	1,795.75	97
5120.005	Health Insurance	82,380.24	.00	82,380.24	.00	.00	73,817.92	8,562.32	90
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	28.38	1.86	94
5120.007	Workmen's Compensation	667.99	.00	667.99	.00	.00	630.94	37.05	94
5120.011	PERS on Behalf	18,066.39	.00	18,066.39	.00	.00	3,992.00	14,074.39	22
<b>5120 - Totals</b>		<b>\$184,804.85</b>	<b>\$0.00</b>	<b>\$184,804.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$173,455.74</b>	<b>\$11,349.11</b>	<b>94%</b>
<b>5201</b>									
5201.000	Training and Travel	16,375.00	.00	16,375.00	.00	.00	11,207.05	5,167.95	68
<b>5201 - Totals</b>		<b>\$16,375.00</b>	<b>\$0.00</b>	<b>\$16,375.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,207.05</b>	<b>\$5,167.95</b>	<b>68%</b>
<b>5204</b>									
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	825.00	75.00	92
<b>5204 - Totals</b>		<b>\$900.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$825.00</b>	<b>\$75.00</b>	<b>92%</b>
<b>5206</b>									
5206.000	Supplies	11,000.00	4,000.00	15,000.00	.00	.00	11,427.53	3,572.47	76
<b>5206 - Totals</b>		<b>\$11,000.00</b>	<b>\$4,000.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,427.53</b>	<b>\$3,572.47</b>	<b>76%</b>
<b>5211</b>									
5211.000	IT Fees	84,616.00	.00	84,616.00	7,051.33	.00	84,615.96	.04	100
<b>5211 - Totals</b>		<b>\$84,616.00</b>	<b>\$0.00</b>	<b>\$84,616.00</b>	<b>\$7,051.33</b>	<b>\$0.00</b>	<b>\$84,615.96</b>	<b>\$0.04</b>	<b>100%</b>
<b>5212</b>									
5212.000	Contracted Services	159,500.00	103,955.50	263,455.50	.00	85,963.62	91,313.58	86,178.30	67
<b>5212 - Totals</b>		<b>\$159,500.00</b>	<b>\$103,955.50</b>	<b>\$263,455.50</b>	<b>\$0.00</b>	<b>\$85,963.62</b>	<b>\$91,313.58</b>	<b>\$86,178.30</b>	<b>67%</b>
<b>5224</b>									
5224.000	Dues and Publications	7,135.00	.00	7,135.00	.00	.00	3,768.20	3,366.80	53
<b>5224 - Totals</b>		<b>\$7,135.00</b>	<b>\$0.00</b>	<b>\$7,135.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,768.20</b>	<b>\$3,366.80</b>	<b>53%</b>
<b>5226</b>									
5226.000	Advertising	41,000.00	4,800.00	45,800.00	.00	.00	28,590.75	17,209.25	62
<b>5226 - Totals</b>		<b>\$41,000.00</b>	<b>\$4,800.00</b>	<b>\$45,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,590.75</b>	<b>\$17,209.25</b>	<b>62%</b>



# Municipal Clerk Expense Report

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Fund 100 - General Fund	EXPENSE								
5227									
5227.001	Rent-Buildings	7,500.00	.00	7,500.00	.00	.00	5,914.51	1,585.49	79
5227 - Totals		\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$5,914.51	\$1,585.49	79%
EXPENSE TOTALS		\$769,714.71	\$112,755.50	\$882,470.21	\$7,051.33	\$85,963.62	\$628,946.56	\$167,560.03	81%
Fund 100 - General Fund	Totals	\$769,714.71	\$112,755.50	\$882,470.21	\$7,051.33	\$85,963.62	\$628,946.56	\$167,560.03	
Grand Totals		\$769,714.71	\$112,755.50	\$882,470.21	\$7,051.33	\$85,963.62	\$628,946.56	\$167,560.03	