

Clerk's Corner

March 5, 2025 ISSUE 9



Yep - it's still us!
From top to bottom:

Holley Bayne
Assistant Municipal Clerk

Jess Earnshaw
Deputy Municipal Clerk

Sara Peterson
Municipal Clerk

Current Projects

1 Laserfiche Cloud Migration & Upgrade Strategic Plan Goals ~ 2.1 ~ 2.2 ~ 5.3 ~ 5.4 ~ 5.5

Current Status: Our Laserfiche vendor has been busy building automation to allow for our financial software to speak to our upgraded Laserfiche system.

Future Milestones: Once we have tested the new process, we will be able to officially transition to using the new software. We are looking forward to getting this in place as it will allow us to implement a number of improvements we have been planning.

2 Citizen Initiative

Last quarter, the Clerk's Office focused on processing a citizen initiative filing, preparing 75 petition booklets for distribution among 25 sponsors for signature collection. We have since received the completed petition booklets and are currently reviewing the signatures to determine whether the petition meets sufficiency requirements.

3 Electronic Contracts Processing

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

Due to more pressing priorities last quarter, this project was put on hold. CBS Assistant Municipal Clerk Holley Bayne, consultant Megan Gregor, and a group of employees are working to implement an electronic contract approval process. The goal is to store all city contracts in Laserfiche with intuitive folder structure for easy access.



HELLO
SPRING



4 Records Management Governance

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

Future Milestones: Next quarter, we aim to develop two key records management policies: the Transitory Documents Policy and the Records Retention and Disposition Policy. In addition, with support from the Municipal Attorney and our records management consultant, we'll update the retention schedule to align with current federal, state, and local regulations. These efforts are designed to ensure compliance while also promoting transparency and accountability in managing public records.

RECENT SUCCESS!

The harbor department storage area was cleaned out due to efforts to adhere to our retention schedule, resulting in the removal of two filing cabinets and 25 boxes of records to be destroyed.

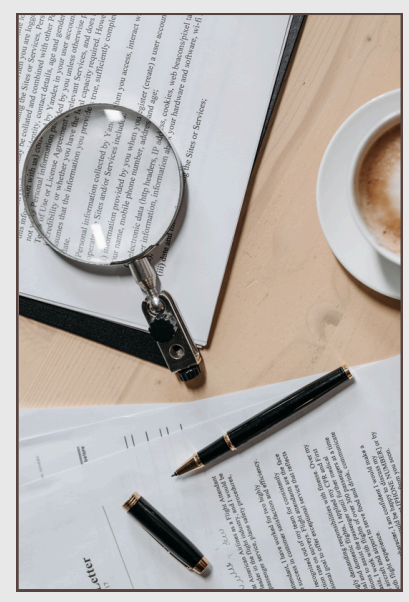
5 Sitka General Code Legal Review

Strategic Plan Goals ~ 2.1 ~ 5.3 ~ 5.4

In 2022, the Legal Department and Municipal Clerk's Office identified the need for a legal review, reorganization, and re-codification of the Sitka General Code (SGC).

Current Status: With other critical priorities taking precedence last quarter, this project was paused.

Future Milestones: The Legal Department and Municipal Clerk will develop a plan to meet with departments on code amendments based on Code Publishing's legal review, aiming for completion by late 2025 or early 2026.

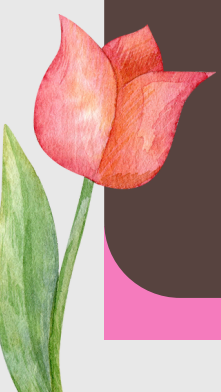


PUBLIC RECORDS REQUESTS

DECEMBER
8 SPD
10 OTHER

JANUARY
6 SPD
12 OTHER

FEBRUARY
5 SPD
10 OTHER



Work Culture Initiative

Strategic Plan Goals ~ 2.1 ~ 5.2 ~ 5.5

Staff continue to share updates at monthly AHODs and focus on communication. Department Heads select a monthly Sitka Spirit Award winner for living our core values.

The Culture Club hosted a January staff celebration with record attendance of 100 staff (and 50 plus ones), up from about 60 staff attending last year.

To celebrate National Employee Recognition Day on March 7, we held an ice cream social with Department Head participation.

Lunch & Learns are paused due to low attendance, but future training will be offered in-person or via NeoGov.



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									
5110									
5110.001	Regular Salaries/Wages	246,883.86	.00	246,883.86	.00	.00	138,499.33	108,384.53	56
5110.002	Holidays	.00	.00	.00	.00	.00	9,433.92	(9,433.92)	+++
5110.003	Sick Leave	.00	.00	.00	.00	.00	1,565.64	(1,565.64)	+++
5110.010	Temp Wages	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0
5110 - Totals		\$256,883.86	\$0.00	\$256,883.86	\$0.00	\$0.00	\$149,498.89	\$107,384.97	58%
5120									
5120.001	Annual Leave	9,178.00	.00	9,178.00	.00	.00	22,838.36	(13,660.36)	249
5120.002	SBS	16,309.56	.00	16,309.56	.00	.00	10,714.58	5,594.98	66
5120.003	Medicare	3,857.89	.00	3,857.89	.00	.00	2,534.43	1,323.46	66
5120.004	PERS	54,314.54	.00	54,314.54	.00	.00	36,856.47	17,458.07	68
5120.005	Health Insurance	82,380.24	.00	82,380.24	.00	.00	53,685.76	28,694.48	65
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	20.64	9.60	68
5120.007	Workmen's Compensation	667.99	.00	667.99	.00	.00	438.09	229.90	66
5120.011	PERS on Behalf	18,066.39	.00	18,066.39	.00	.00	.00	18,066.39	0
5120 - Totals		\$184,804.85	\$0.00	\$184,804.85	\$0.00	\$0.00	\$127,088.33	\$57,716.52	69%
5201									
5201.000	Training and Travel	16,375.00	.00	16,375.00	.00	.00	9,477.08	6,897.92	58
5201 - Totals		\$16,375.00	\$0.00	\$16,375.00	\$0.00	\$0.00	\$9,477.08	\$6,897.92	58%
5204									
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	600.00	300.00	67
5204 - Totals		\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$600.00	\$300.00	67%
5206									
5206.000	Supplies	11,000.00	4,000.00	15,000.00	.00	.00	5,149.52	9,850.48	34
5206 - Totals		\$11,000.00	\$4,000.00	\$15,000.00	\$0.00	\$0.00	\$5,149.52	\$9,850.48	34%
5211									
5211.000	IT Fees	84,616.00	.00	84,616.00	7,051.33	.00	84,615.96	.04	100
5211 - Totals		\$84,616.00	\$0.00	\$84,616.00	\$7,051.33	\$0.00	\$84,615.96	\$0.04	100%
5212									
5212.000	Contracted Services	159,500.00	103,955.50	263,455.50	.00	92,587.81	76,486.59	94,381.10	64
5212 - Totals		\$159,500.00	\$103,955.50	\$263,455.50	\$0.00	\$92,587.81	\$76,486.59	\$94,381.10	64%
5224									
5224.000	Dues and Publications	7,135.00	.00	7,135.00	.00	.00	3,446.90	3,688.10	48
5224 - Totals		\$7,135.00	\$0.00	\$7,135.00	\$0.00	\$0.00	\$3,446.90	\$3,688.10	48%
5226									
5226.000	Advertising	41,000.00	4,800.00	45,800.00	.00	.00	22,460.60	23,339.40	49
5226 - Totals		\$41,000.00	\$4,800.00	\$45,800.00	\$0.00	\$0.00	\$22,460.60	\$23,339.40	49%



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Fund 100 - General Fund									
EXPENSE									
5227									
5227.001	Rent-Buildings	7,500.00	.00	7,500.00	.00	.00	5,910.72	1,589.28	79
5227 - Totals		\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$5,910.72	\$1,589.28	79%
EXPENSE TOTALS		\$769,714.71	\$112,755.50	\$882,470.21	\$7,051.33	\$92,587.81	\$484,734.59	\$305,147.81	65%
Fund 100 - General Fund Totals		\$769,714.71	\$112,755.50	\$882,470.21	\$7,051.33	\$92,587.81	\$484,734.59	\$305,147.81	
Grand Totals		\$769,714.71	\$112,755.50	\$882,470.21	\$7,051.33	\$92,587.81	\$484,734.59	\$305,147.81	