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

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

<u>Future Milestones:</u> 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 $\sim 2.1 \sim 2.2 \sim 5.3 \sim 5.4 \sim 5.5$

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.



4 Records Management Governance

Strategic Plan Goals $\sim 2.1 \sim 2.2 \sim 5.3 \sim 5.4 \sim 5.5$

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 recodification of the Sitka General Code (SGC).

<u>Current Status</u>: 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 $\sim 2.1 \sim 5.2 \sim 5.5$

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

| | | | | Adopted | Budget | Amended | Current Month | YTD | YTD | Budget - YTD | % Used/ |
|--|-------------------|------------------------|----------------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|---------|
| STONE STON | | • | | Budget | Amendments | Budget | Transactions | Encumbrances | Transactions | Transactions | Rec'd |
| September Sept | Fund 100 - | General Fund | ' | ' | | | | ' | | | |
| Squar Square S | | EXPENSE | | | | | | | | | |
| | 5110 | | | | | | | | | | |
| 5110.00 Sixt lawe 1,000 0,000 0,000 0,000 1,000 | 5110.001 | Regular Salaries/Wages | | 246,883.86 | .00 | 246,883.86 | .00 | .00 | 138,499.33 | 108,384.53 | 56 |
| State Stat | 5110.002 | Holidays | | .00 | .00 | .00 | .00 | .00 | 9,433.92 | (9,433.92) | +++ |
| STATE STAT | 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 |
| 1910 | | | 5110 - Totals | \$256,883.86 | \$0.00 | \$256,883.86 | \$0.00 | \$0.00 | \$149,498.89 | \$107,384.97 | 58% |
| Signature Sign | 5120 | | | | | | | | | | |
| Signatur | 5120.001 | Annual Leave | | 9,178.00 | .00 | 9,178.00 | .00 | .00 | 22,838.36 | (13,660.36) | 249 |
| 5120.00 | 5120.002 | SBS | | 16,309.56 | .00 | 16,309.56 | .00 | .00 | 10,714.58 | 5,594.98 | 66 |
| 512.0.05 Health Insurance 82,380.24 .00 82,380.24 .00 .00 53,685.76 28,644.8 6.5 5120.001 Life Insurance 30.24 .00 30.24 .00 .00 20.66 .90 .66 5120.011 PERS on Behalf 18,066.39 .00 \$18,066.39 .00 \$18,066.39 .00 \$18,066.39 .00 \$18,066.39 .00 \$18,066.39 .00 \$18,066.39 .00 \$18,066.39 .00 \$10.00 \$10.00 \$18,066.39 .00 \$18,066.39 .00 \$10.00 | 5120.003 | Medicare | | 3,857.89 | .00 | 3,857.89 | .00 | .00 | 2,534.43 | 1,323.46 | 66 |
| 5120,006 Life Insurance 30,24 .00 .00 .20,64 .96,0 .68 5120,017 Workmer's Compensation 667,99 .00 667,99 .00 .00 .30,00 .20,00 .00 .18,066,39 .66 .66 .00 .00 .00 .18,066,39 .66 .66 .00 .00 .00 .18,066,39 .66 | 5120.004 | PERS | | 54,314.54 | .00 | 54,314.54 | .00 | .00 | 36,856.47 | 17,458.07 | 68 |
| 512.0.07 Workmen's Compensation 667.99 .0.0 667.99 .0.0 18.066.39 .0.0 .0.0 .438.09 .229.09 .6 512.0.11 PERS on Behalf 18.066.39 .0.0 18.066.39 .0.0 18.066.39 .0.0 .0.0 .12.08.03 .57.16.52 .6 520.1 Talning and Travel 18.375.00 .0.0 16.375.00 .0.0 .16.375.00 .0.0 .9.07.00 | 5120.005 | Health Insurance | | 82,380.24 | .00 | 82,380.24 | .00 | .00 | 53,685.76 | 28,694.48 | 65 |
| 512.011 PERS on Behalf 18,066.39 .0 18,066.39 .0 18,066.39 .0 18,066.39 .0 18,066.39 .0 .0 18,066.39 .0 .0 .0 .18,066.39 .0 | 5120.006 | Life Insurance | | 30.24 | .00 | 30.24 | .00 | .00 | 20.64 | 9.60 | 68 |
| S201 | 5120.007 | Workmen's Compensation | | 667.99 | .00 | 667.99 | .00 | .00 | 438.09 | 229.90 | 66 |
| 5201 Training and Travel 16,375.00 0 16,375.00 16,375.00 16,375.00 16,375.00 16,375.00 16,375.00 16,375.00 16,375.00 16,375.00 10,000 9,477.08 6,897.92 58 5204 5204 relations \$10,375.00 \$10,375.00 \$10,000 | 5120.011 | PERS on Behalf | | 18,066.39 | .00 | 18,066.39 | .00 | .00 | .00 | 18,066.39 | 0 |
| 521.000 Training and Travel 16,375.00 .0 16,375.00 .0 16,375.00 .0 16,375.00 .0 16,375.00 .0 .0 .94,77.00 .6,897.92 .58 5204 Cell Phone Stipend 200.00 .0 | | | 5120 - Totals | \$184,804.85 | \$0.00 | \$184,804.85 | \$0.00 | \$0.00 | \$127,088.33 | \$57,716.52 | 69% |
| 5204 5204 \$16,375.00 \$10,00 \$16,375.00 \$10,00 \$10,00 \$9,477.08 \$6,897.92 588 5204 Cell Phone Stipend 900.00 0.00 900.00 0.00 0.00 600.00 300.00 670 5206 5204 - Totals \$900.00 \$0,000 \$900.00 \$0.00 \$0.00 \$600.00 \$300.00 670 5206 Supplies 11,000.00 \$4,000.00 \$15,000.00 \$0.00 \$5,149.52 9,850.48 34 5211.000 TF Fees 84,616.00 \$0.00 \$4,000.00 \$15,000.00 \$0.00 \$5,149.52 9,850.48 34 5211.000 TF Fees 84,616.00 \$0.00 \$4,000.00 \$15,000.00 \$7,051.33 \$0.00 \$84,615.90 \$0.00 \$0.00 \$10.00 \$10.00 \$10.00 \$84,616.00 \$7,051.33 \$0.00 \$84,615.90 \$0.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 < | 5201 | | | | | | | | | | |
| 5204 Cell Phone Stipend 90.00 0.00 90.00 0.00 90.00 0.00 60.00 60.00 300.00 67 5204.001 Cell Phone Stipend 5204 - Totals \$90.00 \$0.00 \$90.00 \$0.00 \$0.00 \$60.00 \$30.00 67% 5206 Supplies \$11,000.00 4,000.00 \$15,000.00 \$0.00 \$0.00 \$5,149.52 \$9,850.48 34 5206.000 Supplies \$206 - Totals \$11,000.00 \$4,000.00 \$15,000.00 \$0.00 \$0.00 \$5,149.52 \$9,850.48 34 5211.000 TF Fees \$46,610.00 \$0.00 \$84,610.00 \$7,050.00 \$7,051.33 \$0.00 \$84,615.90 \$0.00 \$0.00 \$84,615.90 \$0.00 \$0.00 \$84,615.90 \$0.00< | 5201.000 | Training and Travel | | 16,375.00 | .00 | 16,375.00 | .00 | .00 | 9,477.08 | 6,897.92 | 58 |
| 5204.010 Cell Phone Stipend 900.00 .00 900.00 .00 .00 .00 .00 .300.00 .300.00 .607.00 .500.00< | | | 5201 - Totals | \$16,375.00 | \$0.00 | \$16,375.00 | \$0.00 | \$0.00 | \$9,477.08 | \$6,897.92 | 58% |
| S206 | 5204 | | | | | | | | | | |
| 5206 Supplies 11,00.00 4,00.00 15,00.00 .00 .00 5,149.52 9,850.48 34 5206 5206 - Totals \$11,000.00 \$4,000.00 \$15,000.00 \$0.00 \$0.00 \$5,149.52 \$9,850.48 34 5211 Test 84,616.00 .00 84,616.00 7,051.33 .00 84,615.90 .04 100 5212 5211 - Totals \$84,616.00 \$0.00 \$84,616.00 \$7,051.33 .00 84,615.90 .00 100 5212 Contracted Services 159,500.00 \$13,955.00 263,455.50 .00 92,587.81 76,486.59 94,381.10 64 5224 5224 - Totals \$159,500.00 \$103,955.50 263,455.50 \$0.00 \$92,587.81 76,486.59 \$94,381.10 64 5224 5224 - Totals \$7,135.00 \$0.00 7,135.00 \$0.00 \$7,135.00 \$0.00 \$3,466.00 \$3,688.10 48 5226 <th< td=""><td>5204.001</td><td>Cell Phone Stipend</td><td></td><td>900.00</td><td>.00</td><td>900.00</td><td>.00</td><td>.00</td><td>600.00</td><td>300.00</td><td>67</td></th<> | 5204.001 | Cell Phone Stipend | | 900.00 | .00 | 900.00 | .00 | .00 | 600.00 | 300.00 | 67 |
| 5206.000 Supplies 11,00.00 4,000.00 15,000.00 0.00 5,149.52 9,850.48 34 5211 5211.000 T Fees 84,616.00 0.00 84,616.00 7,051.33 0.00 84,615.96 0.4 100 5212 5212 5211.000 84,616.00 0.00 84,616.00 7,051.33 0.00 84,615.96 0.4 100 5212 5212 5211.000 7,051.33 0.00 84,615.96 0.0 100 84,615.90 100 84,616.00 7,051.33 0.00 84,615.96 0.0 100 100 100 100 84,615.90 100 | | | 5204 - Totals | \$900.00 | \$0.00 | \$900.00 | \$0.00 | \$0.00 | \$600.00 | \$300.00 | 67% |
| 5211 \$11,000.0 \$4,000.0 \$15,000.0 \$0.00 \$5,149.52 \$9,850.48 34% 5211.000 TF Fees 84,616.00 0.00 \$4,616.00 7,051.33 0.00 \$4,615.96 0.4 100 5212.000 Contracted Services 159,500.00 103,955.50 263,455.50 0.00 92,587.81 76,486.59 94,381.10 64 5224.000 Dues and Publications 7,135.00 50.00 7,135.00 \$7,135.00 \$7,135.00 \$7,135.00 \$7,135.00 \$0.00 \$7,135.00 \$3,446.90 \$3,688.10 48 5226.000 Advertising Advertising 41,000.00 4,800.00 45,800.00 0.00 0.00 \$2,460.60 \$3,339.40 49 | 5206 | | | | | | | | | | |
| 5211 Fees 84,616.00 .00 84,616.00 7,051.33 .00 84,615.96 .04 100 5212 5212 Totals \$84,616.00 \$0.00 \$84,616.00 \$7,051.33 .00 84,615.96 .00 100 5212 5212 Contracted Services 159,500.00 103,955.50 263,455.50 .00 92,587.81 76,486.59 94,381.10 64 5224 5224 Totals \$159,500.00 \$103,955.50 \$263,455.50 .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 97,135.00 .00 3,446.90 3,688.10 48 5226 5226.000 Advertising 41,000.00 4,800.00 45,800.00 .00 .00 .00 22,460.60 23,339.40 49 | 5206.000 | Supplies | | 11,000.00 | 4,000.00 | 15,000.00 | .00 | .00 | 5,149.52 | 9,850.48 | 34 |
| S211.000 TFees 84,616.00 0.00 84,616.00 7,051.33 0.00 84,615.96 0.04 100 1 | | | 5206 - Totals | \$11,000.00 | \$4,000.00 | \$15,000.00 | \$0.00 | \$0.00 | \$5,149.52 | \$9,850.48 | 34% |
| 5212 5212 5212 - 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 0.00 92,587.81 76,486.59 94,381.10 64 5224 5224.000 Dues and Publications 7,135.00 0.00 7,135.00 0.00 92,587.81 76,486.59 94,381.10 64% 5224.000 Dues and Publications 7,135.00 0.00 7,135.00 0.00 3,446.90 3,688.10 48% 5226.000 Advertising 41,000.00 4,800.00 45,800.00 0.00 0.00 22,460.60 23,339.40 49 | 5211 | | | | | | | | | | |
| 5212 Spanned Services 159,500.00 103,955.50 263,455.50 .00 92,587.81 76,486.59 94,381.10 64 5212.000 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 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 0.00 0.00 22,460.60 23,339.40 49 | 5211.000 | IT Fees | | 84,616.00 | .00 | 84,616.00 | 7,051.33 | .00 | 84,615.96 | .04 | 100 |
| 5212.000 Contracted Services 159,500.00 103,955.50 263,455.50 .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 90,00 \$92,587.81 76,486.59 \$94,381.10 64% 5224.000 Dues and Publications 7,135.00 .00 7,135.00 .00 .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 | | | 5211 - Totals | \$84,616.00 | \$0.00 | \$84,616.00 | \$7,051.33 | \$0.00 | \$84,615.96 | \$0.04 | 100% |
| 5224 5224 Totals \$159,500.00 \$103,955.50 \$263,455.50 \$0.00 \$92,587.81 \$76,486.59 \$94,381.10 64% 5224 Dues and Publications 7,135.00 .00 7,135.00 .00 .00 .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 | 5212 | | | | | | | | | | |
| 5224 Dues and Publications 7,135.00 .00 7,135.00 .00 .00 3,446.90 3,688.10 48 5224.000 5224 - Totals \$7,135.00 \$0.00 \$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 | 5212.000 | Contracted Services | | 159,500.00 | 103,955.50 | 263,455.50 | .00 | 92,587.81 | 76,486.59 | 94,381.10 | 64 |
| 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 | | | 5212 - Totals | \$159,500.00 | \$103,955.50 | \$263,455.50 | \$0.00 | \$92,587.81 | \$76,486.59 | \$94,381.10 | 64% |
| 5226 5226.000 Advertising 41,000.00 4,800.00 45,800.00 90.00 \$0.00 \$3,446.90 \$3,688.10 48% 5226.000 Advertising 41,000.00 4,800.00 45,800.00 .00 .00 22,460.60 23,339.40 49 | 5224 | | | | | | | | | | |
| 5226 5226.000 Advertising 41,000.00 4,800.00 45,800.00 .00 .00 .00 22,460.60 23,339.40 49 | 5224.000 | Dues and Publications | | 7,135.00 | .00 | 7,135.00 | .00 | .00 | 3,446.90 | 3,688.10 | 48 |
| 5226.000 Advertising 41,000.00 4,800.00 45,800.00 .00 .00 22,460.60 23,339.40 49 | | | 5224 - Totals | \$7,135.00 | \$0.00 | \$7,135.00 | \$0.00 | \$0.00 | \$3,446.90 | \$3,688.10 | 48% |
| | 5226 | | | | | | | | | | |
| 5226 - Totals \$41,000.00 \$4,800.00 \$45,800.00 \$0.00 \$0.00 \$22,460.60 \$23,339.40 49% | 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% |



Municipal Clerk Expense Report

Date Range 07/01/24 - 06/30/25 Include Rollup Account and Rollup to Account

| Account | Account Description | on | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd |
|-------------------|---------------------|--------------------------------|-------------------|----------------------|-------------------|-------------------------------|---------------------|---------------------|------------------------------|------------------|
| 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 | |