



**City and Borough of Sitka**

**TRAVEL AND TRAINING**  
**SUMMARY**

**FISCAL YEAR 2012**

**City and Borough of Sitka  
Travel and Training Budget  
General Fund**

<u>Department</u>	<u>Amount</u>
<b><u>Assembly/Administrator</u></b>	
AML Legislative Committees Summer & Spring	\$ 3,200
SE Conference Mid-Winter Summit	\$ 2,400
SE Conference Mid-Winter Summit Registration	\$ 230
AK Mayor's Conference	\$ 1,000
AK Mayor's Conference Registration	\$ 100
Coastal Management Regional Conference	\$ 1,100
Spring Legis Trip	\$ 1,800
Congressional Delegation DC	\$ 6,600
AML	\$ 10,000
AML Registration fees	\$ 800
SE Conference Annual Meeting	\$ 2,650
SE Conference Annual Meeting - Registration	\$ 230
AAMC (50%)	\$ 900
Human Resource Management Conference (SHRM)	\$ 3,000
<b>Sub Total</b>	<b>\$ 34,010</b>
<b><u>Legal</u></b>	
IMLA Conference	\$ 3,645
AML/AMAA Conference	\$ 1,980
AML Legislative	\$ 300
Alaska Bar Conference	\$ 1,750
<b>Sub Total</b>	<b>\$ 7,675</b>
<b><u>Clerk</u></b>	
IIMC (International Institute of Municipal Clerks) - Colleen	\$ 2,750
AML (AK. Municipal League)	\$ 600
AAMC (AK Assoc. of Municipal Clerks)	\$ 3,023
<b>Sub Total</b>	<b>\$ 6,373</b>
<b><u>Finance</u></b>	
AGFOA - Fall conference - 3 employees	\$ 3,000
AGFOA - Spring conference - 4 employees	\$ 4,000
GFOA Class - Staff	\$ 1,000
Various local courses - Staff	\$ 1,000
<b>Sub Total</b>	<b>\$ 9,000</b>

**City and Borough of Sitka  
Travel and Training Budget  
General Fund**

<u>Department</u>	<u>Amount</u>
<u>Assessing</u>	
AAAO Summer Conference	\$ 800
AAAO Winter Conference	\$ 400
IAAO Course 500 - Staff	\$ 3,600
<b>Sub Total</b>	<b>\$ 4,800</b>
<u>Planning</u>	
Meetings with GIS Consultants and data providers	\$ 3,500
<b>Sub Total</b>	<b>\$ 3,500</b>
<u>Police</u>	
Management Training	\$ 5,000
Patrol Certification Training	\$ 30,000
Communication/Crisis Management Training	\$ 5,500
National American Humane Conference	\$ 2,000
Correctional Certified Training	\$ 2,500
<b>Sub Total</b>	<b>\$ 45,000</b>
<u>Fire</u>	
Firefighter Training	\$ 6,500
Dive Training	\$ 4,000
Training Materials	\$ 3,000
National Fire Academy	\$ 500
ASFA Conference	\$ 7,000
Fire Arson Conference	\$ 2,000
<b>Sub Total</b>	<b>\$ 23,000</b>

**City and Borough of Sitka  
Travel and Training Budget  
General Fund**

<u>Department</u>	<u>Amount</u>
<b><u>Ambulance</u></b>	
Recertifications	\$ 2,000
Local CME Classes	\$ 3,500
Physician Training	\$ 3,000
Training Materials	\$ 3,000
EMS Conferences	\$ 3,000
Paramedic Refresher	\$ 2,000
<b>Sub Total</b>	<b>\$ 16,500</b>
<b><u>SAR</u></b>	
CPR, Wilderness & EMT Classes - All Volunteers	\$ 2,000
MRA Re-Accreditation Evaluation Team	\$ 2,000
Marine Safety Training - All Volunteers	\$ 1,000
<b>Sub Total</b>	<b>\$ 5,000</b>
<b><u>Public Works Administration</u></b>	
Public Works Director	\$ 3,000
Maintenance & Operations Manager	\$ 3,000
<b>Sub Total</b>	<b>\$ 6,000</b>
<b><u>Engineering</u></b>	
Engineering Classes - +16 contract hours for 3 Engineers	\$ 9,600
AIA Conference	\$ 2,300
<b>Sub Total</b>	<b>\$ 11,900</b>
<b><u>Streets</u></b>	
CPR and First Aid	\$ 700
Wastewater certifications	\$ 800
Hazardous materials refresher	\$ 900
Traffic control	\$ 600
<b>Sub Total</b>	<b>\$ 3,000</b>
<b><u>Recreation</u></b>	
CPR and First Aid	\$ 665
Training / Certifications	\$ 2,135
<b>Sub Total</b>	<b>\$ 2,800</b>

**City and Borough of Sitka  
Travel and Training Budget  
General Fund**

<u>Department</u>	<u>Amount</u>
<u>Building Official</u>	
Blding Inspector II - Travel/testing for Comm. Mechanical Inspector status	\$ 3,130
Building Official - Annual Fire Marshal's Forum	\$ 3,130
Sub Total	\$ 6,260
<u>Library</u>	
AKLA Conference (Library Director)	\$ 2,400
Sub Total	\$ 2,400
<b>TOTAL GENERAL FUND TRAVEL AND TRAINING</b>	<b><u>\$ 187,218</u></b>

**City and Borough of Sitka  
Travel and Training Budget  
Enterprise & Internal Service Funds**

Fund/Description	Amount
<u><b>ELECTRIC FUND</b></u>	
S.E. Conference - Energy Comm.- Utility Director	\$ 2,000
S.E. Conference - Annual Meeting - Utility Director	\$ 3,000
NHA Conference - Utility Director	\$ 2,500
Lobbying & Government Relations - Utility Director	\$ 6,000
APPA/REA Conference	\$ 4,000
Professional Development	\$ 3,000
PE Required CEU's	\$ 9,000
SEIRP	\$ 4,000
Materials Management -NWPPA	\$ 4,000
Safety & Training - Operators/Mechanics/Technicians	\$ 3,000
Job training & safety- Lineman	\$ 2,500
Metering - Meter Technicians	\$ 5,000
<b>Total Electric Fund Travel &amp; Training</b>	<b>\$ 48,000</b>
<u><b>WATER FUND</b></u>	
Water distribution operator's continuing education credits related to state operator certification and other required certificates e.g. Hazwopper & Hazardous site worker, Flagger & Traffic Safety, Trench Safety, etc.	\$ 4,400
Water treatment operator's continuing education credits related to state operator certification, microbiological laboratory training and other required certificates e.g. Hazwopper & Hazardous site worker, etc..	<u>\$ 6,000</u>
<b>Total Water Fund Travel &amp; Training</b>	<b>\$ 10,400</b>
<u><b>WASTEWATER FUND</b></u>	
Wastewater collection operator's continuing education credits related to state operator certification and other required certificates e.g. Hazwopper & Hazardous site worker, Flagger & Traffic Safety, Trench safety, etc.	\$ 4,500
Wastewater treatment operator's continuing education credits related to state operator certification, laboratory training and other required certificates e.g. Hazwopper & Hazardous site worker, etc..	<u>\$ 6,000</u>
<b>Total Wastewater Fund Travel &amp; Training</b>	<b>\$ 10,500</b>

**City and Borough of Sitka  
Travel and Training Budget  
Enterprise & Internal Service Funds**

Fund/Description	Amount
<u>SOLID WASTE FUND</u>	
HAZMAT Training	\$ 2,500
SW Training / Certification	\$ 3,200
Asbestos training	\$ 2,000
CPR and First Aid	\$ 200
SWANA Training	<u>\$ 3,800</u>
Total Solid Waste Fund Travel & Training	\$ 11,700
<u>HARBOR FUND</u>	
Alaska Harbormasters - Homer, AK	\$ 2,000
Pacific Coast Congress - Olympia, WA	\$ 2,000
Educational & Safety Training, First Aid, CPR, First Responders Fire Training, Hazardous Material &	<u>\$ 3,000</u>
Total Harbor Fund Travel & Training	\$ 7,000
<u>SAWMILL COVE INDUSTRIAL COMPLEX FUND</u>	
CPR and First Aid	<u>\$ 200</u>
Total Sawmill Cove Industrial Complex Fund Travel & Training	\$ 200
<u>MANAGEMENT INFORMATION SYSTEMS FUND</u>	
NWS User group	\$ 4,000
PC Training	\$ 5,500
E-Gov Development	\$ 6,500
Miscellaneous (Text books, online classes, self-study)	<u>\$ 2,000</u>
Total Management Information Systems Fund Travel & Training	\$ 18,000
<u>CENTRAL GARAGE FUND</u>	
CPR & First Aid	\$ 300
Training /Certifications	<u>\$ 1,800</u>
Total Central Garage Fund Travel & Training	\$ 2,100

City and Borough of Sitka  
Travel and Training Budget  
Enterprise & Internal Service Funds

Fund/Description	Amount
<u>BUILDING MAINTENANCE FUND</u>	
Facility Maintenance - Wilbur	\$ 2,755
Boiler Training	<u>\$ 760</u>
Total Building Maintenance Fund Travel & Training	\$ 3,515
TOTAL ENTERPRISE AND INTERNAL SERVICE FUNDS	
TRAVEL AND TRAINING	<u><u>\$ 111,415</u></u>