



**City and Borough of Sitka**

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

**FISCAL YEAR 2010**

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

**Department**

**Amount**

**Assembly/Administrator**

AML Legislative Committees Summer & Spring	\$ 4,500
SE Conference Mid-Session Summit & Reg	\$ 3,700
SE Conference Annual Meeting Conf. & Reg	\$ 3,700
AK Mayor's Conference & Reg	\$ 1,150
Coastal Management Conference	\$ 372
Government Relations Travel Denali Com.	\$ 1,200
Congressional Delegation DC	\$ 6,000
Legislature Delegation Juneau	\$ 4,000
AML Conference & Registration	\$ 8,800
Professional Development II (50%)	\$ 875
IIMC (50%)	\$ 985
AAMC (50%)	\$ 600
Legislation Electronic Training	\$ 1,500
Human Resource Management Conference (SHRM)	\$ 3,500
<b>Sub Total</b>	<b>\$ 40,882</b>

**Legal**

Alaska Legislative Finance & Revenue Subcommittee	\$ 1,500
Alaska Bar Association Convention	\$ 1,500
Alaska Municipal Attorney's Conf./ AML	\$ 1,500
<b>Sub Total</b>	<b>\$ 4,500</b>

**Clerk**

IIMC (International Institute of Municipal Clerks)	\$ 2,955
ARMA (American Records Managers)	\$ 2,800
Clerks Institute PDII	\$ 875
AML (AK. Municipal League)	\$ 700
AAMC (AK Assoc. of Municipal Clerks)	\$ 1,800
<b>Sub Total</b>	<b>\$ 9,130</b>

**Finance**

AGFOA - Fall conference, Wolff & 2 staff	\$ 3,000
AGFOA - Spring conference, Wolff & 2 staff	\$ 3,000
GFOA Class - Staff	\$ 3,000
Various local courses, Finance Personnel	\$ 2,000
<b>Sub Total</b>	<b>\$ 11,000</b>

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

<u>Department</u>	<u>Amount</u>
<b><u>Assessing</u></b>	
Appraisal Requirements	\$ 3,000
AML Annual Meeting	\$ 1,000
<b>Sub Total</b>	<b>\$ 4,000</b>
<b><u>Planning</u></b>	
Meetings with GIS Consultants and data providers	\$ 3,800
<b>Sub Total</b>	<b>\$ 3,800</b>
<b><u>Police</u></b>	
Management level training, 2 Lieutenants	\$ 3,000
Chief's meetings, APOA Crime, IACP)	\$ 2,000
Major Crime Scene Investigations - 2 Officers	\$ 10,000
Major Case Management - 2 Officers	\$ 4,500
Front Line Supervision - 1 Officer	\$ 3,000
Lidar/Laser Instructor - 1 Officer	\$ 2,000
Reid Interview School - 3 Officers	\$ 7,500
Physical Means of Arrest (PMA) - 1 Officer	\$ 2,500
Datamaster Instructor - 1 Officer	\$ 2,500
Taser Instructor Recert - 1 Officer	\$ 2,500
GPS Navigation - 5 Officers	\$ 500
Communication Officer Level 1	\$ 6,000
Crisis Management for Dispatchers	\$ 4,500
National American Humane Conference	\$ 2,000
Advanced Inservice Correctional Training	\$ 2,500
<b>Sub Total</b>	<b>\$ 55,000</b>
<b><u>Fire</u></b>	
Firefighter Training	\$ 4,000
Dive Training	\$ 6,000
Training Materials	\$ 3,500
Fire Engineering School	\$ 4,000
National Fire Academy	\$ 500
ASFA Conference	\$ 7,500
Fire Arson Conference	\$ 1,800
<b>Sub Total</b>	<b>\$ 27,300</b>

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

**Department**

**Amount**

**Ambulance**

Recertifications	\$	2,000
Local CME Classes	\$	5,000
Physician Training	\$	3,000
Training Materials	\$	5,850
EMS Conferences	\$	6,000
Paramedic Refresher	\$	2,500
<b>Sub Total</b>	<b>\$</b>	<b>24,350</b>

**SAR**

Wilderness First Responder Class - 6 volunteers	\$	2,250
EMT Recert Classes - 5 volunteers	\$	1,000
Wilderness First Responder Recert. - 6 volunteers	\$	1,000
EMT Class - 5 volunteers	\$	2,000
Marine Safety Instructor Training	\$	1,000
Marine Safety Training	\$	1,000
Local Training Transportation	\$	2,385
<b>Sub Total</b>	<b>\$</b>	<b>10,635</b>

**Public Works Administration**

Public Works Director	\$	5,000
<b>Sub Total</b>	<b>\$</b>	<b>5,000</b>

**Engineering**

Engineer Training - TBD	\$	3,120
GIS Data Production and Editing Techniques	\$	3,120
<b>Sub Total</b>	<b>\$</b>	<b>6,240</b>

**Streets**

CPR and First Aid	\$	1,700
Crew re-certifications	\$	1,500
Hazardous materials refresher	\$	1,200
Street prevention maintenance/drainage	\$	1,500
Traffic control	\$	800
<b>Sub Total</b>	<b>\$</b>	<b>6,700</b>

**Recreation**

CPR and First Aid	\$	700
Training / Certifications	\$	1,650
<b>Sub Total</b>	<b>\$</b>	<b>2,350</b>

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

<u>Department</u>	<u>Amount</u>
<b><u>Building Official</u></b>	
Blding Inspector - Fire Inspector I Certification	\$ 3,200
Blding Inspector - Residential Inspector Training	\$ 1,500
Building Official - Fire Marshal's Forum	\$ 1,200
Building Inspector II - Fire Alarm System Training	\$ 2,100
<b>Sub Total</b>	<b>\$ 8,000</b>
<b><u>Library</u></b>	
American Library Association Conference (Director)	\$ 1,450
American Library Association Conference (Youth Services)	\$ 1,450
Sirsi Training - (Technical Services Librarian)	\$ 500
Alaska Library Association Conference (Director)	\$ 1,200
<b>Sub Total</b>	<b>\$ 4,600</b>
<b>TOTAL GENERAL FUND TRAVEL AND TRAINING</b>	<b><u>\$ 223,487</u></b>

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

Fund/Description	Amount
<b><u>ELECTRIC FUND</u></b>	
State & regional utility conf/training - Utility Director	\$ 5,000
State & regional utility conf/training - T&D System Manager	\$ 5,000
State & regional utility conf/training - Generation System Manager	\$ 5,000
State & regional utility conf/training - System Engineer	\$ 5,000
SE Conference - Energy Comm. - Utility Director	\$ 7,500
Lobbying & Government Relations - Utility Director	\$ 10,000
Safety & Training - Operators/Mechanics/Technicians	\$ 3,000
Job training & safety- Lineman	\$ 7,500
Metering - Meter Technicians	\$ 6,000
<b>Total Electric Fund Travel &amp; Training</b>	<b>\$ 54,000</b>
<b><u>WATER FUND</u></b>	
SE Water Mgmt. Assn., 1 operator	\$ 1,000
AK Water Mgmt., 1 operator	\$ 1,200
AWWA teleconferences (3), Sitka, 4 operators	\$ 1,000
AWWA Distribution Symposium and Training (1)	\$ 2,400
Traffic & Trench Safety Certification (new operator)	\$ 1,200
Misc. Training Materials & Classes @ UAS	\$ 500
SE Water Mgmt. Assn., 2 operator	\$ 1,000
AWWA teleconferences (3), 4 operators, Sitka	\$ 1,000
AWWA National Conference, 1 Operator	\$ 2,400
ADEC Compliance Meetings, Juneau	\$ 400
Misc. Training Materials & Classes @ UAS	\$ 500
<b>Total Water Fund Travel &amp; Training</b>	<b>\$ 12,600</b>
<b><u>WASTEWATER FUND</u></b>	
SE Water Mgmt. Assn., 1 operators	\$ 1,000
AK Water Mgmt Assn., 1 operator	\$ 1,200
Collection System Rehab., 1 operator	\$ 2,400
Misc. Training Materials & Courses @ UAS	\$ 2,000
SE Water Mgmt. Assn., 2 operator	\$ 1,000
AK Water Mgmt. Assn., 1 operator	\$ 1,200
Permit Renewal/Compliance meetings, Seattle	\$ 1,000
National Biosolids Conference, 1 operator	\$ 2,400
Misc. Training Materials & Courses @ UAS	\$ 2,000
ADEC Meetings, Juneau	\$ 500
<b>Total Wastewater Fund Travel &amp; Training</b>	<b>\$ 14,700</b>

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

Fund/Description	Amount
<b><u>SOLID WASTE FUND</u></b>	
HAZMAT Training	\$ 500
SW Training / Certification	\$ 3,000
Asbestos training	\$ 4,000
Add'l SW Certifications	\$ 2,500
SWANA Training	<u>\$ 2,000</u>
<b>Total Solid Waste Fund Travel &amp; Training</b>	<b>\$ 12,000</b>
<b><u>HARBOR FUND</u></b>	
Pacific Coast Congress Conference - Bremerton, WA	\$ 2,000
Pacific Coast Conference -Alaska Harbormasters - Kodiak	\$ 2,000
Educational & Safety Training, First Aid, CPR, First Responders Fire Training, Hazardous Material & Homeland Security Training	<u>\$ 7,500</u>
<b>Total Harbor Fund Travel &amp; Training</b>	<b>\$ 11,500</b>
<b><u>MANAGEMENT INFORMATION SYSTEMS FUND</u></b>	
Iseries training	\$ 3,500
NWS User group	\$ 3,000
Web Development	\$ 5,000
E-Gov Development	\$ 3,500
Network training	\$ 5,000
Miscellaneous (Text books, online classes, self-study)	\$ 2,000
Police Tech. Training	<u>\$ 8,500</u>
<b>Total Management Information Systems Fund Travel &amp; Training</b>	<b>\$ 30,500</b>
<b><u>CENTRAL GARAGE FUND</u></b>	
Mechanics training - CPR & First Aid, Certs., OSHA training	<u>\$ 3,000</u>
<b>Total Central Garage Fund Travel &amp; Training</b>	<b>\$ 3,000</b>

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

<b>Fund/Description</b>	<b>Amount</b>
<b><u>BUILDING MAINTENANCE FUND</u></b>	
Computerized Maint. Management	\$ 2,500
First Aid	\$ 300
Facility Maintenance - Wilbur	\$ 2,900
Boiler Certification	\$ 800
Technical Training - Electrical, controls, etc	<u>\$ 2,400</u>
<b>Total Building Maintenance Fund Travel &amp; Training</b>	<b>\$ 8,900</b>
<b>TOTAL ENTERPRISE AND INTERNAL SERVICE FUNDS</b>	
<b>TRAVEL AND TRAINING</b>	<b><u>\$ 147,200</u></b>