

MEMO

FROM: Borough Clerk

TO: Mayor and Assembly

DATE: October 16, 2023

RE: Alaska Municipal League Conference and Newly Elected Official Training Request

The current Assembly and Clerk's Office budget has \$17,874.12 for Travel and Training left (as of September 30, 2023).

- We have three newly elected officials who I recommend attend the Alaska Municipal League conference and Newly Elected Official Training during the first week of December 2023.
 - The anticipated total cost for sending two assemblymembers and the mayor to the conference and training will be \$11,232 (8-day trip).
- Additionally, I recommend we send three board chairs to the Newly Elected Official Training.
 - The anticipated total cost for sending three board chairs or (alternate) vice-chairs for the Ports & Harbors Advisory Board, Planning & Zoning Commission, and Historic District Commission to the training will be \$8,010 (5-day trip).

The Travel & Training Budget Line:	\$17,874.12
Travel Request:	\$19,242.00
Travel & Training Deficit:	-\$1,367.88

There are other areas of the Assembly and Clerk's Office budget that can accommodate this request if the Assembly approves a motion for this travel and training to occur.

I request the assembly consider a motion to approve this travel and training.