




CITY OF RAPID CITY

Growth Management Department
300 Sixth Street
Rapid City, South Dakota 57701-2724

MEMORANDUM

TO: Legal and Finance Committee

FROM:  Marcia Elkins, Director
Growth Management Department

DATE: November 1, 2006

RE: Travel Request for Bimende Malik and Don Jarvinen

Staff requests City Council approval of the travel request for Bimende Malik and Don Jarvinen, GIS Analysts, to take the self-guided training course Microsoft Visual Basic 2005: Developing Applications which will permit staff to write ArcView applications pertinent to the needs of the City of Rapid.

During the month of November AppDev Products is providing a discount which will allow the City to purchase one training program and receive the second training program at no cost.

The cost of the in-house training course is \$2,239.00 and includes the following expenses:

\$3,590.00	Two software training programs
-\$1,795.00	Less November discount
\$384.00	Training manuals for two users
<u>\$60.00</u>	Freight
\$2,239.00	Total Estimate

Staff Recommendation: Staff recommends approval of the travel request for Bimende Malik and Don Jarvinen, GIS Analysts, to take the self-guided training course Microsoft Visual Basic 2005: Development Applications.



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