



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

COMMUNITY DEVELOPMENT DIVISION

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MEMORANDUM

TO: Legal & Finance Committee LF091207-18

FROM: Barbara Garcia, Community Development Specialist

DATE: September 12, 2007

RE: Council Approval of an Addendum to Travel Request to attend the National League of Cities 2007 National Summit on "Your City's Families" September 30-October 2, 2007 in San Antonio, TX, to Extend Trip by One Day for Additional Session and Approve Additional Travel Expenses for Lloyd LaCroix and Barbara Garcia

Staff is requesting Council approval of an addendum to the travel request for Lloyd LaCroix and Barbara Garcia to attend the National League of Cities 2007 National Summit on "Your City's Families" September 30-October 2, 2007 in San Antonio, TX, that was approved by Council on July 29, 2007 in the amount of \$3,332.38. Garcia's funds were allocated to be drawn from the Community Development Division Administration travel expenses budgeted for FY 2007, and LaCroix's funds were authorized to be drawn from the Council's General Funds.

The National League of Cities has extended an invitation to LaCroix and Garcia, and any other Rapid City participants, to attend a special invitation-only meeting on the last day of the summit from 1:30 to 5:30 pm. The special meeting is the final cross-site meeting of a group of cities that have participated in the two-year *Cities Helping Families Build Assets* technical assistance project. It will afford Rapid City the opportunity to hear from the project cities about their local efforts to help build financial stability for families. This invitation is likely a result of the recently submitted Rapid City application for a technical assistance grant for this year. Decisions on the grant awards will be given out the week of September 24th.

To attend the session, the participants would need to stay over one additional night, as there are no later flights out of San Antonio that connect to Rapid City. The cost to stay the additional night is \$496.25 each.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

STAFF RECOMMENDATION is for Council Approval of a travel request addendum for additional travel expenses for Garcia and LaCroix, in the amount of \$496.25 each, to extend their stay one day, to attend the National League of Cities 2007 National Summit on "Your City's Families" September 30-October 2, 2007 in San Antonio, TX and the special session on *Cities Helping Families Build Assets*. Garcia's travel expenses will be taken from the Community Development Division's Administration budget and LaCroix's travel expenses will be taken from Council's General Fund.

Attachments:

Travel Request (previously approved)
Addendum to Travel Request
Travel Voucher showing expenses



EQUAL OPPORTUNITY EMPLOYER

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CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Lloyd LaCroix Department City Council

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

National Summit on Your City's Families

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: San Antonio, TX

Date of meeting October 2, 2007

Date trip to begin September 29, 2007 Date trip will end October 3, 2007

Method of transportation requested airplane

Estimated transportation cost	Change fee - \$135.00	\$	<u>135.00</u>
Meals	1 breakfast - \$8; 1 lunch - \$11 = \$19		<u>19.00</u>
Lodging	<u>1</u> days x \$302.25		<u>302.25</u>
Other costs - description	<u>airport transportation round trip</u>		<u>40.00</u>
	<u>\$20 x 2 = \$40</u>		
Total estimated cost of trip		\$	<u>496.25</u>

Signed Barbara Garcia Date _____ Date _____
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: [Signature] Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy