



# CITY OF RAPID CITY

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Growth Management Department  
300 Sixth Street  
Rapid City, South Dakota 57701-5035

## MEMORANDUM

TO: Legal & Finance Committee

FROM: Marcia Elkins, Director  
Growth Management Department

DATE: February 27, 2008

RE: American Planning Association-National Planning Conference

Staff requests City Council approval of the travel request for Monica Heller, Community Planning Coordinator and Jared Ball, Planner I to attend the American Planning Association National Planning Conference in Las Vegas, Nevada, April 27, 2008 – May 1, 2008. The purpose of the conference is to provide continuing education to the Community Planning and Development Service Center staff.

The cost of travel is estimated at \$3,574.00 and includes the following expenses:

\$750.00	transportation costs (21 day advance purchase)
\$338.00	Meals (4/27/08-5/1/08)
\$736.00	Lodging (two rooms)
\$1,650.00	Registration
\$100.00	Shuttle Fees
<u>\$3,574.00</u>	Total Travel Estimate

**Staff Recommendation:** Staff recommends approval of the travel request for Monica Heller, Community Planning Coordinator and Jared Ball, Planner I to attend the American Planning Association National Planning Conference in Las Vegas, Nevada, April 27, 2008 – May 1, 2008 in an estimated amount of \$3,574.00.

