



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Community Resources Department

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MEMORANDUM

TO: Legal & Finance Committee

FROM: Don Jarvinen, GIS Coordinator
Community Resources Department

DATE: November 5, 2009

RE: Training class

Staff requests City Council approval of the travel request for Angela Tallon, GIS Analyst, to attend the Introduction to ArcGIS Server class in Broomfield, CO, January 26 – 27, 2010.

The cost of travel is estimated at \$1,670.00, and includes the following expenses:

\$220.00	Travel
\$119.00	Meals (01/25/10 – 01/28/10)
\$351.00	Lodging (3 nights)
<u>\$980.00</u>	Tuition
\$1670.00	Total Travel Estimate

Staff Recommendation: Staff recommends approval of the travel request for Angela Tallon, GIS Analyst, to attend the Introduction to ArcGIS Server class in Broomfield, CO, January 26 – 27, 2010, (travel dates January 25 – January 28, 2010) in an estimated amount of \$1,670.00.



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