



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Patsy Horton, GIS Coordinator

DATE: March 6, 2001

RE: ESRI Introduction and Customizing ArcIMS Training Travel Request

We are requesting City Council approval of the travel request for Don Jarvinen, GIS Analyst, to attend the Introduction to ArcIMS and Customizing ArcIMS training session offered by ESRI. This class will be held in St. Paul, Minnesota the week of June 4-8, 2001. The following is a projected breakdown of the anticipated expenses associated with this travel request:

\$2,100.00	Registration
\$150.00	Travel Reimbursement (1250 miles, Planning Van gas)
\$231.00	Meal Reimbursement (7 days)
<u>\$700.00</u>	Lodging
\$3,181.00	Total travel request

The cost for this training is available in the Year 2001 GIS Division budget. Your consideration and approval of this travel request is appreciated.

c: Marcia Elkins, Planning Director