



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT
300 Sixth Street

Marcia Elkins, Planning Director
Rapid City Planning Department
city web: www.ci.rapid-city.sd.us

Phone: 605-394-4120
Fax: 605-394-6636
e-mail: marcia.elkins@ci.rapid-city.sd.us

MEMORANDUM

TO: Legal and Finance Committee
FROM: Marcia Elkins, ^{ME} Planning Director
DATE: April 3, 2001
RE: Travel authorization request

The Transportation Planning Division is requesting authorization for Kip Harrington to attend TransCAD software training in Newton, MA from May 6, 2001 through May 13th, 2001. This training will enable Kip to utilize this software to it's fullest capacity. The TransCAD software was purchased in 2000 to assist the Planning Department in developing traffic count projections to be used in all aspects of the Transportation Planning Process.

Attached is a travel request form outlining the estimated cost of the training. Please note that airfare is estimated at \$1,000.00. We have located airfares as low as \$488.00, however this is a sale price that will not be valid if purchased after April 13, 2001. We would ask for your approval to proceed with the airline reservation immediately in order to take advantage of the low fare that is available until April 13th. This constitutes a savings of approximately \$500.00.

Thank you for your consideration of this travel authorization request.



EQUAL OPPORTUNITY EMPLOYER

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Kip Harrington Department Planning - 706

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

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

Place of meeting or destination: Newton, MA

Date of meeting May 7 - May 11, 2001

Date trip to begin May 6, 2001 Date trip will end May 13, 2001

Method of transportation requested commercial airline

Estimated transportation cost - Airfare \$ 1,000.00

Meals 241.00

Lodging 7 days 763.00

Other costs - description Course Registration 1,495.00

Public Transit expenses 120.00

Total estimated cost of trip \$ 3,619.00

Signed [Signature] 4-2-01 Date [Signature] Date 4/3/01
(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: _____ Date _____
Mayor

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

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

Harrington Kip

From: Peter H. Van Demark [peter@caliper.com]
Sent: Wednesday, January 24, 2001 11:17 AM
To: Kip Harrington
Subject: Next TransCAD Training

Kip:

Caliper Corporation is pleased to invite you and your colleagues to attend training for TransCAD(r) Version 4.0 at our Training Center in Newton MA on Monday through Friday, March 5-9, 2001.

These five days of training will help you to understand TransCAD and how to use it effectively and productively. Here is an outline of the training schedule for the week:

Monday March 5 - Introductory TransCAD

A one-day course that is designed to give you a grounding in the GIS fundamentals of TransCAD, including:

- Designing maps and creating themes
- Using dataviews and selection tools
- Geocoding and spatial analysis
- Editing and managing geographic files
- Using layouts, charts, images, links to documents, and OLE

Tuesday March 6 - Advanced TransCAD

A one-day course that describes networks and introduces the new route system editor and matrix data management capabilities of TransCAD:

- Using the advanced line editing tools
- Creating and using networks
- Creating and editing matrices
- Matrix manipulation and applications
- Tabulations and statistics
- Creating and editing route systems
- Route systems applications

Wednesday and Thursday March 7-8 - Travel Demand Modeling in TransCAD

A two-day course that covers the most commonly used methods in transportation planning and forecasting. You also will learn how to use the

new Batch Tools for running travel demand models. The course will cover:

- Data preparation
- Trip generation
- Trip distribution
- Mode split
- Production-attraction to origin-destination and time of day transformation
- Traffic assignment
- Transit networks and shortest paths
- Transit assignment
- Origin-destination matrix estimation
- Data preparation and planning utilities
- Additional methods and utilities
- Batch Tools

Friday, March 9 - Introductory GISDK(r)

A one-day course that provides an introduction to the GIS Developer's Kit and the Caliper Script programming language. The goal of the course is to get you started writing your own macros and add-ins, so that you can automate or even expand the way you use TransCAD to get your work done. The

course covers these topics:

- Caliper Script language elements
- GISDK resources and resource files
- Dialog boxes
- Windows, maps and views
- Selection sets and queries

All of these courses will be held at the Caliper Corporation Training Center at our headquarters in Newton MA, a suburb of Boston. The training room has a separate Pentium-based workstation for each attendee. You are

encouraged to bring your own data to use during the exercises. Sign-in each day begins at 8:30 AM. The classes start at 9:00 AM and end at 5:00 PM. Drinks and snacks are provided at half hour breaks mid-morning and mid-afternoon, and there is a one-hour break for lunch.

How to Register

The five days of TransCAD training cost only \$1495. If you want to take individual courses, the cost is \$395 for a one-day course and \$695 for a two-day course. If three or more co-workers attend the same classes, you

receive an additional 10% discount. To reserve your place for TransCAD training, complete the Registration Form (a PDF copy is at <http://www.caliper.com/PDFs/tctrain.pdf>) and fax it to (617) 527-5113. Advanced registration is required. Note that space is limited - we can accept a maximum of twelve students for each day of training.

Once we receive your Registration Form, we will send you a confirmation with instructions on how to get to the Training Center and a list of hotels and B&B services in the Newton area. You can also find this information on our web site at (<http://www.caliper.com/training/hotels.htm>). If you have any questions, please call us at (617) 527-4700, and ask for TransCAD Training. We look forward to seeing you in Newton MA on March 5th through the 9th.

Peter

Peter Van Demark
Director of GIS Products and Training Phone: 617-527-4700
Caliper Corporation Fax: 617-527-5113
1172 Beacon Street E-mail: peter@caliper.com
Newton MA 02461-9926 Web site: <http://www.caliper.com>