



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

300 Sixth Street

Patsy Horton, GIS Coordinator
GIS Division
City web: www.ci.rapid-city.sd.us

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

MEMORANDUM

TO: Legal and Finance Committee

FROM: Patsy Horton, GIS Coordinator *(Signature)*

DATE: June 18, 2001

RE: ESRI ArcIMS Travel Request

We are requesting approval of a travel request amendment in the amount of \$220.94 to cover the cost of using a personal vehicle instead of a City vehicle.

Recently the City Council approved Don Jarvinen to attend a training conference in St. Paul, Minnesota from June 4-8, 2001, at a cost of \$3,181.00. This estimate anticipated using the Planning Department van to help minimize costs. Subsequently, there were no City vehicles available.

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

c: Marcia Elkins, Planning Director

