



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: City Council

FROM: Marcia Elkins, Planning Director

DATE: July 10, 2003

RE: Community Planning and Development Conference
August 18-22, 2003
Denver, CO

Staff requests approval for Marcia Elkins, Connie Elwood and the Community Development Specialist to attend the Housing and Urban Development training scheduled for August 18-22, 2003 in Denver, Colorado. The estimated travel costs for the above individuals totals \$2,925.27.

This HUD training provides a limited opportunity for staff to receive information necessary for the management of the Community Development Block Grant program. This training was last offered over four years ago. Due to the significant staffing changes in the Community Development area over the past year and the need to insure compliance with numerous federal grant requirements, staff is recommending that three staff members attend the training. Should the Community Development Specialist position not be filled by August 18, only two staff members will attend.

Staff requests approval of the travel request for Marcia Elkins, Connie Elwood and the Community Development Specialist to attend the Housing and Urban Development "Community Planning and Development Conference" in Denver, Colorado August 18-22, 2003 in the amount of \$2,925.27.



EQUAL OPPORTUNITY EMPLOYER