



# CITY OF RAPID CITY

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Growth Management Department  
300 Sixth Street  
Rapid City, South Dakota 57701-2724

## MEMORANDUM

TO: Legal and Finance Committee

FROM: Marcia Elkins, <sup>me</sup> Director  
Growth Management Department

DATE: November 1, 2006

RE: Travel Request for Don Jarvinen

Staff requests City Council approval of the travel request for Don Jarvinen, GIS Analyst, to attend the ESRI training Writing Advanced Geoprocessing Scripts Using Python. The Python language will permit staff to automate data processing of GIS information.

The cost of travel is estimated at \$2,164.38 and includes the following expenses:

\$244.38	mileage reimbursement (610.95m x 2 x .20)
\$180.00	Meals
\$380.00	Lodging for four days
<u>\$1,350.00</u>	<u>Registration</u>
\$2,164.38	Total Travel Estimate

**Staff Recommendation:** Staff recommends approval of the travel request for Don Jarvinen, GIS Analyst, to attend the ESRI training Writing Advanced Geoprocessing Scripts Using Python in St Paul, MN January 28, 2007-February 1, 2007 in an estimated amount of \$2,164.38.



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