



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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## GROWTH MANAGEMENT

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## MEMORANDUM

TO: Legal and Finance Committee

FROM: Marcia Elkins, Growth Management Director

DATE: November 20, 2007

RE: Request for Authorization to Use Funds from Part Time benefited Planner Position (Transportation Planning Budget #706) for Consultant Services Contract and Authorization to Prepare Request for Proposals

The 2007 and 2008 Transportation Planning Budgets (#706), included funds in the amount of \$23,658.34 for a part time benefited Planner. In the past, this position has been used to collect data and land use information for the Long Range Transportation Plan, existing land use data and census data. Due to the part time nature of the position, this position could not be filled. For this reason, staff is requesting authorization to use the funds for a consultant services contract to collect the required data for the preparation of the Long Range Transportation Plan. Staff is further requesting authorization to prepare the Request for Proposals for this contract.

**Staff Recommendation: Staff recommends that staff be authorized to use the funds for the part time benefited Planner position (Transportation Planning Budget #706) for a consultant services contract and that staff be to authorized to prepare the Request for Proposals.**



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