

CITY OF RAPID CITY
TRAVEL REQUEST

LF120209-24

Person requesting travel Dan Coon Department Engineering Services

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

Erosion and Sediment Control Class

List all other City employees, if any, making the trip for the same purpose: Rodell Grosz, David Johnson, and Ron Eikenberry

Place of meeting or destination: Fort Pierre, South Dakota

Date of meeting December 15 and 16, 2009

Date trip to begin December 14, 2009 Date trip will end December 16, 2009

Method of transportation requested City Vehicle

| | | |
|--|----|---------------|
| Estimated transportation cost | \$ | <u>142.08</u> |
| Meals (B-8, L-8, D-12) | | <u>256.00</u> |
| Lodging <u>2</u> days | | <u>560.00</u> |
| Other costs - description <u>Registration - 4 @ \$150.00</u> | | <u>600.00</u> |

Total estimated cost of trip \$ 1,558.08

Signed [Signature] Date 11-23-09 [Signature] Date 11-23-09
(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 event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

Schmaltz Wanda

From: BOPTrainingRegistration@state.sd.us
Sent: Monday, November 23, 2009 12:13 PM
To: Schmaltz Wanda
Subject: RE: Registration: Erosion and Sediment Control

I have enrolled all of them in the class. Thank you.

Rachel Mink
BOP Training
773.3461

-----Original Message-----

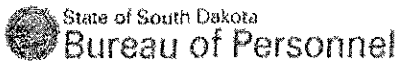
From: Schmaltz Wanda [mailto:Wanda.Schmaltz@rcgov.org]
Sent: Monday, November 23, 2009 1:06 PM
To: BOP Training Registration
Cc: Tech Dale; Titus Stacey
Subject: Registration: Erosion and Sediment Control

Please include course title, date, time, location, billing address, phone number and employee number.

Please register the follow people for the Erosion and Sediment Control Class – Full Course scheduled for December 15 from 8:00 AM to 5:00 PM and 16 from 8:00 AM to 3:00 PM, 2009 at the AmericInn in Fort Pierre, South Dakota.

1. Rodell Grosz
2. Dan Coon
3. David Johnson
4. Ron Eikenberry

Engineering Services
City of Rapid City
300 Sixth Street
Rapid City, SD 57701-5035
(605) 394-4154



WORK FOR US | EMPLOYEE BENEFITS | TRAINING | CLASSIFICATION & COMPENSATION | BOP INTRANET

TRAINING AND DEVELOPMENT

Development Training
 Computer Training
 Special Events and Seminars
 Point. Click. Learn.
 GIS Training
 DOT Training

Cost of Full Course: \$150
 Cost for Recertification: \$100
 AFE # for DOT- 73T0

This training is available for anyone interested in erosion & sediment control (ESC) and storm water management requirements for SDDOT construction projects. The class covers ESC processes, best management practices (BMPs), regulatory & inspection requirements, and Storm Water Pollution Prevention Plans (SWPPPs)

Successful completion of this training will result in SDDOT Certification in Erosion & Sediment Control and Storm Water Management. Successful bidders of SDDOT construction contracts are required to have certified personnel responsible for the on-site erosion and sediment controls available at all times.

Additional Information
 Training Master Calendar
 Audio/Video Lending Library
 How to register for a class
 Cancellation Policy

| Full Course | | | | |
|----------------------|---|-----------|------------|--|
| Date | Time | City | Location | |
| November 16-17, 2009 | 16th: 8 a.m. -5 p.m | Pierre | King's Inn | |
| | 17th: 8 a.m. -3 p.m | | | |
| December 15-16, 2009 | 15th: 8 a.m. -5 p.m | Ft Pierre | Americlnn | |
| | 16th: 8 a.m. -3 p.m | | | |
| January 19-20, 2010 | 19th: 8 a.m. -5 p.m 20th: 8 a.m. -3 p.m. | Ft Pierre | Americlnn | |

Bureau of Personnel - Training
 Joe Foss Building
 523 East Capitol Avenue
 Pierre, SD 57501
 (605) 773.3461
 (605) 773.5389 (fax)
 More Contact Information

| Recertification Course (Optional) | | | | |
|-----------------------------------|---------------|------------|------------|--|
| Date | Time | City | Location | |
| November 18, 2009 | 8 a.m. -2 p.m | Pierre | King's Inn | |
| December 16, 2009 | 8 a.m. -2 p.m | Ft. Pierre | Americlnn | |
| January 20, 2010 | 8 a.m. -2 p.m | Ft Pierre | Americlnn | |

| Recertification Test | | | | |
|----------------------|-----------------|------------|------------|--|
| Date | Time | City | Location | |
| November 18, 2009 | 2 p.m. - 4 p.m. | Pierre | King's Inn | |
| December 16, 2009 | 2 p.m. - 4 p.m | Ft Pierre | Americlnn | |
| January 20, 2010 | 2 p.m. - 4 p.m | Ft. Pierre | Americlnn | |

Register by sending an email to BOP Training Registration with the course title, date, time, location and employee number

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