

# CITY OF RAPID CITY

Growth Management Department

300 Sixth Street

Rapid City, South Dakota 57701-2724

## MEMORANDUM

TO: Mayor Shaw  
Rapid City Council

FROM: Marcia Elkins, Director  
Growth Management Department

DATE: July 27, 2005

RE: Travel Request for Jeff Larus and Mark Brodrick

Staff requests City Council approval of the travel request for Jeff Larus, Building Inspector III and Mark Brodrick, Building Inspector II, to attend the Commercial & Industrial Power Systems: A Seminar for Engineers on Overcurrent Protection. This seminar will provide an understanding of the concepts required for proper protection of 600 volts and less power distribution systems through interactive presentations and discussions. Participants will earn 1.6 Continuing Education Units for the two-day seminar.

The cost of travel is estimated at \$2,791.00 and includes the following expenses:

\$1,500.00	Airfare*(depart 12/7/05; return 12/9/05)
\$176.00	Meals**
\$215.00	Lodging for two days (double occupancy)
\$900.00	Registration (\$450 x 2)
\$2,791.00	Total Travel Estimate

\*Airfare requires a 14-day advance booking.

\*\*Meals included in the seminar: dinner on 12/7; lunch and dinner on 12/8; lunch on 12/9

A complementary shuttle is provided from the airport to the hotel. Cooper Bussmann will provide daily transportation to/from the hotel to the seminar and from the seminar to the airport at the conclusion of the seminar on 12/9.

**Staff Recommendation: Staff recommends approval of the travel request for Jeff Larus, Building Inspector III and Mark Brodrick, Building Inspector II, to attend the Commercial & Industrial Power Systems: A Seminar for Engineers on Overcurrent Protection in St Louis, MO, December 8-9, 2005 in an estimated amount of \$2,791.00.**



EQUAL OPPORTUNITY EMPLOYER

**CITY OF RAPID CITY  
TRAVEL REQUEST**

Person requesting travel Jeff Larus Department #204 Growth Management

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

Commercial & Industrial Power Systems, A Seminar for Engineers on Overcurrent Protection

List all other City employees, if any, making the trip for the same purpose: \_\_\_\_\_  
Mark Brodrick

Place of meeting or destination: St Louis MO

Date of meeting December 8-9, 2005

Date trip to begin 12-7-05 Date trip will end 12-9-05

Method of transportation requested air

Estimated transportation cost \$ 1,500.00

Meals 176.00

Lodging 2 days 215.00

Other costs - description Registration 900.00

Total estimated cost of trip \$ 2,791.00

Signed Jeffrey Larus 7/18/05 Date Mark E. ... Date 7/19/05  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

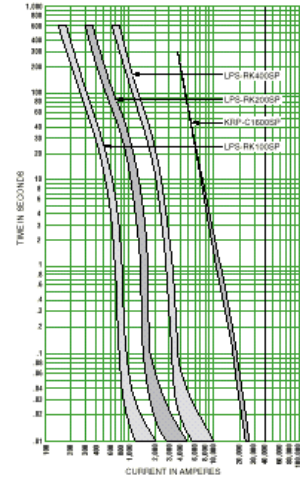
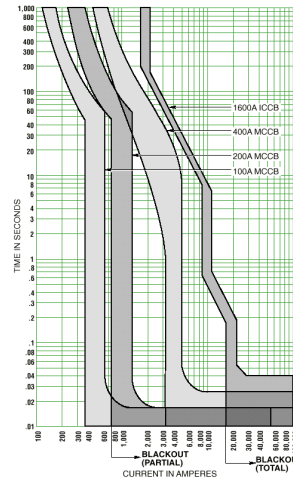
In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

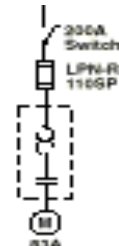
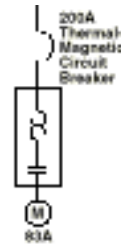
When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

## Commercial & Industrial Power Systems: A Seminar for Engineers on Overcurrent Protection December 8-9, 2005 in St. Louis, MO



**What are the choices?**  
**What are the major considerations?**  
**What about Series Ratings?**



This Commercial & Industrial Power System Seminar provides an understanding of the concepts required for proper protection of 600 volts and less power distribution systems through interactive presentations and discussions. The seminar is offered to

- Consulting electrical engineers
- Plant engineers
- Electrical contractors
- Electrical designers
- Electrical inspectors

Participants will earn **1.6 Continuing Education Units (CEUs)** for the two-day seminar.

### Sample Agenda

- Component Protection - NEC 110.10
- Current Limitation - NEC 240.11
- Compliance With NEC 110.9
- Series Rating – NEC 240, 110
- Transformer Protection – NEC 450.3 Ground Fault Protection – NEC 230.95
- Short Circuit Current Calculations
- Motor Protection (Calculations)
- Standards (*NFPA 70E, NFPA 70B, IEEE*)
- Selective Coordination – NEC Overcurrent Protection and Industry 240.12, 700.25 FPN
- Elevator Protection - Selective Coordination

As a **BONUS** – Witness **LIVE** tests of equipment being misapplied (EXPLODING) at The Gubany High Power Test Center. This will leave a life long impression.

Attendees will be accepted on a first-come, first-served basis.

**Seminar fee is \$450.** Lunches are provided during the seminar, as well as dinner on Wednesday and Thursday evenings. Participants are responsible for their own airfare and hotel. Bussmann® recommends the Sheraton Westport Lakeside Inn for accommodations and will book the hotel in your name upon receipt of seminar registration. The hotel will honor military prices for all military personnel attending this seminar.

Receipt of your registration will be sent within a week of your application. In addition, three weeks prior to the seminar, you will receive confirmation that the seminar is to be held.

**PLEASE WAIT FOR THIS SEMINAR CONFIRMATION BEFORE BOOKING NON-REFUNDABLE AIR TRAVEL.**

The seminar will be held at the Bussmann® Tech Center in Ellisville, MO. Transportation from the Sheraton Westport Lakeside Inn to the Bussmann Tech Center will be provided. The seminar kicks off with a welcome dinner 6:30 pm on Wednesday and concludes on Friday at 3:00 pm. Transportation to the airport will be provided at the conclusion of the session at 3 pm; typically the shuttle will be at the airport by 4:00 pm. Please fill out the registration form below and fax to Dianne Mollet at 636-527-1427 or email at [dmollet@CooperBussmann.com](mailto:dmollet@CooperBussmann.com).

**Bring your NEC Book and a Calculator.** If you have any further questions, please call Tim Crnko at (636) 527-1384 or Myra Finch at (636) 527-1414.

**Registration Form: Commercial & Industrial Power Systems Seminar  
December 9-10, 2004**

**Candidate:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

<b>Please send this form to:</b>	<b>Please submit payment to:</b>
Dianne Mollet	Cooper Bussmann, Inc.
Cooper Bussmann	P.O. Box 642001
P.O. Box 14460	Pittsburgh, PA 15264-2001
St. Louis, MO 63178-4460	<b>Mark Payment: CC#4805-946-00</b>
Fax: 636-527-1653	(Check or purchase order – no credit cards)