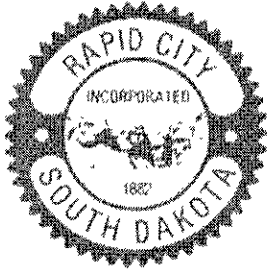


CITY OF RAPID CITY

300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701



PARKS AND
RECREATION
DEPARTMENT

Jerry W. Cole,
Director
(605) 394-5225

Jeri Lynn
Administrative
Assistant
(605) 394-5225

Lon VanDeusen,
Parks & Cemetery
Manager
(605) 394-5307

Doug Lowe,
Recreation Manager
(605-394-6161

James (JJ) Walraven
Golf Superintendent
(605) 394-4199

Duncan Olney
Aquatic Manager
(605) 394-5223

Parks and Recreation Memo

Date: December 21, 2005

To: Rapid City Council

From: Duncan Olney, Aquatic Division Manager

Subject: Approve Travel Request for Duncan R. Olney to attend
National Aquatic Conference

Purpose: Have the Council approve the travel request for Duncan Olney to attend the National Aquatic Conference and School

Information: The annual National Aquatic Conference and Management School will be held in Austin TX, March 1 – 6, 2006. We request the approval to send staff to the conference and school.

1. The National Aquatic Management School (NAMS) has over 18 hours of training. NAMS provides a comprehensive course of study, focusing on current issues and future trends unique to the management of aquatic facilities and programs.
2. The National Aquatic Conference has over 25 different course covering staff training, management, liability, programming, marketing, technical/maintenance/operation issues.
3. Allows staff the opportunity to learn new techniques and programs that have worked and not worked in other communities to keep our programs on the leading edge.
4. Allows staff to network with others in the aquatic community and to bring back solutions and ideas to help lower the subsidy of our aquatic programs.
5. This course was a budgeted item in the Aquatic budget for 2006

Recommendation: Approve the travel request and have the Mayor sign.

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel DUNCAN R. OLVEY Department Park + Recreation Dept.

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

TO ATTEND NATIONAL AQUATIC CONFERENCE

List all other City employees, if any, making the trip for the same purpose: N/A

Place of meeting or destination: Austin TX

Date of meeting MARCH 1-6 2006

Date trip to begin FEB 28 2006 Date trip will end MARCH 6

Method of transportation requested AIR

Estimated transportation cost \$ 470.00

Meals 150

Lodging 6 days 786

Other costs - description CONFERENCE FEES AND SCHOOLING 650

Total estimated cost of trip \$ 2056.00

Signed [Signature] 12/21/05 Date [Signature] 12-21-05 Date
(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