

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 8, 2004

To: Legal and Finance Committee

From: Jerry W. Cole, Director

Subject: Swim Center Staff Training Expense

Purpose: To Approve Funding for Swim Center Staff Training

Discussion: The Rapid City Swim Center opened on May 29, 2004 with only one certified pool operator whose experience was with outdoor pools. The operations of indoor pools are totally different because of the controlled indoor environment. Pool chemistry is more critical, especially on a new surface because chemicals don't dissipate as readily. Tile pools have to be maintained at smaller tolerance levels so the water does not eat away the tile grout. We also have a new type of filter medium that requires special servicing; currently our people have no training in this area.

Recommendation: We are requesting approval of funding in the amount of \$2,500 to bring in a National Certified Aquatic Facility Operator Trainer. Funding for this project is currently available in the 2004 Aquatics budget. The trainer would provide a two-day training course for eight or more city employees. We would also open the course to communities in the surrounding area at a cost of \$250 per person to attend. We have tentative commitments from Sturgis and Ellsworth Air Force Base with possible attendees from Belle Fourche and the YMCA.

POC: Duncan Olney, 394-5223

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Duncan Olney, Steve Johnson and other Department Aquatics Division

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 Aquatic Facility Operators Course

List all other City employees, if any, making the trip for the same purpose: Dunca Olney, Barb Iwan, Steve Johnson
Gabe Ellerton, Kane Messer, Mike Leach, Tom Lowery, Doug Lowe

Place of meeting or destination: Rapid City Swim Center

Date of meeting Jan 14-15, 2005

Date trip to begin Jan 13, 2005 Date trip will end Jan 16, 2005

Method of transportation requested N/A

Estimated transportation cost \$ _____

Meals _____

Lodging _____ days _____

Other costs - description Cost of Instructor & Travel \$ 2500.00

Total estimated cost of trip \$ 2500.00

Signed *Duncan Olney* 12/7/04 Date *J. W. Cole* Date 11-8-04
(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 employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor Yellow copy - Finance Gold copy - Department copy