

**ORDINANCE #3893**

**AN ORDINANCE ESTABLISHING A MUNICIPAL RECREATION BOARD BY ADDING CHAPTER 2.88 TO THE RAPID CITY MUNICIPAL CODE.**

WHEREAS the City of Rapid City provides many different public recreation facilities to the citizens of Rapid City and the surrounding area; and

WHEREAS the City of Rapid City desires to ensure the efficient operation and management of municipal recreation facilities and programs; and

WHEREAS the City of Rapid City determines that it is in the best interest of the public to establish a municipal recreation board to advise the Common Council and the Recreation Director on the City's municipal recreation facilities and programs;

NOW THEREFORE, BE IT ORDAINED by the City of Rapid City that the Rapid City Municipal Code is hereby amended to add a new chapter to Title 2 designated Chapter 2.88; and

BE IT FURTHER ORDAINED by the City of Rapid City that the sections of Chapter 2.88 shall read as follows:

2.88.010 Recreation Advisory Board Created.

There is hereby created by the Rapid City Common Council a municipal recreation advisory board, to be known as the Rapid City Recreation Advisory Board. The board shall advise the Common Council and the Recreation Department Director on the municipal recreation activities within the City of Rapid City including the municipal swimming pools, golf courses, ice rink, and community gymnasiums.

2.88.020 Composition.

The Board shall consist of five members, each of whom shall be a registered voter of the City of Rapid City. Members shall be appointed by the Common Council.

2.88.030 Terms, Quorum, Majority vote to transact business.

Initially, the Common Council shall appoint two members for a term of three years, two members for a term of two years, and one member for a term of one year. Thereafter, members shall serve three-year terms. Members may be re-appointed. Any vacancy on the Recreation Advisory Board shall be filled for the un-expired term in the same manner as required for a regular appointment. Members may be removed for cause by the Common Council. "Cause" shall include but not be limited to three consecutive unexcused absences from regular meetings. Three members of the Board shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the members of the Board shall be required to authorize any action of the Board.

## 2.88.040 Members not to hold elective office.

The members of the Rapid City Recreation Advisory Board shall not hold any elective office in the city government or be an employee of the City.

## 2.88.050 Officers.

At the first regular meeting of the Recreation Advisory Board in January of each year, the Board shall elect from its number a Chair and a Vice-Chair. The Vice-Chair shall act in the absence or disability of the Chair. In case the Chair or Vice-Chair vacates their appointment, the Board shall immediately select a replacement. The Recreation Department Director shall serve as the Secretary to the Recreation Advisory Board.

## 2.88.060 Meetings.

The Recreation Advisory Board shall establish its regular meeting time and location, which shall be not less often than once every month. A meeting agenda shall be posted at least twenty-four hours in advance of the meeting at City Hall.

## 2.88.070 Bylaws.

The Recreation Advisory Board shall adopt bylaws and rules of procedure to govern its operation. No bylaw or rule of procedure shall be effective until approved by the Common Council. The bylaws and rules of procedure may be amended at anytime by the Recreation Advisory Board with the approval of the Common Council.

## 2.88.080 Duties.

In addition to those duties set out in other sections of this code, the Recreation Advisory Board shall have the following duties:

- 1) Advise the Common Council and Recreation Department Director on all municipal recreation activities within the City of Rapid City and all municipal recreation facilities.
- 2) Advise the Recreation Department Director in preparing a budget request for consideration by the Common Council.
- 3) Advise the Recreation Department Director on the expenditure of all budgeted funds in accordance with state law and city policy.
- 4) Advise the Common Council and the Recreation Department Director on the maintenance of all municipal recreation facilities.
- 5) In conjunction with the City Human Resources Department, develop a job description and classification for the Recreation Department Director.

- 6) Recommend to the Mayor a candidate to fill the position of Recreation Department Director.

2.88.090 Recreation Department.

There is hereby created the Department of Recreation for the City of Rapid City. The Recreation Department shall be responsible for carrying out the day to day operation of recreation activities in the City of Rapid City. The Recreation Department shall be responsible for recreation activities at the municipal swimming pools, golf courses, ice rink, community gymnasiums and any other facilities and programs assigned to it by the City Council.

2.88.100 Recreation Department Director.

There is hereby created the position of Recreation Department Director, who shall be appointed by the Mayor with the consent of the Common Council. The Recreation Department Director shall work with the Recreation Advisory Board to carry out the functions of the Department of Recreation. The Recreation Department Director shall be the supervisor of all Recreation Department personnel.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2003.

CITY OF RAPID CITY

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Mayor

ATTEST:

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Finance Officer

(SEAL)

First Reading:  
 Second Reading:  
 Published:  
 Effective: