

ORDINANCE NO. 3956

AN ORDINANCE ESTABLISHING THE DEPARTMENT OF PARKS AND RECREATION BY ADDING CHAPTER 2.89 TO THE RAPID CITY MUNICIPAL CODE.

WHEREAS, the City of Rapid City administers a variety of public parks and recreation facilities; and

WHEREAS, the City of Rapid City has previously created a number of divisions within existing City departments to administer the public parks and recreation facilities; and

WHEREAS, the City of Rapid City has determined that the administration of all parks and recreation facilities can be handled more efficiently within a single department; and

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 2.89; and

BE IT FURTHER ORDAINED by the City of Rapid City that the sections of Chapter 2.89 shall read as follows:

2.89.010 Department of parks and recreation created.

There is hereby created by the Rapid City Common Council a department to be known as the Department of Parks and Recreation whose function shall be to administer the city's parks and to administer recreation activities in the city of Rapid City.

2.89.020 Director created.

A. There is hereby created the office of the Director of the Parks and Recreation Department. The Director shall be appointed by the Mayor with approval by the Council and shall serve at the pleasure of the Mayor.

B. The duties of the Director of Parks and Recreation shall be as follows:

1. Administer all operations in the Parks and Recreation Department.
2. Supervise all employees assigned to the Parks and Recreation Department and recommend to the Mayor and Council appropriate staffing levels throughout the Department.
3. Annually prepare and submit to the Mayor and the Council a proposed budget for the Department.
4. Insure the efficient operation of the Parks and Recreation Department.

5. Provide input to the Mayor, Council and other City boards and committees to insure the continued efficient operation of the Department while protecting the health, safety and welfare of the community.

2.89.030 Parks division.

The Parks Division previously created is hereby continued within the Parks and Recreation Department and shall be responsible for the maintenance and operations of all the municipal parks and cemeteries within the City of Rapid City. The Parks Division shall perform other functions as assigned by the Director of Parks and Recreation.

2.89.040 Recreation division.

(A) There is hereby created a Recreation Division of the Department of Parks and Recreation Department which shall be directly responsible for the municipal recreation activities within the City of Rapid City including the municipal swimming pools, ice rink and community gymnasiums.

(B) Recreation Advisory Board Created.

The previously created Rapid City Recreation Advisory Board is hereby continued. The Board shall advise the Common Council and the Parks and Recreation Department Director on the municipal recreation activities within the City of Rapid City including the municipal swimming pools, ice rink and community gymnasiums.

(1) 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) 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.

- (3) Members not to hold elective office.

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

- (4) 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.

- (5) 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.

- (6) 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.

- (7) Duties.

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

- a. Advise the Common Council and Parks and Recreation Department Director on all municipal recreation activities within the City of Rapid City and all municipal recreation facilities.
- b. Advise the Recreation Department Director in preparing a budget request for consideration by the Common Council.

- c. Advise the Recreation Department Director on the expenditure of all budgeted funds in accordance with state law and city policy.
- d. Advise the Common Council and the Recreation Department Director on the maintenance of all municipal recreation facilities.
- e. In conjunction with the City Human Resources Division, develop a job description and classification for the Recreation Department Director.
- f. Recommend to the Mayor a candidate to fill the position of Recreation Department Director.

2.89.050 Golf division.

(A) The Golf Division of the Department of Parks and Recreation is hereby created and shall be directly responsible for the supervision, operation and maintenance of the municipal golf courses.

(B) Director of Golf.

The Golf Division shall be managed by the Director of Golf, who shall be appointed by the Mayor, with the approval of the Council. The Director of Golf shall be supervised by the Director of Recreation

(C) Qualifications and duties of the director of golf.

- 1. The Director of Golf shall as a minimum qualification possess a demonstrated record of golf course management expertise.
- 2. Duties of the director of golf:
 - a. Oversee the day-to-day operation of the City's golf operations.
 - b. Supervise all City employees assigned to the golf operation.
 - c. Assist the Golf Course Management Advisory Board in carrying out its functions.
 - d. Other duties as assigned.

(D) Golf course management advisory board.

There is hereby established a Golf Course Management Advisory Board whose purpose is to make recommendations regarding the management of the operation of the City's golf courses to the Director of Golf, the Director of Parks and Recreation and the Rapid City Common Council.

1. Composition of the board.

- a. The Board shall consist of seven members who shall have a demonstrated interest in and understanding of the game of golf and have the following additional qualifications:
 - i. One alderman of the Rapid City Council, who shall be appointed by the Mayor with the consent of the Council and whose term shall be one year.
 - ii. The City Finance Officer.
 - iii. One citizen volunteer with demonstrated advertising and marketing expertise.
 - iv. One citizen volunteer with demonstrated food and beverage expertise.
 - v. Three citizen volunteers with demonstrated records of business success.
- b. Each of the citizen volunteer members of the Board shall be appointed by the Mayor with the approval of the Rapid City Council and shall serve at the pleasure of the Mayor. When making the initial appointments to the Board, the Mayor shall designate two citizen volunteers who shall serve for one year, two citizen volunteers who shall serve for two years, and one citizen volunteer who shall serve for three years. Thereafter, upon the expiration of the term of a citizen volunteer, all citizen volunteers shall be appointed for successive three years. Citizen volunteers may be reappointed for consecutive terms.
- c. If any member of the Board fails to attend three meetings within any twelve month period, a majority of the remaining members of the Board may recommend removal of that member to the Mayor. The Mayor shall consider the recommendation and determine whether or not to retain the member. If the Mayor chooses to remove the member, a replacement shall be appointed to complete the balance of the term.

2. Duties of the board.

- a. Create and recommend to the Common Council a mission statement for the City's golf operations.

- b. Make recommendations to the Director of Golf, the Director of Recreation and the Common Council for improvement of the management and operation of the City's golf courses.
- c. Recommend to the Mayor and Council a candidate to fill the position of Director of Golf.
- d. Recommend to the Mayor and Council compensation adjustments for the Director of Golf, make recommendations to the Mayor for hiring, firing and disciplinary actions regarding the Director of Golf, as necessary.
- e. The Board shall, in cooperation with the City Human Resources Division, develop and recommend to the Common Council a job description and classification for the Director of Golf.
- f. Make recommendations to the Mayor and Council regarding the operation of the pro shops and food and beverage sales.
- g. Submit a recommendation to the Mayor and Council for an annual budget for the city's golf course operation.
- h. Recommend expenditures to the Common Council.
- i. Develop and recommend to the Common Council for adoption short-term and long-term business plans for the city's golf course operations.

3. Meetings of the board.

- a. The Board shall meet at least once per month. The Board shall establish a regular meeting time and location. All meetings of the Board shall be open to the public, except for executive sessions as allowed by state law.
- b. Five voting members shall constitute a quorum of the Board.
- c. The Board shall elect from its membership a chair who shall serve for one year or until the expiration of his/her term. The chair shall conduct the meetings of the Board and may call special meetings of the Board as necessary. The chair shall have the right to vote on matters before the Board to the same extent as all other members.

CITY OF RAPID CITY

ATTEST:

Mayor Jim Shaw

Finance Officer

(SEAL)

First Reading:
Second Reading:
Published:
Effective: