



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

City Finance Office
300 Sixth Street
Rapid City, South Dakota 57701
605-394-4143

LF111302-09

TO: Council Members
FROM: Jim Preston
SUBJECT: Board of Recreation
DATE: November 6, 2002

As per your direction, I am submitting additional information and opinions on the creation of a Recreation Board.

Attached is a proposed organizational chart. Please note that the Task Force has recommended adding two positions; a Department Director and an Administrative Assistant. Cathy is in the process of developing a job description for the Department Director. The City currently has a job description for the Administrative Assistant.

A Policy Board has the authority to make the rules, decide what is to be done, employ the people and in most cases allocate the money. A Policy Board would have a Department Director who works for the Board similar to the Civic Center and Airport Boards. The Board would select the Director with approval of the Council. The Mayor appoints members of the Board with approval from the Council.

A draft ordinance is attached indicating number of members, criteria and scope of authority.

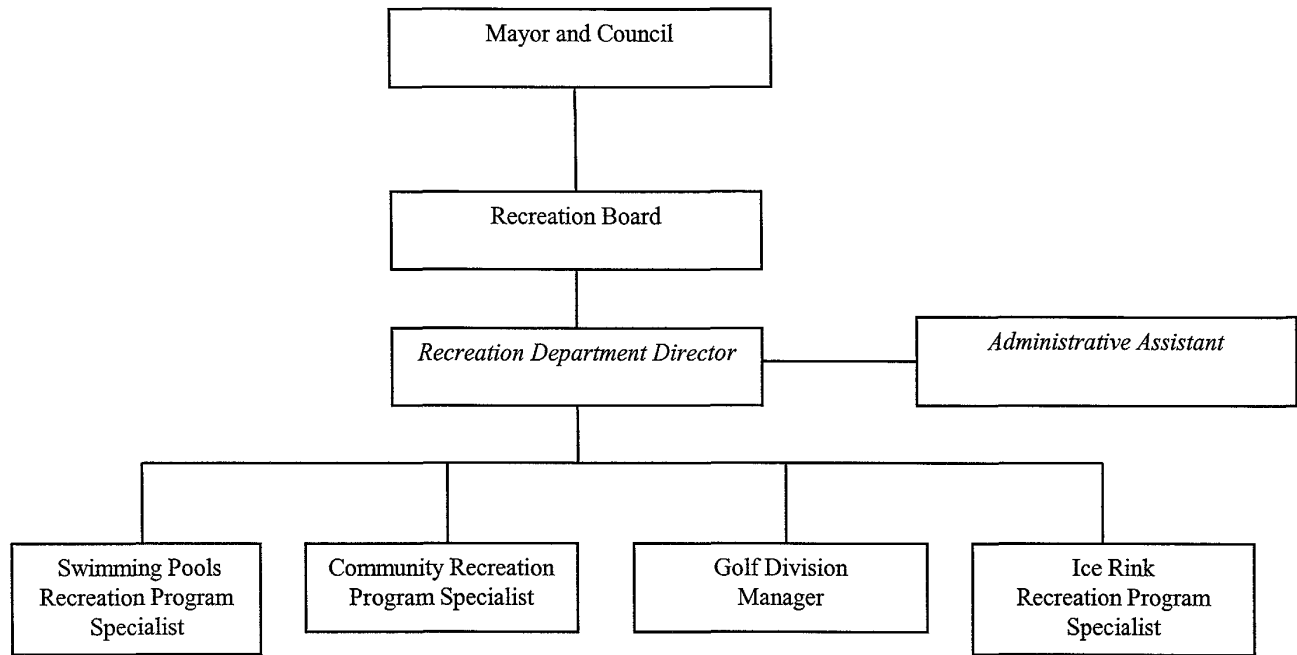
Once the Recreation Board has been selected, the Board will need to develop By-laws.

The Task Force believes that the following activities could be placed under a Recreation Board:

- Swimming Pools
- Golf Courses
- Ice Rink
- Community Gyms
- Other recreational activities

If you have any questions, please feel free to contact Cathy, Jason or myself.

cc: Mayor Munson, Cathy Druckrey, Jason Green, Dan Bjerke



ATTACHMENT B1

PROPOSED RECREATION BOARD

Policy Making Board

11/13/2002

TO: Legal & Finance Committee
FROM: Jason Green, Jim Preston, Cathy Druckery
DATE: November 7, 2002
RE: Recreation Board Ordinance

Per the direction of the Legal & Finance Committee we have prepared a Preliminary Draft Ordinance to establish a municipal Recreation Board as a policy board. This is intended as a starting point for discussion and should not be considered a final product.

PRELIMINARY DRAFT ORDINANCE

2.88.010 Recreation Board Created.

There is hereby created by the Rapid City Common Council a municipal recreation board, to be known as the Rapid City Recreation Board. The board shall supervise 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 member, each of whom shall be a registered voter of the City of Rapid City. Members shall be appointed by the Mayor with the approval of the Council and shall serve at the pleasure of the Mayor.

2.88.030 Terms, Quorum, Majority vote to transact business.

Initially, the Mayor 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 Board shall be filled for the un-expired term in the same manner as required for a regular appointment. 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 Board shall not hold any elective office in the city government.

2.88.050 Officers

At the first regular meeting of the Recreation 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 Board.

2.88.060 Meetings

The Recreation 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 Board of Recreation 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 Board of Recreation 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 Board shall have the following duties:

- 1) Oversee all municipal recreation activities within the City of Rapid City and all municipal recreation facilities.
- 2) Prepare a budget request for consideration by the Common Council.
- 3) Oversee the expenditure of all budgeted funds in accordance with state law and city policy.
- 4) Oversee 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.
- 5) Recommend to the Mayor a candidate to fill the position of Recreation Department Director.

2.88.090 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 Council. The Recreation Department Director shall work with the Recreation Board to carry out the functions of the Board.