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Rapid City, SD Code of Ordinances

CHAPTER 2.89: DEPARTMENT OF PARKS AND RECREATION

Section

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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 recreation activities.

(Ord. 5500 (part), 2009; Ord. 3956 (part), 2003)

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; and

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.

(Ord. 5500 (part), 2009: Ord. 3956 (part), 2003)

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. The Parks Division shall perform other functions as assigned by the Director of Parks and Recreation.

(Ord. 5500 (part), 2009: Ord. 3956 (part), 2003)

2.89.040 Recreation Division.

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, including the municipal golf courses, ice rink and community gymnasiums.

(Ord. 5500 (part), 2009: Ord. 3956 (part), 2003)

2.89.050 Aquatics Division.

There is hereby created an Aquatics Division of the Department of Parks and Recreation which shall be directly responsible for the supervision, operation and maintenance of the swimming pools.

(Ord. 5500 (part), 2009: Ord. 3992 (part). 2003: Ord. 3956 (part), 2003)

2.89.060 Parks and Recreation Advisory Board.

A. *Parks and Recreation Advisory Board created.* The previously created Rapid City Recreation Advisory Board is hereby continued as the Parks and Recreation Advisory Board. The Board shall advise the Common Council and the Parks and Recreation Department Director on the municipal recreation activities within the city, including the municipal swimming pools, ice rink, community gymnasiums and golf courses, and on the maintenance and operation of city parks and cemeteries.

B. *Composition.* The Board shall consist of 7 members, each of whom shall be a registered voter of the city. Members shall be appointed by the Mayor and confirmed by the Common Council.

C. *Terms, quorum, majority vote to transact business.* Initially, the Common Council shall appoint 3 members for a term of 3 years, 2 members for a term of 2 years and 2 members for a term of 1 year. Thereafter, members shall serve 3-year terms. Members may be reappointed. Any vacancy on the Board shall be filled for the unexpired term in the same manner as required for a regular appointment. The Mayor with the confirmation of the Common Council, shall after public hearing have authority to remove any member of the Board for cause which cause shall be stated in writing and made a part of the record of the hearing. 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.

D. *Members not to hold elective office.* The members of the Board shall not hold any elective office in city government or be an employee of the city.

E. *Officers.* At the first regular meeting of the 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 Parks and Recreation Department Director shall serve as the Secretary to the Board.

F. *Meetings.* The 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 24 hours in advance of the meeting at city hall.

G. *Bylaws.* The 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 any time by the Board with the approval of the Common Council.

H. *Duties.* In addition to those duties set out in other sections of this code, the Board shall have the following duties:

1. Advise the Common Council and Parks and Recreation Department Director on all municipal recreation activities within the city and all municipal recreation facilities, as well as the operation and maintenance of all parks;

2. Advise the Parks and Recreation Department Director in preparing a budget request for consideration by the Common Council;

3. Advise the Parks and Recreation Department Director on the expenditure of all budgeted funds in accordance with state law and city policy; and

4. Advise the Common Council and the Parks and Recreation Department Director on the maintenance of all municipal recreation facilities.

I. *Bond.* The Common Council does not require a bond from Board members for the faithful performance of a member's duties.

(Ord. 5972 (part), 2013: Ord. 5500 (part), 2009: Ord. 3992 (part), 2003: Ord. 3956 (part), 2003)

2.89.070 Rapid City Beautification Committee.

A. *Rapid City Beautification Committee recognized.* The previously created Rapid City Beautification Committee is hereby continued as the Rapid City Beautification Committee.

B. *Composition.* The Committee shall consist of 5 members. Members shall be appointed and confirmed by the Parks and Recreation Advisory Board.

C. *Terms.* Initially, the Parks and Recreation Advisory Board shall appoint 2 members to the Committee for a term of 3 years, 2 members for a term of 2 years, and 1 member for a term of 1 year. Thereafter, members shall serve 3-year terms. Members may be reappointed. Any vacancy on the Committee shall be filled for the unexpired term in the same manner as required for a regular appointment.

D. *Removal.* The Parks and Recreation Advisory Board shall after public hearing have authority to remove any member of the Beautification Committee for cause, which cause shall be stated in writing and made a part of the record of the hearing.

(Ord. 5972 (part), 2013)

2.89.080 Rapid City Urban Wildlife Committee.

A. *Rapid City Urban Wildlife Committee recognized.* The previously created Rapid City Urban Wildlife Committee is hereby continued as the Rapid City Urban Wildlife Committee.

B. *Composition.* The Committee shall consist of 5 members. Members shall be appointed and confirmed by the Parks and Recreation Advisory Board.

C. *Terms.* Initially, the Parks and Recreation Advisory Board shall appoint 2 members to the Committee for a term of 3 years, 2 members for a term of 2 years, and 1 member for a term of 1 year. Thereafter, members shall serve 3-year terms. Members may be reappointed. Any vacancy on the Committee shall be filled for the unexpired term in the same manner as required for a regular appointment.

D. *Removal.* The Parks and Recreation Advisory Board shall after public hearing have authority to remove any member of the Urban Wildlife Committee for cause, which cause shall be stated in writing and made a part of the record of the hearing.

(Ord. 5972 (part), 2013)