

ATTACHMENT 5		
CITY OF SAN DIEGO, CALIFORNIA DEPARTMENT INSTRUCTION	NUMBER DI – xx	DEPARTMENT PARKS AND RECREATION
SUBJECT	PAGE 1 OF 2	EFFECTIVE DATE (Date)
ADMINISTRATIVE GUIDELINES FOR RECREATION ADVISORY GROUPS	SUPERSEDES DI PAGES	DATED

X.XX.1 BACKGROUND

Starting in the 1950s, the Parks and Recreation Department (Department) received public input on recreation facilities, programs, operations, and maintenance through recreation councils. While they worked successfully for many decades, in 2019, City Council amended Council Policy 700-42 (CP 700-42), which eliminated recreation councils and replaced them with Recreation Advisory Groups. Recreation advisory groups assist the Department in identifying programs and events that would meet the needs of their community.

In September 2017, a legal opinion issued by the Office of the City Attorney stated that funds previously collected by recreation councils were City funds, subject to the San Diego City Charter and Municipal Code. As a result of subsequent action by City Council, the roles that recreation councils previously provided, such as providing funding to sponsor community events, defray costs for recreation programs, and provide enhanced maintenance have shifted to Department staff. With support from the Department, recommendations for the revision of CP 700-42 were developed by a special committee of interested volunteers known as the Recreation Council Working Group (RCWG). This group met throughout 2018 and into early 2019 as a subcommittee of the Park and Recreation Board.

By adoption of the revised Council Policy, Advisory Groups that operate in conformance with the policy are recognized by the City to make recommendations to City Council, the Department, and its various boards with respect to recreation programs in the community.

X.XX.2 PURPOSE

The Administrative Guidelines are intended to be used as a companion document to Council Policy 700-42, expanding upon and explaining provisions of Council Policy 700-42. They provide additional detail and direction to Recreation Advisory Group members and City staff. They do not replace Council Policy 700-42 and the Recreation Advisory Group’s adopted bylaws.

X.XX.3 AUTHORITY

Parks and Recreation Department Director.

X.XX. 4 POLICY

The Administrative Guidelines are intended to more fully explain the minimum standard operating procedures and responsibilities of Advisory Groups.

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It is the policy of the Department that staff follow the attached Administrative Guidelines to ensure that Recreation Advisory Groups comply with Council Policy 700-42, the Brown Act, the Group’s adopted bylaws, and these Administrative Guidelines.

X.XX.6 RESOURCES

1. Parks and Recreation Administrative Guidelines for Implementation of Council Policy 700-42
2. Ralph M. Brown Act, California Government Code §§ 54950-54963
3. Council Policy 700-42
4. Council Policy 600-33

Authorized by: _____ Date: _____

