

RECREATION COUNCIL WORKING GROUP
Tuesday, April 17, 2018
4:30 – 6:30 p.m.
Santa Fe Room in the Balboa Park Club
2150 Pan American Road West, San Diego, CA 92101

AGENDA

4:30 CALL TO ORDER

ROLL CALL

4:35 CO-CHAIRS' OPENING COMMENT

4:40 NON-AGENDA PUBLIC COMMENT

4:50 ACTION ITEM

A01. Approval of minutes for meeting of April 3, 2018

INFORMATION ITEM

4:55 I01. Briefing on Parks & Recreation Report to Council Committee
Overview of the information contained in a Report to Council that will be presented to the Public Safety and Livable Neighborhoods Council Committee on April 25, 2018. An update on the progress of the Recreation Council Working Group is included.

Presenter: Herman Parker, Director, Parks & Recreation

ACTION ITEM

5:55 A02. Discussion and approval of Draft Council Policy 700-42 Sections on Membership, Officer Elections, Officer Duties, and Conflicts of Interest
Discussion and vote on four sections of the Draft Council Policy 700-42.

Presenter: Katherine Johnston, Co-chair, Recreation Council Working Group

Supported by: Sarah Erazo, Area Manager II, Parks & Recreation

6:20 CO-CHAIRS' CLOSING COMMENT

6:30 ADJOURNMENT

Next Regular Meeting: Tuesday, May 1, 2018 at 4:30 p.m.
Santa Fe Room at the Balboa Park Club
2150 Pan American Road West
San Diego, CA 92101

For further information:

Website: <https://www.sandiego.gov/park-and-recreation/general-info/reccouncilresources>

Contact: Danell Scarborough, Facilitator danell@danellscarborough.com

Access for People with Disabilities: This information will be made available in alternative formats upon request, as required by the American with Disabilities Act (ADA), by contacting the department at (619) 236-6643. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting, if requested at least forty-eight (48) hours prior to the meeting to ensure availability.

Public Comment on Agenda Items: If you wish to address the Recreation Council Working Group on an item on today's agenda, complete a speaker form before the agenda item is called. You will be called when the item is heard. Individual comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Public Comment on Non-Agenda Items: This portion of the agenda provides an opportunity for members of the public to speak on items of interest within the jurisdiction of the Recreation Council Working Group. Comments are limited to no more than three minutes per speaker. Submit requests to speak prior to the start of the meeting. Comments relating to items on today's Agenda are to be taken at the time the item is heard. Pursuant to the Ralph M. Brown Act, the Recreation Council Working Group shall take no discussion or action, other than a referral on any issue brought forth under "Non-Agenda Comment".

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

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SUBJECT: STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES
OF RECOGNIZED RECREATION ADVISORY GROUPS
POLICY NO.: 700-42
EFFECTIVE DATE: TBA

ARTICLE: MEMBERSHIP

- Section 1. The ADVISORY GROUP shall consist of not less than five (5) current MEMBERS, nor more than fifteen (15) current MEMBERS. The DIRECTOR may, in his or her discretion, approve a larger membership for the ADVISORY GROUP, when such membership would give better representation to a community.
- Section 2. The membership of an ADVISORY GROUP may consist of at-large and organization MEMBERS. The Bylaws shall state the total number of MEMBERS and the percentage, if any, of at-large MEMBERS of the ADVISORY GROUP. An at-large MEMBER shall mean any individual who lives, works, or owns property in the AREA. An organization MEMBER shall mean an individual who represents an organized or special interest community service or athletic group that conducts primary operations within the AREA. Organization members and at-large MEMBERS shall be elected or otherwise confirmed as a MEMBER in compliance with the Bylaws.
- Section 3. To be eligible as a MEMBER an individual must be at least eighteen (18) years of age. MEMBERS shall be, to the extent possible, representative of the AREA. MEMBERS must be willing to accept and perform responsibilities delegated by the ADVISORY GROUP. Eligibility may be further defined in the Bylaws.
- Section 4. ADVISORY GROUP shall select MEMBERS as set forth in the Bylaws, which may be determined by an AREA-wide election process or by a confirmation process. If the Bylaws authorize MEMBER selection by the confirmation process, the Bylaws shall require the potential MEMBER to attend three (3) consecutive meetings prior to submitting a letter of intent to the DEPARTMENT representative for the ADVISORY GROUP.
- Section 5. Any MEMBER found by the ADVISORY GROUP, by a preponderance of evidence, to be in violation of the Bylaws, may be removed from the ADVISORY GROUP by two-thirds vote of the ADVISORY GROUP and confirmation by the DIRECTOR. A MEMBER may also be removed, pursuant to a two-thirds vote of the ADVISORY GROUP and confirmation by the DIRECTOR, after three consecutive unexcused absences or four total unexcused absences in the prior

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twelve (12) months from the ADVISORY GROUP's regular meetings. For any potential removal of a MEMBER, the MEMBER at issue shall be informed by the ADVISORY GROUP, in writing, at least thirty (30) calendar days in advance of any action to revoke his or her membership.

- Section 6. A vacancy exists upon receipt of a written resignation from a MEMBER, or upon removal of a MEMBER pursuant to this Policy or the Bylaws. In the event of a vacancy, new MEMBERS shall be added as provided in the Bylaws. The term of office of a MEMBER filling a vacancy shall be for the balance of the vacated term.
- Section 7. No membership dues may be required.

ARTICLE: OFFICER ELECTIONS

- Section 1. Elections of ADVISORY GROUP officers shall be held in accordance with the Bylaws. Voting on the election of officers shall be by written ballot. No secret ballot shall be permitted. Ballots shall be available at the noticed ADVISORY GROUP meeting at which the election will be held. ADVISORY GROUP shall retain completed ballots and make them available to the public, upon request, at a publically-accessible area at the location where the ADVISORY GROUP regularly conducts its meetings and official business, for a minimum of thirty (30) calendar days from the related election. The results of the election shall be reported in the ADVISORY GROUP meeting and contained in the minutes.
- Section 2. The ADVISORY GROUP officers shall be MEMBERS of the ADVISORY GROUP. Officers shall be elected by a majority vote of the MEMBERS present at the meeting, and only after notice of the election was announced and posted at the previous regular meeting of the ADVISORY GROUP. Officer positions shall be set forth in the Bylaws; however, the ADVISORY GROUP shall have at least the following officers: Chairperson; Vice Chairperson; Secretary. The Bylaws may create additional officers. The Bylaws shall set forth the length of each officer's term; however, no term shall exceed two (2) years. No person may serve in the same office of the ADVISORY GROUP for more than four (4) consecutive years, unless authorized by the DIRECTOR in his or her sole discretion.
- Section 3. The Bylaws shall set forth a written procedure for disciplinary action of and removal of ADVISORY GROUP officers and shall create an appropriate appeals process.

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ARTICLE: OFFICER DUTIES

- Section 1. The duties of all ADVISORY GROUP officers shall be stated in the Bylaws.
- Section 2. The officers of an ADVISORY GROUP shall be elected from and by the MEMBERS of the group. Said officers shall consist of a Chairperson, Vice Chairperson and Secretary, and an ADVISORY GROUP Bylaws may include such other officers as the group may deem necessary. Further duties of the officers may be defined in the Bylaws.
- Section 3. Chairperson. The Chairperson shall be the principal officer of the ADVISORY GROUP, preside over the ADVISORY GROUP meetings, sign approved minutes for all meetings he or she attended, and review annual recreation center fund financial reports. The ADVISORY GROUP agenda for each meeting shall be prepared in accordance with the desires and priorities expressed by the Chairperson.
- Appeals of discretionary decisions to the DEPARTMENT shall be made by the Chairperson or, if necessary because of direct economic interest or absence, by a designee identified to appeal that particular action on behalf of the ADVISORY GROUP.
- Section 4. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.
- Section 5. Secretary. The Secretary shall be responsible for the ADVISORY GROUP's correspondence, attendance records, and minutes and actions (including identification of those group members who constitute a quorum, who vote on an action item, and who may abstain or recuse and the reasons), and shall assure that MEMBERS and members of the public have access to this information. Secretary shall sign all approved minutes from ADVISORY GROUP meetings.

Upon request by an ADVISORY GROUP, the DIRECTOR may appoint a DEPARTMENT representative to assist the ADVISORY GROUP as a recording secretary. Said DEPARTMENT representative may:

- (a) maintain an attendance record and membership roster;
- (b) report on the attendance record and membership roster at each RECREATION ADVISORY GROUP meeting;
- (c) record, prepare, and maintain minutes of the RECREATION ADVISORY GROUP meetings;
- (d) make minutes available to the RECREATION ADVISORY GROUP and general public; and
- (e) compile and post RECREATION ADVISORY GROUP meeting agendas.

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The appointed DEPARTMENT representative shall not fulfill any other duties that are to be performed by the Secretary. Notwithstanding the foregoing, both the Secretary and Chairperson shall sign the approved minutes of ADVISORY GROUP meetings as required in this Policy.

- Section 5. It shall be the duty of the officers of ADVISORY GROUP to promptly disseminate to all MEMBERS any pertinent information that is received by the ADVISORY GROUP regarding its official business.

ARTICLE: CONFLICTS OF INTEREST

- Section 1. All MEMBERS and ADVISORY GROUP personnel employed in performing the obligations and duties under this Policy, as individuals, and an ADVISORY GROUP as a whole, must remain free from financial or economic interest relating to their participation in ADVISORY GROUP. DEPARTMENT retains the right to refuse any proposed expenditure of funds in ADVISORY GROUP's budget if the expenditure will result in a financial or economic interest of any MEMBER or ADVISORY GROUP personnel.
- Section 2. All MEMBERS and ADVISORY GROUP personnel employed in performing the obligations and duties under this Policy, as individuals, and an ADVISORY GROUP as a whole, shall at all times comply with all applicable laws regarding conflicts of interest. Unless permitted by applicable laws, no MEMBER shall vote or otherwise participate in any ADVISORY GROUP action or project if that MEMBER has a direct or indirect economic interest in the action or project.