



THE CITY OF SAN DIEGO
M E M O R A N D U M

DATE: August 27, 2019

TO: Distribution

FROM: Andrew Field, Interim Director, Parks and Recreation Department
via Robert A. Vacchi, Deputy Chief Operating Officer, Neighborhood Services

SUBJECT: Cash Handling Changes for Parks and Recreation Department Facilities

This fall, the Parks and Recreation Department (Department) will be implementing changes to Department's cash handling policies. These changes will improve efficiencies in the collection and processing of City funds and will improve the security of City funds and City employees working at more than sixty locations in the City.

Effective October 4, 2019, all payments for park permits, class registration, weight room fees, and merchandise sales must be paid via a credit card, gift card, debit card or ECP (Electronic Check Processing) transaction. Cash (and paper check) transactions will no longer be allowed. This action will reduce the amount of cash collected and processed by Department employees by approximately \$4 million annually at the Department's permit center, recreation centers and aquatic complexes.

Small cash transactions will continue to be allowed for daily pool admissions and snack sales at teen centers and at sports events. Cash operations may be considered for non-routine special event admission and sales. These instances will be reviewed on a case by case basis and require prior approval.

In addition to providing greater security for employees and City funds, these changes will improve efficiencies in the delivery of services by allowing employees to focus on facility management and recreational programs.

The implementation schedule is as follows:

September 3	Advance (30-day) notice to Department Customers
September 3 - 13	Councilmember Briefings (after legislative recess)
September 16 - 30	Public Notification
September 24 - 26	Employee Training
October 4	Implementation of Revised Cash Handling Policy

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We will offer briefings to Council Members upon request. Please call Nancy Zamora-Hudson at (619) 236-6643 or email her at Nhudson@sandiego.gov to schedule.

Sincerely,



Andrew Field
Interim Director, Parks and Recreation Department

Distribution: Honorable Mayor Kevin L. Faulconer
Honorable Mara Elliot, City Attorney, Office of the City Attorney
Honorable Council President Georgette Gomez
Honorable Council President Pro Tem Barbara Bry and
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