



THE CITY OF SAN DIEGO

M E M O R A N D U M

Date: December 8, 2017

To: Honorable Council President Myrtle Cole and Members of the City Council

From: Herman Parker, Director, Parks and Recreation Department 

Subject: Draft Interim Standard Operating Procedures for Recreation Councils

On December 6, 2017, the Public Safety and Livable Neighborhoods Committee held a hearing regarding proposed amendments to the Park and Recreation Department Fee Schedule and Appropriate Recreation Council Revenues and Fees. Many details regarding the proposed amendments and related issues were discussed. One of the key items discussed was the development of Interim Standard Operating Procedures for recreation councils; City Charter Section 55; and Council Policy 700-42 provide the Parks and Recreation Director the ability to develop operational policies which define and guide the activities of the recreation councils in the planning, promoting and development of community recreation programs.

Attached are the draft Interim Standard Operating Procedures (ISOP) described at the December 6th meeting. These draft procedures are also being distributed to the recreation council members, via their presidents and Area Committee representatives, for feedback and input. We ask that you provide any feedback or proposed changes to this document to my office **no later than close of business on Friday, December 22, 2017.**

These interim procedures will be finalized before the end of the calendar year, to be in effect as of January 1, 2018, after the December 31, 2017 expiration of the existing Recreation Council Special Use Permits (and attached SOP). This new ISOP will be in effect until superseded by a revised Council Policy 700-42 on Recreation Councils. As you know, recommendations for the revised Council Policy will be drafted by a 'Working Group', also discussed at the December 6, 2017 meeting.

The Department remains committed to recreation councils and has drafted this SOP to ensure they remain a vital part of our work. The Department respects the decades of work that has been performed by recreation councils and welcomes their input into these draft procedures as well. San Diego is unmatched in its integration of community input in the operations of the City. Recreation councils are vital to the success of our City and will remain a crucial voice in the delivery of recreation in our City.

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cc: Mara Elliott, City Attorney, City Attorney's Office
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Recreation Council Members via Recreation Council Presidents