

## COUNCIL POLICY

# CLEAN

SUBJECT: PARKS AND RECREATION DEPARTMENT OPPORTUNITY  
FUND POLICY  
POLICY NO.: 700-48  
EFFECTIVE DATE: TBD

### BACKGROUND:

In response to the 2021 Parks Master Plan and the 2021 Audit of Equity in Recreation Programming, the Parks and Recreation Department (Department) developed a user fee, the *Opportunity Fund Fee*, as part of the 2022 Department Fee Schedule update. Per Council Resolution R-313898, a special fund, the Opportunity Fund (Fund), was established to collect the *Opportunity Fund Fees* (Fees). The Fund supports *Equitable Programs* and minor improvement projects in communities of concern, as defined by the 2019 Climate Equity Report.

### PURPOSE:

Establish a transparent policy for the Department's use of the Fund that increases *Equitable Programs* and projects and formalizes procedures for evaluation and distribution of the Fees.

### DEFINITIONS:

*Equitable Programs* – Recreation programs that benefit all individuals and communities.

*Objective Scoring System* – A data driven tool that scores a set collection of data by means of a formula so that different scorers will arrive at the same score for the same set of data.

*Opportunity Fund Fees* – Fees derived from permitted activities in parks such as events, facility use by sports leagues, room and pool rentals, and ongoing recreation-based business operations by commercial and non-profit entities.

*Recreation Center Fund* – A special revenue fund that collects revenue from programs and permits at a recreation center and within its service area. Funds are budgeted annually with community input and are used to support recreation programs, events, and services in the *Recreation Service Area*.

*Recreation Service Area* – A defined geographic area of parks, recreation centers, and pools that provide services to the surrounding community

*Special Fund* – A non-general fund account that receives revenue for specifically identified purposes.

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### POLICY:

- I. The City Council wishes to establish a special fund to collect Fees that the Mayor or designee may allocate and disburse in accordance with this policy for Department programs, equipment, supplies, projects, or other purposes beneficial to the Department.
  - A. Appropriation of the Fees shall comply with Council Policy 000-02.
  - B. Fees shall be distributed throughout the Department as follows:
    1. 100% of the projected available Fees will be allocated on an annual basis to support *Equitable Programs* and services in the Department.
    2. Each fiscal year distribution of Fees is determined according to the *Objective Scoring System*, or at the discretion of the Director of the Parks and Recreation Department (Director). Fees will be distributed into that year's approved *Recreation Center Funds* during the first quarter of the subsequent fiscal year.
    3. Distribution of Fees may be reassessed as conditions change, or at the discretion of the Director.
    4. The Director will provide an annual report to Council on the disbursement and use of the Fees.
- II. Guidelines for distribution of the Fund:
  - A. Each Recreation Center Director (RCD), with community input, will identify funding needs for the recreation center and neighborhood parks. Funding needs will be based on multiple factors, including analysis of data for individual recreation center priorities and geographic service areas. Based on results of the analysis, the RCD will submit a preliminary budget proposal to the Director, or designated appointing authority, for use of the Fees.
  - B. The Department will create an Evaluation Committee responsible for evaluating all Fund budget proposals using an *Objective Scoring System*. The Evaluation Committee will provide recommendations regarding Fund allocations to the Parks and Recreation Board for public comment and review and then to the Director or designated appointing authority.
  - C. To maintain and further develop the *Objective Scoring System*, the Department will update current and historical information for all *Recreation Service Areas* and may consider information from:

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1. United States Census Bureau
2. San Diego Association of Governments (SANDAG)
3. GALE - Analytics on Demand
4. Other resources deemed relevant by the Director

### HISTORY:

Council Policy 000-02, Budget Policies

Council Policy 100-05, User Fee Policy

Council Resolution R-313898

Performance Audit of Equity in Recreation Programming

Parks Master Plan

2019 Climate Equity Index