THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: September 15, 2026

TO: Honorable Council President Joe LaCava and Members of the City Council

FROM: Andy Field, Director, Parks and Recreation Department
via Rania Amen, Chief of Community Services and City Engineer, Office of the Mayor

SUBJECT: Reinstatement of the Recreation Council Working Group (RCWG)

The Parks and Recreation Department (Department) plans to reinstate the Recreation Council Working Group (RCWG) to draft proposed amendments to Council Policy (CP) 700-42, which is currently entitled "Recreation Councils." Since Fiscal Year 2018, Community Recreation Groups (CRG's) have been governed by interim standard operating procedures (ISOP). Parks and Recreation intends to update the ISOP to "Standard Operating Procedures and Responsibilities of Recognized Community Recreation Groups (CRGs) via the Council Policy update.

Background
In 2017, City Council offices played an important role in the original formation of the RCWG by selecting members from each District to participate in the review and recommended revisions to CP 700-42. The RCWG was formed in January 2018 with 19 members. All but one district had two members, and two Parks and Recreation Board (Board) members served as co-chairs of the RCWG.

Through 2018, the RCWG developed the current draft policy, which was approved by the Parks and Recreation Board in 2019. However, due to subsequent legal and structural changes to CP 600-24, which governs governing Community Planning Groups, the Department delayed presenting the revisions to the City Council for consideration.

With the completion and approval of amendments to CP 600-24, Department staff are preparing to move forward with updating CP 700-42 to ensure full charter compliance and policy consistency. The Parks and Recreation Board supports the reinstatement of the RCWG, recognizing the value of its members' historical knowledge and prior contributions.

Next Steps
Since the last convening of the RCWG in 2018, certain City Council Districts have been redistricted and former members may no longer reside within the appropriate Council

District or city; therefore, in alignment with the previous selection process, the Parks and Recreation Department is requesting City Council to re-nominate two volunteers to serve on the reinstated RCWG. For reference, attachment 5 includes the former members of the RCWG. Should a City Council District prefer to keep consistency in representation, former members can be nominated.

The reinstated RCWG is planned to consist of two members from each Council District, along with a Parks and Recreation Board member serving as Chair. Meetings are expected to begin in October 2026 and will occur two to four times per month over an estimated two to three-month period. These meetings will comply with Brown Act and be open to the public to participate.

The RCWG will produce a draft policy as its primary work product. The draft policy will build on prior work that was already completed by the prior RCWG, and it will integrate guidance from the completed CP 600-24 updates.

Conclusion
Once a new draft CP 700-42 has been recommended by the RCWG, it will be evaluated by the Department and shared with Community Recreation Groups prior to any formal presentations. The final draft of the Council Policy will be presented to the Parks and Recreation Board for approval. After Board approval the Department will follow standard process' and bring the new policy forward for consideration to the Community and Neighborhood Services Committee (CNS), followed by City Council.

To nominate representatives for the RCWG, please contact Deputy Director Sarah Erazo at serazo@sandiego.gov. We respectfully request nominations by **October 2, 2026**.

Additionally, Parks and Recreation staff is available for full briefings on the RCWG and CP 700-42 upon Council District request.

We appreciate your continued support in shaping this important policy, which will guide the operations and responsibilities of recognized community recreation groups citywide.

Sincerely,

Andy Field
Director
Parks and Recreation Department

AF:se

Attachments:
1. Current Council Policy 700-42, Recreation Councils
2. History of Community Recreation Groups
3. Interim Standard Operating Procedures for Community Recreation Groups
4. Last Draft Update of Council Policy 700-42 from 2019
5. List of Original Recreation Council Working Group Members

cc: Honorable Mayor Todd Gloria
Honorable City Attorney Heather Ferbert
Paola Avila, Chief of Staff, Office of the Mayor
Nick Serrano, Deputy Chief of Staff, Office of the Mayor
Charles Modica, Independent Budget Analyst
Rolando Charvel, Chief Financial Officer, Office of the Mayor
Scott Wahl, Chief, Police Department
Robert Logan, Chief, Fire-Rescue Department
Kris McFadden, Chief Infrastructure Officer, Office of the Mayor
Bethany Bezak, Chief Performance and Logistics Officer, Office of the Mayor
Casey Smith, Chief Housing and Community Development Officer, Office of the Mayor
Matt Yagyagan, Director of Policy, Office of the Mayor
Emily Piatanesi, Senior Policy Advisor, Office of the Mayor
Steve Lastomirsky, Chief Deputy City Attorney
Jane Boardman, Deputy City Attorney
Parks and Recreation Department Management Team
Members of the Park and Recreation Board

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

CURRENT

SUBJECT: RECREATION COUNCILS
POLICY NO.: 700-42
EFFECTIVE DATE: February 7, 2005

BACKGROUND:

Public recreation is a function of government closely related to the citizenry. In order to achieve participation of the people in the planning of Park and Recreation activities, the Park and Recreation Department has assumed responsibility for the organization of recreation councils.

PURPOSE:

The purpose of recreation councils shall be to promote the recreation programs in the community through planning, administering, publicizing, coordination, and interpretation. The actions of recreation councils in achieving their purpose shall be in accordance with the policies of the San Diego Park and Recreation Department and the Park and Recreation Board.

MEMBERSHIP:

Membership in a recreation council shall be open to anyone meeting the requirements of its by-laws as approved by the City Manager or his designee. Recreation councils will not discriminate or permit discrimination against any person or class of persons on the basis of race, color, national origin, religion, sex or age, or physical disability.

POLICY:

1. City will work cooperatively with recreation councils in the fiscal administration, planning, promoting, and development of community recreation programs.

2. City will issue "Special Use Permits" to recreation councils for periods of up to three (3) years.

3. City, in consideration of the volunteer services rendered by recreation councils; does hereby agree to provide legal defense to and indemnify such members from liability for acts of such members performed while engaged in assisting the Park and Recreation Department community recreation programs when such acts are done under the direction, control or supervision of Park and Recreation personnel.
   The City shall further provide a legal defense to, and indemnify such members from liability for acts of such members performed in connection with recreation councils acting as a body within the policy guidelines of the City of San Diego.
   The City shall not, however, defend or indemnify any member of recreation councils for any act or acts with regard to damages or liability resulting from same, alleged to have occurred as a result of any criminal act of any such members.

CROSS REFERENCE:

City Charter Sec. 43
Municipal Code Sec. 26.30
Municipal Code Sec. 26.31

HISTORY:

Adopted by Resolution R-254869 08/24/1981
Amended by Resolution R-266849 10/27/1986
Amended by Resolution R-300111 02/07/2005

The City of SAN DIEGO
Parks and Recreation Department

COUNCIL POLICY 700-42
HISTORY OF COMMUNITY RECREATION GROUPS

1950 — Formally known as Recreation Councils, these groups formed to advise and assist the city in the promotion, planning, publicizing, coordinating, and providing of community and recreational programs

1978 — Recreation Councils became a financial partner with the City and started accepting revenues into private bank accounts and gaining control over City funds. Recreation Councils began paying expenses for local recreation programs

2005 — Recreation Councils required to obtain non-profit status to continue collecting revenue at recreation centers

2017 — City Attorney opined that it was illegal for Recreation Councils to collect revenue identified in the city fee schedule

2018 — Interim SOP issued to all Community Recreation Groups (CRGs). Working Group of citizens formed by City Council to provide input on updates to CP700-42. Recreation Center Funds were established to continue funding programs

2019 — Draft CP700-42 prepared for City Council review and approval. CP600-24 Community Planning Group formation challenged on legality. CP700-42 paused until further investigation of CP600-24

2022 — CP600-24 updated to meet legal requirements. Internal comparison of CP600-24 and draft CP700-42 begins

2025 — Working Group reinstated to update CP700-42

INTERIM STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES FOR RECREATION COUNCILS
Effective January 1, 2018

Pursuant to San Diego City Council Policy 700-42, the Parks and Recreation Department (DEPARTMENT) of the City of San Diego (CITY) has assumed the responsibility for the organization of recreation councils. The DEPARTMENT has adopted these "Interim Standard Operating Procedures and Responsibilities for Recreation Councils" (SOP) in order to govern the creation and operation of all recreation councils (COUNCILS) in the City after December 31, 2017. These interim operating procedures will be in place until a revision of Council Policy 700-42 is adopted by the City Council or these SOP are otherwise amended.

1. POLICY

1.1 COUNCIL shall adopt and operate under an official name, which shall include the respective community or site name followed by "Park and Recreation Council." All COUNCIL activities shall be conducted in the COUNCIL's official name.

2. PURPOSE OF THE COUNCIL

2.1 The purpose of the COUNCIL shall be to promote recreation programs in the community through planning, publicizing, and coordinating community programs. The COUNCIL will have limited jurisdiction over recreational activities at those CITY park facilities within the COUNCIL's designated geographic area identified by the DEPARTMENT (AREA).

2.2 As provided in Council Policies, including Council Policy 600-33, the COUNCIL shall serve as the recognized conduit and sponsor for community input regarding park and recreation programs and facilities and park development projects. Accordingly, the COUNCIL shall provide input and make recommendations for all park development projects planned within the AREA. Additionally, the COUNCIL may also make recommendations to the DEPARTMENT, the Park and Recreation Board, and other park advisory committees on other matters related to park and recreation programs and facilities. Notwithstanding any of the foregoing, all such input and recommendations by the COUNCIL are advisory only, and are not binding on the CITY or any official or body thereof.

2.3 The COUNCIL and each member thereof (MEMBER) shall act in the best interests of the CITY at all times. No MEMBER shall identify affiliation with the COUNCIL in public communications unless that MEMBER is specifically authorized by the COUNCIL to act as its official representative. Public communications include, but are not limited to, written communications, public testimony and newspaper interviews.

3. COUNCIL OPERATION AND STRUCTURE

3.1 COUNCIL, and all of its committees and subcommittees, are subject to and shall comply with the Ralph M. Brown Act (California Government Code sections 54950-54963) (Brown Act). All meetings of COUNCIL, and of any of its committees and subcommittees, shall be

noticed and conducted in compliance with the Brown Act. Accordingly, for all such meetings an agenda containing the date, time and location of the meeting, and a general description of each item of business to be discussed or transacted, shall be posted in a place freely accessible to the public at least 72 hours prior to the meeting. At the time of the posting of the agenda, the agenda shall also be sent, by facsimile, via the United States Postal Service, or electronic mail, to every member of the public who has requested notification of the meetings. All COUNCIL recommendations, and official authorizations, positions, and opinions shall be obtained through broad community input by a public meeting of COUNCIL held in compliance with the Brown Act, DEPARTMENT policies, and the requirements of these SOP. All members of the public shall be given the opportunity to comment on items during COUNCIL meetings. Meetings and meeting facilities must be accessible to persons with disabilities, as required by the Brown Act.

3.2 COUNCIL will serve as the CITY's officially recognized recreation council for the AREA, as established by Council Policy 700-42, provided that COUNCIL's adopted bylaws (Bylaws) are in accordance with the terms and conditions these SOP. The COUNCIL's Bylaws shall be subject to review by the DEPARTMENT Director (DIRECTOR), in his or her sole discretion, for compliance with these SOP. Failure of the Bylaws to comply with applicable laws, these SOP, or any aspect thereof, shall be cause for CITY to not officially recognize the COUNCIL as the recreation council serving the AREA under Council Policy 700-42 and the CITY may suspend the COUNCIL's activities until such time the bylaws will comply with the above.

3.3 The Bylaws shall provide that in the event of a conflict between any provisions of the Bylaws and these SOP, the terms, conditions and obligations of these SOP shall control.

3.4 The COUNCIL may amend its Bylaws according to the process set forth in the Bylaws. Upon adoption of any amendments to COUNCIL's Bylaws, COUNCIL shall provide the DIRECTOR with a complete copy of the COUNCIL's amended Bylaws within ten (10) days of COUNCIL's adoption of the amendments. The DIRECTOR may review and, in his or her discretion, determine if the amended bylaws are consistent with these SOP and other requirements as stated above. In the event that the DIRECTOR does not feel the amended bylaws are consistent as indicated above, the DIRECTOR may require the COUNCIL to revise its Bylaws in order to conform to the terms and conditions these SOP. COUNCIL's failure to maintain its Bylaws in conformity with the provisions of these SOP shall be grounds for CITY to not officially recognize the COUNCIL as the recreation council serving the AREA under Council Policy 700-42 and the CITY may immediately suspend the COUNCIL's activities.

3.5 It shall be the duty of each MEMBER to attend all COUNCIL meetings. The minimal amount of MEMBERS in attendance at each COUNCIL meeting in order to constitute a quorum shall be stated in the Bylaws, but such quorum shall not be less than the greater of either twenty-five percent (25%) or three (3) MEMBERS. A quorum must be present in order to conduct business and/or to vote on projects or actions at regular COUNCIL meetings. **Proxy or phone votes are strictly prohibited.**

3.6 After every COUNCIL meeting, COUNCIL shall prepare a report of attendance and a copy of the draft minutes. The draft minutes shall include final voting results on each matter acted upon at the meeting, including the number of yea, nay, and abstention votes. The draft minutes shall be available to the public at a publicly-accessible area at the location where the COUNCIL regularly conducts its meetings as soon as reasonably possible, and at least 72 hours prior to the next COUNCIL meeting. A copy of the draft minutes shall also be delivered to the DEPARTMENT-designated representative by the same time. Any changes to the draft minutes shall be discussed and adopted by a majority vote of the MEMBERS present at that next COUNCIL meeting. Once approved, copies of approved minutes shall be available to the public within 72 hours of the next scheduled COUNCIL meeting, and shall be kept for a minimum of thirty (30) calendar days at the location where the COUNCIL regularly conducts its meetings.

3.7 COUNCIL shall maintain a current, up-to-date roster of the names of each and every MEMBER and whether each MEMBER is an at-large member or an organization member. The roster shall be provided by the COUNCIL to the DEPARTMENT promptly, but no later than within thirty (30) days, upon any change.

3.8 It shall be the duty of the COUNCIL to periodically outreach to its community through such methods as local newspapers or community events to further community-wide understanding of and participation in COUNCIL duties, activities, and decisions. The COUNCIL shall give due consideration to all responsible community input in order to identify what is in the best long-term interest of the community at large.

3.9 When considering proposed park development projects for COUNCIL recommendation, COUNCIL shall allow participation of all members of the public, including those from other areas as directed by the DEPARTMENT, and with special emphasis on obtaining participation from property owners, residents, and business establishments in proximity to the proposed development. The COUNCIL shall inform the project applicant or representative each time such review by the COUNCIL will take place, and provide the applicant with an opportunity to present the project.

4. MEMBERSHIP

4.1 The COUNCIL 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 COUNCIL, when such membership would give better representation to a community.

4.2 The membership of a COUNCIL 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 COUNCIL. 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.

4.3 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 COUNCIL. Eligibility may be further defined in the Bylaws, but may not alter the eligibility requirements set forth in these SOP.

4.4 COUNCIL 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 COUNCIL.

4.5 Any MEMBER found by the COUNCIL, by a preponderance of evidence, to be in violation of the Bylaws, the COUNCIL's corporate governance documents or these SOP, may be removed from the COUNCIL by two-thirds vote of the COUNCIL and confirmation by the DIRECTOR. A MEMBER may also be removed, pursuant to a two-thirds vote of the COUNCIL and confirmation by the DIRECTOR, after three consecutive unexcused absences or four total unexcused absences in the prior twelve (12) months from the COUNCIL's regular meetings. For any potential removal of a MEMBER, the MEMBER at issue shall be informed by the COUNCIL, in writing, at least thirty (30) calendar days in advance of any action to revoke his or her membership.

4.6 A vacancy exists upon receipt of a written resignation from a MEMBER, or upon removal of a MEMBER pursuant to these SOP 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.

4.7 No membership dues may be required.

5. OFFICER ELECTIONS

5.1 Elections of COUNCIL 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 COUNCIL meeting at which the election will be held. COUNCIL shall retain completed ballots and make them available to the public, upon request, at a publically-accessible area at the location where the COUNCIL 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 COUNCIL meeting and contained in the minutes as set forth in these SOP.

5.2 The COUNCIL officers shall be MEMBERS of the COUNCIL. 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 COUNCIL. Officer positions shall be set forth in the Bylaws; however, the COUNCIL shall have at least the following officers: Chairperson/President; Vice Chairperson/Vice President; 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 COUNCIL for more than four (4) consecutive years, unless authorized by the DIRECTOR in his or her sole discretion.

5.3 The Bylaws shall set forth a written procedure for disciplinary action of and removal of COUNCIL officers and shall create an appropriate appeals process.

6. OFFICER DUTIES

6.1 The duties of all COUNCIL officers shall be stated in the Bylaws.

6.2 The Chairperson/President shall be the principal officer of the COUNCIL, preside over the COUNCIL meetings, sign approved minutes for all meetings he or she attended, and review annual special revenue fund financial reports. The COUNCIL agenda for each meeting shall be prepared in accordance with the desires and priorities expressed by the President/Chairperson.

6.3 The Vice Chairperson/Vice President shall perform all of the duties and responsibilities of the Chairperson/President in the absence of the Chairperson/President.

6.4 The Secretary shall prepare all correspondence on behalf of the COUNCIL, sign all approved minutes from COUNCIL meetings, and may prepare COUNCIL agenda and minutes. Upon request by the COUNCIL, the DIRECTOR may appoint a DEPARTMENT representative to assist the COUNCIL as a recording secretary. Said DEPARTMENT representative may: (1) maintain an attendance record and membership roster; (2) report on the attendance record and membership roster at each COUNCIL meeting; (3) record, prepare, and maintain minutes of the COUNCIL meetings; (4) make minutes available to the COUNCIL and general public; and (5) compile and post COUNCIL meeting agendas. 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 COUNCIL Chairperson/President shall sign the approved minutes of COUNCIL meetings as required by this SOP.

6.5 Notwithstanding anything to the contrary in this SOP, upon request by the COUNCIL the DIRECTOR may, in his or her sole discretion, appoint a DEPARTMENT representative to serve the COUNCIL and to perform any of the COUNCIL or COUNCIL officer duties or functions required by the PERMIT or these SOP. In no event shall the foregoing require, or be interpreted as requiring, the DIRECTOR to provide any such personnel or other support to serve or assist the COUNCIL.

7. REVENUE ACCOUNT EXPENDITURES AND APPROVALS

7.1 Any funds collected into a City special revenue fund associated with the AREA/COUNCIL shall be used only for park-related purposes within the AREA, including promoting and conducting community recreation programs and events, purchasing

equipment, supplies, and furnishings; performing maintenance projects; for and related activities. COUNCIL's annual budget for the expenditure of funds shall be in compliance with all applicable laws, regulations, policies, and applicable DEPARTMENT Instructions ("DEPARTMENT Instructions" to mean those certain policy and procedure directives promulgated by the DIRECTOR and subject to periodic amendment). The designation or earmarking of any funds by the COUNCIL must be approved by the DIRECTOR in each instance.

7.2 COUNCIL, assisted by Park and Recreation staff, shall prepare and adopt an annual budget for each fiscal year to guide the CITY's expenditure of funds in any CITY revenue account for the AREA. COUNCIL's budget shall be adopted prior to of each fiscal year. COUNCIL shall submit a copy of the adopted budget to the DIRECTOR within ten (10) days of its approval by the COUNCIL.

7.3 Staff will prepare for COUNCIL quarterly financial statements summarizing disbursements for the preceding quarter. The statements will describe purchases in general categories.

8. DEFENSE AND INDEMNIFICATION

8.1 As established by Council Policy 700-42, CITY hereby agrees to defend and indemnify current and past COUNCIL members, directors and officers ("MEMBER" or "MEMBERS") from liability for acts of the MEMBER performed while engaged in COUNCIL duties authorized by Council Policy 700-42 and these SOP, provided that such acts were performed under the direction, control or supervision of the DEPARTMENT. CITY shall further defend and indemnify the MEMBERS from liability for acts performed in connection with the COUNCIL acting as a body in conformance with these SOP and the policy guidelines of CITY. CITY shall not, however, defend or indemnify any MEMBER or MEMBERS for any acts allegedly occurring: (1) as the result of a criminal act; or (2) in violation of COUNCIL's bylaws or corporate governance documents, or any CITY policy or procedure. Further, the CITY may refuse to defend and indemnify any MEMBER if the MEMBER acted or failed to act because of fraud, corruption, actual malice, or bad faith, or if the MEMBER does not reasonably cooperate with CITY in the defense of any claim or action. Nothing in these SOP shall require CITY to indemnify or defend any MEMBER against a claim for punitive damages, except as and when authorized by City Council pursuant to state law. In order to be eligible for defense and indemnification, the COUNCIL and/or the MEMBER must make a written request for representation to the DIRECTOR within five (5) working days of having been served with the first complaint in any legal action.

9. CONFLICTS OF INTEREST

9.1 All MEMBERS and COUNCIL personnel employed in performing the obligations and duties under Council Policy 700-42 and these SOP, as individuals, and COUNCIL as a whole, must remain free from financial or economic interest relating to their participation in COUNCIL. CITY retains the right to refuse any proposed expenditure of funds in COUNCIL's budget if the expenditure will result in a financial or economic interest of any

MEMBER or COUNCIL personnel.

9.2 All MEMBERS and COUNCIL personnel employed in performing the obligations and duties under these SOP, as individuals, and COUNCIL 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 COUNCIL action or project if that MEMBER has a direct or indirect economic interest in the action or project.

10. GENERAL PROVISIONS

10.1 As long as COUNCIL serves as the CITY's officially recognized recreation council for the AREA in compliance with Council Policy 700-42 and these SOP, COUNCIL will have the ability to conduct official activities within the AREA without charge. COUNCIL shall use the AREA for the purposes of conducting COUNCIL meetings, special events, fundraising activities, and for assisting with coordination of AREA field and facility usage. All such COUNCIL use of the AREA shall be subject to the prior written approval of the DEPARTMENT in each instance. The rights and responsibilities granted herein are separate and independent from any other use permit or organizational rights and responsibilities of separate park users.

10.2 No Nuisance. COUNCIL shall not use the AREA, in any manner which creates a nuisance or unreasonably disturbs the quiet enjoyment of persons in and to the surrounding area.

10.3 Signs. COUNCIL shall not erect or display any banners, pennants, flags, posters, signs, decorations, marquees, awnings or similar devices or advertising without CITY's prior written consent. If any such unauthorized item is found in the AREA, COUNCIL shall remove the item at its expense within twenty-four (24) hours after notice by CITY, or CITY may thereafter summarily remove the item at COUNCIL's cost.

10.4 Drug-Free Environment. It is the policy of CITY that all facilities provided under this PERMIT shall be utilized and operated in a drug-free environment. COUNCIL shall initially and periodically make this fact known.

10.5 No Discrimination. COUNCIL shall not discriminate or permit discrimination in any manner against any person or class of persons on account of race, color, religion, gender, gender expression, gender identity, sexual orientation, medical status, national origin, ethnicity, age, marital status or disability, including without limitation the provision of goods, services facilities, privileges, advantages and accommodations, and the hiring and retention of employees and contractors.

10.6 Compliance with Law. COUNCIL shall at all times in conducting obligations and duties under Council Policy 700-42 and these SOP comply with all applicable laws, rules, regulations, and directives of competent governmental authorities.

10.7 California Public Records Act. COUNCIL shall comply, and shall assist CITY in compliance, with the provisions of the California Public Records Act, codified in California Government Code sections 6250-6270, for all documents and records created by or distributed to a majority of the COUNCIL in connection with a matter subject to consideration by the COUNCIL at an open meeting.

10.8 Political Activity. All COUNCIL activities shall be non-partisan and non-sectarian. The COUNCIL shall not officially or unofficially participate in, or lend its influence to, the adoption or defeat of any public ballot measure, or the election of any candidate for public office, regardless of whether the nomination or election is partisan or non-partisan. Notwithstanding the forgoing, COUNCIL may provide a neutral forum for public debate such as at a "candidate forum" and similar events, and the COUNCIL may endorse non-partisan ballot measures that directly benefit park and recreation facilities and services and which have been official supported by a vote of the San Diego City Council.

10.9 Improvements/Alterations. COUNCIL shall not make or cause any improvements, changes, or alterations to be made to the AREA, or any portion thereof, without prior written approval of the CITY. Any and all improvements, fixtures, structures and installations or additions to the AREA constructed or installed by COUNCIL shall be the property of CITY. Except as required by law, CITY shall not be obligated to make any repair or assume any expense for any improvements or alterations to the AREA. COUNCIL, at COUNCIL's sole cost and expense, shall obtain all required permits and approvals from the applicable local, state and federal authorities, including without limitation from CITY.

THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: January 23, 2018

TO: Recreation Council Working Group Members

FROM: Herman D. Parker, Director, Parks and Recreation Department

SUBJECT: Summary of Edits to Council Policy 700-42

To allow for adequate public review process before presenting the proposed revision of Council Policy 700-42 (Policy) for City Council review (in April), we are providing the latest draft of the Policy. This draft document, currently in the final review process, may require further changes. However, the Parks and Recreation Department (Department) does not anticipate any significant changes prior to the completion of the City's review process.

During review of the Policy proposed by the Recreation Council Working Group (RCWG), there were significant revisions. The review included updating the Policy to meet current Council Policy standards, to align the Policy with the new role of the Recreation Advisory Groups, and to streamline the document by removing duplicated or unnecessary content. The most significant changes are related to the re-organization of the document to provide for clarity and continuity, and the creation of the Administrative Guidelines and two new Department Instructions. Much of the content in the original RCWG proposed policy has been moved to the new Administrative Guidelines.

To further assist with your review of Draft CP 700-42 and the Administrative Guidelines, we have created an Overview of Draft Policy Changes (attached). If you have any questions regarding this communication, please contact Recreation Program Manager, Shelly Stowell at 619-525-8211 or sstowell@sandiego.gov.

Sincerely,

Herman D. Parker

Attachments (previously sent via email on January 18):

1. Overview of Draft Policy Changes
2. Draft revised Policy currently under review
3. Draft Administrative Guidelines and Bylaws
4. Draft Department Instructions for Co-sponsorship
5. Draft Department Instructions for Administrative Guidelines

OVERVIEW OF DRAFT POLICY CHANGES

MODIFIED CONTENT

- **Article I, Name and Boundaries**
  - Changed title to Name and Recreation Facilities and associated content. Removed boundary maps to address gaps and overlapping boundaries. Facilities will be assigned to each advisory group based on historical boundaries.

- **Article III, Recreation Advisory Group Operations**
  - Previously Section 6, titled Social Equity, is now located in the Administrative Guidelines under Article III, Section 2.2 and titled Advisory Group Contributions. Content is similar.

- **Article III Recreation Advisory Group Operations**
  - Previously Article IX, Sections 5 and 7, Partnering with Companion 501(c)3 and Friends of Parks and Recreation Groups and Co-Sponsorship of Special Events, was combined in the Administrative Guidelines under Article III, Section 4.1 and retitled Partnering with Nonprofit Organizations. Additional details added to be consistent with Department Instruction on Parks and Recreation Department Co-sponsorship for Community Parks Events.

- **Article III Recreation Advisory Group Operations**
  - Previously Section 10, Role of Department Staff, was moved to the Administrative Guidelines under Roles and Responsibilities and is referenced throughout the guidelines as applicable.

- **Article V, Membership**
  - Content was modified to model CP 600-24 and to further elaborate on what qualifies an individual to become an advisory group member. The details of this article were moved into the Administrative Guidelines. Due to the change from boundaries to facilities, the advisory group will need to define in their bylaws a distance in which an individual resides, owns, or works from facilities to be eligible as a member.

- **Article VI, Advisory Group Officers**
  - Combined previous Articles IV and V, Officer Elections and Officer Duties, into one article with details located in the Administrative Guidelines. Content regarding removal of officer was redirected to instructions noted in Article IX, Section 2, Violations and Remedies of Council Policy 700-42. Having instructions in one section reduces potential inconsistencies and streamlines the Policy.

- **Article IX Ralph M. Brown Act and Council Policy 700-42 Compliance**
  - Previous Article VI, Ralph M. Brown Act was retitled to the above. Additional details are in the Administrative Guidelines.

- **Article X, Defense and Indemnification**
    - Article was revised to conform with indemnification of community planning group members and City Council will be asked to adopt an ordinance to authorize the City Attorney to defend recreation advisory group members. As outlined in the Administrative Guidelines, orientation training is required to remain eligible as a member.

REMOVED CONTENT

- **Definitions**
    - Removed for consistency with Council Policy drafting guidelines and are unnecessary as each term is defined within the Policy.

- **Article V, Section 4, Removal of Members**
    - Content was revised and instructions for this process are in Article IX, Section 2, Violations and Remedies of Council Policy 700-42 and Article 5, Section 4 of the Administrative Guidelines. Having instructions in one section reduces potential inconsistencies and streamlines the Policy.

- **Article VI, Section 1, Officer Elections**
    - Removed written ballots election process from the Policy as this process is not used by advisory groups.

- **Article VIII, Section 4(m), Disorderly Conduct**

  Most of the sections in this article, including 4(m), were removed from the Policy and placed in the Administrative Guidelines. The reference to members being removed from a meeting in the first paragraph and the entire third paragraph were removed. Members who are acting in violation of the Council Policy or Administrative Guidelines should be considered for removal according to those documents. Additionally, after review of the documents, there are already several tools to address situations raised by the Working Group. For example, unruly or rude members of the advisory groups may be censured under the process in Roberts Rules of Order. Unruly and disruptive members of the public may be removed from the meeting as allowed under the Brown Act and Administrative Guidelines. In instances of threats or safety concerns, local law enforcement should be contacted.

- **Previously Article IX, Section 11, Dispute Resolution**
    - Section was removed as it is not appropriate for the Policy.

- **Article XI, General Provisions**
    - Several sections were included from the Special Use Permits and Interim Standard Operating Procedures that included certain property uses. They were removed from the Policy as they are not applicable to the Recreation Advisory Groups.

CITY OF SAN DIEGO, CALIFORNIA

COUNCIL POLICY

DRAFT

SUBJECT:	STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES OF RECOGNIZED RECREATION ADVISORY GROUPS
POLICY NO.:	700-42
EFFECTIVE DATE:	[Clerk: Upon adoption, please insert effective date of this amendment]

BACKGROUND:

This Policy provides a framework for Recreation Advisory Groups (Advisory Groups or Groups) to replace recreation councils previously governed by this Council Policy. The City created recreation councils to serve in an advisory role in the 1950s. Over time, their role expanded, including providing services and financial management for recreation classes and events for their communities. Prior versions of this Council Policy 700-42 formalized the City's relationship with recreation councils.

By adoption of this Policy, the City Council no longer recognizes recreation councils in any official capacity and establishes Advisory Groups operating in conformance with this Policy to take their place. The role of Advisory Groups is to make recommendations to City Council, the Parks and Recreation Department (Department), and its various boards with respect to recreation programs in the community and to provide recommendations on the expenditure of Recreation Center Funds. The City shall be responsible for financial management for City parks and recreation facilities.

PURPOSE:

The purpose of this Policy is to identify responsibilities and establish minimum operating procedures governing the conduct of Advisory Groups when they operate in their official capacity.

POLICY:

It is the policy of the City Council to require each Advisory Group, as a condition of official recognition by the City, to submit a copy of its own operating procedures and responsibilities, otherwise known as “bylaws,” to the Department. These bylaws must contain, at a minimum, all the provisions addressed in this Policy and the standardized bylaws adopted by the Department. Advisory Groups may adopt options within the standardized bylaws and may also expand on provisions in this Policy to better meet the needs of their diverse communities. However, all bylaws must remain in conformance with the provisions of this Policy. In the event of a conflict between the Advisory Group’s adopted bylaws and this Policy, the Policy shall control.

City staff shall prepare and maintain Administrative Guidelines to more fully explain this Policy's minimum standard operating procedures and the responsibilities of Advisory Groups. The latest version of Robert's Rules of Order (Robert's Rules) should be used when this Policy and the Advisory Group's bylaws are silent on operations or other areas of concern and interest. Failure of an Advisory Group to comply with the approved operating procedures and responsibilities may be cause for the Department to withdraw the Group's official recognition.

As this Policy and the Administrative Guidelines are amended from time to time, the Department shall state whether the Advisory Group bylaws must be updated to conform and whether a Group's community-specific deviations to the Advisory Group's bylaws shall govern.

To be recognized by the City, Advisory Groups must adhere to this Council Policy 700-42, the Administrative Guidelines, and their City-approved bylaws. The City does not direct or recommend the election of specific individual members following the initial recognition of the Advisory Group, nor does the City appoint members to Groups, or recommend removal of individual members of a Group. The City does not delegate legal authority to Advisory Groups to act on behalf of the City. Advisory Groups are voluntarily created and maintained by members of communities within the City.

Advisory Groups are subject to California's Open Meeting Law, the Ralph M. Brown Act, California Government Code sections 54950 through 54963 (Brown Act).

ARTICLE I
NAME AND RECREATION FACILITIES

Section 1. Official Name. Advisory Groups shall adopt and operate under an official name, which shall include the respective community or site name followed by "Parks and Recreation Advisory Group." All activities of the Advisory Group shall be conducted under its official name. Advisory Group names are subject to approval by the Department Director or designee (Director) to ensure names are clear and not misleading.

Section 2. Recreation Facilities. The Department shall assign, or reassign when needed, recreation facilities to Advisory Groups based on logical man-made boundaries or geographic boundaries. Advisory Groups shall have an advisory role for City-owned recreational facilities, parks, open space, and City park development projects, as assigned. The Department shall try to assign at least one recreation center for each Advisory Group unless the Advisory Group is intended to advise only on City-owned open space. For newly established parks, the Advisory Group may be assigned an anticipated recreation center. Joint use facilities operated by the City under a joint use agreement with

another public entity may be assigned to the closest Advisory Group, preferably within the same Council District.

Section 3. Existing Advisory Groups. The Department shall allow certain Advisory Groups to assume the advisory role of previously existing recreation councils, committees, or local advisory groups identified in the Administrative Guidelines.

Section 4. Director Authority. When this Policy calls for the approval or confirmation of the Director, the Director may act, in each instance, in his or her sole discretion subject to all applicable laws.

ARTICLE II
PURPOSE OF RECREATION ADVISORY GROUPS

Section 1. Purpose of the Recreation Advisory Group. The purpose of Advisory Groups is to advise the City on recreation programs and activities at its assigned recreation facilities, to provide input on proposed annual budgets for Recreation Center Funds, and to participate in the park planning process established in Council Policy 600-33.

Section 2. Input and Recommendations. Advisory Groups shall serve as the recognized conduit for community input regarding recreation programs, facilities, and park development projects planned at its assigned recreation facilities. Additionally, Advisory Groups may make recommendations to the Department, the Park and Recreation Board, and other park advisory committees on matters related to recreation programs and facilities.

ARTICLE III
RECREATION ADVISORY GROUP OPERATIONS

Section 1. Public Outreach. The Advisory Group shall assist Department staff with outreach to the community to further community-wide understanding of and participation in Advisory Group duties, activities, and decisions. The Advisory Group shall give due consideration to all responsible community positions in order to identify what is in the best long-term interest of the community at large.

Section 2. Recreation Center Fund Budget. Funds collected into a City Recreation Center Fund shall be used for park-related purposes, including promoting and conducting community recreation programs and events; purchasing equipment, supplies, and furnishings; and maintenance projects, repairs and Capital Improvement Projects. The Department will establish a process for Advisory Groups to make recommendations on the City's allocation of

Recreation Center Funds. If an Advisory Group fails to timely submit recommendations to the Director when requested, the budget provided by the Department shall move forward for City approval without the Advisory Group's recommendation.

Section 3. Role of Recreation Advisory Groups on Facility Use. Advisory Groups shall assist the Department by providing advice for coordinating the use of parks and recreation facilities under their purview.

Section 4. Role of Recreation Advisory Groups on Recreation Programs. Advisory Groups shall provide recommendations for recreation programs and events at City parks and recreation facilities under their purview.

ARTICLE IV
BYLAWS

Section 1. Bylaws. Advisory Groups shall only be recognized by the City and be allowed to serve as the Department's officially recognized Advisory Group if they comply with this Policy and operate under adopted bylaws in accordance with the terms and conditions of this Policy and the Administrative Guidelines. The Director shall review each Advisory Group's bylaws and any adopted amendments to a Group's bylaws for compliance with this Policy.

If an Advisory Group fails to cause its bylaws to comply with applicable laws or this Policy within 120 days of written notification by the City of such violation, the City may withdraw recognition of the Advisory Group under this Policy and the Director may suspend the Advisory Group's activities under this Policy until the bylaws comply.

Section 2. Council Policy Shall Control. The bylaws shall provide that in the event of a conflict between any provisions of the bylaws and this Policy, the terms, conditions, and obligations of this Policy shall control.

Section 3. Public Meetings. Advisory Groups are subject to the Brown Act. The intent of the Brown Act is that the actions of public bodies "be taken openly and that their deliberations be conducted openly." This is consistent with the goals of the City and Advisory Groups operating pursuant to this Policy. Accordingly, Advisory Groups shall ensure that all meetings are open to the public, properly noticed, and conducted in compliance with all applicable Brown Act provisions.

ARTICLE V
MEMBERSHIP

Section 1. Number of Members. Advisory Groups shall consist of not less than five members, nor more than 15 members. However, the Director may approve a larger membership for an Advisory Group when such membership would give better representation to a community.

If an Advisory Group's membership becomes less than five, the Director may allow the Group 120 days to reach minimum membership or the Advisory Group shall be disbanded and merged with the nearest Advisory Group. The Director may extend the time period to reach minimum membership.

Section 2. Membership Eligibility. To the extent possible, members of an Advisory Group shall be representative of the areas served by the recreation facilities under the purview of the Advisory Group. Members must be willing to accept and perform responsibilities of the Advisory Group. The Administrative Guidelines establish eligibility requirements, which may be further defined in the bylaws.

Section 3. Membership Selection. Advisory Groups shall select members by an election process or by a confirmation process as set forth in the bylaws.

Section 4. Removal of Members. In the case of a member's alleged violation of this Policy or the Advisory Group's bylaws, the Advisory Group shall follow the process in Article IX, Section 2. The Administrative Guidelines establish a process to remove a member due to death, incapacity, or multiple absences.

Section 5. Filling a Vacancy. A vacancy exists upon the Advisory Group's receipt of a written resignation from a member or upon removal of a member pursuant to this Policy and the bylaws. In the event of a vacancy, new members shall be added as provided in this Policy and the bylaws.

Section 6. Membership Dues Prohibited. No membership dues shall be required.

Section 7. Member Term Limits. Members shall serve for fixed terms established in the Advisory Group's bylaws. The Administrative Guidelines provide additional guidance on member term limits.

ARTICLE VI
ADVISORY GROUP OFFICERS

Section 1. Officer Election Process. Elections of Advisory Group officers shall be held in accordance with the bylaws. Voting on the election of officers shall be by a show of hands and shall be documented in the minutes. No secret ballot or proxy votes shall be permitted.

Section 2. Officer Positions. The Advisory Group's 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 a regular meeting of the Advisory Group prior to the election.

Officer positions shall be identified in the bylaws and shall include at least the following: Chairperson, Vice Chairperson, and Secretary. The bylaws shall establish the length of each officer's term.

Section 3. Removal of Officers. In the case of an officer's alleged violation of this Policy or an Advisory Group's adopted bylaws, the Advisory Group shall follow the process in Article IX, Section 2.

Section 4. Duties Outlined in Bylaws. The duties of all Advisory Group officers shall be stated in the bylaws. The Administrative Guidelines provide guidance on officer duties.

Section 5. Disseminating Official Business. It shall be the duty of the Advisory Group's officers to promptly disseminate any pertinent information received by the Advisory Group regarding its official business to all members.

ARTICLE VII
CONFLICTS OF INTEREST

Section 1. Financial and Economic Interests. All members of an Advisory Group must disclose their economic interests and refrain from participating and voting on items of direct financial or economic interest before the Advisory Group. The Department may refuse any proposed expenditure of funds in a proposed Recreation Center Fund budget if any Advisory Group member has a financial or economic interest in the proposed expenditure.

ARTICLE VIII
RECREATION ADVISORY GROUP MEETING PROCEDURES

Section 1. Public Meetings. All Advisory Group recommendations and official authorizations, positions, and opinions shall be voted on in a public meeting of the Advisory Group where a quorum of the members are present. All Advisory Group meetings shall be held in compliance with the Brown Act, Department policies, and the requirements of this Policy with the opportunity for community input. Officers of an Advisory Group may oversee administrative business of the Group, such as the assembling of the draft agenda in preparation for public discussions. However, all substantive discussions about agenda items or possible Group positions on agenda items shall occur at publicly noticed Advisory Group meetings. The Administrative

Guidelines contain specific requirements for the noticing and conduct of Advisory Group meetings, including specific references to the relevant sections of the Brown Act.

It shall be the duty of an Advisory Group, and of each individual member, to refrain from conduct that is detrimental to the Advisory Group or its purposes under this Policy. No member shall disturb the public meeting or disrupt the public process as set forth on the Advisory Group's agenda.

Section 2. Membership Rosters. The Advisory Group shall maintain and provide the Department with a current, up-to-date roster of the names of each member.

ARTICLE IX
RALPH M. BROWN ACT AND COUNCIL POLICY 700-42 COMPLIANCE

Section 1. Violations and Remedies of Brown Act. This Policy requires Advisory Groups to comply with the Brown Act. The Administrative Guidelines identifies specific requirements of the Brown Act.

The Brown Act includes civil remedies (California Government Code sections 54960 through 54960.5) and criminal penalties (Government Code section 54959) for violation of its provisions. Advisory Groups are encouraged to proactively cure violations themselves to prevent legal action that could void their actions. Proactively curing violations also assures good faith compliance with the Brown Act.

While the Office of the City Attorney does not represent any Advisory Group or any of its members outside of the indemnification provided by the City pursuant to Ordinance No. O-_____, any Advisory Group, or any of its individual members, may seek assistance, as well as training, from the Office of the City Attorney to better understand, implement, and comply with the Brown Act.

Section 2. Violations and Remedies of Council Policy 700-42. This Policy and the Administrative Guidelines provide various remedies for violation of their provisions in addition to those covered by the Brown Act. Where an Advisory Group does not cure a violation by itself, it may forfeit its status as a recognized advisory body and lose its right to indemnification and defense by the City.

2.1 Alleged Violations by a Member of a Recreation Advisory Group. In the case of a member's alleged violation of this Policy or an Advisory

Group's adopted bylaws, the Group shall conduct an investigation consistent with the Administrative Guidelines and bylaws.

a) If the Advisory Group, after a thorough investigation, determines that the member has violated a provision of this Policy or the Group's bylaws, the Group shall, where feasible, seek a remedy that corrects the violation and allows the member to remain as a member of the Group.

b) If corrective action or measures are not feasible, the Group may remove a member by a two-thirds vote of the members.

c) A member risks loss of indemnification pursuant to Ordinance No. O-_____ and any future amendment thereto for failure to comply with the non-Brown Act provisions of this Policy or those provisions in the Group's bylaws.

2.2 Alleged Violations by a Recreation Advisory Group. Any person alleging a violation of this Policy or bylaws by an Advisory Group or by multiple members of the Group shall forward the allegations, in writing, to the Director for investigation. The Director shall engage in a dialogue with the Advisory Group to determine the validity of the complaint and to seek resolution of the issue or dispute.

a) If the Director finds a violation of this Policy or the Group's bylaws by an Advisory Group as a whole and the Group fails to take corrective action, the Group shall forfeit its rights as an Advisory Group recognized under this Policy. The Deputy Chief Operating Officer (DCOO) shall confirm any determination by the Director resulting in the forfeiture of a Group's rights and may also prescribe conditions under which recognition under this Policy will be reinstated.

b) An Advisory Group risks loss of indemnification pursuant to Ordinance No. O-_____ and any future amendments thereto for failure to comply with the non-Brown Act provisions of this Policy or those provisions in the Group's bylaws.

ARTICLE X
DEFENSE AND INDEMNIFICATION

Section 1. Indemnification. An Advisory Group and its duly elected or confirmed members have a right to representation by the City Attorney and a right to

indemnification by the City under Ordinance O-_____ and any future amendments if all of the following are true: the claim or action against them resulted from their obligation to advise and assist the City and its agencies with recreational matters as specified in Article II, Section 1 of this Policy; their conduct was in conformance with this Policy and the Advisory Group's bylaws; and all findings specified in the ordinance can be made.

ARTICLE XI
GENERAL PROVISIONS

Section 1. No Charge. As long as an Advisory Group serves as a recognized Advisory Group in compliance with this Policy, the Group may conduct meetings at City park facilities without charge. All Advisory Group use of City park facilities under their purview shall be subject to the prior written approval of the Director in each instance.

Section 2. No Discrimination. Advisory Groups shall not discriminate or permit discrimination in any manner against any person or class of persons on account of race, color, religion, gender, gender expression, gender identity, sexual orientation, medical status, national origin, ethnicity, age, marital status or disability, including without limitation in the provision of goods, services, facilities, privileges, advantages and accommodations, and the hiring and retention of employees and contractors.

Section 3. Compliance with Law. Advisory Groups shall at all times comply with all applicable laws, rules, regulations, and directives of competent governmental authorities.

Section 4. Political Activity. All Advisory Group activities shall be non-partisan and non-sectarian. Advisory Groups shall not officially or unofficially participate in, or lend its influence to the election of any candidate for public office. Advisory Group members shall not identify affiliation with their Group when endorsing candidates for public office.

The City of SAN DIEGO
Parks and Recreation Department

ADMINISTRATIVE GUIDELINES

FOR IMPLEMENTATION OF COUNCIL POLICY 700-42:

Standard Operating Procedures and Responsibilities of Recognized Recreation Advisory Groups

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.

Reviewed by the City Attorney's Office on _____.

_____
Deputy City Attorney

Reviewed and Approved by the Director of the Parks and Recreation Department on _____.

_____
Herman D. Parker, Director

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TABLE OF CONTENTS

BACKGROUND **5**
PURPOSE **5**
POLICY **6**
ROLES AND RESPONSIBILITIES **6**
ARTICLE I: NAME AND RECREATION FACILITIES **7**
Section 1. Official Name 7
Section 2. Recreation Facilities 7
Section 3. Existing Advisory Groups 7
Section 4. Director Authority 8
ARTICLE II: PURPOSE OF RECREATION ADVISORY GROUPS **8**
Section 1. Purpose of the Recreation Advisory Group 8
Section 2. Input and Recommendations 8
ARTICLE III: RECREATION ADVISORY GROUP OPERATIONS **9**
Section 1. Public Outreach 9
Section 2. Recreation Center Fund Budget 9
2.1 Review of Financial Records 10
2.2 Advisory Group Contributions 10
Section 3. Role of Recreation Advisory Groups on Facility Use 10
Section 4. Role of Recreation Advisory Groups on Recreation Programs 11
4.1. Partnering with Nonprofit Organizations 11
ARTICLE IV: BYLAWS **12**
Section 1. Bylaws (Adoption of New Bylaws) 12
1.1 Amendments to Bylaws 13
ARTICLE V: MEMBERSHIP **13**
Section 1. Number of Members 13
Section 2. Membership Eligibility 13
Section 3. Membership Selection 14
Section 4. Removal of Members 15
Section 5. Filling a Vacancy 15
Section 6. Membership Dues Prohibited 15
Section 7. Member Term Limits 15
ARTICLE VI: ADVISORY GROUP OFFICERS **15**
Section 1. Officer Election Process 15

DRAFT

Section 2. Officer Positions (and Terms) 16
Section 3. Removal of Officers 16
Section 4. Officer Duties Outlined in Bylaws 16
Section 5. Disseminating Business 17
ARTICLE VII: CONFLICTS OF INTEREST 17
ARTICLE VIII: RECREATION ADIVSORY GROUP MEETING PROCEDURES 17
Section 1. Public Meetings 17
1.1 Meeting Location 17
1.2. Conduct of Meetings 17
1.3 Regular Agenda Posting 17
1.4 Public Comment 18
1.5 Adjournments 18
1.6 Continuances 18
1.7 Consent Agenda 18
1.8 Quorum and Public Attendance 19
1.9 Proposed Development Participation 19
1.10 Action on Agenda Items 19
1.11 Collective Concurrence 20
1.12 Special Meetings 20
1.13 Emergency Meetings 21
1.14 Right to Record 21
1.15 Disorderly Conduct 21
1.16 Abstentions 21
1.17 Recusals 22
1.18 Subcommittees 23
1.19 Meeting Documents and Records 23
Section 2. Membership Roster 26
ARTICLE IX: RALPH M. BROWN ACT AND COUNCIL POLICY 700-42 COMPLIANCE 26
Section 1. Violations and Remedies of Brown Act 26
Section 2. Violations and Remedies of Council Policy 700-42 27
2.1 Alleged Violations by a Member of a Recreation Advisory Group 27
2.2 Alleged Violations by a Recreation Advisory Group 28
ARTICLE X: DEFENSE AND INDEMNIFICATION 28
ARTICLE XI: GENERAL PROVISIONS 28
Attachment 1 – Standard Bylaws 30

DRAFT

Attachment 2 – Agenda Template.....40
Attachment 3 – Meeting Minutes Template 41
Attachment 4 – Speaker Slip Template 42

DRAFT

BACKGROUND

The BACKGROUND Section of Council Policy 700-42 (CP 700-42) states that Recreation Advisory Groups (Advisory Groups or Groups) are recognized by the City to make recommendations to City Council, the Parks and Recreation Department (Department) and its various boards with respect to recreation programs in the community.

Prior to the establishment of Advisory Groups in 2018, recreation councils served in an advisory role to the Department in the 1950s. Over time, their role expanded after passage of Proposition 13 in 1978 when they started managing contracts, generating revenue, and paying for recreation classes. CP 700-42 formalized the City's relationship and provided indemnification to recreation council members under certain situations, starting in 1981. Recreation councils served an important advisory function for capital improvement projects, a function that the City continues to need as older parks are renovated and more parks are built.

Recreation councils were an invaluable conduit of public input, and helped the City ensure that its parks and recreation facilities operated consistently with the priorities of the community.

Recreation councils and their volunteer members helped to identify programs and events desired by their communities. With the Department, recreation councils co-sponsored free and low-cost community events, coordinated specialized recreation classes, and funded enhanced maintenance such as field renovations, turf fertilization, and gym floor resurfacing.

In September 2017, a legal opinion issued by the Office of the City Attorney stated that funds collected by recreation councils are City funds and subject to City Charter and Municipal Code requirements governing the use of City funds. In response, Department staff prepared a strategy adopted by City Council to ensure continuity of services. With support from the Department, a special committee of interested volunteers known as the Recreation Council Working Group developed recommendations for revision of CP 700-42. Many of those recommendations were incorporated into these Administrative Guidelines.

By adoption of the revised Council Policy, the City Council will no longer recognize recreation councils in any official capacity and establishes Advisory Groups operating in conformance with CP 700-42 to take their place. The role of Advisory Groups is to make recommendations to City Council, the Department, and its various boards with respect to recreation programs in the community and to provide recommendations on the expenditure of Recreation Center Funds. The City shall be responsible for financial management for City parks and recreation facilities.

PURPOSE

The PURPOSE section states that CP 700-42 exists to identify responsibilities and establish minimum operating procedures governing the conduct of Advisory Groups when they

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operate in their advisory capacity. Council Policy 700-42 and these Guidelines apply to all members of Advisory Groups (elected or confirmed), who are more fully described in these Guidelines.

POLICY

The POLICY section discusses the requirement for Advisory Groups to adopt and operate within bylaws that are consistent with CP 700-42 and these Guidelines. The City does not delegate any authority to Advisory Groups to act on behalf of the City. Advisory Groups are voluntarily created and maintained by their members. Membership is solely within the purview of the Advisory Group. The City does not take a position on individual members for election, appointment, or removal.

These Administrative Guidelines are intended to more fully explain the minimum operating procedures and responsibilities of Advisory Groups contained in CP 700-42. Failure of an Advisory Group to comply with these Administrative Guidelines, CP 700-42, or their adopted bylaws may be cause for the Department to withdraw the Group's recognition.

Advisory Groups are subject to California's Open Meeting Law, the Ralph M. Brown Act, California Government Code sections 54950 through 54963 (Brown Act). These Guidelines identify several requirements of the Brown Act that Advisory Groups must follow. When these Guidelines, the bylaws, and the Brown Act are silent on meeting operations or other areas of concern, the Advisory Groups should follow the latest version of Robert's Rules of Order (Robert's Rules).

ROLES AND RESPONSIBILITIES

The Director has delegated management of the Recreation Advisory Group program to the Recreation Program Manager. Generally, each Advisory Group will work directly with Department employees working at the recreation centers assigned to the Advisory Group (Department Representative(s)). These Department Representatives include Recreation Center Directors, Assistant Center Directors, and Area Managers.

The Department Representative will provide support to assist Advisory Groups with compliance with Article IV of CP 700-42 by reviewing bylaws, attending Advisory Group meetings, and providing timely comments and recommendations to the Advisory Group.

All Department Representatives are required to report any potential violation of requirements in an Advisory Group's bylaws, these Guidelines, or CP 700-42 to their respective District Manager and the Recreation Program Manager who will confer with appropriate City employees to address the issue or concern.

DRAFT

ARTICLE I: NAME AND RECREATION FACILITIES

Section 1. Official Name

The Section states that Advisory Groups will adopt and operate under an official name, which will include the respective community or site name followed by "Parks and Recreation Advisory Group." All activities of the Advisory Group will be conducted under its official name.

The Advisory Group Chairperson will submit the proposed Advisory Group name to the Recreation Program Manager. The Recreation Program Manager will ensure that the name is clear and not misleading and provide approval or comments to the Advisory Group Chairperson and the Department Representative.

Section 2. Recreation Facilities

The Section states that the Department will assign recreation facilities to Advisory Groups based on logical man-made boundaries or geographic boundaries. Advisory Groups will have an advisory role for City-owned recreational facilities, parks, open space, and City park development projects at those locations, as assigned. The Department will try to assign at least one recreation center to each Advisory Group, unless, the Advisory Group is intended to advise only on City-owned open space or other natural park.

For newly established parks, the Advisory Group may be assigned an anticipated recreation center. Joint use facilities may be assigned to the closest Advisory Group, preferably within the same Council District.

As new parks and recreation centers are developed, the Department may change the recreation facilities that are assigned to an Advisory Group. In in the event an Advisory Group disbands, the Director may reassign its recreation facilities to a nearby Advisory Group.

Prior to any changes to the assigned recreation facilities of an Advisory Group taking effect, the Deputy Director or Recreation Program Manager shall give public notice to the affected Advisory Groups and the community to allow for public input. The Director shall consider any public input before finalizing any changes to recreation facilities assigned to an Advisory Group. The Deputy Director or Recreation Program Manager will request the affected Advisory Group(s) include a discussion item on the agenda for their next regularly scheduled meeting, unless the Advisory Group chooses to call a special meeting.

Section 3. Existing Advisory Groups

To honor existing boundaries as much as possible, the Department will allow certain existing groups to assume the advisory role of the former recreation councils, other committees, and local Advisory Groups identified below.

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1. San Diego Civic Dance Arts Advisory Group
2. San Diego Presidio Park Advisory Group
3. Black Mountain Park Citizens' Advisory Committee
4. Tecolote Canyon Natural Park Citizens' Advisory Committee
5. La Jolla Parks and Beaches Advisory Group
6. La Jolla Shores Advisory Group
7. Sunset Cliffs Natural Park Advisory Group
8. Dusty Rhodes Park Advisory Group
9. Marian Bear Advisory Group
10. University Heights Recreation Advisory Group

Section 4. Director Authority

When CP 700-42 calls for the approval or confirmation of the Director, the Director may act, in each instance, in his or her sole discretion subject to all applicable laws. As stated in the Roles and Responsibilities section of these Guidelines, the Director appointed the Recreation Program Manager to act on his behalf in the management of the Advisory Group program.

ARTICLE II: PURPOSE OF RECREATION ADVISORY GROUPS

Section 1. Purpose of the Recreation Advisory Group

The purpose of Advisory Groups is to advise the City on recreation programs and activities at their assigned recreation facilities, to provide input on proposed annual budgets for Recreation Center Funds, and to participate in the park planning process established in Council Policy 600-33.

Section 2. Input and Recommendations

The Advisory Group will serve as the recognized conduit for community input on recreation programs, facilities, and park development projects. The positions and opinions of an Advisory Group must be established by the Group as a whole by a vote at a public meeting. The positions and opinion of an Advisory Group may not be established by an individual, subcommittee, or any other organization. The Advisory Group may select an individual to act as its authorized representative.

The Department Representative will forward a summary of recommendations along with the supporting meeting minutes to their respective District Manager for review. The District Manager will submit to their respective Deputy Director and the Recreation Program Manager as needed for additional review. The management team will consider whether the recommendations are consistent with City and Department policies, Department operational procedures, and whether needed resources are available. As appropriate, the Department Representative will report back to the Advisory Group regarding recommendations.

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ARTICLE III: RECREATION ADVISORY GROUP OPERATIONS

Section 1. Public Outreach

The Advisory Group will give time at its meetings to hear input from the public to identify what is in the best long-term interest of the community at large. The Advisory Group is responsible for assisting the Department with outreach to the community to promote participation in Advisory Group duties, activities, and decisions. This may be accomplished through such methods as local newspapers, Advisory Group social media, flyers or community events in coordination with their Department Representative.

Section 2. Recreation Center Fund Budget

Funds collected into a City Recreation Center Fund (RCF) will be used for park-related purposes, including promoting and conducting community recreation programs and events, purchasing equipment, supplies, furnishings, and maintenance projects, repairs and Capital Improvement Projects. Each year, the Department Representative shall prepare a preliminary budget for each Recreation Center Fund based on the direction provided by City Council in Resolution R-311478, or any amendments to that Resolution, for the use of Recreation Center Fund.

The Advisory Group shall review and provide input for the proposed annual budget for the Recreation Center Funds. The Department shall present proposed budgets for consideration by the Mayor and City Council during the City's budgeting process each fiscal year. Proposed annual budgets must comply with all applicable laws, regulations, policies, and Department guidance. The timing of the Department's annual budget review process for each fiscal year (July 1 – June 30) is generally, as follows:

October 1st	Department Representative submits draft budget to RCF Financial Analyst.
October 15th	RCF Financial Analyst completes draft review.
November 1st	Department Representative submits a draft budget to Advisory Group. Advisory Group adopts recommendations at the next scheduled meeting and provides those recommendations to the Department Representative.
December 15th	Advisory Group's recommendation is submitted by the Department Representative to the RCF Analyst. *If this deadline is missed by the Advisory Group, the Department budget process may proceed without Advisory Group recommendations.*
January 15th	RCF Financial Analyst presents the proposed budget to the Director for approval.

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March - April	Department presents proposed annual budgets to the Mayor and City Council.

The Department may adjust these deadlines based on internal operations and the request of the City's Department of Finance.

2.1 Review of Financial Records

The RCF Financial Analyst shall prepare monthly financial reports summarizing revenue and expenses of the Recreation Center Fund for each Advisory Group. The Advisory Group may request the Department present financial updates and transaction details to the Advisory Group.

Monthly financial reports summarizing revenue and expenses of the Recreation Center Fund for each Advisory Group will be posted on the Department's Recreation Resources website (https://www.sandiego.gov/park-and-recreation/general-info/reccouncilresources) by the RCF Financial Analyst. These reports shall be posted after the "Target Closing Date" for each financial accounting period, which is approximately 5-6 weeks after the end of the period. The Recreation Program Manager will provide an Advisory Group with the City's Financial Accounting Period Closing Schedule upon request.

2.2 Advisory Group Contributions

Advisory Groups are expected to support the Department's commitment to providing recreation programs and activities to the entire City to enhance its citizens' lives and communities. To support this commitment, an Advisory Group may recommend contributions of Recreation Center Funds to recreation programs and events throughout the City.

The Department Representative that supports an Advisory Group will forward its recommendation along with the supporting meeting agenda and minutes to the Director, the Recreation Program Manager, and the RCF Financial Analyst.

Section 3. Role of Recreation Advisory Groups on Facility Use

Advisory Groups will assist the Department by providing advice for coordinating the use of parks and recreation facilities under their purview by assisting the Department in evaluating the needs of each user group and providing recommendations to the Director.

Upon request by the Director, Advisory Groups may act as a central point of communication between the City and user groups. Advisory Groups shall assist the Department in evaluating the needs of each user group and provide recommendations to the Director on the allocation of facilities. Advisory Groups must adhere to the Administrative Guidelines, the Fee Schedule, and state and local laws related to park and facility use. Advisory Groups' recommendations must also be consistent with Department

Instruction 8.3 Priority Classifications for Scheduling Reserved Use of Parks and Recreation Athletic Fields (attachment x).

Section 4. Role of Recreation Advisory Groups on Recreation Programs

Advisory Groups will provide recommendations for recreation programs and events at City parks and recreation facilities under their purview. Recommendations must be consistent Department policies, the Parks and Recreation Fee Schedule, and CP 700-42.

4.1. Partnering with Nonprofit Organizations

Advisory Groups may request and the Department may agree to co-sponsor certain events with community non-profit organization that have a broad public benefit. Examples of co-sponsored events include seasonal community gatherings, cultural programs, and related community-building activities.

The Director has the authority to determine the appropriate number of co-sponsored events for each fiscal year. The Advisory Group should submit an agenda and meeting minutes supporting its recommendation for the Department to co-sponsor an event to its Department Representative.

The following are minimum requirements for Department co-sponsorship of events. See Department Instruction xxxx for a detailed description of the process.

a. The non-profit organization is a current 501(c)(3), 501(c)(4), or 501(c)(6) in good standing.

b. The non-profit organization's explicit purpose, either as defined in their bylaws or in their operational history, is to provide desired recreational, cultural or community building activities that are consistent with Department priorities.

c. Events with community non-profit organizations have a broad public benefit where the event is free or accessible to all members of the public. Examples of events may include seasonal community gatherings, cultural programs, and related community-building activities.

d. The non-profit organization, their subcontractors, and vendors provide public liability and property damage insurance as specified by the City.

e. City staff will be involved in the planning and/or execution of the event. Department staff will evaluate whether the resources and commitment requested by the non-profit organization are feasible for the Department.

Unless otherwise provided in the Department Fee Schedule, the Department will not charge any Department fee under the authority of the Director for co-sponsored events. CP 700-42

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and these Administrative Guidelines do not eliminate any fees charged by other City departments for the event.

ARTICLE IV: BYLAWS

Section 1. Bylaws (Adoption of New Bylaws)

Recognition of an Advisory Group by the City requires the Advisory Group to comply with CP 700-42 and to operate under adopted bylaws in accordance with the terms and conditions set forth in these Administrative Guidelines. Sample bylaws are attached to these Guidelines as a starting point for Advisory Groups in drafting their own bylaws.

The process to create new bylaws is as follows:

1. The Advisory Group uses the sample bylaws to draft its proposed bylaws. The proposed bylaws should be heard and voted on by the Advisory Group at a publicly noticed Advisory Groups meeting. If approved by a two-thirds of the Advisory Group's members, the Group submits the adopted bylaws, along with the relevant meeting agenda and meeting minutes, to their assigned Department Representative.
2. The Department Representative reviews the Advisory Group's adopted bylaws, notes any variances with CP 700-42, these Guidelines, and the sample bylaws, and submits the bylaws to the Recreation Program Manager within 20 business days of receiving them from the Advisory Group.
3. The Recreation Program Manager reviews the bylaws within 20 business days of receiving them from the Department Representative. If the bylaws are consistent with CP 700-42, these Guidelines, and all applicable laws, the Recreation Program Manager submits the proposed bylaws for Deputy Director approval. If the bylaws are not consistent with CP 700-42 or these Guidelines, the Recreation Program Manager will submit requested changes to the Department Representative and the Advisory Group's chairperson.
4. If an Advisory Group is notified that its bylaws do not comply with CP 700-42 or these Guidelines, the Group must take appropriate corrective action to conform the bylaws within 120 days of notification. After 120 days, the City may withdraw recognition of the Advisory Group until the bylaws comply.
5. If an Advisory Group's bylaws conform to CP 700-42 and these Guidelines, the Deputy Director approves the draft bylaws within 20 days of receiving them, and returns the bylaws to the Recreation Program Manager .
6. Recreation Program Manager communicates approval of the bylaws to the Advisory Group Chairperson and the Department Representative within 5 working days of the Deputy Director's approval.

DRAFT

The Department Representative will ensure that copies of the bylaws, including any adopted amendments, are provided to all Advisory Group members and are available at every Advisory Group meeting.

1.1 Amendments to Bylaws

Advisory Groups may propose amendments to their bylaws by two-thirds vote of the members of the Advisory Group at a regularly noticed meeting. Proposed amendments shall be submitted to the Director for review within 30 days from the vote adopting the proposed amendments. An Advisory Group's proposed amendments shall not go into effect, and may not be used by the Advisory Group, until the Director has approved the bylaws and notified the Advisory Group of the effective date of the amendment.

The process to amend existing bylaws will follow the same process as detailed in Section 1 above.

Section 2. Council Policy Will Control.

The bylaws must state that in the event of a conflict between any provisions of the bylaws and CP 700-42, the terms, conditions, and obligations of CP 700-42 will control.

Section 3. Public Meetings.

Advisory Groups are subject to the Brown Act. Accordingly, Advisory Groups will ensure that all meetings are open to the public, properly noticed, and conducted in compliance with the Brown Act.

The Department Representative may assist Advisory Groups by preparing and posting meeting agendas. The Department Representative is also responsible for reporting potential violations of the Brown Act to the Advisory Group Chairperson and Department management, as detailed under the "Roles and Responsibilities" section.

ARTICLE V: MEMBERSHIP

CP 700-42, Article IV includes general information about the selection of members. More specific guidance for Advisory Group membership is provided in these Guidelines and the sample bylaws.

Section 1. Number of Members

See CP 700-42 for direction.

Section 2. Membership Eligibility

The bylaws shall state the total number of members of the Advisory Group and the percentage of At-Large Members and Organization Members (defined below), if any. Organization Members and At-Large Members may be elected or confirmed as determined in the bylaws.

DRAFT

To be eligible as a member, an individual must be at least 18 years of age and be affiliated with the community and recreation facilities assigned to the Advisory Group as one of the following:

a) property owner, who is an individual identified as the sole or partial owner of record, or their designee, of real property (either developed or undeveloped) that is within a reasonable distance of a recreation facility assigned to the Advisory Group as defined in the bylaws, or

b) resident, who is an individual whose primary residential address is within a reasonable distance of a recreation facility assigned to the Advisory Group as defined in the bylaws, or

c) local business person, who is a local business owner, operator, or designee at a non-residential real property address that is within a reasonable distance of a recreation facility assigned to the Advisory Group as defined in the bylaws, or

d) organizational designee, who is part of an organization, a special interest community service group, or an athletic group that utilizes the recreation facilities assigned to the Advisory Group. Only one representative from a particular organization may hold a seat on the Advisory Group at one time.

An individual may demonstrate eligibility as a property owner, resident, or local business person, as described in (a) through (c) above, (At-Large Member) through a letter of interest showing evidence of qualifications or as described in the bylaws. An individual may demonstrate eligibility as an organizational designee, as described in (d) above, (Organization Member) through a letter of interest from the organization designating the individual as the representative for the organization and showing evidence of qualifications.

Eligibility to vote may be further defined in the bylaws. Eligibility requirements established in an Advisory Group's bylaws may include minimum attendance requirements. Once eligibility is established, an individual remains eligible until he or she does not meet the eligibility requirements.

Section 3. Membership Selection

The bylaws should state whether members are selected by an election process or confirmation process. If the bylaws authorize a confirmation process, the bylaws shall require the potential member to attend three consecutive meetings prior to submitting a letter of interest to the Advisory Group.

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Section 4. Removal of Members

The process to remove members for a violation of CP 700-42 or the Advisory Group's bylaws is addressed in Article IX, Section 2 of CP 700-42 and these Guidelines provide additional detail on that process.

The Advisory Group may remove a member if the member has had three consecutive or four total absences during the prior 12-month period. Removal based on absences shall be approved by two-thirds vote of the eligible Advisory Group members present and written confirmation by the Director. The Advisory Group's Secretary shall notify the member to be removed in writing at least 30 calendar days in advance of any action by the Advisory Group to remove the member.

Upon receiving notice of the death or incapacity of a member, the Advisory Group will treat it as a resignation by that member, effective immediately and fill the vacancy in accordance with its bylaws.

Section 5. Filling a Vacancy

In the event of a vacancy by resignation or removal, new members shall be added as provided in CP 700-42 and the Advisory Group's bylaws. The term of office of any member filling a vacancy shall be for the balance of the vacated term.

Section 6. Membership Dues Prohibited

See CP 700-42 for direction.

Section 7. Member Term Limits

The bylaws shall establish the term of membership for each Advisory Group. Members shall serve for fixed terms of two to four years as established in the bylaws, with expiration dates during alternate years to provide continuity. The Department may vary the expiration dates for member terms for the selection of original members for a new Advisory Group.

No person may serve on an Advisory Group for more than eight consecutive years if the bylaws state members are elected to two- or four-year terms. No person may serve on an Advisory Group for more than nine consecutive years if the bylaws state members are elected to three-year terms. However, a member can continue to serve until a new member is selected. After a one-year break in service as an Advisory Group member, an individual who had served for eight or nine consecutive years shall again be eligible to serve on the Advisory Group.

ARTICLE VI: ADVISORY GROUP OFFICERS

Section 1. Officer Election Process

See CP 700-42 for direction.

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Section 2. Officer Positions (and Terms)

See CP 700-42 for direction.

The bylaws shall establish the length of each officer's term; however, no term shall exceed two (2) years. No person may serve in the same office for more than four (4) consecutive years, unless authorized by the Director.

Section 3. Removal of Officers

See CP 700-42 for direction.

Section 4. Officer Duties Outlined in Bylaws

The duties of all Advisory Group officers shall be stated in the bylaws. These officers' duties include the following:

> **Chairperson**. The Chairperson shall preside over the Advisory Group meetings and serve as the spokesperson of the Advisory Group. The Chairperson may appoint a designee to speak on behalf of the Advisory Group. The Chairperson shall prepare each meeting agenda.
>
> **Vice Chairperson**. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson.
>
> **Secretary**. The Secretary shall be responsible for the Advisory Group's correspondence, attendance records, agendas, member roster, minutes, and maintaining a record of its actions. At meetings, the Secretary shall identify members who constitute a quorum and keep records of all Advisory Group votes, including how members vote, whether any member abstained or recused from a vote, and the reason for the abstention or recusal. The Secretary shall ensure that Advisory Group members and members of the public have access to this information. At the end of each fiscal year, the Secretary shall prepare a written report for the Advisory Group detailing member attendance for the prior 12-month period.

An Advisory Group may request that the Deputy Director appoint a Department Representative to assist the Advisory Group as a recording secretary. The Department Representative may assist with preparing records, membership rosters, and meeting agendas and minutes and posting all meeting agendas at the meeting site. The Department Representative will not fulfill any other duties of the Secretary.

If the Advisory Group chooses to have a member fill the role of recording secretary, the responsibility for records, membership rosters, meeting agendas and minutes will be assigned to that officer. The secretary will prepare all agendas and be responsible for

DRAFT

posting all meeting agendas. If needed, the secretary may send (via email) the agenda to the Department Representative at least four days prior to the meeting and the Department Representative will post the agenda at the meeting site.

Section 5. Disseminating Business

Officers of Advisory Group are responsible for promptly disseminating information received by the Advisory Group regarding its formal business to all members.

ARTICLE VII: CONFLICTS OF INTEREST

See CP 700-42 for direction.

ARTICLE VIII: RECREATION ADIVSORY GROUP MEETING PROCEDURES

Section 1. Public Meetings

In accordance with Brown Act section 54953(a), all Advisory Group recommendations and official authorizations, positions, and opinions shall be voted on in a public meeting of the Advisory Group where a quorum of the members are present. See CP 700-42 for direction.

1.1 Meeting Location

In accordance with Brown Act sections 54954(b) and 54953.2, all Advisory Group meetings shall be held in a City-owned facility assigned to the Advisory Group that meets the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990. If an Advisory Group does not have an appropriate meeting facility within its boundary that is accessible to all members of the public, the Advisory Group may meet at the closest accessible meeting facility as determined by the Director.

1.2. Conduct of Meetings

Advisory Groups are responsible for ensuring compliance with meeting procedures under this Policy. It shall be the duty of each member to attend all Advisory Group meetings.

1.3 Regular Agenda Posting

In accordance with Brown Act section 54954.2, at least 72 hours before a regular meeting, an agenda containing a brief general description of each agenda item shall be posted. The brief general description of each agenda item need not exceed 20 words per item unless the item is complex. The agenda shall also provide notice of the date, time, and location of the meeting. The agenda shall be posted in a place freely accessible to the public. The agenda shall include information regarding how to request disability-related accommodations.

The listing of an agenda item shall state whether the item is an information item only or it is an action item.

DRAFT

At the time of the posting of the agenda, the agenda shall also be sent via the United States Postal Service or electronic mail to every member of the public who has requested notification of the Group's meetings.

1.4 Public Comment

Agenda Items

In accordance with Brown Act section 54954.3(a), any interested member of the public may comment on agenda items during regular or special Advisory Group meetings.

Non-Agenda Items

In accordance with Brown Act section 54954.3(a), each agenda for a regular Advisory Group meeting shall allow for a public comment period at the beginning of the meeting for items not on the agenda, but that are within the scope of the Group. According to Brown Act section 54954.2, members may respond by asking for more information, or by asking a question to clarify, and may schedule the item for a future agenda. However, no discussion, debate, or action may be taken on such items.

Time Limits

An Advisory Group may adopt reasonable time limits for individual items and for individual speakers to ensure operational efficiencies in accordance with Brown Act section 54954.3(b). Any time limits adopted by an Advisory Group must give competing interests equal time.

1.5 Adjournments

In accordance with Brown Act section 54955, Advisory Group meetings may be adjourned to a future date. Within 24 hours, a notice of adjournment must be clearly posted on or near the door of the place where the original meeting was to be held. If a meeting is adjourned because less than a quorum was present, the meeting should be adjourned to the next regular meeting unless the Advisory Group chooses to call a special meeting.

1.6 Continuances

In accordance with Brown Act section 54955.1, if an item is continued from a prior regular meeting to a subsequent meeting that will occur more than five days from the original meeting, a new agenda must be prepared as if a regular meeting; otherwise the original meeting agenda is adequate.

1.7 Consent Agenda

For items to be considered for a Consent Agenda all the following are recommended:

a) A subcommittee of the Advisory Group has discussed the item at a noticed subcommittee meeting;

DRAFT

b) Members of the public were given an opportunity to address the subcommittee; and

c) The item has not substantially changed since the subcommittee's consideration.

d) Assuming items (a) through (c) above are met, items may be added to the Consent Agenda at the discretion of the Advisory Group Chairperson.

e) Any Advisory Group member may request that a Consent Agenda item be moved to the regular agenda. An item pulled from consent shall generally be added to the agenda following the last Action/Discussion item and may be tabled to a future meeting due to time constraints.

The comments of the subcommittee, if any, and those made by interested members of the public should be reflected in the minutes of the subcommittee. Any interested member of the public may comment on a Consent Agenda item. Any interested member of the public may request that a Consent Agenda item be moved to the regular agenda.

1.8 Quorum and Public Attendance

A quorum is defined as a majority of non-vacant seats of an Advisory Group. In accordance with Brown Act section 54952.2, a quorum must be present to conduct business, to vote on projects, and to take actions at regular or special meetings.

In accordance with Brown Act section 54953.3, no member of the public shall be required, as a condition of attendance at any meeting of an Advisory Group, to register or provide any other information. Any attendance list or request for information shall clearly state that completion of such information is voluntary. No member of the public shall be charged a fee for admittance.

1.9 Proposed Development Participation

When considering proposed park development projects for recommendation, the Advisory Group shall adhere to Council Policy 600-33 and allow participation of all members of the public. The Advisory Group shall give special emphasis on obtaining participation from all interested parties including, property owners, residents, business establishments, and the local City-recognized Community Planning Group in proximity to the proposed park development. The Advisory Group shall inform the project applicant or representative each time review by the Advisory Group will take place and provide the applicant with an opportunity to present the project.

1.10 Action on Agenda Items

Voting requirements vary by subject of the action:

a. Removing an elected or confirmed member in accordance with CP 700-42 requires a

two-thirds vote of the members present at the meeting.

b. A ratifying vote to remove a member due to ineligibility in accordance with CP 700-42 requires a two-thirds vote of the members.

c. Approving an amendment to an Advisory Group's adopted bylaws requires a two-thirds vote of the members present at the meeting.

d. All other Group actions, including subcommittee votes, only require a simple majority of the members in attendance when a quorum is present.

In accordance with Brown Act section 54953(c), Advisory Groups shall not engage in or allow secret ballot or proxy voting on any agenda item. Other methods of absentee voting on agenda items, such as by telephone or by e-mail, are also prohibited.

In accordance with Brown Act section 54954(c), all actions taken by Advisory Groups, including votes, must be taken in public.

Positions on agenda items shall be established only by the votes taken by the members.

1.11 Collective Concurrence

In accordance with Brown Act section 54952.2, any attempt to develop a collective concurrence of the members as to action to be taken on an item by members of the Advisory Group, either by direct or indirect communication, by personal intermediaries, by serial meetings, or by technological devices (such as email, text, and social media), is prohibited, other than at a properly noticed public meeting.

1.12 Special Meetings

In accordance with Brown Act section 54956, the Chairperson of an Advisory Group, or a majority of the members, may call a special meeting. An agenda for a special meeting shall be specified as such, and shall be prepared and posted at least 24 hours before the special meeting. Each member shall receive the written notice of the meeting at least 24 hours before the time of the meeting as specified in the notice unless the member files a written waiver of notice with the Secretary at, or prior to the time of, the meeting.

Written notice shall be delivered to each local newspaper of general circulation, and radio or television station requesting notice in writing at least 24 hours before the time of the meeting. The notice shall identify the business to be transacted or discussed at the meeting. No other business shall be considered at this meeting.

Public testimony on agenda items must be allowed during a special meeting; however, the non-agenda public comment period may be waived.

1.13 Emergency Meetings

Brown Act section 54956 describes emergency meetings for matters related to public health and safety. These matters are outside of the purview of Advisory Groups and are prohibited under this Policy.

1.14 Right to Record

In accordance with Brown Act sections 54953.5 and 54953.6, any person attending a meeting of an Advisory Group must be allowed to record or photograph the proceedings in the absence of a reasonable finding by the Group that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the meeting.

1.15 Disorderly Conduct

In accordance with Brown Act section 54957.9, in the event any Advisory Group meeting is willfully interrupted by an individual or group making the orderly conduct of the meeting infeasible, the Group may take a motion to request the removal of the individual or individuals willfully disrupting the meeting.

If that is unsuccessful then the Advisory Group may order the meeting room cleared and continue in session on scheduled agenda items without an audience, except that representatives of the media shall be allowed to remain. The Advisory Group may also readmit any individual or individuals who were not responsible for the disruption.

1.16 Abstentions

In limited circumstances, from time to time, members may abstain from participating and voting on an action item. The member must state, for the record, the reason for the abstention.

Abstention is voluntary but available when a member has legitimate, non-economic, personal interests in the outcome that would give the appearance of impropriety or cast doubt on the member's ability to make a fair decision, or if the member lacks sufficient information upon which to cast a vote. The three-part vote on the item (for-against-abstain) will reflect an abstaining member. Abstaining members are still counted in an Advisory Group quorum for that item.

An abstention should be declared prior to the start of the item. A member should declare the abstention and the reason for the abstention. If a member realizes he or she should abstain in the middle of a discussion item, the member should immediately announce that fact and not participate in the item any further. It is inappropriate for a member to participate in an Advisory Group debate, ask questions, express opinions or guide the discussion, perhaps even make the motion or the second, and then abstain from voting. Advisory Group members should not use an abstention as an option because they are uncomfortable with potential criticism of their views on the item.

If there are multiple abstentions due to a lack of information, an Advisory Group should consider a continuance to receive additional information. There should be agreement among the members that more information is necessary to allow the Advisory Group to make an informed decision, and the Group should be specific about what information would assist it in formulating its recommendation.

1.17 Recusals

Any member with a direct economic interest in any item that comes before the Advisory Group or subcommittees must: (1) disclose to the Group that economic interest, (2) recuse himself or herself from voting, and (3) not participate in any manner as a member of the Group for that item on the agenda including any discussion preceding the vote.

Recusal is appropriate when a member of an Advisory Group has a readily identifiable, distinguishable, direct economic interest in the matter being considered by the Group. An Advisory Group member would be considered economically interested in an action before the Advisory Group if the action would financially benefit that member's business, improve the member's property, or gives the member's organization preferred treatment over other organizations.

A recusing member, who is also a member of a team or group presenting to the Advisory Group, may assist in the presentation of the project to the Advisory Group.

The Group's chairperson should ask for recusals before starting any substantive discussion on an action item. The presence of the recusing member does not count toward a quorum for the item that the member recuses on. The vote on the item will not reflect the recusing member at all.

The duty to recuse due to an economic interest must be determined on a case-by-case basis. Here are some common examples:

a) Advisory Group is recommending hiring vendors for a special event and the member's business is a potential vendor at the special event.

b) The decision "uniquely affects" the member, in which case there could be ground for recusal. A member is uniquely affected if the proposed action includes a disproportionate effect on the member's financial interests.

When determining whether to recuse from an item, members should err on the side of caution, but situations may arise where a member wishes to contact their Department Representative for advice.

Group members are expected to act in good faith to fulfill their duties. If a conflict is suspected, but it is not recognized or acknowledged by a member, the Advisory Group may

call for a vote to determine whether a member should recuse and whether the Group should discount that member's participation and vote on the item. The vote to discount a member's participation should be approved by two-thirds of the voting members of the Group, or by a unanimous vote if less than two-thirds of the voting members of the Group are present. The vote should be taken before the item is discussed. If the member still refuses to recuse himself or herself, the Group should make it a part of the public record that a vote of the Group considered the member ineligible to participate.

The participation of the member will be deemed void and the member's vote not counted toward the Advisory Group's recommendation. The refusal by a member to recuse from the Advisory Group discussion and vote, when appropriate, may result in discipline of the member under CP 700-42, Article IX, Section 2.

1.18 Subcommittees

Advisory Groups are encouraged to establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular meetings.

Standing Committees

Standing subcommittees are subcommittees tasked with reviewing continuous on-going issues at an Advisory Group's assigned recreation facilities, such as sports councils. In accordance with Brown Act section 54952(b), all standing subcommittees of an Advisory Group are subject to Brown Act requirements, as set forth in this Policy.

Ad Hoc Subcommittees

Ad hoc subcommittees are established for a finite period of time to review more focused issue areas and are disbanded following their review. While the Brown Act does not impose requirements upon ad hoc subcommittees when made up entirely of members of the Advisory Group and constitute less than a quorum of the Group, this Policy requires all subcommittee meetings be noticed and open to the public by inclusion of the meeting announcement on a regular meeting agenda, by an electronic notice, or by announcement at a regular Advisory Group meeting.

Recommendations

All subcommittee recommendations must be brought forward in writing for an Advisory Group vote at a noticed public meeting. In no case may a subcommittee recommendation be forwarded directly to the City as the official recommendation of the Advisory Group without a vote taken at a noticed Group meeting.

1.19 Meeting Documents and Records

Agenda by Mail

In accordance with Brown Act section 54954.1, the Advisory Group shall grant public requests for mail copies of a regular agenda and any accompanying material. The Secretary shall mail agenda any accompanying materials when the agenda is posted or

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upon distribution to a majority of the Advisory Group members, whichever occurs first. Members of the public may request to receive agendas and materials for each calendar year and such requests are valid for that entire calendar year, but must be renewed for each subsequent calendar year.

Agenda and Documents at Meeting

In accordance with Brown Act section 54957.5, any written documentation prepared or provided by City staff, presenters, or Advisory Group members that is distributed at a meeting shall be made available for public inspection without delay. If such material is prepared by someone other than City staff, presenters, such as from a member of the public during public testimony on an agenda item, then the material shall be made available for public inspection at the conclusion of the meeting or as soon as reasonably possible.

Minutes

For each Advisory Group meeting, a report of member attendance and a copy of approved minutes shall be retained by the Group and shall be available for public inspection. A copy of the draft minutes shall be available for public inspection as soon as reasonably possible, but no later than 72 hours prior to the next Advisory Group meeting. A copy of the draft minutes shall also be delivered to the Department by the same time.

In accordance with Brown Act section 54953(c)(2), the votes taken on each action item, shall include members who voted for, against, or abstained on the item. In addition, for each action item the record should include the names of the speakers and the nature of the public testimony that appeared before the Group.

The Advisory Group shall discuss and adopt any changes to the draft minutes shall at the next Advisory Group meeting.

Advisory Groups are not required to audio record or videotape their meetings. If they do, then the audio or videotapes are subject to a public request to inspect without charge in accordance with Brown Act section 54953.6. A cost-recovery fee may be charged for copies of recordings.

Records Retention

In accordance with Brown Act section 54957.5, Advisory Group records must be retained for public review. To facilitate public review, copies of approved minutes shall also be kept for a minimum of 30 calendar days at the location where the Advisory Group regularly conducts its meetings.

Advisory Group records are meeting minutes, meeting agendas, and any other written documents distributed to the members in connection with a matter subject to consideration at a meeting of the Advisory Group. Advisory Group records do not include

DRAFT

writings that are required to be submitted to the City in accordance with this Policy to substantiate and document an Advisory Group's operation and compliance. Advisory Groups also may receive materials that do not qualify as records.

The following table provides information about which documents should be submitted to the City, how long different types of documents should be retained by Groups to be able to fulfill a timely request for public review, and which documents the Group may generate or receive that do not need to be retained or made available.

Those documents identified as City records remain the responsibility of an Advisory Group to produce, if they are not submitted to the City.

Document or Record Type	Required Retention or Availability
Records the Group must submit to the City either as draft (bylaws) or as a copy (rosters, annual reports, approved minutes or minutes of its standing subcommittees, materials used in investigation of alleged violations of CP or adopted bylaws; voting procedures for atypical situations; reports submitted to the Department).	Department to include these items for City retention of required documents with appropriate timeframes.
	Groups should have these records available as operational documents as long as there is use of them by the Group. Specifically: bylaws should be available if they are current; current rosters should be available as should any past rosters used to determine length of term of current members; approved minutes for 2 years or until information in them is outdated.
Recommendations, either created electronically or in paper format, from the Group to the City on projects or plans that fulfill responsibilities contained in CP 700- 42.	Department to include these items for City retention of required documents with appropriate timeframes.
	These are records subject to public availability required by the PRA. Groups should have these records available as operational documents while there is a use of them by the Group, e.g., while a development project is active or a plan is a draft.

DRAFT

Records the Group received or produced that do not qualify as a record of the City and are not required to be submitted to the City, such as: correspondence generated by the Group; correspondence submitted to the Group; meeting sign-in sheets used to determine member attendance.	Department will not retain these documents since these are not City records. Any holding or managing of these documents by the Department is voluntary.
	These are Advisory Group records subject to public availability required by the PRA. Groups should have these records available as operational documents as long as there is a use of them by the Group. Specifically: published agendas should be retained until minutes of that meeting are prepared (reflecting the final agenda); correspondence should be available for at least 1 year or until its use has passed (e.g., related to a proposed project until the project is heard); meeting sign-in sheets should be available until the next election cycle.
Non-records of the Group are those that are copies of documents received by the Group to review such as: project plans and miscellaneous notices or materials received by the Group either by mail or at a meeting.	Department will not retain these non-records.
	Groups do not need to make these documents available since they are not records of the Group. Group should hold these documents as long as needed to utilize them for their intended purposes.

Section 2. Membership Roster

The Advisory Group shall maintain an up-to-date roster including the names of each member and whether each member is an At-Large Member or an Organization Member. The roster shall be provided by the Advisory Group to the Department within 30 days of any change.

ARTICLE IX: RALPH M. BROWN ACT AND COUNCIL POLICY 700-42 COMPLIANCE

Violations by Advisory Groups and their individual members are addressed in CP 700-42 Article IX.

Section 1. Violations and Remedies of Brown Act

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These Administrative Guidelines identify specific requirements of the Brown Act. Advisory Groups are encouraged to proactively cure violations themselves to prevent legal action that could void their actions. Both individual members of the Advisory Group, as well as the Group as a whole, could be subject to civil remedies. Civil remedies may include injunctive relief to prevent or stop violations of the Brown Act or to void past actions of an Advisory Group. Civil remedies may include payment of attorney's fees.

Individual Advisory Group members may potentially face criminal misdemeanor charges for attending a meeting where action is taken in violation of the Brown Act, but only if the member intended to deprive the public of information which the member knew or had reason to know the public was entitled. Action taken includes collective decisions, promises, and tentative decisions, but does not include mere deliberation without taking some action. Alleged violations are reviewed and evaluated on a case-by-case basis.

Section 2. Violations and Remedies of Council Policy 700-42

2.1 Alleged Violations by a Member of a Recreation Advisory Group

If the Advisory Group has completed its investigation and the member found in violation of the bylaws or CP 700-42 does not, or cannot, take corrective action, the Advisory Group may vote to remove the member. The vote to remove the member shall occur at a regularly scheduled public meeting subject to the procedures outlined in these Administrative Guidelines and in the Group's bylaws. Prior to taking action to remove a member, the Advisory Group's Secretary shall notify the member to be removed, in writing, as specified in Article V, section 4 of these Guidelines.

The matter of removing a seated Advisory Group member will be placed on the agenda as a potential action item. Supporting materials from the Chair and from the offending member, if any are provided, will be made available to the Advisory Group members prior to the meeting.

The member to-be-removed shall be given the opportunity to present their position and rebut any documentation presented to the Advisory Group. The member may also request a continuance of the item to gather more information for discussion by the Advisory Group.

At the end of the discussion, the Advisory Group may, by a two-thirds vote choose to remove the member. There is no appeal available to an Advisory Group member removed by vote of the Advisory Group. The member's seat will be immediately declared vacant and subject to provisions of Article V.

The removal of an Advisory Group member by a vote of the Advisory Group will not prohibit the member from running for an Advisory Group seat in future scheduled elections.

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2.2 Alleged Violations by a Recreation Advisory Group

Any person alleging a violation of CP 700-42 or an Advisory Group's bylaws by the Advisory Group as a whole or by multiple members of the Group shall forward the allegations, in writing, to the Director for investigation. At the request of the Director, the Deputy Director or Recreation Program Manager may engage in a dialogue with the Advisory Group to determine the validity of the complaint and to seek resolution of the issue or dispute.

a) Finding of Violation. The Deputy Director will prepare a written notice with corrective measures for the Director's approval. Upon receiving the written notice of violation, if the Group fails to take corrective action, the Director may determine that the Advisory Group will forfeit its rights as an Advisory Group under CP 700-42. This determination will be confirmed by a Deputy City Operating Officer (DCOO) in writing.

b) The Advisory Group will not forfeit its recognized status until there is an action by the DCOO to remove the status. The Director and DCOO may also prescribe conditions under which recognition under CP 700-42 will be reinstated.

If the Advisory Group is found to be out of compliance with the provisions of Council Policy 700-42, the Group risks loss of indemnification pursuant to Ordinance No. O-_____.

ARTICLE X: DEFENSE AND INDEMNIFICATION

Article X describes Advisory Group's right to indemnification by the City.

Orientation. Each [insert RAG name] member is required to attend an orientation training session administered by the City as part of the Advisory Group and individual member indemnification pursuant to Ordinance No. _____, and any future amendments thereto. If it is not possible for a new member to attend the training session as required, then the member shall successfully complete the online orientation training.

As required by O-_____, newly seated Advisory Group members must complete a basic orientation training session within 60 days of being elected or appointed to an Advisory Group or the member will be ineligible to serve.

ARTICLE XI: GENERAL PROVISIONS

See CP 700-42 for direction on the following:

Section 1. No Charge
Section 2. No Discrimination
Section 3. Compliance with Law
Section 4. Political Activity

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Attachments

1. Recreation Advisory Group Standard Bylaws
2. Agenda Template
3. Meeting Minutes Template
4. Speaker Slip Template

Reference Documents

1. Ralph M. Brown Act, California Government Code §§ 54950-54963
2. Robert's Rules of Order
2. Council Policy 700-42
3. Council Policy 600-33
4. Department Instruction xxxx
5. Department Instruction 8.3 (Field Usage)

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Attachment 1 – Standard Bylaws

[Recreation Advisory Group (RAG) Name]
Bylaws
Adopted
[insert date]

ARTICLE I
NAME AND RECREATION FACILITIES

Section 1. Official Name. The official name of this organization is the [insert community or recreation center name] Parks and Recreation Advisory Group (hereafter INSERT: desired name to be used throughout document; i.e. Advisory Group, Group, full name).

Section 2. All activities of this organization shall be conducted in its official name.

Section 3. Recreation Facilities. The recreation facilities assigned to the [insert RAG name as defined in Section 1, above] are assigned by the City of San Diego's Parks and Recreation Department (Department) and are listed on Exhibit A. [insert RAG name] cannot modify this list. Any updates provided by the Department to the list will not require amendment of these Bylaws.

ARTICLE II
PURPOSE

Section 1. Purpose. The purpose of the [insert RAG name] is to advise the City on recreation programs and activities at its assigned recreation facilities, to provide input on proposed annual budgets for Recreation Center Funds, and to participate in the park planning process established in Council Policy 600-33.

Section 2. Input and Recommendation. The [insert RAG name] shall serve as the recognized conduit for community input regarding recreation programs, facilities, and park development projects planned at its assigned recreation facilities. Additionally, the [insert RAG name] may make recommendations to the Department, the Park and Recreation Board, and other park advisory committees on matters related to recreation programs and facilities.

The official positions and opinions of the [insert RAG name] shall not be established or determined by any organization other than [insert RAG name], nor by any individual member of the [insert RAG name] other than one authorized to act as its official representative.

ARTICLE III
COMPLIANCE WITH COUNCIL POLICY 700-42 AND ADMINISTRATIVE GUIDELINES

Section 1. Bylaws. These bylaws shall comply with the terms and conditions of San Diego City Council Policy 700-42 (Council Policy 700-42) and be subject to review by the Department Director for compliance.

Section 2. Council Policy Shall Control. In the event of a conflict between any provisions of these bylaws and Council Policy 700-42, the terms, conditions and obligations of Council Policy 700-42 shall control.

ARTICLE IV
AMENDMENTS TO BYLAWS

Section 1. Amendments to Bylaws. [insert RAG name] may propose amendments to these bylaws, which shall be approved by two-thirds vote of the members of [insert RAG name] at a noticed meeting. Any amendment adopted by [insert RAG name] shall not go into effect, and may not be used by [insert RAG name, until the Director has approved the amendment and notified [insert RAG name] of the effective date of the amendment.

ARTICLE V
MEMBERSHIP

Section 1. Number of Members. The [insert RAG name] shall consist of [INSERT a number between five and fifteen] members. These members constitute the [insert RAG name] .

Section 2. Membership Eligibility. To the extent possible, members shall be representative of the areas served by the recreation facilities assigned to [insert RAG name], listed on Exhibit A. Members must be willing to accept and perform responsibilities identified in these bylaws and Council Policy 700-42.

To be eligible as a member, an individual must be at least eighteen (18) years of age and be affiliated with the community and recreation facilities as one of the following:

a) property owner, who is an individual identified as the sole or partial owner of record, or their designee, of real property (either developed or undeveloped) that is within [INSERT: _____ miles] of a recreation facility assigned to the [insert RAG name], or

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b) resident, who is an individual whose primary address of residence is an address that is within [INSERT: _____ miles] of a recreation facility assigned to the [insert RAG name], or

c) local business person, who is a local business owner, operator, or designee at a non-residential real property address that is within [INSERT: _____ miles] of a recreation facility assigned to the [insert RAG name], or

d) organizational designee, who is part of an organization, special interest community service group, or athletic group that utilizes the recreation facilities assigned to the [insert RAG name]. Only one representative from an organization may hold a seat on the [insert RAG name] at one time.

An individual may demonstrate eligibility as a property owner, resident, or local business person, as described in (a) through (c) above (At-Large Member), through a letter of interest showing evidence of qualifications [OPTION: may insert alternate demonstration of eligibility and interest].

An individual may demonstrate eligibility as an organizational designee, as described in (d) above (Organization Member) through a letter of interest from the organization designating the individual as the representative for the organization and showing evidence of qualifications [OPTION: may insert alternate demonstration of eligibility and interest].

[OPTION: may insert alternate eligibility requirements such as minimum attendance requirements]. Once eligibility is established, an individual remains eligible until he or she does not meet the eligibility requirements.

Section 3. At-Large and Organization Members. The membership of the [insert RAG name] may consist of At-Large Members and Organization Members. Membership of the [insert RAG name] shall be distributed

[CHOOSE ONE OPTION BELOW OR SUBMIT ALTERNATIVE:

(A) by distribution of seats among the following:
_____seats for property owners;
_____seats for residents;
_____ seats for organizations; and
_____seats for business representatives;

(B) by a geographic distribution of seats among [neighborhoods or other geographic subdivisions] as follows: _seats for [area]; _____seats for [area]; etc.]

(C) by distribution of seats among At-Large Members and Organization Members as follows: __ seats for At-Large Members and __ seats for Organization Members.

Section 4. Membership Selection. The [insert RAG name] shall select members by an [OPTION: (A.) select election; or (B.) confirmation process or (C.) election or confirmation process. If options B. or C. is selected this language shall be added: The potential member shall be required to attend three consecutive meetings prior to submitting a letter of interest to the Advisory Group.]

Section 5. Removal of Members.

a) The [insert RAG name] may remove a member if the member has had three consecutive or four total absences during the prior twelve (12) month period. Removal based on absences shall be approved by two-thirds vote of the eligible members present at the meeting of the Advisory Group and written confirmation by the Director.

b) The [insert RAG name] may remove a member if the member violated Council Policy 700-42 or these bylaws, and will follow the process in Article IX, Section 2 of Council Policy 700-42.

    1) Any person alleging a violation of Council Policy 700-42, the Administrative Guidelines, or these bylaws, shall forward the allegation, in writing, to the Chairperson for investigation. The allegations shall contain enough detail to provide a description of the alleged violation and a timeframe when the violation occurred.

    2) The [insert RAG name] shall, where feasible, provide the member with the opportunity to correct the violation.

    3) If corrective action is not feasible or the member fails to take corrective action, the Chairperson may set the matter for discussion by the [insert RAG name] at a noticed meeting.

c) The [insert RAG name] may remove a member upon receiving notice of that member's death or incapacity. The [insert RAG name] will treat the notice as a resignation, effective immediately and fill the vacancy in accordance with these bylaws.

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d) The Secretary shall notify the member to be removed (for alleged violation or based on absences) in writing, at least thirty calendar days in advance of any action by the [insert RAG name] to remove the member.

Section 6. Filling a Vacancy. A vacancy exists immediately upon the [insert RAG name]'s receipt of a written resignation from a member or upon removal of a member pursuant to Council Policy 700-42 or these bylaws. The term of office of a member filling a vacancy shall be for the balance of the vacated term.

The [insert RAG name] shall fill vacancies at the time the vacancies are declared, if possible. [Provide additional detail and timeframe of how to fill vacancy]. Vacancies shall be filled by: CHOOSE ONE OPTION: (A.) selection by members at the time the vacancies are declared. [provide detail and timeframe]; or (B.) an advertised general election to be held at the next regularly scheduled meeting unless the [insert RAG name] chooses to hold a special meeting. [provide detail and timeframe].

Section 7. Membership Dues Prohibited. No membership dues shall be required.

Section 8. Member Term Limits. Members of the [insert RAG name] shall serve for fixed terms of: [CHOOSE ONE OPTION: (A.) two years; (B.) three years; or (C.) 4 years] with expiration dates during alternate years to provide continuity.

No person may serve on the [insert RAG name] for more than: [CHOOSE ONE OPTION: (A.) eight consecutive years if members are elected to two- or four-year terms; or (B.) nine consecutive years if members are elected to three-year terms.] A member can continue to serve until an alternate member is selected.

After a one-year break in service as an [insert RAG name] member, an individual who had served for eight or nine consecutive years shall again be eligible to serve on the [insert RAG name].

ARTICLE VI
OFFICER ELECTIONS

Section 1. Officer Election Process. Elections of the [insert RAG name]'s officers shall be by show of hands. No secret ballot or proxy votes shall be permitted. The results of the election shall be reported in the meeting minutes.

Section 2. Officer Positions and Terms. The 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 a regular meeting of the [insert RAG name] prior to the election. The length of an officer's term shall be CHOOSE ONE: one year; or (B.) two years; except that no person may serve in the same office for more four consecutive years.] After a period of one year in which that person did not serve as an officer that person shall again be eligible to serve as an officer.

Section 3. Removal of Officers. In the case of an alleged violation of Council Policy 700-42 or these bylaws by an officer, the [insert RAG name] shall follow the process in Article IX, Section 2 of Council Policy 700-42. The Secretary shall notify the officer to be removed in writing, at least thirty calendar days in advance of any action by the [insert RAG name] to remove the officer.

ARTICLE VII
OFFICER DUTIES

Section 1. Officers. Officers of the [insert RAG name] shall consist of a Chairperson, Vice Chairperson, and Secretary [OPTIONAL: add additional officer positions to list here and additional sections establishing those officers' duties below].

Section 2. Chairperson. The Chairperson shall preside over meetings and serve as the spokesperson of the [insert RAG name]. The Chairperson may appoint a designee to speak on behalf of the [insert RAG name]. [OPTION: insert any further duties as defined by advisory group. Example duties would be setting the agenda, reviewing minutes, etc.]

Section 3. Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities of the Chairperson. [OPTION: insert any further duties as defined by advisory group].

Section 4. Secretary. The Secretary shall be responsible for the [insert RAG name]'s correspondence, attendance records, member roster, minutes and actions. At the meetings, the Secretary shall identify members who constitute a quorum, and keep records of all votes, whether any member abstained or recused from a vote, and the reason for any abstention or recusal. The Secretary shall ensure that [insert RAG name] members and members of the public have access to this information. At the end of each fiscal year, the Secretary shall prepare a written report for the [insert RAG name] detailing member attendance for the prior 12-month period. The Secretary shall maintain a current, up-to-date roster of the names of each member of the [insert RAG name] and whether each member is an At-Large Member or an Organization Member. [OPTION: insert any further duties as defined by Advisory Group].

Section 5. Disseminating Business. It shall be the duty of the [insert RAG name]'s officers to promptly disseminate any pertinent information received by the [insert

RAG name] regarding its official business to all members.

ARTICLE VIII
RECREATION ADVISORY GROUP MEETING PROCEDURES

Section 1. Public Meetings. All recommendations and official positions and opinions shall be voted on in a public meeting of the [insert RAG name] where a quorum of the members is present. All meetings shall be held in compliance with the Ralph M. Brown Act, Department policies, and the requirements of this Council Policy 700-42 with the opportunity for community input. The Administrative Guidelines contain specific requirements for the noticing and conduct of meetings, including specific references to the Brown Act. The latest version of Robert's Rules of Order is used when Council Policy 700-42, the Administrative Guidelines, and these bylaws do not address an area of concern or interest.

Section 2. Conduct of Meetings. The [insert RAG name] is responsible for assuring compliance of meeting procedures under the Brown Act, these bylaws and Council Policy 700-42. The Administrative Guidelines provide detailed instructions on meeting noticing, conduct, and guidance on requirements of the Brown Act. It shall be the duty of each member to attend all [insert RAG name] meetings.

Section 4. Quorum and Public Attendance. A quorum is defined as a majority of non-vacant seats of the [insert RAG name]. A quorum must be present to conduct business, to vote on items, hear informational items, and to take action at regular or special meetings.

Section 5. Voting. The [insert RAG name] shall take action, by vote, at a meeting where at least a quorum of the members is present. The [insert RAG name] shall not engage in or allow secret ballot or proxy voting on any agenda item. Other methods of absentee voting, such as by telephone or by e-mail, are also prohibited. Voting requirements vary by subject of the action, as follows:

a) Removing a member for violation of Council Policy 700-42, the Administrative Guidelines or these bylaws requires a two-thirds vote of the members [unless substitute method provided for in these bylaws, then revise this sentence].

b) Removing a member based on absences requires a two-thirds vote of the members present at the meeting.

c) Removing an officer from office requires a two-thirds vote of the members.

d) Approving an amendment to these bylaws requires a two-thirds vote of the members.

e) All other [insert RAG name] actions, including subcommittee votes, require a simple majority of the members in attendance when a quorum is present.

Section 6. Minutes. For each [insert RAG name] meeting, a report of member attendance and a copy of approved minutes shall be retained by the Secretary and shall be available for public inspection. A copy of the draft minutes shall be available for public inspection as soon as reasonably possible, but no later than 72 hours prior to the next [insert RAG name] meeting. A copy of the draft minutes shall be delivered to the Department by the same time.

The votes taken on each action item shall include members who voted for, against, or abstained on the item. In addition, for each action item the record should include the names of the speakers and the nature of the public testimony that appeared before the [insert RAG name].

The [insert RAG name] shall discuss and adopt any changes to the draft minutes at its next meeting.

ARTICLE IX
SUBCOMMITTEES

Section 1. Subcommittees. The [insert RAG name] may establish standing and ad hoc subcommittees when their operation contributes to more effective discussions at regular meetings.

Section 2. Standing Committees. Standing subcommittees are on-going subcommittees tasked with reviewing specific issue areas. All standing subcommittees of an Advisory Group are subject to Brown Act requirements. Pursuant to the purpose of this organization, the [insert RAG name] establishes the following standing subcommittees: [provide list including: number of members; duties; duration of subcommittee (such as the Sports Council subcommittee).

a) Ad Hoc Subcommittees. Ad hoc subcommittees are established for a finite period of time to review more focused issue areas and are disbanded following their review. All ad hoc subcommittee meetings shall be noticed and open to the public by inclusion of the meeting announcement on a regular meeting agenda, by an electronic notice, or by announcement at a regular [insert RAG name] meeting.

b) Recommendations. All subcommittee recommendations must be brought forward in writing for a [insert RAG name] vote at a noticed public meeting. Subcommittee recommendations shall not be forwarded directly to the City as the official recommendation of the [insert RAG name].

ARTICLE X
RECREATION ADVISORY GROUP OPERATIONS

Section 1. Public Outreach. The [insert RAG name] shall outreach to the community through such methods as local newspapers, social media, flyers or community events to further community-wide understanding of and participation in the [insert RAG name] duties, activities, and decisions. The [insert RAG name] shall give due consideration to community input to identify what is in the best long-term interest of the community at large. The following are the [insert RAG name]'s procedures regarding community participation:

OPTION: Detail any community participation procedures the Group has.

OPTION: List actions or state intent of Group to grow interest in Group activities and to encourage diversity.

NOTE: If it is necessary, separate procedures can be adopted by the Group for topics in this Section.

ARTICLE XI
GENERAL PROVISIONS

Section 1. No Discrimination. The [insert RAG name] shall not discriminate or permit discrimination in any manner against any person or class of persons on account of race, color, religion, gender, gender expression, gender identity, sexual orientation, medical status, national origin, ethnicity, age, marital status or disability, including without limitation the provision of goods, services, facilities, privileges, advantages and accommodations, and the hiring and retention of employees and contractors.

Section 2. Compliance with Law. The [insert RAG name] shall at all times in conducting obligations and duties under Council Policy 700-42 and these bylaws comply with all applicable laws, rules, regulations, and directives of competent governmental authorities.

Section 3. Political Activity. All [insert RAG name] activities shall be non-partisan and non-sectarian. The [insert RAG name] shall not officially or unofficially participate in, or lend its influence to the election of any candidate for public

office. Members shall not identify affiliation with the [insert RAG name] when endorsing candidates for public office.

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CITY OF SAN DIEGO PARKS AND RECREATION DEPARTMENT
NOTICE OF PUBLIC MEETING

MEETING NAME: **_____ Recreation Advisory Group Meeting**

DATE OF MEETING:

TIME OF MEETING:

LOCATION OF MEETING:

A. CALL TO ORDER

B. APPROVAL OF THE MINUTES:

C. TREASURERS REPORT

NON-AGENDA PUBLIC COMMENT/COMMUNICATIONS: (Limited to 3 minutes per speaker. Information in nature. Not to be debated or voted upon at current meeting.)

REQUESTS FOR CONTINUANCES

CHAIRPERSONS REPORT

CITY STAFF REPORTS

ACTION ITEMS

INFORMATION ITEMS

WORKSHOP

ADJOURNMENT:

If you are unable to attend this meeting, please contact the Advisory Group Secretary] at [Phone] so that we may determine whether we have a quorum. Next regular meeting will be [Date and Time].

This information will be made available in alternative formats upon request, as required by the American with Disabilities Act (ADA), by contacting the Center Director at [phone] or [email]. 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 in order 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.

CITY OF SAN DIEGO
PARKS & RECREATION DEPARTMENT
RECREATION ADVISORY GROUP
[Date]
Draft **Minutes**

Meeting Location:
Facility Name Address

Attendance:

Absent:

Guest:

City Staff:

CALL TO ORDER:

APPROVAL OF THE MINUTES OF JULY 12, 2018:

NON-AGENDA PUBLIC COMMENT:

REQUESTS FOR CONTINUANCES:

CHAIRPERSONS REPORT:

AREA MANAGER:

RECREATION CENTER DIRECTOR:

TREASURERS REPORT:

ACTION ITEMS:

INFORMATION ITEMS:

ADJOURNMENT:

Next Regular Meeting: On [date], at [Facility Name], [Address]

SUBMITTED BY: _____ REVIEWED BY: _____

[Name]
Recreation Center Director III

[Name]
Area Manager II

ADVISORY GROUP CHAIRPERSON: _____
[Name]

CITY OF SAN DIEGO
PARKS AND RECREATION DEPARTMENT
BOARD, COMMITTEES, ADVISORY GROUPS

REQUEST TO SPEAK (check one): ☐ IN FAVOR ☐ IN OPPOSITION ☐ NEUTRAL

☐ NON-AGENDA PUBLIC COMMENT

DATE: _____ ITEM #:_____ NAME (Please Print):

_____

SUBJECT (**IF NOT ON AGENDA**): _____

Contact Information **(*OPTIONAL – IF PROVIDED, THIS INFORMATION IS SUBJECT TO PUBLIC DISCLOSURE*):**

Email: _____Address: _____

Phone #: _____

ORGANIZATION REPRESENTING (IF ANY):

_____

PRIMARY INTEREST:

_____

_____ I WISH TO SPEAK **(Testimony limited to 3 minutes & subject to change based on number of speakers)**

_____ I WISH TO BE PART OF AN ORGANIZED GROUP PRESENTATION
[10 minutes allotted for group presentation, subject to change based on number]

_____ I do not wish to speak, but please read my name **OR** I cede my time to

_____
Indicate name of individual

_____
Signature

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CITY OF SAN DIEGO, CALIFORNIA **DEPARTMENT INSTRUCTION**	NUMBER **DI – xx**	DEPARTMENT **PARK & RECREATION**
SUBJECT PARKS & RECREATION DEPARTMENT CO-SPONSORSHIP FOR COMMUNITY PARKS EVENTS	**PAGE 1 OF 5** **SUPERSEDES** **DATED** **DI PAGES**	**EFFECTIVE DATE** (Date)

DI Number i.e. 3.13.1BACKGROUND

Historically, the Parks and Recreation Department (Department) has partnered with non-profit organizations, including recreation councils, to co-sponsor events in City parks. These events provided recreational, cultural, and community events in the communities served by the Department.

In April 2019, Council Policy 700-42 was amended and the advisory role of recreation councils was replaced with recreation advisory groups. Some recreation councils may continue to exist as independent non-profit organizations. When feasible, the Department supports events of a general recreational benefit to the community that are co-sponsored with non-profit organizations.

X.XX.2 PURPOSE

To establish a process for the Department to determine whether to co-sponsor recreational, cultural or community events with non-profit organizations.

X.XX.3 AUTHORITY

Park and Recreation Department Director (Director).

X.XX. 4 CO-SPONSORED EVENTS

Co-sponsored events are planned and executed by a non-profit corporation with the Department's participation in the planning and execution of the event.

X.XX. 5 POLICY

The Director may authorize co-sponsorship of events in collaboration with non-profit organizations whose purpose defined in their bylaws or in their operational history, is to provide a desired recreational, cultural or community services. This policy does not include events held in Balboa Park, Mission Bay Park or on City beaches.

The Department will only consider co-sponsoring an event that meets the follow criteria:

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A. The non-profit organization's membership is open to the public and does not discriminate in any manner against any person on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical or mental disability, veteran status, marital status, medical condition, gender identity, sexual orientation or any other category protected by federal, state or local laws.

B. The proposed event is consistent with the Department's recreational, cultural or community priorities; provides a broad public benefit; and, is accessible to all members of the public.

C. The event does not charge general admission to enter.

D. Fundraising is not the primary purpose of the event. However, the Department may consider events where the sale of goods or services (for example, food sales or pony rides) are sold if the proceeds are dedicated to a recreational purpose.

X.XX.6 PROCEDURE

A. The non-profit organization shall submit an application requesting the Department co-sponsor an event at least of 120 days prior to the event. If size and/or nature of the event requires a City special event permit, the non-profit organization will be referred to the City's Special Event Office,

B. Prior to submitting the co-sponsorship request to the Director, or designee, for final approval, the District Manager will review the application and confirm the following:

1) Minimum requirements established in the Administrative Guidelines, Article III, section 4.1 are met.

2) The proposed event provides a general recreational benefit to the surrounding community.

3) The Department has the available resources and that the commitment requested by the non-profit organization is feasible. If the resources requested for the planning and execution of the event are not available, the City cannot co-sponsor the event.

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4) The event complies with all applicable Department policies and all applicable federal, state and local laws, including any approvals or permits from other City departments or other government agencies.

5) The requested park facility is available and the proposed event would not negatively impact any pre-existing park uses.

6) The proposed event is not a political activity and the proceeds of any fundraising will not be used to support political activity or a political action committee.

C. Co-sponsored Events are not subject to applicable fees in the Department Fee Schedule if the Department participates equally in the planning and execution of the event.

D. Co-sponsorship does not waive any costs and fees assessed by other City departments associated with the event or any required permits, personnel, or resources provided by those departments.

E. The non-profit organization, their subcontractors, and vendors shall provide proof of public liability and property damage insurance as specified by the Department at least 60 days prior to the event.

F. The Department will attempt to seek input on co-sponsorship from the appropriate Recreation Advisory Group if the Group can accommodate the item on its agenda within a reasonable time.

1) If a quorum cannot be reached or the recreation advisory group does not meet with sufficient regularity to provide input on co-sponsorship of the event, the City will approve or deny co-sponsorship without recreation advisory input.

G. . The Department will provide written approval or denial of the event within 30 days of the submission of the Co-sponsor Special Event Application.

H. When approved, the non-profit organization shall designate a representative to directly coordinate with the designated Department representative. The non-profit's representative shall be responsible for coordinating meeting and activities for their organization while the Department representative shall be responsible for Department involvement.

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I. All volunteers participating in the planning or execution of the event, must follow the Department's Volunteer Office policies and procedures, including completing an application form (long-term volunteer or short-term/one-time volunteer form) and a Waiver and Release of Liability.

J. The non-profit organization shall not assign or delegate the rights and obligations under the co-sponsorship, nor any monies due or to become due, without the City's prior written approval.

K. Department staff and the non-profit organization will conduct an event recap meeting, identify opportunities for improvement in future events, and finalize allocation of revenue generated during the event.

L. This policy is limited to co-sponsored events. The use of park facilities for a non-profit organization's meetings and programs are subject to the Department Fee Schedule and, if applicable, Council Policy 700-42.

X.XX.7 RESOURCES

A. Council Policy 700-42
B. Parks and Recreation Department Fee Schedule

Authorized by: _____ Date: _____

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

DRAFT

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: _____

DRAFT

RECREATION COUNCIL WORKING GROUP

Name	Recreation Center	Council District
Ratnikova, Deanna	Doyle Park	1
Forbes, Gail	La Jolla Park	1
Nickel, James	Ocean Beach	2
Bothwell, Marcella	Park and Recreation Board	2
Cookson, Renee	Disabled Services Advisory Council	
Johnston, Katheryn	Park and Recreation Board	2
McKaveney, John	Robb Field & Ocean Beach	2 and 3
Granowitz, Vicki	North Park	3
Martin, Gwen		4
Preuss, Guy	Paradise Hills	4
Kaufman, Robin	Rancho Bernardo	5
Leffler, Steve	Rancho Penasquitos	5
Frichtel, Joe	Mira Mesa	6
Goonan, Gregory	Mira Mesa	6
Culver, Barbara	Allied Gardens	7
Cima, Jon	Serra Mesa	7
Bernal, Raymond	Moved out of state	8
Gates, Glenda	Mountain View	9
Denise Armijo	Colina del Sol Park	9