

## CITY OF SAN DIEGO, CALIFORNIA

**COUNCIL POLICY**

SUBJECT: RECREATION COUNCILS STANDARD OPERATING PROCEDURES  
AND RESPONSIBILITIES OF RECOGNIZED RECREATION ADVISORY  
GROUPS

POLICY NO.: 700-42

EFFECTIVE DATE: February 7, 2005 [Clerk: Upon adoption, please insert effective date of this  
amendment]

**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.

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**BACKGROUND:**

This Policy provides a framework for Recreation Advisory Groups (Advisory Groups or Groups) to replace recreation councils previously governed by this Council Policy. By adoption of this Policy, the City Council no longer recognizes recreation councils and instead 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 the Department's 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:**

This Policy identifies responsibilities and establishes minimum operating procedures governing the conduct of Advisory Groups.

**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.

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Advisory Groups are subject to California's Open Meeting Law, the Ralph M. Brown Act, California Government Code sections 54950 through 54963, as amended from time to time (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 Department-designated 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 identified in the Administrative Guidelines to assume the advisory role of previously existing recreation councils, committees, or local advisory groups.
- 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 and regulations.

**ARTICLE II**  
**PURPOSE OF RECREATION ADVISORY GROUPS**

- Section 1. Purpose of the Recreation Advisory Group. Advisory Groups advise the City on recreation programs and activities at assigned recreation facilities, provide input on proposed annual budgets for Recreation Center Funds, and 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 their assigned recreation facilities. Additionally, Advisory Groups may make recommendations to the Department, the Park and

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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. Advisory Groups shall assist Department staff with outreach to the community to further the public's understanding of and participation in Advisory Group duties, activities, and decisions. Advisory Groups shall consider community input in determining what is in the best 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; maintaining park facilities; and funding 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 provide advice to the Department for coordinating the use of City parks and recreation facilities under their purview.
- Section 4. Role of Recreation Advisory Groups on Recreation Programs. Advisory Groups shall provide recommendations to the Department for recreation programs and events at City parks and recreation facilities under their purview.

### **ARTICLE IV**

#### **BYLAWS**

- Section 1. Bylaws. Advisory Groups must 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 and approve 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 until the bylaws comply.

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- 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. 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 up to 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 described in Article IX, Section 2 of this Policy. 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. Membership dues are prohibited.
- 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.

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**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 described in Article IX, Section 2 of this Policy.
- 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 to propose any expenditure of funds in a 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,

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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.

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 identify 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.

Advisory Group members are City volunteers. 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 through Department staff.

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

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- 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 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 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



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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 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, including the conduct of meetings and use City park facilities.
- 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.

**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  
[Clerk: Upon adoption, please insert effective date of this amendment]

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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  
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**BACKGROUND:**

This Policy provides a framework for Recreation Advisory Groups (Advisory Groups or Groups) to replace recreation councils previously governed by this Council Policy. By adoption of this Policy, the City Council no longer recognizes recreation councils and instead 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 the Department's 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:**

This Policy identifies responsibilities and establishes minimum operating procedures governing the conduct of Advisory Groups.

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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

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Advisory Groups are subject to California's Open Meeting Law, the Ralph M. Brown Act, California Government Code sections 54950 through 54963, as amended from time to time (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 Department-designated 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 identified in the Administrative Guidelines to assume the advisory role of previously existing recreation councils, committees, or local advisory groups.

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- 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 and regulations.

**ARTICLE II**  
**PURPOSE OF RECREATION ADVISORY GROUPS**

- Section 1. Purpose of the Recreation Advisory Group. Advisory Groups advise the City on recreation programs and activities at assigned recreation facilities, provide input on proposed annual budgets for Recreation Center Funds, and 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 their 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. Advisory Groups shall assist Department staff with outreach to the community to further the public's understanding of and participation in Advisory Group duties, activities, and decisions. Advisory Groups shall consider community input in determining what is in the best 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; maintaining park facilities; and funding 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 provide advice to the Department for coordinating the use of City parks and recreation facilities under their purview.
- Section 4. Role of Recreation Advisory Groups on Recreation Programs. Advisory

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Groups shall provide recommendations to the Department for recreation programs and events at City parks and recreation facilities under their purview.

### **ARTICLE IV BYLAWS**

Section 1. Bylaws. Advisory Groups must 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 and approve 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 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. 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 up to 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

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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 described in Article IX, Section 2 of this Policy. 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. Membership dues are prohibited.
- 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 described in Article IX, Section 2 of this Policy.

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- 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 to propose any expenditure of funds in a 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.

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.

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### 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 identify 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.

Advisory Group members are City volunteers. 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 through Department staff.

Section 2. Violations and Remedies of Council Policy 700-42. In addition to the remedies contained in the Brown Act, this Policy and the Administrative Guidelines provide various remedies for violation of their provisions. Where an Advisory Group violates those provisions and does not cure, then 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



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failure to comply with the 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 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.

CITY OF SAN DIEGO, CALIFORNIA  
COUNCIL POLICY

DRAFT

- Section 2. No Discrimination. Advisory Groups shall not discriminate 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, including the conduct of meetings and use City park facilities.
- 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.

**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  
[Clerk: Upon adoption, please insert effective date of this amendment]

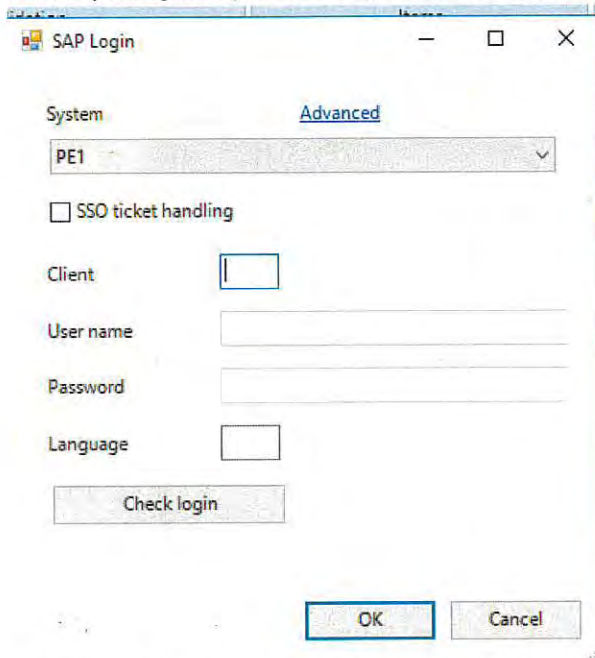
## Post ICC Upgrade Installation Steps

### Purpose:

When you use ICC for the first time after an upgrade, you will need to reset your connection to the server. The steps listed below show you how to reset your connection.

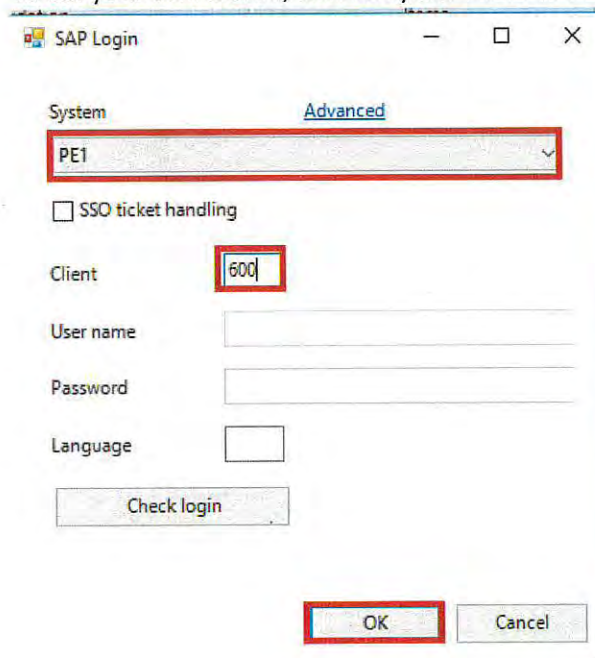
### Procedure

1. After opening ICC, you will be presented with the following pop-up box.



The screenshot shows the 'SAP Login' dialog box. It has a title bar with 'SAP Login' and standard window controls. Inside, there's a 'System' dropdown menu set to 'PE1'. Below it is an unchecked checkbox for 'SSO ticket handling'. Then are input fields for 'Client' (empty), 'User name' (empty), 'Password' (empty), and 'Language' (empty). A 'Check login' button is below these fields. At the bottom are 'OK' and 'Cancel' buttons.

2. To set your connection, set the System field to PE1 and the Client field to 600. Press OK



This screenshot shows the same 'SAP Login' dialog box as the previous one, but with red boxes highlighting the 'System' dropdown (which is set to 'PE1'), the 'Client' input field (which now contains '600'), and the 'OK' button at the bottom.

RESOLUTION NUMBER R- **311478**DATE OF FINAL PASSAGE DEC 20 2017

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SAN DIEGO AMENDING THE PARK AND RECREATION  
DEPARTMENT FEE SCHEDULE, AUTHORIZING THE  
APPROPRIATION AND EXPENDITURE OF REVENUE  
COLLECTED BY THE RECREATION COUNCILS, AND  
RELATED ACTIONS.

WHEREAS, Council Policy 700-42 recognizes recreation councils and states the purpose of recreation councils is "to promote the recreation programs in the community through planning, administering, publicizing, coordination, and interpretation;" and

WHEREAS, pursuant to Council Policy 700-42, the City issued special use permits to fifty-two recreation councils to plan, administer, promote, and develop community recreation programs; and

WHEREAS, Council Policy 700-42 and the special use permits authorized recreation councils to conduct certain administrative responsibilities, including collecting and expending funds paid pursuant to the Park and Recreation Department (Department) Fee Schedule and participation fees paid by the public for community recreation programs and classes offered at City facilities; and

WHEREAS, on September 8, 2017, the Office of the City Attorney issued a memorandum opining that all funds collected by recreation councils are City funds subject to San Diego Charter (Charter) and San Diego Municipal Code requirements governing the use of City funds; and

WHEREAS, as a result of this legal conclusion and in accordance with the Charter, the Department is proposing amendments to the Department Fee Schedule to cause fees currently paid to recreation councils to be paid to the City and deposited in the City Treasury; and

6. That Mayor or his designee is authorized to execute, for and on behalf of the City, assumption agreements with independent contractors currently providing recreation classes and programs at City recreation facilities under contract with the recreation councils.

7. That upon expiration of the Special Use Permits with recreation councils, the City Treasurer is authorized to allow those recreation councils with current non-profit status to retain funds received from grants, donations, and fundraising, if documented appropriately.

8. Recommend proposed Interim Standard Operating Procedures and Responsibilities for recreation councils be adopted.

9. That a working group be established to recommend changes to related documents such as a permanent Standard Operating Procedures, any Special Use Permit and Council Policy; and to provide a proposal to the City Council and that the working group include two members from each City Council District, selected by the Councilmember representing the District.

10. Request the Park and Recreation Department return to Committee/Council with an update on the status of the working group by June 30, 2018.

11. Recommend that until amendments to Council Policy 700-42 are adopted, the Park and Recreation Department work closely with the recreation councils to maintain programs and events consistent with the status quo, to establish fees charged by the City for programs, and to adopt a budget for the expenditure of funds in each City account assigned to a recreation council, all in accordance with the requirements of the San Diego Charter and San Diego Municipal Code.

12. That from January 1, 2018, until amendments to Council Policy 700-42 are adopted, each City account assigned to a recreation council will be allocated the revenue

Office of  
The City Attorney  
City of San Diego

MEMORANDUM  
MS 59

(619) 533-5800

**DATE:** December 20, 2017  
**TO:** City Clerk  
**FROM:** City Attorney  
**SUBJECT:** Docket Item S500 on December 13, 2017, revised resolution R-2018-241

---

Attached to this memorandum is Resolution Number R-2018-241 REV. This item was heard at council meeting December 13, 2017 has been updated.

MARA W. ELLIOTT, CITY ATTORNEY

By



Heather M. Ferbert  
Deputy City Attorney

HMF:nja  
Doc. No.: 1653130

Passed by the Council of The City of San Diego on DEC 13 2017, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Barbara Bry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lorie Zapf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Myrtle Cole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Kersey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Cate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sherman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Alvarez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgette Gomez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of final passage DEC 20 2017

(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

(Seal)

KEVIN L. FAULCONER

Mayor of The City of San Diego, California.

ELIZABETH S. MALAND

City Clerk of The City of San Diego, California.

By City Clerk, Deputy

Office of the City Clerk, San Diego, California

Resolution Number R-

**311478**



## The City of San Diego

## Staff Report

DATE ISSUED: 12/07/2017

TO: City Council

FROM: Park and Recreation Department

SUBJECT: Amend the Park and Recreation Department Fee Schedule and Appropriate Recreation Council Revenues and Fees

Primary Contact: Herman D. Parker Phone: (619) 236-6643

Secondary Contact: Andrew Field Phone: (619) 235-1110

Council District(s): Citywide

OVERVIEW:

This item amends the Park and Recreation Department Fee Schedule and seeks authority to appropriate and expend the revenues collected in current and prior years by the recreation councils for activities at City of San Diego Park and Recreation Department facilities. On October 31, 2017, the Park and Recreation Department requested the City Council take action to modify aspects of recreation council operations to address the collection, retention, and expenditure of City funds currently collected by the City's recreation councils. These funds are subject to Charter and Municipal Code requirements governing the use of City funds. However, the Council deferred a vote on the proposed actions, and referred the item to the Public Services and Livable Neighborhoods Committee for further discussion.

Since the City Council meeting of October 31, 2017, the Park and Recreation Department has provided several more opportunities for public comment and input, and continues its outreach to provide information to the City Council, recreation councils and other stakeholders on necessary changes to modify recreation council and Park and Recreation Department operations to comply with City Charter and Municipal Code requirements. These actions are described in more detail below.

PROPOSED ACTIONS:

Requesting approval of a resolution to authorize the following:

1. That the Park and Recreation Department Fee Schedule is amended to remove all references to "Recreation Council" and each reference to specifically named recreation councils and replace all of those references with "City of San Diego".



memorandum was provided to the Park and Recreation Board as well as to the recreation councils via their Area Committee representatives.

Based on multiple requests for information from recreation program contractors currently providing services under contract with the recreation councils, on November 29, 2017, Director Parker sent a letter to the contractors. The letter included information about the Department's desire to continue their operations within recreation centers and continue a working relationship with them, contingent on City Council action. While it is recognized that the City Council has not yet taken action to authorize or fund the establishment of these contractual relationships, given the expiration of the Special Use Permit on December 31, 2017, and the desire to have as little disruption as possible for the contractors and the public who enjoy their services, the Department felt it was important to provide general information about the City's contractual requirements and processes, as well as affirm the Department's desire to continue to provide the same programs with the same contractors as has been done under current recreation council operations.

On November 29, 2017 a joint Area I and II Committee meeting was held, open to members of all recreation councils, and additional information was provided to answer questions about proposed changes to recreation operations.

Recreation councils are governed by the Council Policy 700-42 and the Special Use Permit with the City to provide recreational programming and activities at the recreation centers. The current Special Use Permit will expire on December 31, 2017, but its expiration will have no effect on Council Policy 700-42 or the recreation councils' advisory functions. The Department acknowledges that recreation council advisory functions are a critical component of Department operations and notwithstanding the expiration of the Special Use Permit, recreation councils do not cease to exist at the end of 2017. Recreation councils should continue in their advisory functions, as outlined in the Council Policy on Recreation Councils, absent financial functions which do not meet City Charter and Municipal Code requirements. To this end, the Department has drafted 'Interim Standard Operating Procedures.' After the Special Use Permits expire, the Department would use these Interim Standard Operating Procedures (Interim SOP), which consist of components of the current recreation council operating procedures and Special Use Permit, absent the financial responsibilities and revenue collection aspects which are not consistent with City Charter and Municipal Code requirements.

These interim procedures are anticipated to be superseded by a revised Council Policy 700-42 on Recreation Councils. Recommendations for the revised Council Policy are anticipated to be drafted by a 'Working Group', mentioned at the October 31, 2017 City Council meeting and at many other public forums. As currently envisioned, the Working Group would develop recommendations for changes to update the Council Policy to address Charter and Municipal Code requirements.

Director Parker will issue a letter soliciting interest for participation in the working group to all recreation council presidents. The letter will request that each applicant for the Working Group complete an attached form outlining the applicants' related background, current and/or former position(s) with recreation councils, and other relevant information detailing how the applicant can help the Department revise the Council Policy and improve Department operations. The Department Management Team feels that the Working Group should have two co-chairs who are members of and are selected by the Park and Recreation Board, ideally one board member each from Community Parks I Division and Community Parks II Division. Board members with recreation council experience would be ideal. To ensure sharing of ideas across the City through diverse

the funds collected by recreation councils are "City funds" subject to applicable provisions in the San Diego Charter and San Diego Municipal Code. On September 8, 2017, the City Attorney issued MS-2017-20 a public memo that states "All funds collected by recreation councils are City funds, and therefore subject to Charter and Municipal Code requirements governing the use of City funds.

Q: Recreation councils have been operating for more than 50 years. Why did the City decide to change now?

A: The role of recreation councils has changed throughout the years. Recreation councils have taken on more administrative responsibilities, including the collection and administration of funds that belong to the City. Due to a procurement issue that arose, the City and CAO undertook a comprehensive review of recreation councils and determined change is needed.

Q: How long will the existing agreements with recreation councils remain in place?

A: The current recreation council SUPs expire on December 31, 2017. Recreation councils will continue to exist and operate under Council Policy 700-42.

Q: Why did the Park and Recreation Department take requested actions directly to City Council and not first present the request to the Public Safety and Livable Neighborhoods Committee?

A: With the expiration of the SUP on December 31, 2017, and the fact that the SUP was not going to be renewed, the Department was concerned about potential impacts to winter programs and events, and wanted to have all the tools in place to mitigate any disruption to services. Placing the requested actions on a Committee agenda in advance of the City Council agenda would have delayed action and without City Council action, the City cannot expend funds in support of existing programs and events.

Q: What happens if a recreation council does not retain non-profit status?

A: The proposed actions do not change the advisory functions of the recreation councils and would allow the recreation council to continue to function under Council Policy 700-42 with or without nonprofit status. Under that Council Policy, recreation councils would continue to advise staff on capital improvement projects, recreational programs, events, enhanced maintenance, and expenditure of funds from the special revenue funds. If a recreation council elects to dissolve their nonprofit status, it will be able to use their existing revenue for any expenditures associated with their dissolution.

Q: What are the next steps for making changes to the recreation council operations?

A: On December 6, 2017, the City Council committee of Public Safety and Neighborhood Services will review the proposed resolutions. If approved, the resolutions will be forwarded to the full City Council for a final vote. These resolutions will authorize funds from permit and rental surcharges and contract service classes to be deposited into the City Treasury as required by the City Charter and Municipal Code. These actions will also request authority for the City to expend these funds to continue services provided by the recreation councils in the communities in which the funds were generated.

Q: How will the City ensure that funds are spent appropriately?

A: By managing funds through the City Treasurer and the City Comptroller, the Department will be able to execute improved internal controls of all funds in the special revenue funds. The Department will also be able to provide periodic reports to recreation councils throughout the year via reports from the City's financial system. The Department intends for recreation councils and the community to be involved in the development of operational priorities in anticipation of the City's annual budget process. Developing details of this process will be one of charges of the Working Group that will review and update Council Policy 700-42.

Q: How will the City procure supplies and equipment needed for programs and events?

A: As part of developing and adopting an annual budget for each recreation center, Department staff will plan ahead to procure goods and services. Additionally, the City has a variety of purchasing tools that are available to ensure the efficient delivery of goods when needed. These include:

- Open Contracts (purchase orders) – staff request the good/service from the vendor, the vendor delivers the good/service, and submits an invoice. The City can designate payments to be issued within two weeks. This will be the most typical procurement method for small contracts.
- Direct payments – in special circumstances, staff can submit a request to the Comptroller to issue a check. The check is issued within 1-2 days.
- P-card – staff use a City issued credit card to purchase urgently needed or extraordinary supplies and equipment.

Q: Will recreation councils be disbanded?

A: No. Recreation councils will remain intact and continue their critical role as advisory groups as established by Council Policy 700-42 to advise on such matters as the types of recreational programs offered, special events planning and execution, sports field scheduling, and prioritization and design of recreation facilities. A Working Group (as described below) will convene to make recommendations for future changes regarding recreation councils operations.

Q: What are the criteria for a member of the Working Group? When will it be formed?

A: The Department intends to establish a Working Group with the purpose of reviewing existing Council Policy 700-42 and revising it to meet the legal requirements and incorporate necessary fiscal changes. The Working Group will be assembled in December, with the first meeting occurring in January. The proposed composition of the group is: one member from each Council district, two members from the Park and Recreation Board, an independent facilitator, and a Park and Recreation Department support staff member.

Q: What is the future of existing recreation councils?

A: Council Policy 700-42 remains in effect regardless of the expiration of individual SUPs. As such, recreation councils will continue to advise the City on capital improvement projects, programming, special events, and enhanced maintenance priorities. Additionally, recreation councils with nonprofit status can continue to raise funds independently upon expiration of existing SUPs, and partner with the City on programming, events and other priorities.

City staff would continue to provide support for a recreation council's advisory role, it is unable to provide staff support to the non-profit organization for any other roles it may provide. This is consistent with how the MAD and BID non-profit organizations operate currently.

Q: Why can't recreation councils function as a BID or MAD? Can the City give each recreation council a grant to continue operating as it does currently?

A: The proposed Working Group will address this question as part of its discussion about Council Policy 700-42 and potential service delivery models that may arise from that discussion. Whichever model is analyzed, City funds associated with the recreation council must first be deposited into the City treasury prior to expenditure, and a separation of duties between the advisory role of the recreation council and the service provider role of the non-profit organization must be closely examined. Several key points include: compliance with managed competition requirements, conflict of interest, and ability of the non-profit organization to handle its administrative affairs without the assistance of City staff.

City Strategic Plan Goal(s)/Objective(s):

Goal #1: Work in partnership with all of our communities to achieve safe and livable neighborhoods.

Objective #4: Foster services that improve quality of life.

Fiscal Considerations:

Funds generated by recreation councils in Fiscal Year 2016 totaled \$3,902,440, which consisted of \$642,498 generated from permits and \$3,259,942 generated from programming/classes. With approval of these actions, revenues and expenditures will occur within the established recreation center area funds. Expenditures will not exceed revenue collected.

Environmental Impact:

This activity is not a project as defined by the CEQA §21065 and State CEQA Guidelines §15378(b)(4), as it is a government fiscal activity which does not involve any commitment to a specific project that may result in a potentially significant physical impact on the environment; and, §15378(b)(5), as it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to §15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required.

Equal Opportunity Contracting Information (if applicable):

Contracts or agreements associated with this action are subject to the City's Equal Employment Opportunity Outreach Program (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (San Diego Municipal Code Sections 22.3501 through 22.3517).

Previous Council and/or Committee Actions:

City Council heard the item on October 31, 2017. The City Council referred the item to the PS&LN Committee of December 6, 2017.

At the Public Safety and Livable Neighborhoods Committee meeting of December 6, 2017, committee members advanced several ideas and concepts for consideration by the City Council as follows:

5. Other Comparable Methods of Service – Several committee members requested that the Department consider other ways to engage recreation councils contractually, perhaps following a contractual model similar to a parking district, maintenance assessment district, or business improvement district. The Department is interested in exploring this approach and will add this to the list of items the working group can address as a part of its upcoming role.

The Department appreciates the continued involvement and commitment from recreation council members, who continue to bring forward helpful ideas. The above ideas raised at the Public Safety and Livable Neighborhoods Committee meeting can help improve overall recreation operations and allow for a smoother transition period should the proposed changes be adopted.

Key Stakeholders and Community Outreach Efforts:

Fifty-two recreation councils are key stakeholders. The following are the Department's outreach efforts since September:

- During the week of September 16, 2017, the Department made contact with leadership from each Recreation Council and provided the Office of the City Attorney Memorandum MS-2017-20.
- On September 21, 2017, the Department presented the concept of changes to recreation councils at the Park and Recreation Board meeting.
- On October 16, 2017, Director Parker sent a letter to Recreation Councils providing details on the proposed changes to recreation council operations.
- On October 19, 2017, the Department presented the additional information regarding changes to recreation councils at the Park and Recreation Board meeting.
- On October 25, 2017, the Department made a presentation to the Area II Committee providing details on the proposed changes to recreation council operations.
- On October 26, 2017, the Department made a presentation to the Area I Committee providing details on the proposed changes to recreation council operations.
- On October 31, 2017, the Department proposed amendments to the Park and Recreation Department Fee Schedule and requested authorization to appropriate and expend funds from special revenue funds.
- On November 14, 2017, Director Parker and Deputy Chief Operating Officer David Graham sent correspondence to the Council President and Councilmembers providing additional detail regarding recommendations for amendments to the Park and Recreation Department Fee Schedule.
- On November 16, 2017, Director Parker sent correspondence to the recreation councils, providing additional detail regarding recommendations for amendments to the Park and Recreation Department Fee Schedule.
- On November 29, 2017, the Department held a joint Area I and Area II Committee meeting to provide additional details and answer questions on recommendations for amendments to the Park and Recreation Department Fee Schedule.



# 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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## **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

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.

## **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 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.

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/her 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.

## **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 and assistance 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 1 <sup>st</sup>	Department Representative submits draft budget to RCF Financial Analyst.
October 15 <sup>th</sup>	RCF Financial Analyst completes draft review.
November 1 <sup>st</sup>	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 15 <sup>th</sup>	Advisory Group's recommendation is submitted by the Department Representative to the RCF Analyst. <i>If this deadline is missed by the Advisory Group, the Department budget process may proceed without Advisory Group recommendations.</i>
January 15 <sup>th</sup>	RCF Financial Analyst presents the proposed budget to the Director for approval.

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.

**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 with 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 organizations 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



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.

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 V 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.

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.

#### **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.

## **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

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**

Advisory Group Officers 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 ADVISORY 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 or an action item.

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;

- 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 grounds 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 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 and any accompanying materials when the agenda is

posted or 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 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

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.

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**

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.



## **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 Recreation Advisory Group 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

**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)

***[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

- 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.

- 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.

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

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**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.)

CONSENT ITEMS

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



## The City of San Diego

### Staff Report

DATE ISSUED: April 17, 2018

TO: City Council

FROM: Parks and Recreation Department

SUBJECT: Approve Fiscal Year 2019 Recreation Funds Budgets and Recreation Council Transition Update

Primary Contact: Herman D. Parker Phone: (619) 236-6643

Secondary Contact: Andrew Field Phone: (619) 235-1110

Council District(s): Citywide

#### OVERVIEW:

This item provides an update regarding the Parks and Recreation Department's (Department) efforts to transition programs previously sponsored by recreation councils and the status of the Recreation Council Working Group established to recommend changes for Council Policy 700-42. This item also seeks authority to establish the Fiscal Year 2019 budgets for Recreation Center Funds (RCF) to allow recreation programs, maintenance, and events previously sponsored by recreation councils to continue uninterrupted.

#### PROPOSED ACTION:

1. Authorize the Chief Financial Officer to create two new recreation center funds (one each for Cesar Solis (Council District 8) and Pacific Highlands Ranch (Council District 1).
2. Authorize the Chief Financial Officer to appropriate and expend Recreation Center Funds in Fiscal Year 2019 as detailed on Attachment 1: Proposed Fiscal year 2019 Recreation Center Funds Budgets.

#### DISCUSSION OF ITEM:

##### **Background**

On December 13, 2017, the City Council approved City Council Resolution R-311478 (Attachment 2) to modify recreation council and Department operations to comply with City Charter and San Diego Municipal Code (SDMC) requirements. Additional background information regarding the recreation council transition is available in the staff report dated December 7, 2017 (Attachment 3). The actions taken included amending the Department Fee Schedule; authorizing the Chief Financial Officer to appropriate and expend RCFs; designating that funds collected within a geographical area shall be



used for recreation programs within that area; assuming recreation council contractor agreements; and allowing recreation councils that hold non-profit status to retain grants, donations, and fund raising revenue not associated with the Department Fee Schedule.

## **Discussion**

Upon approval of City Council Resolution R-311478, the Department took action to effectuate direction provided by City Council to change the City of San Diego's (City) relationship with recreation councils and address City Charter and SDMC requirements and continue recreation programs, maintenance, and events previously sponsored by recreation councils uninterrupted.

In developing policies and procedures, the transition group found that there is a high degree of variability in the role of recreation councils throughout the City. Differences include the level of recreation council involvement in daily operation of recreation centers and special events and the level of financial management and support provided by Department staff such as the Recreation Center Director as compared to the recreation council's president, treasurer, and/or hired accountant.

Since December 2017, the Department has focused on the following areas of transition: implementation of interim standard operating procedures for recreation councils, issuance of a request for statements of qualifications, development of strategies to ensure continuity of recreation services and implementation of internal controls, establishment of a Recreation Council Working Group (Working Group), creation of a spend down plan for funds held by recreation councils through the end of Fiscal Year 2018, and creation and development of budgets for each RCF for both Fiscal Year 2018 and Fiscal Year 2019.

- **Interim Standard Operating Procedures (ISOP)**  
On December 28, 2017, after soliciting input from City Council and recreation councils, the Department issued ISOP to replace the expired recreation council Special Use Permits. The ISOP (Attachment 4) provides guidance for recreation council activities in the planning, promoting, and development of community recreation programs consistent with Council Policy 700-42 and preserves the advisory function of recreation councils, such as that outlined in Council Policy 600-33, for public input process for park development projects.

The new ISOP will be in effect until superseded by a revised Council Policy 700-42 on recreation councils. The Working Group is currently developing a new Council Policy 700-42 as discussed later in this report.

- **Request for Statements of Qualifications (RFSQ) (Attachment 5)**  
The Department is pursuing a department-wide management strategy for contractual recreation services to create more opportunities to expand and diversify recreation services by using economies of scale, grant opportunities, and program information sharing.

The RFSQ is a new component of this strategy that was initiated in late December 2017. The Department worked with Purchasing and Contracting Department to solicit contractors, current and new, to provide statements of qualifications. The purpose is to create a pool of pre-qualified contractors interested in providing recreation services. As of April 1, approximately 65 interested vendors have submitted applications. Staff is currently reviewing the applications.

Qualified service providers must:

1. Have at least three years of verifiable experience in providing the services that they propose to provide to the City.
2. Ensure that all instructors, assistants, and volunteers have completed a criminal history background check with Live Scan fingerprint with the City.
3. Ensure that all instructors have appropriate training and related experience required to provide professional program services.
4. Ensure that performers (musicians, face painters, dancers, etc.) have appropriate training and related experience required to provide professional performing arts services.
5. Comply with the City's insurance requirements.
6. Have a valid City business license.
7. Comply with the City's Living Wage Ordinance, when applicable.
8. Holds, and at all times maintains current, all Federal and State licenses required to perform the services in the State of California.
9. Have the ability to interact with customers and the community in a professional and highly ethical manner.

As a result of the RFSQ process, Department staff will have a new resource from which they can solicit new recreation services in the communities they serve. It is important that the Department explores these opportunities effectively and pursues options to provide more recreation services throughout the City. Applications for the pool of qualified contractors will be accepted on a continuous basis for the next four years, at which time the RFSQ will be revised and re-issued.

- Continuation of Services and Implementation of Internal Controls

The Department assigned a small group of staff to coordinate and execute the transition to ensure that the transition proceeded in an efficient manner. In less than three months, this group facilitated discussion and development of necessary Department policy and procedural changes; provided training to over 100 Department staff; and coordinated with other departments (City Comptroller, Financial Management, Human Resources, Purchasing and Contracting, and Risk Management) to ensure that City policies, procedures, and internal controls are followed to prepare budgets and to procure contracts. This group also coordinated the issuance of 70 recreation service contracts for recreation classes beginning March 1, 2018, to ensure that these services continued uninterrupted. While some actions are still underway, other tasks listed below have been completed:

- 1) Created new Recreation Center Funds in accordance with Resolution R-311478. Department staff coordinated with Financial Management and the City Comptroller to create and appropriate the new funds to facilitate the continuation of recreation class contracts beginning in March 2018. This action requests creation of two new RCFs: one each for Cesar Solis (Council District 8) and Pacific Highlands Ranch (Council District 1). Both Cesar Solis and Pacific Highlands Ranch community parks are anticipated to open to the public in Fiscal Year 2018 or 2019.
- 2) Modified the Department's ActiveNet on-line registration system to ensure that funds are properly designated to the appropriate RCF and properly recorded when deposited with the City Treasurer.

- 3) Held various training classes for more than 100 recreation center staff including Recreation Center Directors to provide updated policies and procedures for cash handling, internal controls, purchasing requirements, and contract management.
  - 4) Contracted with at least 70 recreation service providers in accordance with SDMC contracting requirements to ensure continued operations; solicited quotes and issued 53 Fiscal Year 2018 purchases orders; and issued 16 two-year sole source contracts over \$25,000 in accordance with SDMC contracting requirements.
  - 5) Issued City purchasing cards (p-cards) to each Recreation Center Director and trained each p-card holder on appropriate City policies and procedures to facilitate purchasing non-routine or unique purchases for activities previously funded by recreation councils. These types of purchases typically include purchasing food and decorations for events or purchases to respond to unanticipated issues impacting the delivery of recreation programs. The use of p-cards is highly regulated with daily and monthly spending limits, the requirement to post a receipt and the purpose for each transaction in the City's "Works" system, and review of all expenditures by supervisors, account clerks, budget analysts, and Division management staff.
- Recreation Council Working Group  
On December 8, 2017, the Department Director issued a letter soliciting interest for participation in the Working Group to all recreation council presidents. Subsequently, each City Council office appointed two representatives to the Working Group and the Park and Recreation Board selected two board members to co-chair the Working Group for a total of 20 committee members. A professional facilitator and City staff provide support for the Working Group.

As of April 17, 2018, the Working Group has held five public meetings with stated goals and objectives, as follows:

- a) Recommend revisions to Council Policy 700-42 to address Charter and SDMC requirements
  - b) Recommend language for Standard Operating Procedures and Special Use Permit language for incorporation in Council Policy 700-42
  - c) Recommend procedures for developing operational priorities in the City's annual budgeting process
  - d) Recommend policies for working with recreation council nonprofits
  - e) Recommend additional future changes to recreation council operations as needed
- Fiscal Year 2019 Recreation Center Funds Budget Request  
On January 16, 2018, the Department Director issued a letter (Attachment 4) to all recreation councils thanking them for their commitment and providing guidance for the recreation council transition. This letter included specific guidance associated with the current year budget and upcoming year budget development. Recreation councils were requested to provide necessary financial reports to facilitate the transition by April 1, 2018. Documents requested include:

- 2017 Recreation Council Financial Statement, which was an annual requirement of the expired special use permit (SUP) and is a requirement of the ISOP
- Fiscal Year 2018 spend-down plan for funds remaining in recreation council bank accounts that are designated as City funds (excluding donations, grants and funds collected through fund raising activities); this process began in January and is anticipated to be completed by June 2018.
- List of funds the recreation councils collected through donations, grants, and fund raising
- Recommendations for the proposed Fiscal Year 2019 Recreation Center Fund budget

This action requests City Council approval of the Fiscal Year 2019 proposed budget for the RCFs, developed considering the recommendations of the recreation councils received by April 1, 2018. Funds within the RCFs are primarily generated from permits, rentals, and class registration fees established by the Department Fee Schedule.

#### Conclusion

While the most urgent priorities have been met, significant high priority tasks remain and on-going administration of the RCFs and service contracts need to be addressed. These include:

- Continued compliance with City policies & procedures
- Management of the RFSQ pool of service providers
- Improvement of contract management and accounts payable
- Creation of process for development of annual budget for new RCFs and associated revenue and expenditure monitoring
- Communication with recreation council advisory groups regarding programs and financial reports

Staff has presented the Fiscal Year 2019 proposed budgets for the RCFs to the appropriate recreation councils in their advisory capacity as outlined in the ISOP. The proposed budgets are presented in this report for City Council approval.

In closing, the Department appreciates and thanks the many members of the public, including recreation council members, who have volunteered their time and knowledge to assist the Department during this time of transition. Many contractors have needed to change their business practices to comply with the City contracting model, and the Department appreciates their understanding during the transition period.

#### City Strategic Plan Goal(s)/Objective(s):

Goal #1: Work in partnership with all of our communities to achieve safe and livable neighborhoods.

Objective #4: Foster services that improve quality of life.

#### Fiscal Considerations:

Authorize the Chief Financial Officer to appropriate Recreation Center Funds in Fiscal Year 2019 as detailed on Attachment 1: Proposed Fiscal year 2019 Recreation Center Funds Budgets.

Funds generated by recreation classes and permits surcharges exceeded \$4.5 million in Fiscal Year 2017. Attachment 1 provides the Fiscal Year 2019 proposed budget recommendation for each fund.

With approval of these actions, revenues and expenditures will occur within the established recreation center area funds. The summary table below shows the proposed Fiscal Year 2019 revenue and expenditures by fund.

Due to the pending completion of two new community parks with recreation facilities, this action proposes the creation of two new recreation center funds: Pacific Highlands Ranch and Cesar Solis. Pacific Highlands Ranch Community Park is located in Pacific Highlands Ranch in Council District 1, and Cesar Solis Community Park is located in Otay Mesa in Council District 8.

**FISCAL YEAR 2019 RECREATION CENTER FUNDS PROPOSED BUDGET SUMMARY**

<b>Fund No.</b>	<b>Fund Name</b>	<b>Annual Revenue<sup>1</sup></b>	<b>Recreation Council Transfer</b>	<b>Total FY2019 Revenue</b>	<b>FY2019 Expenditure</b>	<b>FY2019 Ending Balance</b>
200740	Adams RCF	\$13,315	\$4,725	\$18,040	\$15,700	\$2,340
200741	Allied Gardens RCF	\$120,219	\$110,975	\$231,194	\$182,000	\$49,194
200742	Azalea RCF	\$4,288	\$90	\$4,378	\$4,377	\$1
200743	BP Activity Center RCF	\$58,177	\$39,245	\$97,422	\$50,888	\$46,534
200744	Cabrillo RCF	\$148,177	\$22,477	\$170,654	\$160,000	\$10,654
200745	Cadman RCF	\$7,326	\$8,849	\$16,175	\$11,034	\$5,141
200746	Canyonside RCF	\$284,681	\$247,084	\$531,765	\$441,165	\$90,600
200747	Carmel Mountain/SS RCF	\$74,139	\$79,128	\$153,267	\$135,254	\$18,013
200748	Carmel Valley RCF	\$516,765	\$344,780	\$861,545	\$419,809	\$441,736
200749	Cesar Chavez RCF	\$9,968	\$4,640	\$14,608	\$11,830	\$2,778
TBD	Cesar Solis RCF		\$1,900	\$1,900	\$500	\$1,400
200750	Chollas Lake RCF	\$8,315	\$12,704	\$21,019	\$17,350	\$3,669
200751	City Heights RCF	\$42,637	\$14,578	\$57,215	\$27,170	\$30,045
200752	Colina del Sol RCF	\$16,339	\$5,138	\$21,477	\$15,311	\$6,166
200753	Doyle RCF	\$607,560	\$133,471	\$741,031	\$619,539	\$121,492
200754	Dusty Rhodes RCF	\$1,998	\$8,116	\$10,114	\$8,000	\$2,114
200755	Encanto RCF	\$17,817	\$1,729	\$19,546	\$19,546	\$0
200756	Golden Hill RCF	\$58,104		\$58,104	\$44,000	\$14,104

<b>Fund No.</b>	<b>Fund Name</b>	<b>Annual Revenue<sup>1</sup></b>	<b>Recreation Council Transfer</b>	<b>Total FY2019 Revenue</b>	<b>FY2019 Expenditure</b>	<b>FY2019 Ending Balance</b>
200757	Hilltop RCF	\$6,070	\$40,000	\$46,070	\$17,200	\$28,870
200758	Hourglass RCF	\$140,811	\$36,689	\$177,500	\$177,500	\$0
200759	Kearny Mesa RCF	\$33,394	\$76,713	\$110,107	\$53,000	\$57,107
200760	La Jolla RCF	\$27,563	\$28,163	\$55,726	\$50,500	\$5,226
200761	Linda Vista RCF	\$43,667	\$40,559	\$84,226	\$64,600	\$19,626
200762	Lopez Ridge RCF	\$2,723	\$18,673	\$21,396	\$9,200	\$12,196
200763	Martin Luther King, Jr. RCF	\$30,388	\$8,303	\$38,691	\$27,500	\$11,191
200764	Dolores M. Memorial RCF	\$12,398	\$4,068	\$16,466	\$16,466	\$0
200765	Mira Mesa RCF	\$32,180	\$52,054	\$84,234	\$37,400	\$46,834
200766	Montgomery-Waller RCF	\$41,174	\$16,283	\$57,457	\$57,457	\$0
200767	Mountain View RCF	\$9,100	\$213	\$9,313	\$7,368	\$1,945
200768	Muni Gym / Morley Field RCF	\$44,081	\$62,900	\$106,981	\$106,981	\$0
200769	Nobel RCF	\$185,585	\$103,086	\$288,671	\$263,300	\$25,371
200770	North Clairemont RCF	\$99,228	\$32,567	\$131,795	\$93,832	\$37,963
200771	North Park RCF	\$20,331	\$8,512	\$28,843	\$24,700	\$4,143
200772	Ocean Air RCF	\$183,319	\$48,297	\$231,616	\$186,000	\$45,616
200773	Ocean Beach RCF	\$84,559	\$27,640	\$112,199	\$93,600	\$18,599
200774	Pacific Beach RCF	\$69,442	\$60,071	\$129,513	\$90,575	\$38,938
TBD	Pacific Highlands Ranch RCF	\$75,000	\$0	\$75,000	\$65,500	\$9,500
200775	Paradise Hills RCF	\$21,182	\$3,590	\$24,772	\$10,291	\$14,481

<b>Fund No.</b>	<b>Fund Name</b>	<b>Annual Revenue<sup>1</sup></b>	<b>Recreation Council Transfer</b>	<b>Total FY2019 Revenue</b>	<b>FY2019 Expenditure</b>	<b>FY2019 Ending Balance</b>
200776	Park De La Cruz RCF		\$7,000	\$7,000	\$5,280	\$1,720
200777	Penn Athletic Field RCF	\$14,891	\$0	\$14,891	\$14,519	\$372
200778	Presidio RCF		\$11,874	\$11,874	\$9,500	\$2,374
200779	Rancho Bernardo RCF	\$35,892	\$99,052	\$134,944	\$27,050	\$107,894
200780	Robb Field RCF	\$176,397	\$77,743	\$254,140	\$202,700	\$51,440
200788	Robert Egger/ South Bay RCF	\$61,821	\$44,494	\$106,315	\$48,074	\$58,241
200781	San Carlos RCF	\$90,596	\$80,780	\$171,376	\$171,376	\$0
200782	San Ysidro RCF	\$14,568	\$11,487	\$26,055	\$21,230	\$4,825
200783	Santa Clara RCF	\$21,202	\$42,692	\$63,894	\$40,850	\$23,044
200784	Scripps Ranch RCF	\$177,405	\$13,962	\$191,367	\$190,250	\$1,117
200785	Serra Mesa RCF	\$19,941	\$49,110	\$69,051	\$39,810	\$29,241
200786	Silverwing RCF	\$17,895	\$6,446	\$24,341	\$24,341	\$0
200787	Skyline Hills RCF	\$7,214	\$0	\$7,214	\$5,314	\$1,900
200789	South Clairemont RCF	\$18,562	\$5,188	\$23,750	\$12,657	\$11,093
200790	Southcrest RCF	\$8,954	\$213	\$9,167	\$8,668	\$499
200791	Standley RCF	\$104,682	\$119,011	\$223,693	\$152,916	\$70,777
200792	Stockton RCF	\$1,743	\$0	\$1,743	\$1,743	\$0
200793	Tecolote RCF	\$4,930	\$17,413	\$22,343	\$13,883	\$8,460
200797	Therapeutic Recreation RCF	\$183,955	\$0	\$183,955	\$161,400	\$22,555
200794	Tierrasanta RCF	\$66,306	\$4,456	\$70,762	\$70,400	\$362

<b>Fund No.</b>	<b>Fund Name</b>	<b>Annual Revenue<sup>1</sup></b>	<b>Recreation Council Transfer</b>	<b>Total FY2019 Revenue</b>	<b>FY2019 Expenditure</b>	<b>FY2019 Ending Balance</b>
200795	Willie Henderson RCF	\$30,006	\$904	\$30,910	\$29,625	\$1,285
	<b>Totals</b>	<b>\$4,208,979</b>	<b>\$2,299,835</b>	<b>\$6,508,814</b>	<b>\$4,888,029</b>	<b>\$1,620,785</b>
<sup>1</sup> Annual revenue is based on the average revenue collected over two years, FY16 and FY17						

Future annual budget proposals will be in accordance with the revised CP 700-42 which currently under review by the Working Group.

Environmental Impact:

This activity is not a project as defined by the CEQA §21065 and State CEQA Guidelines §15378(b)(4), as it is a government fiscal activity which does not involve any commitment to a specific project that may result in a potentially significant physical impact on the environment; and, §15378(b)(5), as it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Equal Opportunity Contracting Information (if applicable):

Contracts or agreements associated with this action are subject to the City's Equal Employment Opportunity Outreach Program (San Diego Ordinance No. 18173, Section 22.2701 through 22.2708) and Non-Discrimination in Contracting Ordinance (SDMC Sections 22.3501 through 22.3517).

Previous Council and/or Committee Actions:

The City Council first heard the item at its meeting of October 31, 2017. The City Council referred the item to the Public Safety and Livable Neighborhoods Committee of December 6, 2017. The City Council again heard the item on December 13, 2017, when it approved Resolution R-311478 (see Attachment 2). This City Council request was approved by Public Safety and Livable Neighborhoods Committee on April 25, 2018. Subsequent committee action on April 25, 2018, the FY19 Projected Revenue for La Jolla RCF (200760) was corrected based on a new FY 19 revenue projection for this fund.

Key Stakeholders and Community Outreach Efforts:

Key stakeholders include 49 recreation councils, park users, residents and Working Group. Attachment 3, City Council staff report dated December 7, 2017, details past City Council and Department actions related to this item.

On December 8, 2017, the Department solicited interest from recreation councils to participate in the Working Group and have facilitated five (5) public Working Group meetings (see Attachment 6).



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Department Director

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Deputy Chief Operating Officer  
Neighborhood Services

Attachments:

- Attachment 1 Proposed Fiscal Year 2019 Recreation Center Funds Budgets
- Attachment 2 December 20, 2017 City Council Resolution R-311478
- Attachment 3 City Council staff report dated December 7, 2017
- Attachment 4 January 16, 2018 letter to recreation councils regarding final interim standard operating procedures (ISOP) and 2017 financial reports
- Attachment 5 Request for Statements of Qualifications (RFSQ)
- Attachment 6 Working Group objectives and goals and meeting schedule

*PARKS AND RECREATION DEPARTMENT*

**2019 RECREATION ADVISORY GROUPS MEETING CALENDAR**

**1. Adams Recreation**

Meets monthly on 4<sup>th</sup> Tuesday at 6:00 p.m.  
Adams Recreation Center, 3491 Adams Avenue, 92116  
Chair: Ted Ewing  
Vice Chair: Liz Chennamchetty  
Staff Contact: Michele Chicarelli, (619)-235-1161

**2. Allied Gardens Recreation**

Meets 1<sup>st</sup> Monday on odd number months at 7:00 p.m.  
Allied Gardens Recreation Center, 5155 Greenbrier Avenue, 92120  
Chair: Terry Cords  
Vice Chair: John Chandler  
Staff Contact: Bianca Padilla, (619) 235-1129

**3. Azalea Recreation**

Meets monthly on 3<sup>rd</sup> Thursday at 6:30 p.m. (No meeting in July or December)  
Azalea Recreation Center, 2596 Violet Street, 92105  
Chair: Thomas Herman  
Vice-Chair: Thomas Herman  
Staff Contact: Raul Contreras, (619) 641-6104

**4. Balboa Park/Morley Field Recreation**

Meets 1<sup>st</sup> Wednesday in February, April, June, August, October and December  
at 6:00 p.m. in the Balboa Park Activity Center Meeting Room, 2145 Park Blvd., 92101  
Chair: Ricky Franchi  
Vice Chair: William Aaron  
Staff Contact: Victor Johnson, (619) 525-8264

**5. Carmel Mountain/Sabre Springs Recreation**

Meets 1st Monday on odd number months at 7:00 p.m.  
Carmel Mountain/Sabre Springs Recreation Center, 10152 Rancho Carmel Drive, 92128  
Chair: Vacant  
Vice Chair: Ester Berry  
Staff Contact: Mike Mangarelli, (858) 538-8103

**6. Carmel Valley Recreation**

Meets 1st Tuesday on odd number months at 7:00 p.m.  
Carmel Valley Recreation Center, 3777 Townsgate Drive, 92130  
Chair: Marilee Pacelli  
Vice Chair: Guy Hagen  
Staff Contact: Jerome Abbott, (858) 552-1614

7. **Chollas Lake Recreation**  
Meets monthly on 4<sup>th</sup> Tuesday at 6:00 p.m.  
Holy Spirit Catholic Church, 2725 55<sup>th</sup> St., 92105  
Chair: Larry Isom  
Vice Chair: Harley Davis  
Staff Contact: Brian Anthony, (619) 235-1145
8. **City Heights Recreation**  
Meets monthly on 3<sup>rd</sup> Tuesday at 6:30 p.m. (No meeting in March, July or December)  
City Heights Recreation Center, 4380 Landis Street, 92105  
Chair: Ricky Franchi  
Vice Chair: Maria Cortez  
Staff Contact: Raul Contreras, (619) 641-6104
9. **Colina del Sol Recreation**  
Meets 3<sup>rd</sup> Wednesday on odd number months at 6:00 p.m.  
Colina del Sol Recreation Center, 5319 Orange Avenue, 92115  
Chair: Sidney Michael  
Vice Chair: Peaches Turner  
Staff Contact: Brian Anthony, (619) 235-1145
10. **Disabled Services Advisory Council, Inc.**  
Meets monthly on 2<sup>nd</sup> Wednesday at 6:00 p.m. (No meeting in July or August)  
War Memorial Building, 3325 Zoo Drive, 92101  
Chair: Deatriz Cook  
Vice Chair: Meagan Nunez  
Staff Contact: Kristi Fenick, (619) 533-6333
11. **Doyle Recreation**  
Meets monthly on 4<sup>th</sup> Tuesday at 6:30 p.m.  
Doyle Recreation Center, 8175 Regents Road, MS-32, 92122  
Chair: Sue Evans  
Vice-Chair: Naomi McLean  
Staff Contact: Salome Martinez, (858) 552-1601
12. **Dusty Rhodes Park Recreation**  
Meets 4<sup>th</sup> Thursday on odd number months at 5:30 p.m.  
Ocean Beach Recreation Center, 4726 Santa Monica Avenue, 92107  
Chair: Erika Ripley  
Vice Chair: Lan Lan Chen  
Staff Contact: Angelina Black, (619) 531-1528
13. **Encanto Recreation (Closed)**  
Meets monthly on 4<sup>th</sup> Wednesday at 6:00 p.m. (No meetings July & August)  
Encanto Recreation Center, 6508 Wunderlin Avenue, 92114  
Chair: Gwen Martin  
Vice Chair: Julia Le Blanc  
Staff Contact: Lacy Bradshaw, (619) 527-3411

14. **Golden Hill Recreation**  
Meets every three months (Feb/May/Aug) or as needed on 2nd Tues at 5pm.  
Golden Hill Recreation Center, 2600 Golf Course Drive, 92102  
Acting Chair: Tom Gibson  
Vice Chair: Tom Gibson  
Staff Contact: Kathy Castello, (619) 235-5903
15. **Kearny Mesa Recreation**  
Meets monthly on 4<sup>th</sup> Wednesday at 6:00 p.m. (No meeting in July, August or December)  
Kearny Mesa Recreation Center, 3170 Armstrong Street, 92111  
Chair: Billy Votava  
Vice Chair: Tracey Rivera  
Staff Contact: Kelley Clark, (858) 573-1387
16. **La Jolla Park & Recreation, Inc., aka La Jolla Recreation Council**  
Meets monthly on 4<sup>th</sup> Wednesday at 5:00 p.m. (No meeting in August or December)  
La Jolla Recreation Center, 615 Prospect Street, 92037  
Chair: Daniel C. McCandless  
Vice Chair: Daniel McCandless  
Staff Contact: Vacant Center Director, (858) 552-1658
17. **Linda Vista Recreation**  
Meets monthly on 2<sup>nd</sup> Tuesday at 5:00 p.m.  
Linda Vista Recreation Center, 7064 Levant Street, 92111  
Chair: Doug Beckham  
Vice Chair: Steve Rodriguez  
Staff Contact: Ira L. Patron, (858) 573-1343
18. **Marian Bear Recreation**  
Meets monthly on 2<sup>nd</sup> Wednesday at 6:30 p.m. (No meeting in December).  
North Clairemont Recreation Center, 4421 Bannock Avenue, 92117  
Chair: Deron Bear  
Staff Contact: Sr. Ranger Steven Smith, (858) 581-9952  
Reports due 14 days before meeting [marianbearpark@yahoo.com](mailto:marianbearpark@yahoo.com)
19. **Martin Luther King, Jr. Recreation**  
Meets monthly on 3<sup>rd</sup> Thursday at noon. (No meeting in July)  
Martin Luther King, Jr. Recreation Center, 6401 Skyline Drive, 92114  
Chair: Bobby Hughes  
Vice Chair: Johnnie Braxton  
Staff Contact: Caleb Martin, (619) 527-3415
20. **Dolores Magdaleno Memorial Recreation**  
Meets monthly on 2<sup>nd</sup> Tuesday at 7:00 p.m. (No meetings in July or August)  
Memorial Recreation Center, 2902 Marcy Avenue, 92113  
Chair: Marco Cisneros  
Vice Chair: Francisco Ortiz  
Staff Contact: Mark Rosplock, (619) 235-1125

**21. Mira Mesa Recreation**

Meets monthly on 2<sup>nd</sup> Tuesday at 7:00 p.m. (No meeting in July)

Lopez Ridge Recreation Center, 7245 Calle Cristobal, 92126

Chair: Joe Frichtel

Vice Chair: Greg Goonan

Staff Contact: Christian Haupt, (858) 538-8123

**22. Mountain View Recreation (Closed)**

Meets monthly on 2<sup>nd</sup> Tuesday at 6:30 p.m. (No meeting in July & August)

Mountain View Community Center, 641 S. Boundary St., 92113

Chair: Glenda Gates

Vice Chair: Amalia Salas

Staff Contact: Juan Lizarraga, (619) 527-3417

**23. Nobel Recreation**

Meets monthly on 2<sup>nd</sup> Wednesday at 6:30 p.m.

Nobel Recreation Center, 8810 Judicial Drive, 92122

Chair: Gene Long

Vice-Chair: Sue Evans

Staff Contact: Nicole Otjens, (858) 552-1629

**24. Greater North Clairemont Park and Recreation**

Meets monthly on 3<sup>rd</sup> Wednesday at 6:30 p.m.

North Clairemont Recreation Center, 4421 Bannock Avenue, 92117

Chair: Dave Pursel

Vice-chair: Dave Pursel

Staff Contact: Richard Crider (858) 581-9925; Steven Fong (858) 581-9929

**25. North Park Recreation**

Meets monthly on 4<sup>th</sup> Monday at 6:00 p.m.

North Park Recreation Center, 4044 Idaho Street, 92104

Chair: Lynn Elliott

Vice Chair: Ricky Franchi

Staff Contact: Michele Chicarelli, (619) 235-1161

**26. Ocean Air Recreation**

Meets 4<sup>th</sup> Tuesday on odd number months at 7:00 pm

Ocean Air Recreation Center, 4770 Fairport Way, 92130

Chair: Trent Tracy

Vice Chair: Drew Isaacman

Staff contact: Joe Monsour, (858) 552-1689

**27. Ocean Beach Recreation**

Meets 2<sup>nd</sup> Tuesday on even number months at 6:00 p.m.

Ocean Beach Recreation Center 4726 Santa Monica Avenue, 92104

Chair: Jim Nickel

Vice-Chair: John McKaveney

Staff Contact: Cynthia Comacho, (619) 531-1527

**28. Ocean View Hills Recreation**

Meets monthly on 1<sup>st</sup> Wednesday at 6:30 p.m. (No meeting December or January)

Silver Wing Recreation Center, 3737 Arey Drive, 92154

Chair: Luciana Corrales

Vice-Chair: David Corrales

CPII Area Committee Rep: Ronnie Taylor [gruntzb17@gmail.com](mailto:gruntzb17@gmail.com)

Staff Contact: Dolores Covarrubias, (619) 424-0465

**29. Otay Mesa Recreation**

Meets monthly on 2<sup>nd</sup> Thursday at 7:00 p.m. (No meetings in July or August)

Montgomery Waller Recreation Center, 3020 Coronado Avenue, 92154 or Silver Wing Recreation Center 3737 Arey Drive, 92154

Chair: Dotty Giffen

Vice Chair: Sherri Gonzalez

Staff Contacts: Dolores Covarrubias (619) 424-0465; Clemente Saldana (619) 424-0466

**30. Paradise Hills/Penn Recreation**

Meets monthly on 1<sup>st</sup> Thursday at 6:00 p.m. (No meeting July or August)

Paradise Hills Recreation Center, Craft Room, 6610 Potomac Street, 92139

Chair: Marissa Ascierio

Vice Chair: Guy Preuss

Staff Contact: Vacant Center Director, (619) 527-3419

**31. Point Loma (Cabrillo) Community Recreation**

Meets 2<sup>nd</sup> Thursday on odd number months at 5:30 p.m. (No meeting in July)

Cabrillo Recreation Center, 3051 Canon Street, 92106

Chair: Vacant

Vice-Chair: Mike Moser

Staff Contact: Ron Agustin, (619) 531-1533

**32. Rancho Bernardo Recreation**

Meets 3<sup>rd</sup> Wednesday on odd number months at 7:00 p.m.

Rancho Bernardo Recreation Center, Craft Room, 18448 West Bernardo Dr., 92127

Chair: Robin Kaufman

Vice Chair: Kelly Batten

Staff Contact: Eric McDonald, (858) 538-8074

**33. Rancho Peñasquitos Recreation**

Meets monthly on 4<sup>th</sup> Thursday at 7:30 p.m. (No meeting in November)

Canyonside Recreation Center, 12350 Black Mountain Road, 92129

Chair: Steve Leffler

Vice Chair: Steve Mauch

Staff Contact: Becky Lowndes, (858) 538-8105

**34. Robb Field Park and Recreation**

Meets monthly on 4<sup>th</sup> Thursday at 7:00 p.m.

Robb Athletic Field, 2525 Bacon Street, 92107 (at Jim Howard Hall)

Chair: Whitney Wilkinson

Vice Chair: John McKaveney

Staff Contact: Matthew Ryan, (619) 533-5702

**35. Robert Egger, Sr.-South Bay Recreation**

Meets monthly on 3<sup>rd</sup> Wednesday at 6:30 p.m. (No meeting July or August)

Robert Egger, Sr. South Bay Recreation Center, 1885 Coronado Avenue, 92154

Chair: *Vacant*

Vice Chair: *Vacant*

Staff Contact: Viviana Silva, (619) 424-0470

**36. San Carlos/Lake Murray Recreation**

Meets 3<sup>rd</sup> Wednesday on odd number months at 6:30 p.m.

San Carlos Recreation Center, 6445 Lake Badin Avenue, 92119

Chair: Terry Cords

Vice Chair: Jay Wilson

Staff Contact: Yvette Nourie-Burns, (619) 527-3443

**37. San Ysidro Recreation**

Meets monthly on 2<sup>nd</sup> Monday at 6:00 p.m. (No meeting in December or January)

San Ysidro Community Activity Center, 179 Diza Road, San Ysidro, 92173

Chair: Felipe Muro

Vice Chair: Martin Ortega

Staff Contact: Robert Lara, (619) 424-0415

**38. Santa Clara/Pacific Beach Park and Recreation**

Meets bi-monthly on 3<sup>rd</sup> Tuesday at 5:30 p.m. (No meeting in July or December)

Santa Clara Recreation Center, 1008 Santa Clara Place, 92109

or Pacific Beach Recreation Center, 1405 Diamond Street

Chair: Gardner Osborne

Vice-Chair: Gardner Osborne

Staff Contacts: Ann Zachau (858) 581-9690; *Vacant PB Center Director* (858) 581-9927

**39. Scripps Ranch Recreation**

Meets 2<sup>nd</sup> Thursday on odd number months at 7:00 p.m.

Scripps Ranch Recreation Center, 11454 Blue Cypress Drive, 92131

Chair: Marc Sorensen

Vice-Chair: *Vacant*

Staff Contact: Claudia Apodaca, (858) 538-8086

**40. Serra Mesa Recreation**

Meets monthly on 3<sup>rd</sup> Tuesday at 6:30 p.m. (No meeting in August or December)

Serra Mesa Recreation Center, 9020 Village Glen Drive, 92123

Chair: Jon Cima

Vice-Chair: George DeLaBarre

Staff Contact: Hannah Boehm, (858) 573-1408

**41. Skyline Hills Recreation**

Meets monthly on 4<sup>th</sup> Thursday at 6:00 p.m.

Skyline Hills Recreation Center, 8285 Skyline Drive, 92114

Chair: Tracy Thompson

Vice Chair: Monica Irby

Staff Contact: Latricia Williams, (619) 527-3486

**42. South Clairemont Recreation**

Meets monthly on 4<sup>th</sup> Thursday at 4:30 p.m. (No meeting July or August)

South Clairemont Recreation Center, 3605 Clairemont Drive, 92117

Chair: Tom Lamke

Vice-Chair: Vacant

Staff Contact: Kristy Wells, (858) 581-9924

**43. Southcrest Recreation**

Meets monthly on 2<sup>nd</sup> Tuesday at 5:30 p.m.

Southcrest Recreation Center, 4149 Newton Avenue, 92113

Chair: Felicia Harris

Vice Chair: Vacant

Staff Contact: Andre Rhodes, (619) 527-8084

**44. Standley Recreation**

Meets monthly on 4<sup>th</sup> Thursday at 7:00 p.m.

Standley Recreation Center, 3585 Governor Drive, 92122

Chair: John Schindel

Vice Chair: Dawn Yandel

Staff Contact: Roger Hughes (858) 552-1651

**45. Stockton Recreation**

Meets 2<sup>nd</sup> Tuesday of every other month at 5:30 p.m. (No meetings in July or August)

Stockton Recreation Center, 330 32<sup>nd</sup> Street, 92102

Chair: Claudia Dunaway

Vice Chair:

Staff Contact: Ricardo Arteaga, (619) 235-1163

**46. Tecolote Recreation**

Tecolote Recreation Council disbanded February 2018. See South Clairemont Recreation Council for all Tecolote park-related issues.



**47. Tierrasanta Recreation**

Meets monthly on 2<sup>nd</sup> Thursday at 6:30p.m. (No meeting August or December)

Tierrasanta Recreation Center, 11220 Clairemont Mesa Blvd., 92124

Chair: Norman Ryan

Vice Chair: Rex Warburton

Staff Contact: Tia Turner, (858) 573-1394

**48. University Heights Recreation**

Meets monthly on 1<sup>st</sup> Thursday at 5:30 p.m.

Birney Elementary School, 4345 Campus Avenue, 92116

Chair: Chris Milnes

Vice Chair: Liem Do

Staff Contact: Michele Chicarelli, (619) 235-1161

**49. Willie Henderson Sports Complex Recreation**

Meets monthly on last Tuesday at 6:00 p.m.

Willie Henderson Sports Complex, 1035 South 45<sup>th</sup> Street, 92113

Chair: Albert Dandridge

Vice Chair: Domingo Robles

Staff Contact: Casper Zamudio, (619) 527-3414

## Parks & Recreation Department - Recreational Council and Advisory Group Status

Prior Recreation Council Name	#1. Will the Recreation Council continue as an independent Non-profit organization?	#2. Will the members of the former Recreation Council re-form as the advisory group?	If the former Recreation Council plans to disband, what is the status of this process?	If the answer to questions 1 & 2 is No, what are the plan (if any) for developing the new Recreational Advisory Group?
Adams Recreation	Yes	Yes		
Allied Gardens Recreation	Yes	Yes		
Azalea Park Recreation	No	Yes	Chair is preparing to disband process; have not filed yet.	
Balboa Park/Morley Field Recreation	Yes	Yes		
Carmel Mountain Ranch/Sabre Springs Recreation	Undecided	Yes	Undecided	Staff attempting to recruit members
Carmel Valley Recreation	Yes	Yes		
Chollas Lake Park & Recreation	Yes	Yes		
City Heights Community Recreation	No	Yes	Chair is preparing to disband process; have not filed yet.	
Colina Del Sol Park & Recreation Council	Yes	Yes		
Disabled Services Advisory	Yes	Yes		
Doyle Park and Recreation	Undecided	Yes	Undecided at this time.	5 members are staying on the advisory group.
Dusty Rhodes Park and Recreation	Yes	Yes		
Encanto Recreation	No	No	They have not met since 5/18	Staff attempting to recruit RAG members
Golden Hill Recreation	No	Yes	Completed	

Prior Recreation Council Name	#1. Will the Recreation Council continue as an independent Non-profit organization?	#2. Will the members of the former Recreation Council re-form as the advisory group?	If the former Recreation Council plans to disband, what is the status of this process?	If the answer to questions 1 & 2 is No, what are the plan (if any) for developing the new Recreational Advisory Group?
Greater North Clairemont Parks and Recreation	No	Yes		
Kearny Mesa Recreation	No	Yes	Completed	
La Jolla Parks & Recreation	Yes	Yes		
Linda Vista Recreation	Yes	Yes		
Memorial Recreation	Yes	Yes		
Mira Mesa Recreation	Yes	Yes		
Martin Luther King Recreation	Unknown	Yes		
Mountain View Recreation	Yes	Undecided		
Nobel Recreation	Undecided	Yes	Undecided at this time.	
North Park Recreation	Yes	Yes		
Ocean Air Recreation	Undecided	Yes		
Ocean Beach Park and Recreation	Yes	Yes		
Ocean View Hills Recreation	No	Yes		
Otay Mesa Recreation	Yes	Yes		
Pacific Highlands Ranch (new)	N/A	N/A		Delveloping new advisory group.

Prior Recreation Council Name	#1. Will the Recreation Council continue as an independent Non-profit organization?	#2. Will the members of the former Recreation Council re-form as the advisory group?	If the former Recreation Council plans to disband, what is the status of this process?	If the answer to questions 1 & 2 is No, what are the plan (if any) for developing the new Recreational Advisory Group?
Paradise Hills Recreation	No	Yes		
Point Loma Community Recreation	Yes	Yes		
Rancho Bernardo Recreation	Yes	Yes		
Rancho Penasquitos Recreation	No	Yes		
Robb Field Recreation	No	Yes	No meeting since July 2018. Working with CPA to cancel non-profit status.	
San Carlos Recreation	Yes	Yes		
San Ysidro Recreation	Yes	Yes		
Santa Clara / Pacific Beach Recreation	No	Yes		
Scripps Ranch Recreation	No	Yes		Staff attempting to recruit RAG members
Serra Mesa Park and Recreation	No	Yes		
Skyline Hills Recreation	No	No	No show to meetings.	Staff attempting to recruit RAG members
South Bay Recreation	Yes	Yes		
South Clairemont Recreation	Yes	Yes		
Southcrest Recreation	Yes	Yes		
Standley Recreation	Yes	Yes		

Prior Recreation Council Name	#1. Will the Recreation Council continue as an independent Non-profit organization?	#2. Will the members of the former Recreation Council re-form as the advisory group?	If the former Recreation Council plans to disband, what is the status of this process?	If the answer to questions 1 & 2 is No, what are the plan (if any) for developing the new Recreational Advisory Group?
Stockton Recreation	Yes	Yes		
Tecolote Recreation	No	No	Completed	
Tierrasanta Recreation	Undecided	Undecided	N/A as of Now	Undetermined
University Heights Recreation	No	Yes		
Willie Henderson Recreation	Yes	Yes		

Yes - 26  
 No - 16  
 Undecided - 6

6 - undecided or No

**City of San Diego  
RECREATION COUNCIL WORKING GROUP**

**MEMORANDUM**

**DATE:** July 17, 2018

**TO:** Herman Parker, Director, Parks and Recreation Department

**FROM:** Marcella Bothwell and Katherine Johnston, Co-chairs

**SUBJECT:** RECOMMENDATIONS TO ACCOMPANY DRAFT COUNCIL POLICY 700-42

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For the past several months, the Recreation Council Working Group has been working diligently to create an updated City Council Policy 700-42 that would create a clear operational framework and better reflect recent changes in the governance of Recreation Councils. During the course of this work, recommendations arose that were outside the parameters of the Council Policy yet were important to raise to the attention of department management to enhance the effectiveness of the Recreation Advisory Groups and the Parks and Recreation Department.

**Recommendations to City Council**

1. Post all Recreation Advisory Group's agendas and minutes on the Parks and Recreation Department's website to increase transparency and encourage public participation.
2. Schedule Council Policy 700-42 to be assessed for operational effectiveness one year after implementation.
3. Pursue actions to promote equitable recreation services across all communities. The Recreation Council Working Group specifically recommends these actions.
  - a. City-wide surcharge – Dedicate 100% of the existing general fund surcharge on registration fees to promote equitable recreation services across the City while leaving intact the full departmental budget.
  - b. Scholarships and fee waivers – Authorize the department to develop a scholarship program that will have objective criteria and a consistent process for fund disbursement. Continue to support the use of fee waivers through increased awareness and utilization of this opportunity.

- c. ActiveNet registrations – Commission a feasibility study assessing the impact of an additional fee associated with ActiveNet registrations that would be dedicated to providing programming to underserved youth across the city.
- d. City-wide Recreation Equity Fund – Modify Council Resolution 311478 to allow individual Recreation Advisory Groups to voluntarily budget a portion of their Recreation Center Funds to be contributed to a city-wide recreation equity fund or another Recreation Center Fund.
- e. Grant Funding – Request that City staff pursue grant funding for the City-wide Recreation Equity Fund.
- f. Community-wide Park Foundation – Support the establishment of a city-wide 501(c)3 organization for fundraising and accepting donations to be used to address equity concerns and enhance programming throughout the city.

### **Recommendations to Parks and Recreation Department**

1. Develop Administrative Guidelines/Department Instructions as a companion document to Council Policy 700-42 to detail associated procedures.
2. Provide training on the Brown Act and meeting procedures for Recreation Advisory Group Chairpersons, in conjunction with the City Attorney's Office.
3. Develop a permit revocation policy and procedures to address individuals and organizations that consistently do not comply with existing policies related to the prioritization and utilizations of recreational assets such as sports fields.
4. Increase department staff's enforcement of departmental regulations, policies, and procedures to reduce noncompliance.
5. Develop a pooled insurance option for service contractors to facilitate compliance with City contracting requirements and reduce administrative burdens for new and small contractors.
6. Develop and disseminate a comprehensive fingerprinting policy that clarifies definitions and implementation procedures. The policy should maintain compliance with state law, but should not create too great a burden on recreation councils' ability to attract volunteers for one-time events.

RCWG RECOMENDATION	UPDATE
Post all Recreation Advisory Group's agendas and minutes on the Parks and Recreation Department's website to increase transparency and encourage public participation.	Pending
Schedule Council Policy 700-42 to be assessed for operational effectiveness one year after implementation.	Has not started yet
<p>Pursue actions to promote equitable recreation services across all communities.</p> <ul style="list-style-type: none"> <li>a. City-wide surcharge – Dedicate 100% of the existing general fund surcharge on registration fees to promote equitable recreation services across the City while leaving intact the full departmental budget.</li> <li>b. Scholarships and fee waivers – Authorize the department to develop a scholarship program that will have objective criteria and a consistent process for fund disbursement. Continue to support the use of fee waivers through increased awareness and utilization of this opportunity.</li> <li>c. ActiveNet registrations – Commission a feasibility study assessing the impact of an additional fee associated with ActiveNet registrations that would be dedicated to providing programming to underserved youth across the city.</li> </ul>	<p>Hiring a consultant for fee schedule study in FY19.</p> <p>Recommendations will be included as part of the study.</p>
d. City-wide Recreation Equity Fund – Modify Council Resolution 311478 to allow individual Recreation Advisory Groups to voluntarily budget a portion of their Recreation Center Funds to be contributed to a city-wide recreation equity fund or another Recreation Center Fund.	Presenting to City Council in April
e. Grant Funding – Request that City staff pursue grant funding for the City-wide Recreation Equity Fund.	Has not started yet
f. Community-wide Park Foundation – Support the establishment of a city-wide 501(c)3 organization for fundraising and accepting donations to be used to address equity concerns and enhance programming throughout the city.	Complete
Develop Administrative Guidelines/Department Instructions as a companion document to Council Policy 700-42 to detail associated procedures.	Complete
Provide training on the Brown Act and meeting procedures for Recreation Advisory Group Chairpersons, in conjunction with the City Attorney's Office.	In progress
Develop a permit revocation policy and procedures to address individuals and organizations that consistently do not comply with existing policies related to the prioritization and utilizations of recreational assets such as sports fields.	Has not started yet
Increase department staff's enforcement of departmental regulations, policies, and procedures to reduce noncompliance.	Has not started yet
Develop a pooled insurance option for service contractors to facilitate compliance with City contracting requirements and reduce administrative burdens for new and small contractors.	Has not started yet
Develop and disseminate a comprehensive fingerprinting policy that clarifies definitions and implementation procedures. The policy should maintain compliance with state law but should not create too great a burden on recreation councils' ability to attract volunteers for one-time events.	Complete