

Parks and Recreation Department

Item # 105 Amendment of Council Policy 700-42

Standard Operating Procedures
and Responsibilities of Recognized
Recreation Advisory Groups

Park and Recreation Board
Meeting of February 21, 2019



Parks and Recreation Department

Recreation Council Working Group

February 7, 2018 – January 29, 2019

11 committee meetings and 4 subcommittee meetings

GOALS AND OBJECTIVES AS DEFINED BY THE RCWG

1. Recommend revisions to Council Policy 700-42 to address Charter and SDMC requirements
2. Recommend language for standard operating procedures for incorporation in Council Policy 700-42
3. Recommend procedures for developing Recreation Center Funds priorities in the City's annual budgeting process
4. Recommend policies for working with recreation council nonprofits
5. Recommend additional changes to recreation advisory groups' roles and responsibilities

January 29, 2019: RCWG unanimously approved the revised CP 700-42 and Administrative Guidelines.

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Revised Council Policy 700-42

Overview

- Recreation Advisory Groups (AGs) to advise on recreation programs, provide input for Recreation Center Funds (RCF) budgets, and participate in the park planning process
- Framework for AG to replace recreation councils in advisory role
- Policy defines minimum operating standards and requirements



Revised Council Policy 700-42

Key Recommendations

- Right to representation and indemnification while operating in conformance with CP 700-42 and AG bylaws
- AGs have 120 days (after Policy adoption) to adopt bylaws consistent with Policy
- Officers are elected by majority vote at regular meeting
 - Chair, Vice Chair, and Secretary officers required
- Minimum 5 members required, but not generally more than 15
- Eligible members must represent the areas served by AGs



Revised Council Policy 700-42

Key Recommendations

- Park Facilities are generally assigned (or re-assigned) to AGs based on historical boundaries
- RCFs are designated for recreation programs, maintenance, and Capital Projects
- AGs provide recommendations for allocation of funds
- AGs must hold open meetings operated in compliance with the Brown Act



Revised Council Policy 700-42

Key Recommendations

- Recommendations require a vote at a public meeting
- Members must disclose economic interests and refrain from participating and voting on items of direct financial or economic interest
- Cites sections of the Brown Act regarding civil remedies and criminal penalties
- Provides guidance for addressing alleged violations of Brown Act and CP 700-42



Administrative Guidelines

Overview

- Companion document to support CP 700-42 and AG bylaws
- Detailed operating procedures and instructions for most sections of the Council Policy
- Standard bylaws template



Administrative Guidelines

Key Guidelines

- Outlines process for making budget recommendations and receiving financial reports for RCFs
- Guides the use of RCF for department-sponsored activities outside of their area
- Provides for co-sponsored events with non-profit organizations in accordance with Department policy



Administrative Guidelines

Key Guidelines

- AG member orientation training required
- Member term limits
 - 2 - 4 years; not more than 8 - 9 consecutive years
- Officer term limits
 - 2 years; not more than 4 consecutive years
- Provides process for recusals and abstentions



Working Group Recommendations

ITEMS IN PROGRESS

- Develop Administrative Guidelines as a companion to CP 700-42
- Establish a city-wide parks non-profit foundation
- Develop a comprehensive fingerprinting policy
- Modify Council Resolution R-311478 to allow AG's to budget their funds to a city-wide recreation equity fund or another Recreation Center Fund
- Post agendas and minutes on the Parks and Recreation Department's website
- Provide training on the Brown Act and meeting procedures
- Promote equitable recreation services across all communities



Working Group Recommendations

ITEMS NOT YET STARTED

- Schedule CP 700-42 to be assessed by the Park and Recreation Board for operational effectiveness one year after implementation
- Develop a permit revocation policy to address individuals and organizations that do not comply with policies related to the uses of recreational facilities
- Increase department staff's enforcement of departmental regulations, policies, and procedures to reduce noncompliance
- Develop a pooled insurance option for service contractors to facilitate compliance with City contracting requirements



Transition Outcomes

- 60 special RCF funds
- Monthly RCF financial reports
- Stronger internal controls (Activenet & SAP)
- Qualified Recreation Service Contractors (80+)
- 174 new service and supply contracts issued
- Transitioned existing recreation programs (70+)
- Added programs or events at 31 facilities (100+)
- Revised CP 700-42 unanimously approved by RCWG
- CP 700-42 Administrative Guidelines
- City-wide parks non-profit foundation formation underway



Parks and Recreation Department

Public Outreach

CP 700-42 POLICY REVIEW

- January 29, 2019 Recreation Council Working Group
- February 6, 2019 Special meeting of the Recreation Area Committees
- February 21, 2019 Park and Recreation Board
- March 13, 2019 Public Services and Livable Neighborhood Committee
- April 8 – 9, 2019 City Council

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Future of Recreation in San Diego

PARTNERSHIP WITH COMMUNITIES

- Foster positive partnerships with recreation advisory groups and independent recreation councils
- Provide support for the development and operation of the new Recreation Advisory Groups
- Engage in meaningful interaction with community volunteers to receive input on recreation programming, activities, field use, and upcoming capital projects
- Continue to build successful recreation programming in partnership with community volunteers

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Parks and Recreation Department

THANK YOU WORKING GROUP!

Co-Chairs: Marcella Bothwell
Katherine Johnston

Members:

Gail Forbes	Deanna Ratnikova
Renee Cookson	James Nickel
Vicki Granowitz	John McKaveney
Guy Preuss	Steve Leffler
Joe Frichtel	Greg Goonan
Jon Cima	Barbara Culver
Raymond Bernal	Denise Armijo

Danell Scarborough, Professional Facilitator

Note: Listed members attended at least 5 meetings.

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