



REPORT

THE CITY OF SAN DIEGO TO THE PARK AND RECREATION BOARD

DATE ISSUED: April 12, 2018 REPORT NO. 202

ATTENTION: Recreation Council Working Group Agenda of April 17, 2018
Park and Recreation Board Agenda of April 19, 2018

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

OVERVIEW:

This item provides an update regarding the Parks and Recreation Department's (Department's) 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 (RCFs) to allow recreation programs, maintenance, and events previously sponsored by recreation councils to continue uninterrupted.

The Department will bring forward an action to the Public Safety and Livable Neighborhoods Committee meeting of April 25, 2018 to request authorization to create two new recreation center funds (one each for Cesar Solis (Council District 8) and Pacific Highlands Ranch (Council District 1)) and to appropriate and expend Recreation Center Funds in Fiscal Year 2019 as detailed in Attachment 1.

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's 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:

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: Cesar Solis and Pacific Highlands Ranch. Cesar Solis Community Park is located in Otay Mesa in Council District 8 and Pacific Highlands Ranch Community Park is located in Pacific Highlands Ranch in Council District 1.

FISCAL YEAR 2019 RECREATION CENTER FUNDS PROPOSED BUDGET SUMMARY

Fund No.	Fund Name	Annual Revenue¹	Recreation Council Transfer	Total FY2019 Revenue	FY2019 Expenditure	FY2019 Ending Balance
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
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	\$107,312	\$28,163	\$135,475	\$50,500	\$84,975
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

Fund No.	Fund Name	Annual Revenue¹	Recreation Council Transfer	Total FY2019 Revenue	FY2019 Expenditure	FY2019 Ending Balance
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
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

Fund No.	Fund Name	Annual Revenue¹	Recreation Council Transfer	Total FY2019 Revenue	FY2019 Expenditure	FY2019 Ending Balance
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
200795	Willie Henderson RCF	\$30,006	\$904	\$30,910	\$29,625	\$1,285
	Totals	\$4,288,727	\$2,299,835	\$6,588,563	\$4,888,029	\$1,700,534

¹ 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. 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 (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).

Key Stakeholders and Community Outreach Efforts:

Key stakeholders include 52 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).

Respectfully Submitted,



Andrew Field
Assistant Director
Parks and Recreation Department

AF:ss

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

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Adams Recreation Center

Fund 200740

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Adams Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$4,725
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$13,315
Total Estimated Funds	\$18,040

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$7,500
Special Events	\$7,000
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,200
Total Budgeted Expenditures	\$15,700
Fund Balance Retained in RCF	\$2,340
Total Proposed Expenditures and Fund Balance	\$18,040

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Allied Gardens Recreation Center

Fund 200741

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Allied Gardens Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$110,975
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$120,219
Total Estimated Funds	\$231,194

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$88,000
Special Events	\$14,000
Maintenance	\$60,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$20,000
Total Budgeted Expenditures	\$182,000
Fund Balance Retained in RCF	\$49,194
Total Proposed Expenditures and Fund Balance	\$231,194

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Azalea Recreation Center

Fund 200742

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Azalea Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$90
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$4,288
Total Estimated Funds	\$4,378

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$3,850
Special Events	
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$527
Total Budgeted Expenditures	\$4,377
Fund Balance Retained in RCF	\$1
Total Proposed Expenditures and Fund Balance	\$4,378

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Balboa Park Activity Center

Fund 200743

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Balboa Park/Morley Field Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$39,245
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$58,177
Total Estimated Funds	\$97,422

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$28,488
Special Events	
Maintenance	\$20,500
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,900
Total Budgeted Expenditures	\$50,888
Fund Balance Retained in RCF	\$46,534
Total Proposed Expenditures and Fund Balance	\$97,422

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Cabrillo Recreation Center

Fund 200744

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Point Loma Community Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$22,477
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$148,177
Total Estimated Funds	\$170,654

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$126,000
Special Events	\$14,000
Maintenance	\$20,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$160,000
Fund Balance Retained in RCF	\$10,654
Total Proposed Expenditures and Fund Balance	\$170,654

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Cadman Recreation Center

Fund 200745

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Greater Clairemont Park and Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$8,849
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$7,326
Total Estimated Funds	\$16,175

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$6,034
Special Events	\$4,000
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,000
Total Budgeted Expenditures	\$11,034
Fund Balance Retained in RCF	\$5,141
Total Proposed Expenditures and Fund Balance	\$16,175

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Canyonside Recreation Center

Fund 200746

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Rancho Penasquitos Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$247,084
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$284,681
Total Estimated Funds	\$531,765

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$150,977
Special Events	\$70,188
Maintenance	\$20,000
Appropriations Transferred to Eligible CIP CIP ABT00001 City Facilities Improvements (Canyonside CP HVAC)	\$200,000
Other Activities	
Contingency	
Total Budgeted Expenditures	\$441,165
Fund Balance Retained in RCF	\$90,600
Total Proposed Expenditures and Fund Balance	\$531,765

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION
Carmel Mountain/Sabre Springs Recreation Center
Fund 200747

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Carmel Mountain/Sabre Springs Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$79,128
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$74,139
Total Estimated Funds	\$153,267

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$72,254
Special Events	\$12,000
Maintenance	\$31,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$20,000
Total Budgeted Expenditures	\$135,254
Fund Balance Retained in RCF	\$18,013
Total Proposed Expenditures and Fund Balance	\$153,267

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Carmel Valley Recreation Center

Fund 200748

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Carmel Valley Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$344,780
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$516,765
Total Estimated Funds	\$861,545

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$338,009
Special Events	\$30,000
Maintenance	\$47,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$4,800
Total Budgeted Expenditures	\$419,809
Fund Balance Retained in RCF	\$441,736
Total Proposed Expenditures and Fund Balance	\$861,545

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Cesar Chavez Community Center

Fund 200749

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **San Ysidro Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$4,640
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$9,968
Total Estimated Funds	\$14,608

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$9,460
Special Events	\$2,370
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$11,830
Fund Balance Retained in RCF	\$2,778
Total Proposed Expenditures and Fund Balance	\$14,608

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Cesar Solis Recreation Center

Fund *TBD*

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Ocean View Hills Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$1,900
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$0
Total Estimated Funds	\$1,900

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$500
Special Events	
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$500
Fund Balance Retained in RCF	\$1,400
Total Proposed Expenditures and Fund Balance	\$1,900

¹ This estimate is based on staff evaluation of planned programs and facility usage permits. This new facility will open in August 2018. These funds will be generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Chollas Lake Recreation Center

Fund 200750

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Chollas Lake Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$12,704
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$8,315
Total Estimated Funds	\$21,019

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$16,050
Special Events	\$1,300
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$17,350
Fund Balance Retained in RCF	\$3,669
Total Proposed Expenditures and Fund Balance	\$21,019

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

City Heights Recreation Center

Fund 200751

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **City Heights Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$14,578
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$42,637
Total Estimated Funds	\$57,215

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$21,100
Special Events	\$3,600
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,470
Total Budgeted Expenditures	\$27,170
Fund Balance Retained in RCF	\$30,045
Total Proposed Expenditures and Fund Balance	\$57,215

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Colina Del Sol Recreation Center

Fund 200752

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Colina Del Sol Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$5,138
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$16,339
Total Estimated Funds	\$21,477

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$10,706
Special Events	\$3,150
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,455
Total Budgeted Expenditures	\$15,311
Fund Balance Retained in RCF	\$6,166
Total Proposed Expenditures and Fund Balance	\$21,477

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION
Dolores Magdaleno Memorial Recreation Center
Fund 200764

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Dolores Magdaleno Memorial Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$4,068
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$12,398
Total Estimated Funds	\$16,466

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$10,917
Special Events	\$5,549
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$16,466
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$16,466

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Doyle Recreation Center

Fund 200753

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Doyle Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$133,471
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$607,560
Total Estimated Funds	\$741,031

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$514,139
Special Events	\$15,500
Maintenance	\$86,400
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$3,500
Total Budgeted Expenditures	\$619,539
Fund Balance Retained in RCF	\$121,492
Total Proposed Expenditures and Fund Balance	\$741,031

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Dusty Rhodes Recreation Center

Fund 200754

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Dusty Rhodes Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$8,116
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$1,998
Total Estimated Funds	\$10,114

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$100
Special Events	\$1,000
Maintenance	\$4,900
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,000
Total Budgeted Expenditures	\$8,000
Fund Balance Retained in RCF	\$2,117
Total Proposed Expenditures and Fund Balance	\$10,114

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Encanto Recreation Center

Fund 200755

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Encanto Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$1,729
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$17,817
Total Estimated Funds	\$19,546

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$17,746
Special Events	\$1,800
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$19,546
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$19,546

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Golden Hill Recreation Center

Fund 200756

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Golden Hill Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$0
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$58,104
Total Estimated Funds	\$58,104

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$31,800
Special Events	\$12,200
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$44,000
Fund Balance Retained in RCF	\$14,104
Total Proposed Expenditures and Fund Balance	\$58,104

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Hilltop Recreation Center

Fund 200757

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Rancho Penasquitos Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$40,000
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$6,070
Total Estimated Funds	\$46,070

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$11,600
Special Events	\$1,000
Maintenance	\$3,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,600
Total Budgeted Expenditures	\$17,200
Fund Balance Retained in RCF	\$28,870
Total Proposed Expenditures and Fund Balance	\$46,070

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Hourglass Recreation Center

Fund 200758

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Mira Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$36,689
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$140,811
Total Estimated Funds	\$177,500

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$56,000
Special Events	\$10,500
Maintenance	\$5,000
Appropriations Transferred to Eligible CIP S14007 Salk Neighborhood Park & Joint Use Development (shade structure)	100,000
Other Activities	
Contingency	\$6,000
Total Budgeted Expenditures	\$177,500
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$177,500

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Kearny Mesa Recreation Center

Fund 200759

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Kearny Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$76,713
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$33,394
Total Estimated Funds	\$110,107

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$13,200
Special Events	\$7,300
Maintenance	\$30,000
Appropriations Transferred to Eligible CIP	
Other Activities	\$500
Contingency	\$2,000
Total Budgeted Expenditures	\$53,000
Fund Balance Retained in RCF	\$57,107
Total Proposed Expenditures and Fund Balance	\$110,107

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

La Jolla Recreation Center

Fund 200760

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **La Jolla Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$28,163
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$107,312
Total Estimated Funds	\$135,475

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$7,900
Special Events	\$12,600
Maintenance	28,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,000
Total Budgeted Expenditures	\$50,500
Fund Balance Retained in RCF	\$84,975
Total Proposed Expenditures and Fund Balance	\$135,475

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Linda Vista Recreation Center

Fund 200761

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Linda Vista Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$40,559
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$43,667
Total Estimated Funds	\$84,226

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$36,500
Special Events	\$7,100
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	\$6,000
Contingency	\$15,000
Total Budgeted Expenditures	\$64,600
Fund Balance Retained in RCF	\$19,626
Total Proposed Expenditures and Fund Balance	\$84,226

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Lopez Ridge Recreation Center

Fund 200762

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Mira Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$18,673
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$2,723
Total Estimated Funds	\$21,396

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$2,000
Special Events	\$2,200
Maintenance	\$1,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$4,000
Total Budgeted Expenditures	\$9,200
Fund Balance Retained in RCF	\$12,398
Total Proposed Expenditures and Fund Balance	\$21,396

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Martin Luther King, Jr. Recreation Center

Fund 200763

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Martin Luther King, Jr. Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$8,303
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$30,388
Total Estimated Funds	\$38,691

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$15,000
Special Events	\$10,000
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,500
Total Budgeted Expenditures	\$27,500
Fund Balance Retained in RCF	\$11,191
Total Proposed Expenditures and Fund Balance	\$38,691

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION
Mira Mesa (Gil Johnson) Recreation Center
Fund 200765

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Mira Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$52,054
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$32,180
Total Estimated Funds	\$84,234

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$16,500
Special Events	\$10,500
Maintenance	\$2,500
Appropriations Transferred to Eligible CIP	
Other Activities	\$3,900
Contingency	\$4,000
Total Budgeted Expenditures	\$37,400
Fund Balance Retained in RCF	\$46,834
Total Proposed Expenditures and Fund Balance	\$84,234

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Montgomery Waller Recreation Center

Fund 200766

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Otay Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$16,283
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$41,174
Total Estimated Funds	\$57,457

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$32,968
Special Events	\$20,372
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$4,117
Total Budgeted Expenditures	\$57,457
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$57,457

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Mountain View Recreation Center

Fund 200767

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Mountain View Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$213
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$9,100
Total Estimated Funds	\$9,313

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$7,368
Special Events	
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$7,368
Fund Balance Retained in RCF	\$1,945
Total Proposed Expenditures and Fund Balance	\$9,313

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Muni Gym/Morley Field Sports Center

Fund 200768

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Balboa Park/Morley Field Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$62,900
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$44,081
Total Estimated Funds	\$106,981

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$7,500
Special Events	\$18,300
Maintenance	\$79,281
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,900
Total Budgeted Expenditures	\$106,981
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$106,981

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Nobel Recreation Center

Fund 200769

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Nobel Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$103,086
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$185,585
Total Estimated Funds	\$288,671

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$201,200
Special Events	\$10,200
Maintenance	\$50,400
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,500
Total Budgeted Expenditures	\$263,300
Fund Balance Retained in RCF	\$25,371
Total Proposed Expenditures and Fund Balance	\$288,671

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

North Clairemont Recreation Center

Fund 200770

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Greater Clairemont Park and Recreation Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$32,567
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$99,228
Total Estimated Funds	\$131,795

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$72,926
Special Events	\$13,506
Maintenance	\$5,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,400
Total Budgeted Expenditures	\$93,832
Fund Balance Retained in RCF	\$37,963
Total Proposed Expenditures and Fund Balance	\$131,795

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

North Park Recreation Center

Fund 200771

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **North Park Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$8,512
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$20,331
Total Estimated Funds	\$28,843

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$12,000
Special Events	\$5,200
Maintenance	\$1,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$6,500
Total Budgeted Expenditures	\$24,700
Fund Balance Retained in RCF	\$4,143
Total Proposed Expenditures and Fund Balance	\$28,843

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Ocean Air Recreation Center

Fund 200772

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Ocean Air Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$48,297
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$183,319
Total Estimated Funds	\$231,616

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$150,300
Special Events	\$14,200
Maintenance	\$6,000
Appropriations Transferred to Eligible CIP	
Other Activities	\$10,500
Contingency	\$5,000
Total Budgeted Expenditures	\$186,000
Fund Balance Retained in RCF	\$45,616
Total Proposed Expenditures and Fund Balance	\$231,616

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Ocean Beach Recreation Center

Fund 200773

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Ocean Beach Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$27,640
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$84,559
Total Estimated Funds	\$112,199

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$61,500
Special Events	\$18,100
Maintenance	\$9,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$5,000
Total Budgeted Expenditures	\$93,600
Fund Balance Retained in RCF	\$18,599
Total Proposed Expenditures and Fund Balance	\$112,199

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Pacific Beach Recreation Center

Fund 200774

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Pacific Beach/Santa Clara Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$60,071
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$69,442
Total Estimated Funds	\$129,513

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$43,875
Special Events	\$9,200
Maintenance	\$35,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,500
Total Budgeted Expenditures	\$90,575
Fund Balance Retained in RCF	\$38,938
Total Proposed Expenditures and Fund Balance	\$129,513

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION
Pacific Highlands Ranch Recreation Center
Fund *TBD*

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Pacific Highlands Ranch Recreation Council** (*future*)

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$0
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$75,000
Total Estimated Funds	\$75,000

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$37,000
Special Events	\$7,500
Maintenance	\$15,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$6,000
Total Budgeted Expenditures	\$65,500
Fund Balance Retained in RCF	\$9,500
Total Proposed Expenditures and Fund Balance	\$75,000

¹ This estimate is based on staff evaluation of planned programs and facility usage permits. This new facility will open in September 2018. These funds will be generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Paradise Hills Recreation Center

Fund 200775

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Paradise Hills/ Penn Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$3,590
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$21,182
Total Estimated Funds	\$24,772

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$6,414
Special Events	\$1,400
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	2,477
Total Budgeted Expenditures	\$10,291
Fund Balance Retained in RCF	\$14,481
Total Proposed Expenditures and Fund Balance	\$24,772

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Park de la Cruz Gymnasium

Fund 200776

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **City Heights Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$7,000
Estimated revenue to be collected at recreation center in the Fiscal Year ¹ (No historical revenue available for this new facility.)	\$0
Total Estimated Funds	\$7,000

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$3,000
Special Events	\$1,500
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$780
Total Budgeted Expenditures	\$5,280
Fund Balance Retained in RCF	\$1,720
Total Proposed Expenditures and Fund Balance	\$7,000

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Penn Athletic Field

Fund 200777

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Paradise Hills/ Penn Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$0
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$14,891
Total Estimated Funds	\$14,891

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$11,430
Special Events	\$1,600
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,489
Total Budgeted Expenditures	\$14,519
Fund Balance Retained in RCF	\$372
Total Proposed Expenditures and Fund Balance	\$14,891

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Presidio Recreation Center

Fund 200778

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Golden Hill Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$11,874
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$0
Total Estimated Funds	\$11,874

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$5,000
Special Events	\$4,500
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$9,500
Fund Balance Retained in RCF	\$2,374
Total Proposed Expenditures and Fund Balance	\$11,874

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Rancho Bernardo Recreation Center

Fund 200779

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Rancho Bernardo Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$99,052
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$35,892
Total Estimated Funds	\$134,944

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$1,450
Special Events	\$15,000
Maintenance	\$7,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$3,600
Total Budgeted Expenditures	\$27,050
Fund Balance Retained in RCF	\$107,894
Total Proposed Expenditures and Fund Balance	\$134,944

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Robb Field Recreation Center

Fund 200780

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Robb Field Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$77,743
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$176,397
Total Estimated Funds	\$254,140

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$154,200
Special Events	\$6,500
Maintenance	\$38,000
Appropriations Transferred to Eligible CIP	
Other Activities	\$4,000
Contingency	
Total Budgeted Expenditures	\$202,700
Fund Balance Retained in RCF	\$51,440
Total Proposed Expenditures and Fund Balance	\$254,140

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION
Robert Egger Sr. / South Bay Recreation Center
Fund 200788

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Robert Egger, Sr. / South Bay Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$44,494
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$61,821
Total Estimated Funds	\$106,315

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$30,622
Special Events	\$11,270
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$6,182
Total Budgeted Expenditures	\$48,074
Fund Balance Retained in RCF	\$58,241
Total Proposed Expenditures and Fund Balance	\$106,315

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

San Carlos Recreation Center

Fund 200781

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **San Carlos/ Lake Murray Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$80,780
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$90,596
Total Estimated Funds	\$171,376

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$85,500
Special Events	\$6,500
Maintenance	\$64,376
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$15,000
Total Budgeted Expenditures	\$171,376
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$171,376

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

San Ysidro Recreation Center

Fund 200782

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **San Ysidro Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$11,487
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$14,568
Total Estimated Funds	\$26,055

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$18,100
Special Events	\$3,130
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$21,230
Fund Balance Retained in RCF	\$4,825
Total Proposed Expenditures and Fund Balance	\$26,055

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Santa Clara Recreation Center

Fund 200783

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Santa Clara/ Pacific Beach Park Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$42,692
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$21,202
Total Estimated Funds	\$63,894

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$8,930
Special Events	\$6,000
Maintenance	\$21,920
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$4,000
Total Budgeted Expenditures	\$40,850
Fund Balance Retained in RCF	\$23,044
Total Proposed Expenditures and Fund Balance	\$63,894

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Scripps Ranch Recreation Center

Fund 200784

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Scripps Ranch Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$13,962
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$177,405
Total Estimated Funds	\$191,367

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$141,950
Special Events	\$7,700
Maintenance	\$35,600
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$5,000
Total Budgeted Expenditures	\$190,250
Fund Balance Retained in RCF	\$1,117
Total Proposed Expenditures and Fund Balance	\$191,367

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Serra Mesa Recreation Center

Fund 200785

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Serra Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$49,110
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$19,941
Total Estimated Funds	\$69,051

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$14,880
Special Events	\$3,100
Maintenance	\$6,830
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$15,000
Total Budgeted Expenditures	\$39,810
Fund Balance Retained in RCF	\$29,241
Total Proposed Expenditures and Fund Balance	\$69,051

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Silver Wing Recreation Center

Fund 200786

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Otay Mesa Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$6,446
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$17,895
Total Estimated Funds	\$24,341

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$20,198
Special Events	\$2,452
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,691
Total Budgeted Expenditures	\$24,341
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$24,341

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Skyline Hills Recreation Center

Fund 200787

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Skyline Hills Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$0
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$7,214
Total Estimated Funds	\$7,214

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$2,910
Special Events	\$1,600
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$804
Total Budgeted Expenditures	\$5,314
Fund Balance Retained in RCF	\$1,900
Total Proposed Expenditures and Fund Balance	\$7,214

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

South Clairemont Recreation Center

Fund 200789

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **South Clairemont Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$5,188
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$18,562
Total Estimated Funds	\$23,750

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$7,500
Special Events	\$4,057
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,100
Total Budgeted Expenditures	\$12,657
Fund Balance Retained in RCF	\$11,093
Total Proposed Expenditures and Fund Balance	\$23,750

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Southcrest Recreation Center

Fund 200790

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Southcrest Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$213
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$8,954
Total Estimated Funds	\$9,167

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$8,668
Special Events	
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$8,668
Fund Balance Retained in RCF	\$499
Total Proposed Expenditures and Fund Balance	\$9,167

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Standley Recreation Center

Fund 200791

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Standley Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$119,011
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$104,682
Total Estimated Funds	\$223,693

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$59,916
Special Events	\$31,000
Maintenance	\$55,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$7,000
Total Budgeted Expenditures	\$152,916
Fund Balance Retained in RCF	\$70,777
Total Proposed Expenditures and Fund Balance	\$223,693

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Stockton Recreation Center

Fund 200792

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Stockton Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$0
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$1,743
Total Estimated Funds	\$1,743

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$1,743
Special Events	
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$1,743
Fund Balance Retained in RCF	\$0
Total Proposed Expenditures and Fund Balance	\$1,743

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Tecolote Recreation Center

Fund 200793

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Tecolote Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$17,413
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$4,930
Total Estimated Funds	\$22,343

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$7,033
Special Events	\$1,150
Maintenance	\$3,500
Appropriations Transferred to Eligible CIP	
Other Activities	\$900
Contingency	\$1,300
Total Budgeted Expenditures	\$13,883
Fund Balance Retained in RCF	\$8,460
Total Proposed Expenditures and Fund Balance	\$22,343

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION
Therapeutic Recreation / Senior Services
Fund 200797

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Disabled Services Advisory Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$0
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$183,955
Total Estimated Funds	\$183,955

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$160,400
Special Events	
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$1,000
Total Budgeted Expenditures	\$161,400
Fund Balance Retained in RCF	\$22,555
Total Proposed Expenditures and Fund Balance	\$183,955

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Tierrasanta Recreation Center

Fund 200794

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Tierrasanta Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$4,456
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$66,306
Total Estimated Funds	\$70,762

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$48,400
Special Events	\$5,000
Maintenance	\$15,000
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	\$2,000
Total Budgeted Expenditures	\$70,400
Fund Balance Retained in RCF	\$362
Total Proposed Expenditures and Fund Balance	\$70,762

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

FISCAL YEAR 2019 RECREATION CENTER FUND APPROPRIATION

Willie Henderson Recreation Center

Fund 200795

Authority: Policy under development by the Recreation Council Working Group designated by the City Council for this purpose. See City Council Resolution R-311478, adopted December 13, 2017.

Advisory Board: **Willie Henderson Sports Complex Recreation Council**

Available Recreation Center Funds (held or collected by City) for FY2019

Estimated unexpended funds from prior fiscal year to be carried forward	\$904
Estimated revenue to be collected at recreation center in the Fiscal Year ¹	\$30,006
Total Estimated Funds	\$30,910

Proposed Activities/Expenditures for FY2019

Recreation Programs	\$23,100
Special Events	\$6,525
Maintenance	
Appropriations Transferred to Eligible CIP	
Other Activities	
Contingency	
Total Budgeted Expenditures	\$29,625
Fund Balance Retained in RCF	\$1,285
Total Proposed Expenditures and Fund Balance	\$30,910

¹ This estimate is based on a two year (FY16 and FY17) average of revenue collected by the Recreation Council. These funds are generated from facility permits and class registration fees collected by City Parks and Recreation Department staff at the recreation center or through the City's ActiveNet on-line registration program.

RESOLUTION NUMBER R- 311478DATE 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

WHEREAS, the City is seeking authority to appropriate and expend funds received through these actions to continue recreation programming at City facilities either directly or in partnership with the recreation councils; and

WHEREAS, the City desires to allow those recreation councils with current nonprofit status to retain funds received from grants, donations, and fundraising efforts with proper documentation upon expiration of their special use permits; and

WHEREAS, to provide for continuity of services to the community, the City desires to enter into assumption agreements with independent contractors currently providing services at City facilities through contracts with the recreation councils; NOW, THEREFORE,

BE IT RESOLVED, by the City Council of the City of San Diego, as follows:

1. That the Park and Recreation Department Fee Schedule is amended to remove all references to "Recreation Council" and any reference to specifically named recreation councils and to replace all of those references with "City of San Diego".
2. That the Park and Recreation Department Fee Schedule is amended to authorize the Director of the Park and Recreation Department to establish a category for and set programming fees for individual recreation programs provided at City facilities.
3. That the City Clerk is hereby directed to amend the Ratebook of City Fees and Charges maintained in the Office of the City Clerk to include the amendments described above.
4. That the Chief Financial Officer is authorized to appropriate and expend all recreation center area funds, including recreational program and permit revenue.
5. That all such funds shall be expended only in the geographical area in which the funds were collected and shall be used exclusively for the continued provision and administration of recreational programming and activities, including City administrative costs.

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.

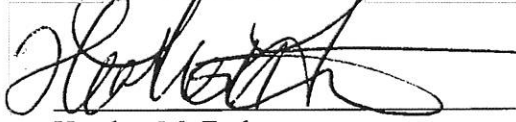
11. Recommend that until amendments to Council Policy 700-42 are adopted, the Park and Recreation Department work closely with the recreation councils to maintain programs and events consistent with the status quo, to establish fees charged by the City for programs, and to adopt a budget for the expenditure 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

collected by the City from City park facilities and programs, which were previously collected by the recreation councils.

13. Recommend City staff work with the recreation councils on the expenditure and collection of City funds currently held by the recreation councils in accordance with the requirements of the San Diego Charter and San Diego Municipal Code.

APPROVED: MARA W. ELLIOTT, City Attorney

By 
Heather M. Ferbert
Deputy City Attorney

HMF:nja
12/01/17
12/20/17 Revised
Or.Dept: Park & Recreation
Doc. No.: 1637642_2

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

KEVIN L. FAULCONER, Mayor

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

See attached memo and signature page

Office of
The City Attorney
City of San Diego

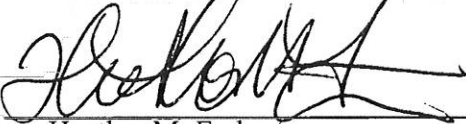
MEMORANDUM
MS 59

(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 

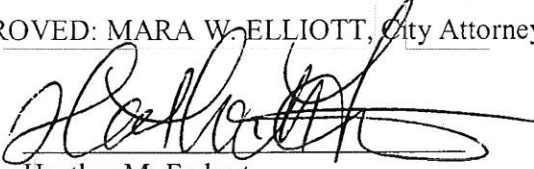
Heather M. Ferbert
Deputy City Attorney

HMF:nja
Doc. No.: 1653130

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.

APPROVED: MARA W. ELLIOTT, City Attorney

By 
Heather M. Ferbert
Deputy City Attorney

HMF:nja
12/01/17
Or.Dept:Park & Recreation
Doc. No.: 1637642

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of DEC 13 2017.

ELIZABETH S. MALAND
City Clerk

By 
Deputy City Clerk

Approved: 12/20/17
(date)


KEVIN L. FAULCONER, Mayor

Vetoed: _____
(date)

KEVIN L. FAULCONER, Mayor

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:

KEVIN L. FAULCONER

Mayor of The City of San Diego, California.

ELIZABETH S. MALAND

City Clerk of The City of San Diego, California.

(Seal)

By *Hy Macy*, 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".

2. That the Park and Recreation Department Fee Schedule is amended to authorize the Director of the Park and Recreation Department to establish a category for and set programming fees for individual recreation programs provided at City facilities.
3. That the Chief Financial Officer is authorized to appropriate and expend all recreation center area funds, including recreational program and permit revenue.
4. That all such funds shall be expended only in the geographical area in which the funds were collected and shall be used exclusively for the continued provision and administration of recreational programming and activities, including City administrative costs.
5. That the 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 recreation councils.
6. That upon the expiration of Special Use Permits with recreation councils, those recreation councils which hold current federal and state non-profit status will retain grants, donations, and fund raising revenue, if documented appropriately.

DISCUSSION OF ITEM:

Background

As stated in the previous City Council report dated October 9, 2017 (see attached), recreation councils were established in the 1950s as advisory bodies to recreation centers in the City of San Diego with the purpose of assisting in the promotion, planning, publicizing, coordinating, and providing of community and recreational programs. In 1978, with the passage of the property-tax-rate-limiting measure Proposition 13, recreation councils became a financial partner with the Park and Recreation Department. Due to declining property tax revenues the City reduced its budget. One area severely impacted by these reductions was recreation programming. To ensure continuity of recreation services in the City, the Park and Recreation Department Fee Schedule was amended to authorize a certain portion of revenues to transfer to recreation councils. The recreation councils started accepting revenues into private bank accounts and gained considerable control over City funds. Recreation councils began paying expenses for local recreation programs. Revenues include surcharges which are authorized in the Park and Recreation Department Fee Schedule for activities, classes, and permits. However, per the City Charter, revenue earned through the Fee Schedule and from contract classes previously deposited into recreation council private bank accounts must be deposited into the City Treasury.

Discussion

A memorandum dated November 14, 2017 entitled "Amendment to Park and Recreation Department Fee Schedule" was provided to the Council President and Councilmembers (including members of this Committee). This memorandum, from Park and Recreation Department Director Herman Parker via Assistant Chief Operating Officer David Graham, provided additional detailed information about the need for recreation council operational changes, as well as answers to questions posed at the City Council meeting of October 31, 2017. On November 16, 2017, this

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

communities and neighborhoods, we recommend that the Working Group consist of one recreation council representative per Council District, in addition to the Park and Recreation Board co-chairs. To ensure impartiality for selection of the members of the Working Group, staff will provide the interest forms from their district to the Council Office and each Council District office can select the applicant to represent their Council District. This would result in a total of 11 members of the Working Group: two from the Park and Recreation Board to co-chair the Working Group and one from each of the nine Council Districts. To facilitate each Working Group meeting, the Department will identify a non-Park and Recreation Department employee or consultant to lead the group discussion and help achieve the Working Group's purpose. Lastly, to support the mission of the Working Group, the Park and Recreation Department would appoint a staff member to provide documents, policies, and related resources and information.

The Department may return to the City Council in 2018 with additional action items as the City continues to implement the proposed changes to the relationship between the City and recreation councils based on the work of the Working Group and the needs of the City. Potential future Council action items may include:

- 1.) Revision to Council Policy 700-42;
- 2.) Additional revisions to Park and Recreation Department Fee Schedule, and;
- 3.) Budgetary approvals.

Frequently Asked Questions

The Department developed a frequently asked questions list (FAQ) to respond to questions raised during the many public meetings held since September 2017. While some of these questions and answers are repetitive with information elsewhere in this report, staff felt it helpful to repeat the information in response to specific questions which have been frequently asked. As this remains a dynamic and fluid situation, answers to these questions may change as the City Council considers the Park and Recreation Department recommendations for the best course of action for recreation councils.

Q: What is the conclusion of the City Attorney's legal memorandum relating to City funds collected by recreation councils?

A: On September 8, 2017, the City Attorney's Office (CAO) issued a legal memorandum MS-2017-20 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: Why was this legal memorandum issued and why was the financial relationship between the City and recreation councils reevaluated?

A: In addition to the standard special use permit (SUP) that establishes the relationship between the City and each recreation council, the City also had routinely issued right-of-entry (ROE) permits to recreation councils that funded minor public works projects to improve parks. In 2016, while processing a right of entry permit for a recreation council, the Department was advised that the permit could not be issued because the intended approach to construct the playground did not comply with the Department of Public Works contracting and related requirements for projects funded with City funds. Since the notion that "recreation council funds are City funds" was inconsistent with operations at that time, the Department asked the City Attorney's Office whether

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: Recreation councils have operated with expired SUPs in the past. Why can't recreation councils continue to operate when the SUP expires on December 31, 2017?

A: The delegation of authority over City funds raises legal issues with respect to their collection and expenditure. Currently, City funds collected by recreation councils are deposited into the recreation councils' own separate bank accounts, not into the City treasury as required by the Charter. Permits govern the recreation councils' use of City funds, but that process does not comply with the City's budgeting requirements, which are established in the Charter. In addition, having no legal agreement in place protecting the City and its employees is problematic.

Q. What will happen to the existing funds in recreation council accounts?

A: The recreation council SUP provides guidance. Section 9.6 states: "In the event that CITY does not renew this PERMIT prior to the expiration of the Term or any extension period thereafter, or if this PERMIT is terminated, COUNCIL shall immediately remit all COUNCIL funds to CITY. All such funds shall thereafter be utilized by CITY for promoting and conducting community recreation programs within the AREA, unless previously earmarked and approved by CITY for a specific purpose."

Q: What portion of the recreation council funds are considered City funds?

A: Funds that are collected for City issued facility use permits and recreation classes are considered City funds.

Q: What will happen with donations received by the recreation councils prior to expiration of the SUP?

A: The Department has proposed that recreation councils with nonprofit status would be able to retain unexpended funds generated through donations, fund raising, and grants. It should also be noted that once existing SUPs expire on December 31, 2017, recreation councils can initiate any fundraising efforts they deem appropriate, and can retain all revenue they collect to use at their discretion.

Q: How does the City plan to work with contractors currently employed by recreation councils?

A: To ensure continuity of services and recreational programming, the City intends to create contract service classes program to replace the existing recreation council model.

- Staff will be contacting each independent contractor to see if the contractor wishes to continue its recreational business with the City.
- Staff's intention is to retain as many of its existing independent contractors as possible, while complying with City contracting requirements.
- A selection process involving up to five quotes or competitive bid is required for contracts that exceed \$25,000 in a year. The City will evaluate each independent contractor whose contract exceeds this threshold and will determine appropriate methods to retain these contractors.
- Existing Park and Recreation Department staff have been identified to be fully dedicated to this procurement effort over the next several months to ensure minimal impact to recreational programming and services on the communities.

The City will contract directly with recreation and maintenance service providers and purchase supplies and equipment. Under this proposed model, recreation council members would no longer sign checks for contract service classes funded by City funds.

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.

There is no desire to eliminate or negate the input or activities of recreation councils with these changes. Rather, the change represents the need to ensure recreation council and Park and Recreation Department activities comply with legal requirements. Recreation councils have been an essential partner with the City in providing specialized recreational programming, special events and enhanced maintenance. The Department as the City as a whole values the important role recreation councils have played and recognizes their decades of volunteer service to the community.

Q: After December 31, 2017, will City staff continue to provide direct support to the advisory group such as preparing agendas, taking meeting minutes, etc.? What direction has been given to staff?

A: Yes. Staff has been directed to continue to provide support to recreation councils for their advisory duties.

Q: What happens after the current SUPs terminate on December 31, 2017? Will recreation council meetings continue? Will there be new bylaws, new SUPs and other operations changes?

A. The advisory role of the recreation councils is very important to the Department's operations and will continue as previously discussed. These details, about new bylaws, etc., would be addressed by the Working Group in its review of Council Policy 700-42, as well as by each recreation council.

Q: Will recreation advisory groups continue to use City facilities without any charge?

A: Yes, just as other City advisory groups do now.

Q: What is the difference between Maintenance Assessment Districts (MADs), Business Improvement Districts (BIDs), and the recreation councils?

A: Of the more than 60 MADs managed by Park and Recreation Department and Economic Development Department, only a handful of MADs have nonprofit organizations that directly manage contracts and pay their contractors. MADs are funded by property assessments levied on their annual property tax bills. Funds derived from these assessments are deposited directly into the City treasury. In the case of the nonprofit organizations that directly manage MAD contracts for goods and services, the City has contracted with each nonprofit organization and reimburses for the costs incurred by the nonprofit organization after receiving proper invoices. The nonprofit organizations do not collect any funds on behalf of the City. Details of the duties and responsibilities of MADs and the City are contained within the Municipal Code and in Council Policy 100-21.

Each BID has a formal contractual agreement with the City (only a handful of MADs have this structure). BIDs' funding source is a tax levied on business licenses within specific geographic areas. As is appropriate with handling of City funds, the fees are directly deposited into the City treasury and funds are dispersed to the BIDs in accordance with its contractual agreement. The duties and responsibilities of the BID and the City are contained within the Municipal Code. BIDs' operate independently from City staff in that BID staff select and pay contractors (according to City contractual requirements) then submit invoices to the City for reimbursement.

Recreation council funds are not deposited into the City treasury. Currently, City staff directly collects all revenue generated from City issued permits and recreation classes and deposits the funds in the recreation councils' private bank accounts. Recreation councils give direction to City staff to issue contracts, prepare payments to contractors, and secure equipment and supplies using recreation council funds. City staff also attend recreation council meetings, prepare agendas and meeting minutes, prepare annual financial statements, and monthly expenditure reports. (Some recreation councils have accountants that prepare financial statements and tax documents). While

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:

1. Working Group – Committee members discussed changing the number of members from one member per City Council district to two members per City Council district, which would bring the total of recreation council representatives to 18, in addition to the two proposed Park and Recreation Board members. The Department agrees with expanding the size of this working group, as it will allow additional members of recreation councils to participate in the discussion and provide additional perspectives.
2. Spend-Down Plan – Committee members discussed allowing recreation councils until June 30, 2018, to spend down remaining funds, including those identified as City funds, within their accounts. If the proposed changes are adopted, all funds remaining in the recreation councils after the spend-down period is over would transfer into the appropriate recreation center special revenue fund consistent with the permitted geographical area identified in the special use permit. The Department agrees with creating a spend-down plan that would cover the remainder of Fiscal Year 2018.
3. Indemnification and Interim Standard Operating Procedures (ISOP) – Committee members and recreation council members requested assurance that recreation councils are indemnified in accordance with Council Policy 700-42. The draft ISOP, which is planned for distribution to recreation councils on December 8, 2017, for review and comment, will address indemnification in a manner consistent with both the existing standard operating procedures attached to the special use permit as well as Council Policy 700-42, which is explicit regarding legal defense and indemnity: "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." The Department welcomes input from recreation councils and other interested groups regarding the draft ISOP.
4. Administrative Costs – Councilmember Zapf requested clarification on whether the Department would charge the recreation center special revenue funds for the administrative cost for the proposed changes. The Department does not intend to charge any of the recreation center special revenue funds for administration. Instead, the Department has established a transition team internally to ensure contracts and financial duties can be managed between the current system and the proposed system. This transition team consists of three staff and is funded within the existing Department General Fund budget. The Department anticipates that these three staff will return to their prior roles after the transition period concludes, and the staff who currently support the recreation councils (i.e., recreation center directors and their assistants) would assume the role of contracting and related functions directly. The Department will assess the transition period to determine what, if any, additional positions may be necessary in a future budgetary request of the General Fund.

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.

Herman D. Parker

Department Director

David Graham

Deputy Chief Operating Officer
Neighborhood Services



Parks and Recreation Department

January 16, 2018

Dear Park and Recreation Councilmembers,

I want to express my gratitude for your continued commitment in helping to ensure that that the communities we serve have access to quality recreational events and programs. This communication is intended to provide the next steps required in our transition of recreation council financial activities from recreation council control to City administration and management.

As you know, on December 13, 2017, the City Council passed a resolution to amend the Parks and Recreation Department fee schedule and appropriate recreation council revenues. As of January 1, 2018, the Interim Standard Operating Procedures (ISOP) define our relationship until Council Policy 700-42 is revised. The final ISOP were sent to you on December 28, 2017; the ISOP document is also attached to this correspondence for your convenience.

Part of the transition process for recreation council financial activities is the 2017 calendar year financial reconciliation. **You must submit your year-end budget and financial statements no later than April 1, 2018; this is the same date you have been required to submit your financial statements in the past.** This process is very similar to the process you have completed in prior years; however, in addition to providing a full accounting for recreation council revenue and expenditures for calendar year 2017, you will need to provide the following:

- 1) A spend down plan for remaining funds in your account as of December 31, 2017. This spend down plan should indicate how your funds will be disbursed between January 1, 2018 and June 30, 2018. You can specifically identify the expenditures to be made during the spend-down period or identify broad categories of spending, such as a percentage of the funds to be spent on programming, events, maintenance and/or supplies. Funds not spent before June 30, 2018 will be remitted to the City and placed in the special revenue fund (these will be called Recreation Center Funds or 'RCF's' moving forward) which corresponds to the recreation council area.
- 2) The dollar amount, if any, of funds donated to the recreation council or related to the recreation council's fund raising and documentation supporting the amounts to remain in the recreation council's non-profit bank account. Examples of acceptable documentation would include grant applications and awards, copies of checks showing the donation to the recreation council, or other similar documentation. This documentation will be reviewed and you will receive written confirmation of the City's acceptance of your documentation of donations and fund raising revenue which may be kept by the non-profit organization. Please note that any organization that does not have a current federal and state non-profit designation will not be permitted to retain donated funds and may either spend down those funds or remit them to the City for deposit in the Recreation Center Fund (RCF).

- 3) Identification of your spending priorities to help develop the Fiscal Year 2019 (July 1, 2018 through June 30, 2019) budget for your RCF. Your Recreation Center Director will provide the recreation council with a budget in February 2018, which identifies the major categories of spending and recommended expenditures for Fiscal Year 2019. These recommendations will be based on the recreation council's past expenditures and revenues, and the draft budget will include spending for programming, events, supplies, and maintenance.

Please use the enclosed template to assist you in completing your 2017 year-end financials, and reporting revenue and expenditures from January 1 to December 31, 2017. Staff is also available to assist you in this process, as they have done previously. Staff will also assist in the purchase of supplies, payment of contractors, and with other financial processes, as they have done in the past, until the end of June 2018, when recreation council funds will be remitted to the City.

Rather than providing a detailed spend down plan and donation documentation (if applicable) if the recreation council would prefer to turn over funds prior to June 30, 2018, the recreation council may do so, and simply write a check to the City Treasurer. The check should identify your recreation council and RCF on the memo line. The check can be given to your Recreation Center Director for deposit in the appropriate account.

Through December 2017 and the beginning of this year, our Department has been working to ensure that we have the appropriate internal mechanisms to make timely payment for the expenses that your recreation council has committed for programs and events. We have established the RCF for each recreation council to ensure that funds raised in your community can only be spent in your community. These funds will continue to be accessible for programs, events, enhanced maintenance and other recreation council priorities that you identify. If the recreation council would like to allocate any funds to a capital improvement project, please notify your Area Manager for further guidance.

Additionally, as you may be aware, the Department has been working on a variety of processes that will ensure that in the immediate transition we are able to contract directly with existing instructors and service providers. We have notified all instructors and service providers currently contracted by recreation councils, and hosted three (3) meetings to provide information about the transition and the options they have to continue providing services in your community. We recognize the value of the unique programs and services offered by these contractors and want to ensure that we preserve the experience that park users have come to expect.

You are a vital community partner, and I want to reiterate that the entire Parks and Recreation Department appreciates all of the work that recreation council members do to make our park system exceptional. I hope that the members of your recreation council will continue to serve the community: you are needed and valued and will be a critical part of a successful transition process. If you have any questions about information in this letter, please do not hesitate to contact me, your Division Deputy Director, or any of our staff.

Sincerely,



Herman D. Parker
Director, Parks and Recreation Department

Attachments:

1. Interim Standard Operating Procedures
 2. Year-End Financials Template
- cc.
- Honorable Mayor Kevin L. Faulconer
 - Honorable City Attorney Mara Elliott
 - Honorable Council President Myrtle Cole
 - Honorable Council President Pro Tempore Mark Kersey
 - Honorable City Council Members
 - Members of the Park and Recreation Board
 - Stacey LoMedico, Assistant Chief Operating Officer
 - David Graham, Deputy Chief Operating Officer, Neighborhood Services
 - Marshall Anderson, Director of Council Affairs, Office of the Mayor
 - Jen Lebron, Director of Public Safety and Neighborhood Services Policy, Office of the Mayor
 - Parks and Recreation Department Management Team
 - Parks and Recreation Department Staff

**INTERIM STANDARD OPERATING PROCEDURES AND RESPONSIBILITIES
FOR RECREATION COUNCILS**

Effective January 1, 2018

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

1. POLICY

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

2. PURPOSE OF THE COUNCIL

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

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

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

3. COUNCIL OPERATION AND STRUCTURE

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

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

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

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

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

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

Proxy or phone votes are strictly prohibited.

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

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

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

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

4. MEMBERSHIP

4.1 The COUNCIL shall consist of not less than five (5) current MEMBERS, nor more than fifteen (15) current MEMBERS. The DIRECTOR may, in his or her discretion, approve a larger membership for the COUNCIL, when such membership would give better representation to a community.

4.2 The membership of a COUNCIL may consist of at-large and organization MEMBERS. The Bylaws shall state the total number of MEMBERS and the percentage, if any, of at-large MEMBERS of the COUNCIL. An at-large MEMBER shall mean any individual who lives, works, or owns property in the AREA. An organization MEMBER shall mean an individual who represents an organized or special interest community service or athletic group that conducts primary operations within the AREA. Organization members and at-large MEMBERS shall be elected or otherwise confirmed as a MEMBER in compliance with the Bylaws.

4.3 To be eligible as a MEMBER an individual must be at least eighteen (18) years of age. MEMBERS shall be, to the extent possible, representative of the AREA. MEMBERS must be willing to accept and perform responsibilities delegated by the COUNCIL. Eligibility may be further defined in the Bylaws, but may not alter the eligibility requirements set forth in these SOP.

4.4 COUNCIL shall select MEMBERS as set forth in the Bylaws, which may be determined by an AREA-wide election process or by a confirmation process. If the Bylaws authorize MEMBER selection by the confirmation process, the Bylaws shall require the potential MEMBER to attend three (3) consecutive meetings prior to submitting a letter of intent to the DEPARTMENT representative for the COUNCIL.

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

4.6 A vacancy exists upon receipt of a written resignation from a MEMBER, or upon removal of a MEMBER pursuant to these SOP or the Bylaws. In the event of a vacancy, new MEMBERS shall be added as provided in the Bylaws. The term of office of a MEMBER filling a vacancy shall be for the balance of the vacated term.

4.7 No membership dues may be required.

5. OFFICER ELECTIONS

5.1 Elections of COUNCIL officers shall be held in accordance with the Bylaws. Voting on the election of officers shall be by written ballot. No secret ballot shall be permitted. Ballots shall be available at the noticed COUNCIL meeting at which the election will be held. COUNCIL shall retain completed ballots and make them available to the public, upon request, at a publically-accessible area at the location where the COUNCIL regularly conducts its meetings and official business, for a minimum of thirty (30) calendar days from the related election. The results of the election shall be reported in the COUNCIL meeting and contained in the minutes as set forth in these SOP.

5.2 The COUNCIL officers shall be MEMBERS of the COUNCIL. Officers shall be elected by a majority vote of the MEMBERS present at the meeting, and only after notice of the election was announced and posted at the previous regular meeting of the COUNCIL. Officer positions shall be set forth in the Bylaws; however, the COUNCIL shall have at least the following officers: Chairperson/President; Vice Chairperson/Vice President; Secretary. The

Bylaws may create additional officers. The Bylaws shall set forth the length of each officer's term; however, no term shall exceed two (2) years. No person may serve in the same office of the COUNCIL for more than four (4) consecutive years, unless authorized by the DIRECTOR in his or her sole discretion.

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

6. OFFICER DUTIES

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

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

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

6.4 The Secretary shall prepare all correspondence on behalf of the COUNCIL, sign all approved minutes from COUNCIL meetings, and may prepare COUNCIL agenda and minutes. Upon request by the COUNCIL, the DIRECTOR may appoint a DEPARTMENT representative to assist the COUNCIL as a recording secretary. Said DEPARTMENT representative may: (1) maintain an attendance record and membership roster; (2) report on the attendance record and membership roster at each COUNCIL meeting; (3) record, prepare, and maintain minutes of the COUNCIL meetings; (4) make minutes available to the COUNCIL and general public; and (5) compile and post COUNCIL meeting agendas. The appointed DEPARTMENT representative shall not fulfill any other duties that are to be performed by the Secretary. Notwithstanding the foregoing, both the Secretary and COUNCIL Chairperson/President shall sign the approved minutes of COUNCIL meetings as required by this SOP.

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

7. REVENUE ACCOUNT EXPENDITURES AND APPROVALS

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

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

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

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

8. DEFENSE AND INDEMNIFICATION

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

9. CONFLICTS OF INTEREST

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

MEMBER or COUNCIL personnel.

9.2 All MEMBERS and COUNCIL personnel employed in performing the obligations and duties under these SOP, as individuals, and COUNCIL as a whole, shall at all times comply with all applicable laws regarding conflicts of interest. Unless permitted by applicable laws, no MEMBER shall vote or otherwise participate in any COUNCIL action or project if that MEMBER has a direct or indirect economic interest in the action or project.

10. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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



**Request for Statement of Qualifications (RFSQ) for
Park & Recreation Pool for Service Providers**

Solicitation Number: 10089316-18-K

Solicitation Issue Date: December 22, 2017

Recommended Pre-Bid Meeting: 10:00 a.m., January 19, 2018 at
Balboa Park Club
Santa Fe Room
2150 Pan American Rd. West
San Diego, CA 92101
***Building #19 on the Attachment C**

Questions and Comments Due: 12:00 p.m., January 24, 2018

Proposal Due Date and Time (Closing Date): 2:00 p.m., February 1, 2018

Contract Terms: 5 (five) years from Effective Date, as defined in Article I, Section 1.2 of the City's General Contract Terms and Conditions.

City Contact: Brent Krohn, Supervising Procurement Contracting Officer,
1200 Third Avenue, Suite 200
San Diego, California 92101
BKrohn@sandiego.gov
(619) 236-6044

Submissions: Respondent is required to provide one (2) original and one (1) electronic copy (e.g. thumb drive or CD) of their response as described herein.

Completed and signed RFSQ signature page is required, with most recent addendum listed as acknowledgement of all addenda issued.

Note: Emailed submissions will not be accepted.

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) NUMBER 10089316-18-K, PARK & RECREATION POOL FOR SERVICE PROVIDERS

I. INTRODUCTION

A. BACKGROUND

The City of San Diego (City) Park and Recreation and Library Departments (Departments) operate 57 recreation centers and 36 library locations providing programs, activities, and events throughout the year to all ages, abilities and income levels. Maps depicting the locations of these facilities can be found at

<http://sandiego.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=69478929f5384ea38e8c077d07a9f579>, <https://www.sandiego.gov/sites/default/files/liblocation-rev20170328.pdf>. Also see listing on Attachment B.

Effective January 1, 2018, the Departments will directly assume responsibility for contracting for specialized recreational, cultural and educational services at all City recreation and library facilities. The City is seeking qualified contractors to provide specialized services for youth, adults and seniors which include but are not limited to class instruction, performing arts, sports programs, and sports officials.

B. REQUEST FOR STATEMENT OF QUALIFICATIONS

This RFSQ is issued for purposes of determining the interest of potential bidders or proposers, hereinafter referred to as "Respondents," or to shortlist or prequalify the field of Respondents eligible to submit bids or proposals. The City does not intend to award a contract on the basis of information received in response to this RFSQ. The City may, in its sole discretion, consider the information submitted in response to this RFSQ during the development of a competitive solicitation.

C. SCOPE OF SERVICES

The scope of services to be provided by Respondents includes the following requirements:

Qualified service providers may provide a variety of recreational, educational, and cultural services at one or more facilities depending on the respondent's interest, availability of facilities and community interest. Services include but are not limited to:

1. Professional specialized class or program instruction services.
2. Coordination of leagues, camps, clinics, or workshops.
3. Youth programs such as day camps, afterschool programs, and Science, Technology, Engineering, Arts & Math (STEAM)
4. Performing arts such as musicians/bands/DJs, face painters, crafts, dancers, and storytellers.
5. Professional sports official services (referees).

II. RFSQ SUBMITTAL PROCESS

A. TIMELINES, QUESTIONS, OPENING, AND DISCLOSURE

1. Timely Submission. Qualifications must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Responses. The City will accept paper responses in lieu of electronic responses. Paper responses must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed responses will not be accepted.

2. Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified in the eBidding System. Only written communications relative to the procurement shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all bidders who are on record as having received this RFSQ, via its eBidding System. No oral communications can be relied upon for this RFSQ. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFSQ.

3. Future Competitive Solicitations. Respondents are not prohibited from submitting one or more proposals should the City competitively bid the goods or services described herein. Respondent should familiarize itself with the City's General Terms and Conditions, available on the City's website, as such terms and conditions will be incorporated by reference into any resulting contract between City and Respondent.

4. Contact with City Staff. Unless otherwise authorized herein, Respondents who are considering submitting a response to this RFSQ, or who submit a response to this RFSQ, are prohibited from communicating with City staff or evaluation committee members about this RFSQ from the date this RFSQ is issued until a contract is awarded.

5. RFSQ Opening and California Public Records Act. Submittals to this RFSQ will not be opened in public. Note, however, that any information submitted in response to a RFSQ is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If a Respondent submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the Respondent to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. If the Respondent does not provide a specific and detailed legal basis for requesting the City to withhold the Respondent's confidential or proprietary information at the time a submittal is submitted, the City will release the information as required by the CPRA and Respondent will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the Respondent's obligation to defend, at Respondent's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the Respondent's request.

Furthermore, the Respondent shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at Respondent's request.

B. SUBMITTAL FORMAT AND CONTENT

1. To be considered responsive, Respondents' submission must address all questions and provide all information requested in this RFSQ. Failure to provide a thorough and complete submittal may render the submittal non-responsive.

2. The contents of the submittal must be clear, concise, and complete. Respondents must submit one "high quality" digital PDF file via the City's eBidding System. Respondents must also submit one bound original and five (5) copies of the original. All printed materials must be double-sided to the maximum practicable extent.

3. Each section of the submittal must be tabbed according to the letter system shown below to aid in expedient information retrieval.

a. If submitting a paper response, respondents must complete and sign the RFSQ with an original signature acknowledging any addenda. Failure to submit this signed document may result in rejection of the qualification.

b. Table of Contents. Include a complete and clear listing of headings and pages to allow easy reference to key information.

c. Qualifications. The format and requirements as specified in Section E must be followed and included for this item in the same order as they appear in this Section.

d. Additional Forms. This includes the Contractor Standards Pledge of Compliance Form Equal Opportunity Contracting Forms, City's Living Wage Ordinance, and Response Worksheet (Attachment A).

C. MINIMUM REQUIREMENTS

In order to be considered, Respondents must meet certain minimum requirements which are summarized below:

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. Ensure compliance with the City's insurance requirements (refer to City's General Contracting Terms and Provisions).
6. Have a valid City business license
(<https://www.sandiego.gov/treasurer/taxesfees/btax/btaxhow>)
7. Ensure compliance with the City's Living Wage Ordinance
8. Respondent holds, and at all times maintains current, all Federal and State licenses to perform the required services in the State of California.
9. Have the ability to interact with customers and the community in a professional highly ethical manner.

D. QUALIFICATIONS

1. Cover Letter. Include a brief letter detailing qualifications and indicating the name, address, and telephone number of the person(s) authorized to sign for and make representations on behalf of Respondent. The cover letter should describe the type of services Respondent seeks to provide.

2. Minimum Requirements. The answer must be "yes" to each question in Attachment A for Respondent to be considered qualified. Respondent should provide additional information as needed or requested.

3. Respondent's Qualifications and Experience

- a. Describe Respondent's qualifications and ability to perform the desired services.
- b. Describe any special characteristics, limitations, exceptions, or requirements Respondent may have in providing the requested services.

4. Staff Qualifications and Experience

- a. Identify the contact person who will have primary responsibility and summarize this person(s) background, expertise, and authority to represent Respondent. Provide office location, phone number, and email address.
- b. Provide as an exhibit to your submission brief resumes of each individual that will provide services under this RFSQ.

E. SELECTION PROCESS

The Purchasing Agent will establish an Evaluation Committee to review and evaluate responsive submittals.

F. EVALUATION CRITERIA

The following elements represent the evaluation criteria that will be considered during the evaluation process. Written submittals provided pursuant to this RFSQ will be evaluated using the following criteria to select Respondents for a pool of qualified Respondents (Pool) that best meet the needs of the City. Respondents must score a minimum of 80 points to be considered.

	Maximum Evaluation Points
<p>A. Responsiveness to RFSQ.</p> <ol style="list-style-type: none"> 1. Requested information provided and response thorough 2. Clear description of proposed services 3. Respondent responded "Yes" to each question in Statement of Qualifications Response Worksheet (Attachment A). 	35
<p>B. Experience.</p> <ol style="list-style-type: none"> 1. Experience conducting programs in their relevant area of expertise. 2. Relevant training, continuing education, and professional memberships demonstrating breadth and depth of Respondent's experience. 3. Ability to interact professionally with customers and the community with people from diverse ethnic, socioeconomic, educational, religious and generational backgrounds. 4. Past/Prior Performance 5. Capacity/Capability to meet City requirements in a timely manner 	45
<p>C. Professional References. Past performance as indicated by references.</p>	20
MAXIMUM EVALUATION	100

G. PLACEMENT IN POOLS

Based on a minimum number of 80 points received by means of the evaluation criteria as stated in this RFSQ, qualified Respondents will be placed in the following Pool(s):

1. Program Instruction
2. Sports Leagues, Camps and Clinics
3. Youth Programs
4. Performing Arts
5. Sports Officials (referees)

H. SELECTION FROM THE POOL; TERM OF POOL

City may apply additional criteria to determine the successful Respondent for a specific project at the time Respondents are chosen from the Pool for a specific project. These criteria may include, but are not limited to, project specific considerations, negotiations, evaluation criteria, and Equal Opportunity Contracting business status criteria. The Pool is active for five years from the RFSQ Closing Date.

I. MATERIAL CHANGE

Subsequent to being selected to participate in the Pool, a consequential change in a Respondent's operational and/or financial condition ("Material Change") is to be construed to include the following:

1. An addition or removal of any staff identified in Respondent's submittal to this RFSQ;
2. Any legal action brought against Respondent subsequent to the initial disclosure provided in Respondent's submittal to this RFSQ; and
3. Failure to continue to meet the minimum requirements listed under Section II, paragraph C ("Minimum Requirements").

J. NOTIFICATION REQUIREMENT DURING THE FIVE YEAR POOL PERIOD

All Respondents selected to participate in the Pool are required to promptly notify the City of any Material Change, as defined in Section II, paragraph I ("Material Change"), within three weeks (21 days) of occurrence throughout the term of the Pool including any extensions thereto.

Notifications for material changes are to be addressed to:

Park and Recreation Department
Attention: Recreation Fund Program Manager
202 C Street, MS 37C
San Diego, CA 92109

Approval of any material changes shall be issued in writing by the Purchasing Agent.

K. REMOVAL FROM POOL

A Respondent that has been selected to participate in the Pool may be considered for removal from the Pool at the City's discretion under the following circumstances:

1. Failure to follow the notification requirements under Section J.
2. Any adverse Material Change which, in the City's opinion, significantly reduces Respondent's experience or expertise.
3. Unacceptable performance providing similar services as determined by the City.

L. ADDITIONS TO POOL

A Respondent that was not selected to participate in the Pool may re-submit its Statement of Qualifications and justification for re-examination. Justification is to be provided via an addenda to Respondent's original submittal to this RFSQ describing one or more beneficial Material Change(s) possibly meriting addition into the Pool.

Additionally, a firm that did not initially submit a Statement of Qualifications may submit a submittal to this RFSQ at any time during the term of the Pool. If such Respondent is notified that it has not been selected to participate in the Pool based on the same criteria used to establish the Pool, Respondent may re-submit its Statement of Qualifications in accordance with this Section L.

Notifications for requests for additions to the Pool are to be addressed to:

City of San Diego
Purchasing & Contracting Department
Attn.: Brent Krohn
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

M. ACCEPTABILITY OF SUBMITTALS

The City shall determine which Respondents have met the requirements of this RFSQ. City's determination that Respondent has failed to comply with any mandatory requirement will render the submittal non-responsive. The City may waive or permit to be cured minor irregularities or minor informalities in submittals that are immaterial or inconsequential in nature, whenever it is determined to be in the City's best interest. The City may reject in whole or in part any and all submittals if such is in the City's interest.

N. CITY'S UNILATERAL RIGHT

The City reserves the unilateral right to: cancel this RFSQ, in whole or in part; reject all submittals submitted in response to this RFSQ when City determines such rejection is in the City's best interests; select a Respondent's submittal in whole or in part; select one or more Respondents; waive or permit cure of minor irregularities; and conduct discussions with Respondents in any manner necessary to serve the City's best interests.

RESPONDENT SIGNATURE IS REQUIRED

Respondent Name: _____

Address: _____

Telephone No. and E-Mail Address: _____

Website: _____

Authorized Representative Name and Title: _____

Representative's Original Signature: _____

Date Signed: _____

Most Recent Addendum Issued: _____

C. Qualifications and Experience. On a separate sheet(s), Respondent shall provide responses to each of the items listed below. Respondent shall provide supporting documentation with their submittal, as appropriate.

1. Describe the type of service Respondent is interested in providing and indicate the applicable category as listed below:

- A. Professional specialized class or program instruction services.
- B. Coordination of leagues, camps, clinics, or workshops.
- C. Youth programs such as day camps, afterschool programs, and Science, Technology, Engineering, Arts & Math (STEAM).
- D. Performing arts such as musicians/bands/DJs, face painters, crafts, dancers, and storytellers.
- E. Professional sports official services (referees).

2. Describe Respondent's qualifications and ability to perform this service. Include any applicable education degrees, certifications, and/or licenses.

3. Describe any special characteristics, limitations, exceptions, or requirements Respondent may have in providing this service.

4. Describe any attributes that distinguish Respondent from others offering similar services.

5. Does the respondent currently offer services or provided services in the past at City facilities? If yes, please list the facilities where these services are/were provided, and the number of years services have been provided.

6. List the specific facilities or areas Respondent proposes to provide services in order of preference.

D. Contractor Standards Pledge of Compliance form. Respondent shall provide a completed, signed Contractor Standards Pledge of Compliance form with their submittal. If a question is not applicable, indicate "Not Applicable" on the form.

CITY OF SAN DIEGO RECREATION CENTERS

Central Region		
Adams	3491 Adams Avenue	92116
Azalea	2596 Violet Street	92105
Balboa Park Activity Center	2145 Park Blvd.	92101
Chollas Lake	6350 College Grove Drive	92105
City Heights	4380 Landis Street	92105
Colina Del Sol	5319 Orange Avenue	92115
Golden Hill	2600 Golf Course Drive	92102
Morley Field Sports	2221 Morley Field Drive	92104
Municipal Gym	2111 Pan-American Plaza	92101
North Park	4044 Idaho Street	92104
Presidio	2811 Jackson Street	92110
Southern Region		
Cesar Chavez	455 Sycamore Road	92173
Montgomery Waller	3020 Coronado Avenue	92154
Robert Egger, Sr.-South Bay	1885 Coronado Avenue	92154
San Ysidro Com. Activity Center	179 Diza Road	92173
Silver Wing	3737 Arey Drive	92154
Southeastern Region		
Encanto	6508 Wunderlin Avenue	92114
Martin Luther King, Jr.	6401 Skyline Drive	92114
Memorial	2902 Marcy Avenue	92113
Mountain View	641 So. Boundary Street	92113
Mt. Hope Cemetery	3751 Market Street	92102
Paradise Hills	6610 Potomac Street	92139
Penn Athletic Field	2550 Dusk Drive	92139
Skyline Hills	8285 Skyline Drive	92114
Southcrest	4149 Newton Avenue	92113
Stockton	330 32nd Street	92102
Willie Henderson Sports Complex	1035 S. 45th Street	92113
Therapeutic & Senior Recreation Services		
War Memorial Building	3325 Zoo Drive	92101
Balboa Park Senior Lounge	1800 El Prado	92101
City Administration Building	202 C Street	92101

Northeastern Region		
Allied Gardens	5155 Greenbrier Avenue	92120
Kearny Mesa	3170 Armstrong Street	92111
Linda Vista	7064 Levant Street	92111
San Carlos	6445 Lake Badin Avenue	92119
Serra Mesa	9020 Village Glen Drive	92123
Tierrasanta	11220 Clairemont Mesa Blvd.	92124
Northwest Region		
Carmel Valley	3777 Townsgate Drive	92130
Ocean Air	4770 Fairport Way	92130
Clairemont Region		
Cadman	4280 Avati Drive	92117
North Clairemont	4421 Bannock Avenue	92117
South Clairemont	3605 Clairemont Drive	92117
Tecolote	4675 Tecolote Road	92110
Coastal Region		
Cabrillo	3051 Canon Street	92106
Doyle	8175 Regents Road	92122
La Jolla	615 Prospect Street	92037
Nobel	8810 Judicial Drive	92122
Ocean Beach	4726 Santa Monica Avenue	92107
Pacific Beach	1405 Diamond Street	92109
Robb Field	2525 Bacon Street	92107
Santa Clara	1008 Santa Clara Place	92109
Standley	3585 Governor Drive	92122
Northern Region		
Black Mountain Gym	9353 Oviedo Street	92129
Canyonside	12350 Black Mountain Road	92129
Carmel Mountain Ranch	10152 Rancho Carmel Drive	92128
Hilltop	9711 Oviedo Way	92129
Hourglass	10440 Black Mtn Rd	92126
Lopez Ridge	7245 Calle Cristobal	92126
Mira Mesa	8575 New Salem Street	92126
Rancho Bernardo	18448 West Bernardo Drive	92127

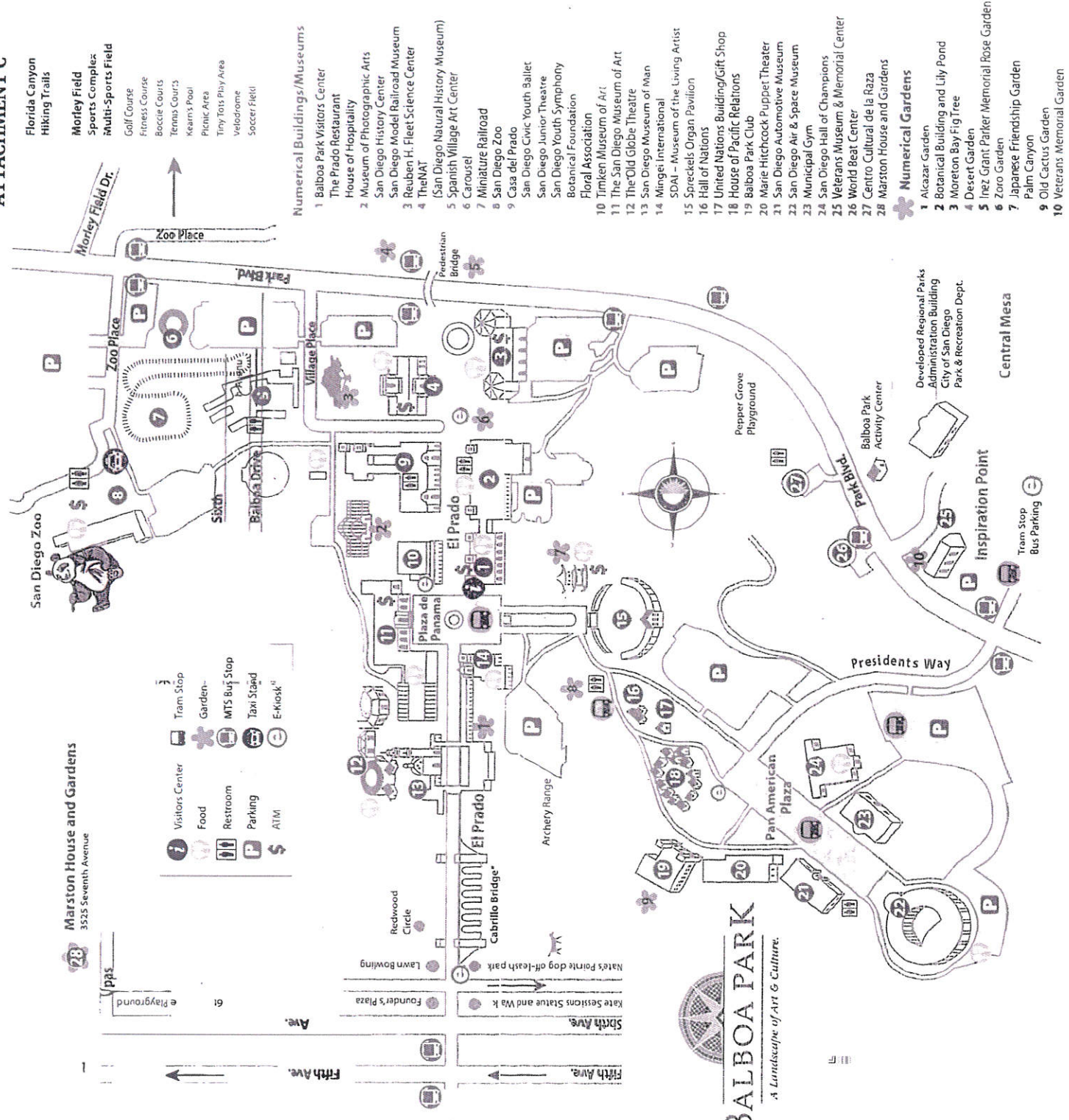
CITY OF SAN DIEGO PUBLIC LIBRARY LOCATIONS

San Diego Central Library @ Joan A Irwin Jacobs Common 330 Park Boulevard, San Diego, CA 92101	Linda Vista Branch 2160 Ulric Street, San Diego, CA 92111
Allied Gardens/Benjamin Branch 5188 Zion Street, San Diego, CA 92120	Logan Heights Branch 567 South 28 th Street, San Diego, CA 92113
Balboa Branch 4255 Mt. Abernathy Avenue, San Diego, CA 92117	Mira Mesa Branch 8405 New Salem Street, San Diego, CA 92126
Carmel Mountain Ranch Branch 12095 World Trade Dr., San Diego, CA, 92128	Mission Hills Branch 925 West Washington Street, San Diego, CA 92103
Carmel Valley Branch 3919 Townsgate Drive, San Diego, CA 92130	Mission Valley Branch 2123 Fenton Parkway, San Diego, CA 92108
City Heights/Weingart Branch 3795 Fairmount Ave., San Diego, CA 92105	Mountain View/Beckwourth Branch 721 San Pasqual Street, San Diego, CA 92113
Clairemont Branch 2920 Burgener Boulevard, San Diego, CA 92110	North Clairemont Branch 4616 Clairemont Drive, San Diego, CA 92117
College-Rolando Branch 6600 Montezuma Rd., San Diego, CA 92115	North Park Branch 3795 31 st Street, San Diego, CA 92104
Kensington-Normal Heights Branch 4121 Adams Avenue, San Diego, CA 92116	North University Community Branch 8820 Judicial Drive, San Diego, CA 92122
La Jolla/Riford Branch 7555 Draper Avenue, San Diego, CA 92037	Oak Park Ranch 2802 54 th Street, San Diego, CA 92105

CITY OF SAN DIEGO PUBLIC LIBRARY LOCATIONS

Ocean Beach Branch 4801 Santa Monica Avenue, San Diego, CA 92107	Serra Mesa-Kearny Mesa Branch 9005 Aero Drive, San Diego, CA 92123
Otay Mesa-Nestor Branch 3003 Coronado Avenue, San Diego, CA 92154	Skyline Hills Branch 7900 Paradise Valley Road, San Diego, CA 92114
Pacific Beach/Taylor Branch 4275 Cass Street, San Diego, CA 92109	Tierrasanta Branch 4985 La Cuenta Drive, San Diego, CA 92124
Paradise Hills Branch 5922 Rancho Hills Drive, San Diego, CA 92139	University Community Branch 4155 Governor Drive, San Diego, CA 92122
Point Loma/Hervey Branch 3701 Voltaire Street, San Diego, CA 92107	University Heights Branch 4193 Park Boulevard, San Diego, CA 92103
Rancho Bernardo Branch 17110 Bernardo Center Drive, San Diego, CA 92128	Valencia Park/Malcolm X Branch 5148 Market Street, San Diego, CA 92114
Rancho Peñasquitos Branch 13330 Salmon River Road, San Diego, CA 92129	
San Carlos Branch 7265 Jackson Drive, San Diego, CA 92119	
San Ysidro Branch 101 West San Ysidro Blvd., San Diego, CA 92173	
Scripps Miramar Ranch Branch 10301 Scripps Lake Drive, San Diego, CA 92131	

ATTACHMENT C



- Museums**
- 1 Balboa Park Visitors Center..... 1
- Centro Cultural de la Raza..... 27
- Marston House and Gardens..... 28
- Mingei International Museum..... 14
- Museum of Photographic Arts..... 2
- Reuben H. Fleet Science Center..... 3
- San Diego Air & Space Museum..... 22
- San Diego Automotive Museum..... 21
- San Diego Hall of Champions Sports Museum..... 24
- San Diego History Center..... 2
- San Diego Model Railroad Museum..... 2
- San Diego Museum of Man..... 13
- SDAII - Museum of the Living Artist..... 14
- The San Diego Museum of Art..... 11
- The NAT (San Diego Natural History Museum)..... 4
- Timken Museum of Art..... 10
- Veterans Museum & Memorial Center..... 25
- WorldBeat Center..... 26
- Performing Arts**
- Marie Hitchcock Puppet Theatre..... 20
- The Old Globe..... 12
- San Diego Civic Youth Ballet..... 9
- San Diego Junior Theatre..... 9
- San Diego Youth Symphony..... 9
- Spreckels Organ Pavilion..... 15
- Attractions**
- Carousel..... 6
- House of Pacific Relations/Cottages..... 18
- Miniature Railroad..... 7
- San Diego Zoo..... 8
- Spanish Village Art Center..... 5
- United Nations Building/Gift Shop..... 17
- Buildings**
- Balboa Park Club..... 19
- Casa del Prado..... 9
- San Diego Botanical Foundation..... 9
- San Diego Floral Association..... 9
- Hall of Nations..... 16
- House of Hospitality..... 1
- Municipal Gym..... 23
- The Prado Restaurant..... 1
- Gardens/Horticulture**
- Alcazar Garden..... 2
- Botanical Building and Lily Pond..... 4
- Desert Garden..... 4
- Inez Grant Parker Memorial Rose Garden..... 5
- Japanese Friendship Garden..... 7
- Moreton Bay Fig Tree..... 3
- Old Cactus Garden..... 9
- Palm Canyon..... 8
- Veterans Memorial Garden..... 10
- Zoro Garden..... 6

- Florida Canyon Hiking Trails
- Morley Field Sports Complex Multi-Sports Field
- Golf Course
- Fitness Course
- Bocce Courts
- Tennis Courts
- Kearns Pool
- Picnic Area
- Tiny Toys Play Area
- Velodrome
- Soccer Field

- Numerical Buildings/Museums**
- 1 Balboa Park Visitors Center
- The Prado Restaurant
- House of Hospitality
- 2 Museum of Photographic Arts
- San Diego History Center
- San Diego Model Railroad Museum
- 3 Reuben H. Fleet Science Center
- 4 The NAT (San Diego Natural History Museum)
- 5 Spanish Village Art Center
- 6 Carousel
- 7 Miniature Railroad
- 8 San Diego Zoo
- 9 Casa del Prado
- San Diego Civic Youth Ballet
- San Diego Junior Theatre
- San Diego Youth Symphony
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- 10 Timken Museum of Art
- 11 The San Diego Museum of Art
- 12 The Old Globe Theatre
- 13 San Diego Museum of Man
- 14 Mingei International
- SDAII - Museum of the Living Artist
- 15 Spreckels Organ Pavilion
- 16 Hall of Nations
- 17 United Nations Building/Gift Shop
- 18 House of Pacific Relations
- 19 Balboa Park Club
- 20 Marie Hitchcock Puppet Theater
- 21 San Diego Automotive Museum
- 22 San Diego Air & Space Museum
- 23 Municipal Gym
- 24 San Diego Hall of Champions
- 25 Veterans Museum & Memorial Center
- 26 World Beat Center
- 27 Centro Cultural de la Raza
- 28 Marston House and Gardens
- Numerical Gardens**
- 1 Alcazar Garden
- 2 Botanical Building and Lily Pond
- 3 Moreton Bay Fig Tree
- 4 Desert Garden
- 5 Inez Grant Parker Memorial Rose Garden
- 6 Zoro Garden
- 7 Japanese Friendship Garden
- 8 Palm Canyon
- 9 Old Cactus Garden
- 10 Veterans Memorial Garden

Marston House and Gardens
3525 Seventh Avenue

BALBOA PARK
A Landscape of Art & Culture.

- 7 Visitors Center
- Food
- Restroom
- Parking
- ATM
- Tram Stop
- Garden
- MTS Bus Stop
- Taxi Staged
- E-Kiosk

Central Mesa

Developed Regional Parks
Administration Building
City of San Diego
Park & Recreation Dept.

Inspiration Point

Tram Stop
Bus Parking

Presidents Way

Popper Grove
Playground

Balboa Park
Activity Center

Redwood
Circle

Cabrillo Bridge*

Archery Range

Lawns Bowling

Founder's Plaza

Kate Sessions Statue and Walk

Sixth Ave

Fifth Ave

Fifth Ave

Fifth Ave

Fifth Ave

Fifth Ave

Fifth Ave

Fifth Ave

Fifth Ave

Recreation Council Working Group Goals and Objectives

- Recommend revisions to Council Policy 700-42 regarding Recreation Councils to address Charter and Municipal Code requirements
- Recommend language for Standard Operating Procedure and Special Use Permit language for incorporation into Council Policy 700-42
- Recommend procedures for developing operational priorities in the City's annual budgeting process
- Recommend policies for working with recreation council nonprofits
- Recommend additional future changes to Recreation Council operations as needed

Recreation Council Working Group Important Dates - 2018

FEBRUARY

February 7, 2018 Recreation Council Working Group
Issue Development

MARCH

March 6, 2018 Recreation Council Working Group
Legal Guidelines

March 20, 2018 Recreation Council Working Group
Structural Options

APRIL

April 3, 2018 Recreation Council Working Group
Procurement/CIP

April 17, 2018 Recreation Council Working Group
Budget Development

April 19, 2018 Park and Recreation Board
P&R FY19 Rec Center Funds Budget
Update on RCWG progress

April 25, 2018 Public Safety and Livable Neighborhoods Council Committee
P&R FY19 Rec Center Funds Budget
Update on RCWG progress

MAY

May 1, 2018 Recreation Council Working Group
Operational Continuity

TBD City Council Budget Hearings

Parks and Recreation Department

May 15, 2018	Recreation Council Working Group Equity and Bylaws
May 17, 2018	Park and Recreation Board
May 2, 2018	Community Parks I Area Committee (first Wednesday)
May 9, 2018	Community Parks II Area Committee (second Wednesday)
JUNE	
June 5, 2018	Recreation Council Working Group City Council Update

Revised 3/15/18