



REPORT

THE CITY OF SAN DIEGO TO THE PARKS AND RECREATION BOARD

DATE ISSUED: January 8, 2025

REPORT NO.: 103

ATTENTION: Parks and Recreation Board
Agenda of January 16, 2025

SUBJECT: Update on Council Policy 700-42, Community Recreation Groups and
Formation of a Working Group

SUMMARY

Issue – Should the Parks and Recreation Board recommend approval of the reinstatement of the Council Policy 700-42 Working Group, extended to new members, to review and provide input on the recommended revisions to the policy for City Council consideration.

Department Recommendation – Recommend approval of the reinstatement of the Council Policy 700-42 Working Group, extending the opportunity for new interested participants, to review and provide input on the recommended revisions to the policy for City Council consideration.

Other Recommendations – None

Fiscal Impact – None

Water and Energy Conservation Status – N/A

Climate Action Plan (CAP) Impact – None

Strategic/Tactical Equity Plan Impact – Protect and Enrich Every Neighborhood: Create additional value for visitors and patrons through improved resource coordination and collaboration.

Environmental – N/A

BACKGROUND

Recreation councils have served in an advisory role to the Department since the 1950s (Attachment 1). Their role expanded after passage of Proposition 13 in 1978 when they started managing contracts, generating revenue, and paying for recreation classes. Council Policy 700-42 (CP700-42) formalized the City's relationship and provided indemnification to recreation council members under certain situations, starting in 1981. The Policy was last revised in 2005 (Attachment 2). Recreation councils served an important advisory function for capital improvement projects, a function that the City continues to need as older parks are renovated and more parks are built. Recreation councils were an invaluable conduit of

public input, and helped the City ensure that its parks and recreation facilities operated consistently with the priorities of the community. Recreation councils and their volunteer members helped to identify programs and events desired by their communities. With the Department, recreation councils co-sponsored free and low-cost community events, coordinated specialized recreation classes, and funded enhanced maintenance such as field renovations, turf fertilization, and gym floor resurfacing.

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

On December 13, 2017, the City Council approved City Council resolution R-311478 to modify recreation council and Department operations to comply with City Charter and San Diego Municipal Code (SDMC) requirements. Following this approval, the Department initiated actions to ensure the Department complies with City Charter and SDMC requirements and that recreation programs, maintenance, and events previously sponsored by recreation councils continued without interruption.

Actions included establishing recreation center funds and corresponding internal controls and training, onboarding recreation program contracts and services providers, modification of the online registration systems to ensure all payments were directed to either the appropriate recreation center fund or the general fund, issuance of the Interim Standard Operating Procedures (Attachment 3) to all recreation groups to replace the expired recreation council Special Use Permits, and established a Recreation Council Working Group (RCWG) that along with a facilitator and department staff, were charged with developing recommended revisions to CP700-42 to address Charter and SDMC requirements.

The RCWG was formed in January 2018 with each City Council office appointing two committee members and the Park and Recreation Board selecting two board members to co-chair the RCWG for a total of 20 committee members (Attachment 4). Between February 2018 and January 2019, the dedicated volunteers of the RCWG diligently worked with Department staff to acquire knowledge of the City's legal and operational requirements and standards so that they could formulate effective policy recommendations. In developing these policy recommendations, the group considered how best to serve the recreational needs of our communities.

The RCWG relied heavily on the existing policies and structures of the Community Planning Groups (CPGs) when developing their recommendations. On January 29, 2019, after eleven committee meetings and four subcommittee meetings, the RCWG unanimously approved amendments to CP700-42 and the Department's Administrative Guidelines (Attachment 5). Additionally, on February 21, 2019, the Parks and Recreation Board voted to approve the amendments to CP700-42, retitled "Standard Operating Procedures and Responsibilities of Recognized Recreation Advisory Groups" developed by the RCWG.

Soon after this approval to the recommended revisions to CP700-42 new issues concerning the structure of CPGs were brought to the City's attention. Therefore, in consultation with

City policy advisors, the Department delayed presentation of the proposed revision of CP700-42 to the City Council.

On November 9, 2020, the City Attorney presented the legal analysis of Council Policy 600-24 – Community Planning Groups to the City Council. This CPG analysis significantly impacted the Department’s proposed recommendations for the revision of CP700-42.

DISCUSSION

On Sept. 13, 2022, the City Council approved changes to Council Policy 600-24, Standard Operating Procedures and Responsibilities of Recognized Community Planning Groups, which defines the roles, responsibilities, and standard operating procedures of Planning Groups. These changes focused on improving transparency, records retention, broadening community representation and reflecting Planning Groups' legal status as independent organizations, consistent with the City Charter and require all Planning Groups to apply for City Council recognition.

On May 21, 2024, the City Council adopted clarifying amendments to Council Policy 600-24 that included holding requiring elections for newly formed, planning groups recognized by City Council, allowing exceptions to the Brown Act to allow planning groups to hold virtual/hybrid meetings without publicly posting members' teleconference locations and setting procedures for the submittal for annual reports and amending operating procedures. City Council's actions also included waiving the recognition application deadline, allowing several planning groups to exceed 20 members to maintain or increase community participation and representation and recognizing 41 independent planning groups that represent community planning areas throughout the City (Attachment 6).

The Department has work closely with their legal team to analyze the amended Council Policy 600-24 in comparison to the revisions to CP700-42 that were approved in 2019 by the Parks and Recreation Board and is prepared to reinstate the RCWG to share findings, discuss required changes, and establish an updated policy for consideration.

The Department has established a schedule to finalize updates to the policy (Attachment 7).

January 2025	Introduction to draft CP700-42 revisions
February 2025	Workshop meetings
March 2025	Workshop meetings
April 2025	Present Final Draft of CP700-42 to Area Committee and the Parks and Recreation Board
May 2025	Present Final Draft of CP700-42 to the Community and Neighborhood Services Committee and City Council
June 2025	CP700-42 Training and Implementation. To include presentations on the policy and requirements to Community Recreation Groups and training for Department Supervisors

The completion and implementation of CP700-42 will provide the Department and our Community Recreation Group volunteers with essential guidance as we continue to work in partnership to provide healthy, sustainable, and enriching environments for all. The

reinstatement of the RCWG to see this process through will facilitate an informed discussion with community members familiar with the policy development history, goals and objectives.

ALTERNATIVES

1. Recommend approval of the reinstatement of the CP700-42 Working Group to review and provide input on the recommended revisions to the policy for City Council consideration. Maintain original CP700-42 Working Group members without the addition of new members.
2. Do not recommend approval of the reinstatement of the CP700-42 Working Group, extended to new members, to review and provide input on the recommended revisions to the policy for City Council consideration.

Respectfully submitted,



Sarah Erazo
Deputy Director, Citywide Recreation Services Division

Attachment(s):

- 1) History of Community Recreation Groups
- 2) Council Policy 700-42, Recreation Councils (2005)
- 3) Interim Standard Operating Procedures for Recreation Advisory Groups, 2018
- 4) Recreation Council Working Group
- 5) Council Policy 700-42 Draft Documents - January 2019
- 6) Council Policy 600-24, Community Planning Groups (2024)
- 7) Council Policy 700-42 Proposed Policy Development Timeline