

CITY OF SAN DIEGO, CALIFORNIA  
**COUNCIL POLICY**

CURRENT

SUBJECT: DEVELOPMENT OF THE CITY'S JOINT USE PROGRAM WITH  
SCHOOL DISTRICTS  
POLICY NO.: 700-35  
EFFECTIVE DATE: November 8, 2021

BACKGROUND:

The City of San Diego (City) partners with multiple School Districts to maximize the shared use of public facilities for recreational purposes. In particular, the City and San Diego Unified School District have been cooperating in the joint use of numerous recreational facilities since 1948 and have one of the largest Joint Use Programs in the country.

PURPOSE:

To establish guidelines for the strategic vision, objectives, authority, responsibility, and accountability for the development, administration, and operations of the City's Joint Use Program.

DEFINITIONS:

Joint Use Agreement: Joint Use Agreements are the written agreements between the City and a School District setting forth the terms and conditions for the shared use of recreational facilities.

Joint Use Amenity: Recreational amenities including multi-purpose turfed ballfields, walking tracks, parking lots, trees, backstops, bleacher seating areas, picnic areas, sports lighting, swimming pools, playgrounds, tennis courts, gymnasiums, blacktop play areas including basketball courts, and similar amenities.

Joint Use Area: The geographic boundary of School District or City real property, or a combination of both, that comprises the Joint Use Facility. Typically, a Joint Use Area is shown as a boundary line on an exhibit to the Joint Use Agreement.

Joint Use Facility: A facility intended to facilitate the shared use of Joint Use Amenities for the benefit of the School District and the public when school is not in session.

Joint Use Program: A comprehensive program developed by the City with a School District that consists of one or more Joint Use Agreements for the use of one or more Joint Use Facilities with the goal of meeting the recreational and educational needs of the communities both public agencies serve.

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School District: As defined in California Education Code section 17070.15, as may be amended from time to time, and within the City’s jurisdictional boundaries.

POLICY:

A. Strategic Vision of the Joint Use Program:

- a. The City’s Joint Use Program with School Districts allows for the shared use of public facilities and resources. The Joint Use Program addresses the City’s need for more parkland and recreational opportunities in our communities, particularly in the older urbanized communities where there is limited land available for new parks. The Joint Use Program also advances the School Districts’ goals to support the needs of the communities they serve.
- b. It is to the mutual benefit of the City and the School Districts to pool resources to provide the land, construction, operations, and maintenance of recreational facilities that can serve the needs of the general public as well as School Districts’ students, families, and faculty. The City’s Joint Use Program provides for the shared use of public land and facilities that best serve the educational and recreational needs of the residents of the City.
- c. The City may enter into a Memorandum of Understanding with School Districts as necessary to establish roles and responsibilities, to define the partnership, to set consideration for joint use, and to describe each party’s responsibilities.
- d. The City will enter into individual Joint Use Agreements for each Joint Use Facility because each Joint Use Facility will have site specific Joint Use Amenities and terms that will be negotiated on an individual site basis.

B. Joint Use Program Objectives:

- a. The City will continue to pursue expansion of existing Joint Use Programs and emphasize expansion with other School Districts to provide joint use opportunities in all communities of the City.
- b. The City will prioritize to the extent reasonable the development of Joint Use Facilities in communities where City staff determines park deficiencies exist, in communities of concern, and where additional park space is desired by the community.

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- c. Because the duration of the Joint Use Agreement will extend over multiple fiscal years, the City and the School District must acknowledge and agree that the City is not obligated to provide any money, funding, financial commitment, in-kind contribution, and work not duly budgeted, appropriated, and authorized by City Council in the respective fiscal year.
- d. In order for the City to program, operate, and maintain the Joint Use Facilities, Joint Use Amenities should be built to City Standards as defined in the “Consultant’s Guide to Park Design and Development.”
- e. City participation in the development of Joint Use Facilities will be in accordance with to the following criteria:
  - i. The City or School District will notify the other party of park and/or physical education needs and establish feasibility of a new Joint Use Facility.
  - ii. The City and School District will collaboratively identify funding sources and implementation schedules for a Joint Use Facility.
  - iii. The Joint Use Area should accommodate the recreational needs of the community and the General Development Plan (GDP) should be designed according to City Council Policy 600-33 as well as the School District’s public input process.
  - iv. The City and School District must approve the contract plans and specifications for the Joint Use Facility prior to the beginning of construction.
  - v. The Joint Use Agreement(s) will outline the community’s use during non-school hours and School District’s use during school hours.

C. City Department Responsibilities:

- a. The Parks and Recreation Department (P&R) is the lead City Department responsible for the operation and management of the Joint Use Program.
- b. P&R shall implement regular lines of communication between the School District and P&R staff and management during pre-design, design, construction, and maintenance of Joint Use Facilities.
- c. P&R and the School Districts shall hold periodic meetings to discuss Joint Use Facility operations and maintenance. Disputes of any nature should be addressed at these meetings.

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- d. The P&R Asset Management Section is responsible for managing the Joint Use Program which includes the following duties:
  - i. Maintaining and regularly updating a tracking sheet to compile information related to Joint Use Agreements, including Joint Use Agreement expiration dates, Joint Use Facility acreage, planning area, locations, and related information;
  - ii. Negotiating and requesting City Council approval of proposed Joint Use Agreements;
  - iii. Coordinating standing meetings with School Districts and acting as a liaison during the GDP public input process;
  - iv. Reviewing and approving contract plans and specifications; and
  - v. Conducting site inspections during construction.
- e. The P&R Community Parks I and II Divisions are responsible for the City's daily operations and maintenance obligations related to the Joint Use Facilities.
- f. The Facility Services Division of the Department of General Services is responsible for any installation, maintenance, and repairs involving specialized trade work at the Joint Use Facilities.
- g. The Engineering and Capital Projects Department is responsible for executing City Capital Improvements Program projects related to Joint Use Facilities.

D. Annual Reporting Requirements

- a. P&R will prepare an annual report to City Council or the applicable Council Committee. The annual report will contain the following information:
  - i. Number and description of Joint Use Facilities with School Districts;
  - ii. Number and description of new Joint Use Facilities opened since the last annual report;
  - iii. Number and description of Joint Use Agreements approved by City Council since the last annual report;
  - iv. Financial contributions by the City to the Joint Use Program since the last annual report;

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- v. Financial contributions by the City to the Joint Use Program planned for the upcoming year;
- vi. Future planned Joint Use Facilities and status; and
- vii. Proposed Joint Use Agreements anticipated to be heard by the City Council in the next year.

**CROSS REFERENCES:**

1. City of San Diego General Plan, Recreation Element
2. City of San Diego Parks Master Plan
3. San Diego Municipal Code (SDMC) Section 102.0406, Acquisition and Development of Park and Recreation Facilities
4. City Council Policy 600-33, Public Notification and Input for City-wide Park Development Projects
5. City Council Policy 700-42, Recreation Councils
6. Consultant's Guide to Park Design and Development
7. Administrative Regulation 1.60, Capital Improvements Programming

**HISTORY:**

Adopted by Resolution R-218460 – 05/25/1977  
Amended by Resolution R-254869 – 08/24/1981  
Amended by Resolution R-313767 – 11/08/2021