



City of Arts & Innovation

Park and Recreation Commission

**TO: HONORABLE PARK AND RECREATION
COMMISSION MEMBERS**

DATE: JUNE 18, 2018

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

**SUBJECT: PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT PARKS
ADVISORY GROUP POLICY**

ISSUE:

Review and provide input on the Parks, Recreation and Community Services Department's Parks Advisory Group Policy.

RECOMMENDATION:

That the Park and Recreation Commission review, provide input, and recommend that the Community Services and Youth Committee accept the Parks, Recreation and Community Services Department's Parks Advisory Group Policy.

BACKGROUND:

The Parks, Recreation and Community Services Department (PRCSD) maintains multiple parks and community centers throughout the City of Riverside. PRCSD partners with the neighboring communities in the form of a park advisory group. Park advisory groups are a way for members of the community to become more actively involved in supporting the mission of the PRCSD. PRCSD allows advisory groups to utilize their facilities for monthly meetings, and provides a department liaison and support through staffing and facilities for community events.

A few of the existing advisory groups assisting the community are Arlanza Advisory Board, Dales Senior Center Advisory Team, La Sierra Senior Center Advisory Team, and the Villegas Park Advisory Committee. Many of our advisory groups are non-profits and raise funds for their communities. They utilize those funds to provide community events, youth scholarships, and purchase items for community centers. The purpose of each group varies from providing recreational and educational opportunities for youth to addressing senior concerns and issues. Overall, the park advisory groups' goals are to improve and provide opportunities to the community they serve and enhance PRCSD programs and services.

DISCUSSION:

The PRCSD drafted a formal policy for citizens that are interested in creating new advisory groups

for their communities. The policy outlines a process for groups to follow when requesting advisory group status, includes standards and requirements for recognizing and engaging with parks advisory groups, and outlines the responsibilities of PRCSD and the park advisory groups. The policy was written after studying the relationships and responsibilities of the current advisory groups. Key items in the policy are:

1. PRCSD will permit only one parks advisory group per park. Parks with existing advisory groups in excess of one prior to the approval of this policy are exempt from this requirement.
2. Requesting groups must submit a written request to the PRCSD Director that identifies the purpose for forming the advisory group, the goals or focus of the group, and the timeframe for establishing the group.
3. PRCSD Director must present the requesting group to the Park and Recreation Commission for formal approval and recognition.
4. PRCSD's information requirement's from the advisory group include, but are not limited to advisory group bylaws, financial records, organizational structure, and meeting calendar.
5. PRCSD's responsibilities in partnering with the advisory group include providing a departmental liaison, providing location for advisory group meetings, approving co-sponsored events, and donating resources for co-sponsored events.

FISCAL IMPACT:

There is no fiscal impact associated with this report or in forming the policy.

Prepared by:	Gabriella Garcia, Senior Management Analyst
Approved by:	Adolfo Cruz, Parks, Recreation and Community Services Director
Approved by:	Al Zelinka, FAICP, Assistant City Manager

Attachment: Parks Advisory Group Policy