



City of Arts & Innovation

Community Services and Youth Committee Memorandum

TO: HONORABLE COMMUNITY SERVICES AND YOUTH COMMITTEE MEMBERS **DATE: DECEMBER 12, 2018**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: ALL**

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

ISSUE:

Update on the Parks, Recreation and Community Services Department's Parks Advisory Group Internal Policy.

RECOMMENDATION:

That the Community Services and Youth Committee review, provide input, and 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 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.

On June 18, 2018, PRCSD submitted a draft of the Parks Advisory Group Policy to the Park and Recreation Commission (PRC) for review and feedback. The PRC recommended the Parks Advisory Group Policy be forwarded to the Community Services and Youth Committee (CSYC) for review and input.

On August 8, 2018, PRCSD submitted a draft to the CSYC for review and input, as recommended by the PRC. CSYC recommended including guidelines for terminating an advisory group and ensuring our policy does not conflict with the recommendations of the current Master Plan project Consultant, RJM.

On September 26, 2018 the City Attorney's Office reviewed and provided feedback to the PRCSD in regards to the Parks Advisory Group Policy. Minor wording changes and one policy change were made.

DISCUSSION:

PRCSD took the following action to fulfill the recommendations of CSYC:

1. As Recommended by CSYC, PRCSD had communicated with RJM Consultant, Tim Gallagher to ensure the policy would not conflict with any of RJM's recommendations in regards to Park Advisory Groups. Tim Gallagher confirmed that the drafted Park Advisory Group Policy did not conflict with any of their recommendations.
2. Under Responsibilities Section II PRCSD Responsibilities Item F, authorizes PRCSD to investigate complaints of a Parks Advisory Group and identify situations when a group would be terminated. Termination of a park advisory group would result if multiple members are utilizing the group for financial or personal gain, misappropriating funds, or other illegal activity.
3. Section III Advisory Group Members has been added to define the requirements of serving on an advisory group. Advisory group members cannot be a City of Riverside employee, must submit a volunteer application with the City of Riverside, be able to pass background/live scan (Department of Justice clearance), maintain Department of Justice clearance, refrain from political campaigning, and cannot use the park advisory group for political, financial or personal gain. Any violation of these stipulations would result in dismissal of the advisory group.
4. Under the advisement of the City Attorney's Office, the Policy was revised from limiting the Park Advisory Group of one (1) group per park to as many as City staff, resource and space allows. Currently, PRCSD has the resources for one group only per park.

FISCAL IMPACT:

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

Prepared by:	Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to availability of funds:	Edward Enriquez, Interim Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment: Parks Advisory Group Policy