



*City of Arts & Innovation*

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# Park and Recreation Commission

**TO: HONORABLE COMMISSIONERS** **DATE: MAY 20, 2019**

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

**SUBJECT: FORMAL RECOGNITION AND APPROVAL OF ORANGE TERRACE  
ADVISORY COMMITTEE AS OFFICIAL ADVISORY GROUP FOR ORANGE  
TERRACE PARK**

## **ISSUE:**

Approve and formally recognize Orange Terrace Advisory Committee as official advisory group for Orange Terrace Park.

## **RECOMMENDATION:**

That the Park and Recreation Commission approve the Orange Terrace Advisory Committee as official advisory group for Orange Terrace Park.

## **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.

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 the draft policy 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.

On December 12, 2018 the PRCSD updated the CSYC on the Parks Advisory Group Policy, notifying the committee it had incorporated recommendations made by the CSYC. No further recommendations were made. The PRCSD adopted the policy (attachment 1), backdating it to December 1, 2018.

### **DISCUSSION:**

On March 15, 2019 the Orange Terrace Advisory Committee (OTAC) submitted the required documentation to the PRCSD, requesting to be the official Advisory Group for Orange Terrace Park. OTAC submitted proposed bylaws, proposed meeting dates, proposed special events and an organizational list (attachments 2-5) of members. Documentation was reviewed by the Director of PRCSD, and he has approved the application to receive final approval. Per the advisory policy, the PRCSD Director is requesting formal approval from the Park and Recreation Commission, recognizing Orange Terrace Advisory Committee as the official advisory group for Orange Terrace Park.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Gabriella Garcia, Senior Management Analyst

Approved by: Adolfo Cruz, Parks, Recreation and Community Services Director

Approved by: Rafael Guzman, Assistant City Manager

### **Attachment:**

1. Park Advisory Group Policy
2. Bylaws
3. Member Organization List
4. Proposed Events Schedule
5. Proposed Meeting Schedule