



# Park and Recreation Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: NOVEMBER 15, 2021**

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

**SUBJECT: ADMINISTRATION DIVISION UPDATE REGARDING LATEST PROJECTS AND ROLES**

## **ISSUE:**

To provide the Park and Recreation Commission receive an update on the Administration Division's latest projects and roles.

## **RECOMMENDATION:**

That the Park and Recreation Commission provide feedback and receive the report for file.

## **BACKGROUND:**

The Parks, Recreation and Community Services Department's (PRCSD) Administrative Division is responsible for budgeting, contract management, position control, accounting, council report processing and production, and special projects. Staff work with internal Divisions and are liaisons to the City Manager's Office, Finance, Human Resources, and City Attorney Departments.

## **DISCUSSION:**

The following update for the Park and Recreation Commission is on recent and upcoming assignments for the PRCSD. Additional details will be verbally presented at the meeting; below are a few highlights:

## **ADMINISTRATION**

- Recently hired Accounting Technician Cynthia Carlos on April 2, 2021.
- The Administration Division continues to provide important COVID-19 updates to the public. It has answered approximately 1,500+ public emails, easing public concerns and communicating in-the-moment news and updates to City residents.
- The second year of Program Based Budgeting began in August 2021. Administration Staff worked with the Parks and Recreation Divisions to allocate budget, update program

inventory and rate programming.

- Staff from the Administration and the Recreation Divisions are participating in a citywide Fees and Charges Study.
- Mayra Ocampo has taken on the role of Treasurer with the Riverside Community Services Foundation
- Processing of twenty contracts, lease agreements, and operational agreements on behalf of the department.
- Upcoming Biennial Department Budget 2022-2024.

The Administration Division will continue to support the Divisions in the areas of contract management, budget, and position control.

### **STRATEGIC PLAN ALIGNMENT:**

The administrative update aligns with **Strategic Priority 5 – High Performing Government and goal 5.3** to improve communication, enhance transparency and build public trust with the community.

1. **Community Trust** –The update on the Administrative Division’s processes relating to budgeting, contract management, and agreements promotes transparency with City Commissions and the public.
2. **Equity** – The Parks, Recreation and Community Services Department Administrative Division promotes equity in through operating in the background providing budgetary support, financial analysis, and contract support for community programs and agreements that promote equity and inclusion.
3. **Fiscal Responsibility** – The Administrative Division oversees the budget and contracting process, and the update promotes fiscal transparency.
4. **Innovation** – The report updates the community on new budgeting processes occurring to make governance more efficient and effective.
5. **Sustainability & Resiliency** – The Administrative Division contributes to the promoting sustainability and growth of the Parks, Recreation and Community Services Department by providing financial analysis and support for critical decisions pertaining to the Department’s continued high level of services offered to the community.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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Approved by: Randy McDaniel, Parks, Recreation and Community Services Interim Director

Approved by: Kris Martinez, Interim Assistant City Manager

Attachment: Presentation