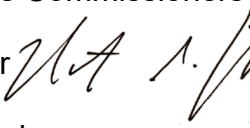


CITY OF LOS ANGELES
Department of Recreation and Parks

TO: Board of Recreation and Parks Commissioners
FROM: JIMMY KIM, General Manager 
SUBJECT: Update on Park Advisory Boards

The Department of Recreation and Park's (RAP), Park Advisory Boards (PAB) serve as a conduit between RAP staff and stakeholders in the community. PABs are not limited to only recreation facilities as some year-round aquatic facilities, stand-alone senior centers and passive/pocket parks also have their own PAB. The PAB members provide support to the Full-time staff, either Recreation Facility Director, Aquatics Manager, and/or the Park Maintenance Supervisor. Each PAB has varied goals ranging from recruiting additional volunteers, helping promote existing programs, assisting with special events, securing supplementary resources, raising funds for specific equipment or large capital projects, and/or providing further support as needed in order to match the recreational needs of the community.

RECRUITMENT

Each PAB consists of 5-9 members and represents the community's demographic profile including youth, teens, adults and seniors, as well as business leaders, users and non-users for the facility. PAB members are recruited by advertising by social media and/or in paper or word of mouth at the facility, local businesses, neighborhood schools, the local Council Office, Neighborhood Councils, and Homeowner Associations.

ONBOARDING

Potential PAB members begin by submitting an interest form to the intended location. The Full-time staff schedules an interview with the individual and then makes the decision to accept or deny participation. PAB members are volunteers and must be fingerprinted and cleared, sign a PAB code-of-conduct, and go through an orientation with RAP staff.

MEETINGS

RAP staff makes the selection of PAB members and facilitates all meetings. PAB meetings are held a minimum of four times per year with monthly meetings suggested. The agenda and approved minutes from the previous meeting are posted according to the Brown Act.

TERM LIMITS

Term limits are two years with the option to interview for additional terms. Among the members they elect officers annually a Chairperson, Vice-Chairperson and Secretary.

GUIDELINES

Each designated location may only have one active PAB and members may only serve on one PAB at a time. PAB members may not be RAP employees, have a personal relationship with RAP staff at that site or other PAB members, or be a representation for any special interest group.

TRAININGS

RAP staff training is a continual effort and is included during monthly region and district meetings. Trainings for specific PAB topics are available by request from both RAP staff and PAB members. Additional items are member and staff handbooks and many sample ideas, agenda and minutes are posted online and available for reference.

ADDITIONAL INFORMATION

PAB training and oversight is conducted by Ms. Elaine Piha, Principal Recreation Supervisor, Pacific Region.

ATTACHMENT: PAB Member Handbook