



City of Los Angeles

Department of Recreation and Parks



PARK ADVISORY BOARD MEMBER HANDBOOK

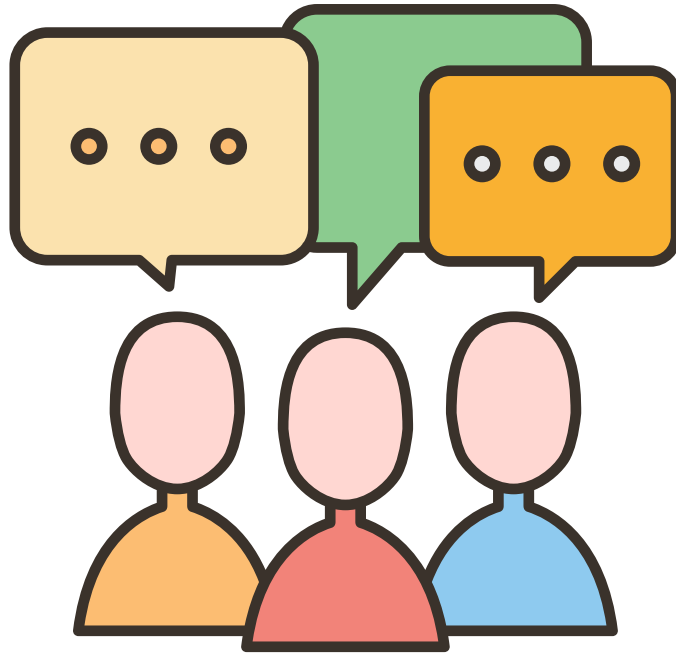


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THANK YOU!



WELCOME FROM THE GENERAL MANAGER

The City of Los Angeles, Department of Recreation and Parks would like to congratulate you on your appointment as a Park Advisory Board member. Park Advisory Boards and their members are essential to the overall operation of a Department facility and the Department's mission. We believe that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

The mission of the Department is to enrich the lives of the many residents of Los Angeles by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and human services activities for people of all ages and abilities to play, learn, contemplate, build community and be good stewards of our environment.

Our vision is to provide affordable recreational, physical, and cultural opportunities for all of Los Angeles' residents, with a focus on families, youth development, and building healthy communities. The programs and services offered by the Department will provide excellent value and quality, and emphasize the equitable distribution of resources throughout the City. We will offer these programs in safe, attractive, and well-maintained facilities that will reflect the public's needs and interests.

Your selection to this prestigious position can make a difference helping to support our mission, vision, and our history. I thank you for accepting the challenge.

GENERAL MANAGER
JIMMY KIM



WELCOME FROM THE BOARD OF COMMISSIONERS

Congratulations on your selection as a Park Advisory Board member for the City of Los Angeles!

The Los Angeles Department of Recreation and Parks is our city's most comprehensive social service agency. Our thousands of dedicated employees and abundance of facilities touch the lives of millions of Angelenos, young and old, of all ages and abilities, rich and poor, and everyone in-between. We provide places to rest, stroll, play ball, make music, attend the theater, ride bicycles, swim, enroll in Tiny-Tot enrichment, attend camp, ride the waves, and see the stars. Los Angeles' most famous icons are under our care, from the Griffith Observatory to Venice Beach, from the Hollywood Sign to the Exposition Park Rose Garden. We are Los Angeles, its people and its places.

By volunteering with the Department, you will join over 4,000+ volunteers who donate their time every year to help enhance more than 400 parks and facilities operated by the Department. As a newly selected Park Advisory Board member, you will have the opportunity to expand your commitment to recreational services, your communication skills, and your leadership ability. You will work with the Department staff of your facility on issues involving neighborhood parks, community events, fundraising projects, existing and proposed recreation and educational programs along with a variety of other issues important to your facility and to your community. Your participation enhances the positive relationship between the City and its residents.

Thank you for your commitment to contribute your time and talents volunteering as a Park Advisory Board member. Your volunteer service will truly make a difference and help the Department continue to build healthy communities through people, parks, and programs.

BOARD OF COMMISSIONERS



HISTORY OF PARK ADVISORY BOARDS

The Department of Recreation and Parks observed the need for a formal method of incorporating community input on decisions affecting communities and initiated the development of Center Service Association or CSAs in the 1970s.

CSAs led the way for the establishment and formalization of what we now recognize as Park Advisory Boards (PABs) which began in May 1992.

The Department of Recreation and Parks (RAP) believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of each community.

Park Advisory Boards are essential to the overall operation of a Department facility.

A Park Advisory Board member is a community stakeholder and understands the community's needs and interests.

Members work to make facilities safe, clean and hospitable while offering suggestions for programming and assistance in fundraising.

Members work with the Department on issues involving neighborhood parks, community events, fundraising projects, existing and proposed recreation and educational programs, along with a variety of other projects important to the facility and the community.

Today's social, economic, and political climate demands that decisions concerning the expenditure of public resources are fair, equitable, and reflective of the communities and the people they impact.

Park Advisory Boards provide valuable assistance in these areas.



DEFINITION OF A PARK ADVISORY BOARD

What is a Park Advisory Board ?

A Park Advisory Board (PAB) consists of individuals who are community residents, business members, and those who work or spend time in a community and who are recruited and selected by RAP staff to help strengthen local recreation programs and services.

The Department of Recreation and Parks believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

Park Advisory Boards are:

- NOT a Board of Directors
- NOT involved in the center's staffing decisions or budget decisions
- NOT involved in the formulation of policy
- NOT empowered to speak as representatives of the Department
- NOT representation for any special interest group
- NOT a political action group or political forum

Park Advisory Boards do:

- Work with the RAP staff as community partners (advisory only)
- Support RAP staff with connecting valuable resources to expand park services
- Provide guidance on how facilities may best fit the needs of the community



GUIDELINES FOR A PARK ADVISORY BOARD

The Park Advisory Board includes individuals of all ages, gender, ethnic origin, and economic standing.

These individuals are appointed by RAP staff and serve without monetary compensation.

Park Advisory Boards exist to broadly reflect the community they serve and should:

- Represent the community's demographic profile
- Represent the community-at-large, including business leaders and non-users
- Represent all age groups including youth, teens, adults and seniors
- Include 5-9 members with an odd number preferred for voting purposes

Park Advisory Boards may also involve ex-officio (non-voting) members including:

- Local city representatives (city council representatives, field deputies)
- Neighborhood Council representatives
- LAUSD representatives
- LAPD / Senior Lead Officers
- Local resident groups (homeowners associations, private youth groups)

Park Advisory Board guidelines:

- Each park may have only one active PAB
- PAB members may only serve on one PAB at a time
- PAB members may not be RAP employees
- PAB members may not have a personal relationship with RAP staff or other members

*Personal relationship may be defined as relatives through blood relationship or marriage, dependents, sharing living accommodations, or business partners.



ORGANIZATION OF A PARK ADVISORY BOARD

Park Advisory Board Members

PAB members are volunteers and must be cleared through a background check.

PAB members must complete the following steps:

- Interview with RAP staff
- Application / Interest Form
- Livescan / fingerprinting
- Orientation
- Review of PAB bylaws
- Sign PAB code-of-conduct form

Selection of Officers

RAP staff makes the selection of PAB members and facilitates all meetings.

PAB elected officer positions include:

- Chairperson / President
- Vice-Chairperson / Vice-President
- Secretary

Elections shall take place each January for positions at the end of their two year term.

Term Limits

- Two-year terms with the option to interview for additional terms
- When starting a PAB, it is suggested that terms limits are staggered initially
- PAB members with three plus unexcused absences in one year should be replaced
- PAB members must provide a letter of resignation if they choose to resign
- PAB members may be removed by majority vote



CONDUCTING MEETINGS

Meeting Requirements & Agendas

PAB meetings should be held a minimum of four times per year with monthly meetings suggested.

Regular meetings can be useful, productive tools if conducted properly.

A well-planned agenda helps guide the discussion for the highest productivity.

A sample agenda can be found at <https://www.laparks.org/volunteer/pab>.

Posting Requirement

The agenda and approved minutes from the previous meeting must be posted 72 hours prior to the next scheduled meeting for public awareness.

Meeting Protocols

- 40% of PAB membership are required at meetings to conduct official business
- 50% plus one additional member required to vote on and approve agenda items
- Chairperson only votes as a tie-breaker
- RAP staff do not vote
- Ex-officio members do not vote

Ralph M. Brown Act

Park Advisory Board meetings are governed by the Ralph M. Brown Act and are required to be open to the public and include an allotted time for public comments.

The Brown Act established rules to ensure that all actions taken by boards, commissions, councils, and other public bodies of local agencies are provided public access and input.

Robert's Rules of Order

Robert's Rules of Order are used to keep the appropriate channels of communication open and to keep the meeting discussion moving forward.

These rules help ensure that everyone has an opportunity to be heard and that no one person or group dominates the discussion.

Quick tips can be found at <https://www.laparks.org/volunteer/pab>.



MISSION STATEMENTS

Department of Recreation & Parks Mission Statement

To unify Los Angeles by providing diverse recreational opportunities, beautiful facilities, and innovative leadership for all universal enjoyment of our residents and visitors by providing a broad range of recreational opportunities at various facilities to the general population, especially youth, and to all our special need segments of the population.

Park Advisory Board Mission Statement

The mission of the Park Advisory Board is to build community-wide support for recreation and parks centers while keeping in focus the neighborhood facility, park compatibility and economic growth of the neighborhood. With the recreation staff and center's director bringing forward the Park Advisory Board's advice on issues and opportunities to enhance the surrounding areas and to improve the quality of life for all citizens.

Park Advisory Board Vision Statement

The vision of the Park Advisory Board is to bring together a group of residents and businesses to advise and work in partnership with the recreation center's director in program development and park facility enhancement, assist in fundraising for special projects and events, and the distribution and communication of information to recreation center patrons, community groups, and non-users of services.



THANK YOU!

This Park Advisory Board member handbook is a practical guide to assist you and RAP staff in developing community spirit, involvement, pride, and enthusiasm.

Volunteering is an exciting, rewarding, and enjoyable experience.

We look forward to your participation and positive involvement with the community and the Department of Recreation and Parks (RAP).

As a volunteer for RAP, your time and energy are most sincerely appreciated.

Thank you!



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

MAYOR

Karen Bass

BOARD OF RECREATION AND PARK COMMISSIONERS

Renata Simril, President

Luis Sanchez, Vice President

Fiona Hutton, Commissioner

Marie Lloyd, Commissioner

Benny Tran, Commissioner

RECREATION AND PARKS ADMINISTRATION

Jimmy Kim, General Manager

Mathew Rudnick, Executive Officer and Chief of Staff

Belinda Jackson, Assistant General Manager, Recreation Services Branch

Cathie Santa Domingo, Assistant General Manager, Planning, Construction, and Maintenance Branch

Brenda Aguirre, Assistant General Manager, Special Operations Branch

CITY-WIDE PARK ADVISORY BOARDS

Elaine Piha, Principal Recreation Supervisor I

Ryan Carpio, Director of Government Affairs

Marc Meehan, LA Parks Volunteer Program

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