



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – SEPTEMBER 12, 2016**

A. CALL TO ORDER AND ROLL CALL

Commissioner Harbison called the meeting to order at 7:05 p.m. in the City Hall Council Chamber, located at 14717 Burin Avenue, Lawndale, California.

Members Present: Commissioner Erica Harbison
 Commissioner Madonna Sitka
 Commissioner Karina Estrada (Arrived at 7:10)
 Commissioner Daniel Woods
 Commissioner Shirley Rudolph

Members Absent: None

B. FLAG SALUTE

Commissioner Sitka led the Commissioners and those in attendance in the flag salute.

C. APPROVAL OF AUGUST 8 MINUTES

Commissioner Rudolph made a motion, seconded by Commissioner Woods, to approve the minutes as written.

Motion carries 3-0-1 (Vice Chairperson Sitka abstain; Commissioner Estrada tardy)

D. PRESENTATIONS

None.

E. ITEMS FROM CITIZENS

None.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. Commission Organization – Selection of Chairperson:

Director Estes briefly explained the nomination process to the commissioners and the floor was opened for nominations for Chairperson for a term through May 31, 2017.

Selection of Chairperson:

- 1) Commissioner Madonna Sitka nominated Commissioner Erica Harbison for Chairperson;
- 2) Commissioner Harbison accepted the nomination; 3) there were no other nominations; and
- 4) the nomination was affirmed by the PRSSC by a unanimous vote of those present, 4 – 0.

2. Selection of Vice Chairperson:

- 1) Commissioner Harbison nominated Commissioner Madonna Sitka for Chairperson;
- 2) Commissioner Sitka accepted the nomination; 3) there were no other nominations; and 4) the nomination was affirmed by the PRSSC by a unanimous vote of those present, 4 – 0.

3. 4th Annual Lawndale Blues and Jazz Music Festival:

Director Estes, working from the attached event planning synopsis document, reviewed the planning activities that have taken place in preparation for the event on Saturday, September 24, 2016. Director Estes reviewed a multitude of event planning details such as: event date and time, advertising elements, band lineup, performance times, sound system vendor details, car show details, food vendor participants, information booth participants, event funding, event security, restroom availability, etc.

4. Resolutions for Expenditures Spreadsheet:

Director Estes provided the commissioners, as an attachment, the Resolutions for Expenditures Spreadsheet as a means to provide information for the PRSSC as it pertains to the things that the PRSSC has spent Fireworks Trust Fund monies on and the amount spent in the past.

5. PRSSC Fireworks Sales Stand:

Director Estes reported to the PRSSC that a very good property can be available for the annual PRSSC Fireworks Stand for year 2017. However, the PRSSC must determine if they are interested in the property and if they are fully committed to taking on such a demanding program. Director Estes suggested that if there is a desire to secure the property, it would make sense to establish an agreement as soon as possible so the property can be secured for year 2017 and possibly beyond. At the PRSSC’s recommendation, this item is to be tabled for discussion at a future meeting.

6. PRSSC Goals and Objectives:

Director Estes provided the PRSSC an opportunity to discuss future goals and objectives for the next two years. There was no discussion and the PRSSC elected to table this item for discussion at a future meeting.

7. Status of September 26, 2016 Meeting:

Director Estes informed the PRSSC that he will be out of town the week on September 26 – 29 to attend a work-related workshop and unfortunately there is no alternative staff available to facilitate the meeting during the absence. After some discussion, the PRSSC members were in consensus that the September 26 meeting should be cancelled with no reschedule date planned.

G. PARK IMPROVEMENTS AND FACILITIES UPDATE

1. Lawndale Teen Center:

Director Estes summarized the project for the benefit of the new commissioners and mentioned that the project has been substantially delayed due to changes in the project scope as a result of new staff and fresh eyes looking at the project. Director Estes also mentioned that: 1) information, such as conceptual designs and other related information, will be brought

to the PRSSC as it becomes available; 2) as requested by the previous members of the PRSSC, this item will be included on each regularly scheduled meeting agenda so the PRSSC has freedom to talk about the project if desired; 3) the project is anticipated to be completed in June 2017 with a potential grand opening date of July 1, 2017; 4) the City has approximately \$650,000.00 of non-City dollars to complete the project; and 5) the interior of the teen center, to include game consoles, furniture, table games and other items may be elements that the PRSSC could consider allocating funds for from the Fireworks Trust Fund account.

H. ITEMS FROM COMMISSIONERS

None.

I. SPECIAL EVENTS UPDATE

1. Halloween Haunt – October 31, 2016 – Lawndale Civic Center Plaza:

Director Estes reported to the PRSSC that the event will be held on Monday, October 31, 2016, from 4:00 p.m. to 8:00 p.m. at the Lawndale Civic Center Plaza. There was some discussion about providing a giveaway item to the children at the event as the PRSSC has done in year's past. Director Estes confirmed that he will bring some information to the October 10 meeting so the PRSSC can determine what they would like to provide to the children at the event.

2. Field of Honor Veteran's Day Program – November 11-13, 2016 – Library Lawn:

Director Estes provided the PRSSC a brief synopsis of the program being facilitated by the City this year. The purpose of the program is to honor veterans whom have served in the military or those presently in the military. The program consists of the following elements: 1) flags are purchased by people in the community on behalf of a veteran at a cost of \$25.00 per flag; 2) flags will include a name tag on the flag with the veteran's name who is being honored; 3) flags are sold by a third party entity where a percentage of the proceeds go to the non-profit entity selling the flags; 4) flag poles with flags are placed into the ground inside sleeves and spaced approximately five feet apart and covering a designated field or piece of land; 5) the purchaser of the flag can take it with them when the program ends or it can be donated to the veteran or the City; and 6) the grass area between City Hall and the Library will be the piece of land being used this year to decorate with approximately 100 flags.

3. Angel Tree Lighting Ceremony – November 28, 2016 – Lawndale Civic Center Plaza:

Director Estes reported to the PRSSC that the annual program will take place on Monday, November 28, 2016, at the Lawndale Civic Center Plaza from 4:00 p.m. to 8:00 p.m. There was also some discussion about the South Bay 25 Club's planning and organizing of the Visits from Santa part of the program. In addition, Director Estes mentioned that this event is seen as the kickoff to the Santa Sleigh program which runs nine nights in December throughout various parts of the City and eventually covering the entire City.

J. MISCELLANEOUS

Vice Chairperson Sitka inquired about the availability of funds for apparel for the PRSSC members.

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

1. 4th Annual Lawndale Blues and Jazz Music Festival Program Review
2. Lawndale Teen Center Update
3. Halloween Haunt Special Event Giveaway Item
4. Lawndale Council PTA Christmas Basket program

L. ADJOURNMENT

Director Estes adjourned the meeting at 8:25 p.m. to a regularly scheduled meeting to be held on Monday, October 10, 2016, at 7:00 p.m. at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue.

Chairperson, Erica Harbison

Attest:

Mike Estes, Director of Community Services