



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – OCTOBER 10, 2016**

A. CALL TO ORDER AND ROLL CALL

Commissioner Harbison called the meeting to order at 7:06 p.m. in the City Hall Council Chamber, located at 14717 Burin Avenue, Lawndale, California.

Members Present: Chairperson Erica Harbison
 Vice Chairperson Madonna Sitka
 Commissioner Karina Estrada
 Commissioner Daniel Woods
 Commissioner Shirley Rudolph

Members Absent: None

B. FLAG SALUTE

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

C. APPROVAL OF SEPTEMBER 12, 2016 MINUTES

Vice Chairperson Sitka made a motion, seconded by Commissioner Rudolph, to approve the minutes as written.

Motion carries 5 - 0

D. PRESENTATIONS

None.

E. ITEMS FROM CITIZENS

Lawndale resident and Mayor Pro Tem Pat Kearney approached the podium and spoke to the PRSSC about the annual Santa Sleigh program and offered a number of available dates for the PRSSC to ride in the Santa Sleigh. After some discussion, the PRSSC elected to reserve Friday, December 2, 2016, as their night to ride in Santa's Sleigh.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. 4th Annual Lawndale Blues and Jazz Music Festival:

Director Estes requested that the PRSSC provide feedback as to what worked and what did not work at the music festival event on September 24, 2016, at Jane Addams Park. The following comments were made regarding the event:

- The layout of the booth was tight.
- There could have been a medical tent on site.
- There was a good selection of food and informational booths at the event.
- Some liked the layout of the event; the event layout was tighter than last year.
- The first, third and fourth bands were identified as good acts.
- Consider Latin jazz music and salsa dancing opportunities at future events.
- The portable restrooms were too far away.

Director Estes mentioned that outside of the delays in the upstart of the event, the event was relatively problem-free, event attendance was greater than in year's past and there were no complications outside of the event being behind schedule approximately forty-five minutes to one hour throughout the day. In addition, there were a number of areas on the athletic field that were very wet and unusable. In addition, it seemed as though the time change moving the event up was well-received as well. Furthermore, although there were many fewer cars that participated in the car show than last year, the car show organizers were very pleased with the event as well.

2. Lawndale Council PTA Christmas Basket Program – Potential Donation:

Director Estes mentioned to the PRSSC that: 1) this has been a program that the PRSSC has donated to for many years; 2) it is an extremely worthwhile cause; and 3) the PRSSC has donated to the program in years past anywhere from \$3,000.00 to \$5,000.00 divided into two donations in November and February. In addition, Chairperson Harbison and Commissioner Rudolph provided the new members of the PRSSC some history about the event and the PRSSC's donation history. There were a number of discussions about the program, mostly involving informing the new members about how the program works, and the how the PRSSC has donated to the program in the past. The PRSSC suggested that program representative Charmaine Doty attend the next meeting to discuss event details such as how many families benefit from the program and other pertinent details. Director Estes confirmed that he will invite Ms. Doty to the next regularly scheduled meeting.

After some discussion, the PRSSC elected to table the item and entertain the approval of a resolution for a donation of \$2,500.00 at the October 24, regularly scheduled meeting.

3. Halloween Haunt Giveaway Item – Potential Program Donation for Giveaway Item:

Director Estes mentioned to the PRSSC that each year since 2007, the PRSSC has donated an item(s) to be given to children who attend the annual Halloween Haunt event. Typically the donation amount for items to be purchased has ranged from \$400.00 to \$500.00 for the purchase of approximately 1,000 to 1,200 items. Director Estes provided the PRSSC with details for purchases last year and suggestions as to what have been popular items in the past. After some discussion, the PRSSC requested a resolution in the not to exceed amount of \$500.00 for the purchase of miniature flashlights and glow in the dark necklaces. Director Estes confirmed with the PRSSC that he would have a resolution ready for consideration at the October 24, regularly scheduled meeting.

4. Discussion Regarding Santa Sleigh Participation Dates:

Chairperson Harbison explained the process of getting prepared for the program on the night of the event – Friday, December 2. After some discussion regarding meeting times and other event logistics, the PRSSC was fully committed to participate.

5. Status of November 28 Regularly Scheduled Meeting:

Director Estes informed the PRSSC that due to the annual Angel Tree Lighting Event on November 28, that a meeting cannot be held on that date. However, Director Estes presented two options to the PRSSC: 1) re-schedule the meeting to another night the week of November 28; or 2) re-schedule the meeting for another night the week following November 28; or cancel the meeting. After some discussion, the entire PRSSC elected to cancel the November 28 meeting.

3. 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 reported to the PRSSC that the funding is in place for the teen center and the design are still in the review process. At this time it looks as though the project will be delayed. Once the City Council approves the designs, then they can be shared at a future meeting. Director Estes also reported to the PRSSC that the previous members of the PRSSC had shown interest in potentially contributing to the project in some way. However, any contributions to the project made by the PRSSC must be compliant with the Lawndale Municipal Code.

Once the designs are approved by the City Council then we can discuss the PRSSC's involvement in terms of funding the Furniture, Fixtures and Equipment (FF&E) phase of the project which will involve the purchase of equipment and supplies for interior of the teen center. Items such as X Box game consoles, game tables, furniture, computers, sound system, DVD players, etc. and many other elements that will fill out the interior of the teen center.

There was some general discussion about the teen center for the benefit of the new PRSSC members who are not familiar with the project. Director Estes also discussed a few options that are available for the teens to become involved in and the center is finally opened.

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. Activities will include the haunted mansion in the community center meeting room, costume contests on the mobile stage, disc jockey entertainment, games, delicious food and other elements. Director Estes also reviewed the methods used to advertise the event as well. The PRSSC members also confirmed that they would like to have a booth setup at the event as well to distribute the giveaway items purchased by the PRSSC for children at the event.

2. Lawndale Youth Day Parade Update:

Director Estes provided the following report to the PRSSC: 1) the first youth day parade planning meeting was held this evening; 2) the program date was discussed due to the fact that there are five Saturdays in April; 3) the committee has suggested that the event take place on Saturday, April 22; 4) the Sheriff's Department is looking at both event dates and determining which of the two dates that they are going to be available for; 5) the city has reached out to Becky G, a rising hip hop star who attend a Lawndale middle school to see if she is interested and available to be the grand marshall for the event; 6) the city is seeking a grand marshall with name recognition; 7) the registration paperwork will be revised and distributed once the date has been selected; and 8) for the benefit of the new PRSSC members, Director Estes explained the registration process and the types of entries that have participated in years past.

J. MISCELLANEOUS

Individual Comments from Commissioners:

Chairperson Harbison asked about DVD's of the music festival on September 24 and mentioned park oversight and supervision of the City-owned parks.

Commissioner Woods initiated a conversation regarding the cleanup activities in the areas adjacent to some of the parks owned by Cal Trans.

Director Estes informed the process of cleaning up those areas with the PRSSC. There is a process involving the Sheriff's Department and Cal Trans that must be followed to remove individuals and/or their belongings from those areas.

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

1. Lawndale Teen Center Update
2. Lawndale Council PTA Christmas Basket Program – Potential Donation
3. PRSSC Fireworks Sales Stand Discussion

L. ADJOURNMENT

Chairperson Harbison adjourned the meeting at 8:44 p.m. to a regularly scheduled meeting to be held on Monday, October 24, 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