



AGENDA
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
MONDAY, JUNE 22nd, 2020, – 7:00 P.M.
CISCO WEBEX CONFERENCE CALL – NO PHYSICAL MEETING LOCATION

Consistent with Executive Orders No. 25-20 and No. No-29-20 from the Executive Department of the State of California and the Los Angeles County Health Official's "Safer at Home" Order, this Parks, Recreation and Social Services Commission meeting will not be physically open to the public. Therefore, the Parks, Recreation and Social Services Commission will be teleconferencing into the meeting via Cisco Webex Communications.

How to participate in the Meeting:

1. From a landline or mobile device, dial (408) 418-9388
2. When prompted, enter the following Access Code: 146 177 3953#
3. When prompted, for the Attendee ID, press # to bypass this step.
4. Once you are on the call, please mute your device from the Webex Conference Call window.

How to submit Public Comment via Conference Call:

1. If you would like to comment during the meeting, public comment will be accepted during **Item E, Items From Citizens** regarding Parks, Recreation and Social Services Commission issues.
2. Public comment during **Item E, Items From Citizens** is limited to three (3) minutes per speaker. You will receive a prompt at the two and a half minute, or 30 seconds remaining mark, as well as at the two minutes fifty second (2:50) mark, or ten (10) seconds remaining mark. At the three-minute (3:00) mark, your public comment period will end at which time you should mute your device. Those not muting their device at the three-minute (3:00) mark will be given a reasonable amount of time to complete their public comments. Those not completing their public comment period within a reasonable amount of time will be muted by staff.

How to submit Public Comment via Email:

Members of the public may provide public comment by sending comments to the Meeting Clerk via email at mestes@lawndalecity.org. Please submit your written comments up to no less than one (1) hour before the start of the meeting, or 6:00 p.m. on Monday, June 8th, 2020. Email comments must identify the agenda item title and/or item number (e.g. Item F1) in the subject line of the email. Electronic comments shall be limited to a maximum of 500 words.

Copies of this Agenda packet may be obtained on the City Website located at <http://www.lawndalecity.org/html/depthhtml/cclerk/PRSSCAgendasMinutes.htm>. For further questions, please contact Mike Estes, Director of Community Services at mestes@lawndalecity.org, or via telephone at (310) 973-3272 for general questions or for clarification regarding individual agenda items.

This agenda is subject to revision up to 72 hours before the meeting. Hard copies of this agenda and written documentation related to each agenda item may be obtained prior to the meeting at the Lawndale Community Center located at 14700 Burin Avenue.

- A. **CALL TO ORDER AND ROLL CALL**
- B. **FLAG SALUTE**
- C. **APPROVAL OF JUNE 8th, 2020 MINUTES**
- D. **PRESENTATIONS**
None scheduled.
- E. **ITEMS FROM CITIZENS**
- F. **ITEMS FROM COMMUNITY SERVICES STAFF**
 - 1. **Inaugural Lawndale Music Festival**
(A report from the Community Services Department)
 - 2. **Potential Expenditure, Lawndale Care Package Program**
(A report from the Community Services Department)
(Please see attachment #1, PRSSC Purchasing Resolution 1084-20 and Staff Report)
 - 3. **Park Status Report for Hogan, Hopper and Rudolph Parks**
(A report from the Community Services Department)
 - 4. **Park Status Report for Addams, Green and Rogers/Anderson Parks**
(A report from the Community Services Department)
 - 5. **Facility Status Report for Harold E. Hofmann Community Center**
(A report from the Community Services Department)
- G. **PARK IMPROVEMENT AND FACILITIES UPDATE**
 - 6. **Water Bottle Filling Stations Project**
(A report from the Community Services Department)
- H. **ITEMS FROM COMMISSIONERS**
No items submitted.
- I. **SPECIAL EVENTS UPDATE**
 - 7. **8th Annual Lawndale Blues Festival**
(A report from the Community Services Department)
- J. **MISCELLANEOUS**
 - 8. **Individual Comments from Commissioners**
- K. **AGENDA ITEMS FOR FUTURE REGULARLY SCHEDULED MEETINGS**
 - 9. **8th Annual Lawndale Blues Festival, September 12, 2020 @ 12:00 p.m.**
(A report from the Community Services Department)

L. ADJOURNMENT

The Parks, Recreation and Social Services Commission will adjourn to its next regularly scheduled meeting on Monday, July 13th, 2020, to be held via Cisco Webex conference call platform.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the Lawndale Parks, Recreation and Social Services Commission to be held on Monday, June 22nd, 2020, was posted not less than 72 hours prior to the meeting.



Mike Estes, Director of Community Services



**MINUTES
CITY OF LAWNDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – JUNE 8th, 2020**

A. CALL TO ORDER AND ROLL CALL

Chairperson Harbison called the meeting to order at 7:04 p.m. in the City Hall Council Chamber, located at 14717 Burin Avenue, Lawndale, California.

Members Present: Daniel Woods, Chairperson
Shirley Rudolph, Commissioner
Madonna Sitka, Commissioner
Erica Harbison, Commissioner

Members Absent: Christina Carroll, Vice Chairperson

Others Present: Mike Estes, Director of Community Services

B. FLAG SALUTE

Chairperson Woods led the commissioners and those in attendance in the flag salute.

C. APPROVAL OF JUNE 8th, 2020 MINUTES

Commissioner Rudolph made a motion, seconded by Commissioner Sitka, to approve the minutes of June 8th, 2020 as written.

Motion carries 4–0 (Commissioner Carroll absent)

D. PRESENTATIONS

None.

E. ITEMS FROM CITIZENS

None.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. Inaugural Lawndale Music Festival:

Director Estes reported to the PRSSC that there will be an agenda item for the June 15th City Council meeting at which staff will recommend the postponement of the Inaugural Lawndale Music Festival scheduled for Saturday, July 18th, 2020. In addition, staff will recommend that the event is rescheduled to Sunday, September 13th, 2020 to follow the 8th Annual Lawndale Blues Festival.

2. Modifications to City Operations Due to COVID-19 Pandemic:

Director Estes reported to the PRSSC that in March when bands were being recruited to play at the event that it was possible that this pandemic could get worse. Therefore, staff asked each band leader if they were available to play on Sunday, September 13th, 2020, the day after the 8th Annual Lawndale Blues Festival and make it a two-day festival. At the time, three of the four bands confirmed they were available to perform on that date, if necessary.

3. FY 2020-21 General Fund Budget:

Director Estes informed the PRSSC that the Fiscal Year 2020-21 Budget was discussed in detail at the June 1st, 2020 City Council meeting. This year, the City had a five-person budget sub-committee, which included two City Councilmembers, that gathered for a number of meetings at which the City's revenue and prior year's spending habits were reviewed. The sub-committee was instrumental in making budget recommendations to the full City Council. On Wednesday, June 3rd, 2020, after some lengthy discussions, the City Council approved a balanced FY 2020-21 General Fund Budget at a special meeting held via Cisco Webex teleconferencing platform.

4. Potential Expenditure, Lawndale Care Package Program:

Director Estes gave the PRSSC a brief history of the Lawndale Care Package Program which is a community program that was developed in March with the goal of providing care packages to those in the community in need of food and other essential items. In April, the City, partnering with Restoration Life Church and Pastor Eddie Vargas, began soliciting donations for the program and ended up collecting approximately \$7,600.00 to be used to purchase food and essential items for the program. In addition to the donation money collected, Restoration Life Church was able to secure additional donations from a number of their donors. On May 8th, the City and Restoration Life Church distributed care packages to 281 families in need. Each care package included two healthy bags of food and essential items valued at approximately \$45.00 each. In total, 562 bags of perishable, non-perishable and essential items were distributed on a drive up, pickup and go basis.

After introducing the program to the PRSSC, Director Estes asked the PRSSC if they would be interested in donating to the program for a second event scheduled to take place on Friday, June 26th. Director Estes further explained that this second distribution event will be focused on Lawndale seniors first and foremost which includes a list of approximately 150 seniors in Lawndale in which care packages will be delivered to their homes on June 26th. Any number of care packages above 150 will be distributed at the church on a drive up pick up and go basis. The City and the church are putting together a minimum of 200 care packages for the June 26th Lawndale Care Package Program.

After some discussion, the PRSSC expressed a desire to donate \$5,000.00 from the PRSSC Fireworks Trust Fund account to the Lawndale Care Package Program.

Director Estes informed the PRSSC that he would provide a purchasing resolution at the June 22nd, 2020, regularly scheduled teleconference call meeting for potential approval by the PRSSC on June 22nd.

G. PARK IMPROVEMENTS AND FACILITIES UPDATE

No report.

H. ITEMS FROM COMMISSIONERS

None submitted.

I. SPECIAL EVENTS UPDATE

No report.

J. MISCELLANEOUS

1. Individual Comments from Commissioners:

There were no comments by any of the PRSSC members.

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

None submitted.

L. ADJOURNMENT

Chairperson Harbison adjourned the meeting at 7:45 p.m. to a regularly scheduled meeting to be held on Monday, June 22nd, 2020, via the Cisco WebEx teleconferencing platform.

Daniel Woods, Chairperson

Attest:

Mike Estes, Director of Community Services




CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200, FAX (310) 644-4556

DATE: June 22nd, 2020

TO: Parks, Recreation and Social Services Commission

FROM: Mike Estes, Director of Community Services 

SUBJECT: Potential Expenditure, Lawndale Care Package Program

BACKGROUND

The Parks, Recreation and Social Services Commission (PRSSC) annually contributes sales revenues from its fireworks booth fund-raising efforts to the Fireworks Trust Fund account. The account was established in 2005 as a vehicle to assist the Parks and Recreation Department to make purchases when funds were limited. The purchasing policy, Section 3.10.020 of the Lawndale Municipal Code, creates a framework to authorize the PRSSC to procure supplies, services and equipment (i) related to social services and events, and (ii) for items not included in the City Budget, with the concurrence of a majority of the entire Commission.

STAFF REVIEW

In late March, the City, in partnership with Restoration Life Church and Pastor Eddie Vargas, started planning for a community outreach program involving the distribution of care packages to those in the community in need. The program, titled "Lawndale Care Package Program" held its first distribution event on Friday, May 8th, 2020, at Restoration Life Church in Lawndale.

Prior to the May 8th distribution event, the City collected approximately \$7,600.00 from various individuals and businesses in and outside of the Lawndale community which was used to purchase non-perishable and essential items for the May 8th distribution event. At this event, 281 families were provided care packages, on a drive up basis, consisting of two bags of non-perishable and essential items with an approximate value of \$45.00 per bag for a total of 562 bags.

In May, the City and the church determined that there was a desire to do a second Lawndale Care Package event to take place on Friday, June 26th at Restoration Life Church in Lawndale. As well, in May, the City began soliciting donations for the June 26th Lawndale Care Package distribution date, or round two as some have called it. .

At its June 8th regularly scheduled meeting, the PRSSC considered making a donation to the Lawndale Care Package Program per a request from Mayor Robert Pullen-Miles and the City's Community Services Department. After staff gave the PRSSC a summary of the program and following some discussion, the PRSSC determined that it would like to donate \$5,000.00 to the Lawndale Care Package Program in preparation for the Friday, June 26th, 2020, care package distribution date.

Following the discussions and commitment by the PRSSC to donate \$5,000.00, Director of Community Services, Mike Estes informed the PRSSC that he would return to the June 22nd regularly scheduled meeting with a purchasing resolution for potential approval by the PRSSC.

FUNDING

Funds are available in the PRSSC Fireworks Trust Fund account to fund this particular donation.

RECOMMENDATION

STAFF RECOMMENDS that the PRSSC: 1) present a motion to approve PRSSC Resolution 1084-20, or refrain from presenting a motion in which case the item will die; and 2) second the motion, or let the motion die due to lack of a second in which case the resolution will be null and void.

Upon a positive majority vote of the PRSSC members present, staff will exercise PRSSC Resolution 1084-20 and transfer funds in the amount of \$5,000.00 from the PRSSC Fireworks Trust Fund account to the City's applicable "Community Outreach" donation account.

If, however, the item fails to obtain a majority vote of the PRSSC members present, the purchasing resolution will be null and void.

RESOLUTION NO. 1084-20

A RESOLUTION OF THE PARKS, RECREATION AND SOCIAL SERVICES COMMISSION OF THE CITY OF LAWDALE, CALIFORNIA APPROVING THE EXPENDITURE OF FUNDS FOR THE PURCHASE OF ESSENTIAL FOOD ITEMS FOR THE LAWDALE CARE PACKAGE PROGRAM BENEFITING LAWDALE SENIORS, UNDERPRIVILEGED FAMILIES AND INDIVIDUALS

WHEREAS, Lawndale Municipal Code ("LMC") Chapter 3.10 establishes the procurement policies pursuant to which the City's Parks, Recreation and Social Services Commission ("PRSSC") may spend the funds raised by the PRSSC's fireworks booth operations; and

WHEREAS, LMC Section 3.10.020 authorizes the PRSSC to procure supplies, services and equipment with funds raised by the PRSSC if a majority of the PRSSC approves the expenditure after considering the purchase as a properly agendized item at a regular public meeting of the PRSSC; and

WHEREAS, on June 22nd, 2020, at a virtual regular meeting of the PRSSC, the PRSSC considered whether to donate a portion of the funds raised by the PRSSC to the Lawndale Care Package Program for the purchase essential perishable and non-perishable food items benefitting Lawndale Seniors and other underprivileged families and individuals in the Lawndale Community.

NOW, THEREFORE, THE PARKS, RECREATION AND SOCIAL SERVICES COMMISSION OF THE CITY OF LAWDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the foregoing recitals are true and correct and incorporated herein.

SECTION 2. That the PRSSC has reviewed account statements demonstrating that PRSSC Fireworks Trust Fund Account includes sufficient funds to make the purchases being considered.

SECTION 3. That the PRSSC hereby approves the expenditure of the not to exceed amount of \$5,000.00 of the funds raised by the PRSSC fireworks sales stand to the Lawndale Care Package Program for the purchase of essential perishable and non-perishable food items benefitting Lawndale Seniors and other underprivileged families and individuals in the Lawndale Community.

SECTION 4. That the PRSSC's staff liaison is hereby directed to undertake such actions as may be necessary to donate the funds contemplated herein on behalf of the PRSSC.

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PASSED, APPROVED AND ADOPTED this 22nd day of June, 2020.

Daniel Woods, Chairperson

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Mike Estes, Director of Community Services for the City of Lawndale, California, do hereby certify that the foregoing Resolution No. 1084-20 was duly approved and adopted by the Parks, Recreation and Social Services Commission of the City of Lawndale at a regular virtual meeting of said Commission held on the 22nd day of June, 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mike Estes, Director of Community Services