



AGENDA
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
MONDAY, JUNE 8th, 2020, – 7:00 P.M.
CISCO WEBEX CONFERENCE CALL – NO PHYSICAL MEETING LOCATION
14717 BURIN AVENUE, LAWDALE, CA. 90260

Consistent with Executive Orders No. 25-20 and No. N-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 as Parks, Recreation and Social Services Commission will be teleconferencing into the meeting via 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: 146 919 0597 0597#
3. When prompted, enter the following Attendee ID 31#
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** are limited to three (3) minutes. 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/depthtml/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 MARCH 9th, 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. **Modifications to City Operations Due to COVID-19 Pandemic**
(A report from the Community Services Department)
(Please see attachment #1, Staff Report to City Council dated June 1st, 2020)
 - 3. **FY 2020-21 General Fund Budget, Community Services Department**
(A report from the Community Services Department)
 - 4. **Potential Expenditure, Lawndale Care Package Program**
(A report from the Community Services Department)
(Please see attachment #2, Event Flyer, Round 1)
- G. **PARK IMPROVEMENT AND FACILITIES UPDATE**
No report.
- H. **ITEMS FROM COMMISSIONERS**
No items submitted.
- I. **SPECIAL EVENTS UPDATE**
No report.
- J. **MISCELLANEOUS**
 - 5. **Individual Comments from Commissioners**
- K. **AGENDA ITEMS FOR FUTURE REGULARLY SCHEDULED MEETINGS**
- L. **ADJOURNMENT**

The Parks, Recreation and Social Services Commission will adjourn to its next scheduled meeting on Monday, June 22nd, 2020, to be held in the City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, California.

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 8th, 2020, was posted not less than 72 hours prior to the meeting.

 6-4-20

Mike Estes, Director of Community Services



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – MARCH 9th, 2020**

A. CALL TO ORDER AND ROLL CALL

Chairperson Harbison called the meeting to order at 7:13 p.m. in the City Hall Council Chamber, located at 14717 Burin Avenue, Lawndale, California.

Members Present: Chairperson Erica Harbison
 Vice Chairperson Daniel Woods
 Commissioner Shirley Rudolph
 Commissioner Christina Carroll
 Commissioner Madonna Sitka

Members Absent: None

Others Present: Mike Estes, Director of Community Services

B. FLAG SALUTE

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

C. APPROVAL OF FEBRUARY 24th, 2020 MINUTES

Commissioner Rudolph made a motion, seconded by Vice Chairperson Woods, to approve the minutes of February 24th, 2020, as written.

Motion carries 4–0 (Commissioner Carroll tardy)

D. PRESENTATIONS

None.

E. ITEMS FROM CITIZENS

None.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. PRRSC Reorganization, Election of Chairperson:

Director Estes provided an administrative document outlining the process and briefly discussed the nominations process for both PRSSC Chairperson and Vice Chairperson to ensure that the process runs smoothly.

1) Chairperson Harbison opened the floor to nominations for PRSSC Chairperson; 2) Commissioner Rudolph nominated Vice Chairperson Woods for Chairperson; 3) Vice Chairperson Woods accepted the nomination; 4) Commissioner Rudolph moved to close the floor to nominations; 5) Commissioner Carroll seconded the motion to close the floor to nominations; 6) Chairperson Harbison closed the floor to nominations; and 7) by a show of hands, Vice Chairperson Woods was unanimously chosen as Chairperson for the remainder of the term.

2. PRRSC Reorganization, Election of Vice Chairperson:

1) Chairperson Harbison opened the floor to nominations for PRSSC Vice Chairperson; 2) Commissioner Sitka nominated Commissioner Carroll for Vice Chairperson; 3) Commissioner Carroll accepted the nomination; 4) Commissioner Sitka moved to close the floor to nominations; 5) Commissioner Rudolph seconded the motion to close the floor to nominations; 6) Chairperson Harbison closed the floor to nominations; and 7) by a show of hands, Commissioner Carroll was unanimously chosen as Vice Chairperson for the remainder of the term.

3. Easter Egg Hunt, Saturday, April 11th, 2020, 10:00 a.m., William Green Park:

Director Estes reported to the PRSSC results of the discussion staff had with the Youth Advisory Committee (YAC) as it pertains to planning for this event to give more children the opportunity to find a golden egg. YAC comments were as follows:

- It is not fair that only some children get a golden egg and special prizes.
- The youngest aged children, which are mostly babies, do not need a golden egg since the parents often interfere with the hunt by entering the area.
- The golden egg should be removed from the egg hunt altogether so the children can just focus on collecting the regular eggs.
- We should fill goody bags with items such as pencils, stickers and candy so each child can take something home.
- If we want to continue to have the golden eggs, maybe there can be a competition to win one but there are so many children at this event, it would be hard to organize.
- We should let the Easter bunny decide which children in line get the golden eggs and special prize inside during the Easter bunny visits.

After some discussion, the PRSSC favored the following ideas: 1) continuing to provide regular candy-filled eggs for the hunt; 2) providing goody bags (bullet point four) for each child at the event; 3) to consider sponsoring this portion of the event; and 4) eliminating the golden eggs altogether.

4. Youth in Government Day, Tuesday, March 24th, 2020:

Director Estes reported to the PRSSC that: 1) Youth in Government Day is in the planning stages and is scheduled to take place on March 24th; 2) the attached memorandum has been distributed to staff as a means to get adult participation and is available to PRSSC; 3) it is understood that PRSSC members traditionally have not participated and may have difficulty participating due to their careers, jobs and simply not being available.

G. PARK IMPROVEMENTS AND FACILITIES UPDATE

No report.

H. ITEMS FROM COMMISSIONERS

Director Estes reported the following to the PRSSC based upon previous discussions that had taken place at various meetings in the past: 1) it was suggested that the PRSSC could have a "Master Funding Plan" of eligible expenses that prioritize PRSSC funded projects over a specific period of time; 2) the Master Funding Plan would hold the PRSSC responsible for completing projects on the list that would stand the test of time and be a tool that future PRSSC bodies use to complete PRSSC funded projects if applicable; 3) continue to work on the list of projects until the list has been completed; and 4) with the understanding that future PRSSC bodies may not be held accountable for completing the project list if the majority does not have the same priorities.

During follow up discussions, the following suggestions and comments were made:

One Commissioner suggested that the things that the current PRSSC spends money on be included on such list such as: 1) Holidays Baskets Program Donations; 2) Halloween Haunt Giveaway Items; 3) Youth Advisory Movie Night Sponsorship; and 4) Lawndale Music Festival Sponsorship.

Contributions to eventual skate park amenities after the park is built was mentioned as another area of donation by the PRSSC. Contributions to the actual project would likely not be an option as it would be a County-funded grant project and we would not be interested in saving the County money with PRSSC contributions.

One commissioner suggested potential sponsorship of the Youth Sports Programs and/or Pee Wee Sports programs. This may or may not be an option unless funds were eliminated from the City's General Fund Budget.

One commissioner reiterated staff's previous suggestion that the PRSSC consider adopting a scholarship program for disadvantaged children that live in Lawndale to take recreation classes at no cost upon qualifying for the program. Director Estes reported to the PRSSC that this would require an annual stipend each year that would be available on a first come, first served basis until funds are exhausted. After a year or so of the program, we would have an idea what amount of funds would need to be contributed to this ongoing program. There were a number of other discussions pertaining to this item.

One commissioner suggested a fundraiser through a local restaurant at which a percentage is donated back to the City as a means to acquire more funds for these purposes.

I. SPECIAL EVENTS UPDATE

No report.

J. MISCELLANEOUS

1. Individual Comments from Commissioners:

One commissioner inquired if staff needs help for the Easter Egg Hunt special event.

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- 1. Inaugural Lawndale Music Festival**
- 2. PRSSR Fireworks Stand Fundraising Program**
- 3. 8th Annual Lawndale Blues Festival**
- 4. McKenzie Gardens Cleanup Project**
- 5. PRSSC Master Funding Plan**

L. ADJOURNMENT

Chairperson Harbison adjourned the meeting at 8:08 p.m. to a regularly scheduled meeting to be held on Monday, March 23rd, 2020, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue.

Erica Harbison, Chairperson

Attest:

Mike Estes, Director of Community Services





CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: June 1, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Mike Estes, Director of Community Services 

SUBJECT: Consideration of Further Modifications to City Recreation Programming Due to COVID-19 Pandemic

BACKGROUND

Due to the COVID-19 (Coronavirus) pandemic and ongoing public health “Safer at Home” and “Shelter in Place” orders as directed by the federal, state and county officials, the City made formal operational modifications on March 16th, April 6th and May 18th.

On May 26, 2020, the Los Angeles County Department of Public Health (LACDPH) revised its Safer at Home order, which is effective until further notice, with the general understanding that the restrictions would be gradually relaxed as the COVID-19 curve flattens.

STAFF REVIEW

Previous Program Cancellations:

On March 16, 2020, the City Council moved to cancel the following special events to discourage group gatherings and stop potential spread of COVID-19: 1) Youth in Government Day; 2) Clean-up Week; 3) City-wide Clean-up Day; and 4) Easter Egg Hunt. In addition, the following senior and other recreation activities were suspended: 1) Senior Congregate Meals Program (On-site program only); 2) Senior Fitness Programs; 3) All other Recreation Classes; and 4) All programming at City parks and joint-use facilities.

On April 6, 2020, the City Council cancelled the following special event programs: 1) Lawndale Community Bike Ride; and 2) Lawndale Youth Day Parade.

On May 18, 2020, the City Council cancelled the public version of the Memorial Day Ceremony and directed staff to continue working on a virtual Memorial Day Ceremony. In addition, the City Council cancelled the Health, Safety and Pet Fair scheduled for Saturday, June 6, 2020.

Summer Programming Start Dates:

As we near the summer programming session, which has been traditionally set to begin in late June, the future of the following summer programs for 2020 need to be addressed: 1) Summer Day Camp; and 2) Summer Youth Basketball.

The City typically begins taking registrations for these two programs in April and May of each year. However, due to the fact that the Community Center has been closed to the public since March 16, the Community Services Department has not taken registrations due to the uncertainty surrounding the COVID-19 pandemic as it relates to gatherings of individuals and closure of City facilities to the public.

Youth Basketball, Program Challenges:

Due to the nature of the sport, basketball is a sport that is virtually impossible for the players to practice social distancing. Game conditions such as players gathering around the ball, competitively jockeying for loose balls and rebounds and playing defense are scenarios at which social distancing can be virtually impossible. Using a ball that is touched by every player on both teams presents a potentially infectious scenario as well. The addition of fans, parents, siblings, etc. crowded into a small gymnasium further complicates the practice of social distancing. As specified in the State Health Officer Orders of May 26, continued closure of gyms is specifically mentioned.

Summer Day Camp, Program Challenges:

The Summer Day Camp program is one that includes a maximum of 50 campers per week for seven weeks and creates a number of challenges that would require substantial modifications to the program in order to comply with existing Safer at Home and Shelter in Place orders.

Such modifications would likely include, but not limited to: reduced levels of participation due to social distancing requirements, expanding programming space, regular cleaning and sanitizing of programming areas, restrooms and frequently touched surfaces such as tables, chairs, doors, doorknobs, equipment and supplies and outdoor playgrounds. For lunch and break periods, areas must be setup to provide a minimum of six feet of separation between each participant.

In addition, an isolation area, or resting station should be established for participants and/or staff that develop symptoms. These areas must also be thoroughly cleaned and sanitized after each use. Indoor gatherings of campers will likely be prohibited as well to further reduce potential exposure to COVID-19 for the program participants and staff.

The list of program modifications mentioned above is not exhaustive. However, coupled with the fact that the Lawndale Elementary School District (LESD) has still not confirmed that the park used for this program in years past will be available, this program could not be put together in time for a late June start date. As well, it is likely that consumer confidence is not high enough for parents to allow their children to participate in group programs in the near future.

Contract Classes Suspended:

On March 16, 2020, the City Council suspended contract class programs until further notice. In addition, in its revised order of May 26, 2020, the Health Officer for LACDPH specifically identifies “community centers” as one of the higher-risk recreational sites of which continued closure has been ordered. Furthermore, “all events and gatherings” unless specifically allowed by the May 26, 2020 Order continue to be prohibited.

The 2020 summer contract class session, which traditionally begins in late June, has not been setup to except program registrations due to the community center being closed among other reasons related to the COVID-19 pandemic.

The City of Lawndale summer programs typically include approximately 350 children registered into the Summer Day Camp program, approximately 150 players in the Youth Basketball program and several hundred more in the contract class programs.

However, during these times of the COVID-19 pandemic, it is very unclear if those that typically participate in City of Lawndale programs are ready to enroll their children into recreation programs due to the uncertainty of the pandemic, suspension of schools and personal safety concerns. For these reasons, staff recommends cancellation of these summer programs and contract classes.

LEGAL REVIEW

There has been no legal review.

FISCAL IMPACT

The fiscal impact of cancelling summer programs will involve a reduction in participant revenues and General Fund savings via reduced expenditures and staff time.

RECOMMENDATION

Staff recommends that the City Council: 1) cancel the 2020 Summer Day Camp and Summer Youth Basketball programs; and 2) reaffirm the suspension of contract class programs through the 2020 summer contract class programming session.



Lawndale Care Package Program

FRIDAY MAY 8TH, 2020 @ 10:00AM

4234 W 147th Street, Lawndale CA 90260

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