



**MINUTES  
CITY OF LAWDALE  
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION  
REGULAR MEETING – FEBRUARY 24<sup>th</sup>, 2020**

**A. CALL TO ORDER AND ROLL CALL**

Chairperson Harbison called the meeting to order at 7:09 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

Members Absent:                      Commissioner Madonna Sitka

Others Present:                      Mike Estes, Director of Community Services

**B. FLAG SALUTE**

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

**C. APPROVAL OF FEBRUARY 10<sup>th</sup>, 2020 MINUTES**

Commissioner Rudolph made a motion, seconded by Chairperson Harbison, to approve the minutes of February 10<sup>th</sup>, 2020, with one typographical revision.

**Motion carries 4–0 (Commissioner Sitka absent)**

**D. PRESENTATIONS**

None.

**E. ITEMS FROM CITIZENS**

None.

**F. ITEMS FROM COMMUNITY SERVICES STAFF**

**1. Potential Expenditure, Senior Tea Party Sponsorship for 2020-21:**

Director Estes summarized the attached staff report and verified funds are available for the expense being considered per PRSSC Resolution 1984-20.

There was no discussion by the PRSSC pertaining to this item.

Vice Chairperson Woods made a motion, seconded by Commissioner Carroll, to approve the PRSSC Resolution 1084-20

**Motion carries 4–0** (Commissioner Sitka absent)

**2. PRSSC Fireworks Stand Fundraising Program:**

Director Estes reported the following to the PRSSC: 1) there were five entities, not including the PRSSC, that were granted sales permits at the February 18th, City Council meeting; 2) the course of action determined by the PRSSC at a recent meeting was to distribute a Request for Proposal (RFP) to both licensed pyrotechnic vendors; 3) there were more details to confirm with the Centinela Valley Union High School District before the RFP is to be distributed; and 4) it is being anticipated that the RFP can be released within the next few weeks.

There were other discussions about the RFP process.

**3. Lawndale Municipal Code, Chapter 3.10, Purchasing by the Parks, Recreation and Social Services Commission and Chapter 8.12, Fireworks:**

Director Estes introduced this item as one that could help all parties get on the same page as it pertains to eligible expenses and processes involved in purchasing by the PRSSC and reviewed the following Lawndale Municipal Code items:

- Purchasing by the Parks, Recreation and Social Services Commission, Chapter 3.10.010
- Purchasing by the Parks, Recreation and Social Services Commission, Chapter 3.10.020
- Purchasing by the Parks, Recreation and Social Services Commission, Chapter 3.10.030
- Fireworks, Chapter 8.12

Director Estes also discussed some of the history as it pertains to other commissions that have been involved in the use of PRSSC Fireworks Trust Funds account monies in the past.

**4. PRSSC Resolutions for Expenditures Spreadsheet:**

Director Estes provided the spreadsheet as an attachment to the agenda and briefly reviewed the expenditures for the current fiscal year and the total amount spent. There were no questions pertaining to this item.

**G. PARK IMPROVEMENTS AND FACILITIES UPDATE**

No report.

**H. ITEMS FROM COMMISSIONERS**

No report.

**I. SPECIAL EVENTS UPDATE**

**5. Youth in Government Day, Tuesday, March 24<sup>th</sup>, 2020**

Director Estes reported to the PRSSC that the event is being planned at this time. In addition, Director Estes described event details such as participants, purpose of the event and what the value is to the participants.

**6. Easter Egg Hunt, Saturday, April 11<sup>th</sup>, 2020**

Director Estes reported the following to the PRSSC as it pertains to the Golden Egg award as it relates to the discussions by the PRSSC at a previous meeting. The issue was discussed by the Youth Advisory Committee at a recent meeting and a few suggestions were offered. Director Estes informed the PRSSC that he will provide a more comprehensive report at the PRSSC's next regularly scheduled meeting. There was also discussion about the supply of eggs being purchased for the Egg Hunt on April 11<sup>th</sup>.

**7. Youth Day Parade Planning Update:**

Director Estes reported the following to the PRSSC regarding the planning process for the Youth Day Parade: 1) the committee met tonight and a lot of ground was covered; 2) the number of entries will substantially increase as many more applications have been received, but not entered onto the official entry list; 3) the school district will be adding a game truck to the event activity area which will be paid for by the school district; 4) there were discussions about the spring extravaganza portion of the event as well; and 5) trophy samples were reviewed and selections were made; however, trophies cannot be ordered until we get to the deadline when we will ultimately know how many entries we will have.

**J. MISCELLANEOUS**

**8. Individual Comments from Commissioners:**

One commissioner discussed information provided by the school district as it pertains to Census 2020. Director Estes commented that the City has been communicating with the school district for use of facilities for training and census completion activities. Director Estes also mentioned that the City is under contract with the County of Los Angeles to complete all Census 2020 activities.


One commissioner inquired about the Holiday Basket Program.

**K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING**


9. **8<sup>th</sup> Annual Lawndale Blues Festival**
10. **McKenzie Gardens Volunteer Work Project Update (TBA)**
11. **Commission Reorganization (March 9<sup>th</sup>)**
12. **PRSSC Fireworks Stand Fundraising Program**
13. **PRSSC Master Funding Plan for Eligible Expenses**

L. ADJOURNMENT

Chairperson Harbison adjourned the meeting at 8:16 p.m. to a regularly scheduled meeting to be held on Monday, March 9<sup>th</sup>, 2020, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue.

  
\_\_\_\_\_  
Erica Harbison, Chairperson

Attest:

  
\_\_\_\_\_  
Mike Estes, Director of Community Services