



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – SEPTEMBER 9th, 2019**

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 Christina Carroll
 Commissioner Madonna Sitka

Members Absent: Commissioner Shirley Rudolph

Others Present: Mike Estes, Director of Community Services

B. FLAG SALUTE

Vice Chairperson Woods led the Commissioners and those in attendance in the flag salute.

C. APPROVAL OF SEPTEMBER 9th, 2019 MINUTES

Commissioner Sitka made a motion, seconded by Vice Chairperson Woods, to approve the minutes of August 12th, 2019, as written.

Motion carries 4–0 (Commissioner Rudolph absent)

D. PRESENTATIONS

None.

E. ITEMS FROM CITIZENS

None.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. 7th Annual Lawndale Blues Festival:

Director Estes provided the PRSSC with the event synopsis document and mentioned the following event elements for this Saturday's 7th Annual Blues Festival: 1) attendance is expected to grow this year; last year it was projected that approximately 1,200 people were in attendance; 2) event setup will begin taking place at 7:00 a.m. on Saturday; 3) the goal is to be completely setup no later than 10:30 a.m.; 4) the band lineup and performance times were

reviewed and musicians have been told to arrive no less than one hour before their performance time; 5) all food vendor participation have been re-confirmed; they will be setup on the west end of the athletic field in a U-shaped fashion and they have been told to arrive no later than 10:00 a.m.; 6) musician, spectator and VIP parking locations were reviewed; 7) food vendors will be required to post visible price menus; 8) Mr. Cat Productions, the sound system vendor, will be on site at 7:00 a.m. to get the sound system functioning; they will also provide a 5-piece drum kit backline; 9) Entities invited by the Community Services Department will not be required to get a business license which encourages participation; 10) spectator and canopy zone seating areas were reviewed; 11) all City-owned canopies will be setup to provide shaded seating areas on a first come, first served basis; 12) the Los Angeles County Sheriff's Department will provide all day event security services; and 13) we are expecting fabulous weather on Saturday.

2. Ethics Training Workshop Requirement:

Director Estes reported to the PRSSC that each commissioner needs to complete the training as soon as possible. If any of you were not in attendance at the physical workshop in August, the training can be completed online via the FPPC website. Please see the correspondence sent by the City Clerk's Office to those that need to complete the training for a link to the training website.

3. PRSSC Fireworks Stand Revenue Report:

Director Estes reported to the PRSSC that the revenue figures have not yet been confirmed. The contract between the City and TNT requires reconciliation no later than September 5th, 2019. Director Estes is expecting a full revenue report to be available at the PRSSC's next regularly scheduled meeting on September 23rd. It is projected that the City's portion of the revenue will be in the \$14,000 to \$18,000 dollar range after the various costs such as sales tax, property lease and credit card fees are paid.

4. Halloween Haunt Giveaway Item:

Director Estes inquired of the PRSSC if they were intent on purchasing a giveaway item for this year's event in October. If this is the case and the PRSSC cares to select an item(s) to purchase for the event attendees, Director Estes mentioned that he could provide some product information at the next regularly scheduled meeting. Director Estes also mentioned that the glow in-the-dark items purchased in previous years have always been very popular with the event attendees. The PRSSC members reacted favorably and Director Estes confirmed that he will bring product information to the next regularly scheduled meeting.

G. PARK IMPROVEMENTS AND FACILITIES UPDATE

No report.

H. ITEMS FROM COMMISSIONERS

None.

I. SPECIAL EVENTS UPDATE

5. Volunteer and Sponsorship Recognition Dinner Review:

Director Estes reported to the PRSSC that event went very well and was well attended. Typically there are approximately 65 volunteers and sponsors that come to the event; however, this year there were nearly 90 individuals in attendance.

The event was held at the Alondra Park Country Club on August 8th and there were a number of positive comments from the attendees about the food and the venue itself. Many said that they enjoyed the change in venue because they are at the community center virtually every day. Others mentioned that they felt as though they were going out for the night and enjoyed dressing up and going somewhere other than the community center for this event.

In addition, it was nice to include the fireworks stand volunteers in the event. Those that came were treated to a nice meal and presented a Certificate of Appreciation. This is a process that can be used in future years as well. This will eliminate the need to try to figure out ways in which the fireworks stand volunteers can be thanked for their service to the PRSSC and the City. Next year things will operate smoother than this year since we now have a process in place to reward the volunteers and we can get the word out earlier.

6. Halloween Haunt, October 31st, 4:00 p.m. to 8:00 p.m., Lawndale Civic Center Plaza:

Director Estes mentioned that planning for the event is underway. Various event details are being taken care of such as: Los Angeles County approval to use the library grass area for the event and other required arrangements that need to be put in place. The event will include the traditional event elements such as, haunted house, stage entertainment, non-profit organization participation, food vendors, arts and crafts and various other elements that will make for a fine event. The Community Services Department is always considering new ideas and attractions as a means to have an event that gets better and better each year.

There was some discussion initiated by the PRSSC about potentially changing the time of the event to start later due to the fact that there are typically few people at the event when it starts at 4:00 p.m. Director Estes confirmed with the PRSSC that staff will have internal discussions about this topic in the near future.

A public speaker made the following suggestions as it pertains to the Halloween Haunt event: 1) there should be more games so more younger children would come to the event and the lines to the haunted mansion would not be so long; 2) there should be more attractions for the young children such as the junior haunted house so more younger children will come to the event; and 3) sometimes the event gets boring due to the lack of activities for the young children and the variety of attractions.

7. Angel Tree Lighting Event/60th Anniversary Celebration, December 6th, 4:00 p.m. to 8:00 p.m. Lawndale Civic Center Plaza:

Director Estes provided the following event details to the PRSSC: 1) the Angel Tree Lighting event will be the main 60th anniversary event; 2) the event will not be a whole lot different than in the past, but there will be more attractions and celebratory activities; 3) the addition of the synthetic ice skating rink will be the main addition to the Angel Tree Lighting event on December 6th. Director Estes mentioned his concerns about the weather in December, specifically how it relates to the synthetic skating rink. Director Estes is considering the addition of a canopy to cover the skating rink which would help to keep rain off the rink if it does rain and can provide evidence that something big is happening. Essentially the canopy would provide onsite advertising so to speak and people will notice something is happening when they see it and become interested. Just as a note of clarification, the skating rink will be

operational whether there is rain or not; rain will not affect the rinks integrity. It is likely that the City's birthday will be celebrated that evening as well with free cupcakes to the event attendees or to the first 1,000 attendees. In addition, the change in event date moving it to December, will be a permanent change for future years. The City will have the usual attractions that have been popular for the community for many years, such as the snow sled run, trackless train, stage entertainment, visits with Santa and his sleigh and other attractions. Along with the permanent date change for this event, there will be a change in the Santa Sleigh Program which will begin on Monday, December 2nd and continue through Friday, December 13th, absent December 6th, due to the Angel Tree Lighting event.

8. 60th Anniversary Celebration, December 7th and 8th, 12:00 p.m. to 8:00 p.m., Lawndale Civic Center Plaza/Lawndale Way:

Director Estes reported to the PRSSC that the 60th Anniversary Celebration will continue on Saturday, December 7th and Sunday, December 8th from 12:00 p.m. to 8:00 p.m. Attractions for this event will include the synthetic skating rink, trackless train, visits with Santa Claus and others that may be included as the event is planned. The City is also considering including snow machines to make the event areas much more festive for the 60th Anniversary Celebration. The City is also going to include disc jockey Ed Edwards in the 60th Anniversary Celebration as well on Friday, Saturday and Sunday.

J. MISCELLANEOUS

9. Individual Comments from Commissioners:

One commissioner suggested that the 60th Anniversary Celebration event includes a more festive settings and surroundings.

There were no other comments made by any of the PRSSC members.

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- 10. 7th Annual Lawndale Blues Festival**
- 11. PRSSC Fireworks Booth Revenue Report**

L. ADJOURNMENT

Chairperson Harbison adjourned the meeting at 7:54 p.m. to a regularly scheduled meeting to be held on Monday, October 14th, 2019, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue.

Erica Harbison, Chairperson

Attest:

Mike Estes, Director of Community Services