



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – JUNE 24, 2019**

A. CALL TO ORDER AND ROLL CALL

Chairperson Harbison called the meeting to order at 7:05 p.m. in the City Hall Council Chamber, located at 14717 Burin Avenue, Lawndale, California.

Members Present: Vice Chairperson Daniel Woods
Commissioner Shirley Rudolph
Commissioner Christina Carroll

Members Absent: Chairperson Erica Harbison
Commissioner Madonna Sitka

Others Present: Mike Estes, Director of Community Services

B. FLAG SALUTE

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

C. APPROVAL OF JUNE 10th, 2019 MINUTES

Commissioner Rudolph made a motion, seconded by Commissioner Carroll, to approve the minutes of June 24th, 2019, as written.

Motion carries 3–0 (Chairperson Harbison and Commissioner Sitka absent)

D. PRESENTATIONS

None.

E. ITEMS FROM CITIZENS

None.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. PRSSC Fireworks Sales Stand Operations:

Director Estes reported to the PRSSC that it would be good use of time to review the City's Council Policy 84-05, Cash Handling for the PRSSC Fireworks Stand, created in 2005 prior to the City's very first fireworks stand. The entire policy was reviewed by Director Estes and there were numerous questions which created training opportunities regarding the handling of cash, deposits at the bank and related documentation. The process for picking up the cash to be

used as change and holding the cash while the stand is operational was clarified. There was also a great deal of discussion regarding deposits to be made at the bank, the proper documentation to be completed by those making the deposits at the bank and the deposit slips that go inside the deposit bag. In addition, the process for accepting credit cards and positive identification were also reviewed as well as the process for closing out shifts. The review of the policy was both interactive and extremely informative for the PRSSC, especially the members who have never been through a fireworks fundraising program before. The process for replenishing cash in the register and maintaining adequate change in the register were also reviewed. There were other conversations, questions and comments that were too numerous to include.

2. PRSSC Fireworks Sales Stand Volunteer Scheduling:

Director Estes included this agenda item to provide the PRSSC an opportunity to discuss the fireworks stand for both the PRSSC commissioners and the volunteers. The PRSSC took some time to discuss the oversight of the fireworks sales stand and ensure that there are commissioners scheduled to oversee the sales stand each day. Commissioner Rudolph was handling the scheduling while Commissioner Sitka was out of town and was communicating with the volunteers very effectively. There were a number of discussions about the hours of the fireworks stand, when the initial opening of the stand will be and how the startup cash process will take place. There were other conversations, questions and comments that were too numerous to include.

3. PRSSC Fireworks Sales Stand Miscellaneous Items:

Director Estes included this agenda item so the PRSSC could discuss other issues that were not related to the actual stand operations or the volunteer scheduling agenda items. A number of topics were discussed such as, provision of overnight security, inspections, the product return process, City equipment and supplies provision and delivery, counterfeit bill scanner, etc. There were discussions about the gas generator powering the stand as well as discussions about providing tables, chairs, water, etc. Director Estes mentioned that there may not be any space for any extras; however, it is doubtful that we will be able to include many of the elements that used to be included when the fireworks stand was on City property at Manhattan Beach and Hawthorne boulevards. There were other conversations, questions and comments that were too numerous to include.

G. PARK IMPROVEMENTS AND FACILITIES UPDATE

No report.

H. ITEMS FROM COMMISSIONERS

No report.

I. SPECIAL EVENTS UPDATE

No report.

J. MISCELLANEOUS

4. Individual Comments from Commissioners:

None.

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- 5. PRSSC Fireworks Sales Stand Review**
- 6. 7th Annual Lawndale Blues Festival**
- 7. PRSSC Fireworks Stand Volunteer Schedule**

L. ADJOURNMENT

Vice Chairperson Woods adjourned the meeting at 8:29 p.m. to a regularly scheduled meeting to be held on Monday, July 8th, 2019, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue.

Daniel Woods, Vice Chairperson

Attest:

Mike Estes, Director of Community Services