



**MINUTES  
CITY OF LAWNDALE  
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION  
REGULAR MEETING – SEPTEMBER 23<sup>rd</sup>, 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:                      Chairperson Erica Harbison  
   Commissioner Christina Carroll  
   Commissioner Shirley Rudolph  
   Commissioner Madonna Sitka

Members Absent:                      Vice Chairperson Daniel Woods

Others Present:                      Mike Estes, Director of Community Services

**B. FLAG SALUTE**

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

**B. APPROVAL OF SEPTEMBER 23<sup>rd</sup>, 2019 MINUTES**

Commissioner Sitka made a motion, seconded by Commissioner Carroll, to approve the minutes of September 9<sup>th</sup>, 2019, as written.

**Motion carries 3–0** (Vice Chairperson Woods absent; Commissioner Rudolph abstention)

**D. PRESENTATIONS**

None.

**E. ITEMS FROM CITIZENS**

None.

**F. ITEMS FROM COMMUNITY SERVICES STAFF**

**1. 7<sup>th</sup> Annual Lawndale Blues Festival Event Review:**

Director Estes provided the PRSSC with the following staff event review regarding the event on September 14<sup>th</sup>, at Jane Addams Park: 1) the event was tremendous and included few problems and it was very hot; 2) we had the largest crowd than any other previous year; the crowd was very large when the Shari Puerto Band was on stage; 3) the Daily Breeze was on site for early morning photos and late afternoon interviews which resulted in a nice article in

the newspaper on Monday, September 16<sup>th</sup>, 4) the car show was fabulous; there were approximately 95 cars in attendance through the early afternoon; 5) there was only one uncomfortable situation related to the stage operations; 6) the sound and the sound crew was tremendous and were able to make sound adjustments on the fly when the bands requested such; and 7) the Shari Puerto Band raised the bar for this event and had a great performance.

Director Estes gave the PRSSC members in attendance the opportunity to provide some feedback on the event. The feedback provided was as follows: 1) there is never a perfect event; 2) the attendance was great; 3) the sound stage issue was handled appropriately; 4) the event setup was great as well; 5) it was an amazing time; 6) can there be a name change to music festival with different genre's; 7) there was some alcohol consumption and smoking at the event that the Sheriff's did not address; 8) the Sherriff's were not as visible as they should have been; 9) the prices for certain foods were too high, such as bottled water, burger and fries; 10) the prices for the barbeque items were reasonable; and 11) the smoothies were a popular item.

## **2. PSRRC Fireworks Revenue Report:**

Director Estes reported to the PRSSC that the final numbers are in for the PRSSC fireworks stand. The final numbers reported by the Finance Department are as follows: 1) the gross sales were reported as \$39,436.81; 2) the adjusted gross sales (less sales tax) were reports as \$36,082.04; 3) the cost of goods such as product, gas for the generator and the lease of the Pep Boys parking lot was reported as \$19,545.01; and 4) the net profit (less sales tax, lot lease and product) was reported as \$16,537.03.

It was noted that the gross sales figures were more than double what the entity using the property reported last year.

## **3. Halloween Haunt Giveaway Item:**

Director Estes reported to the PRSSC that it is time to select giveaway items for the Halloween Haunt event as the PRSSC has dome each and every year for approximately twelve years. Director Estes provided the PRRSC with some product information for Halloween specific items. In addition, it was mentioned that the glow in-the-dark items have always been very popular with the event attendees and it was suggested that the same type of items are considered again this year. Director Estes confirmed that there are some leftover treat bags from last year that can be given away as well.

After review of Halloween items and some discussion, the PRSSC determined that they will allocate a not to exceed amount of \$400.00 for the special event giveaway items. The PRSSC went on record as desiring glow in-the-dark necklaces and reflective Halloween treat bags.

Director Estes confirmed that he will return to the next meeting with a PRSSC purchasing resolution and ensure that the items are ordered as soon as possible.

## **4. 60<sup>th</sup> Anniversary Celebration, Potential Donation for Various Event Elements:**

Director Estes gave a brief review of the event and elements to be included and informed the PRSSC that the City is preparing a sponsorship letter that will go out to all City vendors soliciting donations for the 60<sup>th</sup> Anniversary Celebration.

In addition, Director Estes inquired of the PRSSC if they would consider donating funds from the PRSSC Trust Fund account for the 60<sup>th</sup> Anniversary Celebration in December. There was some brief discussions; however, because the full commission was not in attendance, the

PRSSC members suggested tabling this item until the full commission is represented. Director Estes confirmed that he would include this item on the next regularly scheduled meeting agenda for further discussion.

- 5. Holiday Decorations for Hawthorne Blvd. Potential Donation for Banners, Rods and Pins:**  
Director Estes reported to the PRSSC that the City is requesting that the PRSSC consider allocating funds from the PRSSC Fireworks Trust Fund account to purchase eight replacement banners, fifty stabilizing rods and fifty D clips to attach the banners to the banner brackets and utility poles for the cost of \$1,150.00 plus taxes and shipping costs. The purchases will be made from the established vendor who has produced the banners in year's past.

After some discussion, the PRSSC agreed to allocate a not to exceed amount of \$1,253.50 for the items desired above. Director Estes confirmed that he will return to the next regularly scheduled meeting with a PRSSC purchasing resolution to be considered for approval.

- 6. Report Regarding Banners Posts on Hawthorne Boulevard:**  
Director Estes reported to the PRSSC that it was recently reported that the City may ask the PRSSC to consider allocating funds for replacement of banners posts at the north end of town due to damages incurred on one of the posts that had substantially decayed and is unusable. However, Director Estes reported to the PRSSC that the damaged banner post has been recently repaired so this item is not as urgent and can be tabled for future discussions.

**G. PARK IMPROVEMENTS AND FACILITIES UPDATE**

- 7. Water Bottle Filling Stations at City-owned Parks:**  
Director Estes reported to the PRSSC that the City has some available Quimby funds that need to be used in the near future. Quimby funds are available for use on park capital improvement projects. Therefore, Director Estes informed the PRSSC that five water bottle filling stations will be installed in the near future at the following City-owned facilities: Hogan Park (2), Hopper Park (1) and Rudolph Park (2).

Director Estes reported to the PRSSC that this project is in the planning stages and will be completed as soon as possible. It was also mentioned that the water bottle filling stations, which have become popular at colleges and universities, shopping malls, fitness centers, etc. will include a water bottle filling element, drinking fountain for people and a doggie fountain for the canines

**H. ITEMS FROM COMMISSIONERS**

- 8. 60<sup>th</sup> Anniversary Celebration:**  
Director Estes reported to the PRSSC that this item was requested by Vice Chairperson Woods who was not in attendance. However, this item was tabled due to Mr. Woods' absence.

**I. SPECIAL EVENTS UPDATE**

No report.

**J. MISCELLANEOUS**

None.

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

9. PRSSC Purchasing Resolution, Halloween Haunt Giveaway Item
10. PRSSC Purchasing Resolution, Holidays Decorations for Hawthorne Boulevard
11. Discussion Pertaining to Potential Fall Lawndale PTA Holiday Baskets Donation
12. Discussion Pertaining to Potential 60<sup>th</sup> Anniversary Celebration Donation
13. Discussion Pertaining to 60<sup>th</sup> Anniversary Celebration (Requested by Dan Woods)

**L. ADJOURNMENT**

Chairperson Harbison adjourned the meeting at 8:03 p.m. to a regularly scheduled meeting to be held on Monday, October 14<sup>th</sup>, 2019, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue.



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Erica Harbison, Chairperson

Attest:



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Mike Estes, Director of Community Services