



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – JULY 12th, 2021**

A. CALL TO ORDER AND ROLL CALL

Vice Chairperson Martinez 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:

Jessica Martinez, Vice Chairperson (Presiding Officer)
Christina Carroll, Commissioner
Daniel Woods, Commissioner
Sylvia Chavez, Commissioner
Ignatius Lin, Commissioner

Members Absent:

None

Others Present:

Mike Estes, Director of Community Services
Kevin Pizarro, Lawndale Resident

B. FLAG SALUTE

Commissioner Woods led the PRSSC and those in attendance in the flag salute.

C. APPROVAL OF MAY 24, 2021 MINUTES

Commissioner Woods made a motion, seconded by Commissioner Carroll, to approve the minutes of May 24th, 2021, without corrections.

Motion carries: 3-0-2 (Commissioners Chavez and Lin abstain)

D. PRESENTATIONS

None scheduled.

E. ITEMS FROM CITIZENS

Resident Kevin Pizarro and an unidentified associate spoke the PRSSC about a food pantry they are hosting on private property in Lawndale. Mr. Pizarro asked about suggested resources and inquired about a notice they got in the mail related to the food pantry. The PRSSC and staff suggested that Mr. Pizarro contact the Municipal Services Department, who may have issued the notice, and discuss the content of the notice with that particular department. Director Estes commented that a special event permit likely would not be needed due to the pantry operating on private property unless the crowds are large and the traffic being generated affects the public right of way.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. PRSSC Reorganization, PRSSC Chairperson:

Director Estes led the discussion pertaining to the reorganization process and related procedures. Reorganization and the election of officers, which initially took place in March, was necessary due to the resignations of two members. Per PRSSC bylaws, reorganization is required at the beginning of each new term and at the mid-point of each term.

Election of Chairperson:

Vice Chairperson and presiding officer Martinez opened the floor to nominations.

1) Commissioner Woods nominated Commissioner Carroll for Chairperson; 2) Commissioner Carroll accepted the nomination; 3) Commissioner Woods made a motion to close the floor to nominations; 4) Vice Chairperson and presiding officer Martinez seconded the motion to close the floor to nominations; 5) Vice Chairperson and presiding officer Martinez closed the floor to nominations; and 6) Vice Chairperson and presiding officer Martinez called for a vote.

Motion carries: 5 -0

Commissioner Carroll was installed as PRSSC Chairperson through March 2022.

2. PRSSC Reorganization, PRSSC Vice Chairperson:

Vice Chairperson and presiding officer Martinez opened the floor to nominations.

1) Commissioner Woods nominated Commissioner Martinez for Vice Chairperson; 2) Vice Chairperson Martinez accepted the nomination; 3) Commissioner Carroll made a motion to close the floor to nominations; 4) Commissioner Lin seconded the motion to close the floor to nominations; 5) Vice Chairperson and presiding officer Martinez closed the floor to nominations; and 6) Vice Chairperson and presiding officer Martinez called for a vote.

Motion carries: 5 -0

Commissioner Martinez was installed as PRSSC Vice Chairperson through March 2022.

3. Fiscal Year 2021-22 Budget, 8th Annual Lawndale Blues Festival:

Director Estes reported to the PRSSC that the City's fiscal year budget for 2021-22 was approved by the City Council on June 28th, 2021. The City Council Budget Sub-Committee, via the budget review process, transferred the funding of the 8th Annual Lawndale Blues Festival to the PRSSC Fireworks Trust Fund account. This action was upheld by the City Council when the City's FY 2021-22 budget was approved on June 28th, 2021. The adopted budget amount for the festival is \$10,000.00.

4. Report on Street Pole Banners for Hawthorne Boulevard:

Director Estes reported the following to the PRSSC: 1) the process for gathering quotes recently began and the deadline to submit quotes for the project was determined to be July 15th, 2021; 2) the City has received three quotes as of this report; 3) one redacted and comprehensive quote was provided to the PRSSC and was used as a project-related discussion tool; 4) the initial quote request, redacted quote, example of the desired banner material and banner hardware and warranty

specifics were provided to the PRSSC as a means to bring the entire PRSSC up to speed as it pertains to the project.

There were a number of questions and comments related to the project, and Director Estes discussed future actions such as allocating funds, future resolution, ordering process, potential production turnaround time, etc.

5. PRSSC Group Photo for Website:

This item was tabled by the PRSSC at the request of Director Estes.

G. PARK IMPROVEMENTS AND FACILITIES UPDATE

6. Water Bottle Filling Station Installation Project, Community Center 2nd Floor:

Director Estes reported to the PRSSC that the City once again took advantage of an annual grant program offered by West Basin Municipal Water District to obtain an indoor water bottle filling station to be installed at the Harold E. Hofmann Community Center second floor south lounge area. The unit was fully funded by the grant; however, the City will be required to pay for installation costs. The Community Services Department is in the process of gathering three quotes and once a vendor has been selected, the project will transfer over to the Public Works Department for installation of the unit and project oversight. The City will apply for another grant award for a second indoor unit in 2022 for installation at the third floor of the Harold E. Hofmann Community Center.

H. ITEMS FROM COMMISSIONERS

No items submitted.

I. SPECIAL EVENTS UPDATE

7. June 12th Pet Vaccination Clinic at Municipal Services Outdoor Patio:

Director Estes reported to the PRSSC that this event is a big component of the annual Health, Safety and Pet Fair. Due to the events' cancellation as a result of the ongoing COVID-19 pandemic, the Municipal Services Department hosted a mini vaccination clinic on June 12th at the Municipal Services Department outdoor patio. During the clinic, low-cost vaccinations were provided to approximately 60 pets of Lawndale residents. The City is optimistic that the Health, Safety and Pet Fair program will return at full force in 2022.

8. 8th Annual Lawndale Blues Festival, September 11th, 2021:

Director Estes reported to the PRSSC that he will be sharing advertising elements and event planning specifics with the PRSSC now that the event is being funded by the PRSSC Fireworks Trust Fund account. As well, Director Estes reported to the PRSSC that most event elements have been planned for a long time such as: event date, location and start time and band lineup (three out of four bands held over from 2020 cancelled event. Unfortunately, the event lost one band and its sound system vendor during the past year; however, a 4th band has been secured and a sound system vendor has been recruited to fill the vacancies for the September 11th event. .

There were a number of discussions, comments and questions pertaining to the event.

9. Halloween Haunt Event, October 30th, 2021, 4:00 pm. to 8:00 p.m.:

Director Estes reported the following to the PRSSC as it pertains to the event: 1) the event has been moved from the traditional October 31st, date to Saturday, October 30th : 2) the event will be

an outdoor event minus the traditional haunted house; 3) the City is planning on providing a trick or treat trail at which local businesses, non-profit organizations and other entities will be invited to host a trick or treat space within the Lawndale Civic Center; and 4) the event will include other traditional elements such as: costume contest, games and other spooky attractions. It is likely that the event will be scaled back somewhat depending upon the Los Angeles County Department of Public Health restrictions or lack thereof. Director Estes also reminded the PRSSC that traditionally the commission has provided a free giveaway item to the children at the event paid for from the PRSSC Fireworks Trust Fund account.

J. MISCELLANEOUS

10. Individual Comments from Commissioners:

Comments from various members included the following:

- Welcomes to the newly installed commissioners
- New commissioners voicing their pleasure about being involved in the City
- One semi-extended absence in August and September

K. AGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

11. PRSSC Future Goals and Objectives for 2021-23 Term
12. PRSSC Reorganization, Tabled until there is a full, five person body
13. Year-round Street Pole Banner Program, On-going until Completed
14. 2021 Lawndale Blues Festival
15. PRSSC Group Photo for Website


L. ADJOURNMENT

Vice Chairperson Martinez adjourned the meeting at 8:51 p.m. to a regularly scheduled meeting to be held on Monday, July 26th, at the Lawndale City Hall Council Chamber located at 14700 Burin Avenue, Lawndale, CA 90260



Christina Carroll, Chairperson

Attest:



Mike Estes, Director of Community Services