



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – SEPTEMBER 26, 2022**

A. CALL TO ORDER AND ROLL CALL

Chairperson Martinez called the meeting to order at 7:02 p.m. in the City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, CA 90260.

Members Present: Chairperson, Jessica Martinez
 Vice Chairperson, Ignatius Lin
 Commissioner, Daniel Woods

Members Absent: Commissioner, Christina Carroll

Others Present: Mike Estes, Director of Community Services

B. FLAG SALUTE

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

C. APPROVAL OF OCTOBER 24, 2022 MINUTES

Chairperson Martinez made a motion to approve the September 26, 2022 minutes as written. The motion was seconded by Commissioner Woods.

Motion carries: 3-0
(Commissioner Carroll absent; one vacant seat)

D. PRESENTATIONS

None scheduled.

E. ITEMS FROM CITIZENS

None present.

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. Fall Recreation and Senior Fitness Class Registration Report:

Director Estes provided a population report to the PRSSC regarding participation levels for the Fall Recreation and Senior Fitness Class session which revealed that overall attendance after approximately two weeks confirmed a total of 262 participants. However, that number may grow as classes are still open for registration as others may choose to sign up late.

2. PRSSC Fireworks Stand Update:

Director Estes reported the following to the PRSSC regarding a rare opportunity for the 2023 fireworks stand fundraising program: 1) Phantom Fireworks has offered the City an opportunity to secure what has traditionally been the top revenue-producing property in Lawndale; 2) Phantom Fireworks would like us to discuss and see if we can make some type of decision in the near future; and 3) this seems like a fantastic opportunity for the City and the PRSSC.

There were some discussions pertaining to this item such as: 1) what would happen if the PRSSC cannot facilitate a fireworks stand?; 2) can we partner with another organization to make this happen?; and 3) what can we do to secure the property?

There were discussions about potentially partnering with another organization. This item will be placed on future agendas in case more discussion is warranted or other information becomes available.

3. Recreation Facility Security Camera Replacement Project:

Director Estes reported the following as it pertains to this item: 1) the project RFP was provided to the PRSSC; 2) the distribution list is comprised of approximately 16 entities; 3) the site visit is tomorrow at 1:00 pm at which time each of the five facilities will be visited and potential proposers will have an opportunity to ask questions; 4) It was confirmed that the five locations are: Lawndale Community Center, Hogan, Hopper, Rudolph parks and McKenzie Community Garden. Director Estes informed the PRSSC that it is unlikely that McKenzie Garden will be included in the project due to excessive project costs for that location; and 5) the project timeline was reviewed with the PRSSC and Director Estes offered to answer any questions.

The PRSSC went on record that they are pleased that this project is underway; hopefully this project will help reduce the increase in vandalism at the parks. There were questions about the forming of the distribution list and other positive comments and whether or not the footage will be routed to the Los Angeles County Sheriff's Department.

4. PRSSC 2023 Fireworks Stand Update:

This item was a duplicate item that was erroneously placed on the agenda. This item was passed over upon approval of the PRSSC due to the content for this item being covered in item F2.

5. Recreation Coordinator Recruitment Update:

Director Estes reported the following to the PRSSC as it pertains to employee recruitment: 1) approximately 34 applications were obtained by the City; 2) the City's selected rater panel interviewed the top ten candidates as selected by staff; 3) the Community Services Department interviewed the top three candidates as selected by the rater panel; 4) The City has selected an individual who will be offered the position; 5) the selected individual will proceed to background checks after the City's offer has been accepted; and 6) the City is hopeful that the individual will be ready to start at some point in November.

The Community Services Department is very pleased that the Administrative Assistant II position will be filled by the department's former Administrative Assistant II who will be transferring from the City Clerk's office.

G. ITEMS FROM COMMISSIONERS

None Submitted

SPECIAL EVENTS UPDATE

6. Halloween Haunt Event, Monday, October 31, 2022, 4 to 8 pm, Civic Center Plaza:

Director Estes reported the following to the PRSSC: 1) the bilingual event flyer was provided to PRSSC for review. Although it's not yet completed, it provides a snapshot of what the flyer will look like in its end form; 2) the flyer will be used as one of the main advertising pieces for the upcoming event; 3) Trick-or-Treat Trail participation is lower than expected compared to the 20 plus entities that participated in the 2021 event; 4) the drop off may be attributed to the fact that the event was on a Saturday last year; 5) other event elements will include costume contests, walk-through haunted maze, games, balloon artists, face painters, arts and crafts and delicious food available for purchase.

7. Field of Honor Honoring Veteran's, November 9 – 13, 2022, City Hall Courtyard Grass:

Director Estes reported the following to the PRSSC: 1) the event site will be decorated with approximately 200 flags; 2) flags can be purchased for \$25.00 in the name of a veteran; 3) the balance of flags installed will be comprised of flags donated to the City in years past and flags the City has in inventory; 4) the program consists of a walking tour through the field of flags which many will be labeled with a name of someone who served the country; and 5) the field will be available for the community to view on a daily/nightly basis beginning November 9 and through November 13.

8. Angel Tree Lighting Event, Friday, December 2, 2022, 4 to 8 pm, Civic Center Plaza:

Director Estes provided only a few details about the event and promised that more comprehensive reports will be available as the date draws nearer. Director Estes also mentioned the fact that the Santa Sleigh program will take place in November and more comprehensive updates will be provided for that event as well.

I. MISCELLANEOUS

9. Individual Comments from Commissioners:

One commissioner inquired about the upcoming teen center project that the City is currently working on. The City is under the belief that it likely we will not get the additional grant funding being sought. The project completion date is March 2026.

J. ADGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

10. Halloween Haunt, Final Event Report

11. Angel Tree Lighting Special Event Report

12. PRSSC Fireworks Stand Participation Update

K. ADJOURMENT

Chairperson Martinez adjourned the meeting at 8:03 p.m. to a regularly scheduled meeting to be held on Monday, November 14, 2022, at 7:00 pm to be held at the City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, CA 90260.

Jessica Martinez, Chairperson

Attest:

Mike Estes, Director of Community Services