



**MINUTES  
CITY OF LAWDALE  
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION  
REGULAR MEETING – MARCH 28, 2022**

**A. CALL TO ORDER AND ROLL CALL**

Vice Chairperson Martinez called the meeting to order at 7:04 p.m. in the City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, CA 90260.

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

Members Absent: Chairperson, Christina Carroll

Others Present: Mike Estes, Director of Community Services

**B. FLAG SALUTE**

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

**C. APPROVAL OF FEBRYARY 28<sup>th</sup>, 2022 MINUTES**

Commissioner Woods motioned to approve the February 28<sup>th</sup>, 2022 minutes as written. The motion was seconded by Commissioner Lin.

**Motion carries: 3-0-1**

(Chairperson Carroll absent. Commissioner Chavez abstained due to absence on February 28, 2022)

**D. PRESENTATIONS**

None scheduled.

**E. ITEMS FROM CITIZENS**

None present.

**F. ITEMS FROM COMMUNITY SERVICES STAFF**

**1. PRSSC Reorganization:**

Director Estes reviewed the attached handout “Reorganization Procedure for Open Seats” to ensure that the nomination procedures are understood and followed accordingly.

**PRSSC Chairperson:**

Vice Chairperson Martinez opened the floor to nominations for Chairperson. Commissioner Woods nominated Vice Chairperson Martinez. Vice Chairperson Martinez accepted the nomination. By a show of hands, Vice Chairperson Martinez was confirmed as PRSSC Chairperson for the remainder of the term through February 28, 2023 by a vote 3-0. (Chairperson Carroll absent, Vice Chairperson Martinez abstained)

**PRSSC Vice Chairperson:**

Vice Chairperson Martinez opened the floor to nominations Vice Chairperson. Commissioner Woods nominated Commissioner Lin. Commissioner Lin accepted the nomination. By a show of hands, Commissioner Lin was confirmed as PRSSC Vice Chairperson for the remainder of the term through February 28, 2023 by a vote 3-0. (Chairperson Carroll absent, Commissioner Lin abstained)

The PRSSC members in attendance moved to their new seats and the meeting continued.

**2. PRSSC Street Pole Banner Designs, Summer Patriotic, 5<sup>th</sup> Draft Review:**

Director Estes shared the fifth draft street pole banner designs with the PRSSC which included all requested changes through the first four drafts. In addition, Director Estes mentioned to the PRSSC that it would be best if the final selections were chosen tonight so we do not run into any delays in product production or installation issues on the boulevard. After some discussion amongst the PRSSC, the commissioners took turns identifying which banners each of them favored.

After additional discussions amongst the members, it was determined that design numbers two (sunset with dark text) and number three (red background and red, white and blue stars) were chosen by the PRSSC members as the two banner designs that will go to production as soon as possible.

Chairperson Martinez made a motion to accept design numbers two and three as the finalists. The motion was seconded by Commissioner Woods.

**Motion carries: 4-0** (Chairperson Carroll absent)

**3. PRSSC Fireworks Stand Participation Discussion:**

Director Estes initiated a discussion about the PRSSC Fireworks Stand Fundraising Program for 2022 and mentioned to the PRSSC that we'll need a decision as soon as possible as we are nearing the time where we'll have to commit. Director Estes reviewed the attached operational schedule for the stand and encouraged discussion about the hours of operation and whether the number of hours need to be reduced in order to make the schedule work.

After some discussion, and input from staff, the PRSSC determined that the hours need to be reduced and the operational schedule is to be revised as follows;

**Operational Hours:**

Tuesday, June 28, 1:00 p.m. to 7:00 p.m.; Wednesday, June 29, 1:00 p.m. to 7:00 p.m.  
Thursday, June 30, 1:00 p.m. to 7:00 p.m.; Friday, July 1, 12:00 p.m. to 10:00 p.m.  
Saturday, July 2, 12:00 p.m. to 10:00 p.m.; Sunday, July 3, 12:00 p.m. to 10:00 p.m.  
Monday, July 4, 12:00 p.m. to 10:00 p.m.

Director Estes also emphasized that any decision to move forward with the fundraising effort must include a 100% commitment from each of the five commissioners to make this program possible for 2022. In addition, two commissioners are required in the stand at all times the stand is operational.

Director Estes emphasized that 28 shifts and 116 hours need to be covered by the PRSSC over the maximum seven day sales period.

After further discussion, and due to the fact that commissioners need to speak with their families before committing, Director Estes suggested handling the scheduling considerations via email to see if the PRSSC is able to commit to the scheduling and oversight requirements. The PRSSC members in attendance agreed that this would be an acceptable method.

Furthermore, Director Estes reviewed the attached revenue/expense document which projected the amount of revenue that could be earned based upon a sales figure of \$30,000.00 in gross revenues.

**4. PRSSC Fireworks Stand Request for Proposal Review:**

Director Estes reported the following regarding the Request for Proposal (RFP) response: 1) only TNT Fireworks submitted an RFP response; 2) competing vendor Phantom Fireworks did not submit a response in time for the City to allow for it to be considered; 3) the PRSSC does not have any other choice, outside of not having a fireworks stand, than to select TNT as the vendor; and 4) if the PRSSC is able to fully staff the stand with two commissioners at all times in which the stand is operational, Director Estes informed the PRSSC that it would make sense to negotiate the credit card sales cost of 2.75% for gross revenues to 2.75% of the PRSSC's net revenue.

**5. Reopening of the Harold E. Hofmann Community Center:**

Director Estes reported the following to the PRSSC as it pertains to the reopening of the community center: 1) the targeted date for reopening is Tuesday, July 5, 2022; 2) this reopening date will be contingent upon repair items being completed in time for reopening; 3) the major repair item that will prevent the community center from opening if not completed in time is the Heating, Ventilation and Air Conditioning (HVAC) system; 4) estimated repair date for this item is about mid-June; 5) there are a number of other repair items that must be completed; however, are not items that will require repair prior to opening; and 6) the Community Services Department will be working on programs for the first quarter of FY 2022-23, such as: 1) daily lunch program; 2) senior fitness classes; 3) recreation classes; 4) open computer lab ; and 5) open fitness room.

**G. ITEMS FROM COMMISSIONERS**

None

**H. SPECIAL EVENTS UPDATES**

**6. Easter Event. Saturday, April 16, 2022. 9:30 am. to 12:30 pm.:**

Director Estes reviewed the special event planning synopsis for the 2022 Easter event and reported following regarding the event: 1) the event will be held at two separate locations this year; 2) the program will be more of an event than in years past and will be much more than an Easter egg hunt; 3) the event will take place from 9:30 a.m. to 12:30 p.m. at both locations; 4) each location will have three separate Easter Egg Hunts taking place at 10:00 a.m., 10:45 a.m. and 11:30 a.m.; 5) there will be many other activities such as: a) live roving Easter Bunny; b) face painters and balloon twisters; c) trackless train; d) live bunny petting cage; e) games, arts and

crafts and tattoo stations; f) scavenger hunt; and g) Leu's Café (Leuzinger High School) will be at both locations selling hot chocolate, coffee, water and other treats and goodies.

**7. Memorial Day Remembrance Ceremony, May 30, 2022, 9:00 a.m.:**

Director Estes informed the PRSSC that the planning for this event has just begun and additional reports will be provided as we get closer to the event date. At this time, the City is attempting to confirm a keynote speaker from the Los Angeles Air Force Base to attend the event.

**8. Health, Safety and Pet Fair, June 18, 2022, Jane Addams Park, 10:00 a.m. to 2:00 p.m.:**

Director Estes informed the PRSSC that this event is a dual planning effort between the Community Services and Municipal Services Departments. The main purpose of this event is to provide low cost pet services to the community such as dog vaccinations and licensing. The Municipal Services Department handles the Pet Fair component of the event, while the Community Services Department handles the Health and Safety component of the event. Director Estes promised more in-depth reports to the PRSSC as the event date draws nearer.

**I. MISCELLANEOUS**

**9. Individual Comments from Commissioners:**


There were no comments from any of the commissioners.

**J. ADGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING**

**10. 2022 Fireworks Stand Fundraising Program Planning**

**K. ADJOURMENT**

Chairperson Martinez adjourned the meeting at 8:21 p.m. to a regularly scheduled meeting to be held on Monday, April 11, 2022, to be held at the City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, CA 90260.

  
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Jessica Martinez, Chairperson

Attest:

  
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Mike Estes, Director of Community Services