



**CITY OF LAWDALE  
AGENDA  
PARKS, RECREATION AND  
SOCIAL SERVICES COMMISSION**

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Monday, March 24, 2025, 6:30 PM  
Council Chambers  
14717 Burin Ave  
Lawndale, CA 90260

Copies of this agenda and written documentation related to each agenda item may be obtained prior to the meeting at the Hofmann Community Center, located at 14700 Burin Avenue. Interested parties may contact the Community Services Department at (310) 973-3270 for clarification regarding individual agenda items.

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

**B. FLAG SALUTE**

**C. APPROVAL OF MINUTES**

**1. Approval of the Minutes from the March 10, 2025, Commission Meeting**

— Staff recommend that the Commission review and approve the minutes from the March 10, 2025, Parks, Recreation and Social Services Commission meeting.

**D. PRESENTATIONS**

**E. ORAL COMMUNICATIONS - Items not on the agenda (Public Comments)**

**F. COMMENTS FROM COMMISSIONERS**

**G. ADMINISTRATIVE MATTERS**

**2. Election of Chairperson and Vice Chairperson**

Staff recommend that the Commission nominate and elect a Chairperson and Vice Chairperson for the period beginning March 24, 2025, through February 2026.

**3. Parks, Recreation, and Social Services Commissioner Objectives**

Staff recommend that the Parks, Recreation, and Social Services Commission review the objectives of the Commission. Attachment: excerpt from the City website.

**4. PRSSC Operation of a Fireworks Stand**

— Staff recommend that the Commission provide direction as to the interest level and commitment to hosting a fireworks stand in 2025, and appoint a Commissioner to serve as a program lead for the operation of the stand.

**H. DIRECTOR'S REPORT**

**5. Director's Report - March 24, 2025**

**I. ITEMS FROM COMMISSIONERS**

**J. SPECIAL EVENTS UPDATE**

**6. Egg Hunt: Saturday, April 12, 2025**

**7. Youth Day Parade: Saturday, April 26, 2025**

**8. Memorial Day Remembrance: Monday, May 26, 2025**

**9. Concert in the Park: Saturday, June 21, 2025**

**K. MISCELLANEOUS**

**L. ADJOURNMENT**

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the Community Services Department at (310) 973-3270, at least forty-eight (48) hours prior to the meeting to inform us of your needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis.

*I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the Lawndale Parks, Recreation and Social Services Commission to be held on Monday, March 24, 2025, was posted no less than 72 hours prior to the meeting.*

Jason Minter

Director of Community Services

*Date Posted: March 20, 2025*



## CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260  
PHONE (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

DATE: March 24, 2025  
TO: Honorable Mayor and City Council  
FROM: Jason Minter, Community Services Director  
PREPARED BY: Jason Minter, Community Services Director  
SUBJECT: **Approval of the Minutes from the March 10, 2025, Commission Meeting**

Staff recommend that the Commission review and approve the minutes from the March 10, 2025, Parks, Recreation and Social Services Commission meeting.

### **Attachments**

[3-10-25 PRSSC Minutes.pdf](#)



**MINUTES  
CITY OF LAWDALE  
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION  
REGULAR MEETING  
MONDAY, MARCH 10, 2025**

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

Acting Chairperson Miller called the meeting to order at 6:36 p.m. in the City Hall Council Chambers, located at 14717 Burin Avenue, Lawndale, CA 90260.

Members Present:      Commissioner Jennifer Collins  
                                 Commissioner Kenneth Miller  
                                 Commissioner Daniel Woods

Members Absent:      Commissioner Sonrisa Wood (present but not able to participate)  
                                 Commissioner Alma Castro (not present and not able to participate)

Staff Present:              Community Services Director, Jason Minter

**B. FLAG SALUTE**

Commissioner Collins led the flag salute.

**C. APPROVAL OF MINUTES**

**1. Approval of the Minutes from the February 10, 2025, Commission Meeting**

A motion was made by Commissioner Woods and seconded by Commissioner Collins to approve the February 10, 2025, minutes as written.

**Motion carried 3-0.**

**D. PRESENTATIONS**

2. The Oath of Office was led by City Clerk Erica Harbison. Commissioners Collins, Miller, and Woods completed the oath of office for the upcoming Commission term.

3. Emergency Preparedness Coordinator Yoon Ah Shin introduced herself and did a brief presentation on the Lawndale Emergency Alert System.

**E. ORAL COMMUNICATIONS – Items not on the agenda (Public Comments)**

None.

**F. COMMENTS FROM COMMISSIONERS**

Director Minter requested that each Commissioner share a brief introduction of themselves and their time on the Commission.

Commissioner Miller stated that he was starting his 2<sup>nd</sup> term on the Commission. Commissioner Woods stated that he believes this is his 4<sup>th</sup> term on the Commission. Commissioner Collins shared that she's lived in Lawndale for 5 years and her 2 daughters have participated in activities and classes at Hofmann Community Center.

## **G. ADMINISTRATIVE MATTERS**

### **4. Election of a Chairperson and Vice Chairperson**

Director Minter provided a brief overview of the election process, after which Commissioner Woods requested that the discussion be tabled until the next meeting when more Commissioners were present. Commissioner Woods made a motion to table, for which an amendment was requested by Commissioner Collins that it be delayed for up to a couple of months or until a full commission was seated. Director Minter shared that perhaps they could table it until next meeting, and see what the attendance at the meeting was, and if necessary, table again. Commissioner Collins agreed with the change, as did the maker of the motion.

**Motion carried 3-0.**

### **5. Lawndale Beat Ridership Report – February 2025**

Staff provided a brief summary of the Lawndale Beat program, including routes and contract information, before asking the Commission to accept and file. Commissioner Collins asked for graphs or charts showing context for the monthly report. Director Minter replied that he would try to provide more contextual information moving forward. A motion was by Commissioner Woods to accept and file the report. A second was made by Commissioner Collins.

**Motion carried 3-0.**

### **6. PRSSC Operation of a Fireworks Stand.**

Director Minter briefly described the current Fireworks stand status and provided some history of the process as it relates to the Commission and the running of the stand. Commissioners asked questions about operations and volunteers, as well as what other fundraising opportunities there might be for the Commission to replenish their Trust Fund Account. Director Minter tried to clarify what he could, but also mentioned a meeting with a firework company the following day where he would get more information.

After the lengthy discussion, a motion was made by Commissioner Miller, seconded by Commissioner Collins, to table the discussion until the other Commissioners were present.

**Motion carried 3-0.**

## **H. DIRECTOR'S REPORT**

### **7. Director's Report**

Director Minter welcomed the new Commissioner(s) and thanked the returning Commissioners for their continued commitment to the City and the Department. He then shared information about the Brown Act and things for Commissioners to be aware of in terms of communicating with each other. He then shared information about the Commission stipends, the agenda program, and the goal to have pictures taken for each commissioner.

## **I. ITEMS FROM COMMISSIONERS**

None.

**J. SPECIAL EVENT UPDATE**

**8. Easter Egg Hunt**

Director Minter shared that plans were ongoing for the Egg Hunt and that the Commissioners were invited to join in the fun, either by having a booth/table, as guests, or with their families. There will be more discussion at the next meeting.

**9. Youth Day Parade**

Director Minter shared that planning for the parade had started to ramp up, with meetings set for the different parties involved. Commissioner Woods asked if they would need drivers for the elected officials, and Director said absolutely if they were willing to do so.

**10. Memorial Day Remembrance Event**

Director Minter shared that Commissioners were welcome to attend the Memorial Day Remembrance event that will be held on Memorial Day.

**K. MISCELLANEOUS**

Commissioner Woods asked about jackets for Commissioners. Director Minter shared that he would get back to them on the jacket request, as they are currently working on staff jackets as well.

**L. ADJOURNMENT**

Acting Chairperson Miller adjourned the meeting at 8:30 p.m. to the next regularly scheduled meeting on Monday, March 24, 2025, at 6:30 pm in the Lawndale City Council Chambers, 14717 Burin Avenue.

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Joanne Loeza, Chairperson

Attest: \_\_\_\_\_  
Jason Minter, Community Services Director



# **CITY OF LAWNDAL PARKS, RECREATION, AND SOCIAL SERVICES COMMISSION**

14717 BURIN AVENUE, LAWNDAL, CALIFORNIA 90260  
PHONE (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

**DATE:** March 24, 2025

**TO:** Honorable Chairperson and Commissioners

**PREPARED BY:** Jason Minter, Community Services Director

**RE:** Election of Chairperson and Vice Chairperson

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## **BACKGROUND**

Each year after the City Council confirms the appointments of Commissioners for the next two-year period, the Commission shall nominate and elect a Chairperson and Vice Chairperson to lead the Commission meetings. The election is typically good for a one-year period, in this case beginning at the first meeting after the appointments are confirmed and continuing through the end of February 2026. At the first meeting in March 2026, a new election will be held for the next year. During the Commission meeting on March 10, 2025, the Commission approved the tabling of the Elections until the full Commission was present at the meeting.

## **STAFF ANALYSIS**

The recent City Council appointments have included three new members to the Commission and two returning commissioners, both with multiple years of experience. To help the new Commissioners understand the expectation of the Chairperson and Vice Chairperson, staff have put together the following notes for the election process:

- All Commissioners are eligible to serve as Chairperson/Vice Chairperson
- All Commissioners may nominate a potential Chairperson/Vice Chairperson
- The nominations will require a motion and a second, followed by a successful vote by the majority of the Commission

The process during the meeting:

- The acting Chairperson will ask the Commissioners for nominations for Chairperson
- After all nominations have been submitted, the acting Chairperson will request or make a motion to approve the Chairperson
- Once a motion is made, it will need a second from another Commissioner
- Once a second is received the acting Chairperson will ask for a Vote
- The vote will require a majority approval of the Commission to pass
- After the Chairperson has been confirmed, the acting Chairperson will ask for nominations for a Vice Chairperson, and the process will repeat for the Vice Chairperson

What does it mean to be the Chairperson or Vice Chairperson?

- The Chairperson will lead each meeting (unless they are unavailable). This includes calling the meeting to order, and leading the meeting through the agenda
- The Chairperson is responsible for communicating with presenters and the public in attendance at the meeting, and ensuring adherence to *Roberts Rules of Order*
- The Chairperson typically votes last if there are voice votes
- The Chairperson may work with staff prior to the meeting to set the agenda, if they so desire
- Should the Chairperson not be available, the Vice Chairperson will lead the meeting
- In an instance where the Chairperson is at the meeting, but has to step away or recuse themselves for a particular agenda report or topic, the Vice Chairperson would take over the meeting until the Chairperson returns
- A staff liaison will always be present at meetings to assist the Chairperson with the meeting, along with the duties of taking minutes and assisting with the public

What makes a good Chairperson?

- Commissioner experience is not required to be a Chairperson
- It is helpful to have experience running a Brown Act type of Committee (i.e. a PTA meeting, board meeting, etc.)
- A Chairperson has to run the meeting, help the Commission stay on topic, and work with the staff liaison to ensure the agenda is followed
- In cases where the public is in attendance, the Chairperson should be leading the Commission and public to ensure everyone has an opportunity to speak at the correct time during a meeting

Anyone interested in being the Chairperson or Vice Chairperson can introduce themselves as a potential nominee at the start of the discussion, and share why they feel like they are well-suited for the position of Chairperson or Vice Chairperson.

#### RECOMMENDATION

It is the staff recommendation that the Commission nominate and elect a Chairperson, followed by a Vice Chairperson, for the period of March 2025 through February 2026. Once both seats are approved, the newly elected Chairperson will take over for the acting Chairperson in the running of the meeting.





## CITY OF LAWDALE

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DATE: March 24, 2025  
TO: Honorable Mayor and City Council  
FROM: Jason Minter, Community Services Director  
PREPARED BY: Jason Minter, Community Services Director  
SUBJECT: **Parks, Recreation, and Social Services Commissioner Objectives**

**The City Council approved the appointment of new Commissioners to the Parks, Recreation and Social Services Commission in February 2025. As the Commission has three new members, staff wanted to share the duties and responsibilities of the Parks, Recreation, and Social Services Commission as specified in Section 2.36.100 of the Municipal Code, and to provide an overview of how these duties are carried.**

The duties of the Commission are as follows:

- A. The Parks, Recreation and Social Services Commission is advisory to the City Council in matters pertaining to social and leisure programs and activities for the City. The commission may make recommendations to the City Council on priorities for the development and provision of social and leisure programs for the citizens of Lawndale and the acquisition and operation of related facilities.
- B. The Parks, Recreation and Social Services Commission will be responsible for assisting the City Council and Community Services Department in identifying and assessing areas of social and leisure needs, and for cooperating with other individuals and community agencies engaged in serving human needs to identify service gaps and areas of duplication within the community.
- C. The Parks, Recreation and Social Services Commission shall encourage maximum availability of social and leisure opportunities within the community through appropriate scheduling of facilities and through the promotion of citizen participation in the development and operation of non-tax-supported programs.
- D. The commission shall establish such rules and regulations as it deems necessary for its government and for the faithful performance of its duties.

### **Conclusion**

The Parks, Recreation, and Social Services Commission plays a crucial role in the development and delivery of social and leisure programs and services within the City of Lawndale. Through its advisory role to the City Council, its collaboration with the Community Services Department and other community agencies, and its focus on promoting citizen participation, the Commission contributes to enhancing the quality of life for Lawndale residents. The duties and responsibilities outlined in Section 2.36.100 ensure that the Commission operates in a manner that is responsive to community needs, transparent, and aligned with the City's goals for social and recreational development.

Should there be any questions or further discussion required on this matter, please do not hesitate to reach out.

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# **CITY OF LAWDALE PARKS, RECREATION, AND SOCIAL SERVICES COMMISSION**

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**DATE:** March 24, 2025

**TO:** Honorable Chairperson and Commissioners

**PREPARED BY:** Jason Minter, Community Services Director

**RE:** PRSSC Operation of a Fireworks Stand

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## **BACKGROUND/ANALYSIS**

For many years the Parks, Recreation and Social Services Commission (PRSSC) has operated a Safe and Sane Fireworks Stand in the City of Lawndale. The PRSSC has been given permission to operate a Fireworks Stand each year, regardless of how many applications are received by the Finance Department.

As stated in previous staff reports, the Commission is expected to operate the Fireworks stand independent of City staff, including staff in the Community Services Department. Volunteers also provide support for the Commission, provided they go through the City's Volunteer process, which includes a background check. In addition, all volunteers must be 21 years of age or older.

In order to meet the deadline for the 2025 Fireworks Stand application period, staff did complete and submit the application so the Commission would be eligible to operate a stand. At the City Council Meeting on February 18, the City Council approved the PRSSC Fireworks Stand application. There is a mandatory meeting for all fireworks stand operators scheduled for April 7, 2025, at 5:00 pm in the City Council Chambers.

This matter was discussed with the Commission at the February 10 meeting and at the March 10 meeting. During the discussion, the Commission asked staff to make contact with the fireworks providers, TNT Fireworks and Phantom Fireworks. Staff have done so, and have some additional information to share.

- The first day of operation would likely be Saturday 6/28, which would include delivery, setup and training
- Saturday and Sunday (6/28-29) would be great training days for Commissioners and volunteers as business would be relatively slow
- Staffing/volunteers would not be busy Monday, Tuesday and Wednesday, however it would get busier on Thursday
- Vendors anticipate 75% of the sales happen on 7/3 and 7/4, with the bulk happening on 7/4
- Fireworks sales are expected to be high in 2025 due to a lack of competition and the holiday falling on a Friday
- Vendors provide equipment, tablets, product (with refills as needed), and t-shirts for volunteers
- Stand locations can be selected if options are available

## **RECOMMENDATION**

The recommendation for this meeting is that the PRSSC provide direction to staff on how they'd like to move forward with the Fireworks Stand. This recommendation would include the appointment of a lead Commissioner that can serve as the main point of contact for the Fireworks Stand application, agreement, financial requirements, etc. Based on the direction provided, staff can return at a later date with a more specific action, if necessary.



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**DATE:** March 24, 2025

**TO:** Honorable Chairperson and Commissioners

**PREPARED BY:** Jason Minter, Community Services Director

**RE:** Director's Report - March 24, 2025

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The following topics will be discussed during the Director's report:

- Welcome to the New Commissioners
- Brown Act Guidelines
  - In-person
  - Email
  - Phone calls
- Commissioner Stipends
- Commissioner Pictures
- CPRS Magazine
- CPRS Conference Review