CITY OF LAWNDALE
AGENDA
PARKS, RECREATION AND
SOCIAL SERVICES COMMISSION

Monday, October 13, 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 September 22, 2025, Commission Meeting
   — Staff recommend that the Commission review and approve the minutes from the September 22, 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. Lawndale Beat Ridership Report - September 2025
   — Staff recommend that the Commission Accept and File the Lawndale Beat Ridership Report for August 2025.

3. Approval of PRSSC Resolution 1102-25 Confirming Changes to the Commission Bylaws
   — Staff recommend that the Commission approve PRSSC Resolution 1102-25 confirming changes to the Commission bylaws.

H. DIRECTOR'S REPORT

4. Director's Report - October 14, 2025

I. ITEMS FROM COMMISSIONERS

J. SPECIAL EVENTS UPDATE

5. Halloween Haunt: Friday, October 31, 2025

6. Angel Tree Lighting Event: Friday, December 5, 2025

7. Santa's Sleigh: TBD

K. MISCELLANEOUS

L. ADJOURNMENT

The next regularly scheduled meeting of the Lawndale Parks, Recreation and Social Services Commission will be held at 6:30 p.m. on October 27, 2025, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.
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, October 13, 2025, was posted no less than 72 hours prior to the meeting.

Jason Minter
Director of Community Services

Date Posted: October 9, 2025

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: October 13, 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 September 22, 2025, Commission Meeting**

Staff recommend that the Commission review and approve the minutes from the September 22, 2025, Parks, Recreation and Social Services Commission meeting (Attachment A).

Attachments

Attachment A: 9-22-25 PRSSC Minutes

MINUTES
CITY OF LAWNDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 22, 2025

A. CALL TO ORDER AND ROLL CALL

Vice Chairperson Wood called the meeting to order at 6:33 pm in the second-floor meeting room of the Harold E. Hofmann Community Center, located at 14700 Burin Avenue, Lawndale, CA 90260.

Members Present:	Commissioner Castro Commissioner Collins Commissioner Owens Vice Chairperson Wood
Members Absent:	Chairperson Miller
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 September 8, 2025, Commission Meeting

A motion was made by Commissioner Collins and seconded by Vice Chairperson Wood to approve the September 8, 2025, minutes as written.

Motion carried 4-0, with Chairperson Miller Absent.

D. PRESENTATIONS

None.

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

None.

F. COMMENTS FROM COMMISSIONERS

Vice Chairperson Wood – Shared that she attended the Blues Festival and the turnout was great!

Commissioner Collins – Mentioned some concerns she raised about Jane Addams Park, including trash cans and service, park permitting, and the horseshoe pit and wading pool area.

G. ADMINISTRATIVE MATTERS

2. Lawndale Beat Ridership Report – August 2025

Director Minter provided a brief summary of the report and mentioned that the new TAP card readers have been installed in the new buses, allowing the public to pay in a variety of formats through the TAP reader.

Commissioner Owens asked if she could try the Lawndale Beat. Commissioner Collins asked about the LIFE program, and staff shared that Metro worked with the seniors and recently presented to the Youth Advisory Committee about various programs.

Commissioner Collins made a motion to accept and file the report, which was seconded by Commissioner Castro.

Motion carried 4-0 absent Chairperson Miller.

3. **Review of the PRSSC Bylaws and Approval of Resolution**
   Director Minter walked the Commissioners through the discussion and decisions that occurred at the September 8 PRSSC meeting. He then walked them through the bylaws, including areas that may be of interest to the Commission. There was some discussion about the specifics of the bylaws, and if some of the details were necessary, including the fireworks stand section. Commissioners discussed *Section 6 Order of Business*, with concerns about the details. Eventually a motion was made by Commissioner Collins to revise *Section 6 Order of Business* so that the order of business included each of the elements listed but in a simple bulleted format. Staff will be updating the draft resolution to reflect the changes. The motion was seconded by Commissioner Castro.

   Motion carried 4-0 absent Chairperson Miller.

4. **Yoga on the Lawn – Survey Results**
   Director Minter announced that the Yoga on the Lawn program was coming to an end on Saturday September 27. He shared that surveys had been distributed at the Yoga classes, and that staff had put together a summary of the surveys received. No action was required.

5. **2025 Blues Festival – Survey Results**
   Director Minter shared the results of the surveys that were received during the 2025 Blues Festival. A few key points were discussed, including promotional opportunities and the wide range of zip codes that were in attendance during the event. The Commissioners shared some ideas for local publicity, including public message boards or community businesses that have boards, the Easy Reader, and NPR LAIST. No action was required.

H. DIRECTOR'S REPORT

6. **Director's Report**
   Director Minter provided updates on the following topics:
   - Presented the sample trick or treat bag for the Halloween Haunt
   - Gave an update on the Youth Development Center project and the contract services agreement with BOA to finish the design portion of the project
   - Ethics training was being scheduled for Commissioners that hadn't attended in two years

I. ITEMS FROM COMISSIONERS

None.

J. SPECIAL EVENT UPDATE

7. **Halloween Haunt: Friday, October 31**
   Director Minter briefly discussed the event and mentioned the Commission's previous contributions to the event, including the first booth in the Trick or Treat Trail. A sign-up sheet would be presented at a later date.
8. **Angel Tree Lighting Event: Friday, December 5**
   Director Minter briefly discussed the Angel Tree Event and said more information was pending.

9. **Santa's Sleigh: TBD**
   Director Minter shared a little info about the South Bay 25 Club and their hosting of Santa's Sleigh at the Angel Tree Lighting event and the Santa's Sleigh community events that take place around the City.

K. MISCELLANEOUS

None.

L. ADJOURNMENT

Vice Chairperson Wood adjourned the meeting at 7:48 pm. to the next regularly scheduled meeting on Monday, October 13, 2025, at 6:30 pm in the Lawndale City Council Chambers, 14717 Burin Avenue.

_____
Kenneth Miller, Chairperson

Attest: _____
Jason Minter, Community Services Director

CITY OF LAWNDALE
PARKS, RECREATION, AND
SOCIAL SERVICES COMMISSION

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: October 13, 2025

TO: Honorable Chairperson and Commissioners

PREPARED BY: Jason Minter, Community Services Director

RE: Lawndale Beat Ridership Report - September 2025

The Lawndale Beat Ridership Report for September 2025 is attached for your review. Staff recommend that the Commission Accept and File the report.

Attachments

Attachment A: September 2025

SUMMARY MANAGEMENT REPORT
September 2025

FIXED ROUTE SUMMARY

	Total Passengers	Total Revenue Hours	Revenue Miles	Ridership / Rev Hour	Collected Fares	Farebox Recovery per Passenger	On-Time Percentage	# Of Operating Days
Residential	719	318.85	3,447	2.25	$154.55	$0.21	80.42%	30
Express	424	292.08	3,978	1.45	$112.49	$0.27	82.35%	30
Total	**1,143**	**610.93**	**7,425**	**1.87**	**$267.04**	**$0.23**	**81.45%**	

LAWNDALE BEAT FARE COUNT REPORT
FOR THE MONTH OF: **September-25**

		Residential			Express			TOTALS		
		Currency	Coins	Total	Currency	Coins	Total	Currency	Coins	Total
1-Sep	Monday	$2.00	$2.37	$4.37	$1.00	$2.00	$3.00	$3.00	$4.37	$7.37
2-Sep	Tuesday	$1.00	$1.97	$2.97	$4.00	$2.35	$6.35	$5.00	$4.32	$9.32
3-Sep	Wednesday	$2.00	$1.25	$3.25	$0.00	$0.00	$0.00	$2.00	$1.25	$3.25
4-Sep	Thursday	$2.00	$2.90	$4.90	$0.00	$0.00	$0.00	$2.00	$2.90	$4.90
5-Sep	Friday	$2.00	$4.76	$6.76	$5.00	$2.65	$7.65	$7.00	$7.41	$14.41
6-Sep	Saturday	$0.00	$3.61	$3.61	$2.00	$1.00	$3.00	$2.00	$4.61	$6.61
7-Sep	Sunday	$0.00	$0.00	$0.00	$2.00	$1.75	$3.75	$2.00	$1.75	$3.75
8-Sep	Monday	$5.00	$0.00	$5.00	$3.00	$2.10	$5.10	$8.00	$2.10	$10.10
9-Sep	Tuesday	$3.00	$6.63	$9.63	$5.00	$3.39	$8.39	$8.00	$10.02	$18.02
10-Sep	Wednesday	$1.00	$4.85	$5.85	$2.00	$1.10	$3.10	$3.00	$5.95	$8.95
11-Sep	Thursday	$1.00	$2.25	$3.25	$3.00	$1.50	$4.50	$4.00	$3.75	$7.75
12-Sep	Friday	$1.00	$1.90	$2.90	$5.00	$1.68	$6.68	$6.00	$3.58	$9.58
13-Sep	Saturday	$2.00	$2.15	$4.15	$2.00	$1.25	$3.25	$4.00	$3.40	$7.40
14-Sep	Sunday	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
15-Sep	Monday	$5.00	$5.05	$10.05	$6.00	$1.55	$7.55	$11.00	$6.60	$17.60
16-Sep	Tuesday	$1.00	$4.25	$5.25	$5.00	$2.25	$7.25	$6.00	$6.50	$12.50
17-Sep	Wednesday	$4.00	$3.57	$7.57	$5.00	$1.40	$6.40	$9.00	$4.97	$13.97
18-Sep	Thursday	$2.00	$2.25	$4.25	$0.00	$3.00	$3.00	$2.00	$5.25	$7.25
19-Sep	Friday	$3.00	$2.64	$5.64	$3.00	$0.75	$3.75	$6.00	$3.39	$9.39
20-Sep	Saturday	$2.00	$1.65	$3.65	$1.00	$1.26	$2.26	$3.00	$2.91	$5.91
21-Sep	Sunday	$1.00	$1.01	$2.01	$1.00	$1.50	$2.50	$2.00	$2.51	$4.51
22-Sep	Monday	$4.00	$3.30	$7.30	$3.00	$1.76	$4.76	$7.00	$5.06	$12.06
23-Sep	Tuesday	$5.00	$5.30	$10.30	$2.00	$3.25	$5.25	$7.00	$8.55	$15.55
24-Sep	Wednesday	$3.00	$5.27	$8.27	$4.00	$3.60	$7.60	$7.00	$8.87	$15.87
25-Sep	Thursday	$2.00	$4.31	$6.31	$0.00	$0.00	$0.00	$2.00	$4.31	$6.31
26-Sep	Friday	$1.00	$2.75	$3.75	$2.00	$0.00	$2.00	$3.00	$2.75	$5.75
27-Sep	Saturday	$0.00	$0.75	$0.75	$0.00	$0.65	$0.65	$0.00	$1.40	$1.40
28-Sep	Sunday	$1.00	$1.15	$2.15	$0.00	$0.00	$0.00	$1.00	$1.15	$2.15
29-Sep	Monday	$3.00	$6.26	$9.26	$1.00	$0.75	$1.75	$4.00	$7.01	$11.01
30-Sep	Tuesday	$6.00	$5.40	$11.40	$0.00	$3.00	$3.00	$6.00	$8.40	$14.40
				$0.00			$0.00			
TOTAL FOR THE MONTH		$65.00	$89.55	$154.55	$67.00	$45.49	$112.49	$132.00	$135.04	$267.04

FIXED ROUTE - RIDERSHIP AND FARECOUNT REPORT - RESIDENTIAL

September 2025

	Date	Total Pax	REG CASH	SENIOR & DISABLED	FREE	W/C	TAP SCANS	COLLECTED FARES	PROJECTED FARES	DIFF
			0.75c	Free						
Monday	1-Sep	9	6	3	0	0	0	$4.37	$4.50	**-$0.13**
Tuesday	2-Sep	20	4	10	5	0	1	$2.97	$3.00	**-$0.03**
Wednesday	3-Sep	19	4	8	5	0	2	$3.25	$3.00	**$0.25**
Thursday	4-Sep	20	6	12	1	0	1	$4.90	$4.50	**$0.40**
Friday	5-Sep	24	9	11	3	0	1	$6.76	$6.75	**$0.01**
Saturday	6-Sep	8	5	3	0	0	0	$3.61	$3.75	**-$0.14**
Sunday	7-Sep	10	0	5	4	0	1	$0.00	$0.00	**$0.00**
Monday	8-Sep	19	6	9	4	0	0	$5.00	$4.50	**$0.50**
Tuesday	9-Sep	29	13	11	5	0	0	$9.63	$9.75	**-$0.12**
Wednesday	10-Sep	28	8	12	8	0	0	$5.85	$6.00	**-$0.15**
Thursday	11-Sep	28	4	11	8	0	5	$3.25	$3.00	**$0.25**
Friday	12-Sep	28	4	12	12	0	0	$2.90	$3.00	**-$0.10**
Saturday	13-Sep	15	6	7	2	0	0	$4.15	$4.50	**-$0.35**
Sunday	14-Sep	2	0	2	0	0	0	$0.00	$0.00	**$0.00**
Monday	15-Sep	36	13	10	10	0	3	$10.05	$9.75	**$0.30**
Tuesday	16-Sep	42	7	21	12	0	2	$5.25	$5.25	**$0.00**
Wednesday	17-Sep	42	10	26	5	0	1	$7.57	$7.50	**$0.07**
Thursday	18-Sep	24	6	14	4	0	0	$4.25	$4.50	**-$0.25**
Friday	19-Sep	22	7	8	7	0	0	$5.64	$5.25	**$0.39**
Saturday	20-Sep	17	5	9	2	0	1	$3.65	$3.75	**-$0.10**
Sunday	21-Sep	15	3	9	1	0	2	$2.01	$2.25	**-$0.24**
Monday	22-Sep	24	10	8	5	0	1	$7.30	$7.50	**-$0.20**
Tuesday	23-Sep	42	14	19	7	0	2	$10.30	$10.50	**-$0.20**
Wednesday	24-Sep	38	11	13	10	0	4	$8.27	$8.25	**$0.02**
Thursday	25-Sep	34	8	14	11	0	1	$6.31	$6.00	**$0.31**
Friday	26-Sep	23	5	9	9	0	0	$3.75	$3.75	**$0.00**
Saturday	27-Sep	8	1	5	2	0	0	$0.75	$0.75	**$0.00**
Sunday	28-Sep	3	3	0	0	0	0	$2.15	$2.25	**-$0.10**
Monday	29-Sep	44	12	17	13	0	2	$9.26	$9.00	**$0.26**
Tuesday	30-Sep	46	15	15	12	0	4	$11.40	$11.25	**$0.15**

Total Weekday	**641**	**182**	**273**	**156**	**0**	**30**	**$138.23**	**$136.50**	**$1.73**
Total (Sat)	**48**	**17**	**24**	**6**	**0**	**1**	**$12.16**	**$12.75**	**-$0.59**
Total (Sunday)	**30**	**6**	**16**	**5**	**0**	**3**	**$4.16**	**$4.50**	**-$0.34**
Grand Total	**719**	**205**	**313**	**167**	**0**	**34**	**$154.55**	**$153.75**	**$0.80**

FIXED ROUTE - RIDERSHIP AND FARECOUNT REPORT - EXPRESS

September 2025

	Date	Total Pax	REG CASH 0.75c	SENIOR & DISABLED Free	FREE	W/C	TAP SCANS	COLLECTED FARES	PROJECTED FARES	DIFF
Monday	1-Sep	7	4	3	0	0	0	$3.00	$3.00	**$0.00**
Tuesday	2-Sep	24	8	11	5	0	0	$6.35	$6.00	**$0.35**
Wednesday	3-Sep	17	0	12	5	0	0	$0.00	$0.00	**$0.00**
Thursday	4-Sep	5	1	4	0	0	0	$0.00	$0.75	**-$0.75**
Friday	5-Sep	20	10	8	2	0	0	$7.65	$7.50	**$0.15**
Saturday	6-Sep	9	4	5	0	0	0	$3.00	$3.00	**$0.00**
Sunday	7-Sep	18	5	13	0	0	0	$3.75	$3.75	**$0.00**
Monday	8-Sep	17	7	10	0	0	3	$5.10	$5.25	**-$0.15**
Tuesday	9-Sep	30	11	8	11	0	0	$8.39	$8.25	**$0.14**
Wednesday	10-Sep	16	4	6	6	0	0	$3.10	$3.00	**$0.10**
Thursday	11-Sep	12	6	6	0	0	0	$4.50	$4.50	**$0.00**
Friday	12-Sep	21	9	10	2	0	0	$6.68	$6.75	**-$0.07**
Saturday	13-Sep	10	4	6	0	0	0	$3.25	$3.00	**$0.25**
Sunday	14-Sep	6	0	6	0	0	0	$0.00	$0.00	**$0.00**
Monday	15-Sep	15	10	5	0	0	0	$7.55	$7.50	**$0.05**
Tuesday	16-Sep	29	10	13	6	0	0	$7.25	$7.50	**-$0.25**
Wednesday	17-Sep	19	8	7	4	0	0	$6.40	$6.00	**$0.40**
Thursday	18-Sep	10	4	5	1	0	0	$3.00	$3.00	**$0.00**
Friday	19-Sep	11	5	6	0	0	0	$3.75	$3.75	**$0.00**
Saturday	20-Sep	18	3	15	0	0	0	$2.26	$2.25	**$0.01**
Sunday	21-Sep	4	3	1	0	0	0	$2.50	$2.25	**$0.25**
Monday	22-Sep	12	6	5	1	0	1	$4.76	$4.50	**$0.26**
Tuesday	23-Sep	13	7	5	1	0	0	$5.25	$5.25	**$0.00**
Wednesday	24-Sep	15	10	4	1	0	1	$7.60	$7.50	**$0.10**
Thursday	25-Sep	16	0	16	0	0	0	$0.00	$0.00	**$0.00**
Friday	26-Sep	22	3	16	3	0	0	$2.00	$2.25	**-$0.25**
Saturday	27-Sep	4	1	3	0	0	0	$0.65	$0.75	**-$0.10**
Sunday	28-Sep	5	0	5	0	0	0	$0.00	$0.00	**$0.00**
Monday	29-Sep	11	4	5	2	0	0	$3.00	$3.00	**$0.00**
Tuesday	30-Sep	8	2	5	1	0	0	$1.75	$1.50	**$0.25**
Total Weekday		**350**	**129**	**170**	**51**	**0**	**5**	**$97.08**	**$96.75**	**$0.33**
Total (Sat)		**41**	**12**	**29**	**0**	**0**	**0**	**$9.16**	**$9.00**	**$0.16**
Total (Sunday)		**33**	**8**	**25**	**0**	**0**	**0**	**$6.25**	**$6.00**	**$0.25**
Grand Total		**424**	**149**	**224**	**51**	**0**	**5**	**$112.49**	**$111.75**	**$0.74**

FIXED ROUTE - COMBINED RIDERSHIP AND FARES

September 2025

	Date	Total Pax	REG CASH 0.75c	SENIOR & DISABLED Free	FREE	W/C	TAP SCANS	COLLECTED FARES	PROJECTED FARES	DIFF
Monday	9/1	16	10	6	0	0	0	$7.37	$7.50	**-$0.13**
Tuesday	9/2	44	12	21	10	0	1	$9.32	$9.00	**$0.32**
Wednesday	9/3	36	4	20	10	0	2	$3.25	$3.00	**$0.25**
Thursday	9/4	25	7	16	1	0	1	$4.90	$5.25	**-$0.35**
Friday	9/5	44	19	19	5	0	1	$14.41	$14.25	**$0.16**
Saturday	9/6	17	9	8	0	0	0	$6.61	$6.75	**-$0.14**
Sunday	9/7	28	5	18	4	0	1	$3.75	$3.75	**$0.00**
Monday	9/8	36	13	19	4	0	3	$10.10	$9.75	**$0.35**
Tuesday	9/9	59	24	19	16	0	0	$18.02	$18.00	**$0.02**
Wednesday	9/10	44	12	18	14	0	0	$8.95	$9.00	**-$0.05**
Thursday	9/11	40	10	17	8	0	5	$7.75	$7.50	**$0.25**
Friday	9/12	49	13	22	14	0	0	$9.58	$9.75	**-$0.17**
Saturday	9/13	25	10	13	2	0	0	$7.40	$7.50	**-$0.10**
Sunday	9/14	8	0	8	0	0	0	$0.00	$0.00	**$0.00**
Monday	9/15	51	23	15	10	0	3	$17.60	$17.25	**$0.35**
Tuesday	9/16	71	17	34	18	0	2	$12.50	$12.75	**-$0.25**
Wednesday	9/17	61	18	33	9	0	1	$13.97	$13.50	**$0.47**
Thursday	9/18	34	10	19	5	0	0	$7.25	$7.50	**-$0.25**
Friday	9/19	33	12	14	7	0	0	$9.39	$9.00	**$0.39**
Saturday	9/20	35	8	24	2	0	1	$5.91	$6.00	**-$0.09**
Sunday	9/21	19	6	10	1	0	2	$4.51	$4.50	**$0.01**
Monday	9/22	36	16	13	6	0	2	$12.06	$12.00	**$0.06**
Tuesday	9/23	55	21	24	8	0	2	$15.55	$15.75	**-$0.20**
Wednesday	9/24	53	21	17	11	0	5	$15.87	$15.75	**$0.12**
Thursday	9/25	50	8	30	11	0	1	$6.31	$6.00	**$0.31**
Friday	9/26	45	8	25	12	0	0	$5.75	$6.00	**-$0.25**
Saturday	9/27	12	2	8	2	0	0	$1.40	$1.50	**-$0.10**
Sunday	9/28	8	3	5	0	0	0	$2.15	$2.25	**-$0.10**
Monday	9/29	55	16	22	15	0	2	$12.26	$12.00	**$0.26**
Tuesday	9/30	54	17	20	13	0	4	$13.15	$12.75	**$0.40**
Weekday		**991**	**311**	**443**	**207**	**0**	**35**	**$235.31**	**$233.25**	**$2.06**
Total (Sat)		**89**	**29**	**53**	**6**	**0**	**1**	**$21.32**	**$21.75**	**-$0.43**
Total (Sunday)		**63**	**14**	**41**	**5**	**0**	**3**	**$10.41**	**$10.50**	**-$0.09**
Grand Total		**1,143**	**354**	**537**	**218**	**0**	**39**	**$267.04**	**$265.50**	**$1.54**

FIXED ROUTE - HOURS and MILES

September 2025

	Date	Total Passengers	DAILY TOTAL HOURS			DAILY REVENUE HOURS			Pax/Rev Hr	DAILY TOTAL MILES			DAILY REVENUE MILES		
			Residential	Express	Gross Hours	Residential	Express	Revenue Hours		Residential	Express	Gross Miles	Residential	Express	Revenue Miles
Monday	9/1	16	9.25	7.58	16.83	7.48	6.58	14.06	1.14	93	102	195	81	90	171
Tuesday	9/2	44	12.75	11.58	24.33	11.65	10.58	22.23	1.98	145	152	297	126	144	270
Wednesday	9/3	36	12.75	11.58	24.33	11.65	10.58	22.23	1.62	144	155	299	126	144	270
Thursday	9/4	25	12.17	11.42	23.59	11.65	10.58	22.23	1.12	134	162	296	126	144	270
Friday	9/5	44	12.17	11.87	24.04	11.65	10.58	22.23	1.98	135	156	291	126	144	270
Saturday	9/6	17	10.05	10.52	20.57	9.15	9.25	18.40	0.92	112	135	247	99	126	225
Sunday	9/7	28	9.42	7.58	17.00	7.48	6.58	14.06	1.99	92	102	194	81	90	171
Monday	9/8	36	12.58	11.58	24.16	11.65	10.58	22.23	1.62	144	155	299	126	144	270
Tuesday	9/9	59	12.75	11.92	24.67	11.65	10.58	22.23	2.65	145	156	301	126	144	270
Wednesday	9/10	44	12.75	11.67	24.42	11.65	10.58	22.23	1.98	144	145	289	126	144	270
Thursday	9/11	40	12.17	11.72	23.89	11.65	10.58	22.23	1.80	140	156	296	126	144	270
Friday	9/12	49	13.00	11.83	24.83	11.65	10.58	22.23	2.20	139	157	296	126	144	270
Saturday	9/13	25	9.72	10.02	19.74	9.15	9.25	18.40	1.36	112	139	251	99	126	225
Sunday	9/14	8	9.42	7.67	17.09	7.48	6.58	14.06	0.57	93	101	194	81	90	171
Monday	9/15	51	12.92	11.58	24.50	11.65	10.58	22.23	2.29	144	155	299	126	144	270
Tuesday	9/16	71	12.75	11.58	24.33	11.65	10.58	22.23	3.19	144	144	288	126	144	270
Wednesday	9/17	61	12.92	11.58	24.50	11.65	10.58	22.23	2.74	144	153	297	126	144	270
Thursday	9/18	34	12.17	11.83	24.00	11.65	10.58	22.23	1.53	137	159	296	126	144	270
Friday	9/19	33	12.83	12.03	24.86	11.65	10.58	22.23	1.48	139	158	297	126	144	270
Saturday	9/20	35	9.80	10.35	20.15	9.25	9.25	18.50	1.89	104	138	242	99	126	225
Sunday	9/21	19	9.25	7.33	16.58	7.48	6.58	14.06	1.35	93	102	195	81	90	171
Monday	9/22	36	12.92	11.33	24.25	11.65	10.58	22.23	1.62	138	158	296	126	144	270
Tuesday	9/23	55	12.75	11.58	24.33	11.65	10.58	22.23	2.47	139	144	283	126	144	270
Wednesday	9/24	53	12.75	12.17	24.92	11.65	10.58	22.23	2.38	140	154	294	126	144	270
Thursday	9/25	50	12.83	11.58	24.41	11.65	10.58	22.23	2.25	141	159	300	126	144	270
Friday	9/26	45	12.83	11.92	24.75	11.65	10.58	22.23	2.02	142	156	298	126	144	270
Saturday	9/27	12	9.88	10.52	20.40	9.25	9.25	18.50	0.65	111	138	249	99	126	225
Sunday	9/28	8	9.42	7.67	17.09	7.48	6.58	14.06	0.57	93	100	193	81	90	171
Monday	9/29	55	12.92	11.33	24.25	11.65	10.58	22.23	2.47	145	154	299	126	144	270
Tuesday	9/30	54	12.92	11.58	24.50	11.65	10.58	22.23	2.43	143	156	299	126	144	270
Total Weekday		**991**	**275.85**	**252.84**	**528.69**	**252.13**	**228.76**	**480.89**	**2.06**	**3,059**	**3,346**	**6,405**	**2,727**	**3,114**	**5,841**
Total (Sat)		**89**	**39.45**	**41.41**	**80.86**	**36.80**	**37.00**	**73.80**	**1.21**	**439**	**550**	**989**	**396**	**504**	**900**
Total (Sunday)		**63**	**37.51**	**30.25**	**67.76**	**29.92**	**26.32**	**56.24**	**1.12**	**371**	**405**	**776**	**324**	**360**	**684**
Grand Total		**1,143**	**352.81**	**324.50**	**677.31**	**318.85**	**292.08**	**610.93**	**1.87**	**3,869**	**4,301**	**8,170**	**3,447**	**3,978**	**7,425**

CITY OF LAWNDALE
PARKS, RECREATION, AND
SOCIAL SERVICES COMMISSION

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: October 13, 2025

TO: Honorable Chairperson and Commissioners

PREPARED BY: Jason Minter, Community Services Director

RE: Approval of PRSSC Resolution 1102-25 Confirming Changes to the Commission Bylaws

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BACKGROUND

During the September 8, 2025 and September 22, 2025 meetings of the Parks, Recreation and Social Services Commission, staff brought forward requests to review the meeting schedule as well as a review of the Commission's bylaws respectively. During the September 8 meeting, the Commission approved a change to the bylaws (Article 6 Section 1) that would reduce the number of monthly meetings from two (2) to one (1), with that meeting to be held on the second Monday of the month. This change was approved by the Commission 3-0, with Commissioners Castro and Collins absent. Subsequently, at the September 22 meeting, the Commission reviewed the full bylaws and voted to approved changes to the Order of Business (Article 6 Section 6) to modify the wording and outline format of the section to a bulleted format. This change was approved by the Commission 4-0, with Chairperson Miller absent. While these two actions were taken and approved by a quorum of the Commission, there must be approval of a formal Resolution to confirm the changes.

STAFF REVIEW

Staff have drafted the attached Resolution 1102-25 confirming the actions taken at both the September 8 and September 22 meetings. The draft Resolution is included for approval by the Commission (Attachment A). In addition, a draft of the bylaws with the proposed changes has been included with the changed sections identified by the red text (Attachment B).

FUNDING

There are no funding impacts for the approval of the Resolution.

RECOMMENDATION

Staff recommend that the Commission approve PRSSC Resolution 1102-25 confirming changes to the Commission bylaws.

Attachments

Attachment A: Resolution 1102-25, Amendments to the PRSSC Bylaws, October 13, 2025

Attachment B: PRSSC Bylaws, Updated October 13, 2025, Resolution 1102-25 draft

RESOLUTION NO. 1102-25

A RESOLUTION OF THE PARKS, RECREATION AND SOCIAL SERVICES COMMISSION OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING CHANGES TO THE BYLAWS OF THE PARKS, RECREATION AND SOCIAL SERVICES COMMISSION.

WHEREAS, Lawndale Municipal Code section 2.40 established the Parks and Recreation Commission, later renamed to the Parks, Recreation and Social Services Commission; and

WHEREAS, Lawndale Municipal Code section 2.40.410 states that the Parks, Recreation and Social Services Commission "shall meet once every month"; and

WHEREAS, the bylaws adopted by the Parks, Recreation and Social Services Commission currently state that "the Commission shall hold its regular meetings on the second and fourth Mondays of each month"; and

WHEREAS, on September 8, 2025, at a regular meeting, the Parks, Recreation and Social Services Commission considered reducing the number of monthly meetings from two to one; and

WHEREAS, on September 22, 2025, at a regular meeting, the Parks, Recreation and Social Services Commission reviewed the bylaws in their entirety; and considered changes to ARTICLE 7, Section 6. Order of Business, updating the section to reflect changes to the general order of business that will allow flexibility;

NOW, THEREFORE, THE PARKS, RECREATION AND SOCIAL SERVICES COMMISSION OF THE CITY OF LAWNDALE, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Parks, Recreation and Social Services Commission, at its regular meeting on September 8, 2025, approved reducing the number of its regular monthly meetings from two to one effective January 2026;

SECTION 2. The bylaws of the Parks, Recreation and Social Services Commission are hereby amended as follows: **Article 6, Section 1** shall be revised to read: *"The Commission shall hold its regular meeting on the second Monday of each month.";*

SECTION 3. The Parks, Recreation and Social Services Commission, at its regular meeting on September 22, 2025, approved modifications to Section 6. Order of Business;

SECTION 4. The bylaws of the Parks, Recreation and Social Services Commission are hereby amended as follows: **Article 7, Section 6** shall be revised to read: "The order of business for each regular Commission meeting shall include the following elements:

(Next Page)

- Call to Order and Roll Call
- Flag Salute
- Approval of Minutes
- Presentations
- Oral Communications (Public Comments)
- Comments from Commissioners
- Administrative Matters
- Director's Report
- Items from Commissioners
- Special Event Update
- Miscellaneous
- Adjournment

The Chairperson may deviate from the meeting order of business at his/her discretion or at the request of a commissioner."

PASSED, APPROVED AND ADOPTED this 13th day of October , 2025.

_____
Kenneth Miller, Chairperson

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Jason Minter, Community Services Director for the City of Lawndale, California, do hereby certify that the foregoing Resolution No. 1102-25 was duly approved and adopted by the Parks, Recreation and Social Services Commission of the City of Lawndale at a regular meeting of said Commission held on the 13th day of October 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Jason Minter, Community Services Director

BYLAWS

of the

Parks, Recreation and Social Services Commission

City of Lawndale, California

Updated October 13, 2025

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Parks, Recreation, and Social Services Commission Bylaws

ARTICLE I – NAME AND/OR AUTHORITY

The name of this organization is the Parks, Recreation, and Social Services Commission of the City of Lawndale, California; hereinafter referred to as "Commission".

ARTICLE 2 – DUTIES AND RESPONSIBILITIES

The Commission shall have the duties and responsibilities as assigned by the City Council and be required to act in a manner consistent with the following:

- Lawndale Municipal Code policies and regulations pertaining to legislative bodies appointed by the City Council including, but not limited to, Chapters 2.40, 2.80 and 3.10;
- City Council Policy Manual - policies pertaining to council advisory bodies; and
- The Ralph M. Brown Act open meeting rules.

ARTICLE 3 – MEMBERSHIP

Membership, qualifications for appointment, term of office, and procedures for removal of members and the filling of vacancies shall be as established by the City Council.

ARTICLE 4 – OFFICERS AND ELECTIONS

Section 1. Officers and Term of Office

Officers of the Commission shall consist of one Chairperson and one Vice Chairperson who shall serve a term of office of one year.

Section 2. Election of Officers

The annual election of officers shall be conducted at the first regular Commission meeting in June of each year. It shall be the policy of the Commission that the offices of Chairperson and Vice Chairperson be rotated insofar as possible among the members.

The staff liaison to the Commission shall officiate the election at the beginning of the commissioners' new term or in the event that both the Chairperson and the Vice Chairperson are absent. The incumbent chairperson shall preside over all other elections.

The newly elected Chairperson and Vice Chairperson shall take office immediately following the election.

Section 3. Vacancy of an Office

Should a vacancy occur in any office, for any reason, prior to the next annual election, a special election shall be held to fill the vacant office. The member elected to fill the vacancy shall hold office for the unexpired term of the former incumbent.

Section 4. Election Procedures

The presiding officer will open the floor to nominations, starting with the position of Chairperson. After the Chairperson has been decided, the presiding officer will open the floor to nominations for the position of Vice Chairperson. Any member may nominate a candidate from the membership for each position; nominations need not be seconded.

A member may withdraw his/her name if placed in nomination announcing that, if elected, s/he would not be able to serve; but s/he shall not withdraw in favor of another member.

The presiding officer will ask for a motion to close the nominations; a second of, and vote on, the motion is required. The presiding officer then declares the nominations to be closed.

The presiding officer will call for the vote, reminding the membership that members may vote only in the affirmative and each member may vote only once for each office. The candidate who receives a majority of the votes is then declared to be elected to fill the office.

Section 5. Duties of the Chairperson

The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting; his/her decision shall be final unless overruled by a vote of the membership. A member must be recognized by the Chairperson in order to address the Commission. The Chairperson shall also have the following responsibilities:

- Maintaining order, decorum and correct procedure at all times
- Limiting discussion and deliberation to the advisory body's assigned area of responsibility and to the subject at hand
- Facilitating the decision making process by encouraging the input of ideas and guiding discussions in a logical and orderly fashion
- Clarifying ideas as they are discussed and repeating motions as they are made for the understanding of all members
- Announcing the results of all votes (may be delegated to the advisory body's secretary)
- Signing documents approved by the advisory body at meetings at which he/she was in attendance (Documents are signed by the presiding officer of the meeting at which the action was taken.)

Section 6. Duties of the Vice Chairperson

The Vice Chairperson shall assume all duties of the Chairperson in his/her absence or disability.

Section 7. Selection of an Acting Chairperson

In case of absence of both the Chairperson and the Vice Chairperson from any meeting, an Acting Chairperson shall be elected from among the members present, to serve only during the absence of the Chairperson and Vice Chairperson.

ARTICLE 5 – STAFF SUPPORT

Section 1. Staff Duties and Responsibilities

Staff support and assistance is provided but the Commission does not have supervisory authority over City employees. While staff may work closely with the Commission, staff members remain responsible to their immediate supervisors, and ultimately to the City Manager and the City Council.

The City Manager shall designate appropriate staff to assist and support the Commission. Staff shall attend all Commission meetings and shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Commission in the conduct of its business. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notification regarding Commission meetings.

Staff shall prepare the meeting agendas and record the minutes of the meetings, shall supervise volunteers and interns, shall make recommendations, prepare reports and proposals to the Commission, may represent the Commission at other meetings, presentations, and public functions as requested, and shall perform administrative tasks.

Staff shall be responsible for the maintenance of proper records and files pertaining to the Commission's business. Staff shall receive and record all exhibits, petitions, documents, or other materials presented to the Commission in support of, or in opposition to, any question before it. Staff shall sign all notices prepared in connection with the Commission's business, shall attest to all records of actions, transmittals, and referrals as may be necessary or required by law, and shall be responsible for compliance with all Ralph M. Brown Act postings and noticing requirements.

Section 2. Staff Relationship to the Commission

Given limited staff resources neither the Chairperson or individual members shall make requests of staff without approval of the full Commission. If a member has a research or report request, it shall be brought to the Commission for discussion, consideration, and disposition prior to making the request of staff. If a request not approved the individual member shall be responsible for his/her own research or report. All written communications to outside groups shall be sent out over the signatures of the designated Community Services Department staff or Chairperson of the Commission with a copy provided to Commission members. Under no circumstances is any Commissioner to take any action or make any statements committing the Commission as a whole unless they have authority to do so by the vote of the Commission.

ARTICLE 6 – MEETINGS

Section 1. Time and Location of Meetings

The Commission shall hold its regular meetings on the second Monday of each month, beginning at 6:30 p.m. in the City Hall council chamber located at 14717 Burin Avenue. If a regular meeting day is on a City holiday, the meeting shall be held on the next business day. If the council chamber is unavailable staff may reschedule the meeting or relocate the meeting to an appropriate alternative site.

Section 2. Cancellation

If a majority of the membership deems it necessary or desirable a regularly scheduled meeting may be cancelled or rescheduled. Staff shall prepare a notice of meeting cancellation and post the notice at all locations where Commission agendas are regularly posted no later than the date the agenda would have been normally posted.

Section 3. Special and Adjourned Meetings

Special meetings may be called at any time by the Chairperson or a majority of the Commission by delivering written notice and by a notice posted at the City's designated posting locations, to include City Hall. Such notice shall state the purpose or the business to be transacted and must be delivered personally or by mail to each member at least twenty-four hours before the time of such meeting as specified in the notice. No business may be transacted at such special meeting other than as stated in the notice.

The Commission may adjourn any meeting to a time and place specified in the order of adjournment. When an order of adjournment of any meeting fails to state an hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

ARTICLE 7 – CONDUCT OF MEETINGS

Section 1. Compliance with the State Laws and City Council Policies

All regular, special, and adjourned meetings of the Commission shall be open meetings to which the public and the press shall be admitted in compliance with the Ralph M. Brown Act. Meetings will be held at City facilities which are accessible to persons with disabilities.

Commissioners shall comply with the provisions of the California Political Reform Act, Government Code Sections 87100, et seq., and the City's Conflict of Interest Code. Should a commissioner have a conflict of interest regarding any matter before the Commission he/she may seek advice from the city attorney prior to participating in any discussion of the matter.

Commissioners shall comply with the provisions of California Assembly Bill 1234 including but not limited to appointee ethics training requirements, compensation and reimbursement requirements for appointed officials, and reporting of city funding of appointee conference/meeting expenses at the Commission meeting immediately following the conference/meeting.

While conducting the Commission's official business, commissioners shall comply with the City's Ethics Code and all Commission related City Council policies contained in the Lawndale Municipal Code and the City Council Policy Manual.

Section 2. General Conduct of Meetings

Unless otherwise specified in these Bylaws, commission meetings shall be conducted in accordance with the most recently revised edition of Rosenberg's Rules of Order. The Commission shall also conduct its business in a manner consistent with the guidelines set forth in the City of Lawndale Handbook for Advisory Bodies, including observing basic rules of courtesy during meetings, handling tough decisions, and the general principles of parliamentary law.

Points of order and conduct, including those not addressed by these Bylaws, shall be settled by the Chairperson, unless overruled by a majority vote of the Commission. The Chairperson will consult with staff as necessary. Unresolved issues may be referred to the City Attorney or City Manager as appropriate and continued to a future meeting.

Section 3. How Items Are Placed on the Agenda

Any commissioner or the staff liaison to the Commission may place items on the agenda.

Section 4. Quorum

A quorum of the Commission shall consist of three members, whether or not there are vacancies on the Commission. Three members of the Commission shall constitute a quorum for the transaction of business.

Section 5. Absence of a Quorum

In the absence of a quorum at any meeting, such meeting may be adjourned to a specific date and time to conduct the business described in the meeting agenda. A meeting may be declared adjourned for lack of a quorum after a 10 minute period has elapsed from the scheduled start time of the meeting.

Section 6. Order of Business

The order of business for each regular Commission meeting shall include the following elements:

- Call to Order and Roll Call
- Flag Salute
- Approval of Minutes
- Presentations
- Oral Communications (Public Comments)
- Comments from Commissioners
- Administrative Matters
- Director's Report
- Items from Commissioners
- Special Event Update
- Miscellaneous
- Adjournment

The Chairperson may deviate from the meeting order of business at his/her discretion or at the request of a commissioner.

Section 7. Public Comments

Any individual or group who wishes to address the Commission regarding any subject not on the agenda may do so during the portion of the meeting specified for such public comments. Each person may address the Commission only once during the public comment portion of the meeting and shall be limited to five minutes in which to speak.

The Commission may at its discretion make any of the following determinations in response to the public comments:

- That the subject raised by any speaker does not require investigation or response;
- That the subject raised by any speaker should be referred to staff for investigation and/or response; or
- That the subject raised by any speaker should be placed on the agenda for the next appropriate meeting for action by the Commission.

ARTICLE 8 – MOTIONS

Section 1. Call for Motion

Upon conclusion of preliminary discussion, any member may place a motion on the floor. The motion shall contain the proposed action.

Section 2. Seconding a Motion

The Chairperson shall receive all motions and shall call for a second to each motion.

Section 3. Lack of a Second

If, after a reasonable time, no second has been made, the Chairperson will declare that the motion died for lack of a second and the same shall be recorded in the minutes of the meeting.

Section 4. Discussion/Debate

After a motion has been made and seconded, the Chairperson shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chairperson shall state the motion and put the matter to a vote.

Section 5. Time Limits on Discussion/Debate

The Chairperson may, at his/her discretion, limit debate of any motion, except that each member shall have the opportunity to speak.

Section 6. Amending a Motion

A motion to amend may be made by any member to revise a motion on the floor, but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the second accept it as a friendly amendment, and, if it passes, it then becomes part of the main motion.

Section 7. Withdrawing a Motion

Any motion may be withdrawn by the maker and the second and shall not be included in the meeting minutes. Motion withdrawals can be included in the meeting minutes.

Section 8. Motion to Table

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency, or to end an unproductive discussion. A motion to table is not in order when another member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Members shall refrain from using a motion to table as a means of capriciously limiting debate among members, to suppress a minority of the Commission, or to avoid public input on an agenda item under consideration by the Commission. The Commission shall proceed by motion. Any member, including the Chairperson, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion may be withdrawn by the introducer at any time before a vote.

Section 9. Results of Voting

The Chairperson shall state the results of each vote, e.g., “The motion passes by a vote of four to one.” A motion shall be adopted by a majority of the votes cast, a quorum being present. Every member should vote affirmatively or negatively unless excused because of a conflict of interest. A member who wishes to be excused from voting for reasons other than a conflict of interest shall so inform the Chairperson, who shall take a vote of the remaining members.

ARTICLE 9 – VOTING

Section 1. Obligation to Vote

All members present at any meeting should vote unless disqualified due to an apparent conflict of interest. No member may abstain from voting on any item. However, a member should abstain from voting on the approval of the minutes for a meeting from which the member was absent unless the member has listened to the recording of the meeting.

Pursuant to the California Political Reform Act, no commissioner shall make or participate in a governmental decision that pertains to an issue when s/he knows, or has reason to know, such participation will have a reasonably foreseeable material financial effect (which is distinguishable from its effect on the public generally) on the commissioner.

Any member who has a disqualifying interest on a particular matter must state the nature of the conflict on the record and leave the meeting room until the matter in question has been resolved. A disqualified member shall not participate in the discussion or vote on that issue, but may address the Commission at the same time and in the same manner as the public generally. Any question regarding conflicts of interest shall be referred by staff to the city attorney.

Section 2. Roll Call Vote

All votes of the commission shall be roll call votes using the council chamber electronic voting system. If a meeting is conducted at another location or there is a malfunction in the electronic voting system votes will be signified by a show of hands.

Section 3. Tie Votes

Tie votes will be resolved as follows:

Statement of Disqualification: A tie vote defeats the motion.

Absence: A tie vote when commissioners are absent results in a defeated motion.

Successive Tie Vote: A tie vote at the next meeting on a matter that has been continued as a result of a tie vote shall constitute a denial of the appeal or defeat of the motion.

ARTICLE 10 – REPORTS

Section 1. Agenda Reports to Commission

Agenda reports serve as the analysis, detail, history, and justification for the agenda item. Reports shall include recommendation(s) and background. When initiated by staff, agenda reports may be written or verbal at the discretion of staff. However, a written report is required for all agenda items pertaining to the allocation and expenditure from the fireworks booth trust fund. If a verbal report is given by staff, the commission may, at its discretion, request a written report prior to discussion and deliberation of the agenda item.

Section 2. Committee Reports

Committee reports may be verbal or written and, if verbal, may be accompanied by written documentation.

Section 3. Preparation of Commission-Generated City Council Agenda Reports

All resolutions and recommendations adopted by the Commission and addressed to the City Council shall be delivered to the City Manager as soon as possible for placement on a future City Council agenda. Agenda reports to the City Council from the Commission shall be written reports consistent with content, style, and formatting of City Council agenda reports.

ARTICLE 11 – RECORD KEEPING

Section 1. Maintenance of Records

All records shall be maintained in accordance with State law and the City's Records Management Program and retained in accordance with the pertinent records retention schedule.

Section 2. Minutes

Summary minutes will be produced for all Commission meetings. Commissioners who want a particular comment summarized in the minutes must state "for the record" before making such comment. Minutes shall be reviewed, corrected as appropriate, and approved by the Commission at a subsequent meeting. Unless the reading of the minutes of a meeting is requested by a member of the Commission the minutes may be approved without reading.

The minutes of the Commission meeting shall be written by staff in accordance with the following Commission policy:

1. Minutes shall contain a record of all proceedings, motions and actions.
2. Minutes shall not be a verbatim recording.
3. All motions, whether passed or lost, shall be recorded with the name of the maker of the motion and the person seconding the motion.
4. Staff reports shall be summarized or mentioned as being presented or voted upon. A copy shall be filed for the record. Subcommittee reports presented orally in a meeting shall be summarized in the minutes.
5. Minutes shall list the names of all persons who speak for or against an agenda item and the position the speaker took on the matter.

Section 3. Audio Recording of Meetings

Proceedings for all Commission meetings shall be recorded on a digital recorder whenever possible. The digital recordings shall be retained in accordance with the City's Records Management Program. Members of the public have the right to make recordings of a meeting without disrupting the proceedings under any circumstances.

ARTICLE 12 – COMMITTEES

Section 1. Ad Hoc Committees

Ad hoc committees may be established by the Commission to gather information or examine issues deemed necessary to carrying out the functions and purpose of the Commission. Ad hoc committees generally serve only a limited or single purpose, are not perpetual, and are dissolved once their specific task is completed. The membership of an ad hoc committee may not include a majority of the membership of the Commission. Ad hoc committees shall bring back information to the commission in either oral or written form. Following ad hoc committee input, the Commission may then discuss, deliberate, and make recommendations on the designated issue. Ad hoc committees shall not be

subject to the Brown Act. City staff shall not be required to be present at ad hoc committee meetings. All ad hoc committees shall provide a final report to the Commission in lieu of minutes.

Section 2. Standing Committees

Standing committees are bodies established to gather information or examine issues deemed necessary to carrying out the functions and purpose of the Commission. Standing committees are advisory to the commission, ongoing in nature and may be authorized by the commission to gather facts pertaining to an issue and report directly to the Commission. The public has a right to participate in this process. Standing committees are subject to the Brown Act and staff will provide only such support as needed to ensure such compliance.

Section 3. Staff Support to Committees

City staff shall attend and provide support for standing or ad hoc committee meetings. All ad hoc committees shall provide a final report to the Commission in lieu of minutes. All standing committees shall provide reports, no less than quarterly, to the Commission.

Section 4. Appointments

The majority of the Commission may designate or solicit participation for standing and ad hoc committees.

Section 5. Committee Meetings

All standing or ad hoc committee meetings shall be held upon call of the Committee Chairperson.

ARTICLE 13 – FIREWORKS STAND

In years in which the Commission has determined that they will operate a fireworks sales stand, two members of the Commission, one liaison and one assistant liaison, shall be chosen by the majority of the Commission to oversee the operational aspects of the sales stand.

ARTICLE 14 – ADOPTION OF BYLAWS

Immediately upon favorable vote of not less than a majority of the full membership of the Commission these Bylaws shall be in full force and effect. Any and all previously adopted Bylaws are hereby superseded. These Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Lawndale nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Commission may direct its activities.

ARTICLE 15 – AMENDMENTS

A majority of the full membership of the Commission may amend these Bylaws by resolution of the Commission.

Approved:_____
Chair

Attest:_____
Staff

CITY OF LAWNDALE
PARKS, RECREATION, AND
SOCIAL SERVICES COMMISSION

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: October 13, 2025

TO: Honorable Chairperson and Commissioners

PREPARED BY: Jason Minter, Community Services Director

RE: Director's Report - October 14, 2025

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

- Ethics Training - Castro, Collins, and Miller
- Field Allocations - Pending
- Future Presentations