



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING – SEPTEMBER 27th, 2021**

A. CALL TO ORDER AND ROLL CALL

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

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

Members Absent: Sylvia Chavez, Commissioner

Others Present: Mike Estes, Director of Community Services

B. FLAG SALUTE

Chairperson Carroll led the PRSSC and those in attendance in the flag salute.

C. APPROVAL OF SEPTEMBER 13th, 2021 MINUTES

Commissioner Woods motioned to approve the September 13th minutes with corrections, seconded by Commissioner Lin.

Motion carries: 4-0 (Commissioner Chavez absent)

D. PRESENTATIONS

None scheduled.

E. ITEMS FROM CITIZENS

None Present

F. ITEMS FROM COMMUNITY SERVICES STAFF

1. Potential Expenditure, Donation for City Holiday Decorations Program

Director Estes opened the discussion pertaining to the City’s Holiday Decorations program and reviewed the following with the PRSSC as discussed in previous regularly scheduled meetings: 1) the request for funds will be used to continue the Holiday Decorations program initiated in 2020; 2) the funds, if granted, will be used to install permanent electrical infrastructure at the monument sign locations in the City that will provide electricity to the four monument locations in the City at which decorations were installed in 2020 and LED string lights to beautify additional trees; and 3)

reviewed the details for the PRSSC's donation to the program in 2020 and what the funds were used for.

As determined at the September 13th, 2021 regularly scheduled meeting, the PRSSC invited Director of Public Works, Julian Lee to the meeting to provide information as to what the requested funds would be used for. Director Lee informed the PRSSC of the following: 1) importance of the program which essentially is a continuation of the 2020 program; 2) the necessary and permanent electrical infrastructure that will deliver individual electrical outlets to each tree being lighted which is projected to cost approximately \$12,000.00; and 3) the project is earmarked to be completed by a qualified electrical contractor.

Concerns from Commissioners were as follows: 1) the City should plan to include funding for an annual Holiday Decoration Program in the City budget so PRSSC funding won't need to be relied upon in the future; 2) if the project cannot be completed with the agreed upon contribution from PRSSC, how will the remaining work be funded; and 3) how will the PRSSC's donation of funds be utilized.

After further discussion by the PRSSC and Director Lee, the PRSSC was in consensus to proceed with a purchasing resolution to be presented at the next regularly scheduled meeting with a "not to exceed" amount of \$12,000.00. The PRSSC determined that it would be willing to revisit an additional request for funding if the need exists and once the \$12,000.00 has been spent. However, the PRSSC suggested that Director Lee attempt to make the money last as long as possible by considering the use of in-house labor, or less expensive contractors for project elements such as digging and trenching.

2. PRSSC Street Pole Banner Project, Winter/Holiday Designs Report

The PRSSC was notified that the approved Winter/Holiday banner designs were sent to production with an expected two-week turnaround. Delivery of the banners are expected to be received in plenty of time to meet the desired November display date.

3. PRSSC Street Pole Banner Project, Spring Designs Review

Director Estes presented six spring banner designs to the PRSSC for review. The project vendor, Street Décor in Reno, Nevada recommended against using lighter background colors such as pastel colors for the street pole banners because they get dirty as a result of soot in the air and other elements the affect lighter colors. Lighter colored background material, such as pastels, will require frequent cleaning as opposed to darker colors that will not require frequent cleaning and will maintain their color properties for the life of the banners as they don't fade. The PRSSC selected the following banner designs to be revised and brought back for further review at the October 11th, 2021, regularly scheduled meeting: banners #1, #2, and #4 with two separate designs and different background colors for a total of six.

G. ITEMS FROM COMMISSIONERS

None submitted

H. SPECIAL EVENTS UPDATES

4. 2021 Halloween Haunt Event Update, Saturday, October 30th, 2021, 4:00 p.m.

Director Estes reported to the PRSSC that the 2021 Halloween Haunt event is on target to proceed as an outdoor event on Saturday, October 30th beginning at 4:00 p.m. Event activities will include the following: 1) a trick-or-treat trail; 2) costume contests for four separate age

divisions; 3) a disc jockey for music and public address purposes; 4) stage entertainment such as a puppet show at the show wagon mobile stage and 5) City Council and Special Guests welcome. Portable restrooms and hand-washers have been secured to keep all activities confined to the Civic Center Plaza and City Hall Courtyard. PRSSC will continue with the tradition of providing Glow-in-the-Dark necklaces and will operate a booth on the Trick-or-Treat Trail.

Invitation letters have been sent to the Lawndale businesses seeking organizations to participate in the Trick-or-Treat Trail. Advertising for the Halloween Haunt program is taking place via the City website, social media pages, flyers and the electronic sign adjacent to the 405 freeway southbound lanes

5. Angel Tree Lighting Event, Friday, December 3rd, 2021

Director Estes informed the PRSSC that the synthetic skating rink and snow sled run have been reserved for the event scheduled for December 3rd, 2021 at the Lawndale Civic Center Plaza..

I. MISCELLANEOUS

6. Individual Comments from Commissioners:

Commissioner Lin requested that time be allotted at a future meeting for a conversation amongst the PRSSC to discuss purchasing guidelines and potential spending limitations.

J. ADGENDA ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- 7. PRSSC Street Pole Banner Design Spring Banner Draft Review, Ongoing**
- 8. Tours of City-owned and School District-owned Parks, To Be Determined**
- 9. PRSSC Group Photo for Website, When Commissioner Chavez Returns**
- 10. PRSSC Fireworks Trust Fund Account, Master Funding Plan**

K. ADJOURMENT

Chairperson Carroll adjourned the meeting at 8:52 p.m. to a regularly scheduled meeting to be held Monday, October 11th, 2021, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, CA 90260.

Christina Carroll, Chairperson

Attest:

Mike Estes, Director of Community Services