



**MINUTES  
CITY OF LAWDALE  
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION  
REGULAR MEETING – SEPTEMBER 13<sup>TH</sup>, 2021**

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

Chairperson Carroll called the meeting to order at 7:07 p.m. in the City Hall Council Chamber, located at 14717 Burin Avenue, Lawndale, California.

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

Members Absent:                    Christina Carroll, Chairperson  
   Sylvia Chavez, Commissioner

Others Present:                    Mike Estes, Director of Community Services

**B. FLAG SALUTE**

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

**C. APPROVAL OF AUGUST 9<sup>th</sup>, 2021 MINUTES**

Commissioner Woods made a motion, seconded by Commissioner Lin, to approve the minutes of August 9th, 2021, without corrections.

**Motion carries: 3-0** (Chairperson Carroll and Commissioner Chavez absent)

**D. PRESENTATIONS**

None scheduled.

**E. ITEMS FROM CITIZENS**

None Present

**F. ITEMS FROM COMMUNITY SERVICES STAFF**

**1. PRSSC Street Pole Banner Project, Winter/Holiday Design Review:**

Director Estes presented five designs of the Winter/Holiday banners to the PRSSC for review and approval. Upon selection of two banner designs, Director Estes will share with the City Manager prior to releasing for production as soon as possible after the requested changes have been made to design #2. The time frame for installing the banners is on target for early to mid-November. Director Estes motioned to accept designs two and five, with slight modifications to design two. Vice Chairperson Martinez called for a vote resulting in an approval to move forward with design two, with minor alterations, and design five as is.

**2. PRSSC Trust Fund Account and Balance Update:**

Director Estes provided the PRSSC with an account balance statement confirming an account balance of approximately \$98,000.00. Taking into consideration the following account movement, the following expenses have been recorded which will adjust the account balance to approximately \$40,000.00. The expenses that have not yet been transferred out of the account are as follows: 1) \$10,000 allotted to the Lawndale Blues Festival, 2) \$2,849.00 allotted for the purchase of 10, 10' x 10' canopies for City-wide special event use, and 3) \$45,000 allotted for the Hawthorne Boulevard Street Pole Banners Project.

**3. PRSSC Purchasing History:**

Director Estes presented the PRSSC with the attached "Resolution for Expenditures" spreadsheet accounting for all PRSSC expenditures since October 2007. Fiscal year expenses are reconciled on an annual basis running from July 1<sup>st</sup> through June 30<sup>th</sup>. The purchasing history presented to the PRSSC included the most recent allocations/purchases in the current fiscal year 2021-2022 budget as mentioned above.

**4. Potential Expenditure, Holiday Decorations for Hawthorne Boulevard:**

Director Estes discussed an upcoming request for funding with the PRSSC for infrastructure and additional lights for the City's holiday decorations program. This project will be an extension of the work that was completed in 2020 at the four monument sign locations in the City which will convert the infrastructure from electrical extensions from nearby pull boxes to permanent hard wired infrastructure. In addition, the City will continue to light numerous palm trees in the areas of the monument signs as well as lighting additional well-seen areas throughout the City.

Director Estes informed the PRSSC that he will likely request a donation for \$20,000.00 on behalf of the City Manager's Office and the Public Works Department to continue to build on last year's efforts to provide a holiday decorations program that will make the residents proud of their city. In preparation, the PRSSC requested a breakdown of costs and items to be purchased which will be discussed at the September 27<sup>th</sup>, 2021 regularly scheduled meeting. Director Estes informed the PRSSC that he will invite Julian Lee, Public Works Director to the meeting and request an itemized list of expenses to be incurred with the potential donation of funds from the PRSSC Fireworks Trust Fund account.

Concerns were expressed by the PRSSC about the diminishing funds in the PRSSC Fireworks Trust Fund account. A suggestion was made that there could be other fundraising activities considered as well as an annual budget cap for expenses, or limitations on spending for each respective year's revenues.

**G. ITEMS FROM COMMISSIONERS**

None submitted

**H. SPECIAL EVENTS UPDATES**

**5. 8<sup>th</sup> Annual Lawndale Blues Festival Event Review:**

Director Estes made the following comments regarding the 8<sup>th</sup> Annual Lawndale Blues Festival on September 11<sup>th</sup>, 2021: 1) it was a fantastic event and the weather was great, especially the early breeze that kept it cool; 2) the turnout was better than any previous year with approximately

500 to 600 people in attendance at the busiest hour of the event; 3) the food vendors did very well and there were many compliments about the selection of food; 4) the drive-up car show was very well represented as there were approximately 50 hot rods in attendance; and 5) despite minor glitches related to the sound system that caused an approximately 20 minute delay at the outset, all bands performed their full sets and the event did not fall much farther behind.

Future suggestions for the event consisted of: 1) identified "Recycling" receptacles separate from the normal trash receptacles; 2) , additional parking accommodations; and 3) potential shuttle bus operations from a nearby City location(s).

**6. 2021 Halloween Haunt Event, Saturday, October 30<sup>th</sup>, 2021 4:00 p.m.**

The Halloween Haunt event is scheduled to occur on Saturday, October 30<sup>th</sup>, 2021 from 4PM to 8PM and will be strictly an outdoor event. The anticipated event will not include the traditional Haunted Mansion, however it will offer a "Trick or' Treat Trail" with the various community vendors and businesses that choose to participate. The candy for the Trick or Treat Trail will be supplied by the City. The event will consist of game booths, age divisional costume contest, puppet shows, and possible entertainment in the form of high school marching bands. The advertising for the event is scheduled to occur by way of the City Social Media platforms, flyers, City Website and the EMI sign adjacent to the 405 freeway.

**I. MISCELLANEOUS**

**7. Individual Comments from Commissioners:**

The PRSSC would like to discuss the option of implementing a budget floor and/or a maximum percentage of revenues to be spent from year to year for their annual contributions and qualified expenses.

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

**8. PRSSC Street Pole Banner Design Spring Banner Draft Review, September 27, 2021**

**9. Tours of City-owned and School District-owned Parks, To Be Determined**

**K. ADJOURMENT**

Chairperson Carroll adjourned the meeting at 8:51 p.m. to a regularly scheduled meeting to be held Monday, September 27th, 2021, at the Lawndale City Hall Council Chamber located at 14717 Burin Avenue, Lawndale, CA 90260.

  
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Christina Carroll, Chairperson

Jessica Martinez, vice chairperson

Attest:

  
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Mike Estes, Director of Community Services