



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

Monday, August 25, 2025, 6:30 PM
Harold E. Hofmann Community Center
14700 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 August 11, 2025, Commission Meeting
— Staff recommend that the Commission review and approve the minutes from the August 11, 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. Approval of a Resolution Authorizing the use of the Parks, Recreation and Social Services Commission Trust Fund for the purchase of Halloween Haunt Giveaways
— Staff recommend that the Commission review and approve Resolution 1101-25 authorizing the purchase of Halloween Haunt Giveaways for the 2025 Halloween Haunt.

H. DIRECTOR'S REPORT

3. Director's Report - August 25, 2025

I. ITEMS FROM COMMISSIONERS

4. Review of Cold Weather Commission Apparel

J. SPECIAL EVENTS UPDATE

5. Lawndale Blues Festival: Saturday, September 13, 2025
6. Halloween Haunt: Friday, October 31, 2025

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 September 8, 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, August 25, 2025, was posted no less than 72 hours prior to the meeting.

Jason Minter
Director of Community Services

Date Posted: August 21, 2025



CITY OF LAWNDALE

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

DATE: August 25, 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 August 11, 2025, Commission Meeting**

Staff recommend that the Commission review and approve the minutes from the August 11, 2025, Parks, Recreation and Social Services Commission meeting (Attachment A).

Attachments

[8-11-25 PRSSC Minutes.pdf](#)



**MINUTES
CITY OF LAWDALE
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION
REGULAR MEETING
MONDAY, AUGUST 11, 2025**

A. CALL TO ORDER AND ROLL CALL

Vice Chairperson Wood called the meeting to order at 6:36 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 Collins
 Commissioner Owens
 Vice Chairperson Wood

Members Absent: Commissioner Castro
 Chairperson Miller

Staff Present: Community Services Director, Jason Minter

B. FLAG SALUTE

Vice Chairperson Wood led the flag salute.

C. APPROVAL OF MINUTES

1. Approval of the Minutes from the July 28, 2025, Commission Meeting

A motion was made by Commissioner Collins and seconded by Commissioner Owens to approve the July 28, 2025, minutes as written.

Motion carried 3-0, with Commissioner Castro and Chairperson Miller absent.

D. PRESENTATIONS

None.

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

None.

F. COMMENTS FROM COMMISSIONERS

Commissioner Owens asked about staff follow up for previous Commissioner comments. Director Minter explained that staff try to follow up during the Director's Report, unless further research was needed for a certain topic. For more in depth discussions, the topics would be brought forward on the agenda at future meetings.

Commissioner Wood mentioned National Night Out, and that it seemed like a good turnout. She also mentioned that it was very interactive, and that they had a lot of participation from the community.

Commissioner Owens mentioned that the Mobile Recreation Van coloring sheet was a great activity, but that they needed more room for the kids to color.

G. ADMINISTRATIVE MATTERS

2. Lawndale Beat Ridership Report for July 2025

Director Minter provided a brief update on the report, and mentioned the number of accidents that had occurred the previous month. Commissioner Collins made a motion to accept and file the report. A second was made by Vice Chairperson Wood.

Motion carried 3-0 absent Commissioner Castro and Chairperson Miller.

H. DIRECTOR'S REPORT

3. Director's Report

Director Minter provided updates on the following topics:

- Hopper Park Shade Cover was installed and is complete
- Thanked Commissioners for volunteering at the booth and talked about the input received from the community.
- Mentioned potential upcoming Commission purchases with the trust funds, including glow necklaces and treat bags for the upcoming Halloween Haunt. These would be on the agenda in the near future.
- Saturday morning free yoga class was extended through the month of September, which adds 5 more classes.

I. ITEMS FROM COMMISSIONERS

None.

J. SPECIAL EVENT UPDATE

4. Lawndale Blues Festival: Saturday, September 13

Director Minter discussed the event and current plans to increase attendance and participation at the concert.

5. Hispanic Heritage Festival: Saturday, October 11

Director Minter discussed the event and shared some of the planning that has happened to date. There is a definite push to get the community involved through performances, booths, and food.

6. 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.

K. MISCELLANEOUS

None.

L. ADJOURNMENT

Vice Chairperson Wood adjourned the meeting at 7:21 pm. to the next regularly scheduled meeting on Monday, August 25, 2025, at 6:30 pm in the Harold E. Hofmann Community Center, 14700 Burin Avenue.

Kenneth Miller, Chairperson

Attest: _____
Jason Minter, Community Services Director



CITY OF LAWDALE

PARKS, RECREATION AND SOCIAL SERVICES COMMISSION

STAFF REPORT

DATE: August 25, 2025

TO: Honorable Chairperson and Commissioners

PREPARED BY: Jason Minter, Community Services Director

RE: Approval of a Resolution Authorizing the use of the Parks, Recreation and Social Services Commission Trust Fund for the purchase of Halloween Haunt Giveaways

BACKGROUND

The Parks, Recreation and Social Services Commission (PRSSC) has traditionally contributed sales revenues from its fireworks stand fund-raising program to the PRSSC Trust Fund. The account was established in 2005 to allow the PRSSC to monitor its revenues and to make purchases that assist the City and the Community Services Department (formerly Parks and Recreation Department) to provide funding for special programs and events.

The purchasing policy, Section 3.10.020 of the Lawndale Municipal Code creates a framework to authorize the PRSSC to procure supplies, services and equipment (i) related to social services and events and (ii) for items not included in the City Budget, with the concurrence of a majority of the Commission.

STAFF REVIEW

Over the years the PRSSC has donated funds to the Community Services Department Halloween Haunt event and distributed free promotional items to children in attendance. During past meetings staff have requested direction from the Commission as to whether or not they'd like to continue to fund the purchase of promotional items at the upcoming 2025 Halloween Haunt Event. The Commission seemed agreeable to supporting these purchases.

The items that have traditionally been purchased include glow-in-the-dark necklaces and trick or treat bags for children attending the event. Staff have provided quotes for glow-in-the-dark necklaces and two options for trick or treat bags, one that is reflective plastic and one that is paper (Attachment A).

Resolution 1101-25 is attached for the PRSSC to review and approve the use of funds as identified in the Resolution (Attachment B). This Resolution includes a not-to-exceed amount of \$800 for the purchase of glow in the dark necklaces and trick or treat bags. Staff believe that these quotes represent the best online value from vendors that have been used for previous purchases. Per the Lawndale Municipal Code Section 3.10.020, the PRSSC is not required to solicit bids for purchases below the amount of \$2,500.

With the Commission's approval of the not-to-exceed amount of \$800, staff can make the purchase now, and request reimbursement from the Trust Fund at a later date. Should the Commission wish to increase or decrease the not-to-exceed amount, that action can be reflected in the motion and a revised Resolution will be presented for signature at a later date.

FUNDING

Sufficient funds are available in the PRSSC Trust Fund account to cover this request. The current balance of the PRSSC Trust Fund Account is \$34,817.27.

RECOMMENDATION

Staff recommend that the Commission review and approve Resolution 1101-25 authorizing the purchase of glow necklaces for the 2025 Halloween Haunt event.

Attachments

[Attachment A: Halloween Haunt Giveaways - Options](#)

[Attachment B: 1101-25, Halloween Haunt Giveaways, August 25, 2025](#)

Halloween Haunt Giveaways

Trick or Treat Bag - Option 1:

Lowest Price Guarantee! Complete 100% Satisfaction!


ART QUESTIONSRequest Catalog or QuoteLOGINREGISTER

4AllPromos.
Promotional Product Experts!

Call Toll Free Today!
1-866-907-3243

Search

Q

Cart


Apparel & HatsAuto, Home & ToolsBags & TotesOffice & AwardsDrinkwareGifts & FoodsOutdoors & SportsPens & WritingSpirit & Fun StuffSticky Notes, Portfolios & CalendarsTradeshows & SignageTech & TravelWellness Personal CareAll Product CategoriesMore Ways To Shop

Home → Bags & Totes → **Silver Reflective Ghost Bag - 11 x 15**

Custom Silver Reflective Ghost Bag - 11 x 15

★★★★★ 2 reviews

SKU: 167-31HAP1115



FREE SHIPPING
NO OTHER CHARGES APPLIED

5 Day Production

No Imprint (2 day)

Quantity	Sample	150	250	500	1000	3000
Normal Production Price		\$2.30	\$1.53	\$1.13	\$1.10	\$1.03
Our Discount Price	\$0.42	\$1.62	\$1.07	\$0.80	\$0.77	\$0.73

Production times are measured in business days and exclude art and shipping time.
Need It Faster? Call us at [1-866-907-3243](tel:1-866-907-3243)
Need More? ext. 115 for special pricing beyond the quantities shown.

Colors:
Silver

Quantity: 250

250 x \$1.07 ea.

No Imprint min qty: 150 (2 day production)



Total: \$267.50

You selected a No-Imprint production method. Select another Production Tab above for Custom Imprinted Orders.

Add To Cart

Get kids really thinking about trick-or-treat safety with this custom 11 by 15 inch reflective metallic silver Halloween bag with a cute ghost and pumpkin graphic. Not only will they be more aware of the importance of staying visible to passing cars, but the tips written on the ghost will remind them about other steps to take to stay safe as well. You can feel great about setting a good example and leaving kids and adults with a terrific impression. Great for boosting support for political campaigns, creating a buzz about safety at a church function or daycare event, or simply getting some promotional power for your store or other business. Your custom imprint on the reverse side will really make a statement! Die cut handles at the top. One color imprint included. 2.5 mil reflective plastic. Please call for more details.

- Colors: Silver
- Size: 11" W x 15" H
- Imprint Area: 5" W x 5" H
- Per Imprint Color Set Up Fee: \$65.00
- Includes FREE Shipping!

View More Bags & Totes

Halloween Haunt Giveaways

Trick or Treat Bag - Option 2:

Home → Bags & Totes → Pumpkins Paper Shopper

Promo Pumpkins Paper Shopper

★★★★★ No reviews

SKU: 145-4M8410Pumpkins



[View More Bags & Totes](#)

Need a sample? [Click here to request one.](#)

	5 Day Production	No Imprint (2 day)				
Quantity	250	500	1000	3000		
Normal Production Price	\$1.04	\$1.04	\$0.98	\$0.90		
5 Business Day Price	\$0.70	\$0.68	\$0.66	\$0.60		

Production times are measured in business days and exclude art and shipping time.

Need It Faster? Call us at [1-855-781-5813](tel:1-855-781-5813)

Need More? ext. 115 for special pricing beyond the quantities shown.

[How is production time calculated?](#)

Color:
Orange

Imprint Color 1: *
none

Quantity: 500 x \$0.68 ea.
Subtotal: \$340.00
Setup Charge: \$37.50
5 Day min qty: 250
Total: \$377.50


[Add To Cart / Upload Artwork](#)

The perfect bag for filling up with treats on your next Halloween adventure! Pass out these convenient orange paper shopper bags at your next fundraising event with your logo imprinted below the classic and fun Jack-o-Lantern design. With strong attached handles, these bags will be just what your kids need to gather all of their candy on the spookiest night of the year! One black imprint on the bottom of the front of the bag is included in the price.

- Colors: Orange
- Size: 8" W x 10 1/2" H x 4 3/4" Gussets
- Imprint Area: 5" W x 2" H
- Per Imprint Color Set Up Fee: \$37.50

Halloween Haunt Giveaways

Glow Necklaces:




CATEGORIES ▾HOLIDAYS & EVENTS ▾SALE ▾


Search for Party, Wedding, Toys, Crafts & More...


🔍🛒☎️


DEALSHalloweenEducationParty SuppliesToys & GamesCraftsFaithCandy & SnacksHome & DecorWeddingPersonalizedShop By ColorTop Rated


Limited Time!**FREE SHIPPING ON ANY ORDER***✓ APPLIED*Restrictions Apply


Flo's Deals – Up to 50% Off
Crafts, Decor and Summer Fun

Back to School Blowout Sale – Up to 65% Off
Teaching Supplies, Classroom Decor and More

Halloween Sneak Peek – Shop All
1000s of New and In-Stock Items!

Fall Sale – Up to 50% Off
Crafts, Decor and More


Party Headquarters Sale – Up to 50% Off
Party Supplies, Tableware and More

Awareness and Commu
Handouts, Party Supplie

Shopping Cart

➕ Add Items By Item Number

Your Cart (10 items)



Bulk 50 Pc. Assorted Color Plastic Glow Necklace Assortment
50 Piece(s)
#13673458
Estimated Delivery Date: **Thu, Aug 21**

\$18.39 each
was \$22.99
20% OFF

– 10 +

\$183.90

Save for Later | Remove Item

ORDER SUMMARY

Item Count:	10
Item Subtotal:	\$183.9
Shipping:	FREE
SUBTOTAL:	\$183.90

YOUR PROMO: PS543

📦 **FREE SHIPPING**

🔒 **PROCEED TO CHECKOUT**

Shipping, taxes, gift cards, promo codes, and other discounts will be shown during checkout.

Shipping Information

Ship to Lawndale, CA 90260 📍

Review each item's estimated delivery date listed above. Dates are based on Standard Shipping.

Promo Code

Enter a promo code for additional savings.

PROMO CODE
PS543



APPLY

RESOLUTION NO. 1101-25

A RESOLUTION OF THE PARKS, RECREATION AND SOCIAL SERVICES COMMISSION OF THE CITY OF LAWNSDALE, CALIFORNIA APPROVING THE EXPENDITURE OF FUNDS FOR THE PURCHASE OF HALLOWEEN ITEMS TO BE GIVEN AWAY AT THE CITY'S 2025 HALLOWEEN HAUNT EVENT ON OCTOBER 31, 2025.

WHEREAS, Lawnsdale Municipal Code ("LMC") Chapter 3.10 establishes the procurement policies pursuant to which the City's Parks, Recreation and Social Services Commission ("PRSSC") may spend the funds raised by the PRSSC's fireworks booth operations; and

WHEREAS, LMC Section 3.10.020 authorizes the PRSSC to procure supplies, services and equipment with funds raised by the PRSSC if a majority of the PRSSC approves the expenditure after considering the purchase as a properly agendaized item at a regular public meeting of the PRSSC; and

WHEREAS, on August 25, 2025, at a regular meeting of the PRSSC, the PRSSC considered whether to authorize the expenditure of funds raised by the PRSSC for the purchase of Trick or Treat Bags and Glow-in-the-Dark necklaces to be given away free of charge to the children in the community at the 2025 Halloween Haunt Event to be held on October 31, 2025.

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

SECTION 1. That the foregoing recitals are true and correct and incorporated herein.

SECTION 2. That the PRSSC has reviewed account statements demonstrating that PRSSC Fireworks Trust Fund Account includes sufficient funds to make the purchases being considered.

SECTION 3. That the PRSSC hereby approves the expenditure not to exceed \$800.00 of the funds raised by the PRSSC to purchase 500 Glow-in-the-Dark necklaces as selected by the PRSSC members to be given away free of charge during the City's 2025 Halloween Haunt Event to be held on October 31, 2025.

SECTION 4. That the PRSSC's staff liaison is hereby directed to undertake such actions as may be necessary to donate the funds contemplated herein on behalf of the PRSSC.

[SIGNATURES ON THE NEXT PAGE]

PRSSC Resolution 1101-25
Halloween Haunt
Event Program Donation
FY 2025-26

PASSED, APPROVED AND ADOPTED this 25th day of August, 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. 1101-25 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 25th day of August, 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Jason Minter, Community Services Director

PRSSC Resolution 1101-25
Halloween Haunt
Event Program Donation
FY 2025-26



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

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

DATE: August 25, 2025

TO: Honorable Chairperson and Commissioners

PREPARED BY: Jason Minter, Community Services Director

RE: Director's Report - August 25, 2025

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

- Hispanic Heritage Festival - Update
- Fall Class Schedule - Pending
- Remaining Meeting Dates in 2025 and potential Dark Nights:
 - September 8
 - September 22
 - October 13
 - October 27
 - November 10
 - November 24 - Potential Dark Night
 - December 8
 - December 22 - Potential Dark Night
- Review of Commission Bylaws and Meeting Dates
- Upcoming Library Presentation



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

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

DATE: August 25, 2025

TO: Honorable Chairperson and Commissioners

PREPARED BY: Jason Minter, Community Services Director

RE: Review of Cold Weather Commission Apparel

During the last couple of meetings the Commission has requested polo shirts for Commissioners to wear when they are at City events engaging with the public. Staff have placed an order for polo shirts, which should be ready in time for the Blues Festival on September 13.

The Commission also discussed the possibility of having jackets or other cold weather apparel to wear during the Halloween Haunt and Angel Tree evening events. Staff contacted the representative from Manhattan Stitching that has been our primary vendor over the last few years for City apparel, and who is working on the polo shirts for the Commission. They provided some options for the Commission to review (Attachment A). If the Commission can review and discuss a preferred option, staff will work to get quotes and place an order.

Staff recommend a dark color, preferably black, with the embroidered city logo and name of the commission. The style of jacket, sweatshirt, or fleece would be up to the Commission.

Attachments

[Attachment A: PRSSC Jacket Options](#)

PRSSC Jacket Options

Products Per Page

48

Showing 1-48 of 255 products

Sort By

Price: Low to High

New



PE100

Port Authority® Pet
Fleece Jacket

\$21.98+

Compare



J343

Port Authority®
Zephyr 1/2-Zip
Pullover

\$23.78+

Compare



WW3080

Wink® Unisex
WorkFlex Snap-
Front Scrub Jacket

\$23.97+

Compare



J344

Port Authority®
Zephyr Full-Zip
Jacket

\$25.86+

Compare



L344

Port Authority®
Women's Zephyr
Full-Zip Jacket

\$25.86+

Compare



F224

Port Authority®
Microfleece 1/2-Zip
Pullover

\$25.86+

Compare

Sale



J305

Port Authority®
Essential Jacket

\$26.38+

Compare



YJST489

Sport-Tek® Youth
Repeat 1/2-Zip Short
Sleeve Jacket

\$26.88+

Compare



JST66

Sport-Tek®
Packable Anorak

\$28.96+

Compare



YST60

Sport-Tek® Youth
Colorblock Raglan
Jacket

\$28.96+

Compare



WW4088

Wink® Women's
Premiere Flex™ Full-
Zip Scrub Jacket

\$29.13+

Compare



JST60

Sport-Tek®
Colorblock Raglan
Jacket

\$31.02+

Compare