



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

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Monday, January 27, 2025, 6:30 PM  
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 January 13, 2025 Commission Meeting  
— Staff recommend that the Commission review and approve the minutes from the January 13, 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**

**H. DIRECTOR'S REPORT**

2. Director's Report

**I. ITEMS FROM COMMISSIONERS**

3. Parks, Recreation and Social Services Trust Fund Allocations  
— Review recent Parks, Recreation and Social Services Trust Fund Allocations

**J. SPECIAL EVENTS UPDATE**

4. 2025 Special Event Calendar  
Presentation of the 2025 Special Event Calendar
5. Easter Egg Hunt - Saturday, April 12, 2025
6. Youth Day Parade - Saturday, April 26, 2025
7. Spring Concert - Saturday, May 17, 2025
8. Memorial Day Remembrance - Monday, May 26, 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, January 27, 2025, was posted no less than 72 hours prior to the meeting.*

Jason Minter

Director of Community Services

*Date Posted: January 23, 2025*



## CITY OF LAWDALE

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

DATE: January 27, 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 January 13, 2025 Commission Meeting**

Staff recommend that the Commission review and approve the minutes from the January 13, 2025, Parks, Recreation and Social Services Commission meeting.

### **Attachments**

[1-13-25 PRSSC Minutes.pdf](#)



**MINUTES  
CITY OF LAWDALE  
PARKS, RECREATION AND SOCIAL SERVICES COMMISSION  
REGULAR MEETING, MONDAY, JANUARY 13, 2025**

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

Commissioner Gomez, filling in for the Chairperson and Vice Chairperson, called the meeting to order at 6:38 p.m. in the City Hall Council Chambers, located at 14717 Burin Avenue, Lawndale, CA 90260.

Members Present: Commissioner Ignatius Lin  
Commissioner Daniel Woods  
Commissioner Uri Gomez

Members Absent: Chairperson Joanne Loeza  
Vice Chairperson Kenneth Miller

Staff Present: Community Services Director, Jason Minter

**B. FLAG SALUTE**

Commissioner Woods led the flag salute.

**C. APPROVAL OF MINUTES**

**1. Approval of the Minutes from the December 9, 2024, Commission Meeting**

A motion was made by Commissioner Woods and seconded by Commissioner Lin to approve the December 9, 2024, minutes as written.

**Motion carried 3-0, absent Vice Chair Miller and Chairperson Loeza.**

**D. PRESENTATIONS**

None.

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

None.

**F. COMMENTS FROM COMMISSIONERS**

Commissioner Woods requested information from previous years regarding the Commission's Donation Account and Programs that were funded by the Commission. There was a brief discussion about the information that would be provided in a future agenda report.

Commissioner Lin discussed the importance of a strong partnership with LESD and communication so that the Commission can understand the needs of the district. He also mentioned the need for Fireworks Booth volunteers.

**G. ADMINISTRATIVE MATTERS**

**2. Lawndale Beat Ridership Report**

Director Minter shared the December report and mentioned that the new buses had been delivered for conversion. He mentioned the buses should be rolled out in February. A motion was made by Commissioner Woods and seconded by Commissioner Gomez.

**Motion carried 3-0, absent Vice Chair Miller and Chairperson Loeza.**

**3. Lawndale Beat – 2024 Statistics**

Director Minter provided a presentation on the Lawndale Beat, the routes, and the data reported over the 2024 year. The presentation included a discussion on the evaluation of the current routes, potential destinations, and working with a consultant to evaluate the current system and get community input on changes to the current routes to make the Beat more effective and customer friendly. There were comments and suggestions from the Commissioners during the discussion, with more information to come at a later date.

**No action needed for this report.**

**H. DIRECTOR'S REPORT**

**4. Director's Report**

Director Minter provided a brief review of Santa's Sleigh, and asked Commissioner Gomez for his thoughts on his time volunteering. Commissioner Gomez shared that it was a lot of fun, despite being cold, and that Senior Advisory Committee Member Tim was fantastic at bringing the holiday spirit as Santa's Sleigh drove their route. Director Minter advised that in the future staff would try to bring the request to Commission earlier so they could pick a day that worked for more Commissioners.

**I. ITEMS FROM COMMISSIONERS**

None.

**J. SPECIAL EVENT UPDATE**

Director Minter shared that the Special Event schedule is currently being finalized for 2025. Once it was complete it would be shared with the Commissioners to put on their calendars.

**K. MISCELLANEOUS**

Director Minter reminded the Commissioners to submit their applications if they intended to continue serving as PRSSC Commissioners, and that any questions should be directed to the City Clerk's Office.

**L. ADJOURNMENT**

Commissioner Gomez, still filling in for the absent Chairperson and Vice Chairperson, adjourned the meeting at 8:26 p.m. to a regularly scheduled meeting to be held on Monday, January 27, 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



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**DATE:** January 27, 2025  
**TO:** Honorable Chairperson and Commissioners  
**PREPARED BY:** Jason Minter, Community Services Director  
**RE:** Director's Report

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

- Youth Development Center and Skatepark Project Update
- Fireworks Booth Commitment and Application
- PRSSC Applications



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**SOCIAL SERVICES COMMISSION**

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**DATE:** January 27, 2025

**TO:** Honorable Chairperson and Commissioners

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

**RE:** Parks, Recreation and Social Services Trust Fund Allocations

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Per the request of the Commission, staff have prepared a report (Attachment A) showing the last seven (7) years worth of requested allocations that were brought before the Parks, Recreation and Social Services Commission (PRSSC) since 2018. Included in the report is the function or activity, the amount, and a detailed description of the allocation.

In addition to the summary report, there is the current PRSSC Trust Fund balance as of January 2025 (Attachment B).

Staff recommend that the Commission review the attached information and provide direction as to future allocation requests.

**Attachments**

[Attachment A: PRSSC Allocation Summary 2024](#)

[Attachment B: January PRSSC Balance Sheet.1.22.2025](#)

**Parks, Recreation and Social Services Commission Trust Fund Allocations**

<b>2018</b>		
Christmas Basket Program	\$ 2,500.00	Donation to PTA Christmas Basket Program - 2018
Senior Tea Parties	\$ 400.00	4 Tea Party Events
YAC Movie Night	\$ 350.00	Indoor Movie Night for YAC
Christmas Basket Program	\$ 2,500.00	Donation to PTA Christmas Basket Program - 2019
Halloween Giveaways	\$ 500.00	Halloween item giveaway
Holiday Street Pole Banners	\$ 3,400.00	40 vinyl banners 30" x 72"

<b>2019</b>		
Christmas Basket Program	\$ 2,500.00	Donation to PTA Christmas Basket Program - 2019
Senior Tea Parties	\$ 400.00	4 Tea Party Events
YAC Movie Nights	\$ 1,000.00	Indoor Movie Night Series for YAC
Halloween Giveaways	\$ 400.00	Halloween item giveaway
Holiday Street Banners	\$ 1,253.50	8 vinyl banners 30" x 72"
60th Anniversary	\$ 8,500.00	Skating Rink for 60th Anniversary Celebration
Christmas Basket Program	\$ 5,000.00	PTA Holiday Basket Program - 2019

<b>2020</b>		
Holiday Basket Program	\$ 2,500.00	Donation to PTA Holiday Basket Program - 2020
Lawndale Music Festival	\$ 9,500.00	Lawndale Music Festival
Lawndale Care Packages	\$ 5,000.00	Donation to Care Package Program
Holiday Decorations	\$ 15,000.00	Lights and garland for City Hall, monument signs, etc.

<b>2021</b>		
Hawthorne Blvd. Banners	\$ 45,000.00	260 street pole banners, 65 sets of hardware
Community Services Canopies	\$ 3,000.00	10 canopies (EZ Ups)
Halloween Giveaways	\$ 423.14	Halloween Giveaways
Holiday Decorations	\$ 12,000.00	Electrical Infrastructure, LED Lights, etc.

<b>2022</b>		
Holiday Basket Program	\$ 2,000.00	Donation to PTA Holiday Basket Program - 2022
Lawndale Blues Festival	\$ 1,600.00	Blues Festival expenses
Holiday Decorations	\$ 4,010.15	LED lights, bows, garland

<b>2023</b>		
Easter Egg Hunt	\$ 2,000.00	Easter Eggstravaganza equipment and supplies
Memorial Day Flags	\$ 1,652.65	American flags on Hawthorne Blvd. street poles
Halloween Giveaways	\$ 500.00	Glow in the dark necklaces and trick or treat bags
LAWNDALE Letters	\$ 2,500.00	LAWNDALE Letters
Holiday Basket Program	\$ 3,000.00	Donation to PTA Holiday Basket Program - 2023

<b>2024</b>		
Easter Egg Hunt	\$ 450.00	Egg Hunt bags, coloring books, crayons, etc.
Halloween Haunt Event	\$ 400.00	Glow in the dark necklaces



# BALANCE SHEET

Page: 1

1/22/2025

2:59 pm

City of Lawndale

As of: 1/31/2025

Balances

Fund: 503 - PRSSC Trust Fund

## Assets

100.000 Cash

34,428.32

100.001 Fair Market Value

-436.09

Total Assets

33,992.23

## Liabilities

200.310 PRSSC- Fireworks Deposits

-500.00

Total Liabilities

-500.00

## Reserves/Balances

300.000 Fund Balance

34,837.73

300.100 Change in Fund Balance

-345.50

Total Reserves/Balances

34,492.23

Total Liabilities & Balances

33,992.23



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**DATE:** January 27, 2025  
**TO:** Honorable Chairperson and Commissioners  
**PREPARED BY:** Jason Minter, Community Services Director  
**RE:** 2025 Special Event Calendar

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The 2025 Special Event Calendar is now available and posted on the City website. Please add the following events to your calendars for future reference. More information will be available for each event during the course of the year.

**Attachments**

[Attachment: 2025 Special Event Calendar - FINAL](#)

## 2025 Special Event Calendar

(Listed in chronological order)

Event/Activity	Day of the Week	Proposed Date	Location
Spring Cleanup Week	Sunday - Saturday	3/16/25-3/22/25	Public Works Yard
Easter Egg Hunt	Saturday	4/12/2025	William Green Park
Youth Day Parade	Saturday	4/26/2025	Hawthorne Blvd./Lawndale Way/Civic Center
Spring Concert	Saturday	5/17/2025	Jane Addams Park
Memorial Day Remembrance	Monday	5/26/2025	City Hall Veterans Memorial
Health, Safety and Pet Fair	Saturday	6/7/2025	Jane Addams Park
National Night Out	Tuesday	8/5/2025	Civic Center Plaza
Lawndale Blues Festival	Saturday	9/13/2025	Jane Addams Park
Fall Clean Up Week	Sunday - Saturday	9/14/2025-9/20/2025	Public Works Yard
Halloween Haunt	Friday	10/31/2025	Civic Center Plaza, Community Center
Field of Honor Flag Display	Thursday - Tuesday	11/6/2025-11/11/2025	Civic Center Plaza
Angel Tree Lighting	Friday	12/5/2025	Civic Center Plaza