



**MEETING AGENDA**  
**Community Services Commission**  
**City Council Chambers**  
**232 W. Sierra Madre Blvd.**  
**Sierra Madre, CA 91024**  
**Monday, September 19, 2016**  
**6:30pm**

**Community Services Commission**

*Meredith Keith, Chair*  
*Debbie Sheridan, Vice Chair*  
*Andy Bencosme, Commissioner*  
*Tom Sullivan, Commissioner*  
*Vacant, Commissioner*  
*Vacant, Commissioner*  
*Owen Braudrick, Youth Commissioner*

**CALL TO ORDER / ROLL CALL**

**Commissioners Bencosme, Braudrick, Keith,  
Sheridan, Sullivan**

**PLEDGE OF ALLEGIANCE**

**Commissioner Keith**

**APPROVAL OF AGENDA**

**Majority vote of the Commission proceed with  
Commission business**

**APPROVAL OF MINUTES**

**CSC Meeting, June 20, 2016**

**PRESENTATION**

**Welcome to Youth Commissioner**

**COMMUNITY INPUT**

At this time, any person may address the Community Services Commission concerning an item that is not on the Agenda. The Commission welcomes your attendance and participation. When addressing the Commission, please begin by providing your name and address for the record. Please keep comments to no more than five minutes to assure an orderly and timely meeting.

Copies of the Agenda are available for your convenience at the rear of the Council Chambers. State legislation (Govt. Code Section 54954.2) limits the Commission's ability to take action on specific requests. Govt. Code Section 54954.2 limits the placement of items on the Agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Community Services Commission on any item if not posted on the Agenda, except that Commissioners or staff may briefly respond to statements made or questions posed by the public, or a Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report back to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

**ACTION ITEMS AND REPORTS\***

- 1. Commission Reorganization and Assignments** Appointment of a Chair and Vice Chair for the 2016-017 and Commissioner assignments.
- 2. Memorial Tree Dedication** Request to Dedicate a Memorial Tree in Memorial Park.
- 3. YMCA Lease Amendment** Recommendation that the Community Services Commission provide direction to begin evaluating an amendment to the YMCA Lease clarifying "gray-areas" in the Lease language.
- 4. Field Use Community Input Meeting** Procedural clarification regarding community input meeting for Field Use Agreements.

5. **Hart Park House Rental Fees** Direction from City Council to evaluate facility rental fees for the Hart Park House.
6. **Sierra Vista Park Duty Man Site** Recommendation that the Community Services Commission provide additional direction on projects for the site.
7. **Fall Youth Sports Calendar** Recommendation that the Community Service Commission approve the submitted calendars for use of Heasley, Dapper and Sierra Madre Lower Campus Fields by the youth sports organizations.
8. **Chloe's Walk 5K Fundraiser Special Event Permit 16-08** Review of Special Event Permit 16-08, Chloe's Walk 5K Fundraiser in Memorial Park. Recommendation to approve SEP 16-08.
9. **Halloween Happenings Special Event Permit 16-09** Review of Halloween Happenings Special Event Permit 16-09 for approval. Recommendation to approve SEP 16-09 for Halloween Happenings.
10. **Chamber of Commerce Winterfest Special Event Permit 16-11** Review of the Chamber of Commerce's Winterfest Special Event Permit 16-11 for approval. Recommendation to approve Special Event Permit 16-11 for approval.
11. **Community Candlelight Walk Special Event Permit 16-12** Review of the Community Candlelight Walk Special Event Permit 16-12 for Area Community Churches file by Episcopal Church of the Ascension. Recommendation to approve SEP 16-12.
12. **Consent Calendar**
  - A. Community Services Department Updates**

Status report regarding items of interest to the Community Services Commission and department calendar.
  - B. Application for Use of City Facilities**

Applications submitted to the City for use of park and public facilities have been reviewed and administratively approved by City staff.
  - C. Mount Wilson Trail Race After Action Report 2016**

2016 MWTR staff report providing an overview of the event including attendance, financial review and suggestions for improvement.
  - D. Summer Fun in the Park After Action Report**

After action report on the 2016 Summer Fun in the Park program. Recommendation to receive and file.

**E. Family Movie Friday After Action Report**

After action report on the 2016 Family Movie Friday series. Recommendation to receive and file.

**F. Concerts in the Park After Action Report**

After action report on the 2016 Concerts in the Park series. Recommendation to receive and file.

**G. 4<sup>th</sup> of July After Action Report**

After action report on the 2016 Fourth of July festivities including the July 3<sup>rd</sup> picnic, Firecracker Fun Run, parade and 4<sup>th</sup> picnic festivities. Recommendation to receive and file.

**H. Shakespeare in the Park After Action Report**

After action report on the 2016 Shakespeare in the Park series. Recommendation to receive and file.

**13. Commissioner Updates**

Commissioners provide oral reports concerning their respective park facilities or special events.

**\*ACTION ITEMS**

*Regardless of a staff recommendation on any agenda item, the Commission will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Community Services Department.*

**NEW BUSINESS AND MATTERS FOR FUTURE AGENDAS**

- VFW Post #3208 Veteran's Day Special Event Day
- Senior Center Pathway Lighting
- Skate Park Options
- Waterworks Capital Improvement Reimbursement (Wading Pool)
- YMCA Mirror Installation in Sierra Madre Room
- YMCA Storage Units
- YMCA Youth Equipment Replacements
- Review of Proposed Kersting Court Improvements by Volunteer Community Groups

**ADJOURNMENT**

The Community Services Commission may adjourn to their next meeting on Monday, October 17, 2016.

If you require special assistance to participate in this meeting, please call the City Manager's Office at 626-355-7135 at least 48 hours prior to the meeting.