



CITY OF SIERRA MADRE

COMMISSION REGULAR MEETING AGENDA

**Chair Roxxi Bartlett | Vice Chair Geoffrey Woods
Commissioner Robert Bischoff | Commissioner Janette Ledea
Commissioner Ann Palmer | Student Commissioner Jack Spicer**

Monday, July 20, 2026, 5:30 P.M.

Commission Chambers, 232 W. Sierra Madre Blvd.

AMERICANS WITH DISABILITIES ACT

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 355-7135. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

PUBLIC COMMENT & ACCESS

The Brown Act provides the public with an opportunity to make public comments at any public meeting. As an alternative, public comment may be submitted by e-mail to publiccomment@sierramadrecal.gov by 3:00PM on the day of the meeting. Emails will be acknowledged at the Commission meeting, filed into public record, and scanned onto the City website for public review.

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

CODE OF CONDUCT

The purpose of a Commission meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Commission's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Commission's ability to conduct City business are prohibited. No signs, posters, or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb, or otherwise impede the orderly course of the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

Commissioner Palmer

3. ROLL CALL OF COMMISSIONERS

Roxxi Bartlett, Chair

Geoffrey Woods, Vice Chair

Robert Bischoff, Commissioner

Janette Ledea, Commissioner

Ann Palmer, Commissioner

Jack Spicer, Student Commissioner

4. REPORTS FROM COMMISSIONERS OF CITY BUSINESS

5. REPORT FROM COMMUNITY SERVICES MANAGER

6. REPORT FROM COMMUNITY SERVICES STAFF

7. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE

8. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Any person wishing to speak before the Commission is asked to complete a speaker card and provide it to City staff prior to the start of the meeting. Speakers are generally limited to three (3) minutes per person, and time may not be delegated; any changes to the allotted time will be announced prior to the Public Comment period. Under the Brown Act, the Commission is prohibited from discussing or taking action on any item not listed on the posted agenda.

Addressing the Commission from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the Commission and entered into public records.

9. CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless a member of the Commission requests that a specific item be removed from the Consent Calendar for separate discussion and action.

a. Special Meeting Minutes of May 18, 2026

CEQA: Not a Project

Recommended Action: Approve

10. DISCUSSION ITEMS

- a. Community Services Commission Reorganization and New Assignments
CEQA: Not a Project
Recommended Action: Approve
- b. Cancellation of August 27, 2026, Regular Community Services Commission Meeting
CEQA: Not a Project
Recommended Action: Approve
- c. Special Eventer Permit Policy Review
CEQA: Not a Project
Recommended Action: Approve
- d. Special Event Permit #26-13 - Sierra Madre Dance Scholarship
CEQA: Not a Project
Recommended Action: Approve
- e. Special Event Permit #26-14 - Pickleball Civic Leaders Tournament
CEQA: Not a Project
Recommended Action: Approve
- f. Special Event Permit #26-15 – Sierra Madre Events Committee
Friends of Heasley Field Family Picnic
CEQA: Not a Project
Recommended Action: Approve

11. ITEMS FOR FUTURE AGENDAS

12. ADJOURNMENT

The Commission, upon approval, will adjourn to its next regular meeting on Monday, September 21, 2026.



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026
TO: Community Services Commission
FROM: Leila Arciero, Library and Community Services Director
By: Ted Tegart, Community Services Manager
SUBJECT: COMMUNITY SERVICES MANAGER REPORT

RECOMMENDATION

It is recommended that the Community Services Commission receive and file this informational report.

SUMMARY

Staff presents status accounts regarding interest items to Community Services Commission and recommends the board collectively receive and file this update report for June.

DISCUSSION & ANALYSIS

Staff Introductions

1. Leila Arciero serves as the Library and Community Services Director
2. Ted Tegart serves as the Community Services Manager
3. Ryann Lopez serves as Recreation Coordinator II
4. Rosemary Garcia serves as Administrative Assistant
5. Marina Ramos serves as Program Specialist
6. Recreation Coordinator – OPEN

Summer/Movies in the Park

The 2026 Summer Concerts and Movies in the Park series are fully funded through community sponsorships, reflecting strong local support for these programs. Staff successfully secured the necessary funding, with special recognition to Ryann and Brandon for their outstanding fundraising efforts. The summer season will kick off on June 6 with a performance by the Pasadena Orchestra.

Concerts

July 26: Elvis – Elvis Tribute / Rock and Roll

COMMUNITY SERVICES MANAGER REPORT

July 20, 2026

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August 2: 4 Lads from Liverpool – Beatles Tribute / Classic Rock

August 9: Skinny Ties – 80s Rock / New Wave

Movies

July 31: How to Train Your Dragon

August 28: The Super Mario Bros Movie

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Manager



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026
TO: Community Services Commission
FROM: Ted Tegart, Community Services Manager
By: RyAnn Lopez, Recreation Coordinator II
SUBJECT: 2026 MWTR AFTER ACTION REPORT

RECOMMENDATION

It is recommended that the Community Services Commission receive and file this report regarding the 2026 Mount Wilson Trail Race.

DISCUSSION & ANALYSIS

The 2026 Mount Wilson Trail Race was successfully held on Saturday, May 23, 2026, marking the return of the event for the first time since 2024. Following the January 2025 Eaton Fire, the 2025 Mount Wilson Trail Race was canceled, and the City instead hosted a community 5K event. This year's race celebrated the return of the Mount Wilson Trail Race and was met with an enthusiastic response from participants and the community.

Packet pickup was held on Friday, May 22, 2026, at RT Rogers Brewery, allowing participants to pick up their race materials prior to race day. A pasta dinner was not held this year.

The event welcomed a total of 504 runners, including 366 adult runners, 13 youth runners, and 125 Kids' Race participants. The successful return of the Mount Wilson Trail Race highlighted the community's excitement to once again participate in one of Sierra Madre's longest-standing traditions after a year away.

Top Male winner : J.J. Timphony he repeated – and for a record seventh time – in an impressive 1:03:44

Top Female winner: Susie Watkins, who hit the finish line with a huge smile on her face in 1:17:33.

2026 MWTR AFTER ACTION REPORT

July 20, 2026

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Mount Wilson Trail Crew

The successful return of the Mount Wilson Trail Race was made possible in large part through the continued efforts of the Mount Wilson Trail Crew, led by Mount Wilson Trail Race Committee members Bob Spears and Russell Mix.

Following the January 2025 Eaton Fire and subsequent storm damage, the Trail Crew dedicated significant time to assessing trail conditions, clearing debris, repairing damaged sections, improving drainage, and restoring portions of the trail needed to support safe public access and race operations. The work required ongoing coordination with City staff and other agencies responsible for evaluating trail conditions and determining when areas could safely reopen.

Trail Crew volunteers worked regularly throughout the year, initially concentrating on the portions of the trail below Orchard Camp before continuing their efforts farther up the trail. Their work helped prepare the course for the return of the Mount Wilson Trail Race and supported the broader reopening and long term care of one of Sierra Madre's most valued recreational resources.

Staff recognizes Bob Spears, Russell Mix, and the entire Mount Wilson Trail Crew for their leadership, expertise, and commitment to restoring and maintaining the trail. Their volunteer service was essential to the successful return of the 2026 race and reflects the strong community involvement that has sustained the Mount Wilson Trail Race for generations.

Kids' Fun Run T-Shirt Design Contest

The Kids' Fun Run T-Shirt Design Contest was open to students in Kindergarten through 8th grade. This year's theme encouraged participants to celebrate the return and reopening of the Mount Wilson Trail following the impacts of the January 2025 Eaton Fire. Young artists were asked to create a design highlighting the excitement of welcoming the community back to the trail.

The winning design was created by Phoebe Del Rosario, a 4th grade student at Sierra Madre Elementary School. Phoebe's artwork was featured on the 2026 Mount Wilson Trail Race Kids' Fun Run T-shirts, and she was recognized during the opening ceremonies prior to the start of the Kids' Fun Run.

Publicity and Marketing

Marketing efforts for the 2026 Mount Wilson Trail Race included distributing event posters throughout Sierra Madre and neighboring communities, mailing promotional postcards to households citywide, promoting the event through the Sierra Madre Community Services social media platforms and the Official Mount Wilson Trail Race Instagram (@mwtrofficial), sending email announcements to past and registered participants, and maintaining an updated race website with event information and registration details.

2026 MWTR AFTER ACTION REPORT

July 20, 2026

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ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

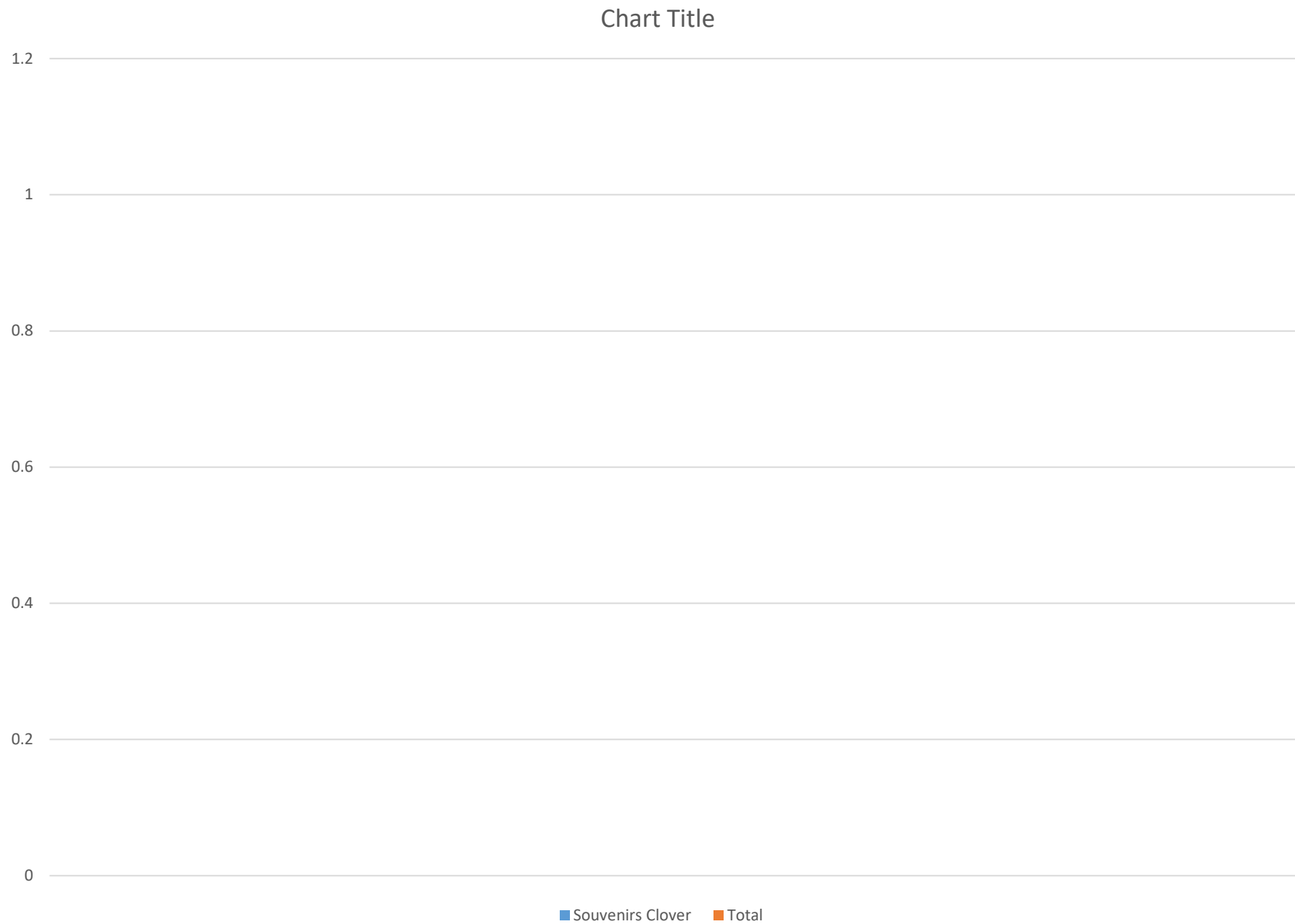
FISCAL IMPACT

There is no fiscal impact associated with receiving and filing this report.

Approved by:

A handwritten signature in cursive script that reads "Ted Tegart".

Ted Tegart
Community Services Supervisor



MWTR 2026

DATE AS OF - 6-17-26

EXPENSES	AMOUNT
355 Burritos	\$1,340.00
Alliant Insurance	\$702.00
Arcadia Party Rentals	\$729.00
Arcadia Party Rentals	\$643.00
Arcadia Party Rentals	\$54.00
Banners on the Cheap	\$431.99
Banners on the Cheap (Mistake)	\$356.01
Clover rental	\$116.84
Einstein Bros Bagels	\$558.87
Food tent	\$276.24
Good Guard Security	\$283.50
Granola Bars	\$134.91
Kyrie Design - Large sticker for Banner	\$663.00
Kyrie Design-large banner & stickers (est.)	\$1,326.00
Los Angeles County Health Dept.	\$624.00
Pacific Traffic Control-racks, posting signs	\$1,680.00
Peach Jar - 1st	\$50.00
Ribbons Galore	\$96.98
RT Rogers	\$558.00
ScottChristopherStolarz Photography	\$800.00
Shaker Shirts	\$1,630.50
Shaker Shirts	\$240.00
USA Track and Field	\$363.93
Smart and Final (cups and salsa)	\$70.59
Spectrum Sports Timing	\$751.53
Spectrum Sports Timing	\$2,400.00
STP Photo Booth	\$682.07
Stubbies Coasters	\$842.54
Stubbies-shirts Kids fun run	\$1,149.20
The Workshop-postcards	\$174.59
The Workshop-Posters	\$202.22
Wicked Earth	\$5,039.80
TOTAL	\$24,971.31

MWTR Sponsors	AMOUNT
American Business bank	\$250.00
Arcadia Assc. Realtors	\$500.00
Arcadia FIRE Fighters Foundation	\$500.00
Bob O'Keefe	\$558.87
Bob Spears	\$50.00
Cancer Support Community	\$100.00
Dunn Edwards Paint	\$1,000.00
E-Z Hook	\$2,500.00
Java Madre	\$100.00
SM Community Foundation	\$2,200.00
Stone Tapert	\$250.00
Totally Kids Sun Vally	\$1,000.00
USC Arcadia Hospital	\$1,000.00
Western Rooter & Plumbing	\$500.00
Yoonmin Acupuncture	\$250.00
SM Civic Club	\$1,500.00
TOTAL	\$12,258.87

REVENUE	AMOUNT
Registration (504)	\$29,526.10
Sponsors	\$12,258.87
Souvenirs Cash	\$421.00
Clover Burritos	\$919.48
Souvenirs/ Cash (April)	\$295.00
Souvenirs Clover	\$1,823.72
Total	\$45,244.17

	TOTAL
REVENUE	\$45,244.17
EXPENSES	\$24,971.31
Net TOTAL	\$20,272.86



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026
TO: Community Services Commission
FROM: Ted Tegart, Community Services Manager
By: RyAnn Lopez, Recreation Coordinator II
SUBJECT: Halloween Event

RECOMMENDATION

It is recommended that the Community Services Commission receive and file this report regarding the 2026 Halloween Happenings event.

SUMMARY

The Community Services Department is planning several enhancements to the 2026 Halloween Happenings event. The updated format is intended to provide a safe, festive, and family friendly community celebration while reducing impacts on downtown businesses and expanding opportunities for participation by local organizations.

The event will take place on Saturday, October 31, 2026, from 10:00 a.m. to 2:00 p.m. Beginning in future years, staff anticipates holding Halloween Happenings on the Saturday before Halloween. This schedule will provide greater flexibility for families, reduce conflicts with Halloween evening activities, and create additional opportunities for attendance and community participation.

A primary addition to this year's event will be a Trunk or Treat experience along Hermosa Avenue. City departments, nonprofit organizations, community groups, and other local partners will be invited to decorate vehicles and distribute candy. Hermosa Avenue will be temporarily closed to vehicle traffic to provide a designated and controlled trick or treating area for children and families.

Sierra Madre Boulevard will remain open to vehicle traffic during the event, and the traditional Halloween Parade will not be held. These changes respond to feedback received from local

HALLOWEEN EVENT

JULY 20, 2026

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businesses regarding the impacts of repeated street closures on customer access, parking, deliveries, and business operations.

DISCUSSION AND ANALYSIS

Event Schedule

The 2026 Halloween Happenings event will be held on Saturday, October 31, from 10:00 a.m. to 2:00 p.m. Moving the event to daytime hours will allow staff to expand activities, entertainment, food options, and community participation while allowing families to continue their traditional Halloween evening plans.

Beginning in future years, staff anticipates scheduling the event on the Saturday before Halloween, regardless of the date on which Halloween occurs. Establishing a consistent Saturday schedule will provide additional planning certainty for families, participating organizations, businesses, vendors, and City departments.

Trunk or Treat

One of the primary enhancements will be the introduction of a Trunk or Treat experience along Hermosa Avenue. City departments, nonprofit organizations, service groups, community organizations, and other local partners will be invited to decorate vehicles and distribute candy.

Hermosa Avenue will be temporarily closed to vehicle traffic during the event. This area will provide a controlled and festive environment where children and families can participate in trick or treating away from moving vehicles.

Staff will develop participation guidelines addressing vehicle placement, decorations, candy distribution, setup, cleanup, and safety requirements. Participating groups will be required to register with the City before the event.

Downtown Access and Business Considerations

Sierra Madre Boulevard will remain open to vehicle traffic during the event. The traditional Halloween Parade will also not be held.

The City has received feedback from local businesses regarding the impacts of repeated boulevard closures on customer access, parking, deliveries, and general business operations. The revised event layout is intended to better balance the needs of the business community with the City's goal of providing a safe and enjoyable Halloween celebration.

HALLOWEEN EVENT

JULY 20, 2026

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Relocating the primary trick or treating activity to Hermosa Avenue will provide families with a dedicated event area while preserving vehicle access along Sierra Madre Boulevard. Downtown businesses will continue to be encouraged to decorate their storefronts, distribute candy, and welcome event participants.

Staff will provide participating and affected businesses with advance information regarding the event schedule, street controls, parking, deliveries, pedestrian access, and opportunities to participate.

Activities and Entertainment

The popular Pumpkin Patch and Kids Spook Zone will continue as part of the event. Staff is also working with the Sierra Madre Dance Center to continue its traditional performances during the new daytime event hours.

Staff is exploring live entertainment throughout the event in place of the traditional costume contest. Live entertainment would provide ongoing programming and help create an active festival environment during the four hour event.

Staff is also coordinating with Christ Church to introduce additional family activities and experiences. The proposed partnership will expand the variety of activities available while creating another opportunity for community involvement.

Food Vendors

Staff is considering the temporary closure of Mariposa Avenue to accommodate food vendors. Concentrating vendors within a designated area would improve pedestrian circulation, provide additional food options, and contribute to a more active festival atmosphere.

The final vendor area and street control plan will be developed in coordination with the Police Department, Fire Department, and Public Works Department. Emergency access and access to surrounding properties will be maintained throughout the event.

Community Participation

The revised event format will provide additional opportunities for City departments, nonprofit organizations, service clubs, businesses, schools, and community groups to participate.

Participation opportunities may include decorated vehicles in the Trunk or Treat area, activity booths, sponsorships, food vending, entertainment, volunteer support, and storefront trick or treating.

HALLOWEEN EVENT

JULY 20, 2026

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Staff will conduct outreach to potential participants and provide registration information, participation guidelines, and event requirements as planning progresses.

Public Safety and Event Operations

Staff will coordinate with the Police Department, Fire Department, and Public Works Department to finalize the event layout and operational plan. Planning will address temporary street closures, traffic controls, emergency access, pedestrian circulation, parking, vendor placement, sanitation, event setup, and cleanup.

Advance notice will be provided to affected residents, businesses, and property owners. Staff will also promote the revised event layout and schedule through the City website, social media, printed materials, and community outreach.

Conclusion

The proposed changes reflect the City's commitment to improving Halloween Happenings through community feedback, support for local businesses, and expanded family programming.

The revised layout will provide a designated trick or treating area, preserve access along Sierra Madre Boulevard, increase opportunities for community organizations to participate, and introduce additional activities, entertainment, and food options.

Staff's goal is to create a welcoming and sustainable Halloween celebration that can continue to grow and evolve while maintaining the community spirit that has made Halloween Happenings a valued Sierra Madre tradition.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act, based on Section 15061(b)(3) of the California Environmental Quality Act Guidelines, because it can be determined with certainty that the action will have no significant effect on the environment.

FISCAL IMPACT

There is no fiscal impact associated with receiving and filing this report. Event costs will be funded through the approved Community Services budget, sponsorships, vendor fees, and other available event revenue. Final costs will depend on the event layout, entertainment, equipment, staffing, and operational requirements.

HALLOWEEN EVENT

JULY 20, 2026

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Approved by:

A handwritten signature in cursive script that reads "Ted Tegart".

Ted Tegart
Community Services Manager



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026

TO: Community Services Commission

FROM: Ted Tegart, Community Services Manager
By: Rosemary Garcia, Administrative Assistant

SUBJECT: SPECIAL EVENT PERMIT – SIERRA MADRE POLICE DEPARTMENT NATIONAL NIGHT OUT (SEP 26-12)

RECOMMENDATION

Staff approves Special Event Permit (SEP 26-12) for the Sierra Madre Police Department, 2026 National Night Out on Tuesday, August 04, 2026. It is recommendation that the Commission receive and file this informational report.

SUMMARY

The annual National Night Out event will be held on Tuesday, August 04, 2026, from 5:00 p.m. - 8:00 p.m. in Memorial Park. This event is open to the public at no charge.

DISCUSSION & ANALYSIS

The National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie.

The entire community is invited to gather for an evening of food, music, and fun, including public safety displays and various activities for children. Members of the Police and Fire Department and other City departments will also be participating in the event.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

This is a City-sponsored event, and no fees will be charged to the Sierra Madre Police Department for the Special Event Permit, park reservation, street closure, no parking signs, or the Public Works work order.

There is no impact to the General Fund as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Manager

Attachment(s):

1. Special Event Permit Application (SEP 26-12)
2. Site/Event Map
3. Emergency Evacuation Plan
4. Event Flyer

Special Event Permit



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7135
www.cityofsierramadre.com

26-12

APPLICANT'S NAME					Mark Lopez				
IF ORGANIZED, PROVIDE CONTACT NAME					Sierra Madre Police Department				
ADDRESS		CITY		STATE		ZIP CODE		PHONE	
242 W Sierra Madre Blvd		Sierra Madre		CA		91024		(626) 355-1414	
LOCATION OF EVENT									
Memorial Park - 222 W Sierra Madre Blvd									
DESCRIPTION OF EVENT									
Sierra Madre PD National Night Out									
DATE OF EVENTS					OPENING AND CLOSING HOURS				
August 4, 2026					Set-up beginning at 3:30p and clean up till 9pm 5pm-8pm				
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT?									
This event is held annually by the Sierra Madre Police Department to bring law enforcement and the community together									
ESTIMATED ATTENDANCE			IS THERE SEATING?			IF YES, TYPE (ASSIGNED/FESTIVAL)			
150 people			☐ Yes ☒ No						
CHECK THOSE THAT APPLY.									
☐ Selling/Serving Food ☐ Alcohol									
☒ Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.)									
Specify: Jumpers, community booths, catering trucks									
BUSINESS LICENSE			WILL ALCOHOL BEVERAGES BE SERVED?			Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.			
			☒ No ☐ Yes						
NAME(S) OF ADDITIONAL INSURED(S) REQUIRED						RELATIONSHIP TO INSURED			
N/A									
PRESENT INSURANCE CARRIER									
LIMITS OF COVERAGE									
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?									
N/A									
IF SO, EXPLAIN									
PREVIOUS LOSSES									
N/A									
SECURITY AVAILABLE			TYPE			NUMBER			
Events involving alcohol must have security present.			N/A						
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?						☐ Yes ☐ No			

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)

Sierra Madre Fire Department

AMBULANCE RESPONSE TIME

3 min.

HOSPITAL DISTANCE

2.8 miles

EMERGENCY EVACUATION PLAN

In case of catastrophic emergency i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

SEE ATTACHED

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

N/A

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

8 cardboard trash bins with trash bags

Extra rolls of toilet paper in bathrooms behind city hall and at the Hart House

Sprinklers to be turned off 08/02/26 to mark booth area

Electrical test on outlets at Bandshell

ATTACHMENTS

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- CG 20 26 - Additional Insured endorsement naming the City
- CG 20 01 - Primary non-contributory
- CG 24 04 - Waiver of subrogation
- Security Plan
- Emergency Evacuation Plan

- ☐ Street Map (for street closures)
- ☐ Site/Event Map List of Specific
- ☐ Special Requests

General liability insurance. Coverage must be a minimum of \$1 million per occurrence, provides a waiver of subrogation in favor of the City, and must include a separate endorsement that makes the insurance primary and non-contributory and either specifically names the City of Sierra Madre, its officials, employees, agents and volunteers as additional insureds or has appropriate blanket coverage. Insurance must be on a per occurrence basis; claims-made coverage will not be accepted. The named insured must match either the name of the "Applicant" or the "Organization" to be valid. All coverage available to the named insured shall also be available and applicable to the City.

Primary Coverage

For any claims related to this contract, the Company's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 2001 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Company's insurance and shall not contribute with it.

Waiver of Subrogation

Company hereby grants to City a waiver of any right to subrogation, which any insurer of said Company may acquire against the City by virtue of the payment of any loss under such insurance. Company agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, unless solely caused by the gross negligence or willful misconduct of the City of

Sierra Madre, its offices, employees, or agents, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE Mark A. Lopez DATE 06/22/26
 TITLE Dispatch/Media and Community Outreach Specialist PHONE NUMBER (626) 990-0707

COMMUNITY SERVICES DEPARTMENT USE ONLY	
DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	

DEPARTMENT APPROVALS		
APPROVALS	Public Works	
	Police Department	
	Fire Department	
	Planning Department	
	Risk Management	

STAFF HOURLY RATE		
SPECIAL EVENT STAFF FEES	Police Staff	\$201.00 per hour
	Fire Staff	\$165.00 per hour
	Public Works Maintenance Staff	\$103.00 per hour
	Public Works Engineering Staff	\$227.00 per hour
	Recreation Staff – Full-Time	\$114.00 per hour
	Recreation Staff – Part-Time	\$ 32.00 per hour



W Sierra Madre Blvd

PARKING

JUMPERS

1 2 3 4

5 6 7 8 9 10

FIRE

POLICE

FOOD

FOOD

PARKING

PARKING

PARKING

Sierra Madre
Fire Department

Sierra Madre Zoning

Sierra Madre City Hall

Hart Park House
Senior Center

Memorial Park

Mariposa Ave

Mariposa Ave

Mariposa Ave

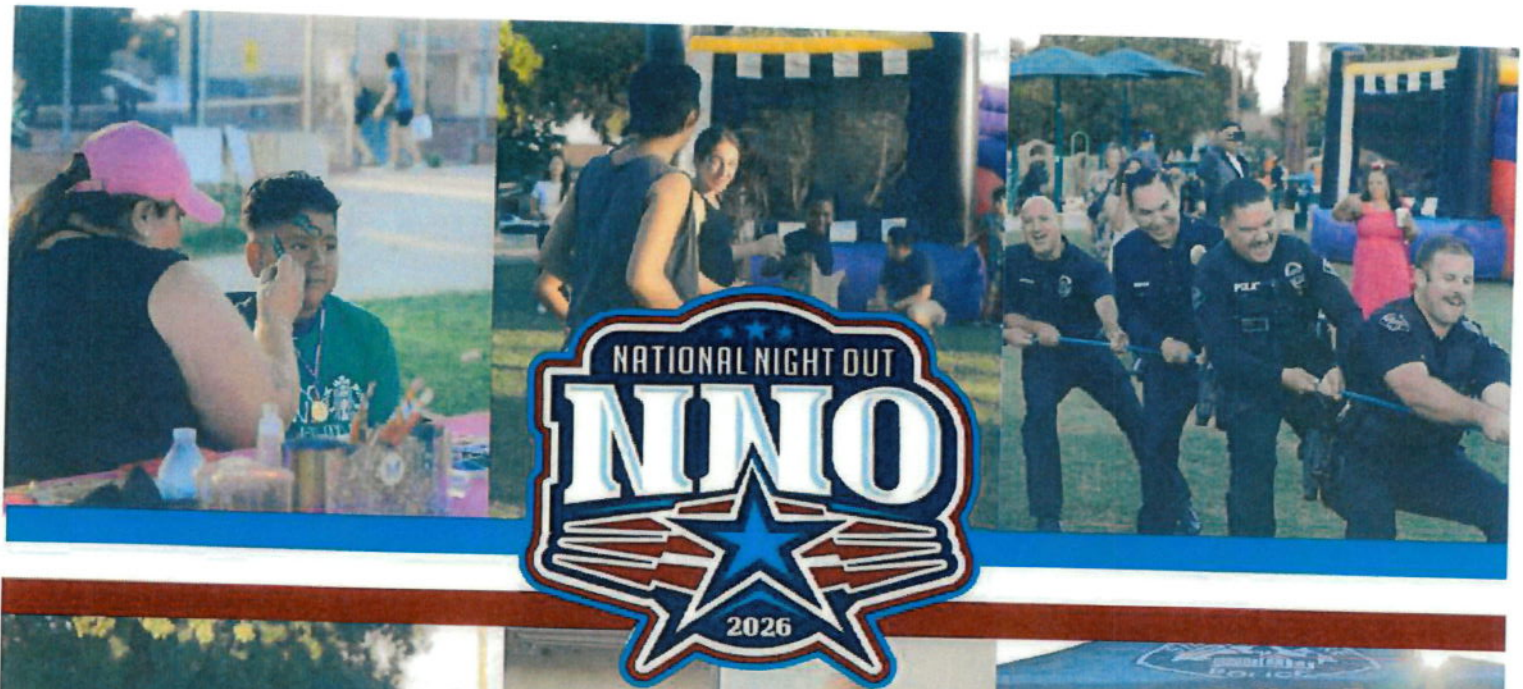
S Hermo

Emergency Evacuation Plan

In the event of an emergency during National Night Out, all on-duty Sierra Madre Police Department personnel assigned to the event will immediately respond to the affected area and take appropriate action to ensure the safety of attendees.

If the emergency is located on the north side of Memorial Park, attendees will be directed to evacuate toward the south side of the park, exiting toward Mariposa Avenue. If the emergency is located on the south side of the park, attendees will be directed to evacuate toward the north side of the park toward Sierra Madre Boulevard. If the emergency is located on the east side of the park, attendees will be directed to evacuate toward the west side of the park to the city hall parking lot. If the emergency is located on the west side of the park, attendees will be directed to evacuate toward the east side of the park, exiting toward Hermosa Avenue. Officers will provide clear verbal instructions and assist with directing pedestrian traffic to maintain an orderly evacuation.

Acting Sergeant Shawn Porter will serve as the Incident Commander for the event and will be responsible for coordinating the evacuation, directing law enforcement resources, and determining any additional protective actions based on the nature of the incident. The Incident Commander will coordinate with the Sierra Madre Fire Department and other responding agencies, as necessary, to ensure a safe and effective response.



Tuesday, August 4, 2026

Join the Sierra Madre Police Department for an evening of community, connection, and family fun at National Night Out from 5pm-8pm! Held on the first Tuesday of August each year, National Night Out brings community members and law enforcement together to strengthen partnerships, build safer neighborhoods, and foster positive relationships.

We invite you and your family to spend the evening with us and enjoy exciting activities, including a flyover from Pasadena Police Air Support, live music, jumpers, a photo booth, interactive displays, and much more. This special event is an opportunity to meet the men and women who serve our community, connect with your neighbors, and celebrate the strong partnership that makes Sierra Madre such a special place to call home. We look forward to seeing you there and sharing a memorable night filled with fun, friendship, and community spirit!



CITY OF SIERRA MADRE
COMMUNITY SERVICES COMMISSION
MEETING MINUTES

Monday, May 18, 2026 – 5:30 p.m.

City Council Chambers

232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

1. CALL TO ORDER

Chair Bartlett called the meeting to order at 5:31 p.m.

2. PLEDGE OF ALLEGIANCE:

Chair Bartlett

3. ROLL CALL

Present:

Chair Roxxi Bartlett

Vice Chair Geoffrey Woods

Commissioner Lisa Carlson

Commissioner Ann Palmer

Student Commissioner Jack Spicer

Absent:

Commissioner Ashley Bonenfant

Also Present:

Councilmember Gene Goss

Community Services Supervisor Ted Tegart

Recreation Coordinator I Brandon Wilson

4. REPORT FROM COMMISSIONERS OF CITY BUSINESS

Chair Bartlett: shared that she also attended the Honors Dinner and congratulated all of the honorees. She commented that the city did a great job organizing the event.

She also attended the Community Foundation's first poker tournament and said it was a lot of fun.

Vice Chair Woods: shared that he also attended the Honors Dinner and said it was a very nice event that he enjoyed.

He also noted that the concerns he raised last month remain unresolved. Specifically, he stated that conditions at Memorial Park and the tennis courts continue to be poor and that both areas are in need of repairs.

Commissioner Bonenfant: Absent

Commissioner Carlson; announced that the Sierra Madre Little League Closing Day event will be held on Wednesday, May 20th, and invited the Commission to attend. She noted that the dinner event will offer a 20% discount on all purchases and merchandise.

Commissioner Carlson also expressed interest in creating signs to remind parents to clean up after their children.

Commissioner Palmer: shared that she attended the Honors Dinner at the Church of the Ascension and said it was a nice event.

Student Commissioner Spicer: asked what would be done with the old library building.

Library & Community Services Director Arciero said she would return during public comment with an answer.

5. REPORT FROM COMMUNITY SERVICES SUPERVISOR

Community Services Supervisor Tegart reported anticipating several upcoming community events, including the Community Bike Ride in partnership with the Police Department on Friday, June 19, Movie in the Park at dusk, and the Community Yard Sale on Saturday, June 20.

He also announced that the Older Americans Reception was canceled because Older American honoree Dane Lenton was under the weather. The reception will be rescheduled for a later date.

6. REPORT FROM COMMUNITY SERVICES STAFF

Recreation Coordinator Wilson provided a summary of the 4th of July Celebration Special Event Permit.

7. REPORT FROM THE MOUNT WILSON TRAIL COMMITTEE

Committee Chair Pete Siberell provided a report on the Mt. Wilson Trail Race. He shared that he and members of the trail crew recently inspected the trail and found it to be in great condition. He noted that, following the impacts of the fire and rain over the past one to one-and-a-half years, the trail crew did an excellent job restoring and maintaining the trail.

Mr. Siberell reported that the committee is ready for the event, with favorable weather conditions and all 350 runner spots sold out. He noted that there will be numerous vendors at Kersting Court, along with music and award ceremonies planned. The event will also raise funds for the Fletcher Fund.

He thanked the many groups working together to support the event, including the Women's Club, Search and Rescue, Civic Club, Boy Scouts, and Cub Scouts, emphasizing that it is a true community effort. He also shared that Mayor Lowe will welcome participants to Sierra Madre.

Commissioner Palmer asked whether the recent incidents involving participants falling would affect the race. Mr. Siberell responded that it would not impact the event. He added that Bob Spears and the trail crew worked very hard on the section of the trail where the incident occurred.

8. REPORT FROM THE YMCA PASADENA – SIERRA MADRE

Executive Director Kurt Knapp was not present at the meeting.

9. REPORT FROM THE SIERRA MADRE SPECIAL EVENTS COMMITTEE

Commissioner Carlson reported that the committee has been working hard to organize the upcoming events. She announced that the first committee event will be held on June 19, with the committee sponsoring Movie in the Park.

She provided an overview of the 3rd and 4th of July Celebration lineup and noted that all individuals nominated for the Honors Dinner may also participate in the parade. Parade registration closed on June 1. Commissioner Carlson shared that this year the committee introduced new sponsorship opportunities, including having sponsor names displayed on a golf cart for a fee. As the committee travels throughout the celebration, sponsor names will be visible. Additional sponsorship will also be placed along the beer garden fence.

10. REPORT FROM THE SIERRA MADRE ART WALK COMMITTEE

Ms. Kait Walsh announced that the Art Walk will take place on June 19 from 4:00 p.m. to 8:00 p.m., featuring artists at local businesses. She shared that the next event would highlight musicians. Ms. Walsh also stated that it will be a big weekend, with the Art Walk included in the bike poster promotion and expressed excitement about promoting the community through multiple events.

Ms. Walsh also reported that art awards were provided by an artist at the Mt. Wilson Trail Race and noted that articles in the *Mt. View News* have highlighted information about local artists.

Vice Chair Woods asked whether the committee selects the artists.

Ms. Walsh responded that some businesses select their own artists.

11. REPORT FROM THE SIERRA MADRE HISTORICAL PRESERVATION SOCIETY

President Diane Sands reported that the Sierra Madre Historical Preservation Society has finalized the Memorandum of Understanding (MOU) with the city for operation of the museums. Ms. Sands stated that they are waiting for bids to be issued for repairs to the museum, including the roof and the back room of the Richardson House.

Ms. Sands announced that the Museum will have a booth at the Mt. Wilson Trail Race on Saturday, May 23, and a table at the Library Grand Opening on June 6. She also reminded the public that the Museum is open on Saturdays from 10:00 a.m. to 12:00 p.m.

Ms. Sands noted that the annual Chicken Dinner has been postponed until the fall to allow time for the museum repairs to be completed.

Vice Chair Woods asked what kind of attendance the Museum typically receives on Saturdays.

Ms. Sands responded that attendance varies depending on special events and hikers taking place in the community.

12. REPORT FROM THE FRIENDS OF THE LIBRARY

President Jeanne Martin reported on the upcoming 61st Art Fair. She shared that the event features 60 artists, students and emerging artists, children's crafts, and a silent auction.

She also announced that the Friends are planning an event on May 30 and noted that additional volunteers are needed to support their activities.

13. REPORT FROM THE SIERRA MADRE ENVIRONMENTAL ACTION COUNCIL

Ms. Alison Snow introduced herself and provided an update on Bailey Canyon Park. She shared that the park has faced several challenges over the past couple of years, including the impact of the fire. A small cleanup effort was conducted following the fire, and she noted that the plants are beginning to recover.

Ms. Snow reported that in 2025, SMEAC received a grant from the San Gabriel Municipal Water District, which funded the installation of new native plants. She stated that all of the native plants have survived and that the kiosk has been restored.

She also recognized the many volunteers who have dedicated countless hours to weeding and cleaning up Bailey Canyon and thanked them for their continued support and assistance.

14. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE

Commissioner Palmer deferred to Senior Management Analyst James Carlson, who provided an update on transportation.

15. PRESENTATION

a. Eagle Scout Jedaiah Schwind: Memorial Park Improvement Project Completion

Mr. Schwind presented a slideshow highlighting the Memorial Park Improvement Project and the work that has been completed.

Vice Chair Woods stated that he walked through Memorial Park and commented that it looked great.

Chair Bartlett asked how many volunteers work with Mr. Schwind. Chair Bartlett thanked Mr. Schwind for his presentation.

Mr. Schwind responded that approximately 20 volunteers work with him.

b. Senior Management Analyst James Carlson: Transportation Update

Senior Management Analyst James Carlson provided a summary of the City's transportation program history and the transition to a new service provider. He explained that after reviewing proposals through two RFP processes and evaluating available options, the city selected Uber as the new transportation

partner. The program is funded through County Metro Proposition A Local Transportation Funds and is scheduled to launch on June 1.

Mr. Carlson also provided an overview of how the Uber transportation program will operate and shared examples of marketing materials used by other cities to promote similar programs.

16. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Chair Bartlett opened the meeting for public comments on items not on the agenda.

Community Services Supervisor Tegart noted the city did not receive any emails for public comment.

Library & Community Services Director Arciero announced the Library Grand Opening on Saturday, June 6, 2026. She provided a summary of the new Library building, including a description of the building layout, rooms, equipment installed, and the trees planted as part of the project.

Library & Community Services Director Arciero also responded to Student Commissioner Spicer's question regarding the old BOA building. She stated that she was not aware of the city's plans for the building at this time. She noted that Library staff has removed all library materials and items from the facility.

Chair Bartlett closed public comment and moved on to Action Items and Reports.

17. Consent Calendar

a. Special Meeting Minutes of March 30, 2026

CEQA: Not a Project

Recommendation Action:

Vice Chair Woods submitted four corrections to the March 30 meeting minutes to Community Services Supervisor Tegart.

Commissioner Palmer made a motion to approve Consent A as amended.

Commissioner Carlson seconded the motion.

Chair Bartlett called for a vote of the Commission:

Vote Yes: Chair Bartlett, Vice Chair Woods, Commissioner Carlson, Commissioner Palmer

Vote No: None

Absent: Commissioner Bonenfant

Abstain: None

Consent Item A was approved as amended by unanimous voice vote.

18. DISCUSSION ITEMS

- Report, Discussion, and Direction on a Special Event Policy
CEQA: Not a Project
Recommended Action: Approve

Community Services Supervisor Tegart delivered the report.

Commissioner Roxxi requested that staff prepare a comprehensive report regarding Special Event Permit (SEP) fee waivers to provide greater transparency on the City's support of community events. The report should include the following information:

- A list of all events requesting Special Event Permits during the reporting period.
- Identification of which events are returning annual events, and which are new events.
- The amount of City support requested for each event, including fee waivers and any other City resources provided.
- The purpose of each event and how proceeds or funds raised are used.
- Whether event organizers provide a post-event report to the Community Services Commission, including attendance, funds raised, and how the proceeds benefited the community or supported the stated purpose.
- Whether event organizers formally acknowledge or communicate with City staff or the Commission regarding the City's support of their event.
- Community feedback regarding the event's impact and overall success, when available.
- The total number of fee waiver requests approved each year.
- The total annual cost of approved fee waivers to the city.
- An analysis of the City's costs to support these events, including staffing, facility use, public works, public safety, and other City resources, where applicable.
- An evaluation of the community benefits or public value provided by each event to help assess whether the City's investment is offset by the benefits received.

The Commission requested that this information be presented at a future meeting to assist in evaluating the effectiveness of the City's Special Event Permit fee waiver program and to support future policy discussions.

Community Services Supervisor Ted Tegart stated that several of the questions raised by Chair Bartlett are addressed in the staff reports accompanying each Special Event Permit request. He added that staff would be happy to compile and present additional information addressing her questions at a future Community Services Commission meeting.

Commissioner Palmer asked for clarification regarding the definition of "applicant-driven" events. Using the Opening Day Parade as an example, she asked whether the city considers the indirect economic benefit of attendees returning to downtown after the parade to patronize local businesses. Specifically, she asked if spending at local businesses, even though the revenue does not go directly to the city, is considered a benefit to the community when evaluating event support.

Community Services Supervisor Tegart responded that, overall, the city does consider the indirect economic benefits generated by community events, such as increased patronage of local businesses, to be beneficial to the community. He explained that Commissioner Palmer's question highlights a broader discussion regarding the City's direct cost recovery and the overall value of supporting special events. Mr. Tegart acknowledged that this analysis was not fully addressed in the original staff report and stated that it is one of the reasons the item is before the Commission today. Staff is seeking the Commission's input and will return with additional information.

Commissioner Palmer stated that an important consideration is defining what constitutes a benefit to the city as a whole when evaluating requests for City support.

Community Services Supervisor Tegart agreed, stating that establishing a clear definition of what benefits the City at large is an important issue for the Commission to work through as part of its evaluation of Special Event Permit fee waiver requests.

Chair Bartlett opened the public comment period and invited members of the public to address the Commission on the item.

Sierra Madre Historical Preservation Society, Diane Sands: expressed concern regarding the proposed fee structure presented to nonprofit organizations, stating that many groups, including the Sierra Madre Historical Preservation Society, were surprised by the estimated costs and felt the information suggested their organizations were placing an undue burden on the city.

Ms. Sands noted that the Historical Society hosts only one event each year and questioned the staff cost estimates presented in the City's spreadsheet, particularly the amount attributed to processing Special Event Permits. She stated that the reported staff costs appeared excessive and requested greater transparency regarding how those figures were calculated.

Ms. Sands emphasized that nonprofit organizations are willing to pay a fair share of the costs associated with their events but expressed concern that the proposed fees could exceed the revenue generated by smaller fundraising events, making them financially unsustainable. She stated that, in some cases, the cost of holding an event could outweigh the funds raised for the organization's mission.

Ms. Sands suggested that City staff meet with representatives of the nonprofit organizations to review the fee calculations in detail and provide supporting data regarding the actual costs of City services, including permit processing, staffing, and the use of City equipment. Ms. Sands stated that having clear facts and supporting documentation would allow organizations and the city to make informed evidence-based decisions regarding future event fees.

Chair Bartlett closed the public comment period.

Commissioner Carlson stated that she shared many of the concerns expressed by Commissioner Palmer. She suggested forming an ad hoc committee and holding one or more public workshops to gather input from residents and community organizations regarding the Special Event Permit fee structure.

Commissioner Carlson also asked how staff developed the proposed fees and whether a formal fee study had been conducted. She suggested that the City consider establishing different fee categories or tiers based on the type of applicant, such as local nonprofit organizations, non-local nonprofit organizations, and other event organizers, to better reflect the varying community benefits provided by different events.

Commissioner Palmer agreed with Commissioner Carlson's comments and stated that she would like staff to clearly define terms such as "applicant-driven" and "City-driven" events so that the Commission and members of the public can better understand how events are categorized. She also asked whether managing special events is part of Community Services staff's regular job responsibilities, questioning whether staff attendance at weekend events is considered part of their normal duties rather than overtime.

Commissioner Carlson clarified that the approximately \$1,000 staff cost referenced in the report was associated with processing a Special Event Permit and not with staff attendance at the event itself.

Community Services Supervisor Tegart responded that, on average, staff spend approximately six to nine hours processing each Special Event Permit application. He acknowledged that the amount of staff time required is another issue that warrants further discussion.

Vice Chair Woods stated that the information presented was complex and difficult for the public to fully understand. He commented that the terminology and policies could be confusing and suggested that staff provide greater clarity regarding the primary issue being considered, particularly whether the focus is on the City's financial recovery of event-related costs. He stated that a clearer understanding of the purpose behind the proposed changes would help the Commission evaluate the associated policies.

Vice Chair Woods also expressed support for the City's use of town hall meetings and suggested that staff consider holding one or more public workshops or town hall meetings with event organizers and community groups to discuss the proposed Special Event Permit fee structure. He stated that, given the many factors involved, additional public outreach would help improve understanding and provide greater transparency.

Vice Chair Woods asked whether representatives from community organizations could be invited to present information about their financial situations and how Special Event Permit fees would affect their ability to host events. He noted that organizations such as the Rotary Club and the Sierra Madre Community Foundation also provide grants and other community benefits and suggested that this information could help the Commission better understand the value these organizations provide to the community.

Community Services Supervisor Tegart stated that he would take all the Commission's comments and questions and questions into consideration, prepare a summary of the discussion, evaluate the appropriate next steps, and return to the Commission with recommendations, including whether to form an ad hoc committee.

19. ITEMS FOR FUTURE AGENDAS

None currently.

20. ADJOURNMENT

Chair Bartlett asked the Commission for a motion to adjourn.

Commissioner Carlson made a motion to adjourn the meeting.

Vice Chair Woods seconded the motion.

Chair Bartlett called for a vote of the Commission:

Vote Yes:	Chair Bartlett, Vice Chair Woods, Commissioner Carlson, Commissioner Palmer
Vote No:	None
Absent:	Commissioner Bonenfant
Abstain:	None

The Commission adjourned the meeting at 7:25 p.m. The next regular meeting on Monday, June 15, 2026.

Minutes taken and prepared by:

Rosemary Garcia

Rosemary Garcia, Administrative Assistant

Reviewed by:

Ted Tegar

Ted Tegar, Community Services Supervisor



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026

TO: Community Services Commission

FROM: Leila Arciero, Library and Community Services Director
By: Ted Tegart, Community Services Manager

SUBJECT: CANCELLATION OF AUGUST 17, 2026, REGULAR COMMUNITY SERVICES COMMISSION MEETING

RECOMMENDATION

It is recommended that the Community Services Commission approve and vote on the cancellation of the regular meeting scheduled for August 17, 2026.

DISCUSSION & ANALYSIS

The Community Services and the Senior Community Commissions are presented with the option to do dark in August. City Council is going dark this year for the second meeting of July and the first meeting of August.

Due to schools beginning the school year in late August, the city staff is recommending cancellation of the August 17, 2026, meeting to allow Commission members, residents and staff, many of whom have school-age children, to spend some quality time with their families. As Commission meetings fall in the month of August, they conflict with permissible time frames during which families can take time off.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

There is no impact to the General Fund as a result of the recommended action.

**CANCELLATION OF AUGUST 17, 2026, REGULAR
COMMUNITY SERVICES COMMISSION MEETING**

JULY 20, 2026

Page 2 of 2

Approved by:

A handwritten signature in cursive script that reads "Ted Tegart".

Ted Tegart
Community Services Manager

Community Services Commission

2025-2026 Commissioner Assignments

Commissioner Names	Commissioners Assignments		
	Memorial Park		
Chair Bartlett Vice Chair Woods	Hart Park House Community Garden	Covered Pavilion Tennis Courts	Playground Bandshell
	Sierra Vista Park		
Commissioner Carlson Commissioner Bonenfant	Recreation Center Heasley Field Tennis Courts Dapper Field	Basketball Court Rose Float Barn Volleyball Court	Playground Community Pool Dog Parks
	Mount Wilson Trail Park		
Commissioner Bonenfant	Lizzie’s Trail Inn Mount Wilson Trail Head	Richardson House	Playgrounds
	Kersting Court		
Vice Chair Woods	Bell Tower	City Flagpole	Banner Display
	Bailey Canyon Wilderness Park		
Commissioner Palmer	Fire Ring Nature Trails	Native Plant Area	Picnic Area
	Milton and Harriet Goldberg Park		
Chair Bartlett	Passive Pocket Park Desert Willow Hut	California Native Plants Dry Stream Bed	Sand Play Area

Commissioner Names	Commissioner Assignments - Special Events/Programs/Date Fiscal Year July 1, 2025 – June 30, 2026
Primary – Chair Bartlett Secondary – Commissioner Bonenfant	Family Friday Movies – June – August 2025
Primary – Commissioner Bonenfant Secondary – Commissioner Carlson	Concerts in the Park – June – August 2025
Primary – Commissioner Carlson Secondary – Commissioner Bonenfant	3 rd & 4 th of July Celebration – July 3 & 4 th , 2025
Primary – Chair Bartlett Secondary – Commissioner Palmer	Night Under the Stars Family Campout – September 2025
Primary – Commissioner Palmer Secondary – Vice Chair Woods	Halloween Happenings – October 31, 2025
Primary – Commissioner Palmer Secondary – Vice Chair Woods	Bark in the Park – March 2026
Primary – Commissioner Carlson Secondary – Commissioner Bonenfant	Huck Finn Fishing Derby – April 2026
Primary – Commissioner Carlson	Mount Wilson Trail Race – May 23, 2026

Secondary – Commissioner Bonenfant	
Primary – Commissioner Palmer	Community Bike Ride & Wellness Fair – June 19, 2026
Secondary – Commissioner Carlson	
Primary – Vice Chair Woods	YMCA Programs and Community Services & Sierra Madre Pool Facility / Improvements (Year-Round)
Secondary – Commissioner Carlson	

Community Services Commission
2026-2027 Commissioner Assignments

Commissioner Names	Commissioners Assignments		
	Memorial Park		
	Hart Park House Community Garden	Covered Pavilion Tennis Courts	Playground Bandshell
	Sierra Vista Park		
	Recreation Center Heasley Field Tennis Courts Dapper Field	Basketball Court Rose Float Barn Volleyball Court	Playground Community Pool Dog Parks
	Mount Wilson Trail Park		
	Lizzie’s Trail Inn Mount Wilson Trail Head	Richardson House	Playgrounds
	Kersting Court		
	Bell Tower	City Flagpole	Banner Display
	Bailey Canyon Wilderness Park		
	Fire Ring Nature Trails	Native Plant Area	Picnic Area
	Milton and Harriet Goldberg Park		
	Passive Pocket Park Desert Willow Hut	California Native Plants Dry Stream Bed	Sand Play Area

Commissioner Names	Commissioner Assignments - Special Events/Programs/Date Fiscal Year July 1, 2026 – June 30, 2027
Primary – Secondary –	Family Friday Movies – June – August 2026
Primary – Secondary –	Concerts in the Park – June – August 2026
Primary – Secondary –	3 rd & 4 th of July Celebration – July 3 & 4 th , 2026
Primary – Secondary –	Night Under the Stars Family Campout – September 2026
Primary – Secondary –	Halloween Happenings – October 31, 2026
Primary – Secondary –	Mount Wilson Trail Race – May 23, 2027
Primary – Secondary –	Community Bike Ride & Wellness Fair – June 2027
Primary – Secondary –	YMCA Programs and Community Services & Sierra Madre Pool Facility / Improvements (Year-Round)



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026
TO: Community Services Commission
FROM: Leila Arciero, Library and Community Services Director
By: Ted Tegart, Community Services Manager
SUBJECT: SPECIAL EVENT PERMIT POLICY REVIEW

STAFF RECOMMENDATION

It is recommended that the Community Services Commission:

1. Receive this report regarding the current status of the proposed Special Event Permit Policy.
2. Review the preliminary policy framework.
3. Provide direction to staff regarding next steps

SUMMARY

The proposed Special Event Permit Policy was initiated in response to the increasing number and complexity of special events held in Sierra Madre, as well as the growing costs incurred by City departments to support these events without a consistent process for cost recovery.

Special events may require significant staff time and City resources, including application review, traffic control, public safety personnel, street closures, equipment, facility use, setup, cleanup, and event coordination. In many cases, the City has absorbed some or all of these costs without a standardized method for determining applicant responsibilities, calculating fees, or approving financial assistance.

At the same time, staff recognizes that many local nonprofit organizations are also experiencing increased costs to produce community events. These organizations provide valuable programs, community traditions, and fundraising activities that benefit Sierra Madre and the broader community. Some organizations also raise funds that directly support City programs, facilities, and community events.

Staff intends for the policy development process to account for both the City's need for responsible cost recovery and the important public benefit provided by local nonprofit

organizations. The goal is to establish a fair and sustainable process that clearly identifies event costs while recognizing the value of organizations that contribute funding, volunteer service, programming, and other resources to the City.

The proposed policy is intended to establish a clear and consistent framework for event classifications, application requirements, departmental review, fees, cost recovery, City support, and approval authority. It will also help applicants understand the requirements and anticipated costs associated with holding an event in Sierra Madre.

Since two new Commissioners have recently joined the Community Services Commission, this report summarizes the work completed to date and requests direction regarding the remaining policy decisions before staff prepares a revised draft for further Commission review.

DISCUSSION AND ANALYSIS

Background

Special events are an important part of the Sierra Madre community and contribute to civic engagement, recreation, community identity, local business activity, charitable fundraising, and support for City programs and facilities.

Events may include races, festivals, parades, concerts, neighborhood gatherings, fundraisers, holiday celebrations, and other activities that use City streets, parks, facilities, equipment, or staff resources.

The City currently reviews event requests individually. While this approach has allowed staff to respond to a wide variety of community needs, it has also resulted in inconsistent practices related to application deadlines, required documents, fees, insurance, staffing, street closures, equipment use, and the level of City support provided to event organizers.

The number and complexity of events have also increased. Events that involve street closures, alcohol service, traffic control, large attendance, amplified sound, public safety staffing, or extensive use of City property require significant coordination among multiple City departments.

Staff began developing a Special Event Permit Policy to create a more transparent, predictable, and sustainable process for applicants, City staff, the Commission, and the City Council.

Work Completed to Date

Staff has identified the following primary goals for the proposed policy:

1. Establish a standard application and review process.
2. Create clear application deadlines.
3. Define the responsibilities of event organizers and City departments.
4. Establish consistent insurance, safety, traffic control, and operational requirements.
5. Clarify when City staff, equipment, facilities, and public safety personnel are required.
6. Establish a consistent approach to event fees and cost recovery.
7. Define the process for requesting City sponsorship, financial assistance, or fee relief.
8. Recognize the community benefit provided by local nonprofit organizations.
9. Consider whether an organization provides financial or volunteer support to City programs, events, or facilities.
10. Improve coordination among City departments and reduce uncertainty for applicants.

Staff has also reviewed the different types of special events supported by the City and developed a preliminary event classification structure.

Proposed Event Categories

The proposed policy would organize events into general categories based on the relationship between the City and the event organizer.

City Events

City events are planned, managed, and funded by the City. The City controls event operations, budgeting, contracts, staffing, and programming decisions.

Examples may include City recreation programs, concerts, movies, and other events approved through the City budget.

City Sponsored Events

City sponsored events are organized by an outside group but receive formal City support. Support could include funding, use of City property, staff assistance, equipment, reduced fees, or other approved resources.

City sponsorship would not necessarily mean that the City is the event organizer. A written agreement may be required to identify the responsibilities of the City and the sponsoring organization.

City Cosponsored Events

City cosponsored events are produced through a shared partnership between the City and an outside organization. The City and the organization would each have defined responsibilities related to planning, funding, staffing, operations, and risk management.

A written agreement would generally be required for these events.

Applicant Organized Events

Applicant organized events are planned and operated by an individual, nonprofit organization, business, or other outside group. The applicant is responsible for meeting City requirements and paying the costs associated with the services and resources required for the event.

These events would generally be subject to cost recovery unless the City approves sponsorship, fee relief, or another form of assistance.

City Costs and Cost Recovery

One of the primary policy questions is how the City should recover the cost of supporting special events.

City expenses may include staff review, Police Department services, Fire Department services, traffic control, Public Works support, facility use, equipment, sanitation, inspections, street closures, setup, cleanup, and administrative coordination.

The cost of an event can vary significantly based on attendance, location, duration, street closures, alcohol service, traffic impacts, and required City staffing.

Staff has discussed a policy structure that would generally require applicant organized events to pay the cost of City services. City events and formally approved partnerships could receive a different level of support based on the City's role, the public benefit provided, and available funding.

A formal cost recovery process would allow applicants to receive a clearer estimate of anticipated City costs before the event is approved.

Nonprofit Organizations and Community Benefit

Staff recognizes that nonprofit organizations often face many of the same increasing costs as the City, including insurance, equipment rentals, entertainment, supplies, security, sanitation, and vendor services.

Many local organizations produce events that provide significant community benefits. These events may raise funds for City facilities, recreation programs, community celebrations, schools, public safety efforts, trail maintenance, or other local services.

The proposed policy should recognize that nonprofit status alone may not fully describe an organization's relationship with the City or the public benefit provided by an event.

Staff recommends considering factors such as:

1. Whether the event is open and accessible to the community.
2. Whether the event supports a City program, facility, or public purpose.
3. Whether proceeds are donated to the City or used for a community benefit.
4. Whether the organization provides volunteers, equipment, services, or other resources to the City.
5. Whether the event has a long history as a Sierra Madre community tradition.
6. Whether City support is necessary for the event to remain financially sustainable.
7. Whether the organization demonstrates responsible event management and financial practices.

These criteria could be used to determine whether an organization qualifies for City sponsorship, reduced fees, partial cost recovery, or another form of assistance.

Fee Relief and City Support

Historically, some organizations have received fee waivers or City support without a standardized approval process. A formal policy would create a consistent method for evaluating and approving these requests.

Possible approaches include:

1. Requiring applicants to pay the full cost of City services.
2. Allowing limited fee relief for qualifying nonprofit organizations.
3. Establishing different cost recovery levels based on event type and public benefit.
4. Creating an annual City support program with a fixed budget.
5. Requiring City Council approval for requests above a specified amount.
6. Providing support only to events that meet adopted community benefit criteria.
7. Considering direct financial contributions or volunteer support provided to City programs or facilities.
8. Requiring organizations receiving assistance to submit an event budget and final financial report.

Any fee relief process should identify who has the authority to approve the request, how the value of City support will be calculated, and how the financial impact will be documented.

The Commission may provide recommendations regarding these matters. Final approval of City fees, appropriations, and financial assistance will require City Council action.

Application Deadlines

Staff recommends establishing minimum application deadlines.

Clear deadlines would allow staff to coordinate departmental review, identify scheduling conflicts, calculate costs, obtain insurance documents, and provide adequate notice to residents and businesses.

Applications submitted after the deadline could be denied when there is insufficient time to complete the required review.

Public Safety and Operational Review

Special event applications may require review by Community Services, Public Works, the Police Department, the Fire Department, Planning, the City Clerk, and other departments.

The policy should establish criteria for determining when the following are required:

1. Police Department or Fire Department staffing.
2. Traffic control and street closure plans.
3. Emergency access routes.
4. Security personnel.
5. Alcohol permits and controls.
6. Insurance and indemnification.
7. Sanitation and waste services.
8. Notification to residents and businesses.
9. Accessibility accommodations.
10. Medical services or first aid.
11. Setup and cleanup plans.

Final event approval would be based on the applicant meeting all operational, safety, insurance, and financial requirements.

Community and Business Impacts

The policy should require consideration of impacts on residents, businesses, parking, traffic, deliveries, noise, and access.

Applicants may be required to provide advance notice to affected properties and businesses. Larger events may also require a community engagement plan.

Recent discussions regarding downtown events have shown the importance of balancing community programming with access to local businesses. A consistent policy would allow staff and applicants to identify and address these impacts earlier in the planning process.

DIRECTION REQUESTED

Staff is requesting Commission direction on the following policy areas.

Public Engagement

What forms of public engagement would be most effective for gathering input on the proposed Special Event Permit Policy?

Options may include a public town hall, a Commission workshop, meetings with local nonprofit organizations and event committees, outreach to downtown businesses, a survey of previous event applicants, publication of the draft policy for written comments, or a combination of these approaches.

Which organizations, businesses, residents, and community groups should be prioritized for outreach?

Event Categories

Does the Commission support the proposed categories of City events, City sponsored events, City cosponsored events, and applicant organized events?

Cost Recovery

Should applicant organized events generally be required to pay the full cost of City services?

Should the amount of cost recovery vary based on event type, attendance, complexity, public benefit, or the applicant's relationship with the City?

Nonprofit Organizations

Should nonprofit organizations automatically qualify for reduced fees, or should assistance be based on demonstrated public benefit and available City resources?

Should financial contributions, volunteer services, or other support provided by an organization be considered when determining fees or City assistance?

Community Benefit Criteria

What factors should be used to determine whether an event provides sufficient community benefit to qualify for City support?

Should events that raise funds for City programs, facilities, or community purposes receive special consideration?

Fee Relief Approval

Should limited fee relief be approved administratively within an established amount, or should requests be forwarded to the City Council?

Should the City establish a maximum annual amount of financial assistance available for special events?

Financial Reporting

Should organizations receiving City funding, fee relief, or other support be required to submit a final report showing revenue, expenses, attendance, and the use of City assistance?

Applicant Outreach Requirements

Should applicants be required to notify nearby residents and businesses when an event includes street closures, amplified sound, parking impacts, or other neighborhood effects?

NEXT STEPS

Staff will also proceed with the public engagement approach selected by the Commission. Engagement may include town halls, Commission workshops, meetings with local nonprofit organizations and event committees, outreach to downtown businesses, surveys of previous event applicants, and opportunities for written public comment.

Following the public engagement process, staff will summarize the feedback received, identify areas of agreement and concern, and return to the Community Services Commission with a revised policy and recommendations.

After the Commission completes its review and provides a recommendation, the proposed Special Event Permit Policy will be presented to the City Council for consideration and adoption.

ENVIRONMENTAL ANALYSIS

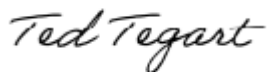
The proposed action does not constitute a project under the California Environmental Quality Act, based on Section 15061(b)(3) of the California Environmental Quality Act Guidelines, because it can be determined with certainty that the action will have no significant effect on the environment.

FISCAL IMPACT

There is no fiscal impact associated with receiving this report and providing direction to staff.

Adoption of a future Special Event Permit Policy may affect City revenue and expenditures through application fees, event service charges, cost recovery, fee relief, and the use of City resources. These impacts will be evaluated as part of the final policy and fee recommendations.

Approved by:



Ted Tegar
Community Services Supervisor

Attachment(s):

1. Special Event Permit Policy



CITY OF SIERRA MADRE
CITY COUNCIL POLICY

POLICY NUMBER: _____

ADOPTED: _____

AMENDED: _____

CITY COUNCIL APPROVAL: _____

SIERRA MADRE SPECIAL EVENTS POLICY

I. PURPOSE:

The purpose of this Policy is to establish clear guidelines for Special Events held on City property or within public rights-of-way, including when a Special Event Permit is required. It distinguishes among City-Produced Events, City-Sponsored, and Applicant-Driven Events, clarifying the roles and responsibilities of the City and event organizers. The Policy also provides a framework for cost recovery and outlines the types of City support available for events that use City facilities, streets, or staff resources. This Policy is intended to supplement the City's Master Fee Schedule and relevant provisions of the Municipal Code, ensuring that all events are managed in a manner that protects public health, safety, and welfare while promoting community benefit.

This Policy is intended to implement and supplement Chapter 12.34 (Special Events Permits) of the Sierra Madre Municipal Code. In the event of any conflict between this Policy and Chapter 12.34 or other provisions of the Municipal Code, the Municipal Code shall control.

II. POLICY STATEMENT:

The City of Sierra Madre supports community events that enhance civic, cultural, and recreational life while ensuring public safety and responsible use of City resources. Special Events on City property or rights-of-way will be managed to balance community benefit with cost recovery and efficient use of staff, facilities, and streets. Roles and levels of City involvement will be clearly defined based on event type and consistent with applicable laws and fiscal limits.

III. DEFINITIONS:

Applicant: The person or entity that submits a Special Event Permit application and is responsible for compliance with all permit terms and conditions.

Applicant-Driven Event: A Special Event organized and operated by a non-City individual, business, or organization that receives no City sponsorship beyond standard permit processing and fully pays applicable fees and City service charges.

City: The City of Sierra Madre, including its elected and appointed officials, officers, employees, and authorized agents.

City-Produced Event: An event planned, organized, permitted, and operated by the City, where the City is the event organizer and assumes full responsibility for the event.

City-Sponsored Event: A Special Event organized by a non-City entity where the City Council or the City Manager approves in-kind services, monetary contributions, or fee reductions pursuant to this Policy and a written agreement, and is consistent with adopted criteria and budget limits.

City Property: Parks, facilities, streets, sidewalks, plazas, parking lots, and other real property or rights-of-way owned, leased, or controlled by the City.

Event Organizer: Any person who conducts, manages, promotes, organizes, aids, or solicits attendance at a Special Event, including professional event planners retained by the Applicant.

First Amendment Event: An event whose principal purpose is expressive activity protected by the First Amendment and applicable provisions of the California Constitution, which may be subject to modified permit and insurance requirements to avoid unnecessary burdens on free speech.

Large-Scale Special Event: A Special Event expected to have 1,000 or more attendees, or that, due to its duration, use of City property, alcohol service, setup/breakdown days, or high-risk activities, creates significant operational or neighborhood impacts as determined by the City.

Permittee: Any Applicant issued a Special Event Permit, who is legally responsible for compliance with the permit and this Policy.

Public Event: An event that is open to the general public, regardless of whether admission or participation fees are charged.

Special Event: Any organized activity meeting one or more of the following when held on City Property or within public rights-of-way: (a) requires street or lane closures or traffic control; (b) is expected to draw 200 or more attendees at any one time; (c) charges admission or participant fees; (d) requires security or law enforcement beyond routine patrol; (e) installs tents, stages, booths, fencing, or similar structures; (f) uses amplified sound; or (g) serves or sells alcoholic beverages.

Special Event Coordinator: The City staff person designated by the City Manager to coordinate Special Event permitting, inter-departmental review, and compliance monitoring.

Special Event Permit: The written authorization issued by the City allowing a Special Event to occur on specified dates, times, and locations, subject to stated terms and conditions.

IV. PROCEDURES:

Type of Event

A “Special Event” means any organized activity that meets one or more of the following conditions when conducted on City property or within public rights-of-way:

- Requires closure or controlled use of public streets, alleys, sidewalks, or public parking.
- Expects two hundred (200) or more attendees at any one time at a City park, facility, or public space.
- Includes admission or participant fees, ticket sales, or commercial booths.
- Requires security or law enforcement presence beyond routine patrol.
- Involves erection of tents, stages, booths, barricades, fencing, or similar structures.
- Includes amplified sound or the service or sale of alcoholic beverages.

The City Manager, or designee, may determine that an activity is a Special Event if its scope or impacts warrant coordinated inter-departmental review to protect public health, safety, and welfare.

City-Produced Events

“City-Produced Event” means an event that is planned, organized, permitted, and operated by the City, where the City is the event organizer and holds full responsibility for the event.

The following events are annual City produced events, subject to annual budget approval of the City Council. **This list is subject to change based on City Council direction.**

- Mt Wilson Trail Race
- Mt Wilson Trail Street 5k
- Halloween Happenings
- Alegria Trick or Treat
- Summer Concerts in the Park
- Summer Movies in the Park
- National Night Out
- Latino Heritage Festival
- Community Yardsale

City-Sponsored Events

“City-Sponsored Event” means a Special Event organized by a non-City entity where the City provides Formal Sponsorship through in-kind services or monetary contributions (such as fee waivers, staff time, equipment, or use of the City logo) that have been affirmatively approved by the City Council or the City Manager.

City-Sponsored Events must:

- Be open to the public and provide a demonstrable community benefit to Sierra Madre residents.
- Be organized by a nonprofit organization, public agency, school or school foundation, formally established committee, or civic club/association that provides services or programs to Sierra Madre residents.

The following events are annual City-sponsored events, subject to annual budget approval of the City Council. **This list is subject to change based on City Council direction.**

- July 3rd and July 4th Parade

Applicants requesting a City Sponsorship must submit an application to the City requesting a sponsorship. There are two levels of City Sponsorship:

- Level 1 – Administrative (City Manager Approval): In-kind City contribution less than \$2,500
- Level 2 – City Council (City Council Approval): In-kind City or monetary contribution more than \$2,500

Level 2 Sponsorship requests must be submitted at least 30 days before the applicable permit submittal deadline so it may be placed on the City Council agenda for approval.

Should the City Manager deny a request for sponsorship, the applicant can appeal this decision to the City Council at no cost.

Applicant-Driven Events

“Applicant-Driven Event” means any Special Event organized and operated by an outside individual, business, or organization that receives no City sponsorship beyond the standard permit processing and services billed at established fees.

Applicant-Driven Events are not City events, and the City is not a sponsor or partner. **This list is subject to change based on City Council direction.**

- Sierra Madre Little League Opening Day Parade
- Sierra Madre Girls Softball Association Opening Day Parade
- Chamber of Commerce Wistaria Festival
- Friends of the Library Art Fair
- Sierra Madre Professional Firefighters Association Fire Prevention Festival & Car Show
- Sierra Madre Nursery School Carnival
- Chamber of Commerce Winter Village
- Community Candlelight Walk
- Sierra Madre Elementary School Fundraiser
- SM Historical Society - Chicken and Ravioli Dinner
- Sierra Madre Dance Center - Back to Dance Kickoff
- The Family Room Preschool Fair
- Charlie Bell Memorial
- Sierra Madre Professional Firefighters Association Pancake Breakfast
- YMCA Feed the Children Rally
- Sierra Madre Rose Float Association Rose Float Viewing

Cost Recovery and City Support

For purposes of this Policy, “City Costs” associated with a Special Event may include:

- Application and administrative processing fees.
- Facility, park, and street use fees, including set-up and break-down days.
- Direct staff costs (police, fire, public works, and recreation, or other staffing).
- Equipment costs (traffic control devices, generators, portable staging, turf protection, etc.).
- Damage and cleanup, including litter removal, turf repair, and restoration of public property.

Cost Recovery by Event Type

Cost recovery expectations are as follows:

Event Type	Cost Recovery Goal	Amount
City-Produced	City bears 100% of costs, offset by any City-collected event revenues.	Subject to annual budget appropriation
City-Sponsored	City may waive or provide in-kind support for eligible fees and costs, not to exceed a Council-approved annual appropriation amount for in-kind or monetary support. Values are based on the City’s estimated cost of resourcing the event.	Level 1: less than \$2,500 Level 2: more than \$2,500

Applicant Driven	City recovers 100% of City Costs associated with the event per the City's adopted Fee Schedule.	Applicant pays 100% of City costs
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The total value of City support (fee waivers, in-kind services, and any monetary contribution) for City-Sponsored shall not exceed: (a) the City Council's annual budgeted allocation for such support; and (b) the value of the organizer's own documented contributions to the event.

Fee Waivers and Sponsorship Approval

For purposes of determining the applicable approval level, the value of in-kind City support shall be calculated using the City's fully burdened departmental rates as established in the Master Fee Schedule

Level 1 City Sponsorship (in-kind support less than \$2,500) may be approved by the City Manager, or designee, consistent with Council-approved criteria and annual budget limits.

Level 2 City Sponsorship (monetary support or in-kind support of more than \$2,500) may be granted only by City Council action and must be supported by a written agreement describing roles, responsibilities, insurance, indemnification, and reporting expectations.

All Applicant-Driven Events shall be subject to full cost recovery and payment of applicable fees, deposits, and charges.

Nothing in this Policy authorizes the City to provide support in violation of constitutional or statutory limitations on gifts of public funds.

Special Event Permit Requirements

A Special Event Permit is required for any Special Event as defined in this Policy, including City-Produced, City-Sponsored, and Applicant-Driven Events.

At minimum, all applicants must submit:

- A completed Special Event Permit application.
- A site plan or route map showing all event elements.
- Insurance certificates and endorsements meeting City insurance requirements.
- Proof of required external permits (e.g., alcoholic beverage control, health, and fire permits) when applicable.

Timelines

The following are standard minimum submittal timelines, which the City Manager, or designee, may adjust for complexity or resource constraints:

- New large-scale or street-closure events: application at least 90 days before the event.
- Recurring events in good standing: application at least 60 days before the event.
- Smaller park or facility events without road closures or alcohol: application at least 45 days before the event.

First Amendment–protected expressive activities will be processed in a manner that does not unnecessarily burden free speech and may be subject to shortened timelines consistent with public safety and legal requirements.

Conditions of Approval

Special Event Permits may include reasonable time, place, and manner conditions deemed necessary to protect public health and safety, manage traffic, and minimize neighborhood impacts, including but not limited to:

- Limits on event hours and amplified sound.
- Requirements for security, emergency medical services, and crowd control.
- Trash, recycling, and post-event cleanup obligations.
- Notification of nearby residents and businesses.
- Restrictions on alcohol service and sales consistent with law.

Permits may be denied, revoked, or conditioned for reasons including failure to meet criteria, incomplete applications, non-payment of fees, safety concerns, conflicts with other events, or outstanding debts or damages from prior events.

The City Manager, or designee, has discretion to determine the specific operational conditions of a Special Event Permit. Applicants who wish to appeal a permit denial or conditions of approval may request City Council review within 10 business days of the written decision.

V. APPLICABILITY:

This policy applies to any person, group, business, nonprofit, or City department that organizes a qualifying special event on City property—including parks, streets, plazas, facilities, the library, and other community spaces—when the event meets the City’s special event thresholds such as attendance, use of structures, amplified sound, road closures, admission or participation fees, security or law enforcement needs, or alcohol service. The City’s Library & Community Services Department is responsible for administering this policy, coordinating interdepartmental review, issuing conditional and final permits, and ensuring that organizers meet all permit conditions and cost-recovery requirements

VI. RESPONSIBILITY:

The City Manager, or designee, is authorized to adopt administrative procedures, application forms, and internal review processes to implement this Policy, including interdepartmental review, mandatory pre- and post-event meetings for larger events, and enforcement of deadlines, deposits, and penalties for non-compliance.

VII. ATTACHMENTS / REFERENCES:

Sierra Madre Municipal Code Chapter 12.34

SPECIAL EVENTS COST SUMMARY								
Fiscal Year 2025 to 2026 Fully Burden Rate								
Community Services \$109 per hour								
Police \$201 per hour								
Fire \$165 per hour								
Public Works \$103 per hour								
SUMMARY BY EVENT								
Event	Date	Event Type	Community Services (Prep)	Police Cost (Event)	Fire Cost (Event)	Public Works Cost (Event)	Fees Waived	Total Known City Cost
SMLL Opening Day Parade	2/22/2025	Applicant Driven	\$ 1,090.00	\$ 1,206.00	\$ -	\$ 412.00	\$ 550.00	\$ 3,258.00
SMGSA Opening Day Parade	2/23/2025	Applicant Driven	\$ 1,090.00	\$ 1,206.00	\$ -	\$ 412.00	\$ 550.00	\$ 3,258.00
Wisteria Festival	4/12/2025	Applicant Driven	\$ 1,090.00	\$ 2,311.50	\$ -	\$ 4,429.00	\$ 550.00	\$ 8,380.50
SM Elementary School Fundraiser	4/25/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ -	\$ 891.00	\$ 1,981.00
Nursery School Carnival	5/3/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ -	\$ 787.00	\$ 1,877.00
Friends of the Library Art Fair	5/2/25 - 5/3/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ 1,030.00	\$ 1,425.00	\$ 3,545.00
SM Historical Society - Chicken and Ravioli Dinner	5/31/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ 412.00	\$ 533.00	\$ 2,035.00
Sierra Madre Dance Center - Back to Dance Kickoff	8/24/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ -	\$ 968.00	\$ 2,058.00
The Family Room Preschool Fair	9/21/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ -	\$ 256.00	\$ 1,346.00
Charlie Bell Memorial	10/11/2025	Applicant Driven	\$ 1,090.00	\$ -	\$ -	\$ -	\$ 66.00	\$ 1,156.00
SMPFA Fire Prevention Festival & Car Show	11/8/2025	Applicant Driven	\$ 1,090.00	\$ 1,105.00	\$ -	\$ 1,030.00	\$ 550.00	\$ 3,775.00
Winter Village Festival	12/6/2025	Applicant Driven	\$ 1,090.00	\$ 2,713.50	\$ -	\$ 2,266.00	\$ 796.00	\$ 6,865.50
YMCA Feed the Children Rally	12/16/2025	Applicant Driven	\$ 1,090.00	\$ 603.00	\$ -	\$ -	\$ 288.00	\$ 1,981.00
Candlelight Walk	12/21/2025	Applicant Driven	\$ 1,090.00	\$ 1,005.00	\$ -	\$ 1,287.50	\$ 550.00	\$ 3,932.50
Rose Float Viewing	12/31/2025	Applicant Driven	\$ 1,090.00	\$ 2,010.00	\$ -	\$ -	\$ 550.00	\$ 3,650.00
			\$16,350.00	\$12,160.00	\$ -	\$ 11,278.50	\$ 9,310.00	\$ 49,098.50
Sierra Madre Fire Department - Pancake Breakfast	10/25/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ 824.00	N/A	\$ 1,914.00
Community Services - Latino Heritage Festival	9/13/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ 824.00	N/A	\$ 1,914.00
Senior Community Commission Yardsale	6/7/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ 412.00	N/A	\$ 1,502.00
Community Services - Concerts in the Park	6/2025-8/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ 412.00	N/A	\$ 1,502.00
Community Services - Movies in the Park	6/2025-8/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ -	N/A	\$ 1,090.00
Senior Community Commission Yardsale	12/1/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ 412.00	N/A	\$ 1,502.00
National Night Out	8/1/2025	City Produced	\$ 1,090.00	\$ -	\$ -	\$ -	N/A	\$ 1,090.00
Mt Wilson Trail Event	10/4/2025	City Produced	\$ 1,090.00	\$ 1,909.50	\$ -	\$ 1,648.00	N/A	\$ 4,647.50
Halloween Happenings & Alegria	10/31/2025	City Produced	\$ 1,090.00	\$ 2,010.00	\$ 330.00	\$ 1,948.00	N/A	\$ 5,378.00
Fourth of July	7/3/25 - 7/4/2025	City Sponsored	\$ 1,090.00	\$ 1,608.00	\$ -	\$ 5,716.50	N/A	\$ 8,414.50
			\$10,900.00	\$ 5,527.50	\$ 330.00	\$ 12,196.50	\$ -	\$ 28,954.00
TOTALS								
Applicant Driven								
Total Applicant Driven Fee Waivers	\$ 9,310.00							
Total Applicant Driven Police Support and Staff Costs	\$ 12,160.00							
Total Applicant Driven Fire Support and Staff Costs	\$ -							
Total Applicant Driven Public Works Support and Staff Costs	\$ 11,278.50							
Total Applicant Driven Community Services Support and Staff Costs	\$ 16,350.00							
Total Applicant Driven Support and Staff Costs	\$ 49,098.50							
City Produced								
Total City Produced Police Support and Staff Costs	\$ 5,527.50							
Total City Produced Fire Support and Staff Costs	\$ 330.00							
Total City Produced Public Works Support and Staff Costs	\$ 12,196.50							
Total Applicant Driven Community Services Works Support and Staff Costs	\$ 10,900.00							
Total City Produced Support and Staff Costs	\$ 28,954.00							
Total Combined City Support and Staff Costs	\$ 78,052.50							



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026

TO: Community Services commission

FROM: Ted Tegart, Community Services Manager
By: Rosemary Garcia, Administrative Assistant

SUBJECT: **SPECIAL EVENT PERMIT #26-13 – SIERRA MADRE DANCE CENTER SCHOLARSHIP
FOUNDAITON BACK TO DANCE KICKOFF**

RECOMMENDATION

It is recommended that the Community Services Commission review Special Event Permit (SEP) #26-13 and consider the fee waiver request for the Sierra Madre Dance Center Scholarship Foundation event.

SUMMARY

The Sierra Madre Dance Center Scholarship Foundation is pleased to host a community event designed to engage and inspire attendees of all ages. The event will feature:

- Interactive Games
- Light Refreshments
- Dance Activities
- Craft Booths

This gathering offers a welcoming environment where families and individuals can enjoy a variety of activities while supporting the Foundation's mission to promote arts education through scholarships.

DISCUSSION & ANALYSIS

The Sierra Madre Dance Center Scholarship Foundation respectfully requests the City's approval to host its annual Back to Dance Kickoff event on Saturday, August 15, 2026, from 10:00 a.m. to 1:00 p.m.

This community event will serve as the official launch of the Fall Session for the 2026–2027 season at Sierra Madre Dance Center. We anticipate an attendance of approximately 150 participants, including students, families, and community members.

The Back to Dance Kickoff is designed to bring families together for an enjoyable and meaningful experience. The event will include interactive activities, performances, and opportunities to learn more about the Center’s programming.

All proceeds from the event will directly benefit the Sierra Madre Dance Center Scholarship Foundation, supporting students whose families may face financial barriers to participating in dance classes and performances.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act (“CEQA”), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FINANCIAL REVIEW

FEES TO BE WAIVED:	AMOUNT DUE
Special Event Permit Fee for over 100 Participants	\$592.00
Memorial Park Reservation for over 100 Participants	\$407.00
TOTAL AMOUNT REQUESTED	\$999.00

**The Sierra Made Dance Center Scholarship Foundation has requested fee waivers for the use of Memorial Park and the Special Event Permit fees.*

FISCAL IMPACT

Approval of the requested fee waiver will result in a reduction of \$999.00 in General Fund revenue. However, the event provides a public benefit by promoting community engagement, supporting youth arts education, and expanding access to recreational opportunities through scholarship funding. The fiscal impact is limited to the waived fees, and no additional City expenditures are anticipated as a result of the proposed event.

SPECIAL EVENT PERMIT #25-13 – SIERRA MADRE DANCE
CENTER SCHOLARSHIP FOUNDATION BACK TO DANCE KICKOFF
JULY 20, 2026
Page 3 of 3

Approved by:



Ted Tegart
Community Services Manager

Attachment(s):

1. Special Event Permit
2. Fee Waiver Request Letter
3. Site/Event Map
4. Security Plan

Special Event Permit



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7135
www.cityofsierramadre.com

APPLICANT'S NAME <i>Sierra Madre Dance Center Scholarship Foundation</i>				
IF ORGANIZED, PROVIDE CONTACT NAME <i>Sarah Polo</i>				
ADDRESS <i>154 W Sierra Madre</i>	CITY <i>Sierra Madre</i>	STATE <i>CA</i>	ZIP CODE <i>91724</i>	PHONE <i>626-523-0761</i>
LOCATION OF EVENT <i>Memorial Park</i>				
DESCRIPTION OF EVENT <i>Back to Dance Kick Off will begin SMDC's fall session for our 2026-27 season. We hope to bring families in our community together for some fun quality time playing games, snacking, dancing, and crafting. Event will be 3 hours 10a-1p utilizing Memorial Park's facilities.</i>				
DATE OF EVENTS <i>8-15-2026</i>	PRESENT INSURANCE CARRIER <i>Hartford Underwriters Ins. Co.</i>	OPENING AND CLOSING HOURS <i>10a-1p</i>		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? <i>Sierra Madre Dance Center has been a part of several community events over the years. However, this is Sierra madre Dance Center Scholarship Fund's first formal event.</i>				
ESTIMATED ATTENDANCE <i>100-150</i>	IS THERE SEATING? ☐ Yes ☒ No		IF YES, TYPE (ASSIGNED/FESTIVAL)	
CHECK THOSE THAT APPLY. ☒ Selling/Serving Food ☐ Alcohol ☒ Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) <i>Specify:</i>				
BUSINESS LICENSE <i>BLOO450L</i>	WILL ALCOHOL BEVERAGES BE SERVED? ☐ Yes ☒ No		Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.	
NAME(S) OF ADDITIONAL INSURED(S) REQUIRED <i>City of Sierra Madre</i>			RELATIONSHIP TO INSURED	
\$2,000,000 <i>General Agregate</i>				
LIMITS OF COVERAGE				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? <i>No</i>				
IF SO, EXPLAIN				
PREVIOUS LOSSES <i>None</i>				
SECURITY AVAILABLE Events involving alcohol must have security present.		TYPE <i>Volunteer/Staff</i>		NUMBER <i>25</i>
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?				☐ Yes ☒ No

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)		First Aid Booth
AMBULANCE RESPONSE TIME	HOSPITAL DISTANCE	> 5 miles

EMERGENCY EVACUATION PLAN
 In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

We will have microphone/speakers at the bandshell which will also be used in case of emergency to warn crowd and begin evacuation instructions. Emergency instructions will also be posted at Welcome Booth, First Aid Booth, Info Booth, and Food Station. Crowd will disperse heading east on Sierra Madre Blvd. toward Hermosa.

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

None

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

No

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

Additional trash cans and sprinklers off.

ATTACHMENTS

• Fee (or fee waiver request for eligible events) • Insurance Certificate • CG 20 26 - Additional insured endorsement naming the City • CG 20 01 – Primary non-contributory • CG 24 04 – Waiver of subrogation • Security Plan • Emergency Evacuation Plan	▪ Street Map (for street closures) ▪ Site/Event Map ▪ List of Specific Special Requests
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General liability insurance. Coverage must be a minimum of \$1 million per occurrence, provides a waiver of subrogation in favor of the City, and must include a separate endorsement that makes the insurance primary and non-contributory and either specifically names the City of Sierra Madre, its officials, employees, agents and volunteers as additional insureds or has appropriate blanket coverage. Insurance must be on a per occurrence basis; claims-made coverage will not be accepted. The named insured must match either the name of the "Applicant" or the "Organization" to be valid. All coverage available to the named insured shall also be available and applicable to the City.

Primary Coverage

For any claims related to this contract, the Company's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Company's insurance and shall not contribute with it.

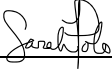
Waiver of Subrogation

Company hereby grants to City a waiver of any right to subrogation, which any insurer of said Company may acquire against the City by virtue of the payment of any loss under such insurance. Company agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event's activities, risks, and/or number in attendance.

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, unless solely caused by the gross negligence or willful misconduct of the City of

Sierra Madre, its offices, employees, or agents, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE  **DATE** 15 July 2026

TITLE President, Sierra Madre Dance Center Scholarship Foundation **PHONE NUMBER** 626-523-0761

COMMUNITY SERVICES DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	



15 July 2026

Dear Community Services Commission,

The Sierra Madre Dance Center Scholarship Foundation requests a waiver of all City fees associated with Back to Dance Kick Off to be held at Memorial Park on August 15th, 2026 between 10am and 1pm.

These fees include:

Special Event Permit

\$555.00 – Private Group: more than 100 people

Park Rental Fee

\$382.00 – Private Group: more than 100 people

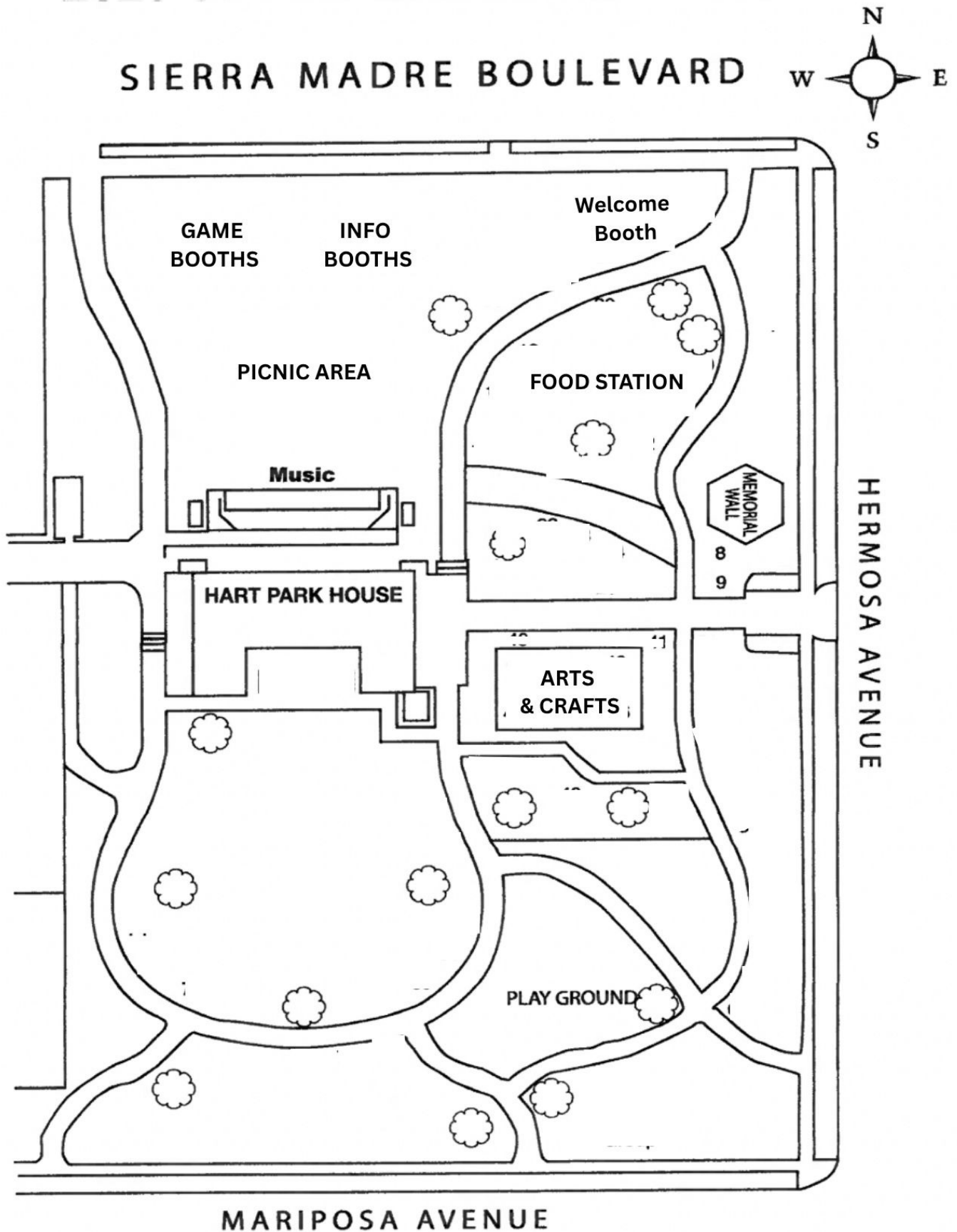
We request the waiver of these fees because all monies raised by the SMDCSF will be used in support of Sierra Madre Dance Center's students whose families cannot afford participating in classes and performances. SMDCSF's funds are all allocated to covering these students' fees and tuition.

Thank you for your consideration,

A handwritten signature in black ink that reads "Sarah Polo". The signature is fluid and cursive, with the first name "Sarah" and the last name "Polo" clearly distinguishable.

Sarah Polo
SMDCSF President

SMDCSF's Back to Dance Kick Off Map



BACK TO DANCE KICK OFF SECURITY PLAN

Event: Back to Dance Kick Off

Date: August 15th, 2026

Time: 10am - 1pm

The Sierra Madre Dance Center Scholarship Foundation will be hosting a Back to Dance Kick Off Event for Sierra Madre Dance Center on August 15th between the hours of 10am and 1 pm. We will leave after clean-up/tear-down. During the day, there will be booths for our dance families and the community to enjoy and participate in.

A police officer patrolling Memorial Park occasionally throughout this time would be greatly appreciated.

Security will include our volunteers and staff who will be equipped with walkie-talkies for quick communication. In case of emergency, our PA system, microphone, and speakers will be used for communication and instructions on how to safely exit the park. Exits and evacuation will also be posted at Welcome Booth, Info Booths, First Aid Booths, and Food Station.



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 16, 2026

TO: Community Services commission

FROM: Ted Tegart, Community Services Supervisor
By: Rosemary Garcia, Administrative Assistant

SUBJECT: PICKLEBALL CIVIC LEADERS TOURNAMENT– SPECIAL EVENT PERMIT (SEP) #26-14

RECOMMENDATION

It is recommended that the Community Services Commission review Special Event Permit (SEP) #26-14 and consider the fee waiver request for the Pickleball Civic Leaders Tournament event.

SUMMARY

Assemblymember John Harabedian is requesting a fee waiver for Special Event Permit (SEP) #26-14, as well as facility reservation and permit fees associated with the Pickleball Civic Leaders Tournament. The event is scheduled to take place at the Sierra Vista Park Pickleball Courts on Saturday, September 19, 2026, from 11:00 a.m. to 3:00 p.m. Event setup will begin at 9:00 a.m., and breakdown will conclude by 4:00 p.m.

DISCUSSION & ANALYSIS

The community event will feature a pickleball tournament with participation from civic leader throughout Assembly District 41, along with a legislative update from Assemblymember Harabedian. Attendees will also have the opportunity to connect with local community organizations through informational booths and enjoy complimentary hot dogs in a family-friendly atmosphere focused on civic engagement and community building.

Estimated attendance is 150 participants.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute as a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FISCAL IMPACT

Assemblymember John Harabedian has submitted a request for a fee waiver totaling \$1,464.00,

SPECIAL EVENT PERMIT #26-14 - PICKLEBALL CIVIC LEADERS' TOURNAMENT

JULY 20, 2026

Page 2 of 2

broken down as follows:

QTY	FEES TO BE WAIVED:	AMOUNT DUE
1	Special Event Permit fee for over 100 Participants	\$288.00
1 day	Sierra Vista Park Pickleball Courts Reservation 8 courts x 7 hours x \$21/hour=	\$1,176.00
	TOTAL AMOUNT REQUESTED	\$1,464.00

Approval of the requested fee waiver will result in a loss of \$1,464.00 in revenue to the General Fund. However, the proposed event provides a community benefit by promoting civic engagement and supporting educational and recreational opportunities for residents. The fiscal impact is limited to the waived fees, and no additional expenditures are anticipated as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Supervisor

Attachment(s):

1. Special Event Permit (SEP 26-14)
2. Fee Waiver Request Letter
3. Site/Event Map
4. Safety Plan

Special Event Permit



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7135
www.cityofsierramadre.com

APPLICANT'S NAME California State Assembly--Assemblymember John Harabedian				
IF ORGANIZED, PROVIDE CONTACT NAME Declan Floyd				
ADDRESS 257 S Fair Oaks Ave. Suite 210		CITY Pasadena	STATE CA	ZIP CODE 91105
PHONE (626) 351-1917				
LOCATION OF EVENT Sierra Vista Park pickleball courts				
DESCRIPTION OF EVENT Pickleball tournament for civic leaders across Assembly District 41 and legislative update from Asm. Harabedian				
DATE OF EVENTS 9/19/26		OPENING AND CLOSING HOURS 9 am-4 pm (including setup and cleanup; event 11 am-3 pm)		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? This is the first event of its kind put on by Asm. Harabedian				
ESTIMATED ATTENDANCE 150		IS THERE SEATING? ☐ Yes ☒ No		IF YES, TYPE (ASSIGNED/FESTIVAL)
CHECK THOSE THAT APPLY. ☒ Selling/Serving Food ☐ Alcohol ☒ Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) Specify: Booths for community organizations and grill for hot dogs				
BUSINESS LICENSE		WILL ALCOHOL BEVERAGES BE SERVED? ☐ Yes ☒ No		Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.
NAME(S) OF ADDITIONAL INSURED(S) REQUIRED			RELATIONSHIP TO INSURED	
PRESENT INSURANCE CARRIER Acord				
LIMITS OF COVERAGE \$1,000,000				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? No				
IF SO, EXPLAIN				
PREVIOUS LOSSES				
SECURITY AVAILABLE Events involving alcohol must have security present.		TYPE CHP		NUMBER 2
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?				☒ Yes ☐ No

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises) First aid kit present and first responders participating	
AMBULANCE RESPONSE TIME	HOSPITAL DISTANCE

EMERGENCY EVACUATION PLAN In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc. <i>Plan must be attached to application for consideration of approval.</i> How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

STREETS TO BE CLOSED (PLEASE ATTACH A MAP) None
--

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE? No
--

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.) Port-a-potties, trash cans, connection to outlet for our speaker system, barricade (to separate parking from event area)

ATTACHMENTS

• Fee (or fee waiver request for eligible events) • Insurance Certificate • CG 20 26 - Additional insured endorsement naming the City • CG 20 01 – Primary non-contributory • CG 24 04 – Waiver of subrogation • Security Plan • Emergency Evacuation Plan	▪ Street Map (for street closures) ▪ Site/Event Map ▪ List of Specific Special Requests
--	---

General liability insurance. Coverage must be a minimum of \$1 million per occurrence, provides a waiver of subrogation in favor of the City, and must include a separate endorsement that makes the insurance primary and non-contributory and either specifically names the City of Sierra Madre, its officials, employees, agents and volunteers as additional insureds or has appropriate blanket coverage. Insurance must be on a per occurrence basis; claims-made coverage will not be accepted. The named insured must match either the name of the "Applicant" or the "Organization" to be valid. All coverage available to the named insured shall also be available and applicable to the City.

Primary Coverage

For any claims related to this contract, the Company’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Company’s insurance and shall not contribute with it.

Waiver of Subrogation

Company hereby grants to City a waiver of any right to subrogation, which any insurer of said Company may acquire against the City by virtue of the payment of any loss under such insurance. Company agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors

Additional insurance requirements: The City reserves the right to require higher general liability insurance limits and/or additional coverage (for example: automobile liability, aircraft liability, or other coverage types), based on the special event’s activities, risks, and/or number in attendance.

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, unless solely caused by the gross negligence or willful misconduct of the City of

Sierra Madre, its offices, employees, or agents, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE

Declan Floyd

DATE

TITLE

District Director

PHONE NUMBER

(626) 351-1917

COMMUNITY SERVICES DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	

	DEPARTMENT APPROVALS	
APPROVALS	Public Works	
	Police Department	
	Fire Department	
	Planning Department	
	Risk Management	

	STAFF HOURLY RATE	
SPECIAL EVENT STAFF FEES	Police Staff	\$201.00 per hour
	Fire Staff	\$165.00 per hour
	Public Works Maintenance Staff	\$103.00 per hour
	Public Works Engineering Staff	\$227.00 per hour
	Recreation Staff – Full-Time	\$114.00 per hour
	Recreation Staff – Part-Time	\$ 32.00 per hour



July 8, 2026

City of Sierra Madre
232 W Sierra Madre Blvd.
Sierra Madre, CA 91024

RE: Sierra Vista Park Facility Fee Waiver Request

To Whom It May Concern,

I write to request a waiver of the fee to use the pickleball courts at Sierra Vista Park on Saturday, September 19th. I am planning to host a tournament for civic leaders (members of city councils and school boards, police officers, firefighters, etc.) from across Assembly District 41 as well as provide a legislative update and an opportunity to engage with these leaders in my district to identify ongoing needs, discuss pending legislation, and forge new partnerships to improve our community.

As a former City Councilmember and two-time Mayor in Sierra Madre, there is nowhere I would rather host this inaugural event than my hometown. Additionally, our very own Sierra Madre Firefighters will be participating by serving hot dogs to attendees, making this a true Sierra Madre affair. I look forward to making this tournament an annual tradition in my office that will showcase our Village of the Foothills to the rest of the San Gabriel Valley for years to come.

I respectfully request that the fee to use the pickleball courts at Sierra Vista Park be waived for this event. If you have any questions or need additional information, please contact my District Director, Declan Floyd, at Declan.Floyd@asm.ca.gov or (626) 351-1917.

Sincerely,

A handwritten signature in blue ink that reads "John Harabedian".

John Harabedian
Assemblymember, 41st District

Sierra Madre Rose
Float Association

Food

Food

Main table/sound system

Sierra Vista
Park-tennis courts

Sponsor booths

Port-a-potties

Barricade

Sierra Vista
Park-volleyball court

Outdoor Gym

Google Maps

**Asm. John Harabedian
7/18/26 Pickleball Tournament
Safety Plan**

How are you notified of the emergency?

There will be a main table with staff present who would be notified. First responders will also be present

How will the crowd be warned?

Staff will make an announcement on speaker system

How are exits marked and directions posted?

Outdoor park space. No direct signage telling people where to exit but the street is down the hill from the event location

How will the crowd be dispersed from facility, park, parking area, etc.?

Crowd will be directed to go down the hill to the parking lot, main grass area of the park, and street below



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: July 20, 2026

TO: Community Services commission

FROM: Ted Tegart, Community Services Manager
By: Rosemary Garcia, Administrative Assistant

SUBJECT: **SPECIAL EVENT PERMIT #26-15 – SIERRA MADRE EVENTS COMMITTEE
FRIENDS OF THE HEASLEY FIELD FAMILY PICNIC**

RECOMMENDATION

It is recommended that the Community Services Commission review Special Event Permit (SEP) #26-15 and consider the fee waiver request submitted by the Sierra Madre Events Committee for the Friends of the Heasley Field Family Picnic event.

SUMMARY

The Sierra Madre Events Committee is pleased to host a community event to engage and inspire attendees of all ages. The event will feature a baseball game, food and beverages.

DISCUSSION & ANALYSIS

The Sierra Madre Events Committee respectfully requests the City's approval to host its annual Friends of Heasley Field Family Picnic on Sunday, September 13, 2026, from 3:00 p.m.–9:00 p.m. The event will include a Family Picnic, baseball, food, and beverage fundraiser. Approximately 120 participants are expected.

ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be determined with certainty that it will have no impact on the environment.

FINANCIAL REVIEW

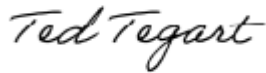
FEES TO BE WAIVED:	AMOUNT DUE
Special Event Permit Fee for over 100 Participants	\$592.00
TOTAL AMOUNT REQUESTED	\$592.00

*The Sierra Madre Events Committee has requested fee waivers for the Special Event Permit fee.

FISCAL IMPACT

Approval of the requested fee waiver will result in a reduction of **\$592.00** in General Fund revenue. However, the proposed event provides a public benefit by encouraging community participation, promoting recreational opportunities, and supporting fundraising efforts for the continued improvement of Heasley Field. The fiscal impact is limited to the waived fee, and no additional City expenditures are anticipated as a result of the proposed event.

Approved by:



Ted Tegart
Community Services Manager

Attachment(s):

1. Special Event Permit
2. Fee Waiver Request Letter
3. Site/Event Map

Special Event Permit



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7135
www.cityofsierramadre.com

26-15

APPLICANT'S NAME

Sierra Madre Events Committee (SMEC - benefitting SMLL via Friends of Heasley Field events)

IF ORGANIZED, PROVIDE CONTACT NAME

Russ Meek (Board Member)

ADDRESS

249 Oakhurst Ln (office)

CITY Arcadia

STATE CA

CITY CODE 91007

PHONE 626.827.5011

LOCATION OF EVENT

Upper "TBall Field" at Sierra Vista Park - 611 E Sierra Madre Blvd

DESCRIPTION OF EVENT

Family Picnic - Baseball, Food and Beverage Fundraiser

DATE OF EVENTS

September 13, 2026

OPENING AND CLOSING HOURS

3pm-9pm

WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT?

15 years planning and executing similar events of much larger scale around town (SM Annual Fund Auctions, July 3rd Picnic & Beer Gardens)

ESTIMATED ATTENDANCE

120

IS THERE SEATING?

☒ Yes ☐ No

IF YES, TYPE (ASSIGNED/FESTIVAL)

Casual unassigned picnic tables

CHECK THOSE THAT APPLY.

☐ Selling/Serving Food

☒ Alcohol RT Rogers beer & non alcoholics

☐ Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.)

Specify:

BUSINESS LICENSE

WILL ALCOHOL BEVERAGES BE SERVED?

☒ Yes ☐ No

Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED

RELATIONSHIP TO INSURED

PRESENT INSURANCE CARRIER

Arranged via Mimi Young Insurance of Sierra Madre (626.818.0184)

LIMITS OF COVERAGE

\$1,000,000 per occurrence / \$2,000,000 aggregate (policy to be provided)

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?

NO

IF SO, EXPLAIN

PREVIOUS LOSSES

None

SECURITY AVAILABLE

Events involving alcohol must have security present.

TYPE

Parent/Board Safety Volunteers 24

NUMBER

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?

☐ Yes ☒ No

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)

Extensive First Aid supplies available, along with doctors in attendance

AMBULANCE RESPONSE TIME

less than 5 minutes (SMFD)

HOSPITAL DISTANCE

USC Methodist, 3 Miles / 5 Mins

EMERGENCY EVACUATION PLAN

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

**TBall Field has 4 exits, including two walk-through gates and two large drive-through gates
Exits will be clearly marked, including "no alcohol beyond this point" leaving enclosed field**

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

No

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

Not necessary. Team events are covered under our existing league charter

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

Only (6) Disposable Trash Cans. THANK YOU - This is an important goodwill event and fundraiser for the girls!

ATTACHMENTS

- | | |
|--|---|
| <ul style="list-style-type: none">• Fee (or fee waiver request for eligible events)• Insurance Certificate• CG 20 26 - Additional insured endorsement naming the City• CG 20 01 - Primary non-contributory• CG 24 04 - Waiver of subrogation• Security Plan• Emergency Evacuation Plan | <ul style="list-style-type: none">▪ Street Map (for street closures)▪ Site/Event Map▪ List of Specific Special Requests |
|--|---|

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Primary Coverage

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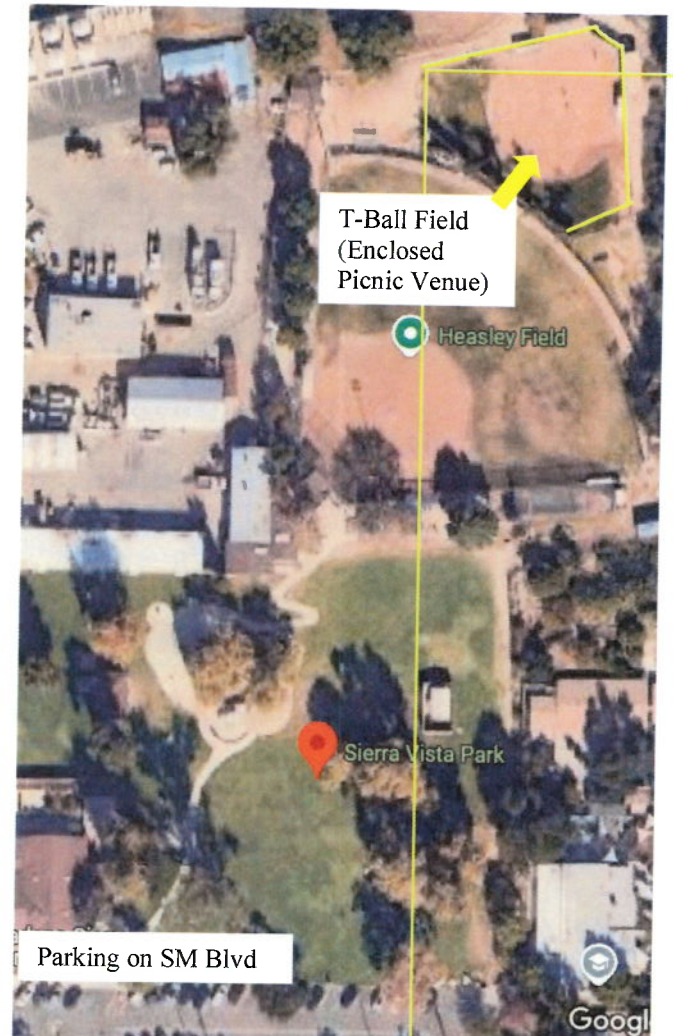
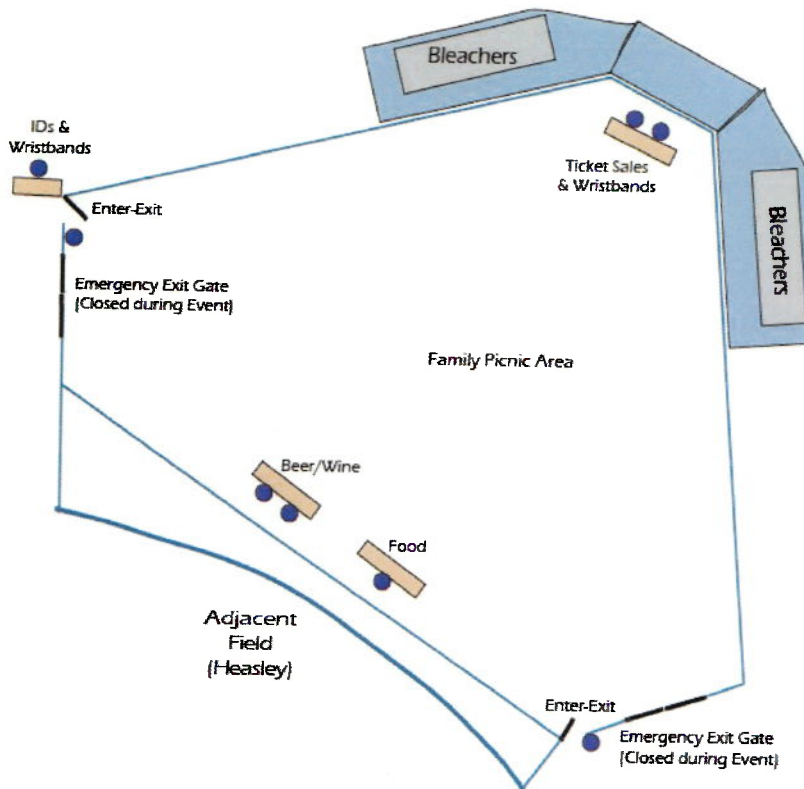
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Sierra Madre Events Committee

SUBMITTED: July 13, 2026

FAMILY FUNDRAISER DINNER @ Sierra Vista Park
Date of Event: Sunday, September 13, 2026



LEGEND

- Existing Fences
- Service Tables
- Event Gates
- Board Member

COMPLIANCE

EVENT	Food & Beverage Event Fully Fenced Perimeter
AGE & IDs	Minors Allowed IDs & 21+ Wristbands issued at Door Alch Possession for Wristbanded Only
MANAGEMENT	24 Board Members at Key Stations

Primary Contact - Russ Meek

Board Member, SMEC
(626) 827-5011 / bestwinela@gmail.com

Sierra Madre Events Committee (SMEC)
PO Box 1073, Sierra Madre, CA 91025
NONPROFIT 501(c)3 - Tax I.D. #93-4482960