



CITY OF SIERRA MADRE

COMMISSION REGULAR MEETING AGENDA

**Chair Roxxi Bartlett | Vice Chair Geoffrey Woods
Commissioner Ashley Bonenfant | Commissioner Lisa Carlson |
Commissioner Ann Palmer / Student Commissioner Jack Spicer**

Monday, May 18, 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

Chair Bartlett

3. ROLL CALL OF COMMISSIONERS

Roxxi Bartlett, Chair

Geoffrey Woods, Vice Chair

Ashley Bonenfant, Commissioner

Lisa Carlson, Commissioner

Ann Palmer, Commissioner

Jack Spicer, Student Commissioner

4. REPORTS FROM COMMISSIONERS OF CITY BUSINESS

5. REPORT FROM COMMUNITY SERVICES SUPERVISOR

6. REPORT FROM COMMUNITY SERVICES STAFF

7. REPORT FROM THE MOUNT WILSON TRAIL COMMITTEE

8. REPORT FROM THE YMCA PASADENA – SIERRA MADRE

9. REPORT FROM THE SIERRA MADRE SPECIAL EVENTS COMMITTEE

10. REPORT FROM THE SIERRA MADRE ART WALK COMMITTEE

11. REPORT FROM THE SIERRA MADRE HISTORICAL PRESERVATION SOCIETY

12. REPORT FROM THE FRIENDS OF THE LIBRARY ART FAIR

13. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE

14. PRESENTATION

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

b. Senior Management Analyst James Carlson: Transportation Update

15. 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 record.

16. 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 March 30, 2026
CEQA: Not a Project
Recommended Action: Approve

17. DISCUSSION ITEMS

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

18. ITEMS FOR FUTURE AGENDAS

19. ADJOURNMENT

The Commission, upon approval, will adjourn to its next special meeting on Monday, June 15, 2026.



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: May 18, 2026
TO: Community Services Commission
FROM: Ted Tegart, Community Services Supervisor
By: Rosemary Garcia, Administrative Assistant
SUBJECT: **COMMUNITY SERVICES SUPERVISOR 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 May.

DISCUSSION & ANALYSIS

Community Bike Ride: Sierra Madre PD/Library & Community Services

Friday, June 19, 2026; 6:00pm – 7:00pm

Memorial Park

Senior Community Commission – Summer Community Yard Sale

Saturday, June 20, 2026; 8:00am – 1:30pm

Memorial Park

Older American of the Year

- City Council Proclamation moved to May 26 City Council Meeting
- Older American of the Year Dinner Postponed

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

COMMUNITY SERVICES SUPERVISOR REPORT

MAY 18, 2026

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fundraising efforts. The summer season will kick off on June 6 with a performance by the Pasadena Orchestra.

Concerts

June 6: Pasadena Orchestra – Classical / Orchestra

June 7: Sierra Madre Music – Variety / Local Showcase

June 14: Main St Groovers – 80s / Dance

June 28: Acme Time Machine – 50s and 60s Rock

July 12: The New Romantics – Taylor Swift Tribute / Pop

July 19: Smokin 60's – 60s Pop Rock

July 26: Elvis – Elvis Tribute / Rock and Roll

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

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

Movies

June 19: Lilo & Stich

July 17: Zootopia 2

July 31: How to Train Your Dragon

August 28: The Super Mario Bros Movie

SAVE THE DATES

- Wednesday, May 13, 2026, Older American of the Year Reception, Hart Park House Senior Center (**POSTPONED**)
- Friday, May 22, 2026, Mt. Wilson Trail Race Packet Pick-Up, RT Rogers
- Saturday, May 23, 2026, Mt. Wilson Trail Race, Kersting Court & Mt. Wilson Trail
- Monday, May 25, 2026, Memorial Day, Community Services Department: CLOSED
- Saturday, June 6, 2026, Concert in the Park, Memorial Park Bandshell
- Saturday, June 6, 2026, Library Grand Reopening & Ribbon Cutting Ceremony
- Sunday, June 7, 2026, Concert in the Park, Memorial Park Bandshell
- Sunday, June 14, 2026, Concert in the Park, Memorial Park Bandshell
- Friday, June 19, 2026, Movie in the Park, Memorial Park Bandshell
- Friday, June 19, 2026, Community Bike Ride, Memorial Park Pavilion
- Saturday, June 20, 2026, Community Yard Sale, Memorial Park
- Thursday, June 25, 2026, Moronga Casino Excursion, Memorial Park
- Sunday, June 28, 2026, Concert in the Park, Memorial Park Bandshell

COMMUNITY SERVICES SUPERVISOR REPORT

MAY 18, 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 impact to the General Fund as a result of the recommended action.

Approved by:



Ted Tegart
Community Services Supervisor



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: May 18, 2026
TO: Community Services commission
FROM: Ted Tegart, Community Services Supervisor
By: Brandon Wilson, Recreation Coordinator I
SUBJECT: **3rd & 4th OF JULY FESTIVITIES – SPECIAL EVENT PERMIT (SEP) #26-10**

RECOMMENDATION

It is recommended that the Community Services Commission review the Special Event Permit 26-10 for the 3rd & 4th of July Festivities event and receive and file this information report.

SUMMARY

Review the Fourth of July Festivities Special Event Permit (SEP) 25-10. Event activities for Friday, July 3rd include: live music, non-profit booths selling or providing information, the YMCA providing the Kids' activities; Saturday, July 4th events include the Firecracker Fun Run, coordinated by the YMCA, the 4th of July Community Parade and free after parade swim hours at the Sierra Madre YMCA aquatic center from 12:00 – 2:00 p.m. The Sierra Madre Events Committee will also be sponsoring a Movie in the park on Friday, June 19th with information booth and some food truck vendors.

DISCUSSION & ANALYSIS

Festivities begin with the Pre-Parade Party and Picnic on Friday, July 3rd, at Memorial Park, from 5:00 p.m. to 10:30 p.m. Residents and visitors are invited to gather safely and enjoy:

- Live music: groovy lemon pie
- The popular Beer Garden
- The Kids Fun Zone

The celebration continues on Saturday, July 4th, with two community favorites:

- The Firecracker Fun Run, hosted by the YMCA
- The Annual 4th of July Parade
- Wabash Wailers performing at women's club

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

As a city co-sponsored event hosted by the Community Services Department, there are no fees. The Sierra Madre Events Committee secures sponsorships to offset event costs. Further, an after-action report inclusive of the financial review listing expenses and revenues is evaluated by the Community Services Commission.

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

Approved by:

Ted Tegart
Community Services Supervisor

Attachment(s):

1. Special Event Permit (SEP 26-10)
2. Site/Event Map
3. Fourth of July Flyer

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	Sierra Madre Events Committee / City of Sierra Madre
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IF ORGANIZED, PROVIDE CONTACT NAME	Brandon Wilson, Recreation Coordinator
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ADDRESS	CITY	STATE	ZIP CODE	PHONE
222 W. Sierra Madre Blvd.	Sierra Madre	CA	91024	626-355-5278

LOCATION OF EVENT	Memorial Park, Sierra Madre Park , Sierra Madre Blvd.
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DESCRIPTION OF EVENT	4th of July events including a Pre-Parade Event on Friday, July 3rd and Saturday, July 4th with Fun Run and Parade.
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DATE OF EVENTS	OPENING AND CLOSING HOURS
July 3 & 4, 2026	5:00 – 10:30pm, 7:00am – 2:00pm

WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT?	City Community Services Coordinator
--	-------------------------------------

ESTIMATED ATTENDANCE	IS THERE SEATING?	IF YES, TYPE (ASSIGNED/FESTIVAL)
7,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

CHECK THOSE THAT APPLY.	<input type="checkbox"/> Selling/Serving Food	<input type="checkbox"/> Alcohol
	<input type="checkbox"/> Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.)	
	Specify:	

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.
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED	RELATIONSHIP TO INSURED

PRESENT INSURANCE CARRIER	Alliant Special Event Insurance
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LIMITS OF COVERAGE	
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HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?	
IF SO, EXPLAIN	

PREVIOUS LOSSES	
-----------------	--

SECURITY AVAILABLE	TYPE	NUMBER
Events involving alcohol must have security present.		
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)
SMFD onsite during parade – volunteers on July 3rd and July 4th

AMBULANCE RESPONSE TIME
2 - 3 minutes

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)

The Sierra Madre Events Committee has radios throughout the event. At the parks crowds will be directed by PA systems, driving parade Police Department will be present as well as CERT and HAM radio.

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?
Yes, as required by City

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

Work order will be submitted to Public Works

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 |
|--|---|

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.

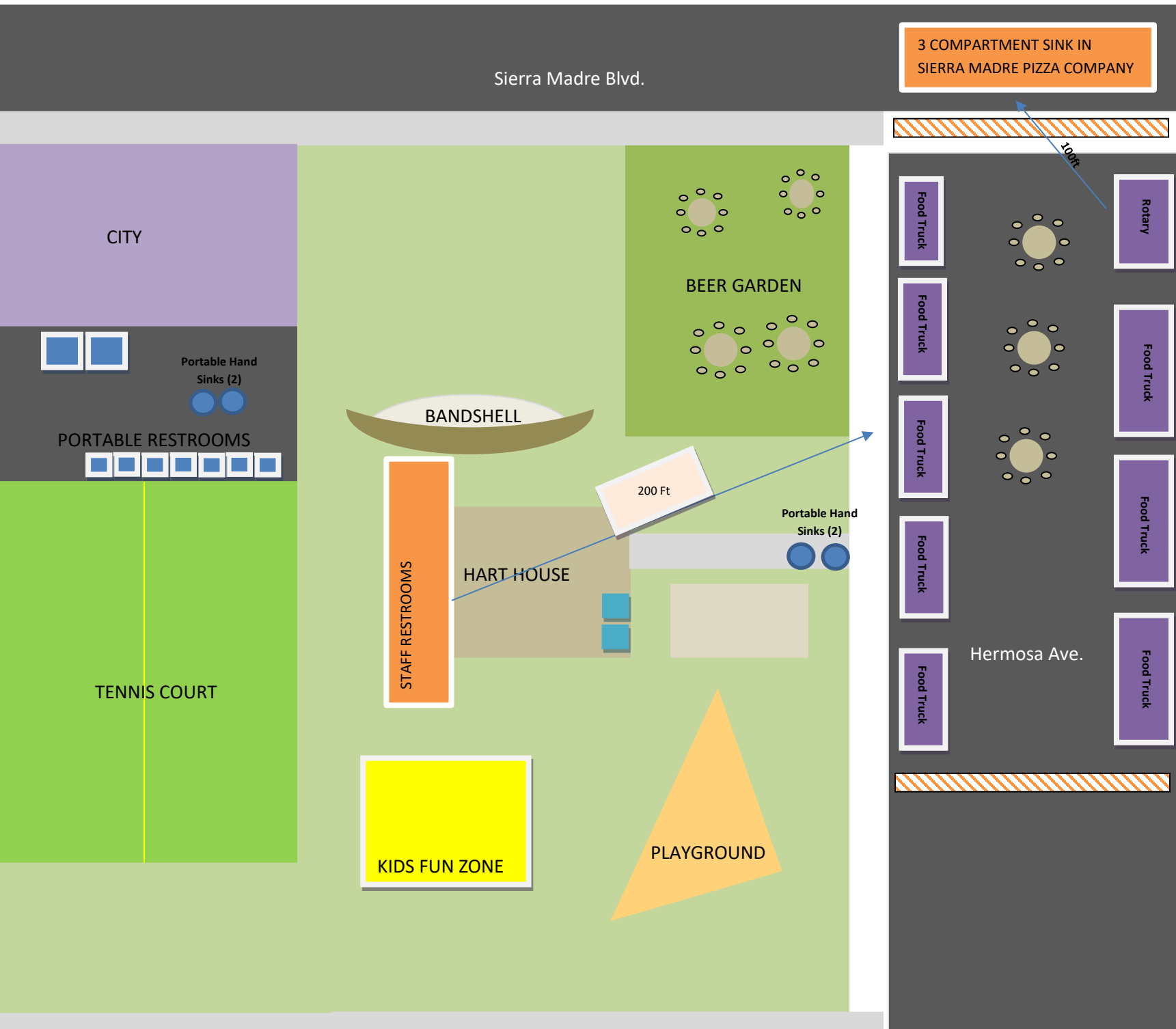
SIGNATURE Brandon Wilson DATE 4/7/26
 TITLE Recreation Coordinator PHONE NUMBER (626)2648923







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



-  VENDOR RESTROOMS
-  RESTROOMS
-  FOOD TRUCKS/BOOTH
-  KITCHEN
-  KIDS FUN ZONE
-  PICNIC AREA



Sierra Madre Independence Day



4TH OF JULY PARADE

Now Open! **REGISTRATION**

May 1 - June 1, 2026

Register at

www.sierramadreevents.org

Questions? Email us at parade@sierramadreevents.org
brought to you by the volunteers of the Sierra Madre Events Committee



www.sierramadreevents.org

SIERRA MADRE

4TH OF JULY EVENTS

CELEBRATING

250

★ YEARS OF ★
INDEPENDENCE

★ 1776-2026 ★



★ JOIN US ON THE 4TH! ★
ON SIERRA MADRE BLVD!

PARADE 10AM TO 12PM

★ FRIDAY JULY 3 ★

COMMUNITY PICNIC

MEMORIAL PARK

- ★ 5-10:30 PM - FRIENDS OF HEASLEY FIELD BEER GARDEN
- ★ 6-9:30 PM LIVE MUSIC WITH GROOVY LEMON PIE!
- ★ 8 PM BUBBLE WRAP FIREWORKS!
- ★ 5-9 PM NON-PROFIT BOOTHS, KIDS ACTIVITIES
- ★ FOOD TRUCKS, CIVIC CLUB CONFETTI EGGS, ROTARY TRI-TIP

★ SATURDAY JULY 4 ★

THE PARADE

- ★ 7:30 AM YMCA FIRECRACKER 5K FAMILY FUN RUN!
- ★ 8 AM WOMAN'S CLUB PRE-PARADE OPEN HOUSE W/CONT BREAKFAST. (LIVE MUSIC BY THE WABASH MAILERS, 550 WEST SIERRA MADRE BLVD)
- ★ 12-2 PM FREE FAMILY SWIM @ SIERRA MADRE POOL SPONSORED BY YMCA!

SPONSORS


THE KENSINGTON
SIERRA MADRE

 Athens Services





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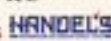
 Rotary

Club of Sierra Madre



 Sierra Madre Fire Department
 Sierra Madre Police Department



 HANDE'S



★ WWW.SIERRAMADREEVENTS.ORG ★



CITY OF SIERRA MADRE
SPECIAL COMMUNITY SERVICES COMMISSION
MEETING MINUTES

Monday, March 30, 2026 – 5:30 p.m.
Commission Chambers, 232 W. Sierra Madre Boulevard

1. CALL TO ORDER

Chair Roxxi Bartlett called the meeting to order at 5:32 p.m.

2. PLEDGE OF ALLEGIANCE:

Commissioner Ann Palmer

3. ROLL CALL OF COMMISSIONERS

Roxxi Bartlett, Chair
Geoffrey Woods, Vice Chair
Ann Palmer, Commissioner
Jack Spicer, Student Commissioner

Absent:

Commissioner Ashley Bonenfant, Commissioner Lisa Carlson

Also Present:

Gene Goss, Mayor Pro Tem
Ted Tegart, Community Services Supervisor
Rosemary Garcia, Administrative Assistant
Ryann Lopez, Recreation Coordinator II

4. REPORTS FROM COMMISSIONERS OF CITY BUSINESS

Vice Chair Woods - reported that Memorial Park looks good, and the bathrooms are in good condition. However, the tennis courts are in pool condition.

Commissioner Palmer - reported that she has been speaking with SMEAC, and they will be holding a Bailey Canyon Earth Day clean-up event on Saturday, April 25, 2026.

Chair Bartlett - attended the Wistaria Festival. The weather was good, and there was a good turnout.

Student Commissioner Spicer - reported that he also attended the Wistaria Festival, where he served as a docent at the Wistaria Vine.

5. REPORTS FROM COMMUNITY SERVICES SUPERVISOR

Community Services Supervisor Tegart reported on the new agenda template and new report format, as well as the merger of the Library and Community Services Department. He stated that a pickleball court capital improvement project for 2027 will be added to the agenda. He also spoke about the new City website and announced the Honors Dinner on Wednesday, May 6, 2026, at 5:00 p.m.

Additionally, he reported that, at the end of May, the City Council will be discussing the city budget during two meetings, and everyone is welcome to attend.

6. REPORT FROM COMMUNITY SERVICES STAFF

Director of Library and Community Services Arciero provided an update for SMEAC. She announced the annual Earth Day clean-up event, which will take place on April 25 from 9:00 a.m. to 12:00 p.m. at Bailey Canyon.

She also announced that the Sierra Madre Library will hold its ribbon-cutting ceremony on Saturday, June 6 at 11:00 a.m. The event will include a block party, the kickoff of the Summer Reading Program, and a performance by Sierra Madre Music Company.

Community Services Supervisor Tegart provided a summary of the After-Action Report for the July 3rd and 4th celebration.

Vice Chair Woods asked if a profit was made.

Community Services Supervisor Tegart stated that there was a profit of \$7,900.09.

7. REPORT FROM THE SIERRA MADRE SPECIAL EVENTS COMMITTEE

No report was provided.

8. REPORT FROM THE MOUNT WILSON TRAIL RACE COMMITTEE

Mt. Wilson Trail Race Chair Pete Siberell provided an update and summary of the event. As of last night, there were 224 registrations out of 350 available spots. He asked the Community Services Commission to assist the committee in spreading the word about the event.

Marketing efforts include a banner over Baldwin, Belly Busters, and posters. However, he noted that social media outreach is lacking, and a dedicated person is needed to manage it. Sponsors are continuing to come in, and the budget is in good shape. The Trail Men crew are working on trail improvements.

The Trail Men crew will be recognized at the Honors Dinner. Free training programs are held every Saturday, and staffing levels have been encouraging. The committee is also considering bringing back the 5K recovery run in October.

9. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE

Commissioner Palmer stated that at the City Council meeting, Uber made a presentation. In March, Senior Management Analyst James Carlson stated that he was preparing an update for the commission and is currently working with Uber regarding transportation details.

10. PRESENTATION

a. Presentation by Girls Scout Daphne Chow: Mt. Wilson Trail Sign Installation Project

Girls Scouts Daphne Chow, Keira Miller, and Riley Chow presented their Silver Award Project. Their team's project is to install signs along Charlie's New Trail. The signs will include QR codes linking to a website they are creating to provide both regular users and new hikers with enhanced hiking experience. The website will feature detailed maps, species information, trail history, and other educational materials.

Some of the signs will also include interactive activities, such as scavenger hunts and nature trivia games related to the trail and its environment.

Commissioner Palmer asked if Charlie's New Trail is the exiting Mt. Wilson Trail.

Daphne Chow stated it is the section of the trail where there is a fork that leads to the switchbacks.

Vice Chair Bartlett asked what the signs would look like.

Daphne Chow responded that the signs will be 4x4 posts with a QR code, weatherproof, and secured in the ground.

Vice Chair Woods asked the team if they were creating the QR codes and the website.

Daphne Chow stated that their teacher is teaching them how to create the QR codes and create a website.

11. 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 that the city did receive one public comment speaker card.

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

12. Consent Calendar

a. Special Meeting Minutes of January 20, 2026

Recommended Action: Approve

b. Review SEP 26-06 Sierra Madre Community Nursery School Carnival
Recommended Action: Approve

c. Review SEP 26-05 for the Friends of the Library Art Fair
Recommended Action: Approve

Vice Chair Woods recommended the following correction to the meeting minutes:

- Please change “She” to “He”

Chair Bartlett asked the Commission for a motion.

Commissioner Palmer made a motion to approve Consent Items A-C, with an amendment to Consent Item A.

Vice Chair Woods seconded the motion.

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

Vote No: None

Absent: Commissioner Bonenfant, Commissioner Carlson

Abstain: None

Consent Items A-C were approved by unanimous voice vote.

13. Discussion Items

a. Pickleball Courts Review Report
CEQA: Not a Project
Recommended Action: Provide Direction

Community Services Supervisor delivered the report.

Vice Chair Woods stated that he believes renting the pickleball courts for regular play is not necessary, as it slows down games, especially during peak hours. He suggested that reservations for instructors, birthday parties, schools, and similar groups may be appropriate.

Chair Bartlett agreed that instructors should be allowed to obtain court permits, provided they are not during peak hours.

Commissioner Palmer asked where one would go to obtain a permit.

Community Services Supervisor Tegart stated that it is available on the city website.

Vice Chair Woods recommended keeping the current hours and monitoring how it goes. He also suggested not allowing reservations during peak hours, with defined peak times each day, while permitting special events and instructors to obtain permits. He noted that this should not apply to individuals who want to play socially, and that the policy should be clearly defined.

Community Services Supervisor Tegart will take all options, define the policy, and bring them back to the Commission for further review.

14. ITEMS FOR FUTURE AGENDAS

No suggestions were provided.

15. ADJOURNMENT

Chair Bartlett asked for a motion to adjourn the meeting.

Commissioner Palmer made a motion to adjourn.

Vice Chair Woods seconded the motion.

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

Vote No: None

Absent: Commissioner Bonenfant, Commission Charlson

Abstain: None

The motion to adjourn was passed unanimously by all present Commissioners.

The meeting was adjourned at 6:23 p.m. to the special Meeting to be held Monday, April 20, 2026, at Council Chambers, 232 W. Sierra Madre Blvd., CA 91024

Minutes taken and prepared by:

Rosemary Garcia

Rosemary Garcia, Administrative Assistant

Reviewed by:

Ted Tegart

Ted Tegart, Community Services Supervisor

Special Community Services Commission Meeting
Monday, March 30, 2026



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: May 18, 2026
TO: Community Services commission
FROM: Leila Arciero, Library & Community Services Director
By: Ted Tegart, Library & Community Services Supervisor
SUBJECT: Report, Discussion, and Direction on a Special Events Policy

RECOMMENDATION

It is recommended that the Community Services Commission:

1. Receive and file this report.
2. Discuss the City's current Special Event Permit process and the need for a more comprehensive Special Events Policy.
3. Provide initial feedback on the proposed policy development process.
4. Recommend preferred methods for community and stakeholder engagement.
5. Identify information the Commission would like staff to bring back before policy recommendations are considered.
6. Direct staff to return at a future meeting with outreach results, additional analysis, and draft policy options for Commission review.

SUMMARY

This item is intended to begin the policy development process and is not intended to seek final Commission recommendations on event classifications, fee waivers, sponsorship levels, or cost recovery at this meeting.

The City of Sierra Madre regularly hosts and permits community events that contribute to the City's civic identity, recreational programming, local economy, and quality of life. These events include festivals, parades, races, nonprofit fundraisers, concerts, educational programs, holiday activities, and neighborhood gatherings.

Sierra Madre Municipal Code Chapter 12.34 establishes the legal authority for Special Event Permits. The proposed policy would not replace the existing Special Event Permit provisions in the Municipal Code. Rather, it would supplement Chapter 12.34 by creating clearer administrative procedures for event classification, sponsorship review, cost recovery,

application requirements, and community outreach. The Municipal Code already identifies when a Special Event Permit is required, what must be included in an application, how the City may evaluate certain public safety and operational impacts, and what types of reasonable permit conditions may be imposed.

In practice, the City also uses a Special Event Permit application to collect event information, route departmental review, evaluate insurance and safety requirements, identify staffing needs, and document special requests. The current application requires information such as attendance estimates, event maps, street closure plans, security plans, emergency evacuation plans, insurance documents, departmental approvals, and applicable staff rates for City support.

While the existing permit process provides operational oversight, the City has not adopted a comprehensive administrative policy that clearly defines event classifications, City sponsorship, cost recovery, fee waiver expectations, approval thresholds, or how the City should evaluate events that provide a direct financial or programmatic benefit to the City. The draft Special Events Policy is intended to supplement the Municipal Code and create a clearer framework for future decision making.

No changes to current event approvals, permit fees, sponsorship practices, or cost recovery requirements are being recommended as part of this initial discussion. Any future policy changes would return to the Commission and City Council after additional outreach and review.

This report is intended to begin the policy development process with the Community Services Commission. Staff is seeking initial direction on the process, the major issues that should be studied, and the best ways to involve event organizers, community groups, residents, businesses, and other stakeholders before returning with more developed policy options.

DISCUSSION & ANALYSIS

Purpose of This Initial Discussion

The purpose of this item is to begin a public policy discussion regarding special events in Sierra Madre. This first step is intended to provide the Commission with background, identify why a policy may be needed, and establish a process for future review.

At this stage, staff is seeking Commission guidance on the following process items:

1. What information the Commission would like to review before making policy recommendations
2. Which community groups and event organizers should be included in outreach
3. What public engagement methods would be most useful
4. Which broad policy topics should be brought back for future discussion

5. How the Commission would like to participate in development of recommendations to the City Council

Final policy language, fee recommendations, sponsorship criteria, and cost recovery decisions would return to the Commission and City Council after additional outreach and analysis.

Commission Role at This Stage

At this initial meeting, staff is requesting that the Community Services Commission help shape the process for developing a Special Events Policy. Staff is not requesting final policy recommendations at this time.

The Commission's initial role is to help identify the major issues that should be studied, the stakeholders who should be included, the information needed before policy decisions are made, and the preferred method for community engagement. Staff will return at a future meeting with outreach results, additional analysis, and draft policy options for Commission review.

Scope of Initial Review

This first discussion is intended to focus on process, background, and issue identification. Staff is not asking the Commission to approve final policy language, establish fee amounts, determine sponsorship eligibility, or recommend changes to the Master Fee Schedule at this meeting.

Future Commission discussions may address event classifications, sponsorship criteria, cost recovery, permit timelines, application updates, public notification, direct City benefit fundraising events, insurance requirements, safety planning, and treatment of events that provide a direct financial or programmatic benefit to the City. Staff will return with additional information after receiving initial Commission input and conducting stakeholder outreach.

Existing Municipal Code Framework

Sierra Madre Municipal Code Chapter 12.34 establishes the City's existing legal framework for Special Event Permits. The proposed policy would not replace the Municipal Code. Instead, it would supplement the Code by providing administrative guidance for how the City classifies events, evaluates sponsorship requests, estimates City costs, reviews fee waiver requests, and communicates expectations to applicants.

Chapter 12.34 provides that a Special Event Permit may be required for temporary or intermittent activities on property owned or controlled by the City or successor agency when attendance and street or sidewalk impacts meet the thresholds listed in the Code, when the activity uses City property in a way that is inconsistent with its typical use, when the proposed use has not already been authorized by another City approval, and when requiring a permit would not violate constitutional protections such as speech or assembly.

The Code also requires the applicant to file a complete application with the City Manager or designee. The application must include information required by the director, including indemnification language approved by the City Attorney and a statement that the applicant will be financially responsible for City costs incurred as a result of the event. Those costs may include additional Police, Fire, or other City staff deemed reasonably necessary, subject to the First Amendment limitations identified in the Code.

Chapter 12.34 also identifies findings and considerations related to special event approval, including consistency with the General Plan, access to Police and Fire services, bathroom facilities, parking and traffic impacts, trash and recycling, reimbursement of prior City expenses, conflicts with other approved or scheduled events, parade duration, construction or maintenance conflicts, and potential impacts on schools.

The Code allows the City to place reasonable conditions on Special Event Permits concerning the time, place, and manner of the event as needed to support the required findings, provided that conditions do not unreasonably restrict free speech. Potential conditions may address event date, time, location, route, traffic accommodation, monitors, vehicles, animals, structures, cleanup and restoration of City property, amplified sound, first aid, sanitary facilities, and notice of permit conditions to participants.

Because Chapter 12.34 already establishes the regulatory foundation, the current policy discussion should focus on how the City can improve the administrative process, clarify expectations for applicants, create consistency in City sponsorship and cost recovery, and better align the permit application with current operational needs.

Current Special Event Permit Process

The City currently reviews special events through Sierra Madre Municipal Code Chapter 12.34 and the Special Event Permit application. Events using City parks, facilities, streets, sidewalks, public spaces, or rights of way may require review by Library and Community Services, Police, Public Works, Fire, Planning, and Risk Management.

The current application requests applicant information, event location, event description, dates and hours, attendance estimates, food and alcohol information, security plans, medical resources, emergency evacuation procedures, street closure information, maps, insurance documents, and special requests. It also includes insurance requirements, indemnification language, departmental approval sections, and hourly staff rates for Police, Fire, Public Works, and Recreation support.

The application is an important operational tool. However, it does not by itself answer broader policy questions, such as when the City should sponsor an event, when costs should be recovered, whether a fee waiver is appropriate, or how to compare different types of community benefit.

Why a Policy Discussion Is Needed

As events have grown in size, complexity, frequency, and operational impact, the City would benefit from a more consistent framework. A comprehensive policy could help:

1. Clarify when a Special Event Permit is required.
2. Define different types of events.
3. Explain what it means for the City to produce, sponsor, or simply permit an event.
4. Create more consistent expectations for applicants.
5. Improve transparency regarding City support and City costs.
6. Support public safety and risk management review.
7. Protect parks, facilities, streets, and staff resources.
8. Provide a more consistent approach to fee waivers and cost recovery.
9. Recognize community events that directly support City programs or City facilities.
10. Preserve valued community events while improving fiscal accountability.

Staff anticipates that these topics will require additional discussion with the Commission and community before any final recommendation is presented to the City Council.

Importance of Community Events

Community events are an important part of Sierra Madre's identity. They support civic pride, recreation, volunteerism, community engagement, and local business activity. The Parks and Facilities Master Plan identified strong community value placed on parks, public spaces, and community activities. Survey results showed that Memorial Park, Kersting Court, and Sierra Vista Park are used significantly for community events and activities, and that residents view parks and recreation facilities as important to Sierra Madre's quality of life.

Because these events are important to the community, the policy process should be thoughtful and collaborative. The goal is not simply to create new rules. The goal is to create a clear, fair, and sustainable process that supports community life while protecting City resources and public safety.

Draft Policy Concepts for Future Review

Staff has prepared an initial draft Special Events Policy that may serve as a starting point for discussion. The draft policy includes three general event categories that may serve as a framework for future review.

City Produced Events

These are events planned, organized, permitted, and operated by the City. The City is responsible for the event and bears the associated costs, subject to annual budget approval.

City Sponsored Events

These are events organized by an outside group where the City provides approved support, such as fee waivers, staff time, equipment, use of City facilities, City logo use, or monetary support.

Applicant Driven Events

These are events organized and operated by an outside individual, business, or organization that receives standard permit processing only. Under the draft concept, these events would generally be responsible for City costs associated with the event.

These categories are not being presented for final approval at this meeting. They are included to help frame the policy discussion and identify areas where the Commission, community, and event organizers may wish to provide input.

Events That Directly Raise Funds for the City

As part of the policy process, staff recommends that the Commission consider how the City should treat events organized by outside groups that directly raise funds for the City, City programs, City facilities, or City approved public purposes.

These events may be different from events that primarily raise money for the applicant organization. For example, an outside group may organize an event that requires City staff time or public facility use, but the event may also return proceeds directly to the City or support a City program, facility, or improvement that would otherwise require public funding.

Staff recommends that the future policy process include review of events that provide a documented direct financial or programmatic benefit to the City. This review would not create an automatic exemption from permit requirements, insurance, safety planning, or cost recovery. Rather, it would allow the City to evaluate the full public benefit of an event, including both City costs and any direct contribution returned to the City or City programs.

Staff is not recommending a final approach at this time. Instead, staff recommends that this issue be included as a future topic for Commission and community discussion. Future review could consider:

1. How to define a direct City benefit event.
2. What documentation should be provided by groups raising money for the City.
3. Whether direct City benefit should be considered during sponsorship or fee waiver review.
4. How to compare City costs with the amount returned to the City.
5. Whether post event reporting should be required.
6. Whether a transition period is appropriate for recurring events.

This topic should be discussed with affected organizations before final policy recommendations are prepared.

Fiscal and Operational Background

Special events can require significant City resources, including staff coordination, public safety support, traffic control, street closures, park preparation, facility use, equipment, cleanup, and restoration. Prior staff analysis identified annual special event related costs associated with Police, Public Works, Community Services, and Fire support. The prior City Council staff report noted that the City currently absorbs substantial annual special event costs without a consistent cost recovery framework.

Future policy discussions may include cost recovery, sponsorship, fee waivers, and budget appropriations. However, those decisions do not need to be resolved at this initial meeting. At this stage, the Commission is being asked to help identify what information is needed and how the community should be engaged before those fiscal decisions are considered.

Potential Stakeholders

Potential stakeholders may include recurring event organizers, nonprofit and civic organizations, school groups, youth sports organizations, local businesses, neighborhood representatives, public safety staff, Public Works staff, groups that raise funds directly for City programs or City facilities, and residents impacted by street closures, parking impacts, noise, or park use.

Proposed Community Engagement Process

Staff recommends that the final policy be developed through a public process before returning to City Council. The Commission may wish to recommend outreach that includes recurring event organizers, nonprofit organizations, civic groups, schools, businesses, neighborhood representatives, groups that raise funds for the City, and residents.

Potential outreach steps include:

1. A Community Services Commission study session.
2. A stakeholder meeting with recurring event organizers.
3. Direct outreach to groups that raise money for the City or City programs.
4. A public survey regarding special event priorities and concerns.
5. Public review of the draft Special Events Policy.
6. Review of possible updates to the Special Event Permit application.
7. A future Commission meeting to review outreach results and draft policy options.
8. A final Commission recommendation to the City Council.

Initial Questions for Commission Discussion

Staff recommends that the Commission focus its initial discussion on process and information needs. Suggested discussion questions include:

1. What information would the Commission like staff to bring back before policy recommendations are considered?
2. Which event organizers or community groups should be included in outreach?
3. What concerns should be discussed with recurring event organizers before a draft policy returns?
4. How should the City gather input from residents affected by street closures, parking impacts, noise, or park use?
5. Should staff return with a comparison of current practice, draft policy options, and possible impacts on recurring events?
6. How should the future process consider events that directly raise funds for the City, City programs, or City facilities?
7. Are there specific event impacts or community benefits that should be studied before policy options are developed?
8. Are there parts of Chapter 12.34 or the current application process that the Commission would like staff to explain further before draft policy options are developed?

Proposed Next Steps

Subject to Commission feedback, staff anticipates the following next steps:

1. Receive initial Commission input on the policy development process.
2. Identify key stakeholders and community groups for outreach.
3. Conduct outreach with event organizers and the public.
4. Gather information regarding recurring events, City costs, applicant needs, public benefits, and direct City fundraising impacts.
5. Review Chapter 12.34 and the current permit application to identify where administrative policy guidance or application updates may be useful.
6. Coordinate with the City Attorney regarding legal considerations, including First Amendment activity, use of public funds, insurance requirements, indemnification, permit conditions, and appeal procedures.
7. Prepare revised policy options and possible permit application updates.
8. Return to the Community Services Commission for further discussion.
9. Prepare a future recommendation for City Council consideration.

ENVIRONMENTAL ANALYSIS

The proposed discussion and direction do not constitute a project under the California Environmental Quality Act pursuant to Section 15061 subsection b subsection 3 of the CEQA

Guidelines because it can be determined with certainty that the proposed action will not result in a direct or indirect physical change in the environment.

FISCAL IMPACT

There is no immediate fiscal impact associated with receiving and filing this report or providing initial direction regarding the policy development process.

Future policy recommendations may include changes to cost recovery practices, sponsorship procedures, staffing allocations, permit requirements, or Master Fee Schedule amendments. Any future fee changes, budget appropriations, sponsorship reserve recommendations, or related fiscal actions would return to the City Council for consideration.

As part of the future review, staff recommends that event cost summaries distinguish between City costs, applicant payments, City sponsorship value, and any direct revenue or contribution returned to the City. This will help the Commission and City Council evaluate the overall fiscal impact of events, including events that raise money directly for City programs or City facilities.

Approved by:

Ted Tegart
Community Services Supervisor

Attachment(s):

1. Draft Sierra Madre Special Events Policy
2. Special Event Permit Application
3. Special Events Cost Summary
4. Sierra Madre Municipal Code Chapter 12.34
5. Parks and Facilities Master Plan Excerpts



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 Event Permit



City of Sierra Madre

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

APPLICANT'S NAME				
IF ORGANIZED, PROVIDE CONTACT NAME				
ADDRESS	CITY	STATE	ZIP CODE	PHONE
LOCATION OF EVENT				
DESCRIPTION OF EVENT				
DATE OF EVENTS		OPENING AND CLOSING HOURS		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT?				
ESTIMATED ATTENDANCE	IS THERE SEATING? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, TYPE (ASSIGNED/FESTIVAL)		
CHECK THOSE THAT APPLY. <input type="checkbox"/> Selling/Serving Food <input type="checkbox"/> Alcohol <input type="checkbox"/> Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) <i>Specify:</i>				
BUSINESS LICENSE	WILL ALCOHOL BEVERAGES BE SERVED? <input type="checkbox"/> Yes <input type="checkbox"/> 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				
LIMITS OF COVERAGE				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?				
IF SO, EXPLAIN				
PREVIOUS LOSSES				
SECURITY AVAILABLE Events involving alcohol must have security present.	TYPE	NUMBER		
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)	
AMBULANCE RESPONSE TIME	HOSPITAL DISTANCE

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)

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

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

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 |
|--|---|

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** _____

TITLE _____ **PHONE NUMBER** _____

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

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 Works 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							