



CITY OF SIERRA MADRE

COMMISSION REGULAR MEETING AGENDA

**Chair Roxxi Bartlett | Vice Chair Geoffrey Woods
Commissioner Ashley Bonenfant | Commissioner Lisa Carlson |
Commissioner Ann Palmer**

Monday, April 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

Youth Commissioner Spicer

3. ROLL CALL OF COMMISSIONERS

Roxxi Bartlett, Chair

Geoffrey Woods, Vice Chair

Ashley Bonenfant, Commissioner

Lisa Carlson, Commissioner

Ann Palmer, Commissioner

Jack Spicer, Youth Commissioner

4. REPORTS FROM COMMISSIONERS OF CITY BUSINESS

5. REPORT FROM COMMUNITY SERVICES SUPERVISOR

6. REPORT FROM COMMUNITY SERVICES STAFF

7. REPORT FROM THE SIERRA MADRE SPECIAL EVENTS COMMITTEE

8. REPORT FROM THE SIERRA MADRE ART WALK COMMITTEE

9. REPORT FROM THE MOUNT WILSON TRAIL RACE COMMITTEE

10. REPORT FROM THE SIERRA MADRE HISTORICAL PRESERVATION SOCIETY

11. REPORT FROM THE FRIENDS OF THE LIBRARY ART FAIR

12. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE

13. PRESENTATION

- a. Presentation by Eagle Scout Zoe Li; Goldberg Park Project

14. 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.

15. 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 February 17, 2026
CEQA: Not a Project
Recommended Action: Approve

16. DISCUSSION ITEMS

17. ITEMS FOR FUTURE AGENDAS

18. ADJOURNMENT

The Commission, upon approval, will adjourn to its next special meeting on Monday, May 18, 2026.



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: April 20, 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 April.

DISCUSSION & ANALYSIS

Special Events Policy

The Community Services Commission has been asked to review the proposed Special Events Policy and serve as a forum for community engagement, gathering input from residents, event organizers, nonprofits, and other user groups on how the policy may impact local events. The item will be placed on an upcoming Commission agenda, with the expectation that it will be discussed over multiple meetings to allow for thorough public input and thoughtful consideration. Feedback collected through this engagement will be used to develop recommendations for the City Council to help refine the policy so it reflects community needs, supports local events, and maintains a balanced approach to City resources and services.

Field Allocation Policy

Staff will be presenting a draft Field Allocation Policy to the Community Services Commission for review and input. The proposed policy is intended to establish a clear, consistent, and transparent framework for the equitable allocation of athletic field use among user groups. It builds upon the City's existing field use agreements and seasonal scheduling practices, with the goal of improving fairness, accountability, and long term planning for all organizations utilizing City and shared school district facilities

COMMUNITY SERVICES SUPERVISOR REPORT

APRIL 20, 2026

Page 2 of 3

Older American of the Year

Dane Lenton, this year's Older American of the Year honoree, has been a dedicated member of the Sierra Madre community since the 1960s and has lived in his current home since 1972. Throughout his many years in the community, he has shown a strong commitment to preserving the City's history and character. Dane previously served as Chairman of the Sierra Madre Cultural Heritage Commission and has been an active member of the Historical Preservation Society for the past 15 years. He also volunteers his time with the Pioneer Cemetery Committee. Known for his generosity and welcoming spirit, Dane regularly opens his home to others and continues to demonstrate a deep commitment to community service and connection.

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.

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

SAVE THE DATES

- Saturday, April 25, 2026, Sierra Madre Rose Float Assoc. Bingo, YMCA
- Saturday, May 2, 2026, Sierra Madre Community Nursery School Carnival, Sierra Vista Park
- Saturday, May 2 & Sunday, May 3, Friends of the Library Art Fair, Memorial Park
- Wednesday, May 6, 2026, Sierra Madre Honor's Dinner, Episcopal Church of the Ascension
- Wednesday, May 13, 2026, Older American of the Year Reception, Hart Park House Senior Center
- 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

ENVIRONMENTAL ANALYSIS

COMMUNITY SERVICES SUPERVISOR REPORT

APRIL 20, 2026

Page 3 of 3

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: April 20, 2026
TO: Community Services commission
FROM: Ted Tegart, Community Services Supervisor
By: Ryann Lopez, Recreation Coordinator II
SUBJECT: **SPECIAL EVENT PERMIT – 2026 MOUNT WILSON TRAIL RACE**

RECOMMENDATION

Staff approves Special Event Permit (SEP) for the Community Services Department, 2026 Mount Wilson Trail Race on Saturday, May 23, 2026. Recommendation to receive and file.

SUMMARY

The Mount Wilson Trail Race will be on Saturday, May 23rd from 5:00am - 2:30pm.

DISCUSSION & ANALYSIS

The Mount Wilson Trail Race is a community event that combines the volunteer efforts of residents, local non-profit organizations, businesses, and youth groups.

The Mount Wilson Trail Race is scheduled for Saturday, May 23rd, 2026. This year there will be no Pasta feed the day before.

This year, the day before the event, on Friday May 22, 2026, from 5pm – 7pm the traditional pasta feed will be replaced with a bag check-in and pre-packet pickup at RT Rogers Brewery. Participants will have the opportunity to collect their materials in advance while enjoying refreshments at the event's sponsoring brewery.

The Annual Kids' Fun Run is held during the main race. Children 3–13 years of age run up Baldwin Avenue starting at 7:45am, finishing before the first Trail Race runner comes in at approximately 8:30am. The Kids Run is split into age groups with youth ages 3-6 running half a mile up Baldwin, and youth ages 7-13 running full mile to Mira Monte.

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.

SPECIAL EVENT PERMIT 26-08
2026 MOUNT WILSON TRAIL RACE
APRIL 20, 2026
Page 2 of 2

FISCAL IMPACT

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 (26-08)
2. Site/Event Map
3. Mount Wilson Trail Race 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 Community Services Department				
IF ORGANIZED, PROVIDE CONTACT NAME Ryann Lopez				
ADDRESS 232 W. Sierra Madre Blvd.	CITY Sierra Madre	STATE CA	ZIP CODE 91024	PHONE 626-355-5278
LOCATION OF EVENT Kersting Ct.- Orchard camp on the Mt. Wilson Trail				
DESCRIPTION OF EVENT MWTR, Kids Fun Run, beer garden, vendor expo, pre-race registration.5/22 set up at Kersting Ct from 2pm - 5/23 at 2pm				
DATE OF EVENTS Friday, May 22 -Saturday, May 23, 2026		OPENING AND CLOSING HOURS 5/23 5:30am-2:30pm		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? Race Coordinator				
ESTIMATED ATTENDANCE 1,000	IS THERE SEATING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		IF YES, TYPE (ASSIGNED/FESTIVAL)	
CHECK THOSE THAT APPLY. <input checked="" type="checkbox"/> Selling/Serving Food <input checked="" type="checkbox"/> Alcohol <input checked="" 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 checked="" 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 USATF			RELATIONSHIP TO INSURED	
PRESENT INSURANCE CARRER				
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 SMPD	NUMBER <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?			<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Enclose a copy of security directions as separate attachment.

SMPD Volunteers

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

SMFD on site & SMSR on trail

AMBULANCE RESPONSE TIME

RA on standby

HOSPITAL DISTANCE

2.7 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)

Notification over PA system. Crowd control by SMPD with assistance from SMFD as needed. Staff radios

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

Kersting Ct., Baldwin Ave. from SM Blvd. to Mira Monte, Mira Monte to the trail head

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

USATF

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

Work order 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

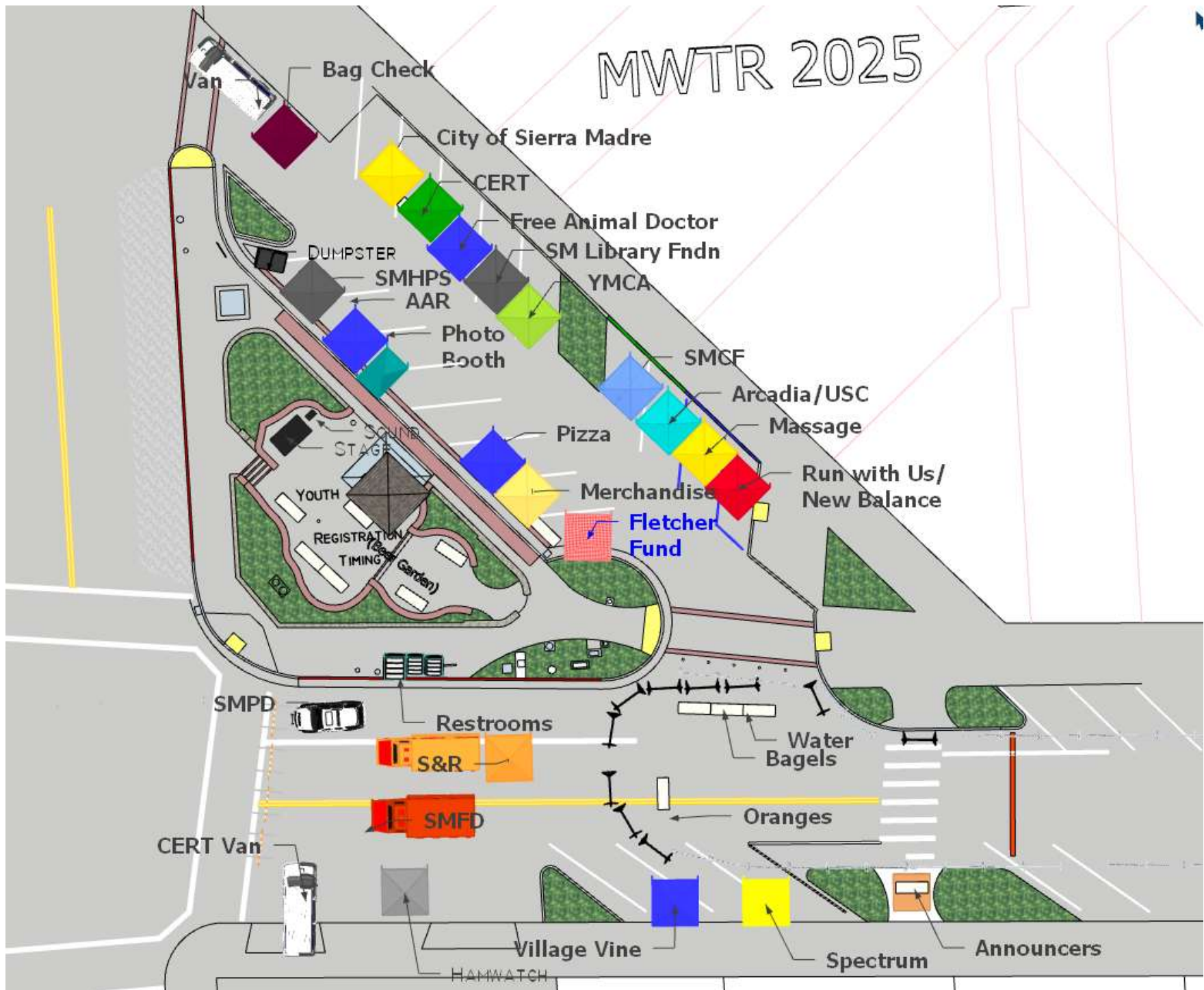
Sierra Madre, its offices, employees, or agents, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE Ryann Lopez DATE 4/7/2026
TITLE Recreation Coordinator II PHONE NUMBER 626-355-5278

COMMUNITY SERVICES DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	

MWTR 2025





**MOUNT WILSON
TRAIL RACE 2026**

REGISTRATION OPENS 3/2/26

5/23/26
7:30 AM

REGISTRATION IS ON A FIRST COME FIRST SERVE BASIS

ADULT: \$87.40

YOUTH: \$49.25

— SCAN TO REGISTER —



PLEASE VISIT [MOUNTWILSONTRAILRACE.COM](https://mountrailrace.com)
FOR MORE RACE DAY INFORMATION
OR CALL SIERRA MADRE COMMUNITY SERVICES AT
626-355-5278



CITY OF SIERRA MADRE

STAFF REPORT

COMMUNITY SERVICES COMMISSION

DATE: April 20, 2026
TO: Senior Community commission
FROM: Ted Tegart, Community Services Supervisor
By: RyAnn Lopez, Recreation Coordinator II
SUBJECT: SPECIAL EVENT PERMIT - 2026 COMMUNITY YARD SALE

RECOMMENDATION

Staff approves Special Event Permit (SEP) for review by the Community Services Commission for the 2026 Community Yard Sale. Recommendation is to receive and file.

SUMMARY

Staff has proposed hosting the 14th Annual Community Yard Sale. The event aims to bring the community together by providing an opportunity for residents to participate as vendors and engage with the public in a shared, city-organized setting.

DISCUSSION & ANALYSIS

The 2026 Community Yard Sale is scheduled to be held on Saturday, June 20, 2026, from 8:00 am – 1:30 pm. Registration opens on April 20, 2026.

The Community Yard Sale is going to be held at Memorial Park along Hermosa Avenue. Memorial Park and Hermosa Avenue have proven to be a successful venue, supporting the event's ongoing growth and increasing popularity.

The layout for the Community Yard Sale is Hermosa Avenue extending into Memorial Park, utilizing the north lawn area—including the space near the Weeping Wall—and continuing south to the picnic pavilion. This layout supports event expansion while also increasing available parking for shoppers. Standard vendor spaces are available for \$35.00 each. Additionally, a limited number of 10 VIP vendor spaces will be offered for \$45.00. These premium spots will be located north of Hermosa Avenue and Memorial Park, near the entrance from the Blvd, providing enhanced visibility and convenience. All together, there will be 60 spaces available for purchase.

As in previous years, the Senior Commission will host a coffee and donut station in the picnic area

for this year's event.

Lastly, staff plan to reach out to Goodwill Donation Truck as well as the ACTS Thrift Store to find out which will be available to attend the event to accept donations.

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

Attachments (s):

1. Special Event Permit (26-09)
2. Site/Event Map
3. Community Yard Sale 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 City of Sierra Madre - Senior Community Commission				
IF ORGANIZED, PROVIDE CONTACT NAME Brandon Wilson				
ADDRESS 222 w sierra madre blvd	CITY Sierra Madre	STATE CA	ZIP CODE 91024	PHONE 626 264 8923
LOCATION OF EVENT Memorial Park. Pavillion and along hermosa ave				
DESCRIPTION OF EVENT The Community Yard Sale is an annual event hosted by the Senior Community Commission in June. The event utilizes the west parking lot in front of the aquatic center and the basketball to host selling booths. Booth spaces are open to the public for a \$35 or \$45 fee and funds raised by the event support the				
DATE OF EVENTS 6/20/2026		OPENING AND CLOSING HOURS 6am to 2 pm		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? Previously did a fall yard sale in December .				
ESTIMATED ATTENDANCE 300	IS THERE SEATING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		IF YES, TYPE (ASSIGNED/FESTIVAL)	
CHECK THOSE THAT APPLY. <input checked="" 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 na	WILL ALCOHOL BEVERAGES BE SERVED? <input type="checkbox"/> Yes <input checked="" 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 NA		RELATIONSHIP TO INSURED NA		
NA		NA		
PRESENT INSURANCE CARRER alliant				
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) smfd next door and will transport if needed	
AMBULANCE RESPONSE TIME 5 MINUTES	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)
In case of an emergency, vendors and participants will be relocated to the grass section in front of the Memorial I Park Band Shell

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)
Hermosa Ave. from SM Blvd.-Mariposa Ave

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?
No

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)
Turn off sprinklers in Sierra Vista Park on the day of the event
Trash Cans
Barricades

ATTACHMENTS

- | | |
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| <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

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 4/15/2026

TITLE Recreation Coordinator 1 PHONE NUMBER 626 264 8923

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



Hart Park House

pavilion

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Community

YARD SALE

Presented by the Senior Community Commission

Vendor Registration opens April 20, 2026

\$35 for general spots.

\$45 for VIP spots

June 20, 2026

8:00 AM – 1:30 PM

Memorial Park

222 W Sierra Madre Blvd.



Vintage Furniture & Décor - Tools & Outdoor Gear - Clothes & Accessories - Toys, Books & Games - Kitchen & Home Items

For more information, please call the Community Services Department
at 626-355-5278



CITY OF SIERRA MADRE
SPECIAL COMMUNITY SERVICES COMMISSION
MEETING MINUTES

Tuesday, February 17, 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 5:30 p.m.

2. PLEDGE OF ALLEGIANCE:

Vice Chair Woods

3. ROLL CALL

Present: Chair Roxxi Bartlett, Vice Chair Geoffrey Woods, Commissioner Ashley Bonenfant, Commissioner Lisa Carlson, Student Commissioner Jack Spicer
Absent: Commissioner Ann Palmer
Also Present: Gene Goss, Council Member
Ted Tegart, Community Services Supervisor
Rosemary Garcia, Administrative Assistant
Brandon Wilson, Recreation Coordinator I

Commissioner Carlson requested a moment of silence in honor of former Community Services Commission member David Ouch.

4. REPORT FROM COMMUNITY SERVICES SUPERVISOR

Community Services Supervisor Tegart conducted a brief orientation on the recently updated agenda template and explained the changes. He also announced that the Community Services Department and Library Services will be merged into one unified department. He reported that efforts are underway to streamline the special event permit process, which will be presented to the City Council in April, and noted that Older American Nominations forms are now available.

5. REPORT FROM COMMUNITY SERVICES COMMISSION

Chair Bartlett: attended the City Council meeting where a resident reported that the lights at the pickleball middle courts are causing visibility issues.

Vice Chair Woods: stated he had nothing new to report.

Commissioner Bonenfant: inquired if there was a way to implement parking limitations for users of the park and dog park versus pickleball participants, including consideration of timing. She noted that the parking lot is expected to become extremely busy once baseball season begins. She also requested that dog park improvements be added to a future agenda.

Commissioner Carlson: reported that one of the women's toilets is leaking and requested a service work order. She thanked staff for repairing the light switches and noted that parking is becoming increasingly congested, making parking limitations difficult to implement. She also requested that signs be posted at Dapper Field indicating that dogs are not allowed on the field.

Commissioner Palmer: absent

Student Commissioner Spicer: reported that he and his friends were walking by the dog park and observed that it appeared to be in poor condition.

6. PRESENTATION

a. Presentation by Eagle Scout Jedaiah Schwind: Memorial Park Improvement Project

Mr. Jedaiah Schwind presented his Memorial Park Improvement Project to the Commission. Mr. Schwind stated that the total cost of the project is \$950.00 for paint and supplies. He noted that he is requesting additional funds from the Rotary Club.

Vice Chair Woods inquired what Mr. Schwind would be doing.

Mr. Schwind stated that the work would primarily involve sanding and painting.

Vice Chair Woods further inquired whether the repairs would be completed by Public Works, to which Mr. Schwind responded yes.

Chair Bartlett asked if he planned to conduct other fundraisers.

Mr. Schwind stated that at this time the Rotary Club is the only planned funding source, but he is open to accepting donations.

7. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

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

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

8. Consent Calendar

a. Regular Meeting Minutes of November 17, 2025

CEQA: Not a Project

Recommendation Action: Approve as amended

b. Reschedule March meeting to Monday, March 30, 2026

CEQA: Not a Project

Recommended Action: Approve

c. Review Special Events Permit 26-04 for the Chamber Wistaria Festival Event fee waiver request

CEQA: Not a Project

Recommended Action: Approve

Vice Chair Woods submitted corrections prior to the meeting to staff.

Commissioner Bonenfant asked clarifying questions regarding the map for Consent Item C. Chamber President Cimino provided response for clarity.

Commissioner Carlson made a motion to approve Consent A-as amended and B-C as presented.

Commissioner Bonenfant seconded the motion.

Chair Bartlett called for a vote of the Commission:

Vote Yes: Chair Bartlett, Vice Chair Woods, Commissioner Bonenfant, Commissioner Carlson.

Vote No: None

Absent: Commissioner Palmer

Abstain: None

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

9. DISCUSSION ITEMS

None presented.

10. ITEMS FOR FUTURE AGENDAS

Commissioner Bonenfant – Dog Park Improvements

Commissioner Carlson - Pickleball Court Lights

11. ADJOURNMENT

Chair Bartlett asked the Commission for a motion to adjourn.

Special Community Services Commission Meeting
Tuesday, February 17, 2026

Commissioner Carlson made a motion to adjourn the meeting.

Commissioner Bonenfant seconded the motion.

Chair Bartlett called for a vote of the Commission:

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

Vote No: None

Absent: Commissioner Palmer

Abstain: None

The Commission adjourned the meeting at 5:54 p.m. to its next special meeting on Monday, March 30, 2026.

Minutes taken and prepared by:

Rosemary Garcia

Rosemary Garcia, Administrative Assistant

Reviewed by:

Ted Tegart, Community Services Supervisor