



# 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, June 15, 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](mailto: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**  
Vice Chair Woods
- 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 SIERRA MADRE FRIENDS OF THE LIBRARY**
- 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 TRANSPORTATION SUBCOMMITTEE**
- 13. PRESENTATION**
  - a. Eagle Scout Robert Shema: Old Memorial Well Project Completion
- 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 records.

## **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 April 15, 2026  
CEQA: Not a Project  
Recommended Action: Approve

## **16. DISCUSSION ITEMS**

- a. Consideration of Cancellation of the Regular August 17, 2026  
CEQA: Not a Project  
Recommended Action: Approve
- b. Review Special Event Permit 26-11 for Pickleball Civic Leaders Tournament  
CEQA: Not a Project  
Recommended Action: Approve

## **17. ITEMS FOR FUTURE AGENDAS**

## **18. ADJOURNMENT**

The Commission, upon approval, will adjourn to its next special meeting on Monday, July 7, 2026.



# CITY OF SIERRA MADRE

# STAFF REPORT

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## COMMUNITY SERVICES COMMISSION

**DATE:** June 15, 2026  
**TO:** Community Services Commission  
**FROM:** Ted Tegart, Community Services Supervisor  
By: Rosemary Garcia, Administrative Assistant  
**SUBJECT:** **COMMUNITY SERVICES SUPERVISOR REPORT**

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### **RECOMMENDATION**

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

### **SUMMARY**

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

### **DISCUSSION & ANALYSIS**

#### **Open Space Element**

The Open Space Element is part of the City's General Plan and helps guide the preservation, planning, and use of open space areas and community resources. The Open Space Element is scheduled to go before the Planning Commission on June 18 at 5:30 p.m. Commissioners are encouraged to attend the meeting to hear the discussion, stay informed on the process, and provide support for this important planning effort related to Sierra Madre's open space and community resources.

#### **Mt Wilson Trail Race**

Staff would like to report that the Mount Wilson Trail Race went very well and was a successful event for the community. Staff and the Race Committee will provide additional details and a fuller event update at the July Community Services Commission meeting.

#### **CSC Name Badges**

Staff would like to confirm which Commissioners need City name badges. Commissioners who do not currently have a name badge, or who need a replacement badge, should let staff know so that an updated order can be coordinated.

## **COMMUNITY SERVICES SUPERVISOR REPORT**

JUNE 15, 2026

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### **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

### **Summer/Movies in the Park**

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

#### **Concerts**

**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, June 3, 2026, 2026, Older American of the Year Reception, Hart Park House Senior Center
- 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

## COMMUNITY SERVICES SUPERVISOR REPORT

JUNE 15, 2026

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- Thursday, June 25, 2026, Moronga Casino Excursion, Memorial Park
- Sunday, June 28, 2026, Concert in the Park, Memorial Park Bandshell

### **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:



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Ted Tegart  
Community Services Supervisor



**CITY OF SIERRA MADRE**  
**COMMUNITY SERVICES COMMISSION**  
**MEETING MINUTES**

**Monday, April 20, 2026 – 5:30 p.m.**  
City Council Chambers  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE:**

Student Commissioner Spicer

**3. ROLL CALL**

Present:

Chair Roxxi Bartlett

Vice Chair Geoffrey Woods

Commissioner Lisa Carlson

Commissioner Ann Palmer

Student Commissioner Jack Spicer

Absent:

Commissioner Ashley Bonenfant

Also Present:

Councilmember Gene Goss

Community Services Supervisor Ted Tegart

Administrative Assistant Rosemary Garcia

Recreation Coordinator I Brandon Wilson

**4. REPORT FROM COMMISSIONERS OF CITY BUSINESS**

**Chair Bartlett:** reported that Goldberg Park is blooming and doing very well.

**Vice Chair Woods:** reported that he conducted a walkthrough of Memorial Park and noted that the park is generally in good condition. He stated that the restrooms are well maintained; however, the pavilion ceiling needs cleaning. He also noted that a sign near Tennis Court, located by the trash can, is missing. Additionally, he observed that two small barbecue grills appear old and inquired whether they are still being used by the public.

**Commissioner Bonenfant:** Absent

**Commissioner Carlson:** Commissioner Carlson reported that she watched the City Council meeting and noted that she did not renew her term. She also stated that Sierra Madre Little League has been busy with games. Additionally, she reported some issues with the sprinklers, as well as broken playground swings requiring repair. She further noted that the soap dispenser in the women's restroom is broken and requires repair.

**Commissioner Palmer:** stated that she has not yet had an opportunity to visit Bailey Canyon. She also reported that she attended the City Council meeting on April 14, 2026. Commissioner Palmer further reported that the restrooms at Mt. Wilson Trail Park are not in working order and are in need of repair.

**Student Commissioner Spicer:** reported that he has observed a significant number of skateboarders using the sidewalks and suggested exploring the possibility of providing a designated area or facility for skateboarding.

#### **5. REPORT FROM COMMUNITY SERVICES SUPERVISOR**

Community Services Supervisor Tegart reported that the Special Event Permit Policy was presented to the City Council for review. The City Council directed staff to present the policy to the Community Services Commission for review and to return to the City Council with the Commission's findings and recommendations. He will provide a detailed report regarding the Special Event Permit Policy at the next meeting.

Commissioner Palmer suggested that each Commissioner receive a copy of the City Council report, including the financial analysis and a list of the events referenced in the report.

Community Services Supervisor Tegart stated that he will email the report to the Commission.

Community Services Supervisor Tegart will prepare a Field Allocation Policy report that will be presented to the Commission for review in July.

Community Services Supervisor Tegart announced that Dane Linton was selected as the 2026 Older American of the Year. A reception honoring Mr. Linton will be held on Wednesday, May 13, 2026, at the Hart Park House.

#### **6. REPORT FROM COMMUNITY SERVICES STAFF**

Community Services Supervisor Tegart presented the Mt. Wilson Trail Race (MWTR) report and provided an update on the event.

Chair Bartlett requested a flyer for the Mt. Wilson Trail Race (MWTR).

Community Services Supervisor Tegart indicated that he would distribute the Mt. Wilson Trail Race (MWTR) flyer via email.

Community Services Supervisor Tegart also presented the Community Yard Sale report.

**7. REPORT FROM THE SIERRA MADRE SPECIAL EVENTS COMMITTEE**

Commissioner Carlson provided an update on event planning and noted that a key issue is securing a Grand Marshal, as nominations and donations are currently low. She also announced sponsorship opportunities, including golf cart advertisements and \$350 banner sponsorships.

**8. REPORT FROM THE SIERRA MADRE ART WALK COMMITTEE**

Art Walk Chair Kait Walsh announced that the Art Walk will be held on June 19, 2026, from 4:00 p.m. to 9:00 p.m. She stated that the event will follow the same format as the previous Art Walk and will feature new artists. Ms. Walsh provided a summary of the event and participating businesses and noted that mini calendars will be posted on Instagram.

**9. REPORT FROM THE MOUNT WILSON TRAIL RACE COMMITTEE**

Bob Spears reported that trail repairs are progressing well. He stated that two major trail repair days are scheduled for April 29 and May 17. He further noted that crews will continue working Sundays, Tuesdays, and Thursdays on vegetation management and are coordinating with City staff to complete cleanup and remaining project items.

**10. REPORT FROM THE SIERRA MADRE HISTORICAL PRESERVATION SOCIETY**

President Diane Sands provided updates, noting that a presentation on the history of the Mt. Wilson Trail Race (MWTR) will be held on Wednesday, April 22 at 6:00 p.m., with speakers.

She further reported that the Friends of the Library are requesting donations for their Wine Tasting Party, including a tea party for six as an auction item at the Richardson House. She also stated that they are anticipating repairs to Lizzie's Inn Museum.

**11. REPORT FROM THE FRIENDS OF THE LIBRARY ART FAIR**

President Jeanne Martin provided an update on Friends of the Library volunteers, fundraisers, programs, and activities. She announced the Art Fair scheduled for Saturday, May 2 and Sunday, May 3 at Memorial Park, and noted that it is the organization's largest fundraiser.

**12. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE**

Commissioner Palmer reported on the City Council meeting held on April 14, noting that the subcommittee was given the go-ahead to proceed with the temporary Uber transit program. She stated that the subcommittee and Uber transit program representatives will meet on April 29, 2026.

She also reported that the program will include four tiers:

- Tier 1: \$20 subsidy within city borders, including trips to hospitals and doctors
- Tier 2: \$15 subsidy for one-mile trips within the city and to locations such as PCC, Santa Anita Mall, the Arboretum, and Hastings Ranch
- Tier 3: \$10 subsidy for two- to three-mile trips to areas such as downtown Arcadia, Old Town Monrovia, and Pasadena
- Tier 4: \$5 subsidy for trips beginning and ending in Sierra Madre

Councilmember Goss stated that the program will be temporary and that, if successful, the City may consider making it permanent.

**13. PRESENTATION**

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

Eagle Scout Zoe Li thanked the Community Services Commission and presented her Eagle Scout Goldberg Park project timeline, including a description of the work to be completed at the park.

Commissioner Palmer inquired about volunteer recruitment and fundraising. Ms. Li stated that her volunteer team is in place and that she will begin fundraising.

Chair Bartlett asked whether Ms. Li had communicated with Roberta Goldberg. Bob Spears reported that discussions have taken place with Ms. Goldberg and the Rotary Club.

Michelle Keith, a former employee who worked on the Goldberg Park project, stated that it is important for Robert Goldberg to be contacted regarding any changes to Goldberg Park. She also provided a list of requirements for Goldberg Park and spoke on the park's ecosystem.

**14. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

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

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

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

**15. Consent Calendar**

- a. Special Meeting Minutes of February 17, 2026

CEQA: Not a Project

Recommendation Action:

Commissioner Carlson made a motion to approve Consent A as presented.

Vice Chair, Woods seconded the motion.

Chair Bartlett called for a vote of the Commission:

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

Consent Item A was approved by unanimous voice vote.

**16. DISCUSSION ITEMS**

None presented.

**17. ITEMS FOR FUTURE AGENDAS**

- Sierra Madre Dog Park (Commissioner Bonenfant)
- Goldberg Park (Chair Bartlett)

**18. ADJOURNMENT**

Chair Bartlett asked the Commission for a motion to adjourn.

Commissioner Carlson made a motion to adjourn the meeting.

Commissioner Palmer seconded the motion.

Chair Bartlett called for a vote of the Commission:

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

The Commission adjourned the meeting at 6:23p.m. for its next special meeting on Monday, May 18, 2026.

Minutes taken and prepared by:

*Rosemary Garcia*

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Rosemary Garcia, Administrative Assistant

Reviewed by:

*Ted Tegart*

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Ted Tegart, Community Services Supervisor



# CITY OF SIERRA MADRE

# STAFF REPORT

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## COMMUNITY SERVICES COMMISSION

**DATE:** June 15, 2026

**TO:** Community Services Commission

**FROM:** Leila Arciero, Library & Community Services Director  
By: Ted Tegart, Community Services Supervisor

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

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### **RECOMMENDATION**

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

### **ALTERNATIVES**

1. The Commission may choose to cancel the meeting on August 17;
2. The Commission may choose to hold the regular meeting in August; or
3. The Commission may choose to modify the meeting schedule for August.

### **DISCUSSION & ANALYSIS**

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

### **ENVIRONMENTAL ANALYSIS**

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

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

June 15, 2026

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**FISCAL IMPACT**

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

Approved by:



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Ted Tegart  
Community Services Supervisor



# CITY OF SIERRA MADRE

# STAFF REPORT

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## COMMUNITY SERVICES COMMISSION

**DATE:** June 15, 2026

**TO:** Community Services commission

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

**SUBJECT:** PICKLEBALL CIVIC LEADERS TOURNAMENT– SPECIAL EVENT PERMIT (SEP) #26-11

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### **RECOMMENDATION**

It is recommended that the Community Services Commission review Special Event Permit (SEP) #26-11 and consider the fee waiver request for the Pickleball Civic Leaders Tournament event.

### **SUMMARY**

Assemblymember John Harabedian is requesting a fee waiver for Special Event Permit (SEP) #26-11, as well as facility reservation and permit fees associated with the Pickleball Civic Leaders Tournament. The event is scheduled to take place at the Sierra Vista Park Pickleball Courts on Saturday, July 18, 2026, from 11:00 a.m. to 3:00 p.m. Event setup will begin at 9:00 a.m., and breakdown will conclude by 4:00 p.m.

### **DISCUSSION & ANALYSIS**

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

Estimated attendance is 150 participants.

### **ENVIRONMENTAL ANALYSIS**

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

### **FISCAL IMPACT**

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

broken down as follows:

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

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

Approved by:



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Ted Tegart  
Community Services Supervisor

Attachment(s):

1. Special Event Permit (SEP 26-11)
2. Fee Waiver Request Letter
3. Site/Event Map
4. Safety Plan

# Special Event Permit



## City of Sierra Madre

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

APPLICANT'S NAME <b>California State Assembly--Assemblymember John Harabedian</b>					
IF ORGANIZED, PROVIDE CONTACT NAME <b>Declan Floyd</b>					
ADDRESS <b>257 S Fair Oaks Ave. Suite 210</b>		CITY <b>Pasadena</b>	STATE <b>CA</b>	ZIP CODE <b>91105</b>	PHONE <b>(626) 351-1917</b>
LOCATION OF EVENT <b>Sierra Vista Park pickleball courts</b>					
DESCRIPTION OF EVENT <b>Pickleball tournament for civic leaders across Assembly District 41 and legislative update from Asm. Harabedian</b>					
DATE OF EVENTS <b>7/18/26</b>		OPENING AND CLOSING HOURS <b>9 am-4 pm (including setup and cleanup; event 11 am-3 pm)</b>			
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? <b>This is the first event of its kind put on by Asm. Harabedian</b>					
ESTIMATED ATTENDANCE <b>150</b>		IS THERE SEATING? <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>		IF YES, TYPE (ASSIGNED/FESTIVAL)	
CHECK THOSE THAT APPLY. <input checked="" type="checkbox"/> <b>Selling/Serving Food</b> <input type="checkbox"/> <b>Alcohol</b> <input checked="" type="checkbox"/> <b>Other</b> (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) <i>Specify:</i> <b>Booths for community organizations and grill for hot dogs</b>					
BUSINESS LICENSE		WILL ALCOHOL BEVERAGES BE SERVED? <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>		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 <b>CHP</b>		NUMBER <b>2</b>	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?				<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

**Enclose a copy of security directions as separate attachment.**

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

First aid kit present and first responders participating

AMBULANCE RESPONSE TIME

HOSPITAL DISTANCE

**EMERGENCY EVACUATION PLAN**

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.

**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)

None

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

No

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

Port-a-potties, trash cans, connection to outlet for our speaker system, barricade (to separate parking from event area)

**ATTACHMENTS**

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

**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	

<b>DEPARTMENT APPROVALS</b>		
APPROVALS	Public Works	
	Police Department	
	Fire Department	
	Planning Department	
	Risk Management	

<b>STAFF HOURLY RATE</b>		
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



May 2026

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

**RE: Sierra Vista Park Facility Fee Waiver Request**

To Whom It May Concern,

I write to request a waiver of the fee to use the pickleball courts at Sierra Vista Park on Saturday, July 18<sup>th</sup>. I am planning to host a tournament for civic leaders (members of city councils and school boards, police officers, firefighters, etc.) from across Assembly District 41 as well as provide a legislative update and an opportunity to engage with these leaders in my district to identify ongoing needs, discuss pending legislation, and forge new partnerships to improve our community.

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

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

Sincerely,

A handwritten signature in blue ink that reads "John Harabedian". The signature is written in a cursive style with a long horizontal line extending from the end.

John Harabedian  
Assemblymember, 41<sup>st</sup> District

Sierra Madre Rose Float Association

Food

Food

Main table/sound system

Sierra Vista Park-tennis courts

Sponsor booths

Port-a-potties

Barricade

Sierra Vista Park-volleyball court

Outdoor Gym

Sierra M  
Date Night S  
Hunt Monro



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

**How are you notified of the emergency?**

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

**How will the crowd be warned?**

Staff will make an announcement on speaker system

**How are exits marked and directions posted?**

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

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

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