



# CITY OF SIERRA MADRE

## COMMISSION SPECIAL MEETING AGENDA

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

**Monday, March 30, 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**

Commissioner Palmer

**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 MOUNT WILSON TRAIL RACE COMMITTEE**

**9. REPORT FROM THE TRANSPORTATION SUBCOMMITTEE**

**10. PRESENTATION**

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

**11. 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.

**12. 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 January 20, 2026  
CEQA: Not a Project  
Recommended Action: Approve
- b. Review Special Events Permit 26-06 for the Sierra Madre Community Nursery School Carnival  
CEQA: Not a Project  
Recommended Action: Approve
- c. Review Special Events Permit 26-05 for the Friends of the Library Art Fair  
CEQA: Not a Project  
Recommended Action: Approve

**13. DISCUSSION ITEMS**

- a. Pickleball Courts Review Report  
CEQA: Not a Project  
Recommended Action: Approve

**14. ITEMS FOR FUTURE AGENDAS**

**15. ADJOURNMENT**

The Commission, upon approval, will adjourn to its next special meeting on Monday, April 20, 2026.



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** March 30, 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 February.

### **DISCUSSION & ANALYSIS**

#### **Agenda Template/New Reports**

The Community Services Commission agenda has been updated to follow a format similar to City Council, which was introduced at the February meeting. This provides a more consistent and organized structure for meetings. In addition, a new reporting component has been added that invites local groups to share updates on their activities, including the Chamber of Commerce, Mount Wilson Trail Race Committee, Sierra Madre Events Committee, and Sierra Madre Art Walk Committee, helping to strengthen communication and coordination across the community.

#### **Sierra Vista Pickleball Court Capital Improvement Project**

Staff plans to include improvements to the Sierra Vista pickleball courts in the Fiscal Year 2026/2027 Capital Improvement Project list. Planned upgrades include enhanced lighting, new fencing, and the addition of a windscreen, with funding support coming from RPOSD. These improvements are intended to enhance playability, safety, and the overall experience for users of the courts.

#### **New City Website**

The City has launched a new website designed to provide a more user friendly and accessible experience for residents. The updated site offers improved navigation, clearer information, and

## COMMUNITY SERVICES SUPERVISOR REPORT

March 30, 2026

Page 2 of 2

enhanced features to help the community more easily find resources, stay informed, and connect with City services.

### **SAVE THE DATES**

- Saturday, April 4, 2026, Sierra Madre Fire Department, Easter Egg Hunt, Memorial Park
- 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**

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:** March 30, 2026  
**TO:** Community Services commission  
**FROM:** Ted Tegart, Community Services Supervisor  
By: Brandon Wilson, Recreation Coordinator I  
**SUBJECT:** 2025 3<sup>rd</sup> & 4<sup>th</sup> OF JULY CELEBRATION - AFTER ACTION REPORT

---

### **RECOMMENDATION**

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

### **SUMMARY**

Staff present an After Action Report on the 2025, 3th and 4th of July Celebration, providing an overview of the event including attendance, financial review, and suggestions for improvements.

### **DISCUSSION & ANALYSIS**

#### **July 3<sup>rd</sup>**

The 2025 3rd of July Celebration took place on the evening of July 3rd at Memorial Park. The event featured an exciting live performance by Dread Zeppelin, which kept the audience engaged throughout the evening. A diverse selection of food trucks offered a variety of delicious options, while the Kids Fun Zone provided a lively atmosphere with several games. Additionally, the annual beer garden, sponsored by the Sierra Madre Little League and Girls Softball, was a popular attraction, offering refreshments and a place for adults to relax and enjoy the festivities.

#### **July 4<sup>th</sup> Firecracker Fun Run**

The 15th Annual Firecracker Fun Run, hosted by the Sierra Madre YMCA, officially launched the July 4th festivities. Check-in and day-of registration commenced at 7:00 a.m. in Kersting Court, with the race beginning promptly at 7:30 a.m. Participants gathered at the intersection of Baldwin Ave. and Sierra Madre Blvd. to start the event. The course featured a loop along Sierra Madre Blvd., heading east with turnaround points at Sierra Vista Park and Sunnyside. A total of 210 participants registered, reflecting an increase in participation from the previous year. T-shirts were provided for all registered participants.

### Parade

The Sierra Madre 4th of July Parade commenced at 10:00 a.m., following the Firecracker Fun Run, beginning at the corner of Sierra Madre Blvd. and Sunnyside Avenue. The parade was led by Grand Marshal Sierra Madre Fire Department, with notable participants including members of the Sierra Madre City Council and Congresswoman Judy Chu. The event garnered strong community support, with a diverse array of entries showcasing local businesses, nonprofits, schools, community organizations, and families.

Registration for the event was handled entirely online, with registration opening on May 1st and remaining open until the week leading up to the event. City staff worked diligently to collect signed waivers from parade participants, as well as proof of insurance and driver's licenses for registered parade vehicles. Additionally, the Committee and city staff effectively managed email communications and provided responsive customer service to address all inquiries.

The Committee worked in close partnership with the Sierra Madre Police Department, Fire Department, City Manager, and HAM Radio Operators to coordinate and ensure the safety and success of the community-wide event.

### June 20<sup>th</sup> Movie in the Park

To begin the 4th of July festivities, the Sierra Madre Events Committee hosted a Movie in the Park on Friday, June 20th, featuring Moana 2. The event saw strong attendance, with over 300 community members in attendance. In partnership with Community Services, food truck vendor *Cali Wings* and ice cream vendor *Ice Princess* were on-site, offering a variety of snacks and refreshments for attendees to enjoy during the movie.

### **MARKETING**

Information about the 4th of July events was widely disseminated through a variety of channels to reach the community. These included the event website, social media platforms, press releases, Village View News, E-Blasts, city posters, and water bill mailers, ensuring comprehensive coverage and broad outreach to both residents and visitors.

### **STAFFING**

The event was coordinated by a volunteer Sierra Madre Events Committee and the joint team efforts of Fire, Police, Public Works, and Community Services Department Staff.

### **FINANCIAL REVIEW**

3<sup>rd</sup> & 4<sup>th</sup> of July Festivities are City-sponsored through Community Services Department and therefore, all applicable permit fees are waived. Additionally, the annual event has been

approved through the adopted budget for FY 2025-2026.

The Committee successfully secured sponsorships and donations to help offset event costs. A number of generous sponsors and contributors were instrumental in making the event possible, and the Sierra Madre Events Committee is sincerely appreciative of their support, especially during this critical time.

A detailed financial analysis is provided in the attached financial review.

### **SUGGESTIONS FOR PROGRAM IMPROVEMENT**

- Look into calling last call in the beer garden slightly earlier.
- More Volunteers in the beer garden to help out.

### **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

Attachment(s):

1. Fourth of July Financial Review
2. Fourth of July Flyers

## July 4th Event

### Beer Garden

RT Beer Cost	2750
Trailer Rental with Kegs	1503
Additional Beer Purchase on the 3rd	307.7
Cost of total Beer Purchase	4560.7

Wine - Donated

Beer Garden Fencing	1900
Table & Chair Rentals	790
Security Guards	400
ABC License	75
Décor & Supplies - Various Vendors	1314.21
Wristbands and Ticket	590

**Beer Total** **9629.91**

### Parade/Party

Balloons	970
Bands	4200
Bubble Wrap	354
Health Permit	673
Event Insurance	4420
Dance Floors	1797
Leis- Dignitaries	405
Event Poster	100
Mailer	1985

Movie in the Park

Gift Cards for Banner Carriers	181
Golf Carts	4345
	<b>19430</b>

**General Expense**

Bank Fee	13
Email and Office (Software)	553
Insurance	941
Office Supplies	202
PO Box	219
Secretary of State	25
Square Fees	601
Storage	1260
Tax Return	1185
Web & computer Supplies	120
QR Code	525
Website	276
	<b>5920</b>

**Onetime or Unknown**

Chamber of Commerce	500
Starbuck & Donuts	281
Survey Monkey	276
SMLL	4854
DOJ	75

**Merchandise**

T-Shirt and Hats	3672
------------------	------

**Total Expense** **42041.91**

**Revenue**

Donations	24124
-----------	-------

Merchandise Sales	4833
40% of Beer Garden Sales	7012
	<b>35969</b>

Beer Garden	17530
-------------	-------

Revenue	17530
Expense	-9629.91
Net after Expense	7900.09

League Payout	4740.05
SMEC Payout	3160.04

# SIERRA MADRE

## 4TH OF JULY EVENTS

### INDEPENDENCE DAY PARADE!

PRESENTED BY THE KENSINGTON!

JOIN US FRIDAY THE 4TH!  
SIERRA MADRE BLVD STARTING ON SUNNYSIDE

PARADE 10:00 AM TO 12:00 PM

- 7:30 AM. YMCA FIRECRACKER 5K FAMILY FUN RUN
- 8:00 AM. WOMAN'S CLUB PRE-PARADE OPEN HOUSE W/CONT BREAKFAST  
LIVE MUSIC BY THE WABASH WAILERS, 550 WEST SIERRA MADRE BLVD.
- 12:00-2:00 PM. FREE FAMILY REC SWIM @THE SIERRA MADRE POOL  
SPONSORED BY THE YMCA!

THURSDAY  
JULY 3RD

COMMUNITY  
PICNIC  
MEMORIAL  
PARK

- 5 - 10:30 PM - FRIENDS OF HEASLEY FIELD BEER GARDEN
- 6 - 9:30 PM LIVE MUSIC WITH GROOVY LEMON PIE
- 8:00 PM BUBBLE WRAP FIREWORKS
- NON-PROFIT BOOTHS-KIDS ACTIVITIES 5-9 PM
- FOOD TRUCKS, CIVIC CLUB CONFETTI EGGS, ROTARY TRI-TIP

• FRIDAY, JUNE 20 • ACTIVITIES BEGIN AT 6 PM • MOVIE AT DUSK  
BRING YOUR LAWN CHAIRS, BLANKETS, AND ALOHA SPIRIT, AND JOIN YOUR  
COMMUNITY 'OHANA FOR A MAGICAL ISLAND-STYLE EVENING UNDER THE STARS!  
• WE'RE SCREENING **MOANA 2** AND CELEBRATING POLYNESIAN CULTURE-ENJOY  
TROPICAL TREATS, A LIVELY HULA PERFORMANCE, AND ISLAND RHYTHMS THAT  
WILL TRANSPORT YOU STRAIGHT TO THE HEART OF THE PACIFIC!

FRIDAY  
JUNE 20

ALOHA  
NIGHT AT  
MEMORIAL  
PARK!

 THE KENSINGTON  
SIERRA MADRE



★ SIERRA MADRE ★  
★ EVENTS COMMITTEE ★  
★ CALIFORNIA ★

[WWW.SIERRAMADREEVENTS.ORG](http://WWW.SIERRAMADREEVENTS.ORG)



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** March 30, 2026

**TO:** Community Services commission

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

**SUBJECT:** **SPECIAL EVENT PERMIT – SIERRA MADRE FIRE DEPARTMENT EASTER EGG HUNT EVENT (26 -07) APRIL 4, 2026**

---

### **RECOMMENDATION**

It is recommended that the Community Services Commission review the Special Event Permit 26-07 for the Sierra Madre Fire Department Easter Egg Hunt Event and receive and file this informational report.

### **SUMMARY**

The Sierra Madre Fire Department Easter Egg Hunt is a community event held at Memorial Park featuring egg hunts for children, family-friendly activities, and opportunities for residents to engage with local firefighters. The event promotes community involvement, provides a safe and festive environment for families, and supports seasonal recreation within the city.

### **DISCUSSION & ANALYSIS**

The Sierra Madre Fire Department is hosting the annual Easter Egg Hunt on Saturday, April 4, 2026, at the Sierra Madre Memorial Park. The Easter Egg Hunt is a longstanding community event that provides recreational and social benefits to residents, particularly families with young children. The event fosters positive engagement between the community and the Fire Department, enhances neighborhood connectivity, and contributes to the City's tradition of hosting inclusive, seasonal activities.

### **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 26-07  
SIERRA MADRE FIRE DEPARTMENT EASTER EGG HUNT  
MARCH 30, 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. Easter Egg Hunt Flyer



SIERRA MADRE FIRE DEPT.

# EASTER EGG HUNT

9:00am | APRIL 4<sup>TH</sup>, 2026 | Memorial Park



Join us for a fun-filled Easter celebration with your local firefighters! Bring your family and friends to hunt for colorful eggs, search for the hidden Golden Eggs to win special prizes, and enjoy a great day together in the community.



[@sierramadrefirefighters](https://www.instagram.com/sierramadrefirefighters)



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

**Tuesday, January 20, 2026 – 5:30 p.m.**  
The Kensington Sierra Madre Blvd.  
242 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

Chair Bartlett called the meeting to order at 5:30 p.m.

**ROLL CALL**

Present: Chair Roxxi Bartlett, Vice Chair Geoffrey Woods, Commissioner Ashley Bonenfant, Commissioner Lisa Carlson, Commissioner Ann Palmer,

Absent: None

Also Present: Gene Goss, Mayor Pro Tem  
Ted Tegart, Community Services Supervisor  
Rosemary Garcia, Administrative Assistant

**PLEDGE OF ALLEGIANCE:**

Commissioner Carlson led the Pledge of Allegiance.

**APPROVAL OF MEETING AGENDA:**

Vote of the Community Services Commission to proceed with City business.

Commissioner Carlson made a motion to approve the agenda as presented.

Commissioner Palmer seconded the motion.

Chair Bartlett called for a vote of the Commission.

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

The motion to approve the agenda was approved as presented by a unanimous voice vote by all present Commissioners.

**APPROVAL OF MEETING MINUTES**

Commissioner Bonenfant made the following amendments on the minutes:

- ACTION ITEMS AND REPORTS, Special Event Permit – Sierra Madre Chamber Winter Festival Event, Page 3, “Vote Yes” to “No Vote”

Commissioner Carlson made a motion to approve the minutes as amended.

Commissioner Woods seconded the motion.

Chair Bartlett called for a vote of the Commission.

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

The motion to approve the minutes was approved as amended by a unanimous voice vote by all present Commissioners.

**PUBLIC COMMENTS**

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

Community Services Supervisor Tegart noted that the city did receive one public comment speaker card.

**Jane Nelson – Sierra Madre:** SMEAC Member provided an update regarding available funds for Bailey Canyon. She shared a list of repairs and improvements needed, which include restroom repairs and sprinkler system repair

**Mayor Pro Tem Gene Goss** announced that he is the new liaison to the Community Services Commission and looks forward to working with the Commission. He stated that Commissioners are welcome to contact him via email regarding any matters.

**Allison Snow – Sierra Madre:** SMEAC Member provide Alison Snow reported that Bailey Canyon is still in need of several key improvements. She noted the following:

- Irrigation system: Currently, there is no adequate system in place. Alison brings water hoses and other equipment (rakes, shovels, etc.) herself to maintain the area.
- Tool/utility shed: A storage shed is needed, as she currently transports all tools back and forth between her home and the park.

She also raised concerns regarding overall park conditions:

Special Community Services Commission Meeting  
Tuesday, January 20, 2026

---

- trash remaining from last year's fire.
- trash cans are overflowing.
- strong odor due to the buildup of waste.

**Wendy Thermos - Sierra Madre:** reported ongoing concerns regarding conditions on North Grove Street related to Bailey Canyon Park. Ms. Thermos raised the following concerns:

- Weekend activity has significantly increased, with large, organized groups—many from outside Sierra Madre—frequently using the park and trails.
- Information about the location is widely shared through email, resulting in early arrivals, often beginning around 7:30 a.m.
- The area experiences excessive noise, including loud conversations, car doors, and honking.
- Some visitors have blocked residential driveways and have not always been respectful toward residents.
- The park and trails have become overcrowded, discouraging local residents from using them.
- Neighborhood residents are frustrated with the ongoing congestion and crowding.
- Guests visiting her home often struggle to find parking due to the high volume of vehicles.

Ms. Thermos urged the City to take steps to address these issues and improve conditions on Grove Street.

Chair Bartlett closed public comment and moved on to Presentations.

## **PRESENTATION**

City Clerk Laura Aguilar presented the Student Commission Program report.

Jack Spicer, Student Commissioner introduced himself to the Community Services Commission and stated he is excited to be part of the Community Services Department.

Commissioner Palmer asked what his expectations are for serving on the Community Services Commission.

Youth Commissioner Spicer stated he expects to learn what it takes to put on special events, programs, and activities.

Commissioner Carlson stated that the Community Services Commission looks forward to receiving Mr. Spicer's input on special events, programs, and activities from a youth perspective. The Commission expressed its interest in obtaining his input on all related matters

Vice Chair Woods inquired whether Mr. Spicer is involved in any school activities.

Mr. Spicer responded that he participates in sports and was involved in the service club.

Chair Bartlett welcomed Mr. Spicer to the Community Services Commission.

Commissioner Carlson made a motion to appoint Jack Spicer as the Youth Commissioner.

Special Community Services Commission Meeting  
Tuesday, January 20, 2026

---

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, Commissioner Palmer,
Vote No:	None
Absent:	None
Abstained:	None

The motion to appoint Jack Spicer as the Youth Commissioner was approved and passed by a unanimous voice vote by all present Commissioners.

Management Analyst Eric Lozick presented on the RPOSD grant-funded improvements for the Bailey Canyon and/or Mt. Wilson Trail areas, including an overview of the grant, available funding, and the proposed scope of work at Bailey Canyon. He is seeking input from the Commission and the community. The proposed options include Option A: Bailey Canyon Bridge, and Option B: Trail rehabilitation or revitalization and Option C: Mt. Wilson Trail staging area and repairs.

Commissioner Bonenfant inquired whether the city is already under contract with Tetra Tech, or if these projects will be opened for competitive bidding among other companies.

Management Analyst Eric Lozick stated that the City Attorney advised the city to conduct an informal bidding process before proceeding. He noted that there is currently no contract in place, and while the City is working with Tetra Tech to review the bridge, no work has commenced at this time.

Commissioner Palmer selected Option Plan B and expressed concern that trash at Bailey Canyon has not been picked up for over a year and that the restrooms are not in working order. She requested that Public Works address these issues.

Commissioner Carlson asked whether the bathrooms were included in the grant, noting that they were not located near the fire area.

Management Analyst Eric Lozick referenced the grant language, which states that funds may be used for the recovery of trails, parks, and open space, as well as for resilience and planning activities and tangible recovery repairs. He indicated that the bathrooms could be eligible for funding.

Commissioner Carlson selected Option B.

Senior Management Analyst James Carlson mentioned that FEMA indicated there may be additional funding available in the future to repair the bridge.

Chair Bartlett expressed that she was pleased to hear this update and also selected Option B.

Commissioner Woods asked whether any of the three options involved safety concerns.

Special Community Services Commission Meeting  
Tuesday, January 20, 2026

---

Commissioner Carlson asked if it would be possible to tour Bailey Canyon.

Senior Management Analyst James Carlson confirmed that tours are possible, with two individuals at a time.

Chair Bartlett opened the item for public comment.

**Robert Buckerner – Sierra Madre:** expressed a desire to improve accessibility for wheelchairs. He noted that the bridge was part of that access, along with a nearby parking space. However, access would require coordination with the Police Department. He also mentioned a trail connection appears to be forthcoming. Additionally, there have been drainage issues coming down the hillside, which have contributed to erosion concerns.

**Lynne Collmann – Sierra Madre:** mentioned that SMEAC has been involved in Bailey Canyon for many years. She suggested that city staff work with SMEAC as plans and decisions are made, noting that they have been “carrying the torch” for Bailey Canyon.

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

**ACTION ITEMS AND REPORTS:**

**1. Consideration of Cancellation of the February Regular Commission Meeting Dates**

Community Services Supervisor, Ted Tegart delivered the report.

Chair Bartlett asked for a motion.

Commissioner Palmer made a motion to approved to reschedule the regular meeting for a Special Meeting on Tuesday, February 17, 2026.

Vice Chair Woods seconded the motion.

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

The motion was approved to reschedule the first regular meeting for the Special Meeting of Tuesday, February 17, 2026.

**2. 2026 Sierra Madre Little League Opening Day Parade Event, SEP 26-02**

Administrative Assistant Garcia delivered the report.

Chair Bartlett asked for a motion.

Commissioner Bonenfant made a motion to approve the Sierra Madre Little League Opening Day Parade Event SEP 26-01 fee waiver request.

Commissioner Carlson seconded the motion.

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

The motion was approved for the Sierra Madre Little League Opening Day Parade Event SEP 26-01 fee waiver request by unanimous voice vote

### **3. 2026 Sierra Madre Girls Softball Assoc. Opening Day Parade Event, SEP 26-02**

Administrative Assistant Garcia delivered the report.

Chair Bartlett asked for a motion.

Commissioner Bonenfant made a motion to approve the Sierra Madre Girls Softball Association Opening Day Parade Event SEP 26-02 fee waiver request.

Commissioner Woods seconded the motion.

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

The motion was approved for the Sierra Madre Girls Softball Association Opening Day Parade Event SEP 26-02 fee waiver request by unanimous voice vote.

### **4. Consent Calendar**

#### **A. Halloween Happening – After Action Report**

Community Services Supervisor Tegart delivered the report.

Commissioner Palmer suggested adding better signage at the Halloween Happenings Costume Contest table, specifically a large sign.

Community Services Supervisor Tegart agreed.

Commissioner Carlson suggested changing the Trick or Treating start time to 2:30 p.m. / 3:00 p.m.

Special Community Services Commission Meeting  
Tuesday, January 20, 2026

---

Community Services Supervisor Tegart confirmed that the time could be adjusted and mentioned he has been considering moving Halloween Happenings to a Saturday instead of the actual day of the event.

Commissioner Bonenfant suggested that staff drop off the mailers instead of mailing them to merchant.

Community Services Supervisor Tegart explained that the mailers are sent out by mail, and staff also hand-deliver them to merchants.

No action was taken. Receive and file the report.

### **B. Community Services Department Updates**

Community Services Supervisor Tegart provided updates on office closures, the Memorial Park Eagle Scout Project, the Older American of the Year nomination, and the 2026 Mount Wilson Trail Race. He also shared that he is working with the Pasadena Unified School District on a new Memorandum of Understanding (MOU).

No action was taken. Receive and file the report.

### **C. Updates on Transportation Sub-Committee Meetings**

Commissioner Palmer reported that there is a meeting scheduled for this week and noted that the group recently reconvened after a long hiatus. Several items are currently in progress. Transdev has denied the MOU, and the City is now exploring alternative transportation options, including Uber. Uber offers a service similar to Micro Metro through a specialized subdivision.

Mayor Pro Tem Goss attended the meeting as well. The City Manager and Senior Management Analysis Carlson also met with Uber representatives; the meeting was described as very productive. The program appears promising and could be implemented relatively quickly. The City Council has expressed a desire to move forward with a solution as soon as possible for residents.

No action was taken. Receive and file the report.

### **3. Commissioner Updates**

**Chair Bartlett:** Chair Bartlett attended the Community Candlelight Walk and the commemoration of the Fire Department. She noted that at the gathering platform, yellow tape and cones had been placed to prevent people from falling. She inquired whether there are any plans to make the area safer.

**Vice Chair Woods:** reported attending Winterfest and a commemoration event at the Sierra Madre Fire House. She also noted that the restrooms at Memorial Park are in need of cleaning.

**Commissioner Bonenfant:** reported attending Mary's Market, Winterfest, and the Community Candlelight Walk. She also shared that baseball is back in season is underway and she will be returning to the diner.

Special Community Services Commission Meeting  
Tuesday, January 20, 2026

---

**Commissioner Carlson:** attended Winterfest and the Community Candlelight Walk. Baseball is starting up, and the pickleball courts are very popular. She also reported that the restrooms at Heasley Field are dirty and soap dispenser is leaks soap and needs to be replaced.

**Commissioner Palmer:** she also attended the commemoration at the Sierra Madre Fire House.

**NEW BUSINESS & MATTERS FOR FUTURE AGENDAS**

- 3<sup>rd</sup> & 4<sup>th</sup> of July Festivities – After Action Report
- Mt. Wilson Trail Race 5K Recovery – After Action Report
- Eagle Scout Project Reviews
- Bailey Canyon & Mt Wilson Trail Status Update
- Public Transportation Subcommittee - James Carlson, Management Analyst
- Pickleball Court Updates
- Parks and Facilities, Master Plan
- Duty Man Yard Proposal
- Heasley Field Lighting Project (Ongoing)
- Active Mobility Plan Update
- Sierra Madre Middle School Field

**ADJOURNMENT**

Chair Bartlett asked for a motion to adjourn the meeting.

Commissioner Bonenfant made a motion to adjourn.

Commissioner Carlson seconded the motion.

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

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

The meeting was adjourned at 6:51 p.m. to the special Meeting to be held Tuesday, February 17, 2026, at Council Chambers, 232 W. Sierra Madre Blvd., CA 91024

Minutes taken and prepared by:

*Rosemary Garcia*

---

Rosemary Garcia, Administrative Assistant

Reviewed by:

Special Community Services Commission Meeting  
Tuesday, January 20, 2026

---

*Ted Tegart*

---

Ted Tegart, Community Services Supervisor



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** March 30, 2026

**TO:** Community Services commission

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

**SUBJECT:** **SPECIAL EVENT PERMIT – SIERRA MADRE COMMUNITY NURSERY SCHOOL CARNIVAL (26-07)**  
**May 3 & 4, 2026**

---

### **RECOMMENDATION**

It is recommended that the Community Services Commission review the Special Event Permit 26-07 for the Sierra Madre Community Nursery School Carnival Event fee waiver request.

### **SUMMARY**

The Sierra Madre Community Nursery School is requesting a fee waiver for the Special Event Permit SEP 26-07 and associated facility and permit fees for its Annual Carnival. The event is scheduled to take place at Sierra Vista Park on Saturday, May 2, 2026, and will be open from 10:00 a.m. to 4:00 p.m. each day. Event setup will be on Friday, May 1, 2026, from 6:00 a.m. to 4:00 p.m.

### **DISCUSSION & ANALYSIS**

The Carnival is a long-standing annual community event hosted by the Sierra Madre Community Nursery School. It will be held in the eastside area of Sierra Vista Park, including the pavilion and adjacent lawn.

The event will feature various attractions, including Food trucks, Pony rides, Dunk tank, Train ride, and Petting Zoo.

Booths will include: Food and drink, Confetti eggs, Basketball, Bean toss, Fishing, Face painting, Water pumps, Plant booth, Auction booth, Balloon booth and much more.

Estimated attendance is 400–500 guests.

**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**

The Sierra Madre Community Nursery School has submitted a request for a fee waiver totaling \$812.00, broke 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
2 days	Sierra Vista Park Reservation for over 100 Participants	\$524.00
	<b>TOTAL AMOUNT REQUESTED</b>	<b>\$812.00</b>

Approval of the requested fee waiver will result in a loss of \$812.00 in revenue to the General Fund. However, the proposed event provides a community benefit by promoting community engagement and supporting educational and recreational opportunities for residents. The fiscal impact is limited to the waived fees, and no additional expenditure is anticipated as a result of the recommended action.

The Sierra Madre Community Nursery School is a non-profit organization.

Approved by:



---

Ted Tegart  
Community Services Supervisor

Attachment(s):

1. Special Eventer Permit (SEP 26-07)
2. Fee Waiver Request
3. Security Plan & Evacuation Plan

SPECIAL EVENT PERMIT 26-07  
SIERRA MADRE COMMUNITY NURSERY SCHOOL  
MARCH 30, 2026  
Page 3 of 3

4. Site/Event Map

# Special Event Permit



## City of Sierra Madre

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

APPLICANT'S NAME <b>Sierra Madre Community Nursery School</b>				
IF ORGANIZED, PROVIDE CONTACT NAME <b>Samantha Gallasch</b>				
ADDRESS <b>701 E Sierra Madre Blvd</b>	CITY <b>Sierra Madre</b>	STATE <b>CA</b>	ZIP CODE <b>91024</b>	PHONE <b>626-200-6596</b>
LOCATION OF EVENT <b>Sierra Vista Park</b>				
DESCRIPTION OF EVENT <b>Carnival in the Park</b>				
DATE OF EVENTS <b>Setup: Friday May 1 - Saturday May 2, 2026</b>		OPENING AND CLOSING HOURS <b>5/1: 6:00a - 5/2 11:59 p, Event: 5/2 10a - 4 p</b>		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT?  <b>Booth Chair</b>				
ESTIMATED ATTENDANCE <b>400-500</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>				
BUSINESS LICENSE <b>13838</b>	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 CARRER				
LIMITS OF COVERAGE <b>See Attached</b>				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? <p style="text-align: right;"><b>No</b></p>				
IF SO, EXPLAIN <p style="text-align: center;"><b>N/A</b></p>				
PREVIOUS LOSSES <p style="text-align: center;"><b>N/A</b></p>				
SECURITY AVAILABLE Events involving alcohol must have security present.	TYPE <b>N/A</b>		NUMBER	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?			<input type="checkbox"/> <b>Yes</b> <input checked="" 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 Station, doctor on premises and on call
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)

See Attached

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

None

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

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

Sprinklers off in the Park Friday May 1 for set-up

**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 officers, 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.

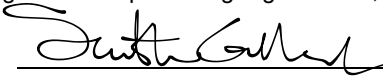
**Waiver of Subrogation**

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 March 1, 2026  
 TITLE Carnival Chair PHONE NUMBER 626-200-6596

**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



March 2, 2026

City of Sierra Madre  
Community Services Department  
611 East Sierra Madre Boulevard  
Sierra Madre, CA 91024

Dear Community Services Commission,

The following is a list of the intended activities planned for the Sierra Madre Community Nursery School Carnival in the Park on Saturday, May 2, 2026:

Basketball - game booth  
Bean Bag Toss - game booth  
Blow Up Baseball - game booth  
Confetti Eggs - game booth  
DJ - family friendly music  
Royal Flush - - game booth - similar to a dunk tank but without submersion  
Galaxy Golf - game booth  
Let's Go Fishing - game booth  
Sucker Toss - game booth  
Drinks - volunteer led refreshment booth  
Duck Ring Toss - game booth  
Face/Hair Paint/Tattoos - experience booth  
Find a Key - game booth  
First Aid - doctor and/or Firefighter/EMT on premises and on call during entire event  
Food Trucks - 2 vendors not yet confirmed  
Handmade Item - items for sale  
Petting Zoo - experience booth - vendor not yet confirmed  
Ping Pong Toss - game booth  
Plants - items for sale  
Plinko - game booth  
Pony Rides - experience booth - vendor not yet confirmed  
Popcorn - volunteer led snack booth  
Pump & Splash - experience booth  
Raffle/Silent Auction - items for sale/auction  
Redemption - experience booth  
Snow Cones & Cotton Candy - volunteer led snack booth  
Spin Art - experience booth

Sweet & Savory - items for sale  
Tickets - items for sale  
Volunteers - information booth

Thank You,

Samantha Gallasch & Luisina Quarleri  
*Carnival in the Park Co-Chairs*  
*Sierra Madre Community Nursery School*  
*701 E Sierra Madre Blvd, Sierra Madre, CA 91024*  
*(626) 355-1655*



March 2, 2026

City of Sierra Madre  
Community Services Department  
611 East Sierra Madre Boulevard  
Sierra Madre, CA 91024

Dear Community Services Commission,

I'd like to thank the members of the Community Services Commission for hearing our voice and granting a fee waiver for past *Carnival In The Park* events.

Sierra Madre Community Nursery (SMCNS) has scheduled its annual "Carnival in the Park" for Saturday, May 2, 2026 from 10:00am until 4:00pm.

We are a non-profit, parent participation preschool and kindergarten serving families of children ages two through six and a half. Since 1947 SMCNS has provided children a rich environment in which their transition into the academic and social world of primary education is nurtured. We are accredited by The National Association for the Education of Young Children (NAEYC).

Since 1947, our co-op has been nurturing both young children and parents alike all the while enjoying a close relationship with the city. From its beginning, the nursery school has worked in tandem with the city to provide parent education and childcare for a segment of the city's population, which is not otherwise provided by city-sponsored services. Our toddler group was established in 1998 due to the citywide survey taken in formulation of the Sierra Madre Youth Master Plan.

It is with the shared aim of providing the best for the families of our community that we, hope you will consider our request to waive the park usage fees for our spring carnival. This child-centered event provides wholesome fun for the community and is our most successful fundraiser, a fee waiver would go a long way in helping our school thrive.

We sincerely appreciate and thank you for your willingness to consider our request. If you have any additional questions or concerns, please do not hesitate to contact me.

Thank You,

Samantha Gallasch & Luisina Quarleri  
Carnival in the Park Co-Chairs  
(626) 200-6596  
(310) 779-2808

# Emergency Evacuation Plan

If an emergency situation should occur during the day of our event, we will follow the plans set out below:

## EARTHQUAKE:

There will be a PA system at our event that will be used throughout the day to make announcements. In the event of an earthquake, the crowd will be notified over the PA system, to move up to the baseball field, which is a large safe, secure area free of trees or power lines.

## FIRE OR BOMB THREAT:

In the event of a fire or bomb threat, based on the location of the fire/bomb, the crowd will be notified over the PA system to move to a secure area. The secure area may include the fire access road on the east side of the park, the dirt road behind the pony rides on the northwest side of the park and/or the parking lot, south of the park. The above mentioned areas can be used to safely guide people out of the park. Additionally, any instructions received from the fire department, police department or governmental agency will also be notified to the crowd over the PA system.

The attached map of the carnival indicated possible evacuation locations/park exit routes.

## FIRST AID/MEDICAL CARE:

At all times, we will have an assigned medical professional onsite. The office will serve as our First Aid station. If for any reason an emergency arises that goes beyond the scope of onsite services, an ambulance or 911 will be called immediately.

Pony Rides  
2 PU  
1 T, 2 C

Pergola  
No set up

Playground

### 2026 Carnival Map

- Outlet
- Booth with Pop Up (PU)
- Picnic Table
- Umbrella
- Tree
- Bench
- Table
- Trash
- Booth w/out Pop Up
- Extension Cord
- Hose
- Chair

Zoo Tickets  
1 T, 2 C

Petting Zoo

Pump N Splash  
2 PU, 2 T 2 C  
Water Source??

Spin Art  
1 T, 3 C

DJ  
1 T, 1 C

Fishing  
2 T, 1 C

Sucker Toss  
1 T, 1 C

Baseball ?

Snacks  
3 T 3 C

Drinks  
4 T, 4 C

Popcorn

Ping Pong  
1 T, 1 C

Plinko  
1 T, 1 C

Dunk Tank

Art Arena  
2 PU, 3 Kid T, 6 Kid Benches

Basketball  
2 C

Find a Key  
1 T, 1 C

Sweet & savory  
2 PU, 7 T, 2 C

Beanbag  
1 T, 1 C

Silent Auction  
2 PU, 6 T, 2 C

Ducks  
1 Kids T, 1 T, 1 C

Volunteers  
2 PU, 2 T, 2 C

Golf  
1 T, 2 C

Face Paint  
2 PU, 5 T, 10 C

Food Truck

Food Vendor

Plants and Handmade  
4 PU, 12 T, 4 C

Eggs  
3 T, 2 C

Tickets  
2 T, 3 C

Rec. Center

SMCNS

Parking Lot



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** March 30, 2026

**TO:** Community Services commission

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

**SUBJECT:** **SPECIAL EVENT PERMIT – FRIENDS OF THE LIBRARY ART FAIR EVENT (26-05)  
May 3 & 4, 2026**

---

### **RECOMMENDATION**

It is recommended that the Community Services Commission review the Special Event Permit 26-05 for the Friends of the Library Art Fair Event fee waiver request.

### **SUMMARY**

The Friends of the Sierra Madre Library are requesting a fee waiver for the Special Event Permit SEP 26-05 and associated facility and permit fees for the 61st Annual Art Fair. The event is scheduled to take place at Memorial Park from Saturday, May 2 through Sunday, May 3, 2026, and operate from 10:00 a.m. to 5:00 p.m. each day. Event setup will be on Friday, May 1, 2026, from 9:00 a.m. to 7:00 p.m.

### **DISCUSSION & ANALYSIS**

The Art Fair is a long-standing community tradition that utilizes the full footprint of Memorial Park, including the bandshell, adjacent lawns, pavilion, and the south lawn. The event hosts a wide range of art vendors, music in the bandshell and attracts significant community participation.

Security for the event will be provided by Boy Scout Troop 110, who will camp overnight at Hart Park House and Memorial Park on Friday, May 1 and Saturday, May 2. City Hall's parking lot will serve as a staging area for public safety and volunteer coordination on May 2–3.

The Friends of the Library (FOL) will post required "No Parking" signs at least 72 hours prior to the event and will return all signage to the Community Services Department by Monday, May 4, 2026.

**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**

The Friends of the Sierra Madre Library have submitted a request for a fee waiver totaling \$1,470.00, broke 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
2 days	Hart Park House Senior Center	\$396.00
3 days	Memorial Park Reservation for over 100 Participants	\$786.00
	<b>TOTAL AMOUNT REQUESTED</b>	<b>\$1,470.00</b>

Approval of the requested fee waiver will result in a loss of \$1,470.00 in revenue to the General Fund. However, the proposed event provides a community benefit by supporting library programs and services, promoting community engagement, and enhancing cultural and educational opportunities for residents. The fiscal impact is limited to the waived fees, and no additional expenditure is anticipated as a result of the recommended action.

Public Works will provide barricades during their regularly scheduled work hours.

The Friends of the Sierra Madre Library is a non-profit organization that solely supports the Sierra Madre Public Library. As in past years, the event sponsor is not responsible for covering the costs of City staff assistance.

Approved by:



---

Ted Tegart  
Community Services Supervisor

Attachment(s):

SPECIAL EVENT PERMIT 26-05  
FRIENDS OF THE LIBRARY ART FAIR  
MARCH 30, 2026  
Page 3 of 3

1. Special Eventer Permit (SEP 26-05)
2. Fee Waiver Request
3. Security Plan & Evacuation Plan
4. Site/Event Map

# Special Event Permit



**City of Sierra Madre**

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

(626) 355-7135

www.cityofsierramadre.com

APPLICANT'S NAME  
Friends of the Sierra Madre Library

IF ORGANIZED, PROVIDE CONTACT NAME  
Jill Franks / Janet Gillespie

ADDRESS CITY STATE ZIP CODE PHONE  
P.O. Box 334 Sierra Madre CA 91025 355-7186

LOCATION OF EVENT  
Memorial Park; Bandshell; Memorial Park South Lawn; Park Pavilion; Hort Park House

DESCRIPTION OF EVENT  
1st Annual Art Fair is a two(2) day fine art fair with proceeds benefiting the Sierra Madre Public Library

DATE OF EVENTS OPENING AND CLOSING HOURS  
May 2 - May 3 2026 / May 1<sup>st</sup> set-up 9am-7pm Sat. and Sun. 10:00am - 5:00pm

WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT?  
Chair at several art fairs

ESTIMATED ATTENDANCE IS THERE SEATING? IF YES, TYPE (ASSIGNED/FESTIVAL)  
2500  Yes  No Normal seating in the Park

CHECK THOSE THAT APPLY.  
 Selling/Serving Food  Alcohol  
 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.  
42543  Yes  No

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED RELATIONSHIP TO INSURED  
See attached certificate of Liability Insurance

PRESENT INSURANCE CARRIER LIMITS OF COVERAGE  
Jim Krause Insurance Agency State Farm - 650 Sierra Madre Villa Ave Ste. 103 Pasadena CA 91107

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?  
NO  
IF SO, EXPLAIN

PREVIOUS LOSSES  
NO

SECURITY AVAILABLE TYPE NUMBER  
Events involving alcohol must have security present. PD on call  
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?  Yes  No

Enclose a copy of security directions as separate attachment.

RECEIVED  
MAR 2 2026

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)

Staff will have phone on site. PA system @ bandshell and speaker outside Park House will be used to notify the public. Crowd will be directed to middle of vacant streets. SMPP/SMFD are on site.

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.)

work order will be submitted to Public works

### 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 Janet K. Gillespie DATE 3/2/26  
 TITLE Art Fair Co. Chair PHONE NUMBER 562-686-3283

**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



FOUNDED IN 1953

# FRIENDS of the Sierra Madre Library

February 24, 2026

Dear Community Services Commission,

The Friends of the Sierra Madre Library request a waiver of all City fees associated with the 61<sup>st</sup> Annual Friends of the Sierra Madre Library Art Fair to be held in Memorial Park on May 2 and 3, 2026.

The fees include a Special Event Permit fee and the Rental of Memorial Park and the Hart Park House.

We request the waiver because all monies raised by the Friends from this event will be used in support of the Sierra Madre Public Library's existing programs and services as well as supporting additions to the Library's collections, equipment purchases and improvements and expansion of facilities. We are also contributing to the renovation of the Library, scheduled to open in June 2026.

Thank you for your consideration,

Jill Franks  
2026 Art Fair Chair

### **SECURITY PLAN:**

Local Boy Scout Troop #110 will be camping overnight in the park on Friday and Saturday to provide security for the items on display. They will leave after cleanup on Sunday, May 3, 2026. During the day, they will perform tasks involving trash detail, helping artist set up and/or take down their booths, helping the Art Fair Committee, patrolling the park, assisting patrons at the Art Fair both days and cleanup on Sunday.

A police officer patrolling Memorial Park occasionally during the Art Fair's hours --- Saturday and Sunday 10:00 am to 5:00 pm --- would be greatly appreciated.

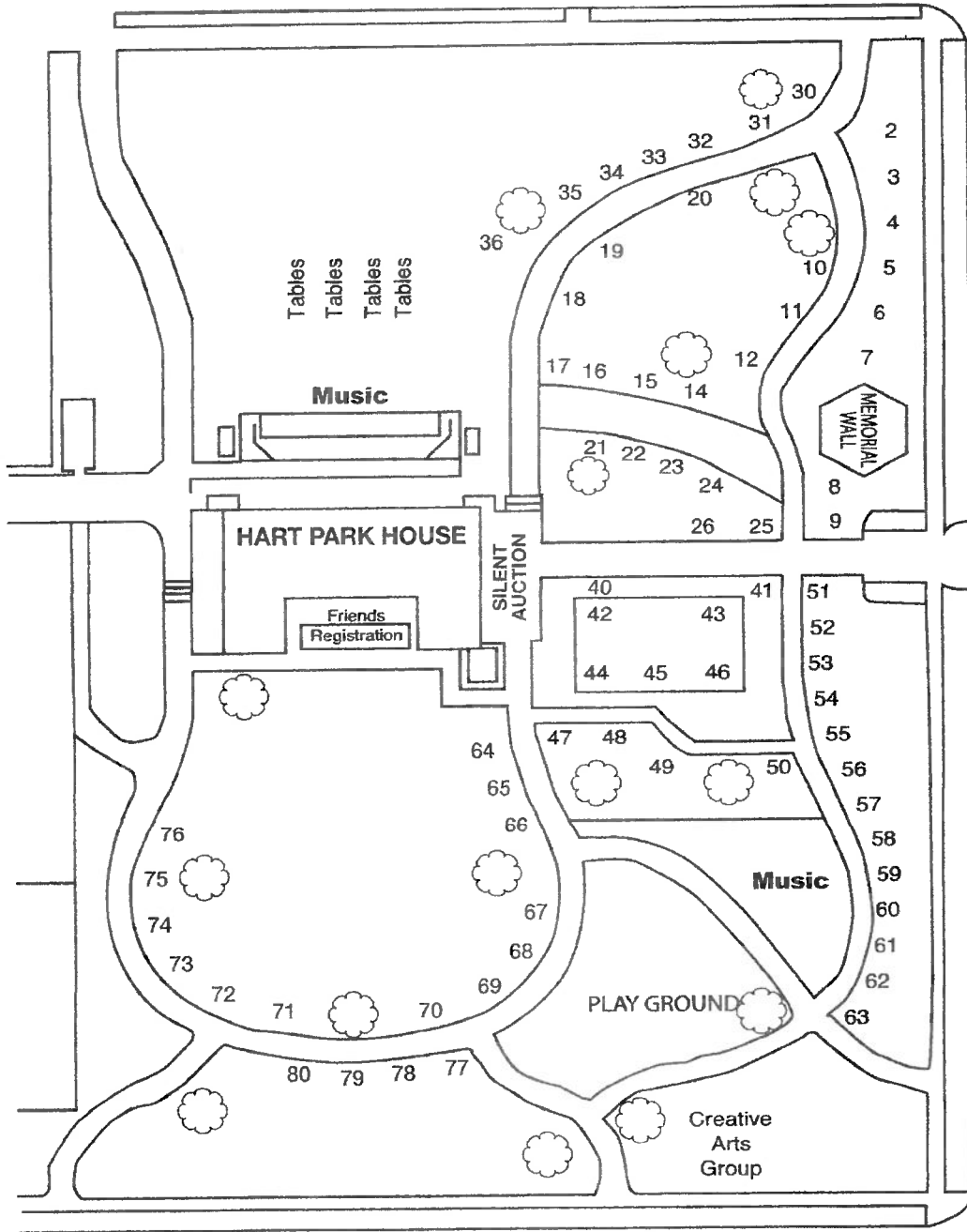
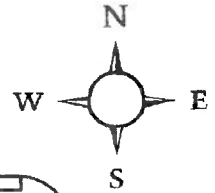
Assistance from Public Works employee "on duty" may be requested beginning Saturday morning until Art Fair has been cleaned up Sunday evening.

### **EVACUATION PLAN;**

In case of an emergency, the Art Fair co-chairs or designee would contact public safety personnel. If necessary, the co-chairs, along with the Art Fair Committee members, Friends Board members and Boy Scouts, would work as a team to evacuate the park. The PA system would be used to broadcast instructions - location is at the bandshell and the PA system in the Hart Park House using the speaker on the back patio.

# 2026 SIERRA MADRE ART FAIR

SIERRA MADRE BOULEVARD



MARIPOSA AVENUE

HERMOSA AVENUE



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** March 30, 2026  
**TO:** Community Services commission  
**FROM:** Ted Tegart, Library and Community Services Supervisor  
By: Rosemary Garcia, Administrative Assistant  
**SUBJECT:** **Sierra Vista Pickleball Review**

---

### **RECOMMENDATION**

It is recommended that the Community Services Commission receive and file this report and provide direction on potential refinements to existing pickleball court rules and policies, including court allocation, instructional use, and hours of operation.

Staff seeks Commission direction on:

- Preferred court access model
- Approach to instructional use
- Whether to maintain or adjust current pickleball court hours of 6:00 AM to 9:00 PM

### **SUMMARY**

In July 2025, the Community Services Commission reviewed and provided direction on pickleball court rules and policies at Sierra Vista Park, including consideration of first come first served, hybrid, and reservation based access models.

Following that discussion, the City introduced dedicated pickleball courts in October 2025 using a hybrid model, consisting of both reservable and first come first served courts.

This report provides an overview of current usage, summarizes community feedback, and presents a range of policy options for Commission consideration, including potential changes to court access models, instructional use, and hours of operation.

The goal of these options is to improve court availability, enhance user experience, and ensure equitable access to a high demand recreational amenity.

## **DISCUSSION & ANALYSIS**

### **Court Demand and Use Patterns**

Pickleball continues to experience significant growth across all age groups, resulting in high utilization of the Sierra Vista Park courts. Peak periods regularly see full occupancy, wait times, and increased competition for court space.

Since the introduction of the hybrid reservation system in October 2025, a total of 68 reservations have been made, generating \$3,998.49 in revenue. While this reflects some demand for reserved court use, the overall volume remains modest relative to the consistent and high demand for drop in play.

Under the current hybrid system, reservable courts may sit underutilized if not claimed, while other users wait for access to first come first served courts. This dynamic has led to frustration among users and inefficiencies in overall court use.

These trends may indicate opportunities to refine the current system to improve overall access, utilization, and user experience.

### **Court Access Model Options**

Based on observed use patterns and practices in comparable communities, the following court access models are presented for Commission consideration:

#### **Option 1: Maintain Current Hybrid Model**

- Combination of reservable and first come first served courts
- Provides structured access for some users while maintaining open play opportunities
- May continue to present challenges related to underutilized reserved courts and user confusion

#### **Option 2: Modified Hybrid Model**

- Maintain a hybrid system but limit reservations to specific days or times (for example off peak hours)
- Aims to balance structured use with increased availability during high demand periods

#### **Option 3: First Come First Served Model**

- All courts operate as first come first served with no reservations
- Maximizes court availability and simplifies use
- Would rely on clear rotation practices during peak periods

#### **Option 4: First Come First Served with Optional Permit Use**

- Courts operate as first come first served for general public use
- No advance reservations
- Allows the City the option to issue permits for limited structured activities such as instruction, clinics, or programs
- Permit use, if utilized, could be limited by time, court availability, or other conditions

#### **Hours of Operation**

Current pickleball court hours are 6:00 AM to 9:00 PM. As usage continues to increase, particularly in early morning and evening hours, staff is seeking Commission direction on whether to maintain or adjust these hours.

Considerations include:

- Neighborhood compatibility and noise impacts
- Demand during early and late hours
- Potential future lighting improvements

#### **Regional Context and Best Practices**

Neighboring cities have implemented a variety of strategies to manage increasing demand, including:

- Time limited play and rotation systems
- Restrictions on organized or commercial use
- Pilot programs for structured access models

These approaches emphasize maintaining open access while managing high demand through clear rules and targeted policies, supporting the range of options presented for Sierra Madre.

#### **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**

Since implementation of the reservation system, pickleball court reservations have generated a total of \$3,998.49 in revenue across 68 reservations.

Depending on the option selected, this revenue could be maintained, reduced, or eliminated. If a permit based model is utilized, it may provide an opportunity for cost recovery or revenue generation, depending on program structure and demand.

No additional direct fiscal impact is anticipated as a result of the policy options presented.

Approved by:

A handwritten signature in black ink that reads "Ted Tegart". The signature is written in a cursive, slightly slanted style.

---

Ted Tegart  
Community Services Supervisor