



## Community Services Commission

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

# SPECIAL MEETING AGENDA

## Community Services Commission

**Kensington Sierra Madre**

**245 W. Sierra Madre Blvd.**

**Sierra Madre, CA 91024**

**Tuesday, January 20, 2026**

**5:30 p.m.**

---

<b>CALL TO ORDER / ROLL CALL</b>	<b>Chair Bartlett, Vice Chair Woods, Commissioner Bonenfant, Commissioner Carlson, Commissioner Palmer</b>
<b>PLEDGE OF ALLEGIANCE</b>	<b>Commissioner Carlson</b>
<b>APPROVAL OF AGENDA</b>	<b>Majority vote of the Commission to proceed with City business.</b>
<b>APPROVAL OF MINUTES</b>	<b>Community Services Commission meeting: October 20, 2025</b>

### **COMMUNITY INPUT**

At this time, any person may address the Community Services Commission concerning an item that is not on the agenda.

State legislation (Govt. Code Section 54954.2) limits the Commission's ability to take action on specific requests. Govt. Code Section 54954.2 also limits the placement of items on the agenda for action 72 hours prior to meetings, except for specific findings.

No action or discussion may be undertaken by the Community Services Commission on any item if not posted on the agenda, except that commissioners or staff may briefly respond to statements made or questions posed by the public, or a Commissioner or staff liaison may ask a question for clarification, or make a brief report on his or her own activities. A Commissioner or the Commission itself may provide a reference to staff to report to the Commission at a subsequent meeting concerning any matter or may direct staff to place a matter of business on a future agenda.

### **PUBLIC COMMENT**

The Commission will listen to the public on any item on the agenda. Addressing the Commission from the audience is not permitted; all comments must be made from the podium. Only public comment made from the podium will be recognized and entered into public record.

#### **PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

Persons wishing to speak on any item on the agenda will be called during the comment period at the time the agenda item is brought forward.

#### **COMMENTS**

1. Any person wishing to provide public comment is asked to complete a comment card. Please include your name and address. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.

2. The City provides a podium for public comment. Comments should not be construed as an opportunity for dialogue. Each speaker will be limited to three continuous minutes, which may not be delegated or deferred.

#### **PRESENTATION – Jack Spicer: Community Services Student Commissioner**

#### **PRESENTATION – Management Analyst Eric Lozick: Potential Grant-Funded Improvements for Bailey Canyon and/or Mt. Wilson Trail Areas**

**ACTION ITEMS AND REPORTS**

- 1. Consideration of Cancellation of the February Regular Commission Meeting Dates** It is recommended that the Community Services Commission cancel the February 16, 2026 Commission meetings; and authorize the meeting to be rescheduled to Special Meetings on Tuesday, February 17, 2026, respectively.
  
- 2. 2026 Sierra Madre Little League Opening Day Parade Event, Special Event Permit (SEP) 26-01** Review of Special Event Permit 26-01 for the Sierra Madre Little League Opening Day Parade Event fee waiver request.
  
- 3. 2026 Sierra Madre Girls Softball Assoc. Opening Day Parade Event, Special Event Permit (SEP) 26-02** Review of Special Event Permit 26-02 for the Sierra Madre Girls Softball Assoc. Opening Day Parade Event fee waiver request
  
- 4. Consent Calendar**
  - A. Halloween Happening – After Action Report**  
After Action Report on the 2025 Halloween Happenings, providing an overview of the event including the Downtown Trick-or-Treating, Parade & Costume Contest.  
Recommendation to receive and file. No action required.
  
  - B. Community Services Department Updates**  
Status report regarding items of interest to the Community Services Commission.  
No action is required. Recommendation to receive and file.
  
  - C. Update on Transportation Sub-Committee Meetings**  
Update from Commissioner Palmer on the Transportation Sub-Committee discussions.  
No action is required. Recommendation to receive and file.
  
- 5. Commissioner Updates** Commissioners’ Report on Parks, Facilities, and Special Events.  
No action is required. Recommendation to receive and file.

*\*ACTION ITEMS*

*Regardless of a staff recommendation on any agenda item, the Commission will consider such matters including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from the Community Services Department.*

**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**

The Community Services Commission, upon approval, will adjourn to the next special meeting on Tuesday, February 17, 2026.

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

### **CODE OF CONDUCT**

The purpose of a Community Services 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.



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

**Monday, October 20, 2025 – 5:30 p.m.**  
Sierra Madre City Hall, City Council Chambers  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024

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

**ROLL CALL**

Present: Chair Bartlett, Vice Chair Woods, Commissioner Bonenfant, Commissioner Carlson

Absent: Commissioner Palmer

Also Present: Kelly Kriebs, Council Member  
Ted Tegart, Community Services Supervisor  
Rosemary Garcia, Administrative Assistant  
Brandon Wilson, Recreation Coordinator

**PLEDGE OF ALLEGIANCE:**

Vice Chair Woods 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 Bonenfant seconded the motion.

Chair Bartlett called for a vote of the Commission.

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

Approval of July 21, 2025 Community Services Commission Meeting minutes.

Chair Bartlett made a motion.

Vice Chair Woods made a motion to approve the minutes as presented.

Regular Community Services Commission Meeting  
Monday, October 20, 2025

---

Commissioner Carlson seconded the motion.

Chair Bartlett called for a vote of the Commission.

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

The motion to approve the minutes of the Community Services Commission meeting of July 21, 2025 was approved as presented 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 the City did not receive any emails for public comment.

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

**PRESENTATION – Kait Walsh: Fiber Art with Sunnyside School House**

Sunnyside House Teacher Kait Walsh presented on Fiber Art project. Ms. Walsh would like to install a fiber art piece—using fabric strips and yarn, also known as *fence weaving*—on one rectangular section of the east-facing fence at the community garden. Installation is planned for November 5–6, with the piece remaining on display for approximately one month. The project offers a simple, meaningful creative experience for young learners in a well-loved area of the community.

**ACTION ITEMS AND REPORTS:**

**1. Special Event Permit – Sierra Madre Professional Firefighters Annual Car Show**

Administrative Assistant Garcia delivered the report.

Chair Bartlett asked for a motion.

Commissioner Carlson made a motion to approve the Sierra Madre Professional Firefighters Association Car Show Event SEP 25-21 fee waiver request.

Commissioner Bonenfant seconded the motion.

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

The motion was approved for the 2025 Annual Sierra Madre Professional Firefighters Association Event SEP 25-21 fee waiver request.

**2. Sierra Event Permit – Sierra Madre Chamber Winter Village Festival Event**

Regular Community Services Commission Meeting  
Monday, October 20, 2025

---

Administrative Assistant Garcia delivered the report.

Chair Bartlett made a motion to approve the Sierra Madre Chamber of Commerce Winterfest Event SEP 25-24 fee waiver request.

Vice Chair Woods seconded the motion.

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

The motion was approved for the Sierra Madre Chamber of Commerce Winterfest Event SEP 25-24 fee waiver request.

### **3. Consent Calendar**

#### **A. SMFD & SMPFA Open House & Pancake Breakfast**

Administrative Assistant Garcia delivered the report.

The Commission had no questions.

No Action required. Recommendation to receive and file.

#### **B. Fall Community Yard Sale**

Recreation Coordinator Wilson delivered the report.

The Commission had no questions.

No Action required. Recommendation to receive and file.

#### **C. Sierra Madre Police Department Basketball Game**

Administrative Assistant Garcia delivered the report.

The Commission had no questions.

No Action required. Recommendation to receive and file.

#### **D. Community Services Department Updates**

Community Services Supervisor Tegart delivered the report.

The Commission had no questions.

No Action required. Recommendation to receive and file.

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

Chair Bartlett stated that she had no Transportation updates.

### **3. Commissioner Updates**

**Chair Bartlett:** Chair Bartlett reported on the Fire Department Open House, noting a large turnout. She also attended a City Council meeting where the Mt. Wilson Trail Recovery 5K was announced. Chair Bartlett attended the 5K race event, observing that 600 participants were registered. She expressed her pleasure that so many people could take part, noting that most cannot run the regular Mt. Wilson Trail Race, and she hopes the 5K continues in the future.

**Vice Chair Woods:** Vice Chair Woods was out of the county and had no new updates to report

**Commissioner Bonenfant:** reported that she volunteered at the Mt. Wilson Trail Recovery 5K Run in the beer garden and served as a host for the Art Walk. She noted that it was a very busy night and that she had a lot of fun.

**Commissioner Carlson:** reported attending the Art Walk, describing it as a great idea. She also visited the Sierra Madre Rose Float Association Bingo fundraiser, which drew a large crowd.

**Commissioner Palmer:** Absent

### **NEW BUSINESS & MATTERS FOR FUTURE AGENDAS**

Eagle Scout Project Reviews

Bailey Canyon & Mt Wilson Trail Status Update

3<sup>rd</sup> & 4<sup>th</sup> of July Festivities – After Action Report

Latino Heritage Fiesta – After Action Report

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.

Vice Chair Woods made a motion to adjourn.

Commissioner Bonenfant seconded the motion.

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

Vote No: None

Absent: Commissioner Palmer

Abstain: None

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

Regular Community Services Commission Meeting  
Monday, October 20, 2025

---

The meeting was adjourned at 5:55 p.m. to the regular Meeting to be held December 15, 2025 at Council Chambers, 232 W. Sierra Madre Blvd., CA 91024

Minutes taken and prepared by:

---

Rosemary Garcia, Administrative Assistant

Reviewed by:

---

Ted Tegart, Community Services Supervisor



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** January 20, 2026

**TO:** Community Services commission

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

**SUBJECT: CONSIDERATION OF CHANGE TO THE 2026 FEBRUARY COMMISSION MEETING DATE**

---

### **RECOMMENDATION**

It is recommended that the Community Services Commission cancel the Monday, February 16, 2026 Commission meetings; and authorize the meetings to be rescheduled to Special Meetings on Tuesday, February 17, 2026, respectively.

### **ALTERNATIVES**

1. The Community Services Commission may vote to approve the recommended dates for the month of February 2026.
2. The Community Services Commission may modify and recommend alternate dates for the month of February 2026.

### **SUMMARY**

The Commission's upcoming meeting schedule is affected by a federal holiday. The regularly scheduled February 16, 2026 meeting date falls on the Presidents' Day Holiday. Historically, when Commission meeting dates conflict with federal holidays, the Commission has taken action to reschedule those meetings to the following business day to ensure continuity of operations and compliance with meeting requirements. Staff is requesting that the Commission review its options and provide direction regarding the rescheduling of both affected meetings.

### **DISCUSSION & ANALYSIS**

One upcoming Commission meeting dates coincide with federal holiday, requiring Commission action to determine alternative meeting dates. Adjusting these dates ensures that the Commission remains in compliance with established meeting practices, maintains public accessibility, and avoids conflicts with City closures.

Consideration of Cancellation of the February Regular Commission Meeting Date

January 20, 2026

Page 2 of 2

***February Meeting (Presidents' Day Holiday)***

The Commission's regularly scheduled meeting on February 16, 2026 falls on the Presidents' Day Holiday. The Commission has the option to reschedule this meeting to Tuesday, February 17, 2026 at 5:30 p.m.

**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:** January 20, 2026  
**TO:** Community Services commission  
**FROM:** Ted Tegart, Community Services Supervisor  
By: Rosemary Garcia, Administrative Assistant  
**SUBJECT:** **Sierra Madre Little League Opening Day Parade  
Special Event Permit (SEP 26-01)**

---

### **RECOMMENDATION**

Review of Special Event Permit (26-01) for the Sierra Madre Little League Opening Day Parade Event fee waiver request.

### **SUMMARY**

The Sierra Madre Little League Opening Day consists of a parade along Sierra Madre Blvd., starting at Baldwin Avenue and concluding at Sierra Vista Park.

### **DISCUSSION & ANALYSIS**

The Sierra Madre Little League (SMLL) is requesting the City's approval to host its Annual Opening Day Parade on Sierra Madre Boulevard at Baldwin traveling east to Sierra Vista Park on Saturday, February 28, 2026. The parade will begin at 8:00 a.m.

It is requested that police personnel clear the streets of parked cars at 7:00 a.m. and reopen them no later than 9:30 a.m. Participants will gather behind Taylor's Meat Market and the parade will proceed down Sierra Made Blvd. eastbound to the park ending at Heasley Field. The procession will finish at approximately 9:00 a.m.

SMLL is responsible for posting the "No Parking" signs along the parade route at least 72 hours prior to the event; and subsequently returning all signage to the Community Services Department by the following business day.

### **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.

**Sierra Madre Little League Opening Day Parade**

**SEP 26-01**

January 20, 2026

Page 2 of 2

**FISCAL IMPACT**

<b>FEES</b>	<b>AMOUNT DUE</b>
Special Event Permit Fee for over 100 Participants	\$288.00
Sierra Vista Park Reservation for over 100 Participants	\$262.00
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$550.00</b>

\*Public Works will provide barricades during their regular working schedule.

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

Approved by:

---

Ted Tegart  
Community Services Supervisor

Attachment(s):

1. Special Event Permit (SEP 26-01)
2. Fee Waiver Request Letter
3. Street Map (Street Closures) & Parade Assembly & Start 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 Little League</b>				
IF ORGANIZED, PROVIDE CONTACT NAME <b>Jason Pecho</b>				
ADDRESS <b>490 N Michillinda St</b>	CITY <b>Sierra Madre</b>	STATE <b>CA</b>	ZIP CODE <b>91024</b>	PHONE <b>7088190000</b>
LOCATION OF EVENT <b>Sierra Madre Blvd from Taylor's Market to Sierra Vista Park</b>				
DESCRIPTION OF EVENT <b>SMLL annual opening day parade. Vehicles traveling at low speeds.</b>				
DATE OF EVENTS <b>February 28, 2026</b>		OPENING AND CLOSING HOURS <b>8am - 9am (parade), 9am - 10am event at Heasley Field</b>		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? <b>SMLL event that has been held for many years</b>				
ESTIMATED ATTENDANCE <b>500 - 700</b>	IS THERE SEATING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		IF YES, TYPE (ASSIGNED/FESTIVAL)	
CHECK THOSE THAT APPLY. <input type="checkbox"/> <b>Selling/Serving Food</b> <input type="checkbox"/> <b>Alcohol</b> <input type="checkbox"/> <b>Other</b> (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) <i>Specify:</i>				
BUSINESS LICENSE	WILL ALCOHOL BEVERAGES BE SERVED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.	
NAME(S) OF ADDITIONAL INSURED(S) REQUIRED			RELATIONSHIP TO INSURED <b>SMLL is a resident youth sports league</b>	
PRESENT INSURANCE CARRER <b>Keystone Risk Manager LLC</b>				
LIMITS OF COVERAGE <b>\$1 million loss / \$2 million total</b>				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? <b>No</b>				
IF SO, EXPLAIN				
PREVIOUS LOSSES <b>N/A</b>				
SECURITY AVAILABLE Events involving alcohol must have security present.		TYPE <b>N/A</b>	NUMBER <b>N/A</b>	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)	
AMBULANCE RESPONSE TIME <b>5 minutes</b>	HOSPITAL DISTANCE <b>Arcadia (USC) - 3 miles</b>

**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)

This is an open air event with attendants spread along Sierra Madre Blvd at low densities. Exits are streets, sidewalks, etc. SMLL league officials and volunteers will be spread along the route to provide direction.

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)  
 Sierra Madres Blvd from Baldwin to Sierra Vista Park. All North/South streets that intersect Sierra Madre Blvd

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

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

Barricades to block off the beginning and end of the parade at SM Blvd and Baldwin and SM Blvd at the eastern driveway of Sierra Vista Park. Also barricades to block the North/South streets along the route

**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** 12/16/2025

**TITLE** VP SMLL \_\_\_\_\_ **PHONE NUMBER** 708-819-0000

**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

Sierra Madre Little League  
P.O. Box 944  
Sierra Madre, CA 91025

December 16, 2025

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

To Whom It May Concern:

As you may be aware, Sierra Madre Little League (SMLL) holds an annual Opening Day Celebration that features a parade. We are in the process of applying for the 2026 permit to commence our season, with the parade scheduled for Saturday, February 28, 2025. We kindly request a fee waiver for both the Special Event Permit and the Park Reservation Permit for the subsequent on-field Opening Day ceremony, as our budget has been significantly affected since the pandemic. We would greatly appreciate any consideration you can give to this request.

Thank you,

A handwritten signature in black ink, appearing to read "Jason Pecho". The signature is stylized with a large loop at the beginning and a horizontal line extending to the right.

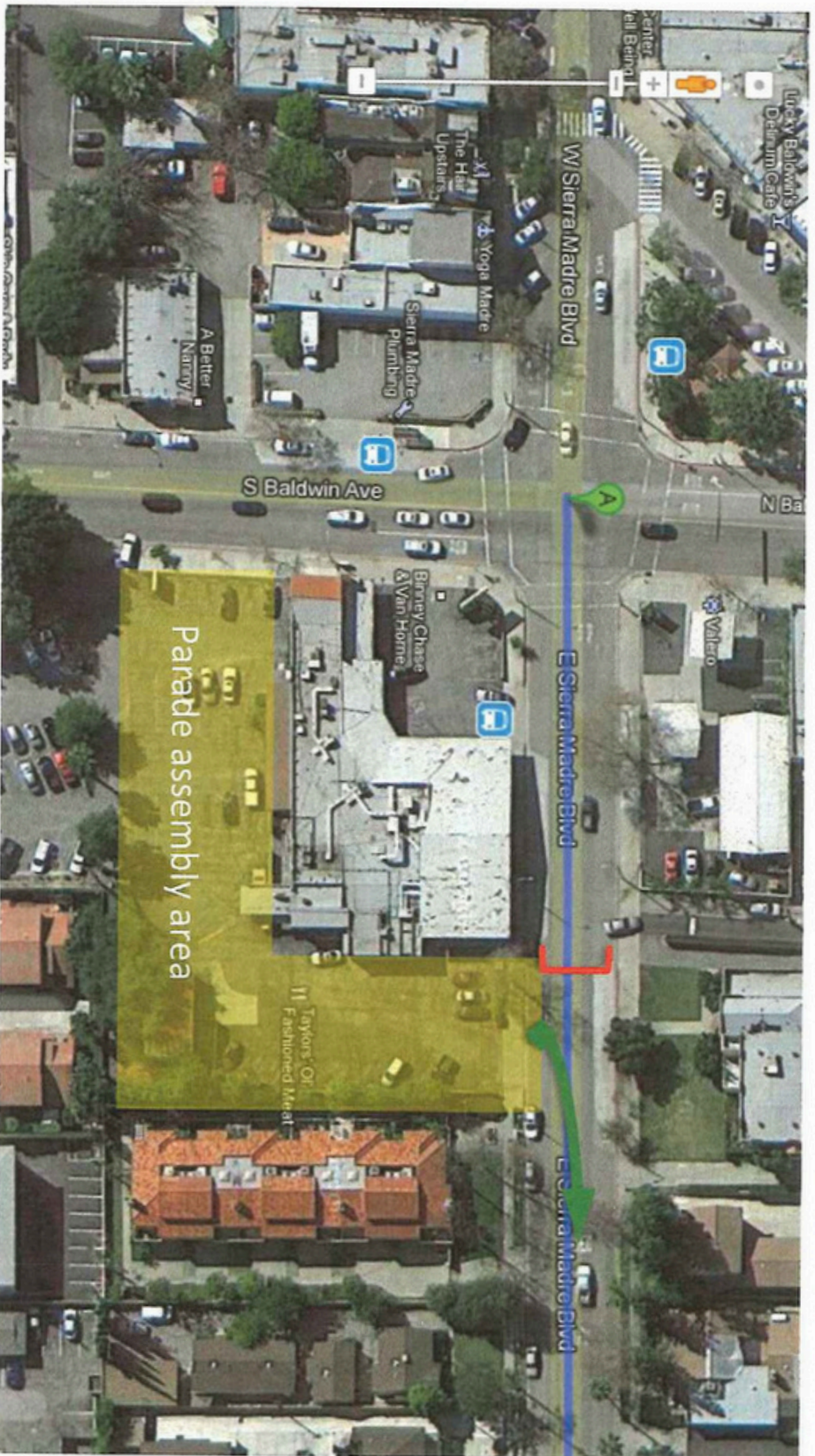
Jason Pecho,  
VP, SMLL



# Proposed barricades



# Parade assembly and start





# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** January 20, 2026

**TO:** Community Services commission

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

**SUBJECT:** **Sierra Madre Girls Softball Association Opening Day Parade  
Special Event Permit (SEP 26-02)**

---

### **RECOMMENDATION**

Review of Special Event Permit (26-02) for the Sierra Madre Girls Softball Association Opening Day Parade Event fee waiver request.

### **SUMMARY**

The Sierra Madre Girls Softball Association Opening Day consists of a parade along Sierra Made Blvd., starting at Baldwin Avenue and concluding at Sierra Vista Park.

### **DISCUSSION & ANALYSIS**

The Sierra Madre Girls Softball Association (SMGSA) is requesting the City's approval to host its Annual Opening Day Parade on Sierra Madre Boulevard at Baldwin traveling east to Sierra Vista Park on Sunday, March 1, 2026. The parade will begin at 8:00 a.m.

It is requested that police personnel clear the streets of parked cars at 7:00 a.m. and reopen them no later than 9:30 a.m. Participants will gather behind Taylor's Meat Market and the parade will proceed down Sierra Made Blvd. eastbound to the park ending at Heasley Field. The procession will finish at approximately 9:00 a.m.

SMGSA is responsible for posting the "No Parking" signs along the parade route at least 72 hours prior to the event; and subsequently returning all signage to the Community Services Department by the following business day.

### **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.

**Sierra Madre Girls Softball Opening Day Parade**

**SEP 26-02**

January 20, 2026

Page 2 of 2

**FISCAL IMPACT**

<b>FEES</b>	<b>AMOUNT DUE</b>
Special Event Permit Fee for over 100 Participants	\$288.00
Sierra Vista Park Reservation for over 100 Participants	\$262.00
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$550.00</b>

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

\*Public Works will provide barricades during their regular working schedule.

Approved by:

---

Ted Tegart  
Community Services Supervisor

Attachment(s):

1. Special Event Permit (SEP 26-02)
2. Fee Waiver Request Letter
3. Street Map (Street Closures), Parade Assembly & Start

# 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 Athletic Association, Inc. (DBA Sierra Madre Girls Softball Assoc)</b>				
IF ORGANIZED, PROVIDE CONTACT NAME <b>Russ Meek (Player Agent) / Monica Meza (Events Dir) / Patty Bragiel (VP)</b>				
ADDRESS <b>249 Oakhurst Ln (office)</b>	CITY <b>Arcadia</b>	STATE <b>CA</b>	ZIP CODE <b>91007</b>	PHONE <b>626.827.5011</b>
LOCATION OF EVENT <b>East SM Blvd from Taylors back driveway to 701 E (Sierra Madre Nursery School)</b>				
DESCRIPTION OF EVENT <b>Opening day parade - exact same format as for many years - supervised by parents, Players board "team trucks" behind Taylors, and roll (ideally behind SMFD) down to the Sierra Vista Park lot.</b>				
DATE OF EVENTS <b>March 1, 2026</b>		OPENING AND CLOSING HOURS <b>Staging 7-8am / Parade 8-9am</b>		
WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? <b>Several years planning and operating the SMLL Parade, as a member of that organization. Now several years producing it for SMGSA</b>				
ESTIMATED ATTENDANCE <b>346 families + audience</b>	IS THERE SEATING? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		IF YES, TYPE (ASSIGNED/FESTIVAL)	
CHECK THOSE THAT APPLY. <input type="checkbox"/> <b>Selling/Serving Food</b> <input type="checkbox"/> <b>Alcohol</b> <input type="checkbox"/> <b>Other</b> (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) <i>Specify:</i>				
BUSINESS LICENSE <b>501c3 EIN 95-3297156</b>	WILL ALCOHOL BEVERAGES BE SERVED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.	
NAME(S) OF ADDITIONAL INSURED(S) REQUIRED <b>Sierra Madre Athletic Association, Inc. (DBA SMGSA)</b>			RELATIONSHIP TO INSURED <b>Board Member</b>	
PRESENT INSURANCE CARRIER <b>RVNA, via Mimi Young Insurance of Sierra Madre (626.818.0184)</b>				
LIMITS OF COVERAGE <b>\$1,000,000 per occurrence / \$2,000,000 aggregate</b>				
HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? <b>NO</b>				
IF SO, EXPLAIN				
PREVIOUS LOSSES <b>None</b>				
SECURITY AVAILABLE Events involving alcohol must have security present.	TYPE <b>Parent/Board Safety Volunteers</b>		NUMBER <b>10</b>	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises) <b>First Aid Available in all team equipment bags, at the Heasley Diner, and via Police/SMFD in attendance</b>	
AMBULANCE RESPONSE TIME <b>N/A (local)</b>	HOSPITAL DISTANCE <b>SM Medical Center (0.5 Mi) USC Hospital (2 Miles)</b>

**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)  
**Street and Park areas are all open spaces (no enclosures). Board/parent volunteers will guide parade vehicles out of Taylors lot, and safely into parking stalls in the Sierra Vista/Heasley Lot. No-parking signs to be posted along the parade route on Sierra Madre Blvd 72 hours before event.**

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)  
**SM Blvd EAST from Taylors East (rear) driveway to 701 East SM Blvd (SM Community Nursery School)**

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?  
**Not over and above the liability policy described above (declarations page attached)**

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)  
**SMGSA requests install of street barricades as mapped on attachment, and (75) no parking signs which our Board/volunteers will post 72 hours prior to the event, then return to City the following Monday. Request SMFD to lead the parade. SM City council, mayor & Fire have been invited to ceremonies if available. Request SM City Marketing support via social media and other channels. Huge event for the girls...THANK YOU!!**

**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.

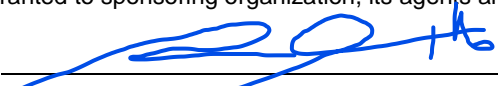
**Waiver of Subrogation**

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 02.12.2025

TITLE Board Member & Parade Committee Member PHONE NUMBER 626.827.5011 c

**COMMUNITY SERVICES DEPARTMENT USE ONLY**

DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	



"love for the game starts here"  
**SINCE 1972**

**Sierra Madre Girls Softball Association  
PO Box 1055  
Sierra Madre, CA 91025**

**17 January, 2026**

**To:** City of Sierra Madre  
232 W Sierra Madre Blvd  
Sierra Madre, CA 91024

**RE: Request for Nonprofit Event Permit Fee Waiver  
Girls Softball Opening Day Parade**

Dear Sierra Madre friends,

With your permission and valued support, SMGSA is planning our 5th annual Opening Day parade on March 1, 2026.

As seen on our event permit application, these festivities are planned exactly according to the format of all prior years, as well as the traditional Sierra Madre Little League Parade which we have coordinated on the same weekend for the convenience of all supporters.

With special thanks in advance, we are formally **requesting a fee waiver** for this Special Event Permit, and hope as many members of City Management can join us on that special day!

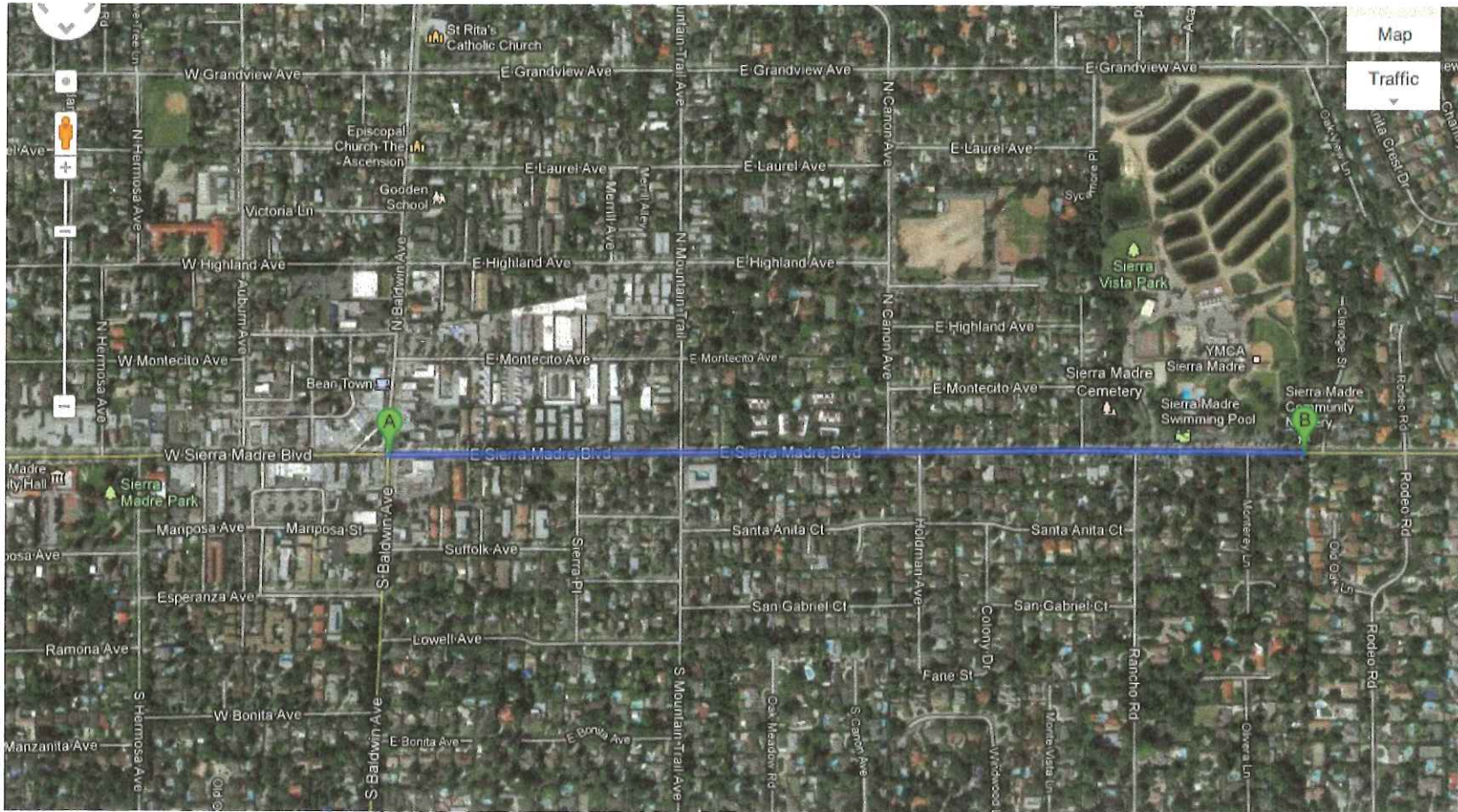
Thank you as always,

Russ Meek, SMGSA Player Agent  
[smgsaplayers@gmail.com](mailto:smgsaplayers@gmail.com)  
626.827.5011 direct

Alongside  
Chris Bates, President  
[sierramadregirlssoftball@gmail.com](mailto:sierramadregirlssoftball@gmail.com)

Lindsay McFarlane, Vice President  
[smgsaVP@gmail.com](mailto:smgsaVP@gmail.com)

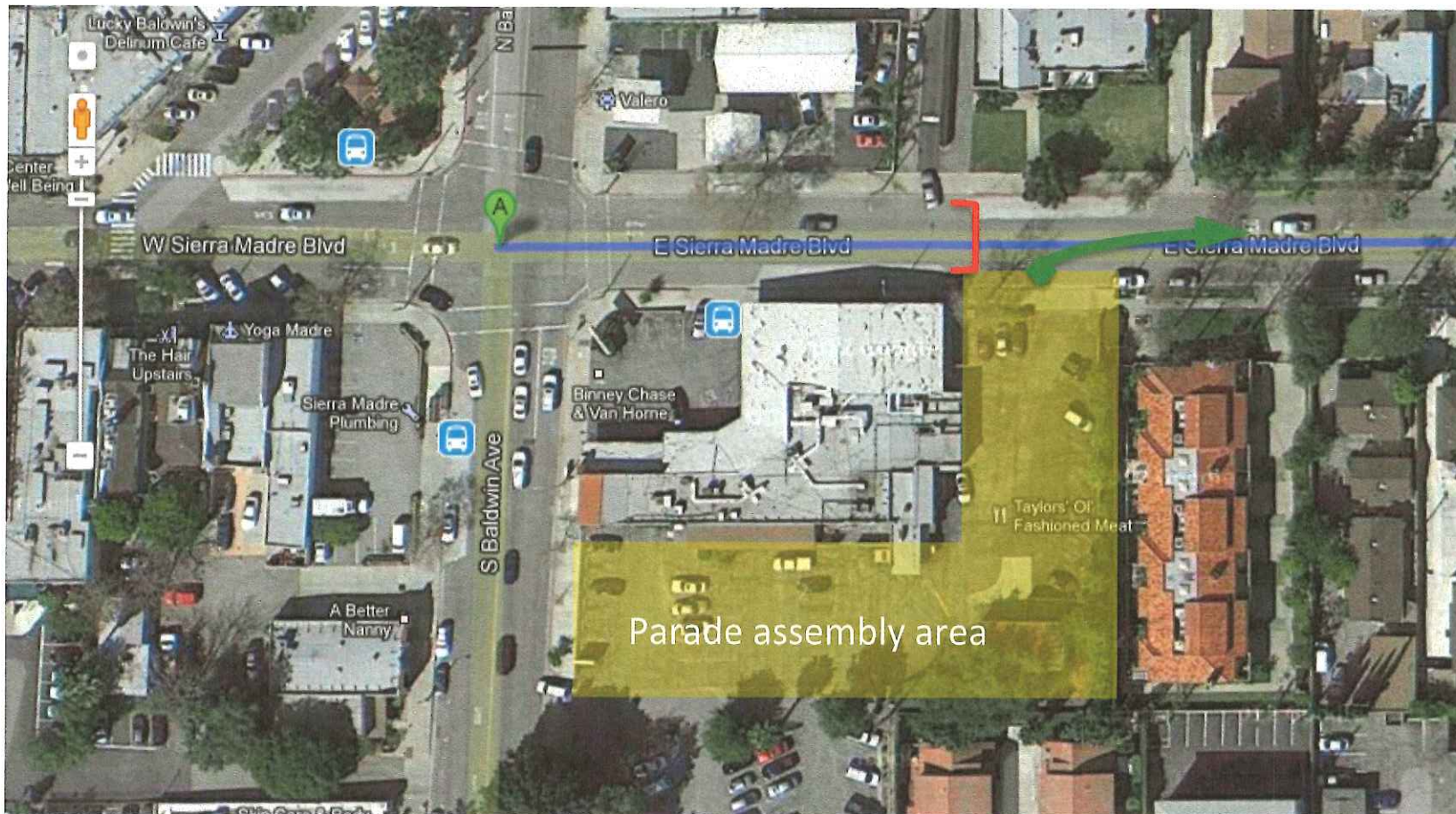
# Map of proposed road closures for the Opening Day Parade



# Proposed barricades



# Parade assembly and start





# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** January 20, 2025  
**TO:** Community Services commission  
**FROM:** Ted Tegart, Community Services Commission  
By: Brandon Wilson, Recreation Coordinator I  
**SUBJECT:** HALLOWEEN HAPPENINGS – AFTER ACTION REPORT

---

### **RECOMMENDATION**

Staff recommends that the Community Services Commission receive and file this information report on the 2025 Halloween Happenings.

### **SUMMARY**

The Halloween Happenings event took place on Friday, October 31, 2025, from 3:00 p.m. to 6:15 p.m., featuring downtown Trick or Treating, a Costume Parade, a Costume Contest, and a live dance performance. The event began at 3:00 p.m. with Trick or Treating in the downtown area and Memorial Park, allowing families to visit participating local businesses in a safe and festive environment.

The Costume Parade was held at 5:00 p.m., followed by the Costume Contest from 4:30 p.m. to 5:45 p.m. The event concluded with a performance by the Sierra Madre Dance Company from 5:45 p.m. to 6:15 p.m., providing entertainment for attendees as the evening came to a close.

### **DISCUSSION & ANALYSIS**

#### **Event Setup and Registration**

The City provided essential equipment, including tables, chairs, and trash bins with liners, to support the Community Services Commissioners, volunteers, and Christ Church Sierra Madre volunteers with Costume Contest sign-ups at Kersting Court and in front of Christ Church Sierra Madre. Each contestant received information, registration forms, contestant numbers, and liability waivers.

#### **Parade**

At 4:45 p.m., City staff organized parade participants at Kersting Court. Led by emergency vehicles, the parade took about 15 minutes as participants walked from Kersting Court along Sierra Madre Boulevard to Memorial Park.

### Costume Contest

The Costume Contest was held at the Memorial Park Bandshell from 4:30 p.m. to 5:45 p.m. and was hosted by the event DJ. Contest categories were offered for all age groups, including Group, Family and Pets.

Following the Costume Contest, the Sierra Madre Dance Company presented a live performance from 5:45 p.m. to 6:15 p.m., featuring dancers of various ages and showcasing a variety of choreographed routines.

The Sierra Madre Kiwanis Club sponsored the event and provided gift card prizes for Costume Contest participants.

### Costume Contest Participants Yearly Totals

Year	2023	2024	2025
<b>Total Participants</b>	175	100	115

### Costume Contest Winners

Category	Winner 1	Winner 2	Winner 3
<b>Family / Group</b>	Jojo and Genevieve	The Lamar Family (Troy and Michelle)	The Almonte Family
<b>Infant to 2 Years Old</b>	The Goleman Family	Gianna Sujan	The Anyanwu Family
<b>3 to 4 Years Old</b>	Sophia Blu	Sophia C.	Isaac
<b>5 to 7 Years Old</b>	Gracie Mackintosh	Aiden and Aston W.	Auggie Cross

<b>8 to 12 Years Old</b>	Margot J.	Samuel V.	Finley L.
<b>13 to 17 Years Old</b>	Alexander Fink	Leilah James	Grace Moran
<b>Pet Category</b>	Hudson	Malani	Dakota
<b>Pets</b>	Dekota	Prince	Ted

### Publicity

The Halloween Happenings event was widely promoted through various channels to reach the community effectively. Publicity included posts on the City’s social media platforms, newspapers, announcements in City facilities, press releases, eBlasts, and flyers distributed at businesses throughout the Downtown area.

### Suggestions for Program Improvement

1. Continue the closure of Baldwin Avenue from Highland Avenue to Sierra Madre Boulevard to ensure pedestrian safety for trick or treating participants.
2. Review the event timeline to improve overall flow, including evaluating an earlier start time for the Costume Contest to better accommodate participants and reduce congestion.
3. Continue scheduling the Sierra Madre Dance Company performance at the conclusion of the event to provide a clear and engaging closing activity.
4. Maintain the requirement for liability waivers for Costume Contest entries to ensure participant safety and proper documentation.
5. Seek sponsorship opportunities to support a designated Kids Zone area, including age appropriate activities and enhancements for younger attendees.
6. Expand kid friendly activities on the south lawn to increase engagement and improve the overall experience for families.
7. Secure a new DJ for future events and consider having a City Council Member or City staff member serve as master of ceremonies to provide consistent and appropriate event announcements.
8. Continue the successful partnership with Christ Church of Sierra Madre to assist with event registration and logistical support.

**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. Halloween Happenings Flyer
2. Financial Review

CITY OF SIERRA MADRE  
PRESENTS



# HALLOWEEN HAPPENINGS

10/31/25

TRICK OR TREATING IN DOWN TOWN &  
MEMORIAL PARK

3 PM - 5:00PM

COSTUME PARADE

5:00PM

COSTUME CONTEST

4:30 PM - 5:45PM

SMDC PERFORMANCE

5:45 PM - 6:15 PM



**Community Services Department  
Halloween Happenings Financial Review**

**2025 Revenue**

Butterfly Effect Day SPA	\$100
Sierra Madre Community Foundation	\$2,000
Leonora moss, Inc.	\$40
Lazy Hair Day	\$100
BHHS California Properties	\$100
Taylor's Ol' Fashioned Market	\$100
Kensington SM	\$100
The Buccaneer Lounge	\$250
Casa Del Rey-Sierra Madre	\$250
<b>Total Revenue</b>	<b>\$3,040</b>

**2025 Expenses**

Face Paintng	\$480.00
Alliant Insurance Services	\$823.00
The Workshop - Belly Busters	\$88.40
DJ Services	\$450.00
Halloween Supplies	\$689.60
Pumpkin Patch Pumpkins	\$725.00
Staples - staple gun	\$44.13
Walmart - candy	\$143.24
Hobby Lobbys - black table clothes	\$26.49
Los Angeles Health Department	\$365.95
<b>Sub Total Expenses</b>	<b>\$3,835.81</b>

**2024 Actual**

<b>Total Revenue</b>	<b>\$3,040.00</b>
<b>Total Expense</b>	<b>(\$3,835.81)</b>
<b>Difference</b>	<b>(\$795.81)</b>



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## COMMUNITY SERVICES COMMISSION

**DATE:** January 20, 2026  
**TO:** Community Services commission  
**FROM:** Ted Tegart, Community Services Supervisor  
By: Rosemary Garcia, Administrative Assistant  
**SUBJECT:** **COMMUNITY SERVICES DEPARTMENT UPDATES DECEMBER**

---

### **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 December.

### **DISCUSSION & ANALYSIS**

#### **City Hall / Hart Park House Closure**

City Hall and the Hart Park House will be closed on Monday, February 16, 2026 for the Presidents Day Holiday. We will resume services on Tuesday, February 17, 2026.

#### **Memorial Park Eagle Scout Project**

An Eagle Scout candidate from Troop 373 has proposed an improvement project for Memorial Park focused on refreshing several high-use areas to enhance the overall appearance and visitor experience. The project includes repairing and repainting the walls surrounding the playground, tennis courts, and adjacent facilities, as well as repainting the light poles, trash enclosure, barbecues, and cleaning up the pavilion. These updates aim to improve aesthetics, protect surfaces from weathering, and contribute to the long-term maintenance of the park. The project would be completed with volunteer labor and oversight from Community Services and Public Works staff.

#### **Mt. Wilson Trail & Race**

The Mount Wilson Trail to Orchard Camp has officially reopened, restoring public access to a treasured recreational route after extensive repairs to address storm damage and erosion. Bob Spears and the trail volunteers are continuing to work in coordination with the US Forest Service

## **COMMUNITY SERVICES DEPARTMENT UPDATES DECEMBER**

January 20, 2026

Page 2 of 3

to help reopen the trail beyond Orchard Camp, with efforts focused on clearing debris and improving safety. In addition, Risk Management is obtaining a third party review to ensure the Mount Wilson Trail Race is safe and approved to move forward.

### **2026 Older Sierra Madre American of the Year Nomination**

The Community Services Department is requesting your participation in selecting the 2026 Older 'Sierra Madre' American of the Year. This distinguished honor recognizes a Sierra Madre resident who is 60 years or older and has demonstrated exceptional community service and dedication to our city.

We encourage you to seek and submit nominations for those who have made significant contributions to our community. Your participation in this selection process helps ensure that we continue to celebrate and recognize the outstanding individuals who make Sierra Madre a special place.

Nomination Guidelines:

- The nominee must be a resident of Sierra Madre.
- They should have a strong record of community involvement and service.
- Senior Community Commissioners are not eligible for nomination.
- Only new nominees will be considered; past honorees are not eligible.

### **SENIOR SERVICES**

Attached is the monthly status on the senior's programs and community updates.

### **SAVE THE DATES**

- Monday, January 19, Community Services Department CLOSED
- Tuesday, February 12<sup>th</sup>, Senior Valentines Social, Hart Park House
- Monday, February 16, Community Services Department CLOSED
- Saturday, February 28, Sierra Madre Little League Opening Day Parade
- Sunday, March 1, Sierra Madre Girls Softball Assoc. Opening Day Parade

### **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.

**COMMUNITY SERVICES DEPARTMENT UPDATES DECEMBER**

January 20, 2026

Page 3 of 3

**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. Senior Programs & Updates
2. Older American Nomination Letter
3. Older American Nomination Form



# CITY OF SIERRA MADRE

# STAFF REPORT

---

## SENIOR COMMUNITY COMMISSION

**DATE:** January 8, 2026  
**TO:** Senior Community Commission  
**FROM:** Ted Tegart, Community Services Supervisor  
By: Rosemary Garcia, Administrative Assistant  
**SUBJECT:** SENIOR PROGRAM UPDATES – DECEMBER

---

### RECOMMENDATION

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

### SUMMARY

Sierra Madre Senior Services plays an integral part in the wellbeing of the seniors' community. By providing a multitude of programs, services and activities, residents and visitors are supported in maintaining a healthy and independent lifestyle. The following is an overview of the operations that were held during the month of December. Additionally, highlights and updates on specific programs and services are included.

### ANALYSIS

EVENT	DESCRIPTION	NOVEMBER	DECEMBER
<i>Chair Yoga</i>	Classes every Monday & Wednesday, 10:00 a.m. to 10:45 a.m. Volunteer Instructor, Paul Hagen	135	103
<i>Blood Pressure</i>	2 <sup>nd</sup> Tuesday of each month from 11:30 a.m. – 12:30 p.m. Hart Park House	0	7

SENIOR PROGRAM UPDATES – DECEMBER

January 8, 2026

Page 2 of 4

EVENT	DESCRIPTION	NOVEMBER	DECEMBER
<b>Monthly Crafts</b>	Seniors enjoyed a festive gingerbread house decorating party on Thursday, December 18, from 1:00–2:30 p.m.	0	19
<b>Monthly Crafts</b>	Seniors enjoyed a fun-filled afternoon decorating colorful fall wreaths on Tuesday, November 6, 2025, from 1:00–2:30 p.m.	19	0
<b>Tea &amp; Talk Book Club</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday of each month 9:00 a.m. – 10:00 a.m. Seniors discuss the fun, suspense, intrigue, love and so much more that each selection will have in store!	6	5
<b>Senior Cinema</b>	Every Wednesdays 1:00 p.m. to 3:00 p.m.	34	21
<b>Bingo</b>	3 <sup>rd</sup> Thursday of each month from 1:00 p.m. to 2:00 p.m. Hart Park House	35	34
<b>Hawaiian &amp; Polynesian Dance</b>	Classes every Thursday 10:00 a.m. to 11:00 a.m. Classes every Friday 10:00 a.m. to 11:00 a.m. Volunteer Instructor, Barbara Dempsey	20 (basic)  40 (advance)	18 (basic)  58 (advance)
<b>Intervale Senior Café Lunch Program</b>	Seniors enjoy a delicious hot well-balance meal prepared by Trio Caterer. Meals are served Monday through Thursday at 11:30 a.m. Meal Price - \$3 for Seniors 60+ and/or \$5 for other aged guests.	419 Meals Served  155 Frozen Meals Served	319 Meals Served  173 Frozen Meals Served
<i>Distributed Total Number of "Senior Moments"</i>		Mailed: 82	Mailed: 82

## SENIOR PROGRAM UPDATES – DECEMBER

January 8, 2026

Page 3 of 4

EVENT	DESCRIPTION	NOVEMBER	DECEMBER
		Emailed: 238	Emailed: 239

### HIGHLIGHTS

- Senior Cinema - ran for just two days and welcomed 21 moviegoers—attendance was a bit lower because of the holiday schedule.
- Senior Excursion - Forty-five seniors set off on a memorable adventure to Mission Inn in Riverside and had a fantastic time exploring and enjoying the evening Christmas lights!
- Senior Lunch Program – lunch participation decreased during the holidays, with lunch service unavailable for five days.

### UPDATES

- Senior Excursion - The next excursion is scheduled for Tuesday, February 10, 2026. Seniors will enjoy a new adventure with a tour of the Historical Los Angeles Union Station, followed by lunch at Philippe the Original.
- City Council Reorganization – Mayor Lowe, Mayor Pro Tem Goss
- AARP Tax help starting in March

### SAVE THE DATES

- Tuesday, January 13, 2026, 11:30am – 12:30pm, Blood Pressure, Hart Park House
- Wednesday, January 14, 2026, 9:00am-10:00pm, Tea & Talk Book Club, Hart Park House
- Wednesday, January 14, 2026, 1:00pm – 3:00pm, Senior Cinema, “Battle of the Sexes”, Hart Park House
- Thursday, January 15, 2026, 12:30pm – 2:30pm, Let it Snow Bingo, Hart Park House
- Monday, January 19, 2026, Martin Luther Day Holiday, Community Services Department offices closed
- Wednesday, January 21, 2026, 1:00pm – 3:00pm, Senior Cinema, “Sister Act”, Hart Park House
- Thursday, January 22, 2026, 1:00pm – 3:00pm, Winter Craft, Hart Park House
- Tuesday, January 27, 2026, Birthday Celebration, 12:30pm - 1:00pm, Hart Park House
- Wednesday, January 28, 2026, 9:00am-10:00pm, Tea & Talk Book Club, Hart Park House
- Wednesday, January 28, 2026, 1:00pm – 3:00pm, Senior Cinema, “My Big Fat Greek Wedding”, Hart Park House

### 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*

---

Ted Tegart  
Community Services Supervisor

Attachment(s):

1. Financial – December
2. Senior Cinema Flyer
3. Let it Snow Bingo Flyer
4. Mason Jar Luminaries Craft Flyer

**SENIOR FINANCIAL ACCOUNT SUMMARY SHEET**

**PERIOD ENDING**

**December 31, 2025**

**Senior Account Balance - Period Starting November 31, 2025** \$ 209,560.68

**SENIOR ACCOUNT REVENUE**

**Monthly Activities**

Gingerbread Houses Craft		\$	89.13
Gingerbread Bingo		\$	223.81
Holiday Social		\$	237.87
Community Yard Sale		\$	1,630.00
<b>Total Revenues</b>		<b>\$</b>	<b>2,180.81</b>

**SENIOR ACCOUNT EXPENSE**

October Bingo	<b>Monthly Bingo Allocation</b>	\$	432.75
Thanksgiving Social	<b>Thanksgiving Social Allocation</b>	\$	1,361.59
October Birthday Celebrations	<b>Monthly Birthday Celebration</b>	\$	58.48
Halloween Social	<b>Halloween Social Allocation</b>	\$	1,011.01
November Bingo	<b>Montly Bingo Allocaiton</b>	\$	105.48
November Craft	<b>Monthly Activities Allocation</b>	\$	458.66
December Book Club	<b>Monthly Activities Allocation</b>	\$	17.78
Senior Center Drinking Water	<b>General Programs Supplies</b>	\$	8.56
Senior Lunch Program - coffee and cups	<b>General Programs Supplies</b>	\$	138.06
Misc supplies	<b>General Programs Supplies</b>	\$	66.09
		\$	-
<b>Total Expenditures</b>		<b>\$</b>	<b>3,658.46</b>

**Senior Account Balance - Period Ending December 31, 2025** \$ 208,083.03

**SENIOR ACCOUNT ALLOCATIONS**

**Original**

**Remaining**

Monthly Activities Allocation	\$	2,000.00	\$	1,290.34
Monthly Birthday Celebration Allocation	\$	500.00	\$	355.41
Senior Cinema Program Allocation	\$	1,500.00	\$	1,129.96
Monthly Bingo Allocation	\$	5,500.00	\$	3,505.26
Transportation Allocation	\$	9,000.00	\$	9,000.00
Halloween Social	\$	1,000.00	\$	(11.00)
Fall Community Yard Sale Allocation	\$	1,200.00	\$	1,074.82
Thansksgiving Social Allocation	\$	1,500.00	\$	138.41
Holiday Social Allocation	\$	2,500.00	\$	2,500.00
Valentine's Social Allocation	\$	1,000.00	\$	1,000.00
Older American Reception Allocation	\$	3,500.00	\$	3,500.00
Summer Community Yard Sale Allocation	\$	1,200.00	\$	1,200.00
Seniors Rock Concert Allocation	\$	2,500.00	\$	2,500.00
Senior Hawaiian Luau Allocation	\$	2,000.00	\$	781.13
General Programs Supplies	\$	700.00	\$	(87.43)
Senior Master Plan Implementation	\$	1,500.00	\$	1,500.00
<b>Unallocated Senior Account Balance - Period Ending 12/31/2025</b>			<b>\$</b>	<b>178,706.13</b>



01/7/26



01/14/26



01/21/26



01/28/26

# SENIOR CINEMA

Hart Park House Senior Center

# Let it snow BINGO

**\$7**

**12:30pm**

**January 15th, 2026**

Registration required

For more information please call 626-355-5278



**Hart Park House Senior Center**

# January Craft

**\$5**

**1pm**

**January 22nd, 2026**

Come join us in creating Snowy Mason Jar Luminaries. A perfect winter time craft!

**Registration required**

**For more information please call 626-355-5278**





# *City of Sierra Madre*

*Community Services Department*

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

*Phone 626.355.5278*

January 8, 2026

Dear Community Member:

The City of Sierra Madre Community Services Department and the Senior Community Commission invite your collaboration in selecting the **2026 Older "Sierra Madre" American of the Year**.

Nominations are now being accepted for this distinguished honor. Please note that, although deserving, Senior Community Commissioners are not eligible for nomination. Additionally, nominations will only be accepted for new candidates who have not been honored in previous years.

Please complete the attached nomination form and return it to the Hart Park House Senior Center or mail or deliver it in person to:

City of Sierra Madre  
Community Services Department  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

All nominations must be received no later than **Thursday, March 26, 2026**.

The Commission will review all nominations and select an honoree at its regularly scheduled meeting on **Thursday, April 2, 2026, at 3:00 p.m.**, held in the City Hall Council Chambers.

The individual selected by you or your organization must reside in Sierra Madre, be at least 60 years of age, and demonstrate outstanding community service. The honoree will be recognized at a reception held in their honor on **Wednesday, May 13, 2026**.

#### **Previous Honorees:**

Heidi Hartman, Mary Carney, Nina & Clem Bartolai, Paul Hagen, Darlene Crook, Jay Whitcraft, Ann Tyler, Laurie Cooper, Dick Johnson, Joan Crow, Gerry & Nan Carlton, Pat Alcorn, Fran Garbaccio, Ken Anhalt, Eph Konigsberg, Russ Anderson, George Throop, Loyal Camacho, John Grijalva, Joy Louise Harte-Smith, James Heasley, Lucile Flanders, Midge Morash, James Tyler, Isabella Paegal, Bonnie Garner, Rose Fafach, Karl Teigler, Ed Wellman, Celeste McCreary, Dorothy Tillquist, Doris Webster, Elsie Dammeyer, and George Maurer.

Thank you in advance for your support and assistance with this spirited community event. Should you have any questions, please feel free to contact me.

Sincerely,

Ted Tegart  
Community Services Supervisor

**Attachment:** Nomination Form

