Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Parks & Recreation Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the office of the Deputy City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).
As City of Irwindale Parks & Recreation Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE PARKS & RECREATION COMMISSION
A. CALL TO ORDER
B. PLEDGE OF ALLEGIANCE
C. INVOCATION
D. ROLL CALL: Commissioners: Jason Hickman, Marguerite S. Lopez, Belen Zepeda, Vice Chair Paula Fraijo, Chair Dan Diaz

SPONTANEOUS COMMUNICATIONS
This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 2 minutes unless such time limits are extended.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held September 4, 2019

B. California Parks and Recreation Healthy Play Initiative Grant

Recommendation: Receive and file the report

2. NEW BUSINESS

A. Irwindale Park Phase IIIB

Recommendation: Receive an update on the Irwindale Park Phase IIIB Project (“Project”) Improvements (previously referred to as Phase II and III).

B. Proposed Policy Related to City Sponsored Special Event Vendors

Recommendation: Provide input for the creation of a City-Sponsored Special Events Vendor Policy.

3. RECREATION DEPARTMENT UPDATE

4. PUBLIC WORKS DEPARTMENT UPDATE

5. ASSISTANT CITY MANAGER UPDATE
6. COMMISSIONER ITEMS

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on October 2, 2019, to be posted at the City Hall, Library, and Post Office on September 26, 2019.

Armando Hegdahl
Armando Hegdahl
Management Analyst
The Irwindale PARKS & RECREATION COMMISSION met in regular session at the above time and place.

ROLL CALL: Present: Commissioners Jason Hickman, Marguerite S. Lopez, Belen Zepeda; Vice Chair Paula Fraijo; Chair Dan Diaz

Also present: Priscilla Zepeda, Recreation Manager, Pedro Rodriguez Jr., Public Works Maintenance Supervisor; and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS There were no speakers.

CONSENT CALENDAR

MOTION A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 1A MINUTES

The following minutes were approved as presented:

1) Regular meeting held August 7, 2019.

RECREATION MANAGER UPDATE

RECREATION MANAGER ZEPEDA

Recreation Manager Zepeda reported the following:

1) Tickets for the Dodgers vs. Giants baseball game, scheduled for September 7, are still available.

2) Thirty-eight individuals are participating in the AquaFitness classes, which equals an increase of 60%. Classes will run through September 26.

3) Registrations are currently being accepted for the Teeny Tots, Tiny Tots, and Cheer programs.

4) The KidZone program has also seen a 25% increase in registrations compared to last year's registrations.

5) The Back to School event was so successful that school supplies were exhausted! A larger amount of supplies will be purchased for distribution at next year's event.

6) The Mexican Independence ("MI") Fiesta is scheduled for September 13, and will feature a jumper, mariachis, fundraisers, and a costume contest.

7) The following events and activities have been scheduled:
   A) Pumpkin Decorating Contest – October 24
   B) Halloween Spooktacular – October 26
C) Trunk or Treat – October 31

8) Regarding the Trunk or Treat program, she advised that a Car Club is interested in participating and passing out candy the day of the Spooktacular event. Staff is looking into the feasibility of this request.

9) One hundred nineteen bus passes have been issued thus far for the school year. The busses have also received their annual certification through the CA Highway Patrol.

10) The pool facility has also recently passes inspection by the LA County Fire Department.

11) She recognized and congratulated Matthew Acosta on being selected “Young Citizen of the Year”.

PUBLIC WORKS DEPARTMENT UPDATE

PUBLIC WORKS MAINT. SUP. RODRIGUEZ

Public Works Maintenance Supervisor Rodriguez reported the following:

1) The irrigation system at the rose garden in front of City Hall has been upgraded, and new mulch has been placed.
2) Some light fixtures at the park have been retrofitted with LED lighting.
3) Training relating to the maintenance and cleaning of the parks’ pour-in-place material was held.
4) The trees at Inwindale Park and Jardin de Roca Park have been pruned.

ASSISTANT CITY MANAGER UPDATE

None.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO

Vice Chair Fraijo offered suggestions as to how to have the Car Club participate in the Trunk or Treat program, to which Manager Zepeda advised that she would need to research the request, including determining the location of the activity.

COMMISSIONER LOPEZ

Commissioner Lopez asked about the planned move of the final “Movies in the Park” event to Jardin de Roca Park, to which Manager Zepeda advised that staff decided against the move since such a move is no longer needed due to the planned park improvements.

Commissioner Lopez also asked about the possibility of holding giveaways at the summer concerts, and about hiring different bands, to which Manager Zepeda responded by saying that staff tries to hire popular bands that the community enjoys; whereas new bands are not typically very popular. She also cited budget constraints and the issues
caused when bands bring their own sound equipment instead of using the equipment that the city has rented.

**VICE CHAIR FRAIJO**

Responding to a question by Vice Chair Fraijo, Supervisor Rodriguez indicated that cleaning the pour-in-place material makes a big difference, and noted that a section of the material that was vandalized has since been repaired.

**COMMISSIONER LOPEZ**

Commissioner Lopez congratulated Recreation staff for another extremely successful summer.

**VICE CHAIR FRAIJO**

Vice Chair Fraijo expressed her optimism in the upcoming park renovations and thanked staff for all its hard work.

**CHAIR DIAZ**

Chair Diaz complemented staff and thanked workers for preparing for the Halloween activities.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 6:20 p.m.

Armando Hegdahl, CMC
Management Analyst
To: Honorable Chair and Members of the Parks and Recreation Commission

From: Theresa Olivares, Assistant City Manager

Issue: California Parks and Recreation Healthy Play Initiative Grant

Staff Recommendation:

Receive and file report.

Background and Analysis:

The Irwindale Recreation Department was selected as a recipient of the 2019 Healthy Play Initiative grant awarded by the California Parks and Recreation Society (CPRS). Winners were selected from each of the five CPRS regions to implement play and recreation destinations that align with research based best practices. Our project will focus on Adult fitness in outdoor spaces to promote physical activity and fitness.

Staff will be preparing a resolution for Council to consider and approve at their November 13, 2019 meeting.

Prepared By/Contact: Priscilla Zepeda, Recreation Manager
Phone: 626-430-2226
Honorable Chairman and Park and Recreation Commission Board Members

Theresa Olivares, Assistant City Manager

Irwindale Park Phase IIB

Assistant City Manager’s Recommendation:

That the Park and Recreation Commission receive an update on the Irwindale Park Phase IIB Project ("Project") improvements (previously referred to as Phase II and III).

Background
At the August 7, 2019 Parks and Recreation Commission meeting, Mr. Steven Ormenyi presented plans and images related to the Project. Staff has been working with Mr. Ormenyi to finalize several items, which have resulted in the following enhancements to the Project:

1. Exhibit “A” - Horseshoe Pit and Covered Picnic Area

   Horseshoe Pit - The horseshoe pit will be enlarged to allow for a maximum of two games to be played simultaneously. Additionally, the enhancement to this area will allow the horseshoe pit to be ADA accessible, via the improved concrete path leading to this area.

   Covered Picnic Area – The cement slab, including the 6 picnic tables located to the east of the horseshoe pit will be removed and replaced. Staff has determined that this area is popular during the music in the park events and with the added amenity of the additional horseshoe pit, we anticipate this area will be utilized more frequently. As a result, staff has requested Mr. Ormenyi to include a lattice cover over this new picnic area, thereby creating an additional picnic area for rental.

2. Exhibit “B” – Softball Field Lights and Seating Accessibility

   Softball Field Lights - This element has been removed from the scope of the Project and will be bid separately, thereby allowing staff to adequately address the impact of the lights to the surrounding neighborhood.

   Seating Accessibility - The City of Irwindale’s American Disability Act Self-evaluation and Transition report identified that that ADA accessibility seating needs to be
provided. As a result, a cement ADA path walkway and ADA seating area has been added to the Project.

3. Exhibit "C" – Picnic Shelter

The only covered area of the picnic shelter is the center hub where the picnic tables are located. The two open areas, as shown in Exhibit "C", will now be covered with a lattice roof. A cement shelf will also be constructed in the west wing of the picnic shelter (similar to the shelf located in the barbecue area). The addition of this shelf will allow individuals to make better use of this space.

4. Exhibit "D" – LED Light Fixture

Based on comments received by the Commission, staff recommends a light fixture similar to the one depicted in Exhibit "D" be considered for the Project. A photometric analysis will need to be conducted to determine where light fixtures will need to be replaced and/or new light fixtures installed.

Next Steps
The final plans and specifications for the Project will be completed by Mr. Ormenyi and presented to the Council for consideration at the October 9th meeting. On October 9th, staff will also request Council to authorize staff to solicit bids for the construction of the Project.

Prepared By/Contact: Theresa Olivares, Assistant City Manager
Elizabeth Rodriguez, Public Works Services Manager

Phone: Theresa (626) 430-2294 and Elizabeth (626) 430-2211

ATTACHMENTS:
1. Exhibit "A" - Horseshoe Pit and Covered Picnic Area
2. Exhibit "B" - Softball Field Lights and Seating Accessibility
3. Exhibit "C" - Picnic Shelter
4. Exhibit "D" – LED Light Fixture
Exhibit "A"
Horseshoe Pit and Covered Picnic Area
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Theresa Olivares, Assistant City Manager
Issue: Proposed Policy Related to City Sponsored Special Event Vendors

Staff Recommendation:

That the Parks and Recreation Commission provide input for the creation of a City Sponsored Special Event Vendor Policy.

Background and Analysis:

At the request of City Council, staff has been directed to develop a policy for all City Sponsored Special Event Vendors who participate in City events held throughout the year. Key components in the policy should include:

- The policy guidelines, rules and general information.
- The criteria required to register as a Vendor
- The specific special events conducted by the City, where vendors will be authorized to sell.

The proposed policy will be presented to the Commission at the meeting held on November 6, 2019 for a formal recommendation.

Prepared By/Contact: Priscilla Zepeda, Recreation Manager
Phone: 626-430-2226

Attachment(s):
1. Vendor Application
2. List of 2020 Save the Date (Special Event listing)
3. Current Opportunities available
Vendor Application

Applicant Name _______________________ Phone Number _______________________

Address ______________________________ City __________ Zip code _________

Email Address __________________________ Cell Number _________________________

Name of Organization ___________________ Non Profit # (if applicable) ____________

Event (circle one):
- Easter Eggstravaganza*
- Music in the Park
- 4th of July Fiesta
- Christmas Spectacular*

Following events are held during the Music in the Park Concert series
- Craft Vendor Fair*
- Business Expo
- Health & Safety Fair
- Back 2 School Event

*Craft vendors only

Food Booth – Irwindale Non Profit Organizations Only
Number of Booths Needed
Electrical Outlets needed (max 2 per booth)
Includes: (1) 10x10 booth, 1 - 6ft table, & 2 chairs

Business Booth – Information Only
Number of Booths Needed
Includes: (1) 10 x 10 space, 1 - 6ft table, & 2 chairs

Arts and Craft Vendor Booth
Number of Spaces Needed
Includes: (1) 10x10 space, 1 - 6ft table & 2 chairs

**50% discount if Liability insurance is provided
Make checks payable to City of Irwindale

TOTAL AMOUNT DUE $ __________________________

Description of ALL items to be sold at this event, if you fail to list an item, you may NOT be allowed to sell it:

BOOTH RULES
No sales of any kind will be allowed outside of the booth.
All applicants selling food must comply with all Health Department standards.
No street vending will be allowed.
Non profit organizations must be located within the City of Irwindale and provide proof of non-profit status.
Arts and Craft vendors filing as residents of the City of Irwindale will need to provide VALID resident ID card.
Duplicate sales items are not allowed (ex. Tupperware, Cookie Lee or even food items like burgers, taquitos, etc), therefore, these items will be allowed on a first come, first serve basis.

I have read and understand all the provisions and agree to abide by them.

Applicant's Signature _________________________ Date: _____________
EASTER EGGSTRAVAGANZA
Saturday, April 11th

MUSIC IN THE PARK
Thursdays
June 25th – August 6th

CRAFT VENDOR FAIR
June 25th

IRWINDEALE CITY SPOTLIGHT
July 9th

HEALTH & SAFETY FAIR
July 16th

BUSINESS EXPO
July 23rd

HAPPY BIRTHDAY IRWINDEALE
July 30th

BACK TO SCHOOL EVENT
August 6th

MOVIES IN THE PARK
Mondays
June 29th – August 3rd

4TH OF JULY SPECTACULAR
Tuesday, July 4th

FAMILY CAMP OUT
July 31st – August 2nd

MI FIESTA
Friday, Sept. 11th

PUMPKIN CARVING CONTEST
Tuesday, October 27th

TRUNK OR TREAT
Saturday, Oct 31st

VETERANS DAY CEREMONY
Wednesday, Nov. 11th

TURKEY TROT
Saturday, Nov 14th

CHRISTMAS SPECTACULAR
Friday, Dec. 4th

COOKIES & MILK BUSINESS EXPO WITH SANTA
July 23rd

MI FIESTA
Thursday, Dec. 17th

For more information on any of our special events, please contact the Irwindale Recreation Department at 626-430-2224 or check out our informational flyers posted one month prior to our events at the Dan Diaz Recreation Center or on the City website at www.irwindale.ca.gov. We also share information and links on our social media.
SPECIAL EVENT

VENDOR OPPORTUNITIES

Join the Irwindale Recreation Department as a vendor in one of the many community events we offer. Opportunities are available for Businesses, Non Profits, Arts and Craft Vendors, Community Outreach programs and more. Some restrictions apply, for more information, please contact the event coordinators.

RECREATION

HOLIDAY EVENTS & CONCERT SERIES

CONTACT RECREATION
626-430-2225 OR 626-430-2227

COMMUNITY DEVELOPMENT

BUSINESS EXPO
held during Music in the Park

CONTACT ECONOMIC DEVELOPMENT
626-430-2206

SENIOR CENTER

HEALTH & SAFETY FAIR
held during Music in the Park

CONTACT SENIOR CENTER
626-430-2274

Parks Make Life Better!

www.irwindaleca.gov

#iRec Rocks
Special Event Vendors

The City of Irwindale has various Special Events throughout the calendar year that bring the community together to celebrate holidays, pay our respects to our Veterans, and provide family friendly summer events for all to enjoy. There are certain events where vendors are not necessarily a fit, for example our Veterans Day Ceremony, or Happy Birthday Irwindale. We do provide targeted events where we advertise for Arts and Craft vendors, these include: Easter Eggstravaganza, 4th of July, Christmas Spectacular and the Vendor Fair. The Senior Center offers two additional events with their Spring and Winter Boutique. All together there are 6 events available for our arts and craft vendors. Our local Non Profit Organizations are able to fundraise during our Music in the Park Concert Series and 4th of July Spectacular. We have opportunities for Business vendors at the Health and Safety Fair, Business Expo and Back to School Event (free haircuts).

During my tenure with the Recreation Department, we have allowed vendors to participate in the same events, with the exception of the mini events we began adding in 2018. With the addition of the mini events, came additional opportunities for our vendors. The Vendor Fair provided an additional opportunity for our Arts and Craft vendors to sell going from a total of 5 events to 6. Health and Safety Fair and Business Expo added 2 additional opportunities for our Business community. Below is a list of the Special Events offered by the City of Irwindale, with the vendor opportunities designated in bold:

<table>
<thead>
<tr>
<th>Community Events (14)</th>
<th>Holiday Events (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sr Center Spring Boutique</td>
<td>• Easter Eggstravaganza</td>
</tr>
<tr>
<td>• Movies in the Park (6)</td>
<td>• 4th of July</td>
</tr>
<tr>
<td>• Music in the Park (6)</td>
<td>• M.I. Fiesta</td>
</tr>
<tr>
<td>- Vendor Fair</td>
<td>• Halloween Spooktacular</td>
</tr>
<tr>
<td>- Health and Safety Fair¹</td>
<td>• Veterans Day Ceremony</td>
</tr>
<tr>
<td>- Irwindale City Spotlight</td>
<td>• Christmas Spectacular</td>
</tr>
<tr>
<td>- Business Expo³</td>
<td></td>
</tr>
<tr>
<td>- Happy Birthday Irwindale</td>
<td><strong>Italicized events = vendor/nonprofit opportunities</strong></td>
</tr>
<tr>
<td>- Back to School Event²</td>
<td>¹Health and Safety vendors only</td>
</tr>
<tr>
<td>• Senior Center Winter Boutique</td>
<td>²Irwindale Businesses only</td>
</tr>
</tbody>
</table>

**Arts and Craft vendors** are individuals who sell their own homemade items (ex: jewelry, crafts, aprons, scarves, etc) for personal profit. This does NOT include previously used items/merchandise.

**A non-profit organization** is a group organized for purposes other than generating profit. For example Scholarship foundations, Sister City, Local churches, etc. They participate in events that give them the opportunity to fundraise for their respective organizations. Monies raised are not for any one person, they are for the organization and its mission and goals. Non Profits possess a 501C3 number and per our current standard, must be a Non Profit located within the City of Irwindale.