



AGENDA

IRVINE SPORTS COMMITTEE REGULAR MEETING

April 9, 2019

7:00 PM

**Quail Hill Community Center
Multipurpose Room
39 Shady Canyon Drive
Irvine, CA 92603**

Speaker's Card/Request to Speak: If you would like to address the Sports Committee on a scheduled agenda item, please complete the [Request to Speak Form](#). Please identify on the card your name, address (optional), and the item on which you would like to speak and return to the Recording Secretary. The [Request to Speak Form](#) assists the Chair in ensuring that all persons wishing to address the Sports Committee are recognized. Your name will be called at the time the matter is heard by the Sports Committee. City policy is to limit public testimony to three minutes per speaker (unless extended by the Chair) which includes the presentation of electronic or audio visual information.

CALL TO ORDER

ROLL CALL

COMMITTEE MEMBER:	AYSO Region 213*	Doug Birozy
COMMITTEE MEMBER:	AYSO Region 144*	Brian Foster
COMMITTEE MEMBER:	Irvine Baseball Club	Jeff Peterson
COMMITTEE MEMBER:	Irvine Dolphins Baseball Club	Clint Collins
COMMITTEE MEMBER:	Irvine Futbol Club*	Frank Fortier
COMMITTEE MEMBER:	Irvine Girls Softball Association*	Dean Hoang
COMMITTEE MEMBER:	Irvine Knights Baseball Club	Dick Owens
COMMITTEE MEMBER:	Irvine Pony Baseball*	Eric Gourley
COMMITTEE MEMBER:	Irvine Ranch Little League*	Erik Peterson
COMMITTEE MEMBER:	Irvine Rancheros Baseball Club	Doug Euper
COMMITTEE MEMBER:	Irvine Rangers Lacrosse*	Geoff Giglio
COMMITTEE MEMBER:	Irvine Travel Softball*	Chris Dallas
COMMITTEE MEMBER:	Irvine Youth Basketball League*	Michael Pickell
COMMITTEE MEMBER:	Irvine Youth Football*	Paul King
COMMITTEE MEMBER:	LA Galaxy OC*	Dave Brown
COMMITTEE MEMBER:	Matt Leinart Flag Football*	Ryan Bertoni
COMMITTEE MEMBER:	No Limits Baseball	Jerry Lehman
COMMITTEE MEMBER:	Northwood Little League*	Eddie Ollmann

COMMITTEE MEMBER:	OC Fury Youth Baseball	Gary Wood
COMMITTEE MEMBER:	Orange County United FC	Bart Hess
COMMITTEE MEMBER:	Rox Baseball*	Michelle McNab
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Larry Michaels
COMMITTEE MEMBER:	Simply Pure Baseball	Alex Guenette
COMMITTEE MEMBER:	So Cal Elite Sports, Basketball	Cary Lambeth
COMMITTEE MEMBER:	Strikers FC Irvine*	Don Ebert*
COMMITTEE MEMBER:	Member-At-Large*	Dan Brady
COMMITTEE MEMBER:	Member-At-Large*	James Bailey
COMMITTEE MEMBER:	Member-At-Large*	Jeff Bussel
COMMITTEE MEMBER:	Member-At-Large*	Kenton Fibel
VICE CHAIR:	Cary Lambeth	So Cal Elite Sports, Volleyball*
CHAIR:	Jon Szczuka	Pateadores Irvine*

* Voting Member

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

- 1. NEWLY APPOINTED MEMBER-AT-LARGE APPOINTEES – JEFF BUSSELL AND KENTON FIBEL**

PUBLIC COMMENTS

Any member of the public may address the Sports Committee on items within the Sports Committee’s subject matter jurisdiction but which are not listed on this agenda during Public Comments. However, no action may be taken on matters that are not part of the posted agenda. Public Comments are scheduled for 30 minutes and are limited to three minutes per person. If you wish to speak, please complete a Speaker’s Form and submit it to the Recording Secretary.

PRESENTATIONS

- 1. ORANGE COUNTY HEALTH DEPARTMENT**
- 2. BROWN ACT TRAINING**
- 3. UPDATED IRVINE SPORTS COMMITTEE MEMBERSHIP REQUIREMENTS - STAFF RECOMMENDATIONS**
- 4. ATHLETIC RESERVATION FEE POLICY UPDATE**

ANNOUNCEMENTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

COMMITTEE REPORTS

ADDITIONS AND DELETIONS TO THE AGENDA

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Commission meeting.

1. CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion of these items unless members of the Sports Committee request specific items to be removed from the Consent Calendar for separate discussion. Any member of the public may address the Sports Committee on items on the Consent Calendar. Public Comments on any item or items on the Consent Calendar are limited to three minutes per speaker. If you wish to speak to a particular item or items, please complete a Speaker's Form and give it to the Recording Secretary.

1.1 MINUTES

ACTION:

Approve the minutes of the Irvine Sports Committee Regular meeting held on January 8, 2019.

1.2 TOURNAMENT AND EVENTS CALENDAR

RECOMMENDED ACTION:

Receive and provide input to the Community Services Department.

2. COMMITTEE BUSINESS

2.1 HICKS CANYON COMMUNITY PARK IMPROVEMENTS

RECOMMENDED ACTION:

Receive report and provide comments on the Concept Design.

ADJOURNMENT

Next Meeting: Irvine Sports Committee regular meeting, July 9, 2019, 7:00 p.m., Quail Hill Community Center, Multipurpose Room B, 39 Shady Canyon Drive, Irvine, California.

NOTICE TO THE PUBLIC

At 11:00 p.m., the Irvine Sports Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight and will continue all other items on which additional time is required until a future Sports Committee meeting. All meetings are scheduled to terminate at 12:00 midnight.

STAFF REPORTS

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Sports Committee liaison at (949) 724-6155.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Sports Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Sports Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Sports Committee at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

AMERICANS WITH DISABILITIES ACT: It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Sports Committee liaison at 949-724-6155 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

COMMUNICATION DEVICES

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Sports Committee are held on the second Tuesday of January, April, July, and October at 7:00 p.m., unless otherwise noted. Agendas are available at the following locations:

- City Clerk's Office
- Police Department
- Front Entrance of City Hall
- City's web page at www.ci.irvine.ca.us

I hereby certify that the agenda for the Irvine Sports Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on April 5, 2019
by 5:00 p.m. as well as on the City's web page.



Sports Committee Liaison



TIME SUBMITTED _____

ITEM NO. _____

REQUEST TO SPEAK

MEETING DATE 04/09/19	CHECK APPROPRIATE BOX <input type="checkbox"/> AGENDIZED ITEM <input type="checkbox"/> PUBLIC COMMENT
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AGENDA TITLE OR SUBJECT TO BE ADDRESSED
WHISTLE INTRODUCTION

NAME OLIVER BARTON / MICHAEL RASCHUK → WHISTLE	ORGANIZATION/GROUP AFFILIATION	PHONE* (Optional)
ADDRESS* (Optional)	EMAIL* (Optional)	

REGISTERED WITH THE CITY OF IRVINE AS A LOBBYIST?

YES If YES, provide name of lobbyist and client(s) representing:

NO

If you desire to speak before the **Commission/Committee**, complete one form for each item to be addressed and return to the Recording Secretary. Public Comment on all items (including Consent Calendar, Committee Business and the Public Comment portion of the agenda) is limited to three (3) minutes each, unless further time is granted by the presiding officer. **NOTE: Completing this form is voluntary unless you are a lobbyist representing a client in the City of Irvine pursuant to Irvine Municipal Code Section 1-7-101 through 1-7-110. This form is intended to assist the Chair in ensuring that all persons wishing to address the Commission/Committee are recognized and names of speakers are accurately reflected in the record.**

The personal information marked with an asterisk (*) on this form will be utilized by the City for the specific and limited purpose of future City correspondence regarding the agenda title(s) or subject(s) on which you have requested to speak. Pursuant to Measure S, an initiative ordinance passed by City voters in 2008, such personal information will be kept confidential unless you expressly indicate to us otherwise or unless compelled by a court order to disclose it.

WHITE - Chair Copy

YELLOW - Recording Secretary Copy

PINK - Public Copy

FORM 10-24B REV 04/14

PRESENTATION:
ORANGE COUNTY HEALTH DEPARTMENT
(There is no report associated with this item)

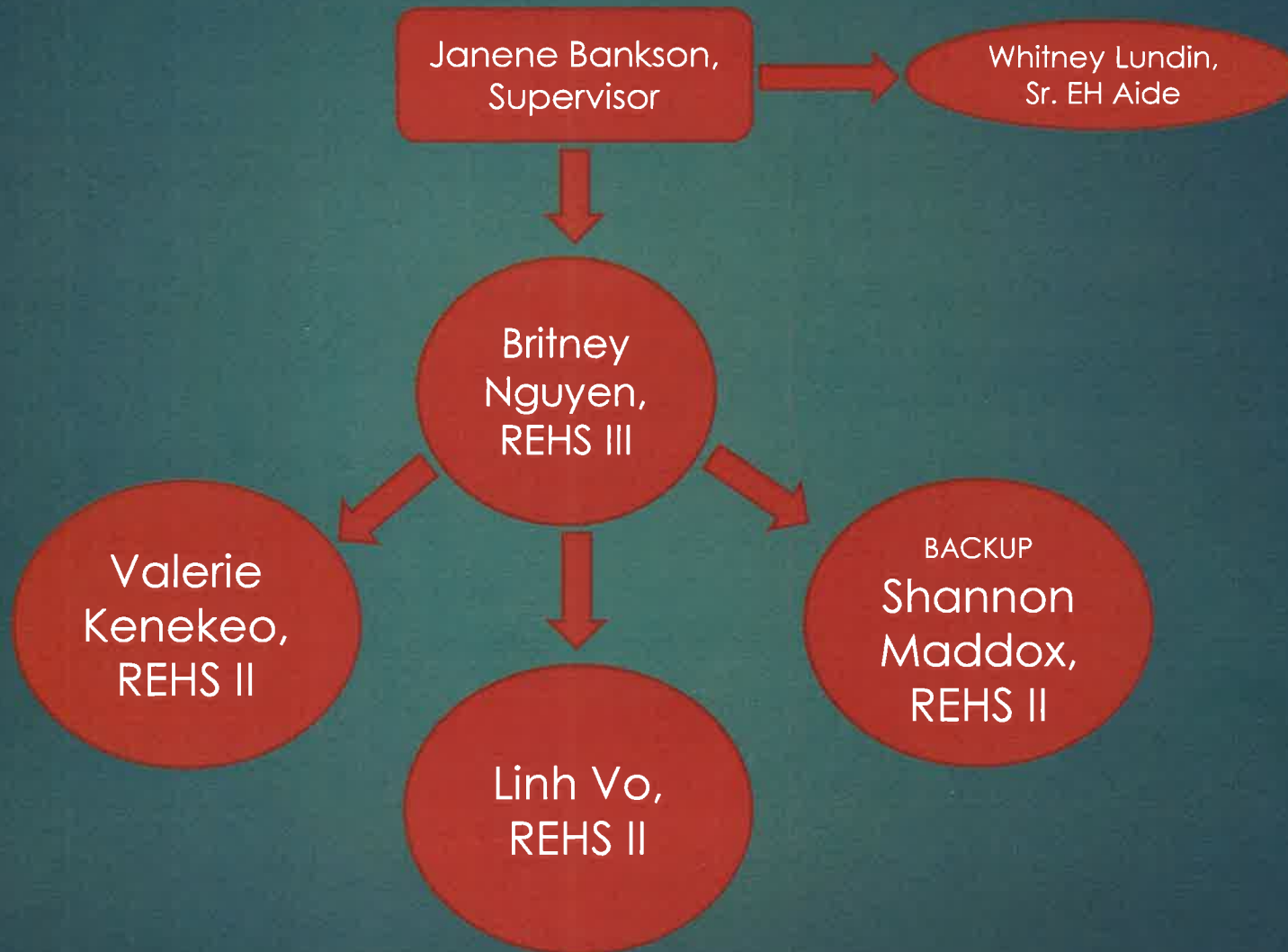


2019

TEMPORARY FOOD FACILITIES (TFF)

BRITNEY NGUYEN, REHS

Special Events Team



TFF Permits

APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
×	2	3	4	5	6	7			1	2	3	4	5	×	×	×	×	×	×	×
8	9	10	11	12	13	14	6	7	8	9	10	11	12	×	4	5	6	7	8	9
×	15	16	17	18	19	20	×	14	15	16	17	18	19	×	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	×	17	18	19	20	21	22
×	29	30					27	28	29	30	31			24	25	26	27	28	29	30

CRFC Section 113755 -An event lasting not more than 25 consecutive or nonconsecutive days in a 90 day period that is civic, political, public or educational in nature...

- ▶ State/County Fairs
- ▶ City Festivals
- ▶ Circus

Not a community event...

- ▶ Car dealership BBQ for a car sale
- ▶ Grand Opening for a business

Nonprofit Charitable TFF Permits

- ▶ May operate 4 times a year, up to 72-hour period (3 days)
- ▶ Durations of events >3 days, non-profits can only operate within the 72-hour timeframe
- ▶ When non-profits exceeds 72-hour OR the 4 time allowance, the nonprofit pays as a for-profit entity

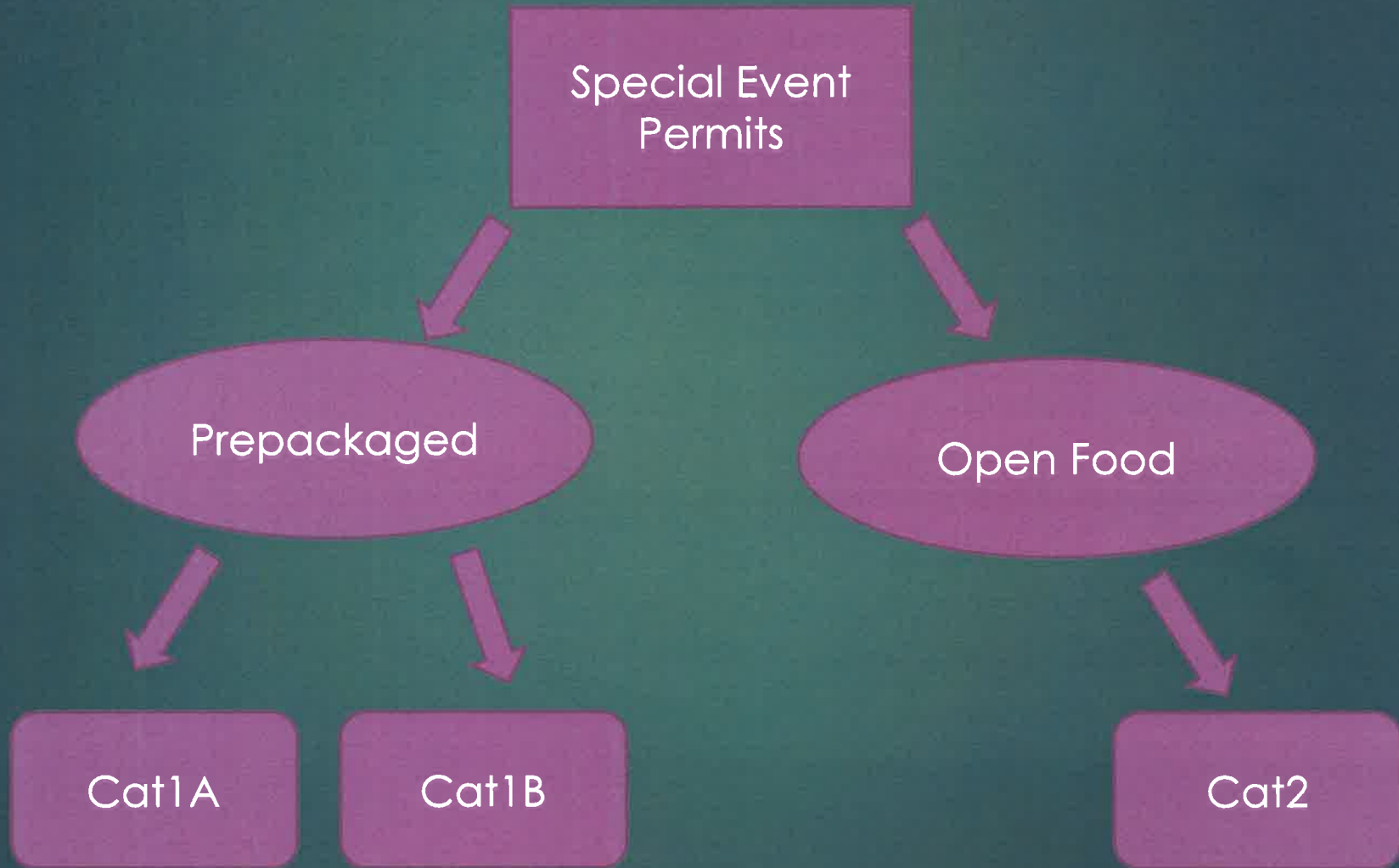
ORANGE COUNTY HEALTH CARE AGENCY
Environmental Health
SPECIAL EVENT PERMIT
1241 E. Dyer St., Ste. 750, Santa Ana, CA 92705-5411
(714) 433-6000

TFF Name: _____ Owner: _____
Name of Event: _____ Operation Day(s): _____
Event Location: _____ Record ID: _____

Permit to Operate: EVENT COORDINATOR - SINGLE EVENT
TEMPORARY FOOD FACILITY
VALID ONLY: 2/1/2019 - 2/1/2019
Post this permit in a conspicuous place


Permit Approved By: _____ Date: 2/1/2019

Types of Permits



Event Organizer

- ▶ Event Organizer when 2 or more food facilities at a community event share facilities (CRFC 114381.1)
- ▶ All vendors have a permit
- ▶ Maintain shared facilities at event
- ▶ Two weeks prior to event:
 - Event Organizer permit application
 - Operational Specifications
 - Site Plan
 - Vendor List
 - Permit fees

 Regulatory Medical Health Services Environmental Health Division 1241 E. Over Road, Suite 120, Santa Ana, CA 92705 Telephone: (714) 433-6850 Fax: (714) 734-1768 Email: permits@healthcareagency.com Web Site: www.healthcareagency.com		HEALTH PERMIT APPLICATION EVENT ORGANIZER	
This section is to be completed by the applicant, in full - Please print clearly - Do not detach copies - Health Permits are NOT transferable and NOT refundable			
Type	<input type="checkbox"/> For-profit Event Organizer <input type="checkbox"/> Non-profit Event Organizer, attach proof of non-profit charitable organization status		Event Frequency: <input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event (See reverse)
City	City approved Community Event: <input type="checkbox"/> Yes <input type="checkbox"/> No, if no, then what type of event:		
Event info	Name of Event:	Event Date(s)	Event Hours of Operation AM/PM to AM/PM
	Event Address	City	Zip
THIS APPLICATION MUST BE SUBMITTED 2 WEEKS PRIOR TO EVENT			
FOOD VENDOR	What is the total number of TFF vendors at your event: _____ (Please attach a list of all food vendors/vehicles to this application)		
	• Food trucks/trailers/boats: Are the vehicles Orange County permitted? <input type="checkbox"/> Yes, how many: _____ <input type="checkbox"/> No, how many: _____ Please have each vehicle fill out Temporary Food Facility (TFF) Application		
	How many vendors will be: • Prepackaged food only, packaged samples, and/or whole produce - Category 1A • Prepackaged food and open sampling/dispensing, no refills on-site - Category 1B • Food/beverage preparation on-site, refilling on-site, & unpackaged foods - Category 2	For-profit	Non-profit
EMC	Shared 3-compartment sinks for vendors (up to eight Category 2 TFFs per sink) How many will be provided? _____ Approved restrooms for food vendors (1 for every 15 employees, within 300ft) How many will be provided? _____ Is a site map included with location of vendors, water lines (potable/waste), trash, vendor back-up storage, restrooms, handwashing sinks for restroom, shared 3-compartment sink, & electricity (if provided) <input type="checkbox"/> Yes <input type="checkbox"/> No		
BUSINESS INFO	Name of Business (DBA)		Business E-Mail
	Type of Ownership (*Attach Certificate of LP, LLP Registration, Articles of Incorporation or Organization)		Business Phone
	<input type="checkbox"/> Individual Owner <input type="checkbox"/> Partnership <input type="checkbox"/> LP* <input type="checkbox"/> LLP* <input type="checkbox"/> Corporation* <input type="checkbox"/> LLC*		Owner's Phone
	Owner's Name		Owner's Address (Cannot be P.O. box)
	City		Zip
	Driver's License (if Individual Owner of Partnership: attach copy of all owner's IDs)		Owner's E-Mail
TERMS	I hereby make an application for a health permit to establish and/or operate the above business, use, or services in accordance with the laws, ordinances, and regulations that are now or may hereafter be in force pertaining to the above business and I certify that I am the owner or authorized representative of this business and that all statements are true to the best of my knowledge. I hereby consent to all necessary inspections incident to the issuance of this permit and operation of the business.		
	I shall notify the Orange County Environmental Health Division (OCEH) in writing if I transfer ownership, discontinue operation, or have an address change. Failure to do so may result in obligation to pay health services fees and additional penalties. I understand that any food vendor operating as a TFF will notify this agency as to construction, alteration or repair, including but not limited to, equipment changes or alterations, a menu change, or change in method of operation. These require review and approval by OCEH.		
	Once the Event Organizer application packet is approved by a representative of OCEH and fees are paid in full, then a health permit is issued. Failure to submit the completed application packet and payment of the health permit fees will result in the closure of the facility pursuant to California Health and Safety Code and applicable ordinances, and is subject to penalty not to exceed three times the cost of the permit. Permits are not transferable and not refundable. Permits will not be issued the day of the event. Payment may be made in person or by mail at 1241 E. Over Rd., Suite 120, Santa Ana, CA 92705, Monday - Friday, 8:00 a.m. - 4:30 p.m.		
	Print Name	Title	
	Signature	Date	
OFFICE USE ONLY			
FEE	PK	PL	PS
	Permit is valid for: _____	Fee Amount	HSU Number
	Notes		
DATE	Permit Approved By (PRINT)		Date

Fees

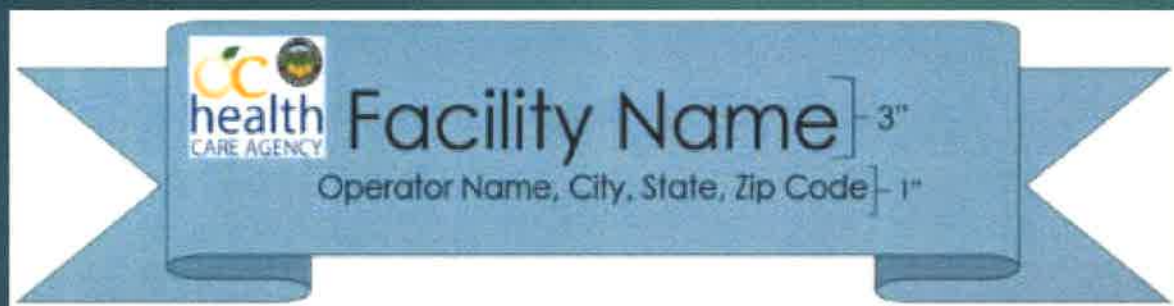
General Temporary Food Facility Information

The Health Services Fees for this fiscal year of July 1, 2018 to June 30, 2019 are:

Type of Permit	Single Event	Recurring Event
Event Coordinator	\$184.00	\$184.00
Category I A & B (prepackaged food)	\$66.00	\$112.00
Category II (open food)	\$127.00	\$181.00

General TFF Requirements

▶ Proper signage:



- ▶ Facility Name
 - ▶ Name of Operator
 - ▶ City
 - ▶ State
 - ▶ Zip Code
- ▶ Letters of the facility name shall be at least 3 inches in height (all others may be 1 inch)

Demonstration of Knowledge

- ▶ Food employees are able to demonstrate food safety knowledge practices and principles
- ▶ Each booth must have a Person in Charge (PIC) or a designee during all hours of operation



General TFF Requirements

- ▶ All food, utensils, and food related items must be:
 - ▶ stored at least 6 inches off the ground.
 - ▶ stored inside the food booth



CATEGORY 1A – Prepackaged

- ▶ Overhead protection
- ▶ Prepackaged foods must be properly labeled.
- ▶ 100% prepackaged including samples



Cat1A - Prepackaged Samples



- ▶ All food must be packaged at an approved facility.
- ▶ No open sampling is allowed.



Category I B - Prepackaged with Sampling/Dispensing

- ▶ Overhead protection
- ▶ Dispensing/sampling are from prepackaged containers or approved food compartments
- ▶ Containers must be prefilled at an approved facility
- ▶ **NO REFILLING of food contact containers or dispensers onsite**
- ▶ Handwashing stations required



Cat2 – Unpackaged/ Open food

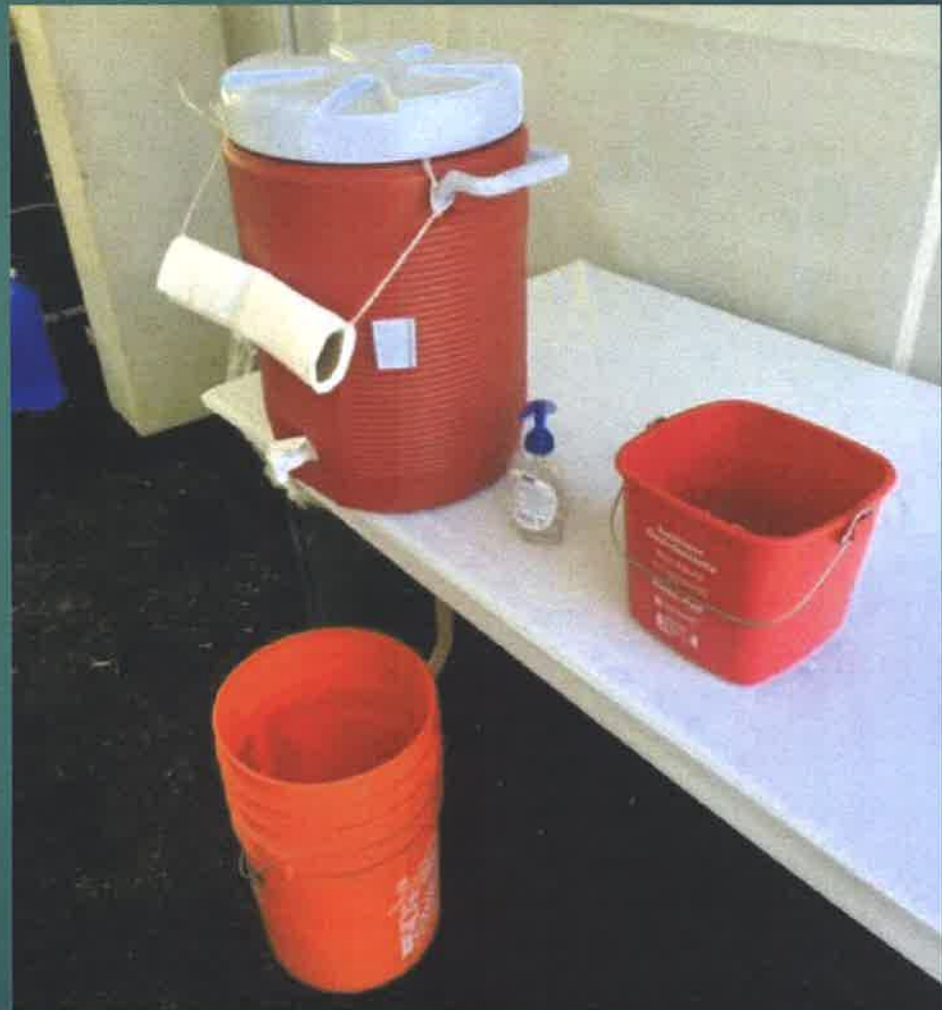


- ▶ Unpackaged food (open food), food/beverage preparation, assembling, processing, and serving



Handwashing Stations

- ▶ Insulated water container
- ▶ Capable of providing continuous flow of water
- ▶ Hand washing facilities shall be provided within each booth
 - ▶ Include:
 - ▶ Warm water (100-108F)
 - ▶ Catch basin
 - ▶ Liquid pump soap
 - ▶ Disposable paper towels



Food Booths

Enclosure Requirements

- ▶ Approved screening
- ▶ Durable and cleanable floor, walls and ceiling

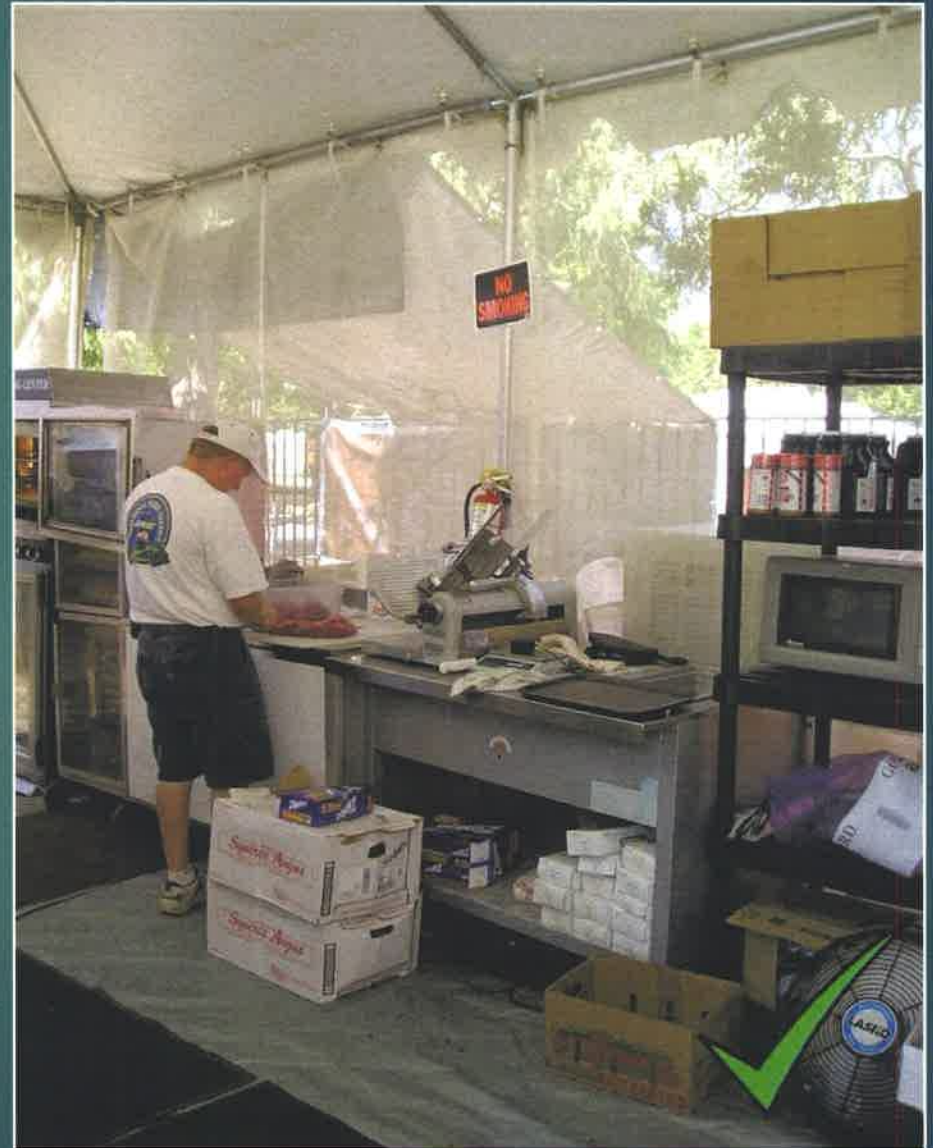
NOT a fully enclosed booth



Properly enclosed TFF



Food Booth



In Lieu of Full Enclosures

- ▶ No walls will be needed if all foods are in food compartments.

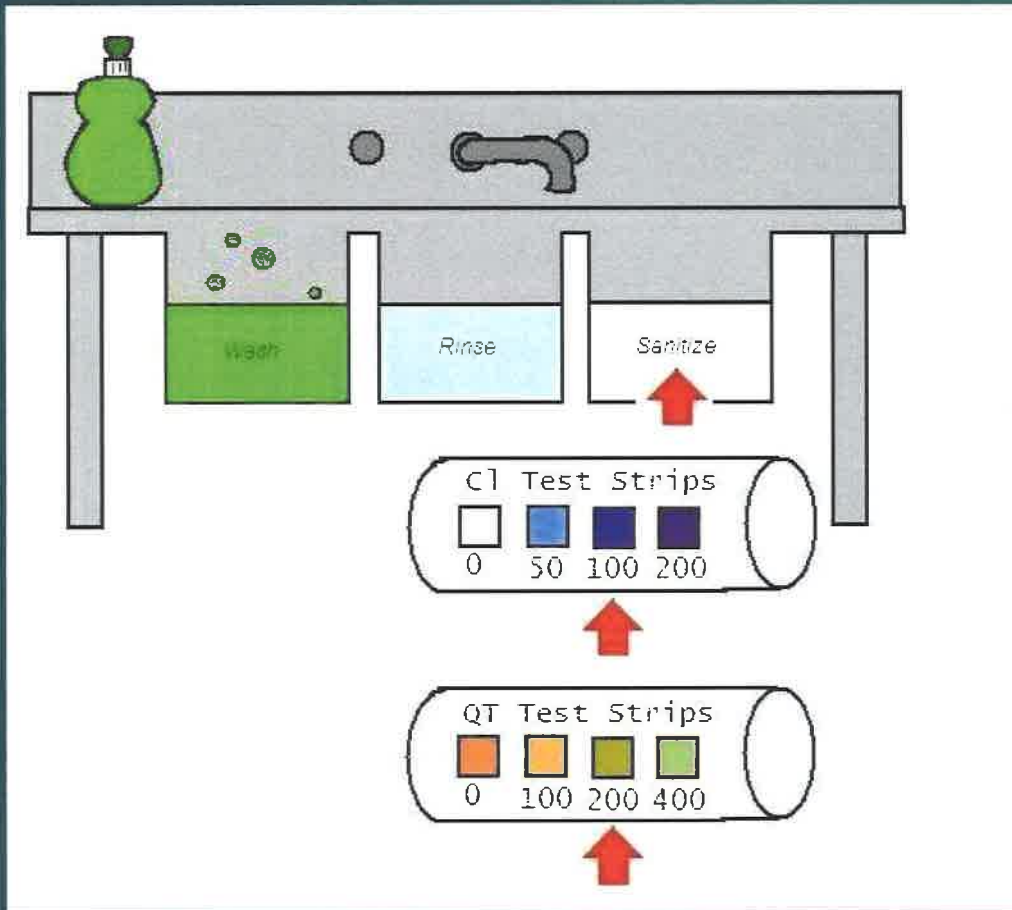


Cat 2 - Open Food TFF

- ▶ A shared 3-compartment sink may be shared by 8 TFFs if:
 - ▶ The sink is located within 100 feet of each booth using it.
 - ▶ No food preparation is done at the sink.
 - ▶ A canopy for over the sink shall be provided.
 - ▶ The sink compartments and drain boards are large enough to accommodate the largest utensil or piece of equipment.



3-Compartment Sink



- ▶ All utensils and equipment shall be washed, rinsed, and sanitized between uses.
 - ▶ 100 ppm Chlorine (bleach)
 - ▶ 200 ppm quat ammonium
- ▶ Maintain the appropriate sanitizer test strips at the TFF.

Adequate Cleaning & Servicing

- Clean and sanitize food contact surfaces when contaminated



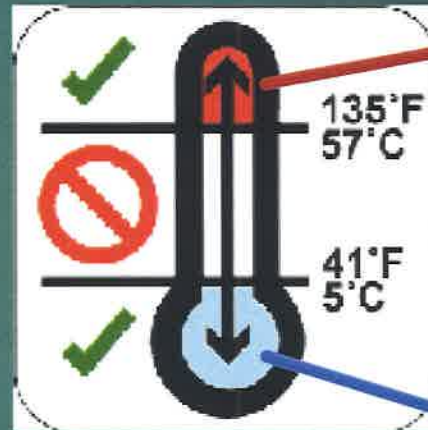
Employee Health and Hygiene

- ▶ Proper hand washing is vitally important to preventing illness.
- ▶ Employees shall wash their hands before handling food:
 - ▶ Before beginning work
 - ▶ After using the restroom
 - ▶ After handling raw foods
 - ▶ After touching any part of their body other than their washed hands.
 - ▶ After touching any other unsanitary surface.
- ▶ Ill employees should not work in a TFF.



Holding Temperatures

- ▶ Potentially Hazardous Foods shall be held at or below 41°F, or at or above 135°F.
- ▶ PHFs held for 12 hours below 45°F, or held above 135°F **shall be destroyed at the end of the operating day.**
- ▶ PHFs held continuously under mechanical refrigeration at or below 41°F can be saved.
- ▶ Maintain a probe thermometer accurate to +/- 2°F at the TFF.



Improper Hot & Cold Holding Temperatures



Open Food TFF - BBQ

- ▶ BBQ units, grills, or other approved outdoor cooking equipment may be located adjacent to the booth **IF** local building and fire codes prohibit cooking inside the TFF.
- ▶ Cooking equipment must be separated from public areas in a manner that prevents customer access to the cooking area.
- ▶ Ensure that the back of the booth has a clear pathway



Open Food TFF



- ▶ All foods that are going to be cooked outside must be stored in the booth. Only small quantities of food in closed containers awaiting the cooking process may be allowed outdoors
- ▶ All foods already cooked outside must either be served or brought inside the booth.
- ▶ Any additional preparation must take place inside the booth.
- ▶ Foods may be served from the cooking equipment or through the pass-through window.

Food Outside of the Booth

- ▶ All condiments outside of the enclosed booth must be prepackaged or dispensed from approved pump, squeeze, or pour-type devices, or individual packets.
- ▶ Open containers outside of the booth are not permitted.



Self-Inspection Check List



Temporary Food Facility (TFF) Self-Check List

ALL ITEMS MUST BE COMPLETE BEFORE OPERATING

Check each box as you verify that it is complete. Environmental Health Staff will verify compliance.

DO NOT REMOVE THIS CHECKLIST FROM THE TFF

CATEGORY 2- Requirements for Unpackaged Food Booths:

Name of Business: _____

- A TFF permit application has been turned in and paid for
- A Person in Charge (PIC) _____ is assigned
- Booth sign is posted
- Approved enclosure and flooring
- All foods are from a permitted restaurant or market and are in a clean, protected condition
- All foods and utensils are stored off the ground
- Adequate temperature control
 - Cold foods held at 41°F or below (45°F is permitted if the products are discarded after 12 hours)
 - Hot foods kept at 135°F or above. Foods shall be discarded at the end of the day
 - If Time as Public Health Control (TPHC) is being used and plan is available
- Probe thermometer available
- Any ready-to-eat foods are stored away from raw meats
- Handwash station is provided in the booth
- 3-compartment sink requirements met
- No evidence of cockroaches, flies, or rodents within the TFF area
- No eating or smoking by the workers in the TFF area
- Employees with cuts, sores, or rashes on the hands are removed from duty or are wearing gloves and hair is restrained
- Approved sanitizer (chlorine, quaternary ammonium or iodine) and test strips

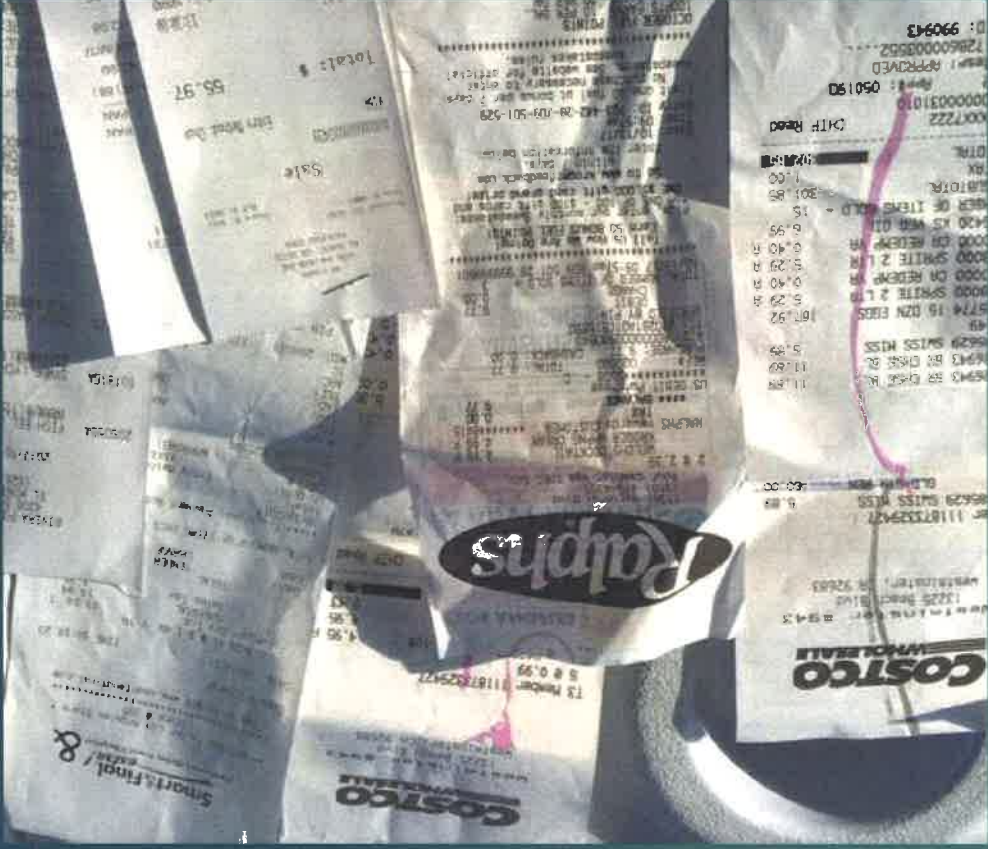
*Verify the above items are in compliance during operation of this TFF. Failure to comply with the above will result in not being issued a health permit or additional fees charged.
FEE: \$25.75 per quarter-hour*

Person In Charge: _____ DATE: _____

Inspector: _____ DATE: _____

Approved Food Source

- ▶ All foods served or used as an ingredient at a TFF shall come from an approved food source.
- ▶ Foods prepared or stored in a private home are **never** permitted to be served in a TFF.
- ▶ The only exemption is a permitted cottage food operator.
- ▶ Food must not be spoiled, adulterated, or otherwise not fit for human consumption.



Shared Food Facility Agreement

(Attachment A)
Shared Facility Agreement Form Host Facility (Office Use, PRE)

SHARED FACILITY AGREEMENT

Name of Existing Applicant: _____
Street Address: _____
Owner: _____ Contact Phone: _____
Business Name: _____ Email: _____
City: _____
Contact Phone: _____

Name of Intended User: _____

Host Facility

Host Facility operator: _____

I, the owner or the legal representative of the above noted Dependent Facility, hereby request permission to the above noted Dependent Facility (Dependent Facility) for the purpose of storing & preparing food, cleaning & storing utensils. I understand that all food, food-related items (utensils, mixing bowls, pots, pans, etc.) must be stored within my facility. I understand that any food safety violations are noted as a result of sharing my facility that Environmental Health has the authority to issue a citation or suspension of this Agency to the Dependent Facility to conduct the food operations activities as described in the agreement. I understand that Environmental Health may investigate consumer complaints associated with the food business sharing my facility. I also understand that I am responsible for the proper operation of permanent equipment (e.g., range, refrigerator, hand wash facilities, preparation table, etc.). I understand this agreement is between me and the Dependent Facility Operator shall be maintained within the Host Facility. I shall notify Environmental Health regarding the Shared Agreement. I shall notify Environmental Health regarding the Shared Agreement.

I agree to this agreement and declare the information above to be accurate.

Signature of Owner/Legal Representative: _____ Date: _____

Signature of Dependent Facility Operator: _____ Date: _____

Dependent Facility

As the owner and applicant of the above noted Dependent Facility, I understand that I can store & prepare food, only within the inspected and approved shared facility. I understand that all food, food-related items (utensils, mixing bowls, pots, pans, etc.) must be stored within the Host Facility. I understand that any food safety violations are noted as a result of sharing facilities that Environmental Health has the right to sever the Shared facility agreement. I understand that Environmental Health may investigate consumer complaint associated with my food business operation. I am responsible for obtaining Food Safety

Shared Kitchen Food Facility Review Form



Regulatory/Medical Health Services
Environmental Health Division – Food Safety Program

BSC#: _____
S#: _____
Date: _____

SHARED FOOD FACILITY REVIEW FORM

To initiate the review of your request to operate a food business at an existing commercial kitchen, please complete and submit this form, along with the following applicable documents, and non-refundable review fee (\$133) to the Environmental Health office located at 1241 E. Dyer Rd, Suite 120, Santa Ana, CA 92705. PLEASE PRINT OR TYPE ALL INFORMATION

- Shared Food Facility Agreement CA Processed Food Registration/Canning License (if required)

DEPENDENT FOOD OPERATOR INFORMATION		
Name of Business (DBA): _____		
Owner's Address: _____	City: _____	State: _____ ZIP: _____
Email: _____	Phone Numbers: _____	
PRIMARY FOOD OPERATOR INFORMATION		
Facility Name: _____		Facility Address: _____
PROPOSED DEPENDENT FOOD OPERATION		
Identify day(s)/times when food production will occur	Type of Business	Wholesale* Processing Only (check all that apply)
<input type="checkbox"/> Sun: _____	<input type="checkbox"/> Retail Only	<input type="checkbox"/> Bakery: <input type="checkbox"/> frozen <input type="checkbox"/> fresh
<input type="checkbox"/> Mon: _____	<input type="checkbox"/> Wholesale Only	<input type="checkbox"/> Beverages/Bottling
<input type="checkbox"/> Tues: _____	<input type="checkbox"/> Mixed	<input type="checkbox"/> Canning/Jamming/reduced oxygen packaging/low acid
<input type="checkbox"/> Wed: _____	_____ % Retail	<input type="checkbox"/> Co-packer
<input type="checkbox"/> Thurs: _____	_____ % Wholesale	<input type="checkbox"/> Juicing
<input type="checkbox"/> Fri: _____	Employees	<input type="checkbox"/> Meat Products
<input type="checkbox"/> Sat: _____	# of: _____	<input type="checkbox"/> Milk & Dairy
		<input type="checkbox"/> Processing: <input type="checkbox"/> Wet product <input type="checkbox"/> Dry product
		<input type="checkbox"/> Repackaging/portioning/sorting
		<input type="checkbox"/> Warehouse/Distributor (packaged food only)
		<input type="checkbox"/> Other: _____
* CA Processed Food Registration Required for Wholesale		
Type of Food Preparation (check all that apply)	Where/How will food products be sold?	
<input type="checkbox"/> Risk Category Type 1 Prepare/package only non-potentially hazardous foods (PHF)	<input type="checkbox"/> Catered Event	
<input type="checkbox"/> Risk Category Type 2 involves the preparation of PHF limited to same-day service only; prepared foods that are not sold or served the same day are discarded	<input type="checkbox"/> Community Event/Farmer's Market (A temporary food facility permit will also need to be obtained)	
<input type="checkbox"/> Risk Category Type 3 involves the preparation of PHF and the PHF travels through the temperature danger zone (41-135°F) more than once <i>*PHF are foods that require temperature control to limit bacterial growth or toxin formation.</i>	<input type="checkbox"/> Import/Export	
	<input type="checkbox"/> internet (web address): _____	
	<input type="checkbox"/> Mail Order	
	<input type="checkbox"/> Retail stores	
	<input type="checkbox"/> Other: _____	

THIS PERMIT MUST BE POSTED IN A CONSPICUOUS LOCATION

Permits to operate are NOT TRANSFERABLE. This permit is valid for the noted owner, location, and type of business only. This permit becomes VOID upon the change of ownership. New owners must apply for a new health permit.

ORANGE COUNTY HEALTH CARE AGENCY
ENVIRONMENTAL HEALTH
1241 EAST DYER ROAD, SUITE 120, SANTA ANA, CA 92705-5611
(714) 433-6000

Type of Business: RESTAURANT UNDER 31 PERSONS - NON-COMPLEX (0111) Record ID: PR0002019

Owner: Jane Doe

Name of Business: DONUT STAR

Location:
1241 E Dyer Rd
Santa Ana, CA 92705

EXPIRES MAY 2019
Permits are valid until the first day of the month listed above

Limited Term Food Production Agreement



Regulatory/Medical Health Services
Environmental Health Division – Food Safety Program

Limited-Term Production – Shared Food Facility Agreement

Environmental Health (EH) recognizes that there are times when food entrepreneurs and others working in the food industry may require access to a permitted kitchen for a *very specific, short time period** in order to meet production needs. To produce food in a permitted kitchen without obtaining a health permit, complete this form and submit for review to the Food Safety Program. * *No more than once in a calendar year.*

Primary Food Operator

The person listed below has my permission to prepare food in my food facility on the days and time(s) listed below and store food and equipment in my food facility. I assume all responsibility for any health code violations which may occur while my facility is being used for this purpose.

Business Name	Facility Address
Name of Legal Owner/ Representative	PIB
Print Name	Signature
Phone Number	Date
Day and Time of use by Limited-Term Food Operator	

Limited-Term Food Operator

I agree to use the above food facility to store food and equipment and for the preparation of food in advance of the event. I understand that if I no longer prepare food at this facility I must obtain another agreement for the use of a permitted food facility or discontinue preparation of food in advance of the event.

Business Name	Food Operator Address
Food to be Prepared at the Primary Food Operator Facility	
Print Name	Signature
Phone Number	Date

This agreement has been approved by Environmental Health for the date and time noted above.

EHS Print Name: _____ EHS Signature: _____

Date Approved: _____ Comments: _____

Out of County- Shared Kitchen Food Facility Form



Regulatory/Medical Health Services
Environmental Health Division – Food Safety Program

Out of County – Shared Food Facility Agreement

Environmental Health (EH) recognizes that there are times when food entrepreneurs and others working in the food industry may require access to a permitted food facility for a very specific time frame so as to meet food production needs and comply with State food and safety code requirements. In order to participate at either a single or a recurring temporary food facility event occurring in Orange County, the following agreement is required to be completed by the permitted food facility operator/owner where your food production will occur.

Permitted Food Operator information

The person listed as **Dependent Food Operator** below has my permission to store, prepare food, and store any and all approved equipment in my food facility. I assume all responsibility for any health code violations which may occur while my facility is being used for this purpose.

Primary Operator's Business Name	Facility Address
Name of Legal Owner/Representative	E-mail Address
Print Name	Signature
Phone Number	Date

Dependent Food Operator information (the business using the Permitted Food Operator's facility)

I agree to use the above food facility to prepare and store food, as well as any approved equipment in advance of the Orange County event. I understand that if I no longer prepare food at this facility I must obtain another agreement for the use of a permitted food facility or discontinue preparation of food in advance of the event. **This agreement is required to be signed and updated annually.** Submit this form with the Primary Food Operator's health permit from the governing agency.

Business Name	Food Operator Address
Food to be Prepared at the Permitted Food Operator Facility	
Print Name	Signature
Phone Number	Date

This agreement has been reviewed and accepted by Orange County Environmental Health.

EHHS Print Name: _____ EHS Signature: _____

Date Approved: _____ Comments: _____

Maintain a copy of the accepted agreement on site during the Orange County event.



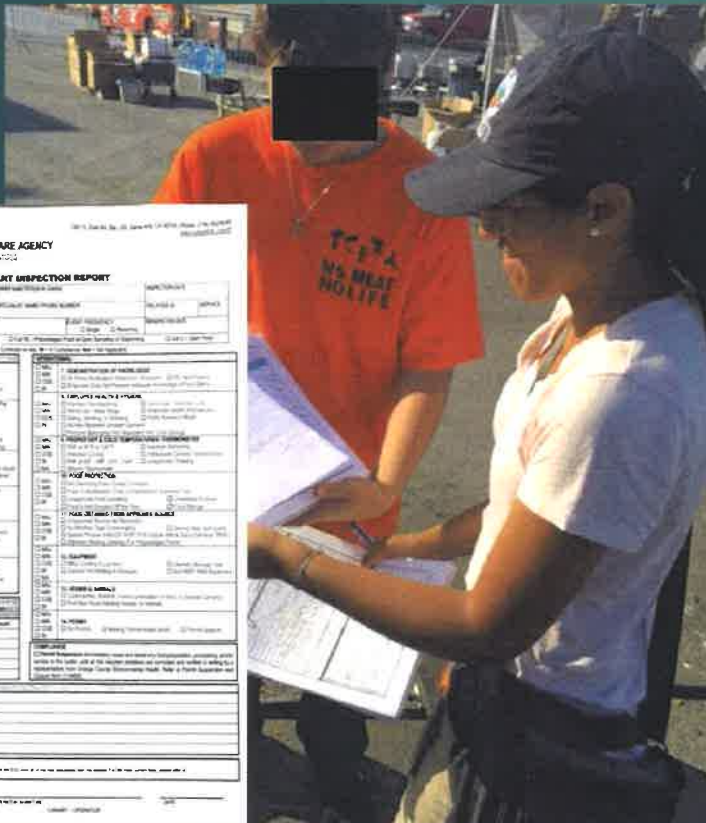
During the Event

ORANGE COUNTY HEALTH CARE AGENCY
 Environmental Health
SPECIAL EVENT PERMIT
 1281 L. Dyer Rd, Ste. 120, Santa Ana, CA 92705 - 9611
 (714) 433 - 6000

TFF Name: _____ Owner: _____
 Name of Event: _____ Operation Day(s): _____
 Event Location: _____ Record ID: _____

Permit to Operate: EVENT COORDINATOR - SINGLE EVENT
TEMPORARY FOOD FACILITY
VALID ONLY: 2/1/2019 - 2/1/2019
 Post this permit in a conspicuous place

Permit Approved By: _____ Date: 2/1/2019



- ▶ You will be given your Health Permit before the event by the Event Coordinator
- ▶ Inspectors conduct inspections at each TFF at the event.
- ▶ If you don't meet the requirements of operating as a TFF, your permit may be temporarily suspended until you can correct the violation(s).
- ▶ Use the Self-Inspection Check List as a guide!
- ▶ Maintain the permit at the TFF in a visible location.

THANK YOU!

Orange County Environmental Health Special Events Program –

Website: www.ocfoodinfo.com/tff

Phone: (714) 433-6080

Email: ehSpecialEvents@ochca.com



PRESENTATION:
BROWN ACT TRAINING
(There is no report associated with this item)



THE BROWN ACT: AN OVERVIEW

Molly McLaughlin
City Clerk

History of the Ralph M. Brown Act

- ▶ Authored by Ralph M. Brown, a Central Valley Assemblyman, the Brown Act was passed in 1953. Its purpose is to safeguard the public's right to access and participate in government meetings within the State.
- ▶ The Brown Act is found at California Government Code Sections 54950 - 54963 and have been provided in your packet of materials.

Who's Covered?

- ▶ Local Agencies - includes counties, cities, school and special districts.
- ▶ “Legislative Bodies” of each agency - the agency’s governing body plus “covered boards,” that is any board, commission, committee, task force or other advisory body created by the agency, whether permanent or temporary
- ▶ Any “standing committee” of a covered board, regardless of number of members.
- ▶ Governing bodies of Non-profit corporations formed by a public agency - includes a member of a covered board that receives public money from that board.

BROWN ACT BASICS

Intent of the Brown Act

- ▶ To ensure that deliberations and actions of local legislative bodies are open and public.
- ▶ To ensure meaningful public access to local agency decisions.
- ▶ Meetings must be open to the public, held on a regular schedule, and follow a noticed agenda except when the Brown Act authorizes otherwise.
- ▶ No secret ballots.

Brown Act Basics (CONT.)

- ▶ The Agenda - Posting Requirements, Content
- ▶ How Many is a Quorum?
- ▶ Meeting Types and Why Does it Matter? Regular, Adjourned Regular, Special, Emergency
- ▶ The Minutes, Official Record of Actions Taken
- ▶ Are Photographers and Videographers/TV allowed to film and/or audio record a public meeting?

What Must Happen...

- ▶ Under the Brown Act, an agency must:
- ▶ Post agenda for regular, adjourned regular, special meetings.
- ▶ Notify the media of special or emergency meetings.
- ▶ Closed Sessions - special noticing
- ▶ Hold meetings in the jurisdiction of the agency except in limited circumstances.
- ▶ Not require a “sign-in” for anyone.
- ▶ Allow for non-disruptive recording, filming (video), etc.

City of Irvine Sunshine Ordinance

- ▶ Irvine Sunshine Ordinance - Adopted in November 2018
- ▶ Increased Transparency by providing meeting materials 12-days prior to City Council and Commission Meetings
- ▶ If Necessary, 5-Day Supplemental Agenda
- ▶ Special Meetings Extended Noticing - 5 days Instead of 24-hour as Allowed By Law

Public meetings

Question:

What constitutes a “meeting” under the Act?

Answer:

Deliberations or actions by a majority,
and

Serial meetings which result in a “collective
concurrence.”

(Serial Meeting: “A” calls or emails “B” who calls and
emails “C” and so on...known as a “Daisy Chain”)

It Is More Complex Than You Think...

- ▶ City Commissions/Committees - Staff Liaisons are there to assist with Brown Act compliance and can use the agenda and required posting requirements to organize department workflow/projects.

- ▶ Consequences of violation?

Violation of the Brown Act is a *Misdemeanor* - and results in bad publicity and embarrassment for the legislative body and the municipality.

Group Discussion

Question:

Under general Public Comments, a member of the public has a question on a matter that is not on the current meeting's agenda. The member of the public wants an immediate answer. Is it appropriate to provide a response to a clearly agitated and concerned member of the public?

Group Discussion (cont.)

Answer:

You are prohibited from discussing a matter, in detail or at great length, that has not been noticed on the current agenda.

A proper response could be:

- Request staff agendize this matter at an upcoming Meeting
or...
- Ask staff to obtain the speaker's contact info and staff could follow up.

Conclusion

Annual legislative review of specific provisions to the Brown Act have increasingly complicated the law.

An agency including city officials and employees must pay careful attention to detailed requirements in order to avoid possible media embarrassment, civil penalties and the invalidation of agency action.

PRESENTATION:
UPDATED IRVINE SPORTS COMMITTEE
MEMBERSHIP REQUIREMENTS
(There is no report associated with this item)

IRVINE SPORTS COMMITTEE MEMBERSHIP REQUIREMENTS (STAFF RECOMMENDATIONS)

Chris Alfaro, Supervisor

Irvine Sports Committee

April 9, 2019



NEW MEMBER REQUIREMENTS

- Must meet all Sports Committee requirements
- Have an established organizations with teams
- Maintain a minimum number of teams
- Submit Application identifying how they service the Irvine community.



OPTION 1

1 to 2 YEAR WAITLIST

- Annual submittal October meeting
- Group has 1 to 2 years from time of request to be considered.
- Field rentals provided if available at regular rental rates, only after Approved Local Sports group allocation.



OPTION 2

2-4 YEAR MEMO OF UNDERSTANDING (MOU)

- All Approved Local Sports groups will all be provided an MOU and offered options to renew.
- All new groups will be review at the end of the MOU period (2 or 4 years)
 - Interviews with CS Reservation Team
 - 1 year probation period



OPTION 3

Request for Proposal (RFP)

- Interview process
- Reference check
- Quantity of service limitations
- Presentation to Sports Committee and Vote



THANK YOU!

QUESTIONS
&
FEEDBACK



CITY OF IRVINE

PRESENTATION:
***ATHLETIC RESERVATION FEE POLICY
UPDATE***
(There is no report associated with this item)

Community Services Updates to Fees and Policies

Dena Diggins, Manager
Chris Alfaro, Supervisor

Irvine Sports Committee
April 9, 2019



PROPOSED ATHLETIC PERMIT CATEGORIES

CATEGORY	ATHLETICS	
	RESIDENT	NON-RESIDENT
A	APPROVED LOCAL SPORTS GROUP* K-12 SCHOOLS GOVERNMENT	APPROVED LOCAL SPORTS GROUP* K-12 SCHOOLS GOVERNMENT
B	HOUSEHOLDS NONPROFITS UNIVERSITIES	HOUSEHOLDS NONPROFITS UNIVERSITIES
C	COMMERCIAL USE FOR-PROFIT ENTITIES	COMMERCIAL USE FOR-PROFIT ENTITIES

* Approved Local Sports Group - A minimum of 90% for "Resident" and 57% for "Non-resident".



PROPOSED ATHLETIC FEES

CATEGORY	ATHLETICS \$/Hour								
	SPORTS FIELDS		RYAN LEMMON STADIUM		DEANNA MANNING STADIUM		TOURNAMENTS	HARDCOURTS	
	RESIDENT	NON-RES	RESIDENT	NON-RES	RESIDENT	NON-RES	RESIDENT / NON-RESIDENT	RESIDENT	NON-RES
A	\$10	\$20	\$20	\$30	\$25	\$40	\$300/day (\$25/hour)	\$5	\$10
B	\$30	\$35	\$40	\$50	\$50	\$65	\$540/day (\$45/hour)	\$15	\$20
C	\$40	\$45	\$55	\$65	\$70	\$85	\$600/day (\$50/hour)	\$20	\$25



ATHLETIC FEE COMPARISON

Reservations - Sports Fields



ATHLETIC FEE COMPARISON

Reservations - Hardcourts



THANK YOU!

QUESTIONS/FEEDBACK



CITY OF IRVINE

CONSENT CALENDAR – ITEM 1.1



MINUTES

IRVINE SPORTS COMMITTEE REGULAR MEETING

January 8, 2019
Quail Hill Community Center
Multipurpose Room
39 Shady Canyon Drive
Irvine, California

CALL TO ORDER

The regular meeting of the Irvine Sports Committee was called to order at 7:05 p.m. by Chair Szczuka.

ROLL CALL

PRESENT:

COMMITTEE MEMBER:	AYSO Region 213*	Doug Birozy
COMMITTEE MEMBER:	Irvine Baseball Club	Jeff Peterson
COMMITTEE MEMBER:	Irvine Dolphins Baseball Club	Clint Collins
COMMITTEE MEMBER:	Irvine Futbol Club*	Frank Fortier
COMMITTEE MEMBER:	Irvine Knights Baseball Club	Dick Owens
COMMITTEE MEMBER:	Irvine Pony Baseball*	Eric Gourley
COMMITTEE MEMBER:	Irvine Rangers Lacrosse*	Tina Wang
COMMITTEE MEMBER:	Irvine Travel Softball*	Chris Dallas
COMMITTEE MEMBER:	LA Galaxy OC*	Dave Brown
COMMITTEE MEMBER:	Matt Leinart Flag Football*	Ryan Bertoni
COMMITTEE MEMBER:	No Limits Baseball	Jerry Lehman
COMMITTEE MEMBER:	Northwood Little League*	Eddie Ollmann
COMMITTEE MEMBER:	OC Fury Youth Baseball	Gary Wood
COMMITTEE MEMBER:	Rox Baseball*	Michelle McNab
COMMITTEE MEMBER:	Simply Pure Baseball	Alex Guenette
COMMITTEE MEMBER:	So Cal Elite Sports, Basketball	Cary Lambeth
COMMITTEE MEMBER:	Member-At-Large*	Dan Brady
VICE CHAIR:	Cary Lambeth	So Cal Elite Sports, Volleyball*
CHAIR:	Jon Szczuka	Pateadores Irvine*

ABSENT:

COMMITTEE MEMBER:	AYSO Region 144*	Brian Foster
COMMITTEE MEMBER:	Irvine Girls Softball Association*	Dean Hoang
COMMITTEE MEMBER:	Irvine Ranch Little League*	Erik Peterson

COMMITTEE MEMBER:	Irvine Rancheros Baseball Club	Doug Euper
COMMITTEE MEMBER:	Irvine Youth Basketball League*	Michael Pickell
COMMITTEE MEMBER:	Irvine Youth Football*	Paul King
COMMITTEE MEMBER:	Orange County United FC	Bart Hess
COMMITTEE MEMBER:	Ryan Lemmon Foundation	Larry Michaels
COMMITTEE MEMBER:	Strikers FC Irvine*	Don Ebert*
COMMITTEE MEMBER:	Member-At-Large*	James Bailey
COMMITTEE MEMBER:	Member-At-Large*	Miram Gelfand
COMMITTEE MEMBER:	Member-At-Large*	Richard Robert

**Voting Member*

PLEDGE OF ALLEGIANCE

Chair Szczuka led the Pledge of Allegiance.

INTRODUCTIONS

There were no introductions.

PRESENTATIONS

There were no presentations.

SCOPING SESSION

Community Services Project Administrator Darlene Nicandro and MIG Consultant Melissa Erickson lead a scoping session and requested Committee feedback on upcoming improvements to Heritage Community Park.

ANNOUNCEMENTS

Community Services Manager Dena Diggins announced the opening of Portola Springs Community Park on January 26, 2019 and Los Olivos Community Park in March 2019.

Community Services Supervisor Chris Alfaro provided an update on the proposed process for new sports organizations interested in becoming members of the Sports Committee. Staff met with neighboring cities to receive feedback and recommendations, and will present recommendations at the April 9 Sports Committee meeting.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC COMMENTS

There were no public comments.

1. CONSENT CALENDAR

ACTION: Moved by Committee Member Dallas, seconded by Committee Member Lambeth and unanimously carried by those members present to approve the Consent Calendar as follows:

1.1 MINUTES

ACTION:

Approved the minutes of a regular meeting of the Irvine Sports Committee held on July 10, 2018.

1.2 TOURNAMENT AND EVENTS CALENDAR

ACTION:

Received and filed.

2. COMMITTEE BUSINESS

There was no committee business.

ADJOURNMENT

Moved by Committee Member Lambeth, seconded by Committee Member Fortier, and unanimously carried by those members present to adjourn the meeting at 7:29 p.m. to a regular meeting on Tuesday, April 9, 2019 at 7 p.m.

JON SZCZUKA, CHAIR

DATE APPROVED

DENA DIGGINS
COMMUNITY SERVICES MANAGER

CONSENT CALENDAR – ITEM 1.2



REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

MEETING DATE: April 9, 2019

TITLE: TOURNAMENTS AND EVENTS CALENDAR



Community Services Manager

RECOMMENDED ACTION

Receive and provide input to the Community Services Department.

EXECUTIVE SUMMARY

The Irvine Sports Committee (Committee) serves in an advisory body reporting to the Community Services Commission, that was established in 1979, and its purpose is to provide input on the needs of the community pertaining to Irvine's youth sports programs, facilities, and services. They also strive to ensure the equitable allocation of athletic facilities.

The Committee is made up of voting and non-voting organizations representing youth recreation and club sports programs. There are no term limits for committee members as they serve at the pleasure of their agencies.

The Committee meets quarterly to review field allocations, event calendars, and reservation and allocation policies and procedures.

The Tournaments and Events Calendar (Calendar) is presented as Attachment 1 for the Committee's review, discussion, and input.

ANALYSIS

Tournaments and large events are reserved in accordance with the Public Facilities Reservation and Fee Policies. These policies provide priorities and methodologies for approving tournaments and large events while meeting the needs of the Irvine community.

The Calendar is created to document tournament and large event requests that extend beyond the activities in the seasonal allocation process. While events remain in the planning

process, the Committee reviews the Calendar to ensure facilities are adequate to meet the needs of the event, and the needs of local programs.

ALTERNATIVES CONSIDERED

The Committee may request a modification of one or more events.

FINANCIAL IMPACT

Modifications to the Calendar resulting in a reduction of tournament hours may have a financial impact.

REPORT PREPARED BY Chris Alfaro, Community Services Supervisor

ATTACHMENT

1. Tournaments and Events Calendar

CITY OF IRVINE TOURNAMENTS AND EVENTS CALENDAR

TOURNAMENTS/EVENTS	DAYS	DATES	LOCATION
CIF Girl's Softball Championships	Fri-Sat	May 17-18, 2019	Bill Barber
Select Tournament	Fri-Sun	May 18-19, 2019	TBA
OC Coaches Softball All-Star Games	Tues	May 21-21, 2019	Bill Barber
Irvine Pony Memorial Day Baseball Tournament	Thur-Mon	May 23-27, 2019	All City Baseball Fields
Memorial Day Classic Softball Tournament	Sat-Mon	May 25-27, 2019	Bill Barber
Perfect Game Baseball Tournament	Sat-Sun	June 1-2, 2019	Cypress, Windrow
Summertime Classic Softball Tournament	Fri-Sun	June 7-9, 2019	Softball Fields (multiple sites)
Southern California National Qualifier	Fri-Sun	June 14-16, 2019	Bill Barber, Harvard
Red, White and Blue Softball Tournament	Sat-Sun	June 22-23, 2019	Bill Barber, Mark Daily
City of Irvine Adult 7v7 Soccer Tournament	Sun	June 23-23, 2019	Quail Hill
Little League All Star Tournament	Sat-Thur	June 24-July 3, 2019	TBA
4th of July Firecracker Classic 18u & 17u	Fri-Sat	June 28-July 5, 2019	Windrow, Cypress
City of Irvine Adult Softball Tournament	Sun	June 30-30, 2019	Bill Barber
Champions Cup Softball Tournament 16u	Thur-Mon	July 4-8, 2019	Harvard
Champions Cup Softball Tournament 14u	Thur-Mon	July 4-8, 2018	Bill Barber
4th of July Firecracker Classic 16u, 15u, 14u	Fri-Sat	July 5-12, 2019	Windrow, Cypress
Simply Pure Baseball Baseball Tournament	Sat-Sun	July 6-7, 2019	TBA
Champions Cup Softball Tournament 18u	Wed-Sun	July 10-14, 2019	Bill Barber, David Sills, Harvard, Heritage

CITY OF IRVINE TOURNAMENTS AND EVENTS CALENDAR

TOURNAMENTS/EVENTS	DAYS	DATES	LOCATION
Pony Mustang & Bronco All-Star Tournament	Thur-Tue	July 11-16, 2019	Hicks Canyon
ROX 11u Baseball Tournament	Sat-Sun	July 20-21, 2019	TBA
Pats Cup - Soccer Tournament	Sat-Sun	July 20-21, 2019	Multiple City Park Sites
PGF Softball National Championships 18u/12u/10u	Sat-Fri	July 20-27, 2019	Bill Barber, Harvard
Irvine Futbol Club - Soccer Tournament	Sat-Sun	July 27-28, 2019	Multiple City Park Sites
PGF Softball National Championships 16u/14u	Sun-Sat	July 28-August 4, 2019	Bill Barber, Harvard
Orange County Summer Invitational	Sat-Sun	August 3-4, 2019	Multiple City Park Sites
2019 Softball World Championship	Sat-Sat	August 11-17, 2019	Bill Barber, Mark Daily
Orange County Kickoff Classic Soccer Tournament (Girls)	Sat-Sun	August 17-18, 2019	Multiple City Park Sites
Orange County Kickoff Classic Soccer Tournament (Boys)	Sat-Sun	August 24-25, 2019	Multiple City Park Sites
Irvine World Cup Soccer Showcase	Sat-Sun	August 31 & September 1, 2019	Multiple City Park Sites
Fall Classic Baseball Tournament	Fri-Sun	October 4-6, 2019	Windrow, Cypress
Fall Pumpkin Softball Tournament	Fri-Sun	October 11-13, 2019	Bill Barber, David Sills, Mark Daily
Mayor's Cup Soccer Tournament	Sat	November 15-15, 2019	Las Lomas, Northwood, Windrow, Plaza
Early Thanksgiving Showcase Softball Tournament	Fri-Sun	November 23-24, 2019	Bill Barber, Harvard
Thanksgiving Memorial Baseball Tournament	Fri-Sun	November 29-December 1, 2019	Windrow, Cypress
OC Tournament of Champions	Sat-Sun	December 7-8, 2019	Soccer Fields (multiple sites)
Christmas Classic Baseball Tournament	Fri-Sun	December 13-15, 2019	Windrow, Cypress

**CITY OF IRVINE
TOURNAMENTS AND EVENTS CALENDAR**

TOURNAMENTS/EVENTS	DAYS	DATES	LOCATION
Early Thanksgiving Showcase Softball Tournament	Fri-Sun	November 16-18, 2019	Bill Barber (Sat-Sun), Harvard (Fri-Sun)
Mayor's Cup Soccer Tournament	Sat	November 17-17, 2019	Las Lomas, Northwood, Windrow, Plaza
Thanksgiving Memorial Baseball Tournament	Fri-Sun	November 23-25, 2019	Windrow, Cypress
OC Tournament of Champions	Sat-Sun	December 8-9, 2019	Soccer Fields (multiple sites)
Christmas Classic Baseball Tournament	Fri-Sun	December 14-16, 2019	Windrow, Cypress
FUTURE SPECIAL EVENTS AND TOURNAMENTS			

BUSINESS ITEM 2.1



REQUEST FOR IRVINE SPORTS COMMITTEE ACTION

MEETING DATE: April 9, 2019

TITLE: HICKS CANYON COMMUNITY PARK IMPROVMENTS



Community Services Manager

RECOMMENDED ACTION

Receive report and provide comments on the Concept Design.

EXECUTIVE SUMMARY

Hicks Canyon Community Park (Hicks Canyon Park) originally opened to the public in 2001. Park amenities include a children's playground and sports fields on the eastern and western areas of the park. The tot lot/play area includes play equipment for ages 2 to 5 and ages 5 to 12 as well as shade structures, benches, picnic tables, barbeques, and a restroom. The sports field areas contain two soccer fields and two baseball diamonds with adjacent bleachers and a concession area. The Hicks Canyon Trail borders the northern boundary of the park.

Over the past 18 years, the 16-acre park has endured normal wear and tear, and is now in need of general park rehabilitation. As such, several park improvements have been identified including field rehabilitation, ADA pathways and site improvements, playground rehabilitation, as well as the potential addition of outdoor fitness stations, various baseball amenities including fenced bull pens, batting cages, and shaded scorer's tables.

In January 2019, the City selected Moore Iacofano Goltsman, Incorporated (MIG) to develop a design and provide construction support services for the Hicks Canyon Park Improvements Project. Staff has prepared a presentation on the proposed Concept Design for the Irvine Sports Committee's (Committee) review and feedback prior to moving forward with the project.

ANALYSIS

Hicks Canyon Park is located in Planning Area 4 "Lower Peter's Canyon" at 3864 Viewpark Avenue. Situated near the intersection of Irvine Boulevard and Culver Drive and adjacent to Hicks Canyon Elementary School, Hicks Canyon Park is 16.15 acres in size and includes

park amenities such as ballfields, soccer fields, a playground, restrooms, a concession building, and picnic areas.

Originally dedicated 2001, Hicks Canyon Park has remained a popular Community Park due to its location, athletic fields, and established location within Irvine. The park is a popular location for recreational leagues. The American Youth Soccer Organization (AYSO) operates a year-round soccer program on the two soccer fields, and from spring through fall, Northwood Little League operates a baseball program on the two baseball fields.

On October 16, 2018, the City issued RFP 19-1476 for project design and construction support services for Hicks Canyon Park Improvements. The RFP contained specific language for obtaining feedback from interested groups such as the Irvine Sports Committee, Irvine Residents with Disabilities Advisory Board, and/or Northwood Little League. MIG was selected and has prepared a Draft Concept Plan for the Committee's review.

Proposed Design

The proposed initial Concept Design for Hicks Canyon project may be revised based upon budget, cost, and input on the concept plan. City staff will continue to revise the initial Concept Plan after receiving the Committee's comments as well as an estimate of probable costs from the consultant. The Concept Plan currently includes Phase 1 recommendations as well as future phased work. See Table 1.0 for a summary of proposed improvements and phases.

**Table 1.0 Hicks Canyon Improvement Project
Proposed Scope of Work for CIP 361902**

Park Area	Preferred Phase 1 Improvements
Parking area	ADA Improvements including paving, signage, striping, curb, and detectable warning surface
Baseball field amenities	2 lighted batting cages, 2 bull pens, 2 covered score keepers tables
Fitness equipment	6 clustered exercise stations for adults and seniors including shade
Plaza	Concrete paving to accommodate palm tree and planter removals, shade canopy over plaza
Playground	Play equipment, rubberized surfacing
	Shade canopy over play equipment, additional bench seating
Planting areas, various	Restore turf at construction areas, additional trees

Park Area	Proposed Future Phase Improvements
Baseball field amenities	Bull pen lighting, shade canopy over bleachers
Ballfields 1 & 2	Turf and drainage renovations including infield mix, turf seed prep/sand base, and Quick Drain system throughout
Fitness equipment	Additional free standing exercise stations on path south of soccer fields, linking the looped path
Playground	Additional bench seating
Plaza	Site furnishings, tables
Planting areas, various	Removal and replacement of trees along path at southern edge of soccer fields

Next Steps

The Committee’s input on the project design will be incorporated to the extent feasible. With comments received from the Committee and other pertinent parties, staff will continue working with MIG to finalize the Concept Design drawings, which will include identification of the Phase 1 project elements and future phased recommendations. The Concept Plan will be presented to Community Services Commission in mid-summer. After approval of the Concept Plan, final Construction Design drawings will be prepared. Construction is expected to begin in late 2019, with a project completion date in mid-2020.

FINANCIAL IMPACT

The Hicks Canyon CIP project (CIP No. 361902) total approved allocation is \$880,000 for design and construction. See Table 2.0 for a summary of expense and fund allocations for the project.

**Table 2.0 Hicks Canyon Improvement Project
Current Budget**

EXPENSE	
Preliminary Design/Planning	\$72,548
<i>Final Design (estimate)</i>	<i>\$135,019</i>
<i>Construction (estimate)</i>	<i>\$672,433</i>
Total Project Budget Expense	\$880,000
FUNDING SOURCE	
City CIP Budget	\$880,000
Total Project Budget Funding	\$880,000

Given current funding constraints, staff recommends a phased construction process to complete a comprehensive park rehabilitation. Funding for future phases may be requested through the City's budget process if needed.

REPORT PREPARED BY

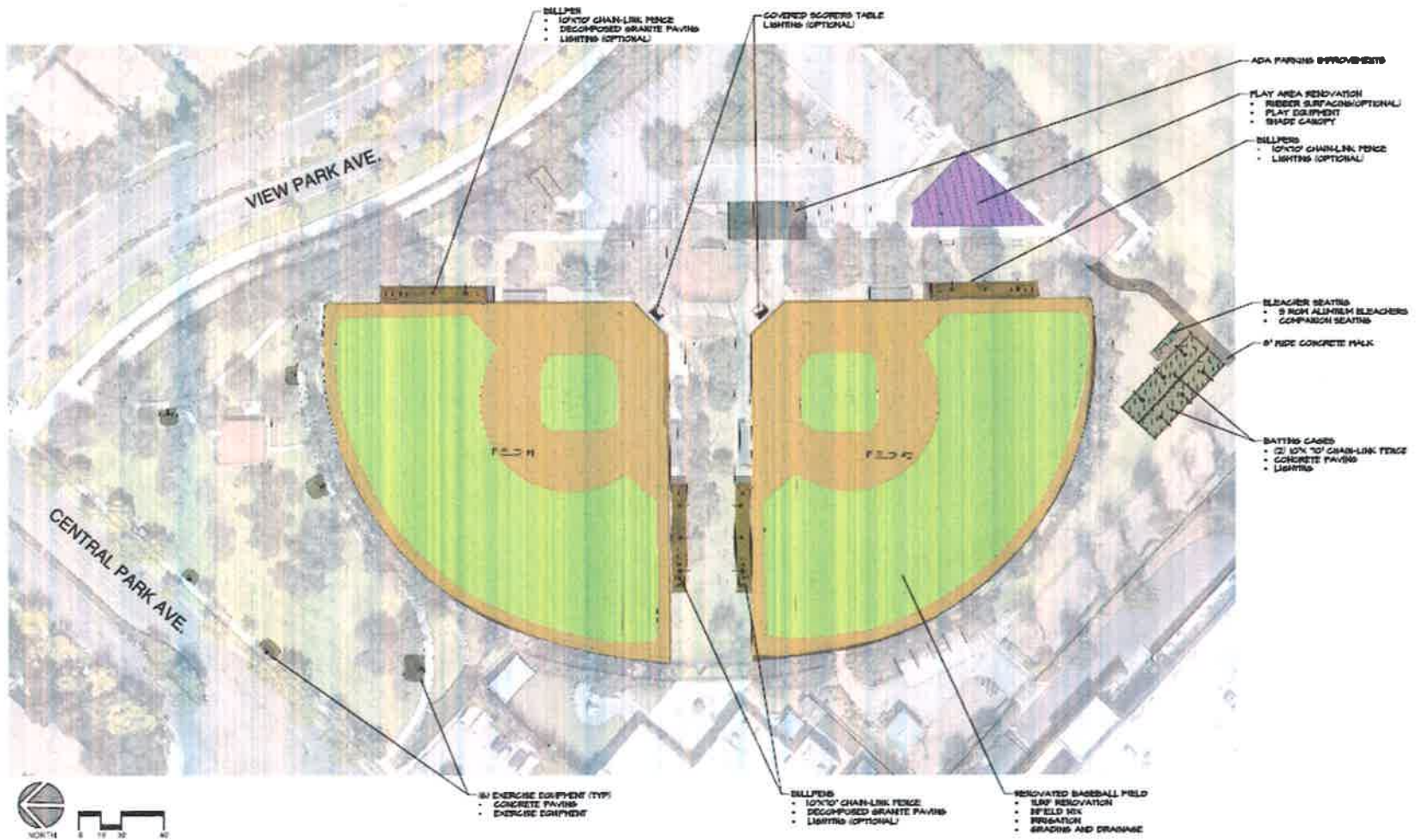
Debby Platt, Community Services Administrator
Rachel McLure, Senior Planner

ATTACHMENTS

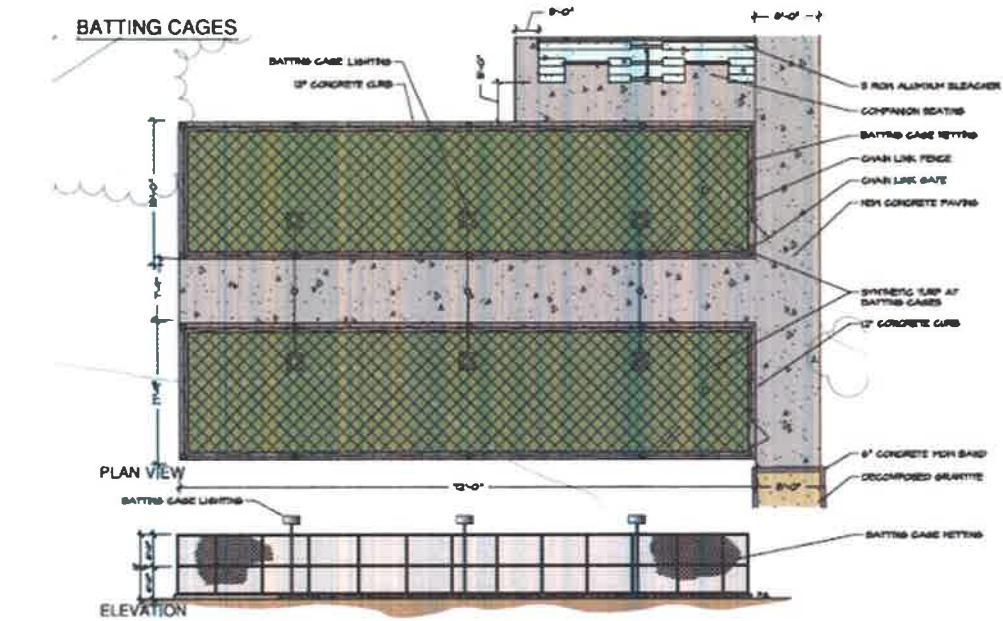
1. Site Plan
2. Concept Design Plan



ATTACHMENT 1 - Site Plan



ATTACHMENT 2 – Concept Plan



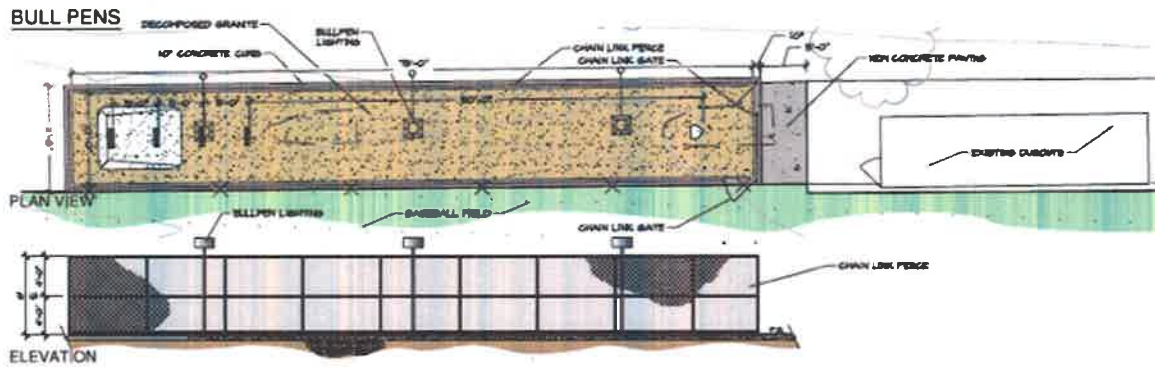
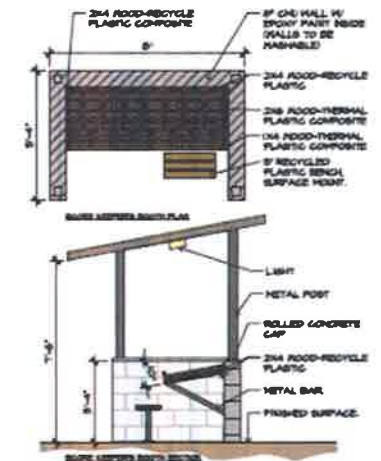
TRACING BULL PENS



BATTING CAGES



SCORING TABLES



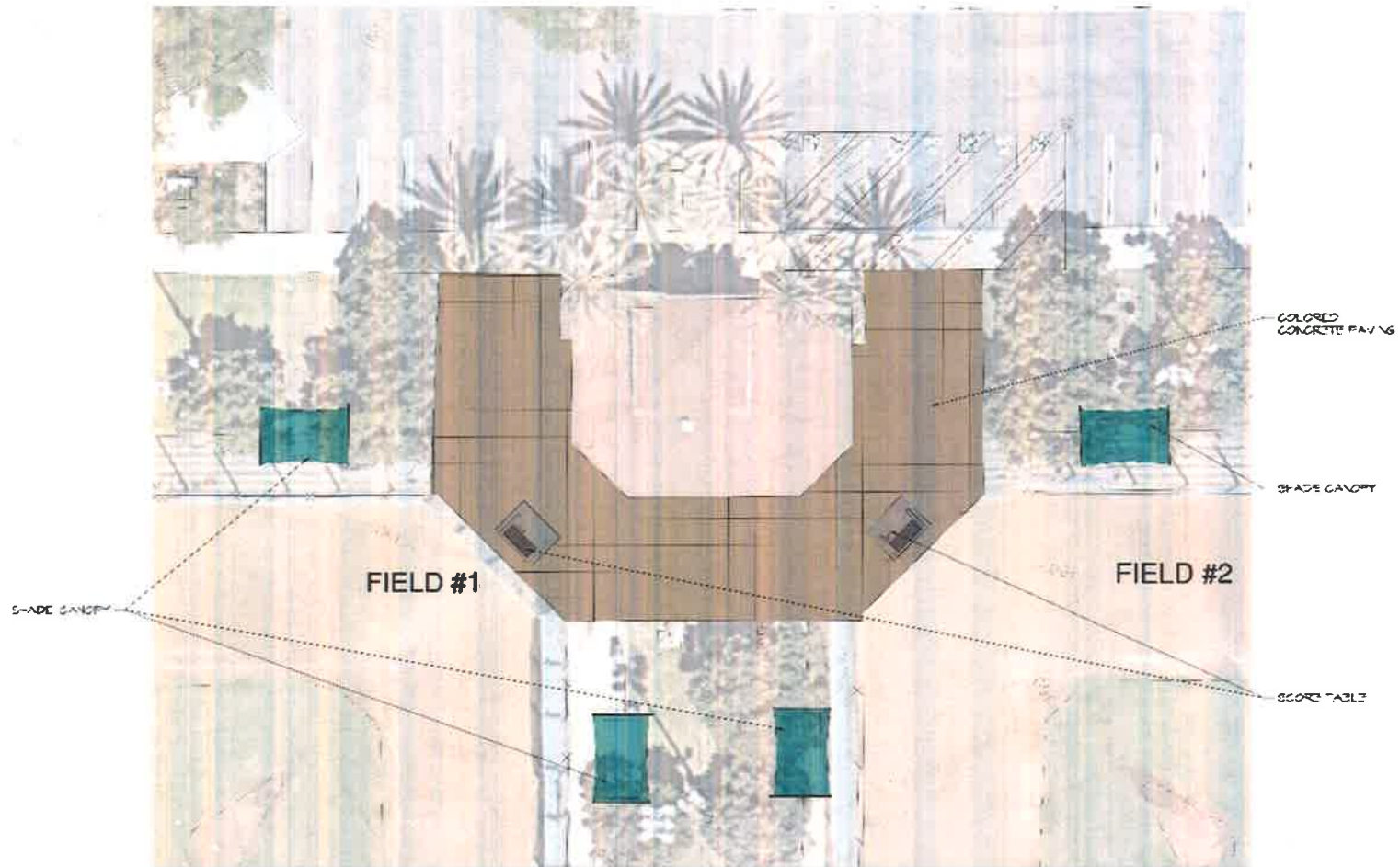
ATTACHMENT 2 – Concept Plan



WORK OUT STATIONS:(6) TOTAL

ATTACHMENT 2 – Concept Plan

PLAZA DESIGN



ATTACHMENT 2 – Concept Plan

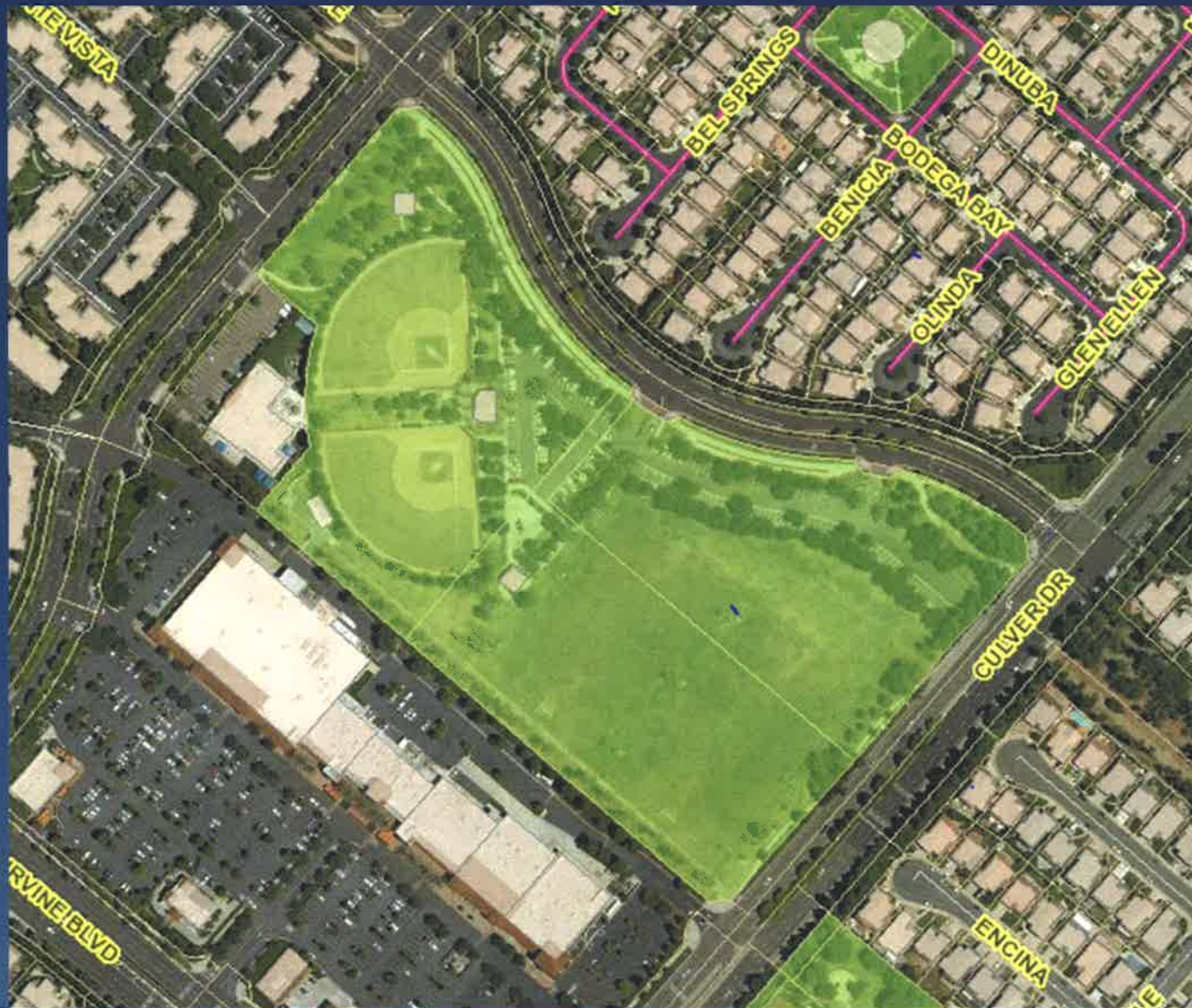
Hicks Canyon Community Park Improvements

Presented by
Rachel McLure, Senior Planner
Oscar Johnson, MIG Incorporated

Irvine Sports Committee
April 9, 2019



SITE PLAN



PARK IMPROVEMENTS

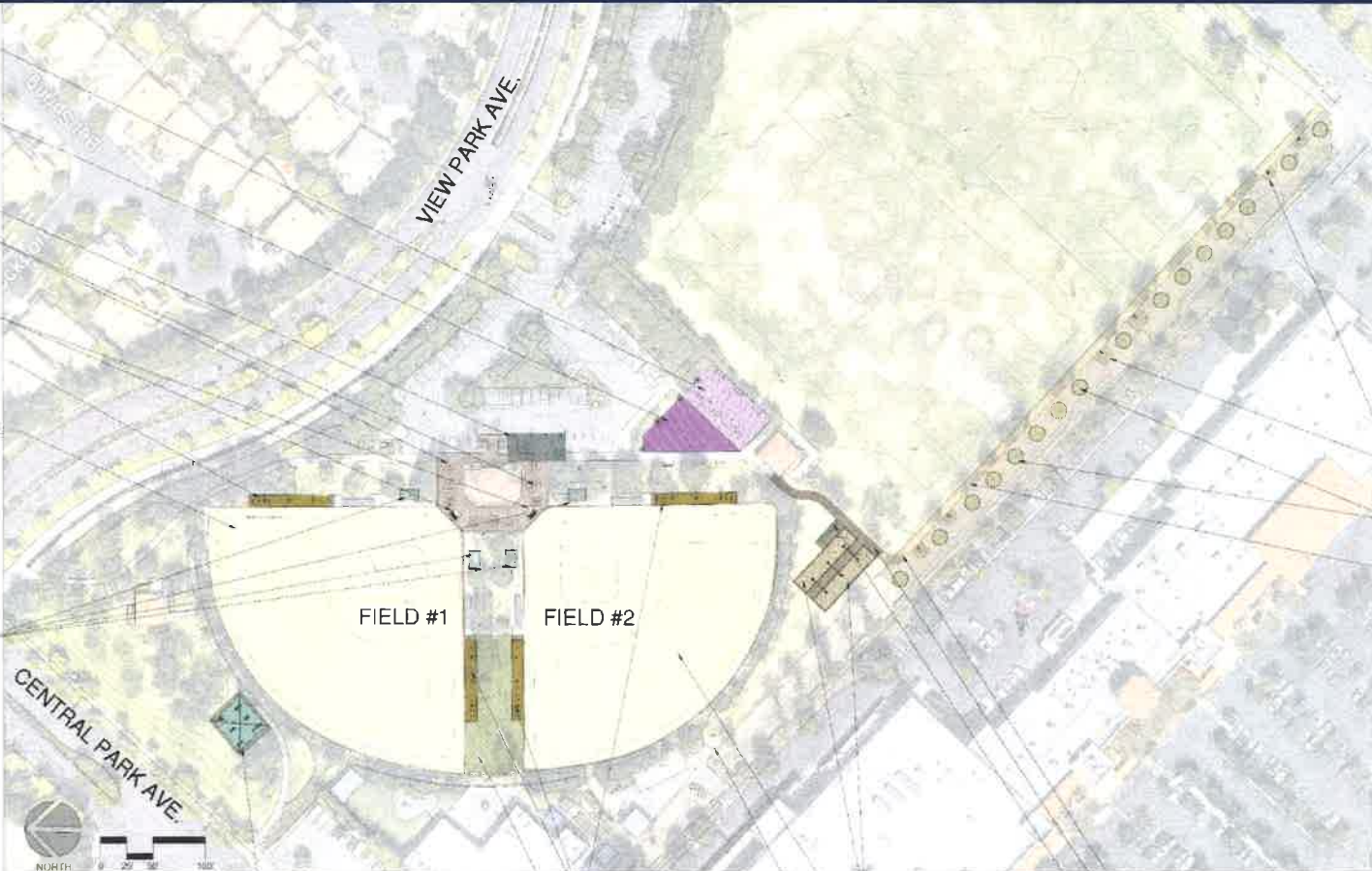


CITY OF IRVINE

- PLAY AREA DISCONTINUED (PH 2)
- 216 & 313 EQUIPMENT
- SEATING
- BLEACHER SIDEWALK
- SHAD CANOPY
- PLAY AREA RENOVATION (PH 1)
- NUMBER OF PLAYERS
- PLAY EQUIPMENT
- 17' LAKING FOOTPRINT
- BLEACHER SIDEWALK
- 3.0' WIDE 4.0' DEEP
- ADA PARKING IMPROVEMENTS (PH 2)
- 10 ADA PARKING SPACES
- REMOVE 20' SIDEWALK
- NEW PARKING SPACES
- 100' SIDEWALK
- SEATING (PH 2)
- COVERED SEATING TABLES (PH 1)
- LIGHTS (PH 2)
- 50' LIGHTS (PH 1)
- 10' X 10' CHALK-LINE FENCE
- DISCONTINUED GRANT PAVING

- RENOVATED BASEBALL FIELD (PH 2)
- FILL RENOVATION
- FIELD PA
- IRRIGATION
- GRASS
- DRAINAGE (SIDE DRAIN)

SHAD CANOPY AT BLEACHER (PH 2)



- 18' EXTRA SET EQUIPMENT (PH 2)
- CONCRETE PAVING
- BLEACHER SIDEWALK

TRAIL PLAYING (PH 2)

• 8' WIDE DISCONTINUED SIDEWALK (PH 2)

NOTE:
REMOVE EXISTING
11' DIA. U. FOOTCANDLES
TRAIL (PH 2)

- 18' ZANGIUS EQUIPMENT (PH 2)
- CONCRETE PAVING
- BLEACHER SIDEWALK
- 3' WIDE SIDEWALK

- 100' SIDEWALK (PH 2)
- 10' X 10' CHALK-LINE FENCE
- DISCONTINUED GRANT PAVING
- 100' SIDEWALK (PH 2)
- RE-SHADE
- FILL RENOVATION

- 18' WIDE BLEACHER SEATING (PH 1)
- 10' X 10' CHALK-LINE FENCE
- CONCRETE
- RENOVATED BASEBALL FIELD (PH 2)
- FILL RENOVATION
- IRRIGATION
- GRASS
- DRAINAGE (SIDE DRAIN) (PH 2)

- 8' WIDE DISCONTINUED SIDEWALK (PH 2)
- 8' WIDE CONCRETE SIDEWALK (PH 2)
- BLEACHER SEATING (PH 1)
- 3' ROCK ALUMINUM SIDEWALK
- 10' COMMAND SEATING

- DRAINAGE (PH 2)
- IMPROVEMENT AT BLEACHER (PH 2)

APRIL 9, 2019



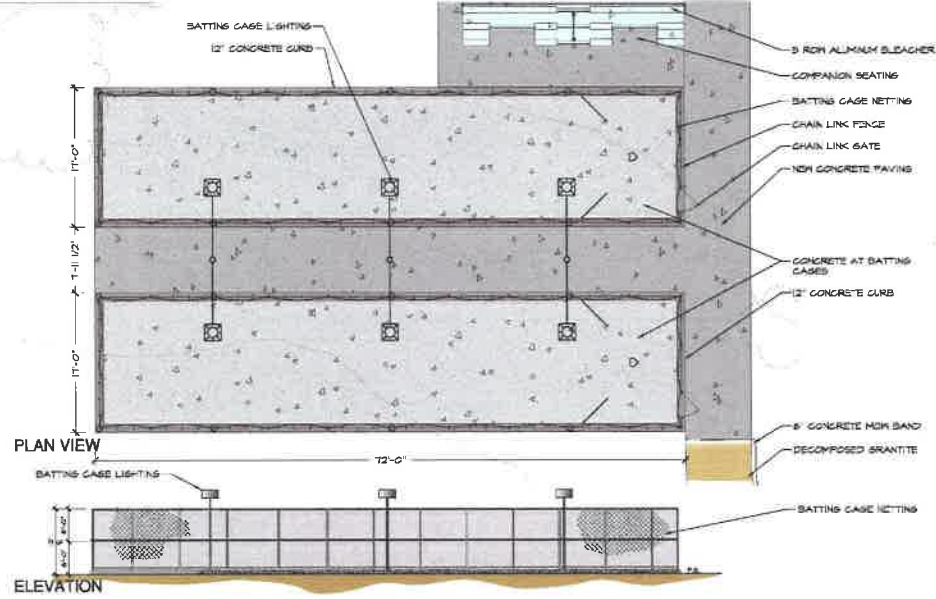
CITY OF IRVINE

ADA PARK IMPROVEMENTS



CITY OF IRVINE

BATTING CAGES



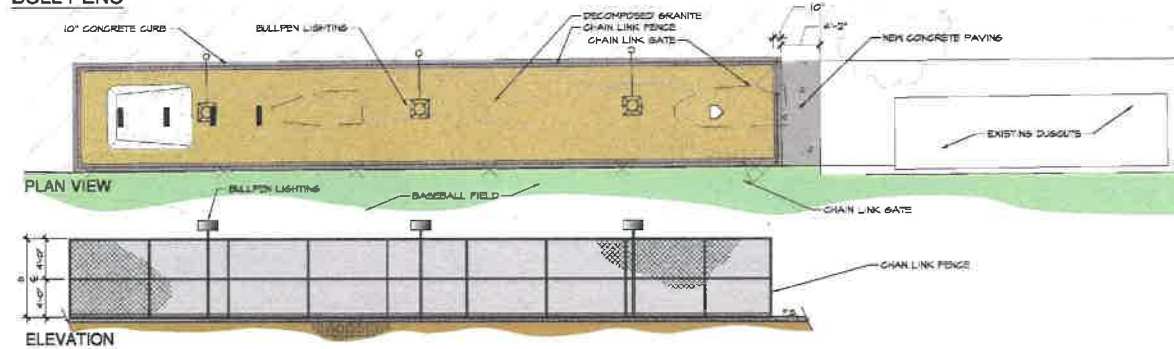
BATTING CAGES



PITCHING BULL PENS



BULL PENS

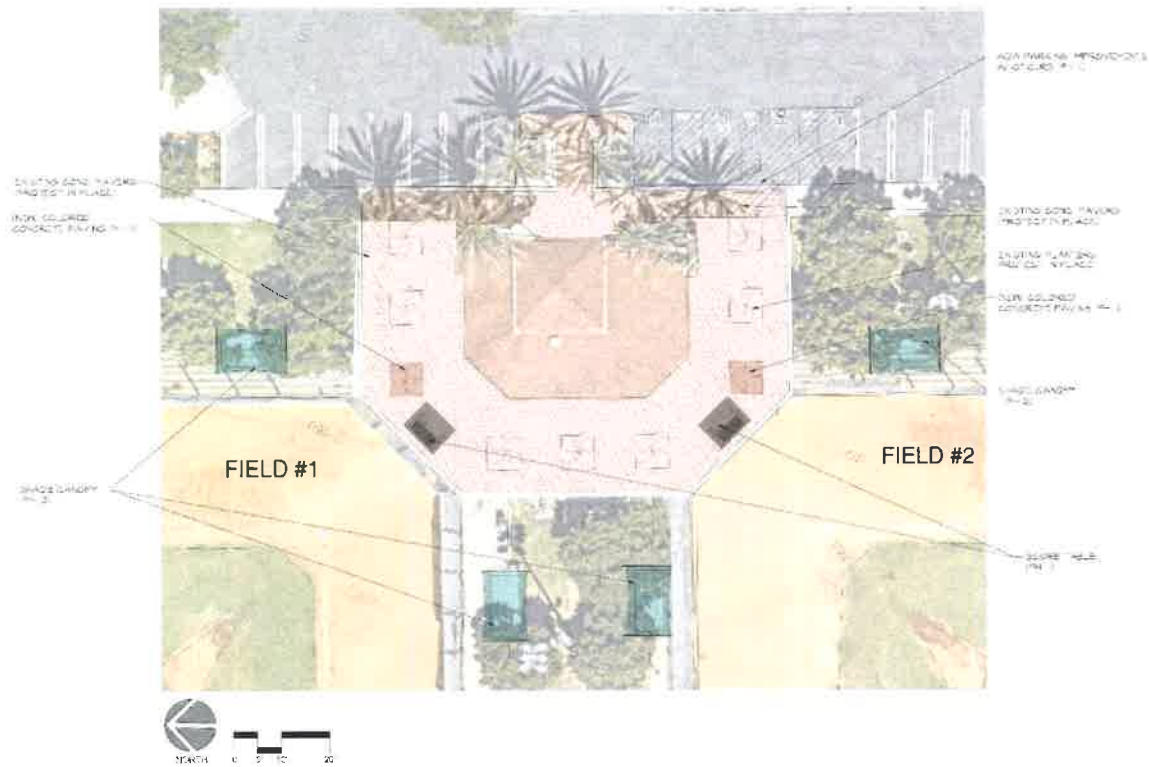


APRIL 9, 2019

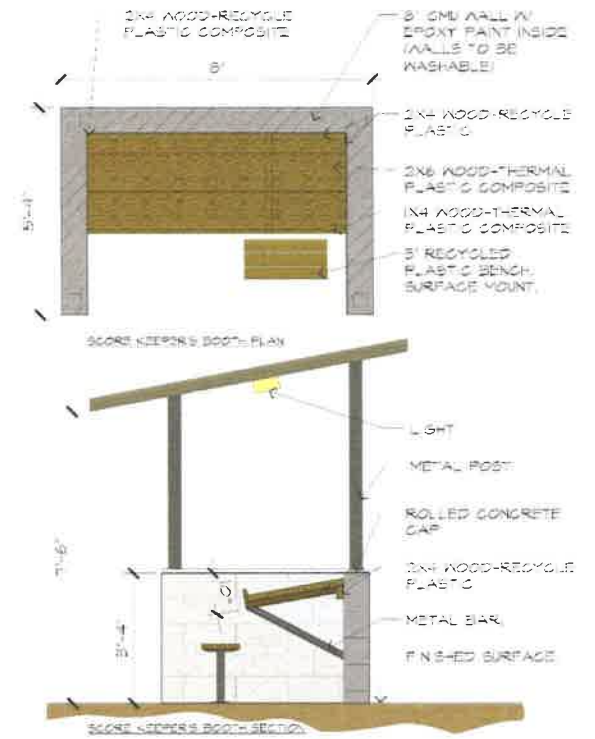
**HICKS CANYON COMMUNITY PARK IMPROVEMENTS
CONCEPTUAL PHASED PLAN DETAILS**



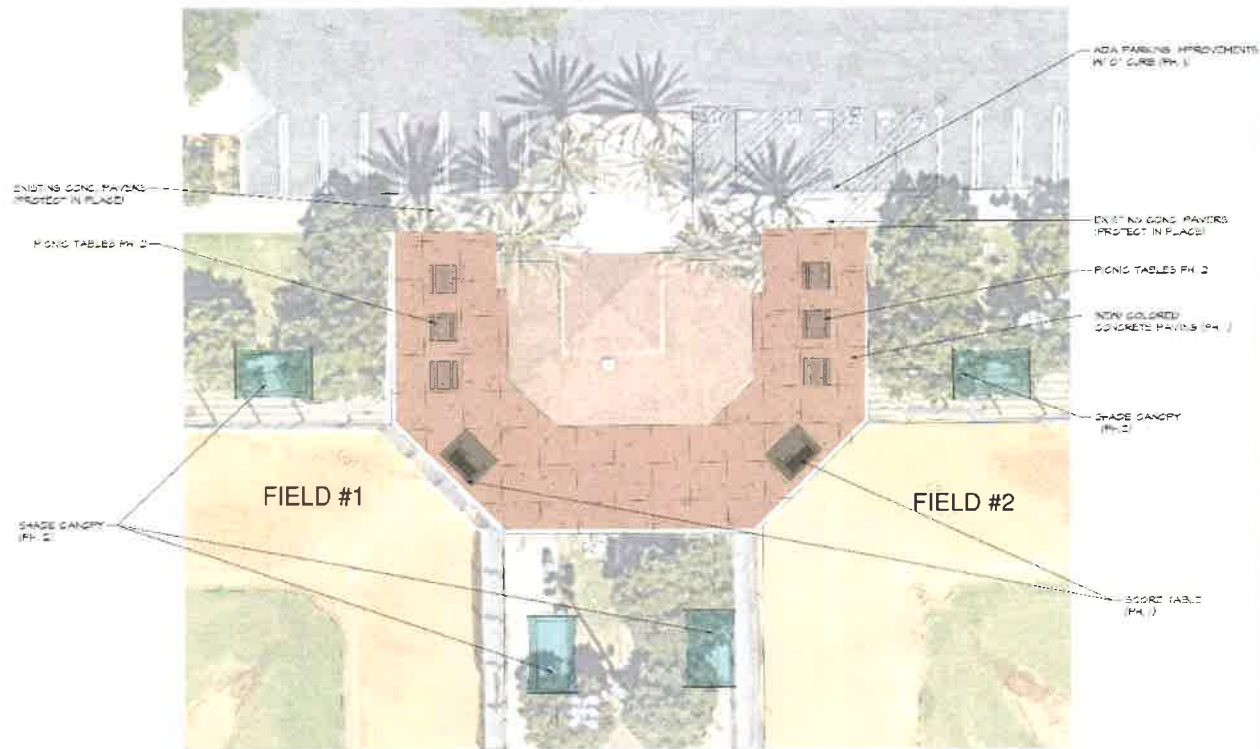
PLAZA DESIGN: PHASE 1



SCORING TABLE



PLAZA DESIGN: PHASE 2



SHADE CANOPY OVER BLEACHERS



PARK IMPROVEMENTS



CITY OF IRVINE

- PLAY AREA ENLARGEMENT (PH 2)
- 2-B & 3-2 EQUIPMENT
 - BLEATING
 - RUBBER SURFACING
 - SHADE CANOPY

- PLAY AREA RENOVATION (PH 1)
- RUBBER SURFACING
 - PLAY EQUIPMENT AT EXISTING FOOTPRINT
 - SHADE CANOPY
 - 2-B YEARS & 3-2 YEARS

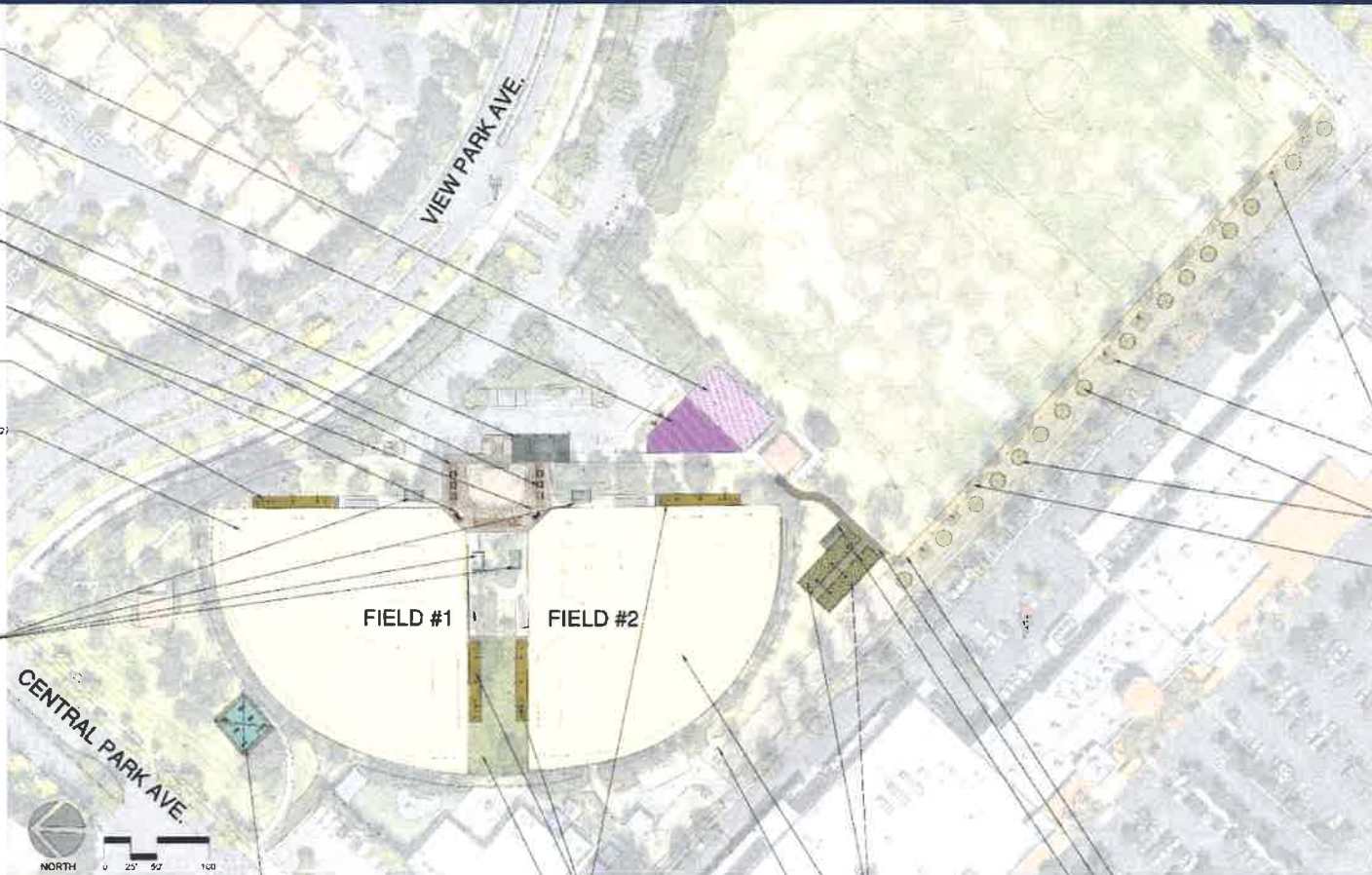
- ADA PARKING IMPROVEMENTS (PH 2)

- PLAZA PAVING IMPROVEMENTS (PH 1)
- NEW/EXISTING TREE WELLS
 - NEW PAVING AT EXISTING TREE WELLS
 - SEATING (PH 2)
 - COVERED SCORING TABLES (PH 1)
 - LIGHTING

- BULLPENS (PH 1)
- 10'X10' CHAIN-LINK FENCE
 - DECOMPOSED GRANITE PAVING

- RENOVATED BASEBALL FIELD (PH 2)
- TURF RENOVATION
 - INFIELD MIX
 - IRRIGATION
 - GRADING
 - DRAINAGE (QUICK DRAIN)

- SHADE CANOPY AT BLEACHER (PH 2)



- (6) EXERCISE EQUIPMENT (TYP) (PH 2)
- CONCRETE PAVING
 - EXERCISE EQUIPMENT

TREE PLANTING (PH 2)

8' WIDE DECOMPOSED GRANITE WALK (PH 2)

NOTE:
REMOVE EXISTING FEMALE PODOCARPUS TREES (PH 2)

- (6) EXERCISE EQUIPMENT (PH 1)
- CONCRETE PAVING
 - EXERCISE EQUIPMENT
 - SHADE CANOPY

- BULLPEN (PH 1)
- 10'X10' CHAIN-LINK FENCE
 - DECOMPOSED GRANITE PAVING

- ROAD REMOVAL (PH 2)
- RE-GRADE
 - TURF RENOVATION

- LIGHTED BATTING CAGES (PH 2)
- 10'X10' CHAIN-LINK FENCE
 - SYNTHETIC TURF

- RENOVATED BASEBALL FIELD (PH 2)
- TURF RENOVATION
 - INFIELD MIX
 - IRRIGATION
 - GRADING
 - DRAINAGE (QUICK DRAIN SYSTEM)

- DRAINAGE (PH 2)
- IMPROVEMENT AT EXISTING C&B

8' WIDE DECOMPOSED GRANITE WALK (PH 2)

8' WIDE CONCRETE WALK (PH 2)

- BLEACHER SEATING (PH 1)
- 8 ROW ALUMINUM BLEACHERS
 - COMPANION SEATING

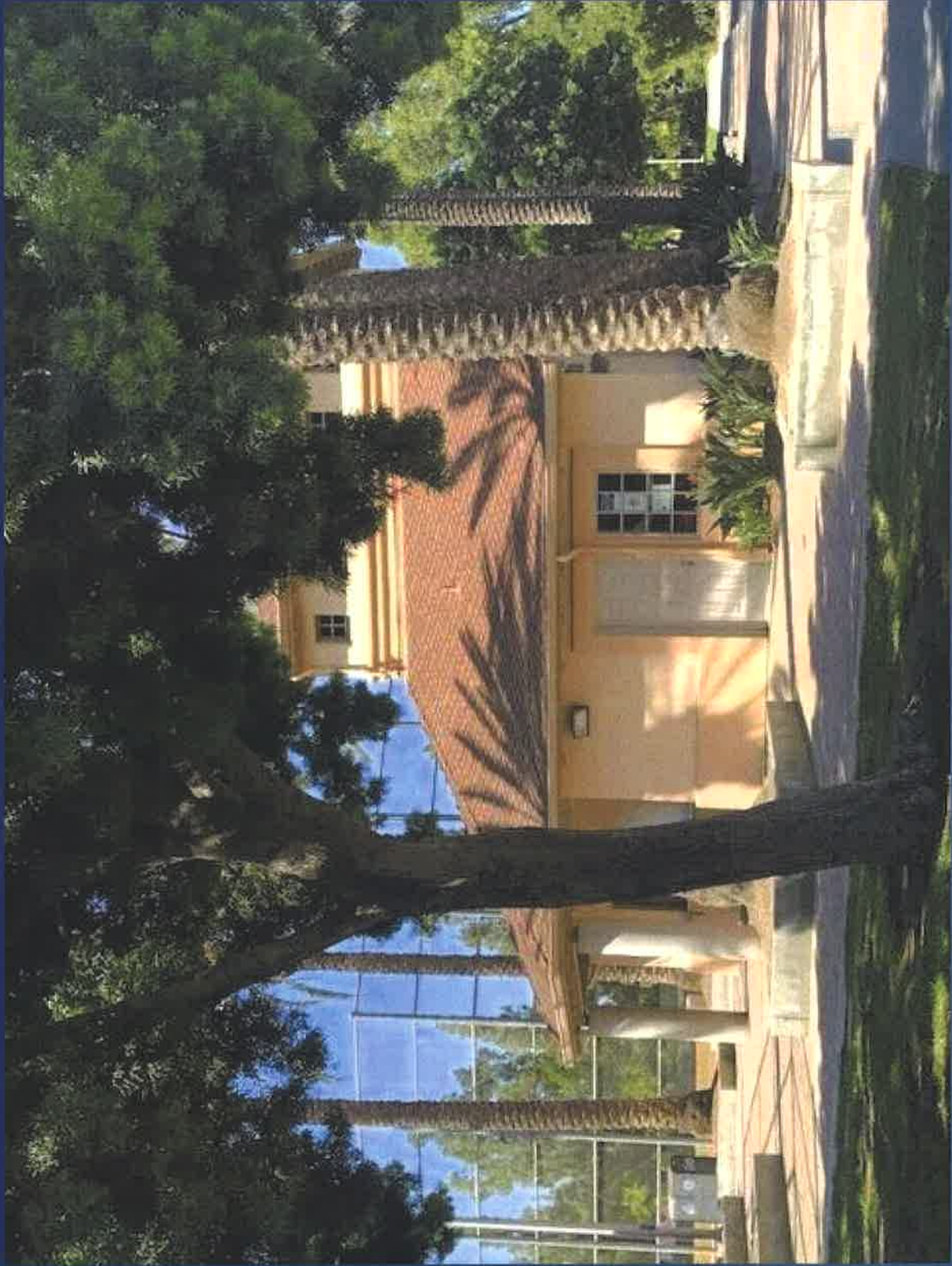
APRIL 9 2019



RECOMMENDED ACTION

Receive report, and provide input
on the Concept Design





CITY OF IRVINE



CITY OF IRVINE



CITY OF IRVINE

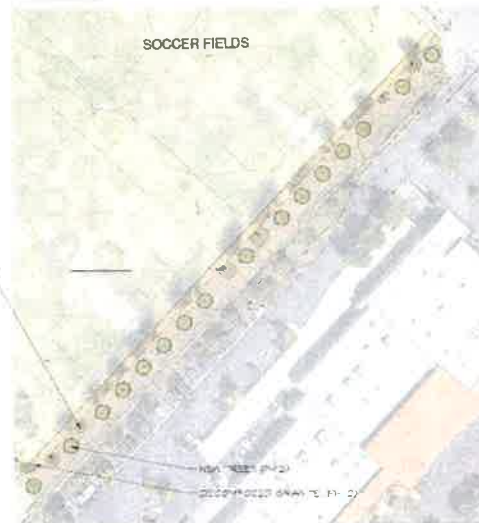
PHASE 2



- 24,000 SQ. FT. CONCRETE PAVING
- 120 BENCHES (30 PER EQUIPMENT PAIR)
- CONCRETE PAVING
- CONCRETE LIGHTING



PHASE 2



- 120 BENCHES (30 PER EQUIPMENT PAIR)
- CONCRETE PAVING
- CONCRETE LIGHTING



WORK OUT STATIONS: (12) TOTAL

HICKS CANYON COMMUNITY PARK IMPROVEMENTS
CONCEPTUAL PHASED PLAN - WORK OUT STATIONS

APRIL 9, 2019

