

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
MEETING AGENDA
City Council Chamber
303 W. Commonwealth Avenue
Monday, December 10, 2018
6:30 p.m.**

Public comment will be allowed on items on this Agenda at the time each item is considered.

Persons addressing the Commission shall be limited to **three** minutes, unless an extension of time is granted by the Chairman, subject to approval of the Commission. When any group of persons wishes to address the Commission, it shall be proper for the Chairman to request that a spokesman be chosen to represent the group.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

PUBLIC COMMENT

Public comments will also be allowed on items NOT on the agenda, but within the subject matter under jurisdiction of the Commission, prior to approval of the Minutes, and will be limited to a total of thirty minutes and not to exceed five minutes per person. No one will be heard twice. Any public comments not received at the beginning of the session may be heard after the regular item has been presented. NO action may be taken on off-agenda items, except as provided by law.

ADA requirements: The City has equipment and services available to assist disabled persons with communications at the public meeting, in compliance with the requirements of Title II of the Americans with Disabilities Act (ADA). Should you require special accommodations to participate in a meeting, please email parks@cityoffullerton.com or call (714) 738-6582 at least 48 hours prior to the meeting to make arrangements.

CONSENT ITEMS (Items 1 & 2)

All matters listed under Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time of voting on the motion unless members of the Commission, staff or public request specific items be discussed and/or removed from the Consent Calendar for separate action.

- *1. MINUTES OF THE PARKS AND RECREATION SEPTEMBER 10, 2018 COMMISSION MEETING.**

- *2. PUBLIC WORKS MONTHLY REPORTS FOR SEPTEMBER/
OCTOBER/NOVEMBER, 2018.

REGULAR BUSINESS

- *3. FERN DRIVE PARK FENCING
- *4. MEMORIAL BENCH DONATION

DIRECTOR'S UPDATE

STAFF COMMUNICATION/COMMISSIONER COMMENTS

ADJOURNMENT

***Written Material Attached**

Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda will be made available for public inspection at the Parks and Recreation Department front counter in the basement of City Hall located at 303 W. Commonwealth Avenue, Fullerton, California during normal business hours.

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
DRAFT MINUTES
CITY COUNCIL CHAMBER
303 W. Commonwealth Avenue
Monday, September 10, 2018
6:30 p.m.**

CALL TO ORDER

Chair Savage called the meeting to order at 6:30 p.m.

FLAG SALUTE

Chair Savage led the flag salute.

ROLL CALL

Present: Michael Savage, Erik Wehn, Jose Trinidad Castañeda III, Aaruni Thakur, Gretchen Cox, Karen Lang-McNabb, Susan Gapinski

Absent: None

Staff: Parks and Recreation Director Hugo Curiel, Parks and Recreation Manager Amanda Arbiso, Parks Project Specialist Doug Pickard

PUBLIC COMMENT

There were none.

Public Comments closed

CONSENT ITEMS (Items 1 & 2)

1. MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING JUNE 10, 2018.

Commissioner Castañeda MADE A MOTION to approve the minutes of June 11, 2018, as revised, SECONDED by Commissioner Lang McNabb.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, Wehn, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

2. PUBLIC WORKS MONTHLY REPORTS FOR APRIL AND MAY, 2018.

Commissioner Thakur MADE A MOTION to receive and file the Maintenance Services Monthly Reports for JUNE & JULY 2018. SECONDED by Commissioner Wehn.

PUBLIC COMMENT

There were none, so it was closed.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED

REGULAR BUSINESS (Item 3)

3. WOODCREST PARK UPDATE

Director Curiel gave a brief update on the street improvements, explaining that the project is well underway. He explained that the park frontage, street improvements, curb and gutter phase is completed and the second phase is beginning. He spoke about the partnerships with the Kiwanis, the Women's Club of Fullerton, and St. Joseph Medical Group.

Commissioner Thakur asked about the two phases. Director Curiel stated that so lose grant funding wasn't lost, phase 1 was started first. He also said that the school fields were not originally part of the scope of this project. City Council and Fullerton School District asked staff to include it in the plan. Turf and irrigation will be expedited and finished first in phase 2.

Public Comments

Jensen Hallstrom, spoke about tree species and grass types.

Eglett Nunzy asked about the project timeline.

Ilse Miranda spoke about the grass and that children can't play at the park during renovations. (Director Curiel translated for her).

Public Comments Closed.

Commissioner Castañeda asked about the timeline for sod installation.

Director Curiel explained that the first phase is to get the sod and irrigation installed and he has already met with the Fullerton School District. He said that it's a heavy duty Bermuda.

Commissioner Lang McNabb asked how long the fence will be surrounding the project. Director Curiel responded until December 1, 2018.

Commissioner Castañeda MADE A MOTION to receive and file, SECONDED by Vice Chair Cox.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously

4. ROLLING HILLS PARK IMPROVEMENTS

Director Curiel explained that staff held many community meetings displaying several iterations of plans. Parks Project Specialist Pickard reviewed the presentation. He said that internal parking will be created, the existing park structure will be reviewed. In addition to adding outdoor fitness equipment, the existing play furnishings will be renovated, a permanent single-use restroom will be added along with improvements to entries, sidewalks and landscaping. Benches, picnic tables, barbecues and trash containers will also be replaced. He displayed a few concept plans which were created in response to suggestions by residents. Mr. Pickard mentioned that in-house engineering staff created the concept plans.

Vice Chair Cox felt staff did a great job listening to the community. She asked how staff will decide the style of play equipment. Parks Project Specialist Pickard said they will look at what fits in the play pit and get feedback from community. Director Curiel said it is subjective and they take into consideration the play value and if it is complimentary to existing equipment.

The commissioners discussed lighting to alleviate some security issues. They also discussed the locking/unlocking of the restroom.

Commissioner Castañeda asked about the construction timeline and the budget for the project.

Civil Engineer David Grantham responded that he expects construction to take three to five months and will cost \$1.187 million. He spoke about preparing construction documents before going out to bid. He expects some of it can be done in-house, and consultants will be hired for other portions of the project.

Vice Chair Cox asked when construction documents would be completed and we go out to bid. Engineer David Grantham said it will be approximately three months from bidding to award by Council.

Commissioner Castañeda spoke about different plants.

Commissioner Lang McNabb spoke about using LED lighting. She asked if we could cap the top of the street lamps to keep dark nights. Director Curiel said that lighting needs to illuminate the stairs to deter illicit uses.

Commissioner Castañeda asked about differences in CIP funding for various projects. Director Curiel said that some projects are located in areas where grants are more prevalent, therefore grant funds are pursued.

Public Comments

Tom Moss spoke in favor of the project.

Colleen Curby was concerned with young adults using the equipment at night.

Leann England asked for a rubberized bottom under the play equipment in lieu of wood chips. She also asked for shade toppers.

Ross Jones spoke about the steps coming from the school yard.

Jack Young also asked for a rubberized bottom under play equipment. He appreciated the extra lighting being proposed.

Public Comments closed

Vice Chair Cox suggested that staff address questions about the steps adjoining Rolling Hills School. Director Curiel said a cooperative agreement will be pursued with the school.

Commissioner Lang McNabb asked about staging areas for construction equipment. Director Curiel said that he wasn't sure how much of the park will not be accessible during construction and how much turf will be affected from turning off irrigation valves.

Commissioner Gapinski suggested that the residents report illicit activities to the Parks and Recreation department and the Police department. Director Curiel said that staff is considering using the Police department's Retired Senior Volunteer Program (RSVP) to monitor parks.

Vice Chair Cox felt that the surrounding neighborhood will take ownership of the park.

Commissioner Gapinski MADE A MOTION that the Parks and Recreation Commission review and approve the Rolling Hills Park renovation conceptual design, SECONDED by Vice Chair Cox

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

5. HILLCREST PARK DUCK POND – DESIGN CONTRACT APPROVAL

Director Curiel explained that this is the third phase of Hillcrest Park improvements. Parks Project Specialist Pickard displayed circa 50's 60's postcards showing the actual pond. He also showed concept of plans, which will reestablish a naturalized creek, stabilize it. Riparian and drought tolerant vegetation will be selected. The path along the creek will be restored, linking to Great lawn and Historic fountain. He reviewed the approval timeline, funding and award contract.

Commissioner Thakur asked if cost overruns come back before Parks and Recreation and City Council. Director Curiel said staff goes to Council for approval and endeavors to not spend more than allotted.

Commissioner Lang McNabb asked about the flow of the creek into the duck pond. Director Curiel said that there is always a constant flow, depending on the season. Civil engineering, hydrology and landscape architecture will help control water diversion and deal with high flows of water.

Commissioner Castañeda MADE A MOTION that the Parks and Recreation Commission review the Duck Pond project proposal for professional design services and recommend approval to the City Council, SECONDED by Commissioner Gapinski.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

PUBLIC COMMENTS

Reopened for Public Comments

Pete San Roman spoke again moving concerts to Hillcrest Park.

Jensen Hallstrom spoke in favor of having concerts at Hillcrest Park. He also spoke about trees at Hillcrest Park.

Public Comments closed

Call to question, reviewed the motion and second.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

COMMISSION/STAFF COMMUNICATIONS

Director's Comments:

Supervisor Arbiso spoke about:

Summer concerts in the park.

July 4th of July review

Summer concert series –Sports Complex and Hillcrest Park

Titan Night at Farmers Market

Autumn Festival

Exhibits: Movie Posters/They Also Ran/Coney Island

Taco Festival at the Plaza

Camp Hillcrest

After School playgrounds

ASES programs and teen scenes throughout the city

Commissioner Castañeda asked for a clarification about funding for the Rolling Hills park project and asked about equity of funding for all park projects. .

Chair Savage said he wished every park could be funded by grants. He said that Woodcrest is in an area where it can get grant monies and if we didn't have grants, parks would not get renovated to this extent.

Vice Chair Cox asked Commissioner Castañeda to clarify what his concern was regarding CIP funding.

Commissioner Castañeda was confused about why \$1.2 million wasn't budgeted in addition to the grant monies.

Commissioner Gapinski asked if staff reviews which parks can get grant funding before CIP funding is determined.

Director Curiel said that the budget was determined after the partnerships came together. He said that City Council mandates that staff take advantage of grant funding and because the deadline for Pearl Lot grant funding was approaching, the State agency allowed the funds to be transferred to Woodcrest so the monies wouldn't be lost.

Vice Chair Cox said that no park projects would be funded if it was required that they all got the same grant funding.

Director Curiel explained there are processes to go through, documentation is required, staff needs to answer questions, have site visits, and perform cultural and historical studies. He said there are extra steps to review water wells, flood control, etc. He also mentioned that Park dwelling funds are not coming in as expected.

Commissioner Gapinski thanked staff for finding grant funding.

Commissioner Lang McNabb was happy to hear that the bentonite at Laguna Lake was working well. She asked about watering and care of trees, shrubs that are stressed.

Director Curiel said that he will be going out there with Public Works soon.

Commissioner Thakur asked if there were grants for planting trees.

Commissioner Wehn asked if there was more official information now. Director Curiel said that there have been longer cycles to review information and Public Works staff is building data and aware of more savings

Commissioner Wehn mentioned he reported a concern with the Edison guide wire mounts at Adlena Park.

Commissioner Thakur asked about Hunt Branch Library and the history of Pooch Park.

Director Curiel said that it sits on land deeded to the City by Norton Simon and the City maintains grass, water and signage. Pooch Park is operated by non-profit partners. City

Council has in an Ad Hoc committee appointed by City Council. They have given the purview to the Ad Hoc Committee and they have had several meetings.

Public Comments

Eglett Nunzy spoke about her experience as a member of the Hunt Library Ad Hoc committee. She also asked for an update on Pacific Drive renovation.

Commissioner Thakur MADE A MOTION to add an update of Pacific Drive on the next agenda, SECONDED by Commissioner Wehn.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

Commissioner Thakur asked for an update on the shade cover for downtown plaza. Manager Arbiso said that they were not in favor of how it would impact programming, in addition to the cost. Using large tents allows staff more flexibility.

Vice Chair Cox asked about the grass at Hillcrest Park.

Commissioner Thakur MADE A MOTION for an informational item from Public Works on turf management at the next Commission meeting, SECONDED by Commissioner Thakur.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

Chair Savage thanked everyone for comments/concerns for park projects. He reminded everyone of the 9/11 anniversary memorial located at Woods/Fern.

ADJOURNMENT

Vice Chair Cox MADE A MOTION to adjourn the meeting at 8:56 p.m.,
SECONDED by Commissioner Thakur.

VOTE:

AYES: Savage, Cox, Castañeda, Gapinski, Lang-McNabb, When, Thakur

NOES: None

ABSTAIN: None

ABSENT: None

The MOTION PASSED unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Director Curiel", written over a horizontal line.

Director Curiel, Secretary
HC/db



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: OCTOBER 8, 2018

TO: PARKS AND RECREATION COMMISSION

FROM: DENNIS QUINLIVAN, DEPUTY DIRECTOR OF PUBLIC WORKS

SUBJECT: SEPTEMBER 2018 PUBLIC WORKS / LANDSCAPE STAFF
REPORT

SUMMARY

The purpose of this agenda item is to report to the Commission on the status of the Public Works Department / Landscape Division monthly activities.

RECOMMENDATION

Receive and file

1. **Tree Division Update-** West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton. Since July 1, 2018 the following services have been provided...
 - 5452 trees have been pruned
 - 168 trees removed
 - 4 trees planted
 - West Coast Arborist crews have completed the annual palm trimming list for arterials and will be completing the park palm list on their return in late October. Hillcrest, Lions field etc.
 - Tree Division staff received and responded to 69 Service requests in September.
2. **Red Imported Fire Ant** activity was reported at 1 locations in September.
3. **Honey Bee** activity was reported at 3 locations in September.

4. Landscape Division Crews completed the following projects in September of 2018 beyond standard maintenance duties.

- Chain link fence repaired at Rolling Hills Park
- Tree limb callouts
- Bee calls
- Alexander Buck Memorial Bench refinished at Hillcrest Reservoir
- Homeless cleanups
- Political sign removals on public property
- Dog Park cleared drinking fountain drain
- Installed area closed signs
- Updated Arbor Day Sign year at City entrances
- Completed power washing of north and south Amtrak platforms
- Mulched planters and tree wells at Transportation Center and along Sante Fe
- Plant removal and decorative pot cleanup conducted at Fullerton Community Center patio area
- Power washed all bus stops, including City benches and/or trash receptacles
- Removed large downed Pine Tree from Juanita Cooke Trail
- Removed dead Cassias at Museum Plaza. Tree grates will be covered until further notice
- Mowing contract at Hillcrest front lawn expired. City crew now mowing
- Harbor and Orangethorpe removed shelter. Replaced with updated seating
- Large Floss Silk Tree removed at 300 block of Harbor Blvd.
- Arterial weed abatement has been completed on Gilbert, Malvern, Valencia, Brookhurst
- Date Palms pruned on the Amtrak Platform avoiding heavy fruit drop
- Annual Palm pruning list completed
- Mulched planters at Tree Park

The Landscape Division received and responded to 27 service requests in September.



Dennis Quinlivan, Deputy Director of Public Works



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: December 10, 2018
TO: PARKS AND RECREATION COMMISSION
FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.
SUBJECT: December 2018 PUBLIC WORKS / FACILITIES STAFF REPORT

PURPOSE

The purpose of this agenda item is to report to the Commission on the status of the Public Works Department / Building and Facilities Division monthly activities for the month of **October and November 2018**.

SUMMARY

Building and Facilities, including Electrical, received and responded to **51** service requests for the Parks and Recreation Department for the month of October 2018 and **63** service requests for the month of November. In addition there are summary reports for each month attached showing details of the problems encountered.

Service request calls include general repair or replacement of:

- Plumbing
- Electrical
- Pools, Independence and Community Center
- Playground Equipment
- General Maintenance including:
 - Clogged or broken sinks and toilets, broken windows, doors and locks, Light bulbs, plumbing fixtures and accessories, painting, alarms, HVAC, etc.

Bill Roseberry, acting Building and Facilities Superintendent

Summary of Requests

12/6/2018

10:36 AM

Request #	Record Date	Status	Status Date	Priority	Problem	Address
10-01-2018-00001 1	10/1/2018	WO Completed	10/3/2018		TOILET CLOG/LEAK	
10-01-2018-00001 2	10/1/2018	WO Completed	10/3/2018			
10-01-2018-00001 4	10/1/2018	WO Completed	10/3/2018		PREVENTATIVE MAINTENANCE	
10-01-2018-00001 6	10/1/2018	WO Completed	10/24/2018		PREVENTATIVE MAINTENANCE	
10-02-2018-00002 5	10/2/2018	WO Completed	10/3/2018		LIGHTING - NON ST. LT.	
10-02-2018-00002 6	10/2/2018	WO Completed	10/11/2018		REC. AREA TABLES & BENCHES	
10-03-2018-00003 1	10/3/2018	WO Cancelled	10/3/2018		SHOWERS	
10-03-2018-00003 3	10/3/2018	WO Completed	10/17/2018		POOL MAINTENANCE	
10-04-2018-00003 8	10/4/2018	WO Completed	10/30/2018		SINKS/FAUCETS	
10-08-2018-00006 2	10/8/2018	WO Completed	10/9/2018		URINALS	
10-08-2018-00007 1	10/8/2018	WO Completed	10/11/2018		LIGHTING - NON ST. LT.	
10-08-2018-00007 7	10/8/2018	WO Completed	10/23/2018		TOT LOT EQUIP	
10-09-2018-00008 0	10/9/2018	WO Completed	10/11/2018		TOILET CLOG/LEAK	
10-09-2018-00008 2	10/9/2018	WO Completed	10/11/2018		ELECTRICAL ISSUES	
10-09-2018-00008 3	10/9/2018	WO Completed	10/15/2018		GUARD RAIL/FENCE DAMAGE	
10-09-2018-00008 6	10/9/2018	WO Completed	10/12/2018		ELECTRICAL OUTLETS	
10-10-2018-00009 7	10/10/2018	WO Completed	10/17/2018		Spills / Mess / Litter	
10-10-2018-00010 0	10/10/2018	WO Completed	10/12/2018		KEYS, LOCKS, SECURITY RPR	
10-11-2018-00012 0	10/11/2018	WO Completed	10/12/2018		KEYS, LOCKS, SECURITY RPR	
10-11-2018-00012 2	10/11/2018	WO Completed	10/12/2018		SIGNS	
10-12-2018-00012 5	10/12/2018	WO Completed	10/15/2018		SINKS/FAUCETS	
10-12-2018-00012 6	10/12/2018	WO Completed	10/15/2018		LIGHTING - NON ST. LT.	

Summary of Requests

12/6/2018

10:36 AM

Request #	Record Date	Status	Status Date	Priority	Problem	Address
10-15-2018-00016 2	10/15/2018	WO Completed	10/17/2018		TOILET CLOG/LEAK	
10-16-2018-00017 4	10/16/2018	WO Cancelled	10/17/2018		F.A.T./BOX MOVING	
10-17-2018-00018 2	10/17/2018	WO Completed	11/1/2018		LIGHTING - NON ST. LT.	
10-17-2018-00018 4	10/17/2018	WO Cancelled	10/17/2018		MISC OFFICE	
10-18-2018-00019 4	10/18/2018	WO Completed	10/23/2018		WINDOWS	
10-18-2018-00019 5	10/18/2018	WO Completed	10/22/2018		URINALS	
10-22-2018-00022 2	10/22/2018	WO Completed	10/24/2018		POWER WASHING	
10-23-2018-00022 4	10/23/2018	WO Completed	10/24/2018		URINALS	
10-23-2018-00022 6	10/23/2018	WO Completed	10/23/2018		TOILET CLOG/LEAK	
10-23-2018-00022 9	10/23/2018	WO Completed	10/23/2018		TOILET CLOG/LEAK	
10-23-2018-00023 4	10/23/2018	WO Completed	10/24/2018		LIGHTING - NON ST. LT.	
10-24-2018-00024 2	10/24/2018	WO Completed	10/25/2018		TOT LOT EQUIP	
10-24-2018-00024 7	10/24/2018	Assigned to WO	10/25/2018		SHOWERS	
10-25-2018-00025 5	10/25/2018	WO Completed	10/31/2018		KEYS, LOCKS, SECURITY RPR	
10-25-2018-00025 6	10/25/2018	WO Completed	10/29/2018		SHOWERS	
10-25-2018-00026 1	10/25/2018	WO Cancelled	10/25/2018		LIGHTING - NON ST. LT.	
10-25-2018-00026 5	10/25/2018	WO Completed	10/29/2018		TOT LOT EQUIP	
10-26-2018-00026 7	10/26/2018	WO Completed	10/31/2018		PEST CONTROL	
10-26-2018-00026 9	10/26/2018	WO Completed	10/29/2018		AUTOMATIC GATES/DOORS	
10-26-2018-00027 9	10/26/2018	WO Completed	10/29/2018		MISC OFFICE	
10-29-2018-00028 1	10/29/2018	WO Completed	10/31/2018		TOILET CLOG/LEAK	
10-29-2018-00028 3	10/29/2018	WO Completed	11/8/2018		TOILET CLOG/LEAK	

Summary of Requests

12/6/2018

10:36 AM

Request #	Record Date	Status	Status Date	Priority	Problem	Address
10-29-2018-00028 8	10/29/2018	WO Completed	10/31/2018		LIGHTING - NON ST. LT.	
10-29-2018-00029 6	10/29/2018	WO Cancelled	10/29/2018		LIGHTING - NON ST. LT.	
10-29-2018-00029 7	10/29/2018	WO Cancelled	10/29/2018		LIGHTING - NON ST. LT.	
10-29-2018-00030 6	10/29/2018	WO Completed	11/5/2018		TOILET CLOG/LEAK	
10-30-2018-00031 5	10/30/2018	WO Completed	10/31/2018		DOOR ISSUE	
10-31-2018-00033 5	10/31/2018	WO Completed	11/1/2018		LIGHTING - NON ST. LT.	
10-31-2018-00034 4	10/31/2018	WO Completed	11/5/2018		MISC OFFICE	

Total Requests: 51

Summary of Requests

12/5/2018
9:20 AM

Request #	Record Date	Status	Status Date	Priority	Problem	Address
11-01-2018-00000 3	11/1/2018	WO Completed	11/5/2018		SHOWERS	
11-01-2018-00000 4	11/1/2018	WO Completed	11/5/2018		PEST CONTROL	
11-01-2018-00000 9	11/1/2018	WO Completed	11/1/2018		TOILET CLOG/LEAK	
11-01-2018-00001 6	11/1/2018	WO Cancelled	11/1/2018		PEST CONTROL	
11-01-2018-00002 2	11/1/2018	WO Completed	11/19/2018		SINKS/FAUCETS	
11-05-2018-00003 4	11/5/2018	WO Completed	11/7/2018		DISPENSER NOT WORKING	
11-05-2018-00003 5	11/5/2018	WO Completed	11/7/2018		LIGHTING - NON ST. LT.	
11-05-2018-00003 7	11/5/2018	WO Completed	11/7/2018		PEST CONTROL	
11-05-2018-00005 3	11/5/2018	WO Cancelled	11/5/2018		HOMELESS SUPPORT	
11-05-2018-00007 0	11/5/2018	WO Completed	11/7/2018		URINALS	
11-05-2018-00007 1	11/5/2018	Assigned to WO	11/5/2018		LIGHTING - NON ST. LT.	
11-06-2018-00008 0	11/6/2018	WO Completed	11/8/2018		HVAC - PROBLEMS	
11-06-2018-00008 2	11/6/2018	WO Completed	11/8/2018		DOOR ISSUE	
11-06-2018-00010 4	11/6/2018	WO Completed	11/8/2018		PEST CONTROL	
11-08-2018-00014 9	11/8/2018	WO Cancelled	11/13/2018		PAINT	
11-08-2018-00015 1	11/8/2018	WO Completed	12/5/2018		LIGHTING - NON ST. LT.	
11-08-2018-00015 2	11/8/2018	WO Completed	11/19/2018		LIGHTING - NON ST. LT.	
11-08-2018-00015 5	11/8/2018	WO Completed	11/13/2018		REC. AREA TABLES & BENCHES	
11-09-2018-00015 8	11/9/2018	WO Completed	11/13/2018		SINKS/FAUCETS	
11-09-2018-00015 9	11/9/2018	WO Completed	11/15/2018		Spills / Mess / Litter	
11-09-2018-00016 0	11/9/2018	WO Completed	11/14/2018		LIGHTING - NON ST. LT.	
11-09-2018-00016 4	11/9/2018	WO Completed	11/13/2018		PEST CONTROL	

Summary of Requests

12/6/2018

9:20 AM

Request #	Record Date	Status	Status Date	Priority	Problem	Address
11-09-2018-00016	11/9/2018	WO Completed	11/13/2018		LIGHTING - NON ST. LT.	
5						
11-13-2018-00018	11/13/2018	WO Completed	11/19/2018		DOOR ISSUE	
4						
11-13-2018-00021	11/13/2018	WO Cancelled	11/13/2018		FURNITURE	
4					MOVE/ASSEMBLE/DISASSEMBLE	
11-13-2018-00021	11/13/2018	WO Completed	11/14/2018		LIGHTING - NON ST. LT.	
5						
11-13-2018-00021	11/13/2018	WO Completed	11/14/2018		SINKS/FAUCETS	
6						
11-13-2018-00022	11/13/2018	WO Completed	11/14/2018		URINALS	
0						
11-14-2018-00022	11/14/2018	WO Completed	11/19/2018		PEST CONTROL	
2						
11-14-2018-00023	11/14/2018	WO Completed	11/19/2018		DOOR ISSUE	
5						
11-14-2018-00023	11/14/2018	WO Completed	11/19/2018		DOOR ISSUE	
6						
11-15-2018-00023	11/15/2018	WO Completed	11/20/2018		TOILET CLOG/LEAK	
7						
11-15-2018-00023	11/15/2018	WO Completed	11/20/2018		SINKS/FAUCETS	
8						
11-15-2018-00023	11/15/2018	WO Completed	11/20/2018		DOOR ISSUE	
9						
11-15-2018-00024	11/15/2018	WO Completed	11/20/2018		LIGHTING - NON ST. LT.	
8						
11-15-2018-00024	11/15/2018	WO Completed	11/20/2018		DOOR ISSUE	
9						
11-15-2018-00025	11/15/2018	WO Completed	11/28/2018		Spills / Mess / Litter	
0						
11-15-2018-00025	11/15/2018	WO Completed	11/20/2018		DRAINS/GUTTERS	
8						
11-15-2018-00025	11/15/2018	WO Completed	11/20/2018		LIGHTING - NON ST. LT.	
9						
11-15-2018-00026	11/15/2018	WO Cancelled	11/19/2018		ADMIN. SUPPORT/DISP.	
1						
11-15-2018-00026	11/15/2018	WO Completed	11/20/2018		TOT LOT EQUIP	
3						
11-19-2018-00031	11/19/2018	WO Completed	11/20/2018		DOOR ISSUE	
3						
11-19-2018-00031	11/19/2018	WO Completed	11/29/2018		FIRE EXTINGUISHERS	
5						
11-19-2018-00031	11/19/2018	WO Completed	11/21/2018		SIGNS	
6						

Summary of Requests

12/6/2018

9:20 AM

Request #	Record Date	Status	Status Date	Priority	Problem	Address
11-20-2018-00033 6	11/20/2018	WO Completed	11/21/2018		HVAC - PROBLEMS	
11-20-2018-00034 4	11/20/2018	WO Completed	11/28/2018		REC. AREA TABLES & BENCHES	
11-21-2018-00034 8	11/21/2018	WO Completed	11/28/2018		ADMIN. SUPPORT/DISP.	
11-21-2018-00035 3	11/21/2018	WO Cancelled	11/21/2018		HVAC - PROBLEMS	
11-21-2018-00035 5	11/21/2018	Assigned to WO	11/21/2018		HVAC - PROBLEMS	
11-21-2018-00036 3	11/21/2018	WO Completed	11/28/2018		REC. AREA TABLES & BENCHES	
11-21-2018-00036 6	11/21/2018	WO Completed	11/28/2018		TOILET CLOG/LEAK	
11-21-2018-00036 9	11/21/2018	WO Completed	11/29/2018		DOOR ISSUE	
11-26-2018-00040 8	11/26/2018	WO Completed	11/28/2018		TOILET CLOG/LEAK	
11-26-2018-00040 9	11/26/2018	WO Completed	11/28/2018		ALARMS	
11-26-2018-00041 3	11/26/2018	WO Completed	11/28/2018		AUTOMATIC GATES/DOORS	
11-26-2018-00041 4	11/26/2018	WO Completed	11/29/2018		ADMIN. SUPPORT/DISP.	
11-26-2018-00042 1	11/26/2018	WO Completed	11/29/2018		WINDOWS	
11-27-2018-00044 3	11/27/2018	WO Cancelled	11/27/2018		ICE MACHINE	
11-27-2018-00044 4	11/27/2018	WO Completed	11/29/2018		REC. AREA TABLES & BENCHES	
11-29-2018-00051 1	11/29/2018	Assigned to WO	12/5/2018		LIGHTING - NON ST. LT.	
11-29-2018-00051 2	11/29/2018	WO Completed	12/4/2018		CEILING TILE	
11-29-2018-00051 4	11/29/2018	WO Completed	12/5/2018		LIGHTING - NON ST. LT.	
11-29-2018-00052 1	11/29/2018	WO Completed	12/4/2018		ALARMS	
Total Requests:			53			



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: DECEMBER 10, 2018

TO: PARKS AND RECREATION COMMISSION

FROM: HUGO CUIEL, DIRECTOR OF PARKS AND RECREATION

SUBJECT: FERN DRIVE PARK FENCING

SUMMARY

The purpose of this agenda letter is to respond to a request from the Fullerton School District to install a fence around Fern Drive School, which would enclose a section of Fern Drive Park.

RECOMMENDATION

That the Parks and Recreation Commission review and approve the fencing proposal for Fern Drive Park.

FISCAL IMPACTS

None. The Fullerton School District will bear all costs for the fencing and related improvements.

DISCUSSION

The Fullerton School District has eight new fencing projects designed to increase student safety on elementary and junior high school campuses. The Fern Drive School project is the only site pending that will affect the boundaries and access to a City park, Fern Drive Park. The District is proposing to extend a fence along the edge of the open sidewalk on Fern Drive, continuing behind the southwest backstop and terminating next to a picnic area. The fencing will secure the school during school hours, but keep the park playground and picnic area open to park users. After school hours, the fence gates will be open to allow access to and from the park and the school grounds for public use. The new fencing will be six-foot tall chain-link with one inch mesh, which is difficult to climb.

A handwritten signature in black ink, appearing to read "Hugo Cuiel", written over a horizontal line.

Hugo Cuiel
Director of Parks and Recreation

A handwritten signature in black ink, appearing to read "John Clements", written over a horizontal line.

John Clements
Parks and Recreation Supervisor

Fern Drive Park Fencing Proposal



Proposed Fencing in Red



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: DECEMBER 10, 2018

TO: PARKS AND RECREATION COMMISSION

FROM: HUGO CURIEL, DIRECTOR OF PARKS AND RECREATION

SUBJECT: MEMORIAL BENCH DONATION

SUMMARY

A family has applied to the Parks and Recreation Department to donate a memorial bench. They are requesting that the bench be placed at Laguna Lake Park.

RECOMMENDATION

That the Parks and Recreation Commission approve and accept the donation of the memorial bench per the conditions outlined below.

FISCAL IMPACT

None.

DISCUSSION

Individuals may donate a memorial bench, kiosk or tree for placement in a Fullerton City park, based on Fullerton City Council Resolution No. 10-37 and the subsequent Parks & Recreation Memorial Tree, Kiosk and Bench Policy (see attachments). Citizens may have a memorial bench installed with a donation amount of \$3,200 which includes purchase, installation and annual maintenance. If the bench needs to be replaced within the 20-year life expectancy, the donor has the option to make an additional donation to continue the memorial.

The Monson family has requested a memorial bench be placed at Laguna Lake. The location for the bench will be within the confines of Laguna Lake Park (3120 Lakeview Dr., Fullerton), with the specific placement to be at the east end of the lake on the south shore. The location is such that it will not be disruptive to any lake activities and/or operations and that the bench style and color selected is compatible with the park and the placement area.

A handwritten signature in black ink, appearing to read 'Hugo Curiel', written over a horizontal line.

Hugo Curiel
Director of Parks and Recreation

Attachments:

Resolution 10-37: Policy Allowing Residents to Donate Memorial Trees and Benches

Parks & Recreation Memorial Tree, Kiosk and Bench Policy

Bench and Location Detail

RESOLUTION NO. 10-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING A CERTAIN POLICY ALLOWING DONATIONS OF MEMORIAL TREES, KIOSKS AND BENCHES IN CITY PARKS.

WHEREAS, there is a need to establish a uniform policy to allow for the donation of memorial trees and benches in City parks;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fullerton that the following is adopted:

I. POLICY

The City of Fullerton Parks and Recreation Commission will review and approve all requests, recommended by the Parks and Recreation and Maintenance Services departments, for donating memorial trees, kiosks and benches in City parks according to the objective, rules and regulations, and fees for this policy.

II. OBJECTIVE

To establish a uniform policy regarding memorial tree and bench donations that will assure compatibility with park aesthetics and programming.

III. RULES AND REGULATIONS

- A. The Parks and Recreation Commission will designate the type, style, design and placement of memorial benches, memorial kiosks, memorial plaques, and memorial trees within the City public. Approved benches, kiosks and trees will be based on these factors: size, usage, vandalism, traffic, security, view obstructions, location, and style compatibility. The Parks and Recreation Commission shall review this policy on an annual basis.
- B. Donation requests shall be submitted to the Parks and Recreation Department on the "Memorial Tree, kiosk and Bench Donation" form.
- C. All approved donations shall become the property of the City of Fullerton.
- D. Applicants may choose to donate a new tree, kiosk or bench in a City park.
- E. Memorial plaques shall only be allowed on kiosks and benches. Plaques shall be appropriately sized to fit the bench style and plaque wording with a maximum size of 4" x 12". All plaques should have standard wording limited to the following

list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)".

In addition, the following 2 options may be applied to the standard wording selection: 1) Birth and death dates (full dates or just years); 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

- F. The City shall maintain the donated items, if accepted and placed in a City park, unless other arrangements have been agreed upon. The City shall not replace a donated item before its normal life expectancy, beyond the single replacement that is included as part of the original donation.
- G. The City shall not assume responsibility for replacement due to vandalism or theft beyond the single replacement included in the original donation. The original donor or their family members will have the option to pay for a replacement in the case of vandalism or theft beyond one (1) replacement.
- H. The City shall reserve the right to remove and relocate any memorial tree, kiosk or bench, if the location of the existing tree, kiosk or bench is in conflict with any future park improvement project(s) taking place in that location. The City will make every effort to contact the original donor or their family members to coordinate the relocation of the tree, kiosk or bench to a suitable location.

IV. FEES

All of the costs associated with the donation including purchase, installation, administration, maintenance, and replacement shall be paid by private funds. Maintenance and replacement fees will be placed in a restricted donation account to be used for annual maintenance and, as needed, future replacement. Fees are due upon approval. The fees may be reviewed annually before June 16 of each year. Fees may be reviewed, evaluated, changed and/or modified separately without affecting the remainder of this Resolution.

- A. TREES (24" box) - \$1,000 - This fee covers the initial purchase and installation of the tree. Additionally, the fee amount will cover administration, maintenance and one (1) replacement due to vandalism, theft, or death by natural causes during the 20-year life expectancy of the tree.
- B. KIOSKS - \$3,500 - This fee covers the initial purchase and installation of the kiosk, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) kiosk and/or one (1) plaque repair

and/or replacement due to vandalism or theft for the 20-year life expectancy of the kiosk.


C. BENCHES - \$3,200 – This fee covers the initial purchase and installation of the bench, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) bench and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the bench.

D. REPLACEMENT FEES – If a tree, kiosk, bench or plaque needs to be replaced beyond the covered single replacement, the donor has the option to make an additional donation to continue the memorial. Replacement costs are as follows: Tree (24"box) - \$220; Kiosk - \$2,200; Bench - \$2,000; and Memorial Plaque - \$126.

V. PREVIOUS RESOLUTION

Resolution No. 9701 dated May 17, 2005, in conflict with said resolution, is repealed in its entirety.

ADOPTED BY THE FULLERTON CITY COUNCIL on May 4, 2010


Don Bankhead, Mayor

ATTEST:


Beverley White, City Clerk

City of Fullerton
RESOLUTION CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF FULLERTON)

RESOLUTION NO. 10-37

I, Beverley White, City Clerk and ex-officio Clerk of the City Council of the City of Fullerton, California, hereby certifies that the whole number of the members of the City Council of the City of Fullerton is five; and that the above and foregoing Resolution No. 10-37 was adopted at a regular meeting of the City Council held on the 4th day of May, 2010, by the following vote:

COUNCIL MEMBER AYES:	Bankhead, Keller, Jones, Nelson, Quirk-Silva
COUNCIL MEMBER NOES:	None
COUNCIL MEMBER ABSENT:	None
COUNCILMEMBER ABSTAINED:	None



Beverley White, City Clerk



INFORMATION AND INSTRUCTIONS ON MEMORIAL TREE, KIOSK AND BENCH DONATIONS IN FULLERTON CITY PARKS

Individuals may donate a memorial bench, kiosk or tree for placement in a Fullerton City park, based on Fullerton City Council Resolution No. 10-37.

The Parks and Recreation Commission will review all applications for donating memorial benches, kiosks and trees at its monthly meeting, and will make a decision to approve or disapprove the applications.

RULES AND REGULATIONS

- A. The Parks and Recreation Department will provide standards on the type, style, design, and placement of memorial benches, memorial kiosks memorial bench plaques, and memorial trees within the City's public parks. The list of approved benches, kiosks and trees will be based on these factors: size, usage, vandalism, traffic, security, view obstructions, location, and style compatibility.
- B. Donation requests must be submitted to the Parks and Recreation Department on the "Memorial Tree, Kiosk and Bench Donation" application form.
- C. All approved donations will become the property of the City of Fullerton.
- D. Applicants may choose to donate a new tree, kiosk or bench in a City park.
- E. Memorial plaques will only be allowed on benches and kiosks. All plaques will be uniform in size and material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)".

In addition, the following 2 options may be applied to the standard wording selection:

1) Birth and death dates (full dates or just years): 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

- F. The City will maintain the donated items unless other arrangements have been agreed upon. The City will not replace a donated item before its normal life expectancy, beyond the single replacement that is included as part of the original donation.
- G. The City does not assume responsibility for replacement due to vandalism or theft beyond the single replacement included in the original donation. The original donor or their family members will have the option to pay for replacement in the case of vandalism or theft beyond one (1) replacement.

- H. The City reserves the right to remove and relocate any memorial tree, kiosk or bench, if the location of the existing tree, kiosk or bench is in conflict with any future park improvement project(s) taking place in that location. The City will make every effort to contact the original donor or their family members to coordinate the relocation of the tree, kiosk or bench to a suitable location.

FEES

All of the costs associated with the donation including purchase, installation, administration, maintenance, and replacement shall be paid by private funds. Maintenance and replacement fees will be placed in a restricted donation account to be used for annual maintenance and, as needed, future replacement. Fees are due upon approval. The fees may be reviewed annually before June 16 of each year. Fees may be reviewed, evaluated, changed and/or modified separately without affecting the remainder of this Resolution.

CURRENT FEES:

A. Memorial Trees (24" box) - \$1,000

This fee covers the initial purchase and installation of the tree. Additionally, the fee amount will cover administration, maintenance and one (1) replacement due to vandalism, theft, or death by natural causes during the 20-year life expectancy of the tree.

B. Memorial Kiosk - \$3,500

This fee covers the initial purchase and installation of the kiosk, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) kiosk and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the kiosk.

C. Memorial Bench - \$3,200

This fee covers the initial purchase and installation of the bench, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) bench and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the bench.

D. Replacement Fees

If a tree, kiosk, bench or plaque needs to be replaced beyond the covered single replacement, the donor has the option to make an additional donation to continue the memorial. Replacement costs are as follows: Tree (24"box) - \$220; Kiosk - \$2,200; Bench - \$2,000; and Memorial Plaque - \$126.

HOW TO APPLY:

1. Please complete the "Memorial Tree, Kiosk and Bench Donation Application Form."

2. If you have any questions about donating a memorial tree, kiosk or bench, or you need assistance in completing the form, you may call the Parks and Recreation Department at (714) 738-6575.
3. Submit the completed application form to the Fullerton Parks and Recreation Department at City Hall, 303 W. Commonwealth Avenue, Fullerton, CA 92832. Full payment is expected at that time in the form of a check or credit/debit card (Master Card or Visa).
4. Parks and Recreation staff will bring your completed application to the Parks and Recreation Commission at its monthly meeting for review and approval. The Commission regular meeting is on the second Monday of the month at 6:30 p.m. in the City Council Chamber. The meeting is open to the public but you do not need to be present at the meeting to have your application reviewed.
5. Should the Parks and Recreation Commission have any concerns or questions about the placement of the memorial bench or tree, staff will contact the applicant to make any adjustments needed.
6. If an application is not approved by the Commission, or if any required changes are not approved by the applicant, any funds collected will be returned to the applicant.
7. Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered. In the event of a cancelled donation, and prior to installation, any items ordered and paid for by the applicant are the property of the applicant, who would be responsible for picking up the items within 60 days. Thereafter, any unclaimed items become the property of the City.

Monson Family Memorial Bench Location



The bench location is the east end of Laguna Lake with the bench sitting on the south shore of the lake facing in an northerly direction, providing a view across the lake.



**Victor Stanley Classic Bench
w/steel scroll seating, CR-96.**

