

**CITY OF FULLERTON  
PARKS AND RECREATION COMMISSION  
MEETING AGENDA  
Fullerton Community Center  
304 W. Commonwealth Avenue  
Monday, December 9, 2019  
6:00 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.

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**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](mailto: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 9, 2019 COMMISSION MEETING.

- \*2. PUBLIC WORKS MONTHLY REPORTS FOR SEPTEMBER, OCTOBER, AND NOVEMBER 2019

## **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 CHAMBERS  
Monday, September 9, 2019  
6:30 p.m.**

**CALL TO ORDER**

Chair Cox called the meeting to order at 6:32 pm

**FLAG SALUTE**

Commissioner Hussani led the flag salute.

**ROLL CALL**

Present: Chair Gretchen Cox, Commissioner Michael Savage, Commissioner Ayesha Hussaini, Commissioner Enrique Macias, Vice Chair Erik Wehn

Absent:

Staff: Director Hugo Curiel, Parks Project Specialist Douglas Pickard, Supervisor John Clements, Supervisor John Powers

**PUBLIC COMMENT**

Jose Trinidad asked for an update on the Woodcrest Park opening and mentioned the community is excited. Jose also requested for the Parks and Recreation Department provide a stage for performances during the opening. Director Curiel said there was an issue with the sidewalk that caused some delays. The opening of the park should be sometime in late October and there will be public postings.

**PUBLIC COMMENT CLOSED**

**CONSENT ITEMS (Items 1 and 2)**

1. MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING  
AUGUST 12, 2019
2. PUBLIC WORKS MONTHLY REPORTS FOR JUNE AND AUGUST 2019

Commissioner Savage MADE A MOTION to approve the consent items,  
SECONDED by Commissioner Macias.

**VOTE:**

AYES: Chair Cox, Commissioner Savage, Commissioner Hussaini,  
Commissioner Macias, Vice Chair Wehn

NOES:

ABSTAIN:

ABSENT:

The MOTION PASSED 5-0

### **Regular Business (Item 3)**

#### **3. ROLLING HILLS IMPROVEMENTS - UPDATE**

Parks and Project Specialist Pickard gave a Power Point presentation about the Rolling Hills Project. The park is on Bastanchury Road with a lot of green area, play structures but no parking. The design will add a safer parking lot but will do so in a way to not lose valuable green space. During renovation the play structure will also be replaced. The community has requested lighting to help alleviate illicit activities.

The project started in July 2016 with engineering staff and has been taken to the community three times. Last year in September, the Commission approved the concept and staff moved forward with construction documents. Construction documents should be done by the end of October. The project will be taken to City Council for approval and hopefully construction starts in February with a ribbon cutting ceremony in May.

Commissioner Cox: Are the challenges that were noted going to add cost to project?

Parks and Project Specialist Pickard: No, they didn't impact budget and costs

Director Curiel: It is common to encounter difficulties and unforeseen conditions and it is difficult to predict added or needed improvements.

Commissioner Savage: Is street parking being eliminated?

Parks and Project Specialist Pickard: Yes, street parking will be eliminated.

Commissioner Savage: Are the single use restrooms being considered for other parks?

Director Curiel: These are being used to meet the community's request. With the proposed design and location, police officers and staff will be able to monitor them efficiently.

Commissioner Savage: Hopefully we can revisit this later on and think about other locations where these restrooms can go.

Macias: Do these restrooms have sinks?

Director Curiel: Once the restrooms are put in everything else will go in as well.

**PUBLIC COMMENT**

No public comment.

**PUBLIC COMMENT CLOSED.**

Commissioner Macias MADE A MOTION to approve the Rolling Hills update,  
SECONDED by Commissioner Savage.

**VOTE:**

AYES: Chair Cox, Commissioner Savage, Commissioner Hussaini,  
Commissioner Macias, Vice Chair Wehn

NOES:

ABSTAIN:

ABSENT:

The MOTION PASSED 5-0

**4. ATHLETIC FIELD USE AND ALLOCATION POLICY – FOLLOW UP**

Director Curiel mentioned this item was previously brought to Commission for review and approval. Staff was bringing it back after addressing the Commission's and the public's feedback. Staff is looking for the Commission's recommendation of approval to the City Council.

Supervisor Clements gave a Power Point presentation about the Athletic Field Use and Allocation Policy. Supervisor Clements explained staff has met with other cities, partner groups and with commissioners as well as posted the drafted policy online and received feedback and has updated the policy accordingly.

Supervisor Clements wanted to better define recreation and competitive sports and to get a road map for partners to know what is expected and what is required for them to do.

The application process was reviewed and making sure users were submitting paperwork in on time to the department and the three strike rule.

**Three strike rule**

- 1<sup>st</sup> written notice
- 2<sup>nd</sup> they lose deposit
- 3<sup>rd</sup> fees go up
- 4<sup>th</sup> they must come to commission

Commissioner Macias: How many competitive teams are using fields?

Supervisor Clements: Rangers, Strikers, EDA, softball teams and other travel sports teams but mostly soccer teams.

Commissioner Macias: So it's soccer teams that are asking for space?

Supervisor Clements: Yes.

Commissioner Savage: If an organization has both recreation and competitive they are permitted separately?

Supervisor Clements: Yes, if you have both then can only send recreation representatives to the partners meetings. Also, if you give up recreation assigned space to your competitive side then that will be a violation.

Vice Chair Wehn: How often does a group get a second or third violation?

Supervisor Clements: The rule is brand new so has not been implemented.

**PUBLIC COMMENT**

1. Tom Conner wanted to thank the Parks and Recreation Department and the Commission.
2. Diego Guayan wanted to thank the Parks and Recreation Department and the Commission and is happy.

**PUBLIC COMMENT CLOSED**

Commissioner Macias MADE A MOTION to approve the Athletic Field Use and Allocation Policy, SECONDED by Vice Chair Wehn.

**VOTE:**

AYES: Chair Cox, Commissioner Savage, Commissioner Hussaini, Commissioner Macias, Vice Chair Wehn

**NOES:**

ABSTAIN:

ABSENT:

The MOTION PASSED 5-0

## COMMISSION/STAFF COMMUNICATIONS

### Director's Comments:

Director Curiel undated the Commissioner about:

- Fullerton Connect being delivered to residents???
- Yoga classes at the Fullerton Community Center
- New exhibit at the Fullerton Museum called *Sharks: On Assignment with Brian Skerry*
- A cold and allergy presentation at the Fullerton Community with a nurse
- Golden Hill Little League winning the World Series and the City hosting a parade in their honor.

### COMMISSIONER COMMENTS:

Chair Cox: Wants to thank all the leagues for giving feedback and cannot believe how much work Supervisor Clements and Carol Whitaker spent putting this together.

Director Curiel: Thanked the groups and Commissioners for taking time to look at the policy from a different angle than City staff.

## ADJOURNMENT

Commissioner Cox MADE A MOTION to adjourn the meeting at 7:11pm.

Respectfully submitted,

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

Director Curiel, Secretary



# PARKS AND RECREATION COMMISSION AGENDA

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MEETING DATE: DECEMBER 9, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.

SUBJECT: SEPTEMBER 2019 PUBLIC WORKS / FACILITIES STAFF  
REPORT

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## 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 **September** 2019.

## SUMMARY

Building and Facilities, including Electrical, received and responded to **46** service requests for the month of September 2019. Also included are the summary reports for each building attached showing details of the problems encountered. In addition to the service we perform our daily and weekly work orders.

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.

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Bill Roseberry, acting Building and Facilities Superintendent



## Request List Report

10/1/2019

2:13 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
09-03-2019-000001	Buildings		WO Completed
9/3/2019	Urinals		
In the men's restroom the handle to the bathroom stall is broken. Also the cover to the urinal is broken.			
09-03-2019-000039	Buildings		WO Completed
9/3/2019	Hvac - Problems		
Good morning. We had someone out a while ago to check out the AC in the Leo Fender exhibit at the museum center, but it still doesn't seem to be working. I was informed we might need a part for the AC unit, so I just wanted to check the status. The fire alarm on one of our exit doors has been beeping periodically. I'm guessing it has a low battery, but don't know for sure. If someone could check that out, it would be much appreciated. Thank you in advance.			
09-04-2019-000057	Buildings		WO Completed
9/4/2019	Flags		
The holder for the hooks on the flag in front of the community center appear to be stretched out and no longer stay in place. We cannot put up the flag because of this, could someone be sent out to replace it for us please.			
09-04-2019-000058	Buildings		WO Completed
9/4/2019	Hvac - Problems		
The AC in the Senior Lounge was also not working this morning. Thank you,			
09-04-2019-000059	Buildings		WO Cancelled
9/4/2019	Hvac - Problems		
Good morning,  The past week we have noticed a couple of our A/C's not working. I have tried manually turning it on, let it sit for about an hour, and the temperature doesn't seem to drop. I have listed below the following A/C control panels that aren't functioning.			
<ul style="list-style-type: none"><li>• A/C 4 Located in the Fullerton Community Center Kitchen</li><li>• A/C-6 Located in the Bullpen at Boys and Girls Club</li><li>• A/C- Located at our Front Desk.</li></ul>			
May you please assist us with this request?			
09-04-2019-000068	Buildings		WO Completed
9/4/2019	Door Issue		
Can we please look into installing a keypad lock (like the restrooms at City Hall) on the front door, near the dispatch desk?			
09-04-2019-000077	Buildings		Assigned to WO
9/4/2019	Hvac - Problems		
WEB RQ W023275-090319 Racketball court 1 broken air conditioner			
09-04-2019-000078	Buildings		WO On Hold
9/4/2019	Lighting - Non St. Lt.		
missing safety screens on over head lights			
09-04-2019-000079	Buildings		WO Completed
9/4/2019	Door Issue		
missing door handle court 1			
09-04-2019-000080	Buildings		WO Completed
9/4/2019	Spills / Mess / Litter		
WEB RQ W023275-090319 safety hazard tape on 2nd floor			
09-05-2019-000094	Buildings		WO Cancelled
9/5/2019	Door Issue		
indy park: racquetball courts are missing doors please inspect			
09-09-2019-000139	Buildings		WO On Hold
9/9/2019	Alarms		

## Request List Report

10/1/2019

2:13 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
Can we please have the sensors for the Maple Center alarm checked out. The faults are coming up daily, although there are no security issues. Specifically fault 13.			
09-09-2019-000141	Buildings		WO Completed
9/9/2019	Hvac - Problems		
The air conditioning unit for the office/lobby at the Orangethorpe Center is not working again.			
It was working Tuesday and Wednesday after repair, and stopped working (does not blow cool air) yesterday. If we can please have this looked at.			
09-09-2019-00017E	Recreational Areas		On Hold
9/9/2019	Tot Lot Equip		
I see the children's play area at Hillcrest Park, at the corner of Lemon and Cannon near the American Red Cross building, has been fenced off for a few weeks now. Will the park be upgraded or changed?			
Can I see or get an update on the plan for this play area?			
I live next door to the park and my children enjoy this park. Hoping for nice improvements.			
09-09-2019-00018E	Buildings		WO Completed
9/9/2019	Alarms		
We have an alarm on one of our fire exits that is beeping about once a minute. I'm assuming that means that it needs a battery, but I'm not sure. It's been chirping for about a week and we would love for it to stop doing that. It's at the museum towards the back entrance.			
09-11-2019-000224	Buildings		New Request
9/11/2019	Alarms		
Custodial staff unable to arm alarm again tonight (9/10)			
09-11-2019-000225	Buildings		WO Completed
9/11/2019	Keys, Locks, Security Rpr		
The back closet (North west door) had a wood chip stuck in the locking device, and will no longer open. If we can please have the door knob repaired.			
09-11-2019-000228	Buildings		WO Completed
9/11/2019	Sinks/Faucets		
Hi Maintenance, The sink in the ladies' restroom at the Garnet Neighborhood Center looks like it is falling and not as secure. I can kind of move the sink and it is a little wobbly. Can we please get someone to check it out and make sure it is secure for the kids to use?			
09-11-2019-000231	Buildings		WO Completed
9/11/2019	Door Issue		
The flush bolts on the Orangethorpe Center front and back entrances need to be replaced – per Fire Code. If we can please have your help.			
09-11-2019-000244	Buildings		WO Completed
9/11/2019	Misc Office		
Fullerton Museum Center would like to put in a request, our serving cart that we use for Farmer's Market, one of the wings has fallen off. We tried fixing it ourselves, but we don't have the supplies in house, and we were wondering if someone could come out today to fix it? It should be an easy fix that shouldn't take too long.			
Please let me know, if we can make that possible today! If not, let me know as well!			
Thank you so much!			
09-11-2019-000249	Buildings		WO Completed
9/11/2019	Sinks/Faucets		
The garbage disposal at the Community Center in the staff office has not worked for a long time and would like to get it repaired can we get someone to look at it. If you have any questions please let me know.			
09-11-2019-000252	Buildings		WO Completed
9/11/2019	Misc Office		
Please replace batteries/change time on clock in the lobby (or just get it down/put it back up for us). Thank you!			
09-12-2019-00027C	Recreational Areas		WO Completed
9/12/2019	Park Equip - Non Tot Lot Repair		

## Request List Report

10/1/2019

2:13 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
APP ORDER 27523			
Text Note: basketball pole has a little piece of metal where the white tape is (see pictures)			
09-12-2019-000273	Buildings		WO Completed
9/12/2019	Sinks/Faucets		
WRR - Swimming Pool Area - 2nd sink on the right, the sensor is not working.			
09-12-2019-000300	Buildings		WO Completed
9/12/2019	Door Issue		
The sliding glass door at the reception desk that leads to the swimming pool seems to be off its rollers. This has made it extremely difficult to open/close the window. They force it open/closed every day, but it may be damaging the frame. Could we please have someone come out and take a look?			
Also, they have been having some trouble with the rising glass doors that lead from the swimming pool to the patio. Maintenance came out and fixed one of them (north window), but they are having issues with the other 2 now. They are opening and closing, but the engine that runs the doors sounds like it is working harder than it should. Staff is worried that something may break soon.			
09-13-2019-000302	Buildings		WO Completed
9/13/2019	Pest Control		
We had a few vendors tonight inform us that is the spaces 1-5 in front of the parking structure near Harbor side had a family of rats. They informed us that they would come up from the planters and go back down. They said it was about 4.			
If we could please get this checked out.			
09-13-2019-000303	Buildings		WO Completed
9/13/2019	Alarms		
In the North room of the basketball gym there's a fire alarm that its batteries needs to be replaced.			
09-13-2019-000309	Recreational Areas	2425 W Valencia Dr	New Request
9/13/2019	Paint		
The paint on the ceiling of the structure is in bad condition, and there is graffiti. See attached photos.			
09-16-2019-000360	Buildings		WO Completed
9/16/2019	Misc Office		
Community Center Basketball Hoops			
The motors that adjust the height of the hoops in our gymnasium need to be adjusted, I am not sure what is off with them but there is a grinding sound whenever we raise or lower the southwest and west hoops.			
Please do not hesitate to ask if there is any additional information required.			
09-16-2019-000365	Buildings		WO Completed
9/16/2019	Hvac - Problems		
• The A/C in the front room near the south east closet isn't working (doesn't turn on/blow air)			
09-16-2019-000366	Buildings		WO Completed
9/16/2019	Door Issue		
Maple Center - Repairs			
Cabinet door in the back closet (South west side) is also hanging off the hinges			
09-16-2019-000367	Buildings		WO Completed
9/16/2019	Door Issue		
Maple Center - Repairs			
• A kitchen cabinet door is hanging off the hinges			
09-16-2019-000368	Buildings		WO Completed
9/16/2019	Lighting - Non St. Lt.		
Maple Center - Repairs			
• The lobby light dimmer is broken			
09-17-2019-000394	Buildings		WO Completed
9/17/2019	Hvac - Problems		
The AC unit in the lobby at the Orangethorpe Center in unfortunately leaking. It is a significant continual puddle – behind the lobby desk. If we can have that repaired as soon as possible.			
09-18-2019-000417	Recreational Areas		Assigned to WO
9/18/2019	Lighting - Non St. Lt.		

# Request List Report

10/1/2019

2:13 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
WEB RQ W023396-091719			
Olive Park Lights ( Several lights are not working)			
09-18-2019-000442	Buildings		WO Completed
9/18/2019	Door Issue		
Fullerton Community Center - Grand Hall C Door			
One of the doors leading to the service gate area in Grand Hall C is jammed closed, could someone be sent out to repair it for us please.			
09-18-2019-000443	Buildings		WO Completed
9/18/2019	Lighting - Non St. Lt.		
The overhead light in Grand Hall A is falling off. The light is on the east wall by the partition. Could someone be sent out to repair it for us please.			
09-23-2019-000489	Recreational Areas		WO Completed
9/23/2019	Toilet Clog/Leak		
The cleaner reported outside women's restroom is plugged up.			
Not able to unplug.			
09-23-2019-000530	Buildings		WO Completed
9/23/2019	Sinks/Faucets		
The men's restroom sink located by the Grand Hall is not shooting out any water. This is the first sink as you walk into the restroom. May you please assist us with this request?			
09-25-2019-000580	Buildings		Assigned to WO
9/25/2019	Lighting - Non St. Lt.		
Community Center ~ Courtyard accent lights are out			
We have 11 lights that illuminate the courtyard planters, they are all currently out. Can we please have those replaced?			
Please let me know if you need any additional information.			
09-25-2019-000583	Buildings		New Request
9/25/2019	Furniture Move/Assemble/Disassemble		
Please set up the assembly room with chairs for driver safety training on October 8th. Thank you!			
09-26-2019-000609	Buildings		Assigned to WO
9/26/2019	Hvac - Problems		
Can you have someone come out to Fire Station 3 to service the HVAC system, including changing the filters? We are not sure when the last service was performed but it appears to have been a long time.			
Thank you!			
09-26-2019-000610	Buildings		WO Completed
9/26/2019	Toilet Clog/Leak		
mens restroom:			
toilet in the first stall is clogged			
09-26-2019-000618	Buildings		WO Completed
9/26/2019	Hvac - Problems		
The air conditioning for the Orangethorpe office/lobby area is not working. It seems to work for a week or so, and then stops blowing any cool air. If we can please have this fixed again.			
09-26-2019-000624	Buildings		WO Completed
9/26/2019	Sinks/Faucets		
Patricia Serrano who is the site manager for SeniorServ reported the following issues in the commercial kitchen at the Fullerton Community Center:			
The 3 compartment sink is not draining			
The lock fell out of the fridge that opens to the right (this fridge is in the middle)			
If you need any help locating these issues, Patricia Serrano can assist. Her office is inside the kitchen area.			
09-27-2019-000655	Recreational Areas	3120 Lakeview Dr	Assigned to WO
9/27/2019	Park Equip - Non Tot Lot Repair		
In both sets of restrooms at Laguna Lake the toilet dispensers are broken or missing rollers. CCS isn't able to stock toilet paper back on the dispensers.			
09-30-2019-000667	Buildings		Assigned to WO
9/30/2019	Pest Control		

## Request List Report

10/1/2019

2:13 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			

A patron that swims at the Fullerton Community Center stated that there was a wasp nest under one of the tables that is located in the pool patio area. I have attached pictures for your convenience. May you please assist us with removing the wasps' nest?

09-30-2019-000679	Buildings	Assigned to WO
9/30/2019	Lighting - Non St. Lt.	
Service request - lights out		
Maintenance,		

We have multiple lights out in the mens bathroom.

They are the long tube-shaped bulbs. There are 6 bulbs out.

09-30-2019-000687	Buildings	Assigned to WO
9/30/2019	Misc Office	

Fullerton Community Center - Boys & Girls Club Refrigerator

The Boys & Girls Club refrigerator is not working properly, it leaks daily to the point of having to put a towel down to soak up the water. Could we have someone sent out to take a look at it please.



# **PARKS AND RECREATION COMMISSION**

## **AGENDA**

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MEETING DATE: DECEMBER 9, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, STREETS AND LANDSCAPE SUPERINTENDENT

SUBJECT: SEPTEMBER 2019 PUBLIC WORKS / LANDSCAPE STAFF  
REPORT

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### **SUMMARY**

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

### **RECOMMENDATION**

Receive and file.

1. Tree Division Update - West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton.
  - 550 trees have been serviced and 35 removed this month.
  - 1400 Block of Vista Del Mar, 15 trees removed in the easement for sewer project.
  - Gilman Park trees have been GPS and added into WCA Arbor Access.
2. Honey Bees - The Department received eight calls in the month of September. The Honey bees were removed and saved.
3. Landscape Division completed the following projects in the month of August, beyond standard maintenance duties:
  - Orange County Conservation Corps continued weed abatement and streetscape work city-wide.
  - City staff removed two tree well grates and backfilled with decomposed granite at the Museum Plaza due to tripping exposure.
  - The following ten tot-lots received much needed wood chips: Fern Drive, Richman, Chapman, Ford, Independence, Orangethorpe, Olive, Byerrum, Rolling Hills, and Gilbert.

- 12 yards of wood chips delivered to Boys and Girls Club for volunteer project.
- Landscape and Streets Division assisted Fullerton Police Department with homeless cleanup.



# PARKS AND RECREATION COMMISSION AGENDA

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MEETING DATE: DECEMBER 9, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.

SUBJECT: OCTOBER 2019 PUBLIC WORKS / FACILITIES STAFF REPORT

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## 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** 2019.

## SUMMARY

Building and Facilities, including Electrical, received and responded to **37** service requests for the month of October 2019. Also included are the summary reports for each building attached showing details of the problems encountered. In addition to the service we perform our daily and weekly work orders.

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.

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Bill Roseberry, acting Building and Facilities Superintendent



## Request List Report

11/7/2019

9:24 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
10-01-2019-000024	Buildings		WO Completed
10/1/2019	Drains/Gutters		
Good morning,			
About a year ago we had a big issue with this pipe line. It became clogged and caused a big flood in our basement area. I see that there is some signs of it happening again. Please let me know if we can have someone take a look at it. Better safe than sorry.			
Thank you, Daniel			
10-03-2019-000066	Buildings		WO Completed
10/3/2019	Lighting - Non St. Lt.		
We need some help with our auditorium lighting- a couple of them have gotten flicker-y/strobe-y when they are not at full lighting.			
Can we get someone out to fix this and replace the dead bulbs in the fixtures? It's the old, large disc light fixtures hanging from the high ceilings. The glass in the fixtures will need cleaning as well- dead bugs!			
10-03-2019-000067	Buildings		WO Completed
10/3/2019	Door Issue		
Our upstairs fire door (roof access) is not latching and can be easily opened if pushed from the inside. Can you please send someone to fix?			
10-07-2019-000095	Buildings		WO Completed
10/7/2019	Electrical Outlets		
Independence Gym Electrical outlet located at the south corner of the gymnasium (close to the door facing the playground) is loose. Halogen light #1 is not working.			
10-07-2019-000108	Buildings		WO Completed
10/7/2019	Windows		
This morning one of the blinds in front of the main desk at the Fullerton Community Center broke, The third window to the right we noticed that the chain that raises and lowers the blind is broken.			
10-07-2019-000112	Buildings		WO Completed
10/7/2019	Door Issue		
We would like your assistance at the Fullerton Community Center. The back door that leads to the garbage area in the kitchen is jammed and will not lock.			
10-08-2019-000146	Buildings		WO Completed
10/8/2019	Urinals		
I am reaching out to you once again to ask for your help. Unfortunately, this is regarding our one and only urinal in the men's room located in the main house.			
This urinal has been an ongoing issue for us and for you all as well. There has been two occasions where we had to have someone come out and unclog the drain with an electric snake. Because it is a non flushing urinal, waste tends to sit there for a few days. The main pipe is also at an upward angle. This prevents it from moving down into the sewer line.			
It would be best to replace the current urinal. It is out of date and definitely not efficient. However, I know that's a bit of a task. I would appreciate someone coming out to unclog it before the weekend. We have a 300+ person wedding and that is the only men's restroom available.			
Just know that I have tried to unclog it myself a few times with no luck.			
Thank you for your time!			
10-10-2019-000215	Buildings		WO Completed
10/10/2019	Showers		
no hot water in the showers			
10-11-2019-000261	Buildings		WO Completed
10/11/2019	Misc Office		

## Request List Report

11/7/2019

9:24 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			

The partition that separates grand hall A and B seems to have a problem sometimes when we close it. When we turn the key to "extend" and press the button to close the partitions it performs normally. But when it completely shuts it begins to immediately open as if the key is turned to "stack". After we let go of the button and try to extend them to close completely it does not work. So we have to turn the key to "stack" to open the partitions until they are completely stacked. Then we are able to "extend" them again and we try to let go of the button when the two walls touch to ensure that it is completely closed. This problem occurs quite often but not all of the time. If you could send someone to check this out we would greatly appreciate it!

10-14-2019-000272	Recreational Areas		WO Completed
10/14/2019	Guard Rail/Fence Damage		

fence repair needed on south fence.

See attached photos.

10-15-2019-000325	Buildings		WO Completed
10/15/2019	Keys, Locks, Security Rpr		

At JESC we have 2 staff locker rooms, each accessible from the pool deck through outside doors. We believe unauthorized people may be entering the facility at night through these doors.

Can we have the codes on the doors changed as soon as possible?

Thank you,

10-16-2019-000365	Buildings		WO Completed
10/16/2019	Door Issue		

Subject: Door Handle

Please see the below request from the Boys & Girls Club.

Hi Guys!

We just noticed today that the door handle to our gamesroom door is broken. Looks like a bolt that holds it together from inside snapped.

If you could please put a work order in with maintenance that would be great.

10-17-2019-000395	Buildings		WO Completed
10/17/2019	Sinks/Faucets		

Sink isn't draining and is overflowing, small women's RR.

10-21-2019-000445	Recreational Areas	E WILSHIRE AVE	WO On Hold
10/21/2019	Tot Lot Equip		

WEB RQ

Community Park @ Wilshire and Pomona, Safety Hazard.

See picture - Kid's climbing equipment is broken. It's a large, green plastic piece. Looks like a kid's foot could get stuck in it and it's sharp and jagged.

<https://photos.app.goo.gl/h1wQrK1LfVoWm3Yz5>

10-21-2019-000477	Recreational Areas		WO Completed
10/21/2019	Tot Lot Equip		

broken swing at tot lot

10-22-2019-000501	Buildings		WO Completed
10/22/2019	Showers		

The location would be in the Fullerton Community Center on Commonwealth.

The restroom that has the shower problem would be the one closest to the gym/ pool area.

Can maintenance check out the shower that is located in the men's restroom (on the right side) . Water doesn't seem to be coming out of the shower head. Unsure if it has anything to do with the lever knob or the water tubes.

10-23-2019-000510	Recreational Areas		WO Completed
10/23/2019	Tot Lot Equip		

Broken Swing, see photo.

10-23-2019-000515	Buildings		WO Cancelled
10/23/2019	Toilet Clog/Leak		

The toilets/drains in the men's rr (with the locker room) are clogged

# Request List Report

11/7/2019

9:24 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
10-25-2019-000579	Buildings		WO Cancelled
10/25/2019	Sinks/Faucets		
WRR near the grand hall- sink is overflowing and they can't turn it off, bathroom is starting to "flood"			
10-25-2019-000580	Recreational Areas		WO Completed
10/25/2019	Keys, Locks, Security Rpr		
Pacific Park WRR Bruno reported that they broke the women's lock again			
10-25-2019-000581	Recreational Areas		WO Completed
10/25/2019	Sinks/Faucets		
Fullerton Pacific Park Issues			
Bruno reported that the floor drain is backed up.			
10-25-2019-000592	Recreational Areas		WO Completed
10/25/2019	Urinals		
Bastanchury Park, both urinals are clogged			
10-25-2019-000593	Recreational Areas		WO Completed
10/25/2019	Toilet Clog/Leak		
Bastanchury Park, in the WRR the handicap stall is clogged			
10-25-2019-000594	Recreational Areas		WO Completed
10/25/2019	Dispenser Not Working		
Hillcrest Park lower MRR there is a broken soap dispenser.			
10-25-2019-000596	Buildings		Assigned to WO
10/25/2019	Windows		
I would like to submit a maintenance request for the window blinds on the stage in the Grand Hall at the Fullerton Community Center.			
The blinds on the left side of the window are not attached and the switch to move the blinds up and down does not work.			
10-25-2019-000599	Buildings		WO Completed
10/25/2019	Showers		
This is Alma Peralta from the Fullerton Community Center, I wanted to report that one of the shower heads in the mens restroom has been broken and needs replacement. The restroom is locate in the Gymnasium building next to the pool.			
10-28-2019-000609	Recreational Areas		WO Completed
10/28/2019	Toilet Clog/Leak		
MRR - toilet is clogged			
10-28-2019-000628	Recreational Areas		WO Completed
10/28/2019	Drinking Fountain Repair/Maint.		
Drinking fountain at Acacia Park isn't working, resident reported it's stuffed with twigs			
10-28-2019-000629	Recreational Areas		WO Completed
10/28/2019	Drinking Fountain Repair/Maint.		
WEB RQ W023746-102619			
Location: w. Bastanchury and w. malvern			
Issue: the water fountain doesn't work.( is leaking water all the time)			
10-28-2019-000632	Buildings		WO Completed
10/28/2019	Lighting - Non St. Lt.		
The FAST office by the pool at FCC only has 1 working light at the moment. Would someone be available to come take a look?			
10-28-2019-000643	Buildings		WO Completed
10/28/2019	Door Issue		
The storage door across from Grand Hall B had a piece of wood chip off from the top right corner of the left door. Also when the right door closes it overlaps and hits the left side, and it remains unable to close fully. Could someone be sent out to fix the chip in the door as well as the range of motion please? Pictures attached			
10-29-2019-000659	Buildings		WO Completed
10/29/2019	Misc Office		
In the stairs going up to tower cab there are some broken tile steps.			
10-29-2019-000660	Buildings		WO Completed
10/29/2019	Electrical Issues		

## Request List Report

11/7/2019

9:24 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
We had a bit of a electrical issue this weekend during a wedding. The power cord that runs to our bistro lights started sparking and burnt out (please see pictures). We pulled it out as soon as possible but there was still damage. These lights are very important for our weddings as they provide light in an area without light posts. I am hoping you can send someone out before the weekend. We have a 200 person wedding coming up.			
Thank you very much for all the help.			
10-30-2019-000672	Buildings		WO Completed
10/30/2019	Hvac - Problems		
The AC cover fell off in the North office at the Maple Center. If we can please have that repaired.			
10-30-2019-000710	Recreational Areas	300 N Adlena Dr	WO Completed
10/30/2019	Urinals		
Water won't stop. Is overflowing. Urinal. Men rest room			
10-31-2019-000752	Buildings		Assigned to WO
10/31/2019	Door Issue		
Per a meeting with Ken today, there is a white half-door in and to the left of the entrance to the Richman Community Center that is in need of repairs. The door is located next to the lobby area. It does not have a handle or locking mechanism on it. Specifically, it needs a new standard door set up with a door handle installed and with a self-closing mechanism.			
10-31-2019-000753	Buildings		Assigned to WO
10/31/2019	Misc Office		
There are two metal shudders inside the building that are not functioning. The shudder set up appears to be very old, and will need a new metal opening/closing rod and new rotating metal bracket in the wall that attaches to the opening/closing rod on both shudders.			



# PARKS AND RECREATION COMMISSION

## AGENDA

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MEETING DATE: DECEMBER 9, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, STREETS AND LANDSCAPE SUPERINTENDENT

SUBJECT: OCTOBER 2019 PUBLIC WORKS / LANDSCAPE STAFF  
REPORT

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### SUMMARY

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

### RECOMMENDATION

Receive and file.

1. Tree Division Update - West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton.
  - 976 trees have been trimmed and 18 removed this month.
  - Public Works received 90 service requests this month concerning tree related issues.
  - Two decorative tree well grates downtown had to be repaired.
2. Honey Bees - The Department received five calls in the month of October. The Honey bees were removed and saved.
3. Landscape Division completed the following projects in the month of October, beyond standard maintenance duties:
  - Orange County Conservation Corps continued weed abatement and streetscape work city-wide.
  - Landscape staff assisted our engineering division conduct final inspection of the newly renovated Woodcrest Park project.
  - Landscape and Streets Division assisted Fullerton Police Department with homeless cleanup.

- Landscape Division spruced up Hillcrest Park planters with new vegetation and mulch for the Veterans Day event.



# PARKS AND RECREATION COMMISSION AGENDA

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MEETING DATE: DECEMBER 9, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.

SUBJECT: NOVEMBER 2019 PUBLIC WORKS / FACILITIES STAFF  
REPORT

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## 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 **November 2019**.

## SUMMARY

Building and Facilities, including Electrical, received and responded to **21** service requests for the month of November 2019. Also included are the summary reports for each building attached showing details of the problems encountered. In addition to the service we perform our daily and weekly work orders.

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.

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Bill Roseberry, acting Building and Facilities Superintendent

# Request List Report

12/4/2019

7:20 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
11-04-2019-000053	Buildings		WO Completed
11/4/2019	Showers		
She would like a call back from a supervisor. Says there hasn't been hot water in the showers at Independence Park since the beginning of summer and she wants to know if the City's going to fix it.			
11-05-2019-000056	Recreational Areas		WO Completed
11/5/2019	Sinks/Faucets		
Men's Restroom - floor drain is clogged.			
11-05-2019-000057	Buildings		WO Completed
11/5/2019	Toilet Clog/Leak		
The toilets in the indoor restrooms of the Richman Community Center are not flushing, and are backed up/flooding. There is currently programming going on in the Center with a number of youth/families- if we can please have this looked at ASAP it would be greatly appreciated. Thanks for your help.			
11-06-2019-000077	Buildings		WO Completed
11/6/2019	Lighting - Non St. Lt.		
Can we have the timer for Lemon Park lights and the Maple Center Patio Lights be set to 5:00pm? With it getting dark earlier, it is too dark for our After School Program participants.			
11-06-2019-000078	Buildings		WO Completed
11/6/2019	Toilet Clog/Leak		
Overflow Toilet at Garnet Center			
We have a clogged toilet in the men's restroom here at the Garnet Neighborhood Center. It looks like it might be clogged with too much toilet paper, but I cannot tell as the water looks like it is going to overflow out of the bowl. We also do not have a plunger here to try to unclog it ourselves. I put this request in as high importance because I do not want the water to overflow if we are not here after program has ended. Please let me know if there is anything we can do or if you have questions. Also, if possible, can we please have a plunger left for us here? Just in case this happens again.			
11-06-2019-000094	Buildings		WO Completed
11/6/2019	Lighting - Non St. Lt.		
Please adjust timer to have lights turn on at 5:00 pm			
11-07-2019-000116	Buildings		WO Completed
11/7/2019	Toilet Clog/Leak		
We have a toilet in the women's bathroom that is not flushing.			
11-07-2019-000136	Buildings		WO Completed
11/7/2019	Door Issue		
The outer side of the gymnasium doors by Commonwealth have been carved into as well as the mirror in the men's restroom by classroom two. Could someone be sent out fix it for us please?			
11-07-2019-000140	Buildings		WO Completed
11/7/2019	Paint		
She works for Grace and they would like to know who is responsible for the fence between the Hunt Library and their garden. The paint is chipping.			
11-13-2019-000238	Buildings		WO Completed
11/13/2019	Showers		
The men's showers inside the restroom by the pool has been reported as being too cold, could someone be sent out to take a look at it for us please.			
11-14-2019-000252	Buildings		WO Completed
11/14/2019	Sinks/Faucets		
The sink by the paper towels and the second stall in the women's restroom by the grand hall is clogged up. I was hoping someone could come check that out as soon as possible.			
11-18-2019-000298	Recreational Areas		WO Completed
11/18/2019	Park Equip - Non Tot Lot Repair		
See picture. There is a large hole in one of the Museum Plaza pillars. She is wondering if this can please be fixed soon for their many upcoming events. (Request was originally sent in 10/21 and went to the graffiti contractor but I didn't see she also wanted the hole repaired, sorry about the delay!)			
11-18-2019-000314	Buildings		Assigned to WO
11/18/2019	Windows		



## Request List Report

12/4/2019

7:20 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
The rollup windows in the pool area are not functioning properly. The north most window does not roll up at all (although you can hear the engine). The middle window will roll up, but it starts and stops several times on the way up. This window does not roll all the way down. If you have any questions, please feel free to give me a call.			
11-19-2019-000340	Buildings		WO Completed
11/19/2019	Urinals		
Independence Park Gym			
The urinal inside the men's restroom is clogged.			
11-20-2019-000355	Buildings		WO Completed
11/20/2019	Misc Office		
Please change the time on the clock in the lobby (currently 1 hour ahead). Thanks!			
11-20-2019-000364	Buildings		WO Completed
11/20/2019	Electrical Issues		
We also need an electrical cord's prong to be replaced for the museum show that opens this weekend, Kelly brought it up to the electrician that worked on our TV yesterday and he said he can fix it for us, but needed to put in a service request for it. Can you please follow-up so this also can get done today.			
11-21-2019-000375	Recreational Areas		Assigned to WO
11/21/2019	Park Equip - Non Tot Lot Repair		
WEB RQ W023972-112019			
Hinge on number one racket ball court needs replacing. Safety hazard.			
11-21-2019-000402	Buildings		WO Completed
11/21/2019	Pest Control		
There is a wasp's nest on the side of the museum and have made their way inside. We are hoping to get this attended to ASAP. Thank you!			
11-21-2019-000403	Buildings		WO Completed
11/21/2019	Urinals		
The urinal in the downstairs restroom at the Hillcrest Rec Building is clogged. If we can please have that fixed as soon as possible.			
11-21-2019-000404	Buildings		WO Completed
11/21/2019	Urinals		
Our main hallway mens urinal is backed up. We have an Exhibit opening this Sunday, November 24. Sooner than later would be great on getting to this.			
11-22-2019-000424	Buildings		WO Completed
11/22/2019	Drains/Gutters		
Meal on Wheels is reporting two of the drains in the kitchen are clogged. One is in the preparation area and another where the steam table is located next to the window. The water does not go away.			
Could you please send someone to check? You can communicate with Patricia Serrano, Meal on Wheel site manager, or one of her volunteers if you have questions about the clogged drain locations.			



# **PARKS AND RECREATION COMMISSION**

## **AGENDA**

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MEETING DATE: DECEMBER 9, 2019

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, STREETS AND LANDSCAPE SUPERINTENDENT

SUBJECT: NOVEMBER 2019 PUBLIC WORKS / LANDSCAPE STAFF  
REPORT

---

### **SUMMARY**

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

### **RECOMMENDATION**

Receive and file.

1. Tree Division Update - West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton.
  - 1015 trees have been trimmed and 21 removed this month.
  - Landscape Division responded to 55 tree related service requests.
2. Honey Bees - The Department received two calls in the month of November. The Honey bees were removed and saved.
3. Landscape Division completed the following projects in the month of November, beyond standard maintenance duties:
  - Orange County Conservation Corps continued weed abatement and streetscape work city-wide.
  - Private contractor installed a memorial bench at Hillcrest Park.
  - Landscape and Streets Division helped with the Safe Parking project.
  - Landscape staff worked on the swing gate at JC Trail.
  - Staff spruced up the planters at the Community Center.
  - Landscape Division has taken over maintenance of the large planter area located at the corner of Skyline & Raymond for Fullerton Beautiful.

- Landscape and Streets Division assisted Fullr homeless cleanup.