

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
MEETING AGENDA
City Council Chamber
303 W. Commonwealth Avenue
Monday, January 13, 2020
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 DECEMBER 9, 2019 MINUTES.

*2. PUBLIC WORKS MONTHLY REPORTS FOR DECEMBER 2019.

REGULAR BUSINESS

- *3. ELECTION OF CHAIR AND VICE CHAIR
- *4. PACIFIC DRIVE PARK IMPROVEMENTS

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**

**Fullerton Community Center
304 W. Commonwealth Avenue**

Monday, December 9, 2019

6:00 p.m.

CALL TO ORDER

Chair Cox called the meeting to order at 6:09 pm

FLAG SALUTE

Commissioner Macias led the flag salute.

ROLL CALL

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

Absent: Commissioner Ayesha Hussaini

Staff: Director Hugo Curiel, Parks Project Specialist Douglas Pickard, Supervisor John Clements, Supervisor John Powers, Manager Alice Loya, Manager Amanda Arbiso, Supervisor Cori Lantz, Supervisor Ricardo Veloz

PUBLIC COMMENT

1. Chris Norby spoke about parking issues he has noticed at Hillcrest Park.
2. Don Whiteman spoke about how the limited amount at parking at Hillcrest Park is causing overflow parking on the street where he resides.
3. Vivianne Hall spoke about Hillcrest Park users parking in Eugene St.
4. Janine Whiteman spoke about planting milkweeds at Hillcrest Park to attract the Monarch butterfly.

PUBLIC COMMENT CLOSED

CONSENT ITEMS (Items 1 and 2)

1. MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING
SEPTEMBER 9, 2019
2. PUBLIC WORKS MONTHLY REPORTS FOR SEPTEMBER, OCTOBER AND
NOVEMBER 2019

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

VOTE:

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

NOES:

ABSTAIN:

ABSENT: Commissioner Hussaini

The MOTION PASSED 4-0

PUBLIC COMMENT

No public comment.

PUBLIC COMMENT CLOSED.

COMMISSION/STAFF COMMUNICATIONS

Commissioner Macias asked if the department can look into the parking at Hillcrest Park and Director Curiel responded by saying department has a rough sketch of an improved parking area. The item will be going to Council as an update.

Chair Cox asked if planting milkweeds was a current project and Director Curiel responded it is not but could be interesting to start.

The department's new staff Ricardo Veloz and Marissa Diaz were introduced by Director Curiel to the Commission members.

A recap about the Winter Market as well as Breakfast with Santa was given and Commissioners were invited the opening of Woodcrest Park and 1st Night.

ADJOURNMENT

Commissioner Cox MADE A MOTION to adjourn the meeting at 6:42pm.

Respectfully submitted,


Director Curiel, Secretary



PARKS AND RECREATION COMMISSION AGENDA

MEETING DATE: JANUARY 13, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, acting BUILDING AND FACILITIES SUPT.

SUBJECT: DECEMBER 2019 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 **December** 2019.

SUMMARY

Building and Facilities, including Electrical, received and responded to **17** service requests for the month of December 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.

Bill Roseberry, acting Building and Facilities Superintendent

Request List Report

1/6/2020

10:01 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
12-02-2019-000033	Buildings		WO Cancelled
12/2/2019	Sinks/Faucets		
The janitor closet next to Boys and Girls Club has a pipe that is squirting out a lot of water. This is a relatively urgent matter as water may start to leak into the hallway.			
May you please assist us with this request?			
12-03-2019-000053	Buildings		WO Completed
12/3/2019	Misc Office		
The robotic vacuum at JESC is in need of maintenance again. When I put it in the water it goes into alarm and says there is a power failure in the system. If you need me to deliver it to Knorr please let me know. Thank you,			
12-03-2019-000056	Buildings		WO Completed
12/3/2019	Door Issue		
The Fast swim pool door handle broke today. It seems as if the bottom of the handle popped off but the top is still connected to the door. For now we are going to leave the door open so there is no chance for a patron to hurt themselves. I attached a picture of the handle in hopes that it would help you guys. If you could send someone out to look at it we would greatly appreciate it.			
12-03-2019-000072	Recreational Areas		WO Completed
12/3/2019	Tot Lot Equip		
WEB RQ W024033-120219 Playground on lower level - Several steps seem to be "slipping" and/or nails & screws are visible, looking like they need to be tightened. An email with photos was just sent to parks@ci.fullerton.ca.us			
12-04-2019-000085	Buildings		WO Completed
12/4/2019	Furniture Move/Assemble/Disassemble		
From Longevity staff: Set-up for Wednesday, December 11, 2019 Our medical team will be arriving at 8:00am to unload and set-up. The first appointments are at 9:00am. We only need 4 tables and 10 chairs. If the room can please be as vacant as possible with any extra furniture moved out of the room or pushed to the side. Our team will set-up the room into two screening stations and one check-in area.			
Our medical team is very self-sufficient, we just want to make sure the screening room is unlocked. Please let me know who their contact will be that morning and if there are any specific instructions on unloading and parking.			
12-05-2019-000123	Buildings		WO Completed
12/5/2019	Flags		
One of the Fullerton Community Center flags (blue and green) located near the north entrance is partially off of its post. Would it be possible to have someone come out and remove the flag off the post? I have attached a picture of the flag.			
12-11-2019-000244	Buildings		WO Completed
12/11/2019	Toilet Clog/Leak		
Fullerton Community Center - Restroom Stall Leak We have three toilets leaking from the handles when flushed. Both men's handicap stalls in front of Grand Hall B and Classroom 1 are leaking. Also the middle stall in the women's restroom in front of classroom 1 is having this issue. Could someone be sent out to have a look at it for us please.			
12-12-2019-000275	Buildings		WO Completed
12/12/2019	Misc Office		
Please either fix the blinds in the bottom window of Tim's old office or switch them with the ones in Dennis' old office (if possible).			
12-16-2019-000292	Buildings		WO Completed
12/16/2019	Sinks/Faucets		
Our office sink at the Fullerton Community Center is clogged. May you please assist us with this request?			
12-16-2019-000302	Recreational Areas		WO Completed
12/16/2019	Lighting - Non St. Lt.		
Said the decorative lights at Byerrum Park were still on at 11:00 a.m.			
12-16-2019-000322	Buildings		WO Completed
12/16/2019	Showers		

Request List Report

1/6/2020

10:01 AM

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

Men's Handicap Shower Head Leak FCC

The Men's handicap shower in the swimming restrooms has a leaking shower head. This problem reportedly effects the water pressure and water temperature. We have tried to tighten the connections but were unsuccessful and did not fix the leak. If you could please send someone out to check if we have missed anything I would truly appreciate it.

12-17-2019-000352	Buildings	WO Completed
12/17/2019	Door Issue	

Classroom 1B Storage Hinge Loose FCC

The right door in classroom 1b will not stay open when pushed into a docked position. The hinge/swing at the top of the door that holds it open has been loose for a couple of weeks but was still functional. Now the door will not stay open without using an object such as a chair or a table. We use this storage every day to store chairs and tables for our programs. If you could send someone out to look at it we would truly appreciate it.

12-20-2019-000402	Buildings	Assigned to WO
12/20/2019	Furniture Repair	

Maple Center - Table Repair

A handful of the large round tables for Maple rentals need to be repaired. They are in the table rack in the back of the southwest closet at the Maple Center – five tables total.

If we can please have your help with this. Thank you!

12-23-2019-000454	Buildings	Assigned to WO
12/23/2019	Sinks/Faucets	

I just received a call from a staff that there is a leaking drinking faucet inside the Richman Community Center. Apparently the water is leaking out rapidly and starting to flood the room. If we can this repaired as soon as possible that would be greatly appreciated. Thank you for your help.

12-26-2019-000487	Buildings	Assigned to WO
12/26/2019	Sinks/Faucets	

The sink in the boy and girls club is clogged. It is located in their art room.

12-30-2019-000491	Buildings	Assigned to WO
12/30/2019	Sinks/Faucets	

Boys & Girls Club Art Room: We noticed today that one of the sinks in the art/program room is clogged. Could we put in a work order for the sink to get unclogged?

12-30-2019-000496	Buildings	WO Completed
12/30/2019	Showers	

Gym and Swim restrooms: Both of the main shower heads in the men's locker room are damaged, the water is coming out of the shower head very sporadic.



PARKS AND RECREATION COMMISSION

AGENDA

MEETING DATE: JANUARY 13, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, STREETS AND LANDSCAPE SUPERINTENDENT

SUBJECT: DECEMBER 2019 PUBLIC WORKS / LANDSCAPE STAFF

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.
 - 1251 trees have been trimmed and 9 removed this month.
 - 53 trees pruned in parks and trails.
 - 3 Palm trees removed at Fullerton Airport.
 - 1 new Magnolia tree planted on Commonwealth Avenue.
 - Over-seed Sports Complex and Bastanchury Park with Perennial Rye.
 - Repaired sink hole on Juanita Cooke Trail
 - Vinyl fence repaired on Malvern Avenue
2. Honey Bees - The Department received did not receive any calls in the month of December.
3. Landscape Division completed the following projects in the month of December, beyond standard maintenance duties:
 - Orange County Conservation Corps continued weed abatement at Trail Rest Park and Upper Acacia Reservoir.
 - Landscape and Streets Division helped with the Safe Parking project.
 - Landscape and Streets Division assisted Fullerton Police Department with homeless cleanup.



Agenda Report

Parks and Recreation Commission

MEETING DATE: JANUARY 13, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: HUGO CURIEL, DIRECTOR

SUBJECT: ELECTION OF PARKS AND RECREATION COMMISSION OFFICERS

SUMMARY

The Parks and Recreation Commission will elect a Chair and Vice Chair.

RECOMMENDATION

That the Parks and Recreation Commission elect a Chair and Vice Chair to serve for 2020.

FISCAL IMPACT

No fiscal impact.

DISCUSSION

Each year a new Chair and Vice Chair are elected by the Parks and Recreation Commission. The Chair of the Commission is responsible for conducting all Parks and Recreation Commission meetings. The Vice Chair shall take over the duties of the Chair in his or her absence.

Since the current Chair's term expired, the Vice Chair will call for nominations from commissioners for a new Chair (nominations do not require a second). Once nominations are complete, the Vice Chair will close the nominations. The secretary will then conduct a roll call vote, based on the order nominations were made, with the majority vote-getter becoming the new Commission Chair.

The new Chair will then call for nominations from commissioners for a new Vice Chair. Those nominations also do not require a second and once they are complete, the Chair will close the nominations. The secretary will then conduct a roll call vote, based on the order nominations were made, with the majority vote-getter becoming the new Commission Vice Chair.

The newly elected Chair will conduct the remainder of the meeting.

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

Hugo Curiel
Director of Parks and Recreation



Agenda Report

Fullerton City Council

MEETING DATE: JANUARY 13, 2020

TO: PARKS AND RECREATION COMMISSION

SUBMITTED BY: HUGO CURIEL, DIRECTOR OF PARKS AND RECREATION

PREPARED BY: DOUGLAS PICKARD, PARKS PROJECT SPECIALIST

SUBJECT: PACIFIC DRIVE PARK IMPROVEMENTS

SUMMARY

Pacific Drive Park Improvements CIP project #54035 was approved by the City Council in June 2017. Staff has conducted several community meetings over the past three years, including some improvements in the interim, to address community concerns. Staff is seeking approval from the Commission to move forward with development of construction documents. Upon completion, the project will go out to bid and then before the City Council for award of construction contract. The estimated completion of the project is December 2020.

RECOMMENDATION

Review and approve the concept plan and direct staff to move forward with construction documents.

FISCAL IMPACT

Pacific Drive Park renovation is on the approved CIP list (Project #54035) with an estimated construction cost of \$1.2 million. The project was funded in FY 2017-18.

DISCUSSION

Pacific Drive Park is a 1.86 acre park located in the west part of the City near W. Valencia Drive and S. Brookhurst Road. The park was first established in 1977 and fronts S. Pacific Drive and West Valencia Drive and is directly adjacent to Pacific Drive Park Elementary School.

The park is composed of a playground, picnic shelter, open grass area, and a restroom building. The park's amenities and its infrastructure are in need of renovation and

updated amenities for contemporary needs, including lighting. Over the past three years, City staff has met with the community to gather information related their concerns, needs and wants. Additionally, City staff has also met with the Fullerton School District on several occasions to understand its concerns and how the two entities can work together to make better use of the park.

During the meetings, members of the community and the district shared their concerns and needs and have helped shaped the propose plan.

A timeline of those events / activities is listed below:

- May 2016 – June 2016 - The Parks and Recreation Commission considered a proposal from the Fullerton School District to fence off the park to be part of the school campus. The proposal was not accepted and prompted the Commission to direct staff to address the current conditions of the park by recommending a park improvement project.
- December 2016 – July 2017 – In December 2016, staff held a Community meeting at Pacific Drive Elementary School to present a number of possible concepts for the park. The concepts proposed included the removal or modification of the existing restroom, upgrading the play structure, the addition of outdoor fitness equipment, and a sports court. The concepts incorporated lighting and landscaping upgrades with barriers that separate the park frontage from West Valencia Drive and the street in general. The overall intent is to attract positive activities and create a sense of community ownership.

Staff solicited feedback from the community and comments and feedback were noted and implemented into the proposed design.

- July 2017 – March 2019 – The project was placed on the CIP list and budgeted over two fiscal years: FY 17/18 - \$25,000 and FY 18/19 - \$675,000.
 - Discussions regarding the future use of the Hunt Branch Library site and its surrounding areas called for the park improvement to pause, to ensure that any discussions or proposals related to the library site would not impact the park. In 2019 it was determined that any further plans related to the Hunt Branch Library would not impact Pacific Drive Park and efforts were resumed and staff returned to the community to present options.
- April 2019 - December 2019 - On April 30, a final community meeting was held where the community weighed in on a few last details and the plan was revised.
- January 2020 – Project is seeking approval from the Parks & Recreation Commission for the development of construction documents.

The proposed renovation will allow Pacific Drive Park to continuing serving the community for many more years to come.

Attachments:

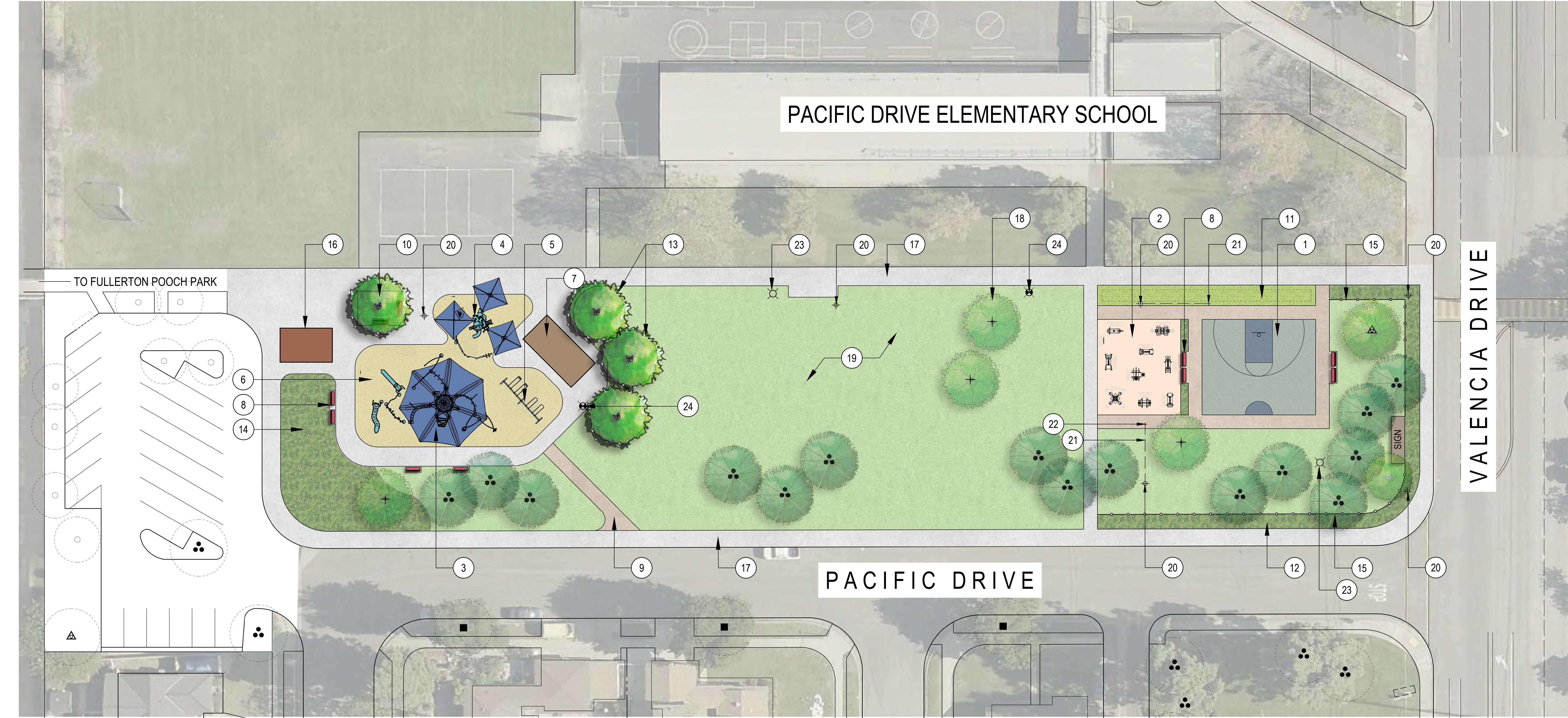
Attachment 1 – Pacific Drive Park Proposed Park Improvements



Hugo Curiel
Director of Parks and Recreation



Douglas Pickard
Parks Project Specialist



SYMBOL	DESCRIPTION
1	NEW BASKETBALL HALF COURT (50'W X 42'L) W/ NEW WALK SYSTEM
2	NEW EXERCISE STATIONS ON PERVIOUS PAVEMENT SURFACING
3	PROPOSED PLAYGROUND EQUIPMENT (5 TO 12 YEARS)
4	PROPOSED PLAYGROUND EQUIPMENT (2 TO 5 YEARS)
5	NEW SWINGS
6	ENGINEERED FIBER MULCH SURFACING
7	NEW SHADE STRUCTURE
8	NEW BENCHES
9	NEW WALK CONNECTION
10	NEW PLANTER/BENCH
11	MOUNDED TURF
12	NEW BUFFER LANDSCAPE
13	PROPOSED TREE
14	MEADOW GRASS
15	TUBULAR STEE 4FT FENCING
16	RENOVATE RESTROOM
17	EXISTING PARK SIDEWALK - PROTECT IN PLACE
18	EXISTING TREES - PROTECT IN PLACE
19	OPEN TURF PLAY AREA - PROTECT IN PLACE
20	EXISTING POWER POLE (SCE)
21	EXISTING GUY WIRE (SCE)
22	RE-LOCATE EXISTING GUY WIRE, CURRENTLY IN CONFLICT WITH PROPOSED SIDEWALK, 4 FEET TO THE WEST (TOWARDS POWER POLE)
23	PRELIMINARY LOCATION(S) OF NEW LED PEDESTRIAN LIGHT STANDARD TO MATCH EXISTING POLES
24	RETROFIT EXISTING LIGHT STANDARD WITH LED FIXTURE



PROPOSED PLAYGROUND EQUIPMENT



BASKETBALL (HALF COURT)



SHADE STRUCTURE



BENCH



CONSOLIDATED EXERCISE EQUIPMENT STATIONS

NOTE:
CONCEPTUAL DESIGN BASED ON
NON-SURVEYED AERIAL MAPPING.

