



SPECIAL NOTICE REGARDING CORONAVIRUS (COVID-19) **AND ATTENDANCE AT PUBLIC MEETINGS**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 addressing the conduct of public meetings and superseding the Brown Act-related provisions of Executive Order N-25-20.

PUBLIC PARTICIPATION: The City Council Chamber will have limited seating available on a first-come, first-served basis for members of the public to attend the meeting in person. All persons visiting City facilities shall wear face masks and observe social distancing protocols.

Alternatively, the public can send correspondence to the Parks and Recreation Department regarding agenda items by emailing parks@cityoffullerton.com with the subject line "PARKS AND RECREATION MEETING CORRESPONDENCE - ITEM #" (insert the item number relevant to your comment) or "PARKS AND RECREATION MEETING CORRESPONDENCE NON-AGENDA ITEM". Staff will forward correspondence received to City Council. All correspondence received becomes part of the official record of the meeting and posted online with the supplemental materials for that meeting. Contact the Park and Recreation Department at parks@cityoffullerton.com or (714)738-6582 with any questions.

ACCESSIBILITY: If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation in order to observe and/or offer public comment may request such reasonable modification, accommodation, aid or service by contacting the Parks and Recreation Department at parks@cityoffullerton.com or by telephone at (714) 738-6582 no later than 48 hours in advance of the meeting.

**CITY OF FULLERTON
PARKS AND RECREATION COMMISSION
MEETING AGENDA
City Council Chamber
303 W. Commonwealth Avenue
Monday, October 12, 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 JULY 2020 MINUTES.

*2. PUBLIC WORKS MONTHLY REPORTS FOR JULY, AUGUST, SEPTEMBER 2020

REGULAR BUSINESS

***3. DEPARTMENT UPDATE**

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 July 13, 2020
6:30 p.m.**

CALL TO ORDER

Chair Wehn called the meeting to order at 6:32 PM.

FLAG SALUTE

Michael Savage led the flag salute.

ROLL CALL

Present: Chair Erik Wehn, Commissioner Gretchen Cox, Commissioner Michael Savage

Absent: Commissioner Ayesha Hussaini, Vice Chair Enrique Macias

Staff: Director Hugo Curiel, Parks Project Specialist Douglas Pickard, Supervisor John Powers, Manager Amanda Arbiso

PUBLIC COMMENT

No Public Comment.

PUBLIC COMMENT CLOSED

CONSENT ITEMS (Items 1 and 2)

1. MINUTES OF THE PARKS AND RECREATION COMMISSION MEETING JUNE 2020
2. PUBLIC WORKS MONTHLY REPORTS FOR JUNE 2020

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

VOTE:

AYES: Chair Wehn, Commissioner Cox, Commissioner Savage

NOES:

ABSTAIN:

ABSENT: Vice Chair Macias, Commissioner Hussaini

The MOTION PASSED 3-0.

REGULAR BUSINESS (Item 3)

3. KOREAN WAR AND MEMORIAL UPDATE

Parks Project Specialist Pickard gave a PowerPoint presentation with updates to the Korean War Memorial.

In March 2014, the OCKWMC expressed their interest in establishing a Korean War Memorial within the City of Fullerton limits. In 2016, a prior MOU expired and the project was put on hold until early 2019. The committee met with the Mayor and City Council Members and reintroduced the concept. In November 2019, Council reissued an MOU for City staff to work with the committee to move forward with the Memorial project.

The memorial will consist of five stars which will be etched with the names of the service men and women that died while in service.

Parks Project Specialist Pickard introduced Joe Pak, and invited him to say some words. Mr. Pak discussed the cost of the project and explained the stars will have 10 sides having space for more than 36,000 names to be honored; and that the project is being funded by the Korean community. Mr. Pak expressed his gratitude to the City of Fullerton.

Commissioner Cox: Was this the only design that was considered due to the different characteristics of Hillcrest Park?

Mr. Pak: Ideas were explored and after receiving suggestions it was determined to go with a more compact design.

Chair Wehn: Excited to see this project because he grew up with a great uncle that was a Marine at Chosin Reservoir.

Mr. Pak: Mentioned Mayor Fitzgerald's grandfather served in the Korean War. Assembly Member Sharon Quirk Silva's father also served in the War and came back wounded. He also mentioned the Korean Government appreciates anyone that served in the war and will present an ambassador of peace medal to them or a family member if they are deceased.

Commissioner Savage MADE A MOTION to receive and file the Korean War and Memorial Update, SECONDED by Commissioner Cox.

AYES: Chair Wehn, Commissioner Cox, Commissioner Savage

NOES:

ABSTAIN:

ABSENT: Vice Chair Macias, Commissioner Hussaini

The MOTION PASSED 3-0

PUBLIC COMMENT

No public comment.

PUBLIC COMMENT CLOSED.

DIRECTORS UPDATE

- Youth sports closed due to COVID-19 concerns
- Summer camp registrations opened last week and camp began today
- Museums will also be closed due to County and State guidelines
- Senior Services:
 - Meal distribution through Meals on Wheels.
 - Over 8,000 meals
 - Second Harvest has been providing groceries for food distributions at Community Center
- Staff is calling seniors and doing wellness checks
- The Duck Pond Project is moving forward
- Rolling Hills & Pearl Park will be going to City Council on July 21st for award of construction contract

Commissioner Cox: Is the Pooch Park remaining open?

Parks Project Specialist Pickard: Some volunteers didn't feel comfortable being at the Pooch Park causing it to be closed down, but has reopened as of last week.

COMMISSION/STAFF COMMUNICATIONS

Chair Wehn asked for staff agenize an informational item on the Fullerton School District Joint Use Agreement.

ADJOURNMENT

Chair Wehn MADE A MOTION to adjourn the meeting at 7:10 PM

Respectfully submitted,



Director Curiel, Secretary



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, LANDSCAPE MANAGER

SUBJECT: JULY 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 for July.

RECOMMENDATION

Receive and file.

1. Tree Division Update - West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton.
 - 3,452 trees trimmed
 - 85 trees removed citywide
2. Honey Bees - The Department received 4 bee calls.
3. Landscape Division completed the following special projects:
 - Homeless Task Crew assembled twice to clean abandoned homeless encampments.
 - Gilman Park, repaired chain-link fence
 - 5 irrigation mainline repaired city-wide.
 - 5 after-hour emergency tree related calls
 - Staff responded to 118 service requests related to tree issues



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, LANDSCAPE MANAGER

SUBJECT: AUGUST 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 for August.

RECOMMENDATION

Receive and file.

1. Tree Division Update - West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton.
 - 835 trees trimmed
 - 54 trees removed citywide
2. Honey Bees - The Department received 7 bee calls.
3. Landscape Division completed the following special projects:
 - Homeless Task Crew assembled twice to clean abandoned homeless encampments.
 - Gilman Park, flood channel cleaning
 - 5 mainline irrigation leaks at various parks, schools, and medians.
 - Richman Park, large scale cleaning (tree staking, shrub trimming, and power washing of picnic area).
 - Panorama Trail, ground clearing and repair
 - 5 after-hour emergency tree related calls
 - Staff responded to 85 service requests related to tree issues



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: DAN DIAZ, LANDSCAPE MANAGER

SUBJECT: SEPTEMBER 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 for September.

RECOMMENDATION

Receive and file.

1. Tree Division Update - West Coast Arborists Inc. (WCA) is currently providing contract tree services to the City of Fullerton.
 - 1,688 trees pruned
 - 22 trees removed citywide
2. Honey Bees - The Department received 5 bee calls.
3. Landscape Division completed the following special projects:
 - Homeless Task Crew assembled twice to clean abandoned homeless encampments.
 - Gilman Park, chain-link fence repair.
 - 5 mainline irrigation leaks at various parks, schools, and medians.
 - Hand watering FSC due to electrical wire theft.
 - 13 after-hour tree related calls.
 - Staff responded to 110 service requests for tree related issues.
 - Juanita Cooke Trail, removed broken down log bench, repaired trail rutting with new decomposed granite (treated rock and sand).
 - Orange County Conservation Corp performed weeding in Hiltcher Park.

- Craig Park Trail, repair vinyl fence due to traffic incident.



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, BUILDING AND FACILITIES SUPT.

SUBJECT: JULY PUBLIC WORKS/ LANDSCAPE 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 July 2020.

SUMMARY

Building and Facilities, including Electrical, received and responded to **31** service requests for the month of July 2020. 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.

Request List Report

8/3/2020

10:51 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
07-03-2020-000071	Buildings		WO Completed
7/3/2020	Hvac - Problems		
We will be having Council Meeting public overflow at the Community Center on Tuesday night. Can we request for the AC to be turned back on Tuesday in the Grand Hall and the surrounding hallways/ restroom?			
07-07-2020-000112	Buildings		WO Completed
7/7/2020	Lighting - Non St. Lt.		
Can we please have the light beam in the Maple Center women's restroom replaced?			
07-07-2020-000118	Recreational Areas		WO Completed
7/7/2020	Tot Lot Equip		
W025490-070520			
Two of the pieces from the playground have been removed and dumped south of the playground, in the wash and under Franklin Hills Drive			
07-08-2020-000175	Recreational Areas		WO Completed
7/8/2020	Preventative Maintenance		
A resident requested that the basketball nets at Adlena get replaced. Staff checked and 3 nets are ripped.			
07-09-2020-000215	Buildings		WO Cancelled
7/9/2020	Hvac - Problems		
Please check A/C temperature in the Admin side at the Basque Building. extremely cold due to A/C.			
07-12-2020-000227	Recreational Areas		WO Completed
7/12/2020	Toilet Clog/Leak		
Hillcrest Park - The toilet in the MRR at the top of the hill is clogged.			
07-14-2020-000297	Buildings		WO Completed
7/14/2020	Furniture Move/Assemble/Disassemble		
"We need a cabinet to be taken down and move to a different office. Would you be able to assist us with this?"			
07-14-2020-000298	Buildings		Assigned to WO
7/14/2020	Paint		
"We need a wall to be painted, would we be able to get some assistance with this?"			
07-15-2020-000332	Buildings		WO Completed
7/15/2020	Pest Control		
We wanted to report a number of wasp nests located in the Courtyard. They are along the top of the building running along the hallway in front of the Boys and Girls Club. Let us know if you have follow up questions. Thanks for your help on this.			
See attached photos.			
07-16-2020-000358	Buildings		WO On Hold
7/16/2020	Keys, Locks, Security Rpr		
Locks in the women's restroom need to be replaced in both stalls. See attached photo.			
07-16-2020-000361	Buildings		WO Cancelled
7/16/2020	Preventative Maintenance		
Hand dryers replaced in both women's and men's restrooms. See attached photo.			
07-16-2020-000362	Buildings		WO Completed
7/16/2020	Preventative Maintenance		
Stall trash can repaired and stall repatched in womens restroom left stall. See attached photo.			
07-16-2020-000375	Buildings		WO Completed
7/16/2020	Alarms		
There is an alarm going off in the MDF room by the grand hall at FCC. It says: 'New Alarm: loss of power'			
07-16-2020-000376	Recreational Areas		WO Completed
7/16/2020	Guard Rail/Fence Damage		
\ Ford Park had orange "fencing" placed around the playground equipment to prevent people going onto the playground, it seems. Well, it has been a few weeks now of the "fencing" kind of falling off, it's not hanging on as tightly over the playground area as it initially was, and for weeks now people, mostly kids, have been stepping over the fencing and just going to play on the playground. I assume the restriction placed around the playground was due to COVID 19. I think the parks team should come out again and redo the fencing or find a way to block the playground off again. Thanks.			

Request List Report

8/3/2020

10:51 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
07-17-2020-000378	Recreational Areas		Assigned to WO
7/17/2020	Tot Lot Equip		
APP ORDER 33976			
Text Note: The playground equipment at Emery Park in West Fullerton has been broken off and is dangerous for children.			
07-17-2020-000386	Buildings		Assigned to WO
7/17/2020	Pest Control		
"I'd like to put in a request to have the pest control out to spray. I know it's the time of year for big bugs but they are pretty bad right now. It's a conservation issue since, even though we aren't open to the public, we still have artifacts on display and in storage and bugs love old wood, paper and canvas. It also seems the air is out in the Fender Gallery. That's also a conservation issue as we need to maintain consistent temperatures in the galleries. I'm here in the building Monday through Friday. Thank you."			
07-20-2020-000427	Recreational Areas		WO On Hold
7/20/2020	Keys, Locks, Security Rpr		
The lock in the restrooms next to the center has been vandalized. (see picture)			
07-20-2020-000436	Recreational Areas		WO Completed
7/20/2020	Hvac - Problems		
Fullerton Hills Softball reported the air conditioning in the Bastanchury Park snack bar is not working.			
07-21-2020-000462	Buildings		WO Cancelled
7/21/2020	Hvac - Problems		
The fire department will be utilizing the classrooms for interviews and we would need the A/C to be working. Would someone be able to come out to turn on the A/C in classroom 2.			
07-21-2020-000466	Recreational Areas		Assigned to WO
7/21/2020	Tot Lot Equip		
One of the rocking horse swings is broken and laying on the ground. Caller was concerned it's going to be stolen.			
07-21-2020-000471	Recreational Areas	1440 Brea Blvd	WO Completed
7/21/2020	Toilet Clog/Leak		
There is toilet in the WRR that is not working.			
07-22-2020-000485	Recreational Areas	801 S EUCLID ST	WO Completed
7/22/2020	Toilet Clog/Leak		
APP ORDER 34039			
Text Note: Men's toilet at Nicolas out of service			
07-23-2020-000512	Recreational Areas	2590 Hartford Ave	WO Completed
7/23/2020	Guard Rail/Fence Damage		
Collapsed orange barriers at Gilman Park bridges, temporary barricades not holding up. See attached photos.			
07-23-2020-000531	Buildings		WO Completed
7/23/2020	Urinals		
One of the urinals in the men's restroom in the Boys & Girls Club is broken. It has been bagged and should be clear which one is broken. Thanks for your help on this.			
07-27-2020-000542	Recreational Areas	711 S Highland Ave	Assigned to WO
7/27/2020	Door Issue		
App-Order 34080			
Right bathroom door at Richman Park is jammed.			
07-28-2020-000587	Recreational Areas	501 N Raymond Ave	WO Completed
7/28/2020	Drinking Fountain Repair/Maint.		
App-Order 34134			
leaky drinking fountain at Byerrum. See attached photo.			
07-28-2020-000589	Buildings		WO Cancelled
7/28/2020	Sinks/Faucets		
The garbage disposal in our employee area at FCC is not working. Can someone please come look at it?			
07-28-2020-000591	Buildings		WO Cancelled
7/28/2020	Hvac - Problems		
AC -10 (front desk at south entrance) has not been working this morning. Over the past week or so, it turns on and off throughout the day. If you try to change the setting, it resets to the same spot. I tried turning it off, but the panel turns back on and the AC still does not work.			

Request List Report

8/3/2020

10:51 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
07-30-2020-000632	Buildings		WO Completed
7/30/2020	Hvac - Problems		
Request to have the AC turned back on at the Boys & Girls Club by Monday, August 3rd			
07-30-2020-000636	Buildings		Assigned to WO
7/30/2020	Sinks/Faucets		
Boys & Girls Club restrooms (near gameroom)- sinks are not working.			
07-31-2020-000657	Recreational Areas		Assigned to WO
7/31/2020	Door Issue		
The restroom door on the right can't be opened. Someone jammed something into the key hole so the key won't go in to open the door.			



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, BUILDING AND FACILITIES SUPT.

SUBJECT: AUGUST PUBLIC WORKS/ LANDSCAPE 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 August 2020.

SUMMARY

Building and Facilities, including Electrical, received and responded to 22 service requests for the month of August 2020. 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.

Request List Report

10/9/2020

8:04 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
08-03-2020-000024	Recreational Areas		WO Completed
8/3/2020	Tot Lot Equip		
See Picture - request from social media			
Hello, seems the playhouse at amery is loose. Can we inspect? Thank you!			
08-03-2020-000033	Buildings		WO Completed
8/3/2020	Hvac - Problems		
Two requests for A/C at community center:			
Can you also please turn on the AC in the Gymnasium?			
The AC in the kitchen is very hot and it doesn't seem to be cooling down, would someone be able to check it out.			
08-03-2020-003374	Buildings		WO Completed
8/3/2020	Lighting - Non St. Lt.		
There are currently 3 ceiling lights out in the Boys and Girls club women's restroom. Can someone come out and take a look when you get a minute?			
08-04-2020-003384	Buildings		WO Completed
8/4/2020	Paint		
We would like to get a wall painted blue in our office at the Fullerton Community Center. The office is adjacent to the Senior Club office and the door faces the hallway. We would like to have it the same blue color used to accent other walls in the facility. Please let me know if you have any questions.			
08-05-2020-003417	Recreational Areas		WO Completed
8/5/2020	Park Equip - Non Tot Lot Repair		
Text Note: Indy Park picnic table is broken needs repair. Service request for facility maintenance.			
08-10-2020-003466	Buildings		WO Completed
8/10/2020	Lighting - Non St. Lt.		
SLO in Nadia's old office.			
08-10-2020-003467	Buildings		WO Completed
8/10/2020	Alarms		
Fullerton Community Center – unable to set alarm on Friday. Panel was displaying several messages (see photos). All doors were checked and confirmed closed but alarm still would not arm.			
08-10-2020-003492	Buildings		WO Completed
8/10/2020	Preventative Maintenance		
"Can we please have the boiler units in our facility inspected? We do not have running hot water. Our kitchen is our top priority"			
08-10-2020-003503	Buildings	S LEMON ST	WO Completed
8/10/2020	Power Washing		
App-Order 34314			
Human feces on the top level of Plummers parking structure- east side. See attached photos.			
08-12-2020-003560	Recreational Areas		WO Cancelled
8/12/2020	Toilet Clog/Leak		
Both the urinal and toilet inside the men's restroom at Richman Park are clogged. Tomorrow the City Manager's office is having at event at Richman Park in the afternoon.			
08-14-2020-003595	Buildings		WO Completed
8/14/2020	Urinals		
There is a clogged urinal in the MRR			
08-14-2020-003600	Recreational Areas		WO Completed
8/14/2020	Trash Cans		
The dumpster cage on the plaza has a broken lock (north east corner of the plaza). Needless to say, there have been people dumping all sorts of trash in the cage that you can't even get the dumpster in it anymore. Can we get some assistance with clearing out the cage and fixing the lock? The actual 2402 lock is there, the bracket is broken.			
08-14-2020-003606	Buildings		WO Completed
8/14/2020	Urinals		
Urinal leak in the MRR adjacent to the Grand Hall			

Request List Report

10/9/2020

8:04 AM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
08-14-2020-003607	Buildings		WO Completed
8/14/2020	Pest Control		
There is a growing wasps nest on the south side of the Richman Community Center.			
08-14-2020-003610	Buildings		WO Completed
8/14/2020	Misc Office		
Hi, we just noticed our ice maker in the museum work room has created a rather large puddle. We unplugged it for now. Can we get someone out to take a look at it?			
08-17-2020-003622	Buildings	1440 BREA BLVD	WO Completed
8/17/2020	Urinals		
APP ORDER 34409			
2 clogged urinals in bathroom (map shows address 1440 Brea Blvd)			
08-28-2020-003883	Buildings		WO Completed
8/28/2020	Ice Machine		
I was hoping to get someone out here to disconnect our two ice machines to conserve energy. We are not currently using them and will want them reconnected when we open again in the future.			
08-28-2020-003896	Recreational Areas	201 S BASQUE AVE	WO Completed
8/28/2020	Drinking Fountain Repair/Maint.		
Dave went out to inspect and determined that the water pipe leak was city related.			
08-28-2020-003900	Recreational Areas	201 S BASQUE AVE	WO Completed
8/28/2020	Drinking Fountain Repair/Maint.		
App-Order 34632			
Drinking fountain outside the Dog Park is leaking needs repaired. See attached photo.			
08-28-2020-003903	Buildings		WO Completed
8/28/2020	Urinals		
The filter in the men's urinal needs to be replaced. It's the men's restroom/lockers across the large assembly room.			
08-28-2020-003907	Recreational Areas		Assigned to WO
8/28/2020	Preventative Maintenance		
This morning AquaBio reported a set of lake pumps at Laguna Lake was off.			
08-31-2020-003946	Recreational Areas		WO Completed
8/31/2020	Park Equip - Non Tot Lot Repair		
See picture - broken bbq			



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

FROM: BILL ROSEBERRY, BUILDING AND FACILITIES SUPT.

SUBJECT: SEPTEMBER PUBLIC WORKS/ LANDSCAPE 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 September 2020.

SUMMARY

Building and Facilities, including Electrical, received and responded to 28 service requests for the month of September 2020. Also included are the summary reports for each building attached showing details of the problems encountered. In addition to the service requests, 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.

Request List Report

10/7/2020

3:04 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
09-01-2020-000020	Recreational Areas	340 W COMMONWEALTH AVE	WO Completed
9/1/2020	Electrical Issues		
App-Order 34704 North side bridge Service request for facility maintenance repair electrical outlet. See attached photo.			
09-01-2020-000031	Recreational Areas	2425 W VALENCIA DR	WO Completed
9/1/2020	Electrical Issues		
The electrical timeclock for the Valencia field lights is missing the "on" and "off" dog clips.			
09-02-2020-000037	Recreational Areas		WO Completed
9/2/2020	Park Equip - Non Tot Lot Repair		
APP ORDER 34711 Text Note: Acacia park bench near playset slides Missing a piece where you sit Also the pieces where you rest your back are loose Wood is warped regardless Recommend replacing all the wood Metal frame is rusted but still usable Thanks and have a great day!			
09-08-2020-000141	Buildings		WO Completed
9/8/2020	Spills / Mess / Litter		
Sewage leak in the circle driveway next to the mansion. Please respond.			
09-09-2020-000168	Buildings		WO Completed
9/9/2020	Toilet Clog/Leak		
Our women's small restroom toilet will not stop flushing, it is the restroom by the classroom. If someone could please come check it out for us.			
09-11-2020-000231	Buildings		WO Completed
9/11/2020	Lighting - Non St. Lt.		
Light out in the small WRR over the sink- Administration Building			
09-14-2020-000278	Recreational Areas		WO Completed
9/14/2020	Toilet Clog/Leak		
The toilet in the MRR is clogged.			
09-14-2020-000279	Recreational Areas		WO Completed
9/14/2020	Toilet Clog/Leak		
The men's toilet at Lemon Park is clogged. We have closed the restroom to the public for the time being. If we can please have this serviced when someone is available.			
09-15-2020-000311	Buildings		WO Completed
9/15/2020	Hvac - Problems		
SR from 8/24/20- The following AC units are not working at the Fullerton Community College: AC3 and AC4. This is affecting Grand Hall C and the kitchen. One of the displays is off and will not turn on. The other display shows every light on and cannot be adjusted.			
Edgar received a notification that the work was complete, but he said these AC units are still not working.			
09-16-2020-000321	Recreational Areas		WO Completed
9/16/2020	Homeless Support		
Chapman Park RR- outside wall, near padlock access, has feces smeared on the wall and soiled underwear on the ground.			
Update 9/21 - WEB RQ W026014-092020 Chapman Park outside the restroom building on the Santa Ysabel side by the utility door there is a pile of blue what I assume to be soiled underwear and human feces splattered down the wall. I called this in to the maintenance dept # a week ago and still not cleaned up. And it's been there for at least a week before that which means a city worker has walked right by it every morning to unlock restrooms and not done anything to get it cleaned up. It's disgusting and a health hazard please have the proper dept advised so it can be cleaned up. Thank you			
09-16-2020-000322	Recreational Areas		WO Completed
9/16/2020	Door Issue		
Richman Park – lock on door is broken. (Photos attached)			
09-16-2020-000327	Recreational Areas		WO Completed
9/16/2020	Door Issue		
The iron door to the women's restroom is bent and I couldn't lock the women's restroom. The men's restroom door is locked.			
09-16-2020-000328	Recreational Areas		WO Cancelled
9/16/2020	Toilet Clog/Leak		

Request List Report

10/7/2020

3:04 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
The toilet inside the men's restroom was also clogged.			
09-16-2020-000325	Recreational Areas		WO Cancelled
9/16/2020	Sinks/Faucets		
The faucet in the men's restroom is broken. I found it running and I couldn't shut it off from underneath the sink. I went into the chase room and shut off the water to the men's restroom so the water would stop running.			
09-16-2020-000332	Buildings		WO Cancelled
9/16/2020	Furniture Move/Assemble/Disassemble		
P&R would like to request that the temporary fencing that is currently blocking off the east FCC access (from Commonwealth to the FCC Parking lot blocking the sidewalk between the FCC and Amerige Field) be removed. It is no longer needed as a deterrent for possible civil unrest and the homeless have started to breach the fence and are setting up small camps in this out of sight 'secured area'.			
09-16-2020-000335	Buildings		WO Completed
9/16/2020	Drains/Gutters		
The floor drain in the restroom in east side of shop is backing up, each time a toilet gets flushed sewage back flows out of drain. Please feel free to contact me for more information if needed.			
09-16-2020-000347	Recreational Areas		WO Completed
9/16/2020	Signs		
APP ORDER 34961 Text Note: Bastanchury Park women's restroom sign is missing needs to be replace service request for facility maintenance.			
09-17-2020-000361	Recreational Areas		WO Cancelled
9/17/2020	Homeless Support		
App-Order 34970 Poop on wall/corner. See attached photo.			
09-21-2020-000436	Buildings		WO Completed
9/21/2020	Urinals		
It was reported to us this morning that the urinal on the far right in the men's restroom near the pool/gym area is running and won't stop.			
09-22-2020-000445	Recreational Areas		WO Completed
9/22/2020	Lighting - Non St. Lt.		
The light pole right next to the restroom building isn't turning on at night. The pole is right next to the restrooms and has five light bulbs			
09-24-2020-000515	Buildings	300 W COMMONWEALTH AVE	Assigned to WO
9/24/2020	Drinking Fountain Repair/Maint.		
App-Order 35124 Drinking fountain is leaking between Amerige park stadium and the walkway to the community center is where it located. Service request is for facility maintenance.			
See attached photo.			
09-24-2020-000541	Buildings		WO Completed
9/24/2020	Door Issue		
The swinging pedestrian gate next to the front main entrance and exit gates at Lions Field needs to be adjusted. The latch isn't lining up properly. Staff says they need to stand on the gate door to get it lined up so they can lock it closed.			
09-28-2020-000586	Recreational Areas		WO Completed
9/28/2020	Guard Rail/Fence Damage		
APP ORDER 35199 See picture - damage to chain link fence gate			
09-28-2020-000588	Recreational Areas		WO Completed
9/28/2020	Drinking Fountain Repair/Maint.		
APP ORDER 35196 Text Note: Drinking fountain is broken and filthy			
09-28-2020-000627	Buildings		WO Completed
9/28/2020	Keys, Locks, Security Rpr		
The key for the gate was very hard to open today, it sometimes gives us a hard time. Today it took 10 minutes for me to get it unlocked. If someone can take a look at it. Maybe we need to get the lock replaced or fixed.			
09-28-2020-000628	Buildings		WO Completed
9/28/2020	Pest Control		

Request List Report

10/7/2020
3:04 PM

Request #	Category	Address	Status
Created	Problem	Cross Street	
Comments for Work Order			
Right at the opening of the gate once you open the doors there is a dead mouse. Can we have it cleaned up and also have the area sprayed just in case there are more?			
09-30-2020-000677	Recreational Areas		WO Completed
9/30/2020	Park Equip - Non Tot Lot Repair		
APP ORDER 35275			
Text Note: Woodcrest Park Skatepark area skate platform needs repair.			
Set Location			
450 W Orangethorpe Ave			
09-30-2020-000678	Recreational Areas		WO Completed
9/30/2020	Keys, Locks, Security Rpr		
Someone broke their key off in the lock on the men's room door at Bastanchury. A piece of key is stuck in the key hole.			



Agenda Report

Parks and Recreation Commission

MEETING DATE: OCTOBER 12, 2020

TO: PARKS AND RECREATION COMMISSION

SUBMITTED BY: HUGO CURIEL, DIRECTOR OF PARKS AND RECREATION

SUBJECT: PARKS AND RECREATION DEPARTMENT UPDATE

SUMMARY

Over the last eight months, the Parks & Recreation Department has been managing and responding to a wide variety of challenges, many of which have stemmed from the Coronavirus pandemic (COVID-19). COVID-19 has impacted all aspects of the City and the Department from budget to facilities to programming to staffing. Since the middle of March 2020, the Parks and Recreation Department has met the challenges of providing much needed services to the community and will continue to do so with the resources available. Staff has been implementing procedures to ensure that facilities and programs maintain best practices as related to the concerns of COVID-19, which include public health / social distancing orders and procedures. This is an update of the Department's current status.

RECOMMENDATION

Receive and file.

FISCAL IMPACT

No fiscal impact.

DISCUSSION

The following information was current as of the writing of this agenda letter. Given the fluid nature of the State's Roadmap to Recovery, Orange County's attestation version of that plan, and the statistics and information released periodically, the status of facilities and programming are subject to change at any time.

Facilities

- Parks and trails are open for passive use (w/social distancing requirements posted)
 - This includes Lions Field and the Hillcrest Stairs (Stairs have specific social distancing rules & restrictions).
 - No large groups & no organized events/activities currently allowed in any park or on fields.
 - Park parking lots are open.
 - Playgrounds & Exercise Equipment are now open (with COVID-19 signage).
 - Spray grounds remain closed.
 - Park Picnic Shelters are currently open and are on a 'first come, first serve' basis (no reservations being made) for groups of 10 or less only.
- Pooch Park is open.
- Skate Park is open.
- Independence Park Gym – Temporarily CLOSED (for maintenance and repair stemming from its extended use as a County Homeless Shelter).
- Fullerton Tennis Center – Open w/social distancing restrictions.
- Golf Courses – Open w/social distancing restrictions
- Fullerton Community Center – Closed to the public. Staff present.
 - Boys & Girls Club – Open w/ limited operations
- Fullerton Museum Center - Closed to the public.
 - Gift Shop open on Thursday Market Day
- Maple Neighborhood Center - Closed to the public. Staff present.
 - Limited in-person ACES afterschool programs starting 10/19/20
- Gilbert Neighborhood Center - Closed
- Garnet Neighborhood Center - Closed
- Richman Neighborhood Center - Closed
- Orangethorpe Neighborhood Center – Closed
 - Limited in-person ACES afterschool programs starting 10/19/20
- Chapman Neighborhood Center - Closed

Programs and Services

- **Senior Services** - Meals on Wheels OC food distribution and home delivery, grocery box distribution, Senior Buddies Program in partnership with Fullerton Free, emergency feeding assistance, and regular wellness reassurance calls to our community members continue. Through our partnerships, we have been able to provide 12,899 seniors with food and other essential services.
 - **Meals on Wheels Frozen Meal Distribution** - In partnership with Meals on Wheels Orange County, the Community Center is working to keep our older adults fed. Weekly frozen meals are provided to enrolled patrons on Tuesdays in person at 11am. Home-bound and eligible seniors can receive deliveries on Wednesdays.
 - **Senior Grocery Program** - Due to changes with our partner Second Harvest Food Bank, the senior grocery distribution time has shifted to 3pm-4:30pm every Thursday. This consists of boxed shelf-stable food items. Seniors in immediate need of food assistance are encouraged to call 714-738-6575 for referral services.
 - **Feed Fullerton** - The program is running strong and spaces still available for the program. So far we have connected over 250 low-income households with over 3,000 nutritious meals from 21 participating Fullerton restaurants. Patron eligibility is based on Fullerton residency and income levels. Participants are accepted for two month enrollment periods where they receive 12 meal vouchers to be redeemed for specialty Feed Fullerton menu items at participating restaurants. Additional information can be found at www.fullertoncommunitycenter.com/feedfullerton/
 - **Emergency Preparedness Kits** - The City of Fullerton, in partnership with the County of Orange, Office on Aging is working to keep our older adult community prepared for any emergency. Emergency preparedness kits are free for older adults 60+ and will be passed out on the last Monday of each month. The next drive-through contact-less pick-up will be Monday, September 28th from 10am to 12pm at the Fullerton Community Center. Limited supply, register by calling 714-738-6575.
 - **Activity Packets** - The Fullerton Community Center has been staying connected by offering activity packets to our senior patrons. We are pleased to announce that the fourth packet in the series is now available for download and distribution. The packet consists of local resources for food and other essentials, at-home exercises, and an assortment of puzzles and games. We hope the activity packets are a nice break from the seniors' routines and help keep them entertained while at home. The activity packets are passed out during our distribution events and are

available for download here:
<http://fullertoncommunitycenter.com/seniorservices/>

- **Wellness Reassurance Calls** - Seniors and their loved ones are encouraged to call 714-738-6575 to be advised about the current programs and services that are being offered. Referrals to County resources and other services can also be provided. Please see the Fullerton Community Center website (www.fullertoncommunitycenter.com) for a full list of programs and services, and a comprehensive list of referrals to outside agencies. Enroll in the monthly reassurance call program to receive direct calls from staff with updated information on programs and services.
- **Art at Home: A Course in Creativity** - is the Fullerton Community Center's newest way to bring you educational art opportunities in the comfort of your own home. Courses are designed with older adults in mind, but are multi-generational and appropriate for all ages. Instructional guides and video tutorials are provided by the City's Education Coordinator. All courses are created with a custom theme and include all necessary materials/ supplies conveniently packaged. Art at Home is provided at no cost for older adults ages 60+.
 - **Polymer Clay Beetles** - Did you know there are more species of beetle than any other creature on earth? 400,000 species, and counting. Learn about these amazing insects and also the basics of polymer clay modeling while you create your own big, colorful beetle. Polymer clay becomes super hard when baked in a regular oven. Your beetle can be a desktop buddy or a colorful fridge magnet reminder of nature's amazing diversity. Art at Home-Polymer Clay Beetles was distributed via contact-less drive-through pick-up on Tuesday, September 22nd from 10am to 12pm. Supplies are limited, sign-up here: <https://secure.rec1.com/CA/city-of-fullerton-parks-and-recreation/catalog?filter=c2VhcmNoPTEyNDMyOTQ=>
 - Previous projects served between 150-250 (each) and included: Mandala Stones, Florence Arnold Hard Edge Painting, Picasso Clay Owls, and Matisse Collage
- **Discover Fullerton on Foot** - The Community Center's newest program to keep seniors and others active is now up and running (or walking). Fullerton on Foot is a monthly guided walking tour of interesting sites around town, hosted by knowledgeable Parks and Rec staff and posted on the Community Center's YouTube Channel.
 - **New Deal Fullerton- Launched on 9/21/20** - Discusses how the Great Depression (1929—1939) impacted every aspect of life, prompting a response from the Federal Government unlike any other in American history. By the time the decade was over, Fullerton, along with hundreds

of towns and cities across the land, was fundamentally transformed by programs from Franklin Delano Roosevelt's "New Deal." On this 30 minute walk, we'll visit several of Fullerton's notable WPA (Works Progress Administration) projects, and learn how Fullertonians pulled together to help each other during the roughest times. Check our website for more information and the link to register: <http://fullertoncommunitycenter.com/discoverfullerton/>

- **Civic Center Walk- Launched on 8/26/20** - Follow along on video with Education Coordinator Aimee Aul on a 30 minute guided walk around the Civic Center area of Fullerton. This guided walk includes civic buildings like the Community Center, City Hall, the Library, and the Police Department. Learn about some of Fullerton's historical buildings, interesting plants and animals in our urban environment, as some little known local stories are shared with you. Check our website for more information and the link to register: <http://fullertoncommunitycenter.com/discoverfullerton/>
- **Future Walks** - Fullerton Mysteries, Hidden Hillcrest Park, Juanita Cooke Trail & Laguna Lake, Brea Dam Recreational Area and Rancho California.
- **Fullerton Scavenger Hunt** - This is an event that was designed to get people out of their homes for a fun, safe and completely contact free activity. Participants were required to go to 10 of our city parks in order to decipher a code. The idea behind the hunt was to get people discovering Fullerton parks and enjoying the outdoors. Those that participated also had the opportunity to enter a raffle for variety of donated prizes including a \$500 Disney gift card. In order to enter the raffle, participants sent us the decoded message as well as a selfie of their group participating in the hunt. The Scavenger Hunt got over 4,600 video views and we received 112 group entries for the raffle. Our grand prize drawing took place September 21st and winners were notified via email or phone call. Due to the success of the program, the Scavenger Hunt will be active until the end of the September. There will be no prizes, but participants still have the opportunity to experience the Fullerton Scavenger Hunt.
- **Thursday Downtown Fullerton Market** - Market open from 4 p.m. to 7:30 p.m. at the Downtown Fullerton Plaza - Market address is 121 E. Wilshire Ave. Come enjoy fresh, locally grown fruits and vegetables, honey, almonds, and flowers. Hummus, spreads, and breads also available.
- **Fullerton Connect Activity Guide** - The fall Fullerton Connect Activity Guides was mailed to Fullerton residents Thursday October 1st. The fall issue is much smaller than usual, at 20 pages, due to COVID-19 related reductions in programs and services. The guide contains information on the programs and classes sponsored by the Parks and Recreation Department. In addition, it features City

News and information on the Fullerton Library, the Muckenthaler, and the Arboretum.

- **Youth Sports** - Fullerton youth sports leagues are happy to be back on the field doing physical conditioning and sports drills using social distancing and sanitation practices. The leagues returned after the California Department of Public Health released new COVID-19 guidance for youth sports at the beginning of August. Games are still not allowed at this time. Although five sports have resumed practicing (softball, baseball, soccer, football, and cheerleading), the number of players is much lower than a typical fall season. As a result of the reduction, local travel teams have been able to rent fields in greater numbers than usual.
 - **ASES (After School Education & Safety) Program** - The Parks and Recreation Department continues to offer the After School Education and Safety (ASES) Program, which began on Tuesday, August 11. Offered through a partnership with the Fullerton School District, this year of ASES programming is being offered virtually. Parks and Recreation Staff members offer students of Maple and Orangethorpe Elementary schools exciting opportunities to engage in virtual educational enhancement through Google Classroom, including homework assistance, socialization, STEM activities, interaction, distanced physical education, and so much more.
- **Projects:**

A brief update on current significant projects:

- Pearl Park – Construction is underway with an anticipated ribbon cutting ceremony sometime in November 2020.
- Rolling Hills Park - Construction is underway with an anticipated ribbon Cutting ceremony sometime in November 2020.
- Hillcrest Park – Duck Pond - Construction is underway with an anticipated ribbon cutting ceremony sometime in November 2020.
- Pacific Drive Park – Construction plans are in development with and anticipated construction start date in spring of 2021.
- Korean War Memorial (Hillcrest Park) – The City and the Orange County Korean War Memorial Committee had a successful and well attended Ground Breaking Ceremony on August 14th. The OCKWMC is continuing its fund-raising activities and construction plans are in development. A local group has inquired about the location of the proposed memorial and has expressed concerns. The City and its attorney are working with the group and their representative in providing further information related to the project.
- Laguna Lake Park - ADA Improvements – A number of ADA-related improvement are currently underway at the west end of the park, near Clarion

Street, to include upgraded sidewalks/paths, handrail wheel stops, parking lot and restroom upgrades.

- Pooch Park (Fullerton Dog Park) Relocation – The City is in the initial / exploratory stages of relocating the Pooch Park from its current Hunt Branch Library location, to another park location. Staff will have a more comprehensive update at a future Commission meeting.
- Parks and Recreation Master Plan - The City issued a Request for Proposal for a comprehensive Parks and Recreation Master Plan. The RFP will go out via the City's RFP Webpage - https://www.cityoffullerton.com/biz/bids_n_rfps.asp and via an RFP clearing house website called Public Purchase – www.publicpurchase.com. The RFP will solicit the services required to create a master plan to assess the City's Parks and Recreation facilities, programs and services. This comprehensive study will aid the City in determining today's and tomorrow's recreation and community service needs of the community. As we engage in the process, I will keep you updated, as the Commission will play an important role in the process.
- Replacement Playgrounds – new playgrounds for Hillcrest Park and the Fullerton Sports Complex are scheduled to be installed next month (November 2020).

- **Staffing**

- As a direct result of the Covid-19 pandemic and the negative impact it has had on the City's budget, the City laid-off over 150 part-time employees in April. Of those 150 part-time staff, 109 were P&R staff. We were saddened by that necessity, and we hope to rehire them back as there is some return to normalcy. A second wave of layoffs involving regular full time staff occurred in September. This resulted in lay-off notices to three full-time Parks & Recreation employees.
- Doug Pickard, Parks Project Specialist, will be retiring in early November. Going forward, the Department will fill the Parks Project Specialist position with a slightly different job classification, that of Administrative Analyst.
- Remaining full-time staff are covering a variety of duties and responsibilities as projects and programming continues. Parks and Recreation will continue to make adjustments to meet the needs of the community, especially during these unprecedented times when there are essential needs of the community, including the elderly and the youth.



Hugo Curiel
Director of Parks and Recreation