



City Manager Update

City of Fullerton

To: Mayor/City Council/City Attorney
From: Ken Domer, City Manager
Date: November 29, 2018

Administration:

November 20 City Council Meeting ***CLOSED SESSION CANCELLED**

The Council meeting following the election and, which includes the required certification of the election results, is typically very light on subject matter and is reserved for the transition of the City Council. This allows recognition of outgoing members and the swearing in and welcoming to newly elected or re-elected members. A small, open reception immediately follows the meeting in the City Hall lobby. Due to some items being on the calendar for the current sitting City Council, the Consent Calendar will precede the Regular Business calendar. In addition, one Regular Calendar session item is scheduled prior to Regular Calendar items dealing with the election. This item is at the request of the Mayor under his authority allowed by City Council policy and will be the re-consideration of the Exclusive Negotiation Agreement previously considered by the Council on November 20th. The item will need to be first moved for re-consideration, and if successful, then considered as a Regular Item.

- There is no **Closed Session** for the December 4th City Council Meeting.
 - There is one (1) **Presentations** planned: FIRE CHIEF WOLFGANG KNABE RETIREMENT
- There are no **Appointments** scheduled.
- There are no **Public Hearing** items scheduled: One Public Hearing was scheduled for this date prior to the City receiving confirmation that the election would be certified in time for the transition to take place on December 4th. The item regards an agreement for the Parking Structure Lighting Replacement Project. Since this process utilized a provision of Government Code Section 4217 regarding energy services contracts, it was necessary to publicize in the local paper the Public Hearing. The City will re-publicize that the Public Hearing date is now December 18, 2018.
- There are five **Regular Business** items scheduled:

- Re-Consideration of proposed exclusive negotiation agreement by and between the City of Fullerton and Allen Christopher Corporation, DBA Parkwest General Contractors and Westpark Investments, LLC on property located at the southeast corner of East Santa Fe Avenue and South Pomona Avenue (APN 033-030-18). As explained above, this item was previously considered at the November 20th meeting and failed to gain approval on a 2-3 vote.
- Oath of Office – Newly Elected City Council Members
- Recognition of Outgoing City Council Members
- Declaration of November 6, 2018 General Municipal Election Results
- Mayor / Chair and Mayor Pro Tem / Vice Chair Selection
 Many people have asked how the Mayor and Mayor Pro Tem are selected. At the February 2, 2010 City Council meeting, the City Council approved policy direction for a selection process which became the basis of an Administrative Policy Number 37 on the subject. The policy states, "Selection of the Mayor by the Council is based on seniority according to the number of years he/she has served on the Council without being selected for the position." Due to the switch to district based-elections, this policy will need to be re-considered in the future.
- The **Consent Calendar** includes:
 - November 20, 2018 Meeting Minutes;
 - Ordinance Regarding Municipal Code Amendment Pertaining to Emergency Shelters for Homeless Persons at Religious Institutions – Second Reading of Ordinance;
 - Measure M2 Expenditure Report;
 - Contract Renewals for Group Insurance Programs and Broker Services Agreement. This is an annual renewal for the City's employee insurance programs. While it is a large amount, the expenditures are approved and appropriated through the budget and the insurance programs negotiated through the labor bargaining process and thus it is relegated to the Consent Calendar.

Agenda Forecast for Tuesday, December 18, 2018 is:

(Please note that the Agenda Forecast is a best attempt to list those items that are planned to be included on a future agenda. Due to differing circumstances, items may be included on the forecast but moved to a subsequent meeting. Items may also be added at the last moment, and therefore not on the forecast.)

- Regional Advisory Body Appointments
- Monthly Legislative Update
- Personnel Management System Changes
- November 2018 Check Register
- Laguna Booster Pump Station Upgrades
- Verizon Cell Site 2470 W. Pioneer
- Lease Extension With Aviation Facilities Incorporated
- Civil Air Patrol – Temporary Use Agreement

- Designation as a Recycling Market Development Zone
- Parking Structure Lighting Replacement Project (Public Hearing)
- December 4, 2018 Meeting Minutes
- Annual Review City Council Rules of Procedure
- Council Vacancy Options (This item is related to the vacancy of an at-large Council seat by Councilman Silva (elected to 3rd District) for the remaining two years of the term.)
- Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2018
- Community Facilities District Special Tax Bond Annual Accountability Report

Attached for City Council's information: ECHO Team Reports; and, Planning Division's Weekly Calendar and Hearing Schedule.

Water Billing Issues

Over the last two weeks the City received a number of calls and visits from water customers regarding higher than normal water bills. In response, City Staff reviewed the issue to determine the cause of the differences and immediately address the issue.

Largely, these matters are due to water billing cycles inadvertently extending past the normal 56-64 day meter reading cycle. Some meters received a reading for 70, 75, and in some cases up to 80 days. The extended time period resulted in some customers both having a higher commodity (use of water) charge as well as entering the higher tier billing rate given the additional total water usage. In some of these cases these factors resulted in a higher total water bill, in other cases, it is just a matter of a larger bill one cycle and a reduced bill the following cycle. City Staff are working with all affected customers and, if applicable, customer bills may be adjusted by pro-rating or applying credits to the next billing cycle account.

Once the issue was identified, the City began to determine the cause and how to prevent its continuance. The City has increased workloads and services where necessary, such as in meter readers and customer service representatives taking phone calls, and will solidify a permanent solution once the overall scope of impact is determined. In the short term, Staff is handling each customer issue on a case by case basis. During this time, our Utility Billing department will work with the Public Information Coordinator to distribute the appropriate information on our social media applications and website. Additionally, information will be pre-recorded to inform callers to our Water Utility Department.

Our immediate goal was to address the individual accounts impacted. Our secondary goal is to prevent these matters in future billing cycles by ensuring meter reading is conducted in its regular 56-64 day cycle. We apologize for any inconveniences and appreciate your patience while we correct the issue.

Library:

Library Café – Gift Cards for All Occasions

The Library Café is open 8:00 a.m. to 4:00 p.m. Monday – Thursday, 8:00 a.m. to 3:00 p.m. on *City Hall is Open Fridays* and 10:00 a.m. to 3:00 p.m. on *City Hall is Closed Fridays*, 10:00 a.m. to 3:00 p.m. Saturday and closed on Sunday.

Santa Mailbox in the Children’s Department of the Library from 11/30 through 12/16
Hey Kids – the Library is one of four City locations where you can send a letter to Santa. We have handy forms that can be used – just bring a self-addressed, stamped envelope, and the list for Santa that is currently in your head... Look for the Santa Mailbox in the Children’s Library!

Afterschool Club Special: CF Dance Academy Presents: The Nutcracker. Tuesday, December 4, at 4:00 p.m.

Enjoy the story of The Nutcracker presented by ballet dancers from The C.F. Dance Academy under the direction of Jennifer Forcucci-Marzluf. For school aged children and their families. In the Osborne Auditorium. (Space is limited for this event).

Read with the Dogs Golden Hour. Wednesday, December 5, 2018 between 3:30 and 4:30 p.m.

Reading practice has never been more fun! Free tail wags for all readers! Certified therapy dogs and handlers from the Pet Prescription Team will be available for elementary school children and their families. Drop in and practice reading aloud. In the Children’s Room.

Parks & Recreation:

Winter Market

The Winter Market will take place on Saturday, December 1 at noon in the Downtown Fullerton Plaza. The event will feature various festivities including pictures with Santa, holiday boutique vendors and activities for children in addition to hot food vendors and a beer and wine garden. Holiday performances by Eastside Christian School Dance, CF Dance Academy and Hula Dance Studio will take place on the plaza stage. The event is open to the public, and visitors are encouraged to bring an unwrapped toy to donate to Toys for Tots. A free e-waste and paper recycling drive will also take place during the Winter Market on Pomona between Chapman and Whittier for those who wish to drop off recyclable items.

Camp Hillcrest

Monday, November 19th through Wednesday, November 21st was the annual Fall – Hillcrest Day Camp. Participants completed arts and crafts based around the theme of the week, organized games, outdoor play, and additional camp activities. Campers went on an excursion to Camelot Golfland.

Breakfast With Santa

On Saturday, December 8th, the annual Breakfast With Santa event will take place at the Maple Neighborhood Center from 8:30am-11:30am. A free waffle breakfast, toys, raffle prizes, and crafts are provided to the FullGRIP families and families from our

youth and teen after-school programs. A live musical performance is presented by the Young Leaders of Orange County, which provides free music and tutoring lessons to our FullGRIP and after-school participants every Friday at the Maple Neighborhood Center. Breakfast With Santa is projected to have 300 people in attendance.

Swimsuit Fashions of Yesteryear

Bathing Beauties: Swimsuit Fashions of Yesteryear will take place on Saturday, December 1 at 2:00pm at the Fullerton Museum Center. This event is open to the public for free and will include a lecture and pop-up exhibit featuring vintage swimwear from the collection of Liberty Vintage Clothing.

Direct Line to Santa Claus starting Friday, November 30 – Sunday, December 16 at the Fullerton Community Center, Maple Neighborhood Center, Fullerton Public Library and Fullerton City Hall

By special arrangement with the North Pole, the Parks & Recreation Department has established a direct mail route to Santa Claus. Special mailboxes will be placed at all 4 locations. Letters deposited in these boxes will be guaranteed a response from the great man himself! All the writer has to do is include a stamped and self-addressed envelope. Santa Letter forms can also be found at each mailbox.

Alzheimer's Caregiver Support Groups on Monday, December 3 from 1:00pm to 3:00pm (English speaking) and Friday, December 7 from 10:00am to 12:00pm (Korean speaking) at the Fullerton Community Center

Do you care for a family member with Alzheimer's disease? Join this support group which is beneficial whether you are a family caregiver, or a friend of a person with dementia. Everyone is welcome! It is a great place to talk with others and share tips, stories and ideas as well as offer emotional support. *Sponsored by Alzheimer's Orange County.*

Help for the Holidays: A New Year, A Healthier You on Wednesday, December 5 from 9:30am to 11:00am at the Fullerton Community Center

While the holidays are joyous for some, they can also be a difficult time for others. In the final class of this program, learn how to beat the holiday blues and how to make goals for a healthier you in the New Year. Get 2019 started on the right foot! Presented by Independence At Home, a SCAN Community Service.

Senior Club Annual Members Meeting and Holiday Party on Thursday, December 6 from 2:00pm to 5:00pm at the Fullerton Community Center

The election of the Senior Club officers and a new director is the purpose of the annual meeting and luncheon. Members are encouraged to attend and vote. It is also a time for members to gather and enjoy the warm spirit of the holidays. Live entertainment will be provided by the 5 Star Band, guests will share a special holiday meal, and fun door-prizes will be given away. New members are welcome to attend, and may sign-up for their 2019 membership as well as get acquainted and enjoy the festivities!

Senior Grocery Program on Thursday, December 6 from 10:45am to 11:30am at the Fullerton Community Center

The Senior Grocery Program provides free grocery items including fresh produce, deli, dairy products and much more. No registration or income requirements.

Police:

(See attached reports)

Public Works

Administration

The City formed an Ad Hoc Water Rate Committee which has been working with a third party consultant to review the overall water infrastructure needs, price of water purchases, cost of pumping water, among other water utility expenditure requirements. From this, a new water rate will be recommended to the City Council for adoption. The Ad Hoc committee is welcoming the public to meet with them to hear about the process, the infrastructure needs, and basis for the proposed rate at a public meeting.

ADHOC Water Rate Study Public Meeting
Wednesday, December 5, 2018 at 7:00 P.M.
Fullerton Public Library, Community Room
353 W. Commonwealth Avenue

All members of the public are invited to attend.

Management System

This week, employees from Landscape Maintenance, last division to switch from our old paper-based system to Lucity, received their initial training. The Water and Streets Divisions received additional training and went live. Landscape will go live in early December to complete the implementation. We can then explore integrating the Lucity's customer interface with our website so residents can enter requests directly into the system.

Budget

By the end of the week, we will complete the allocated budgets for building maintenance, custodial services, and equipment maintenance and equipment replacement. Within the next two weeks, we will be meeting with the City Manager to discuss modifications to the equipment replacement program, to ensure we are using our funds most effectively.

Facility Division

1. Staff installed holiday up lighting filters (red and green) on Harbor Boulevard.
2. Crews are clearing roof drains for anticipated rainfall.
3. The Main Library Fire Suppression System has been recharged and reset in the Launer Room (Historical Room).
4. Staff will be performing solar panel maintenance on December 5 & 6 at both the Main Library and the SOCO Parking Structure at 150 West Santa Fe Avenue. The affected parking adjacent to and under the panels will be posted well in advance

Landscape / Tree Maintenance Division

1. Gilman Park flood control drain cleared of debris at Eucalyptus place.
2. All divisional employees attending Lucity software training this week.
3. Staff preparing Harbor median for landscape improvement after lighting conduit installation.

Street Division

1. Staff preparing sandbag for residents to pick up at 1600 West Commonwealth Avenue in the CNG lot across from the Public Works Yard. (15 sandbags per vehicle)
2. Crews clearing and monitoring flood control channels throughout the city.
3. Crews scheduled to perform overtime pothole filling contingent on the weather.

Water (Construction)

1. Crews repaired water main break at 2024 Woodbriar Court.
2. Crews performed preventative maintenance on mainline valves and fire hydrants.
3. Divisional staff currently attending Lucity Training.
4. Divisional locators responded to underground service alert tickets.

FULLERTON POLICE DEPARTMENT

COMMUNITY ENHANCEMENT TEAM ACTIVITY RECAP

OFFICERS ASSIGNED: Officer HALVERSON, Officer MELENDEZ

DAY & HOURS WORKED: Friday, November 16, 2018 1500-0330 hours

DISPATCHED/ BAR RELATED RADIO CALLS:

Incident #	Location	Type of Activity	Time	Arrest	Cite	Dispo/ Miscellaneous
18-						

Assaults in Downtown Area:

Incident #	Location	Type of Activity	Time	Arrest	Cite	Dispo/ Miscellaneous
18-72405	Heroes Bar	Fight	0123			Call for service reference a male being detained for fighting. Checked okay and both parties were NRD.
18-72411	150 W Santa Fe (parking structure)	Fight	0152	Mx1		Officer observed a group of subjects fighting. One subject arrested for fighting in public.
18-72413	100 W Amerige	Fight	0159			Officer observed two subjects fighting. Both checked okay and were NRD.
18-72417	Stubriks Bar	Fight	0211			Flagged down by two male subjects who claimed they were assaulted by security, but unable to ID. Report was taken.

ECHO UNIT/PATROL OV ARRESTS & CITATIONS ISSUED:

Incident #	Location	Type of Activity	Time	Arrest	Cite	Dispo/ Miscellaneous
18-	Continental Bar	Fight	0123	Mx2		Observed a disturbance between two females. One was arrested for public intoxication and the second female arrested for assault on a police officer.
18-						

ADDITIONAL INFORMATION / TOTAL ARREST SUMMARY:

Totals

Total Misdemeanor Arrests: 3

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COMMUNITY ENHANCEMENT TEAM ACTIVITY RECAP

OFFICERS ASSIGNED: Officer HALVERSON, Officer MELENDEZ

DAY & HOURS WORKED: Saturday, November 17, 2018 1500-0330 hours

DISPATCHED/ BAR RELATED RADIO CALLS:

Incident #	Location	Type of Activity	Time	Arrest	Cite	Dispo/ Miscellaneous
18-72636	JP23	Fight	0020			Call for service reference a male claiming he was assaulted by security. Victim contacted and uncoop. No report taken.
18-72651	Heroes	Disturbance	0132			Flag Down reference male subject refusing to leave. Subject contacted and left the property.
18-						

Assaults in Downtown Area:

Incident #	Location	Type of Activity	Time	Arrest	Cite	Dispo/ Miscellaneous
18-72658	Fight	Fight	0152			Officers observed a group of subjects fighting in the street. Group dispersed once officers arrived in the area.
18-						

ECHO UNIT/PATROL OV ARRESTS & CITATIONS ISSUED:

Incident #	Location	Type of Activity	Time	Arrest	Cite	Dispo/ Miscellaneous
18-72660	Malden/Commonw.	Fight	0200	Mx3		Fight observed by officers, three subjects arrested for fighting in public.
18-72662	Matador (lot)	Fight	0212	Mx1		Fight observed by officers, one subject arrested for fighting in public.
18-						

ADDITIONAL INFORMATION / TOTAL ARREST SUMMARY:

Totals

Total arrests: 4

Planning Division - Current Planning - Work in Progress

Planner	Project	Address	Description	CEQA
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Completeness Review

Andrew	PRJ18-00352	306 N Pomona Avenue	Conditional Use Permit to allow for a community/social service facility within two existing buildings in the R-3 zone	Exempt per 15301 - Existing Facilities
Andrew	PRJ18-00309	616 N Harbor Boulevard	A request to abandon a portion of a public alley	Exempt per 15301 - Existing Facilities
Andrew	PRJ17-00383	1250 E Walnut Avenue	Minor Site Plan for industrial building	Exempt per 15332 - In fill development
Christine	PRJ18-00426	1436 S Harbor Boulevard	Administrative Restaurant Use Permit for a proposed restaurant that will serve beer and wine	Exempt per 15301 - Existing Facilities
Christine	PRJ18-00423	1917 Celeste Lane	Minor Site Plan to review site and architectural plans for an addition that includes a second story	Exempt per 15301 - Existing Facilities
Christine	PRJ18-00409	3037 Heather Drive	Minor Site Plan to review site and architectural design for an addition that alters the street facing elevation of a residence and construction of a detached two-story accessory building	Exempt per 15303 - New Construction of Small Structures
Edgardo	PRJ18-00432	3110 San Juan Drive	Minor Site Plan to review site and architectural plans for the addition that alters the street facing elevation	Exempt per 15301 - Existing Facilities
Edgardo	PRJ18-00421	1032 E Bastanchury Road	Administrative Restaurant Use Permit for the addition of Type 41 ABC Lincese (Beer and Wine) for a restaurant	Exempt per 15301 - Existing Facilities

Completeness Review

Edgardo	PRJ18-00407	1490 Marelen Drive	Minor Site Plan to review site and architectural design for a new residence	Exempt per 15303 - New Construction of Small Structures
Edgardo	PRJ18-00368	3921 Franklin Avenue	Minor Site Plan for addition of more than fifty percent of existing floor area to single family residence in the R-3 zone	Exempt per 15301 - Existing Facilities
Heather	PRE18-00114	444 N Harbor Boulevard	Preliminary review for the exterior remodel of an existing building	TBD
Joan	PRJ18-00137	525-527 W Commonwealth Avenue	Minor Site Plan that includes conversion of a residential duplex to a coffee shop, conversion of a portion of a detached garage to an office and alteration to the street-facing building elevation	Exempt per 15301 - Existing Facilities

Pending applicant response

Andrew	PRJ18-00319	527 Maplewood Avenue	Reasonable Accomodation request for a fence over the allowable height limit within the front yard setback	Exempt per 15301 - Existing Facilities
Andrew	PRJ17-00372	2841 Anacapa Place	Minor Site Plan to review site and architectural plans for new two-story residence	Exempt per 15303 - New Construction of Small Structure
Christine	PRE18-00128	2801 Brea Boulevard	Special Event Permit for an annual Christmas event at EvFree Fullerton	Exempt per 15301 - Existing Facilities

Pending applicant response

Christine	PRJ18-00325	849 N Ford Avenue	Minor Site Plan to review site and architectural design of addition that is visible from the street	Exempt per 15301 - Existing Facilities
Christine	PRJ14-00186C	136 W Commonwealth Avenue	Major change in operational characteristics to existing Administrative Restaurant Use Permit	Exempt per 15301 - Existing Facilities
Christine	PRJ18-00110	1626 Riverside Drive	Minor Site Plan to review site and architectural plans to construct a second story to the main dwelling and an attached two-story accessory dwelling	Exempt per 15301 - Existing Facilities
Christine	PRJ17-00270	921 Sierra Vista Drive	Minor Site Plan to review site and architectural plans that includes alterations to the street facing elevation of a residence	Exempt per 15301 - Existing Facilities
Edgardo	PRJ18-00318	2117 N Moody Avenue	Minor Site Plan to review site and architectural design for addition that includes a new second story for a residence	Exempt per 15301 - Existing Facilities
Edgardo	PRJ18-00257	2545 Camino Del Sol	Minor Site Plan to review site and architectural plans for an addition that includes a second story and alteration to the street-facing elevation	Exempt per 15301 - Existing Facilities
Edgardo	PRJ18-00216	2011 Terraza Place	Minor Site Plan to review site and architectural plans for a proposed second floor addition to an existing one-story residence	Exempt per 15301 - Existing Facilities
Joan	PRJ18-00408	1710 Vista Lomas Place	Parcel Map for two-lot subdivision and Major Site Plan for new single family residence	TBD
Joan	PRJ17-00224	128-138 E Amerige Avenue	Minor Site Plan to review site and architectural plans for a two-story office building with a residential unit	Exempt per 15332 - In Fill Development

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Planning Division - Hearing Items

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CC

PRJ18-00246	11/20/2018	City-wide	Joan	FMC update to establish a collaborative community-based system to assist in the production of housing for the homeless	TBD	
PRJ18-00395	11/20/2018	201 S Basque Avenue	Joan	A request to designate the Hunt Branch Library building as a Local Landmark	TBD	

PC

PRJ18-00183	11/28/2018	City-wide	Matt	FMC amendment pertaining to regulations for businesses selling alcohol for on-site consumption	Exempt per 15061(b)(3) - General Rule Exemption	
PRJ18-00376	12/12/2018	1155 W Orangethorpe Avenue	Christine	Conditional Use Permit for a student housing dormitory affiliated with Cal State Fullerton	Exempt per 15301 - Existing Facilities	

Planning Division - Hearing Items

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