



CITY MANAGER'S OFFICE

ADMINISTRATIVE REPORT 2018-14

April 12, 2018

TO: La Palma City Council

FROM: Laurie Murray, City Manager *LM*

In This Week's Report

- State of the City
- Agenda Summary
- Building Inspection
- Adult Day Care Facility Update (w/Attachment)
- Zoning Violation
- Two Arrested After Burglary At Walker Junior And Kennedy High Schools
- Police Department Presents Active Shooter Awareness Training to Kennedy High School Staff
- New Police Officers Sworn In
- Personnel Activity
- Agenda Planning Guide

Other Attachments & Correspondence from Other Organizations

- Orange County Fire Authority (OCFA) News

City Manager News

State of the City: Tonight, the La Palma City Council will present its annual State of the City address, where they will give a presentation regarding La Palma's Five Years of Progress; its 2017 Accomplishments; City Council's Goals for the coming year; Upcoming Projects and Events; a Police Department Update; and the City's Fiscal Update for 2018. The presentation will be available on the City's website next week.

Agenda Summary: The Successor Agency Agenda Consent Calendar has no routine items.

The City Council Consent Calendar also has routine items, including the Register of Demands and one additional item – 2018 Street Closures for City Events for the La Palma Memorial Day event on May 28 and the Fitness Run for Fun on July 4, 2018.

There is one Public Hearing on the Agenda as follows:

- **Consideration of Cost of Living Adjustment to Fee Schedules:** Each year the City reviews its fee schedules and brings forward for consideration cost of living adjustments. A user fee is a charge imposed on an individual for a service or a facility provided directly to that individual. State law requires that a fee not exceed the estimated reasonable cost of providing a service or facility, or else it is considered a tax. The City is required to hold a public hearing on the proposed development fee increase and notify the public of the hearing. Over the last 12 months, the Consumer Price Index for All Urban Consumers (CPI-U) increased 3.6%. In order to complete a thorough review of the fee schedule, staff is requesting continuance of this item until May 1, 2018.

There are also three Regular Items on the Agenda as follows:

- **Adoption of Labor Agreements and Management Resolution:** Beginning in FY 2009-10, La Palma began cost containment efforts to address the City's ailing financial status. While employees have taken an approximately 10% reduction in take home pay since 2011, inflation (CPI) in the Los Angeles, Long Beach, Anaheim area increased by 14.3% between January 2011 and January 2018. In addition, the City's overall reportable payroll to the California Public Employees' Retirement System has decreased from FY 2010-11 to FY 2016-17 by 23.4%, with an average annual decline of 4.3%.

The City has completed negotiations with all three employee groups and has reached agreement on new three-year contracts. An updated Executive Management Resolution is also being considered. . The overall cost of the MOU's is 9.6% or \$930,350 over the three year term with base salary increases over the three years being 8.6% or \$705,300.

- **Long Term Fiscal Status and Fiscal Year 2018-19 Budget and Capital Improvement Program:** After years of budget cuts and continual cost containment efforts, the City is expecting a much more stable financial future. Additional revenue from Measure JJ, having made advance payments to the City's unfunded pension obligation (which lowered ongoing payments), negotiating three year labor agreements with all employee groups, and ensuring adequate reserve levels are all key factors in the City's ability to remain fiscally sustainable. The General Fund is expected to have operating surpluses for the foreseeable future which will ensure that core City services are maintained at the high level that residents expect and deserve. This report will review the draft FY 2018-19 budget and highlight General Fund operations, upcoming Capital Improvement Projects, and the long term financial outlook. As part of the annual budget process, staff develops a ten-year Capital Improvement Plan (CIP) with a five-year CIP included in the draft and adopted budget that will be discussed in detail. The Proposed FY 2017-18 Budget is scheduled for discussion at the May 1 meeting, on the Agenda for discussion on May 15, and at a public hearing scheduled for June 5, when it is anticipated that the City Council will approve a final budget document for FY 2018-19. The budget will likely

undergo some changes as continued discussion occurs prior to budget adoption.

- **The Road Repair and Accountability Act List (SB1) of Project for Fiscal Year 2018-19:** In 2017, SB 1, the Road Repair and Accountability Act of 2017, was adopted to enable cities and counties to address significant maintenance, rehabilitation, and safety needs on the local streets and road system. The new Road Repair and Accountability Act taxes provides funding to cities and counties through revenues to the Road Maintenance and Rehabilitation Account (RMRA) which took effect November 1, 2017. Given the condition of the City's streets, which has a PCI of approximately 91, staff has been informed and believes projects such as the redesign and construction of medians would qualify for funding. However, there is no clear direction at this time, given the relatively new guidelines. Staff's intent is to list all of the City's road projects for FY 2018-19, including street medians, allowing flexibility for how we utilize our SB1 funding for a variety of street projects such as, but not limited to, Orangethorpe Avenue (Moody St. to Valley View St.) at approximately \$800,000; Valley View Street (South City Limit to Thelma Ave.) at approximately \$200,000; Walker Street (La Palma Ave. to 183rd St.) at approximately \$250,000; and the City's Arterial Street Median Rehabilitation at approximately \$200,000. Staff will be recommending that Council adopt a resolution identifying these projects be funded by SB 1, the Road Repair and Accountability Act for Fiscal Year 2018-19.

Community Development News:

Building Inspection: In cooperation with the OCFA, Building Division Inspector Kent Tsen inspected a small fire at a single family home on Malaga Drive in La Palma on Monday April 9. The fire was limited to the swimming pool pump in the rear yard of the home. There was no structural damage to the building and there were no injuries. Our Building Inspector also spoke with the homeowner and explained the City's process and permits required to remove and replace the damaged swimming pool pump.

Adult Day Care Facility Update (w/Attachment): On March 19, President Chang Min Han of TWO WINGS HEALTH SERVICES, INC. formally withdrew his Conditional Use Permit (CUP) 376 for an Adult Day Care Facility at 4941 La Palma Avenue. The withdrawal of CUP 376 for the Adult Day Care Facility at 4941 La Palma Avenue means that the business will not be coming forward to the City Council in the future at that location. On April 9 all residents who had previously received a Public Hearing Notice for CUP 376 were mailed a letter informing them of the withdrawal. A copy of the letter is attached.

Zoning Violation: The Samdo Restaurant located at 5511 Orangethorpe Avenue has been operating until 2:00 a.m. in violation of the City Council approved hours established under Conditional Use Permit (CUP) 256. On April 12, Samdo Restaurant Ownership were sent a zoning violation letter from the City via certified mail. In addition, the property ownership, Orange County Health Department, and the California Department of Alcoholic Beverage Control (ABC) were also copied on the letter via certified mail.

Police Department News

Two Arrested After Burglary At Walker Junior And Kennedy High Schools:

During the early morning hours of April 6, the Police Department was notified by campus security of a possible burglary at Kennedy High School. The unknown suspects used a concrete block to smash a cafeteria window. Once inside, the suspects took several items. La Palma Officers conducted an investigation and relayed the information to dayshift Officers working the following day. Later that day, the Police Department was notified by staff at Walker Junior High School of a possible vandalism on their campus. An officer investigated and noticed similarities between the two incidents and determined the vandalism was actually an attempted burglary. Upon further investigation, Officers were able to identify a possible female juvenile suspect. Officers interviewed the suspect and learned the suspect's boyfriend was also involved in the incidents at both schools. The male suspect was later located and interviewed by Officers. Based on their investigation, both suspects were arrested and charged with Burglary and Possession of Stolen Property. Several stolen items belonging to Kennedy High School were located and returned.



Police Department Presents Active Shooter Awareness Training to Kennedy High School Staff:

On April 10, the Police Department hosted an Active Shooter Awareness Workshop for staff at Kennedy High School. The workshop, presented by Captain Ron Wilkerson, was provided to the faculty at the request of Kennedy High School administration. Captain Wilkerson provided awareness and preparedness information in regards to Active Shooter and Workplace Violence incidents. The one hour workshop was attended by about 100 staff members and faculty as well as members of the student body.

New Police Officers Sworn In:

On Wednesday April 11, the Police Department welcomed its newest members to the La Palma team. Police Officer Gary Wilson and Police Officer Justin Braasch were read the Oath of Office by Police Chief Terry Kim and sworn in as the Department's newest Police Officers. Both Gary and Justin had several friends and family in attendance. City staff as well as members of the City Council also attended the ceremony. The new Officers first two weeks consists of an orientation period, policy review and weapons qualifications. Both Justin and Gary will be hitting the streets with their Field Training Officers next week. Join us in welcoming our new Officers to the La Palma team!



Full Time Personnel Activity	
Position	Status
Police Officer (1 Vacancy)	Candidate in Background
Assistant to the City Manager	Second interviews held April 9; City Manager interviews to be held next week

Agenda Planning Guide

(All meetings start at 7:00 p.m., unless otherwise indicated)

Items listed on the planning guide are tentative and subject to move to different dates

April 17

Public Hearing: COLA Adjustment for City's Fee Schedule – to be continued
Employee Labor Agreements
Long-Term Financial Plan, Fiscal Status, Budget Priorities, Revenues, Expenditures, and Supplemental Budget Request, and Fiscal Year 2018-19 Capital Improvement Plan
2018 Street Closures
SB1 Project List

May 1

Cash and Investment Reports as of March 31, 2018
General Plan Annual Progress Report
Draft Budget Study Session
Precise Plan Amendment: La Palma United Methodist Church (Adult Day Care)

May 15

Annual Water Quality Report
Third Quarter Operations Report FY 2017-18
Budget Questions

June 5

Resolutions Required for November 6, 2018
Adoption of FY 2018-19 Proposed Budget
UASI Grant 2018



April 9, 2018

Subject: Conditional Use Permit (CUP) 376, Adult Day Care Facility Withdrawn

Dear La Palma Resident,

You are receiving this letter as an update to the Adult Day Care Facility (CUP 396) request to operate at 4941 La Palma Avenue. Your address was included in the Public Hearing Notice mailer that went out for the January 16, 2018, meeting. As you may be aware, in preparation of the agenda report to City Council for CUP 376 the City identified parking concerns with the proposed Adult Day Care Facility. Given that the parking concerns would require a Parking Variance in addition to the CUP, CUP 376 was continued by the Council to the February 6, 2018, Council Meeting.

At the follow-up February 6, 2018, City Council meeting the Council supported Staff's request to continue the CUP to a date uncertain. The continuance to a date uncertain was to allow the Applicant, Property Ownership, and the Property Manager to determine how they wish to proceed with CUP 376 and address the Variance required for parking.

On March 19, 2018, President Chang Min Han of TWO WINGS HEALTH SERVICES, INC. formally withdrew his Conditional Use Permit (CUP) 376 for an Adult Day Care Facility at 4941 La Palma Avenue. The withdrawal of CUP 376 for the Adult Day Care Facility at 4941 La Palma Avenue means that the business will not be coming forward to the City Council in the future at that location.

Mr. Han of TWO WINGS HEALTH SERVICES, INC. is exploring an alternative location in the City. That location being the La Palma Korean United Methodist Church located at 8111 Walker Street. Adult Day Care (as principal use) is a Permitted Use in the Public/Institutional (PI) Zone where the Church is located. The La Palma Korean United Methodist Church is a religious institution that operates under Conditional Use Permit (CUP) 35. The Church's Condition of Approval No. 2 requires that the Church's CUP be amended to allow for the addition of an Adult Day Care as a use on the property. No formal Amendment to CUP 35 has been received to date by the City and any received application will be processed and noticed for Public Hearing pursuant to the City's Municipal Code.

If you have any questions or comments please do not hesitate to contact me.

Sincerely,

Scott A. Hutter
Planning Manager
714-690-3336

scotth@cityoflapalma.org

www.cityoflapalma.org

7822 Walker Street
La Palma, CA 90623-1771

PHONE
714 690 3300
FAX
714 523 2141



Orange County Fire Authority

Weekly Executive Summary

Prepared by Communications and Public Affairs

Ed Sachs, Board Chairman

Joe Muller, Vice Chair

Dave Anderson, Acting Fire Chief

www.ocfa.org

April 12, 2018

News & Events

New Fire Chief Brian Fennessy set to begin working at OCFA Monday, April 16, 2018.

Be sure to follow us on our social media platforms ([Facebook](#), [Instagram](#), and [Twitter](#)) to stay up-to-date on current incidents, safety messages and events at Orange County Fire Authority.

***Weekly Media Clips**

[OCFA Weekly News Coverage](#)

This report is for internal and research purposes only. All other uses are prohibited.

Board Action

For Board agendas, please visit <http://www.ocfa.org> and click on “Board Agendas/Minutes.”

Weekly Update on Response and Preparedness

Weather Outlook: The 7-day forecast shows mostly sunny conditions next week with temperatures ranging from the low 80’s then ending back in the high 60’s. For more information go to [National Weather Service Climate Prediction Center](#).

Fire Outlook: The potential for large fire will continue to be normal during the week of April 13 to April 19.



Community Events

- Gilbert Elementary School in **Buena Park** had OCFA E62 out for a two school presentation on April 11th once in the morning and once in the afternoon.
- **Cypress** High School held an Every 15 Minutes Mock DUI Cash on Thursday, April 12th at 10am. OCFA E17 & T17 along with B8 participated in the event.
- Saturday, April 7th at 10am Fire Station 27 in **Irvine** hosted a fire station tour for Boy Scout Bear Den Pack #653.
- **Irvine** Fire Station 47 on April 8th at 1:00pm hosted Cub Scout Pack #612 for a fire station tour.
- Leport Montessori School in **Irvine** had OCFA T6 out for a school visit on Wednesday, April 11, 2018 at 9am.
- OCFA E6 was out for CERT in **Irvine** on Wednesday, April 11th, 2018 at 6:30pm.
- Community Relations and Education Specialist Alex Pratt along with OCFA T6 were out in **Irvine** on Wednesday, April 11th from 9am to 11am for a school visit at LePort Montessori Schools.
- Beckman High School in **Irvine** held a career fair on April 12th at 1:00p, OCFA E26 along with Community Relation and Educator Specialist Alex Pratt were in attendance for the event.
- Fire Station 54 in **Lake Forest** hosted a fire station tour on Friday, April 6th at 10am for a local children's neighborhood group.
- De Mile Elementary School in **Midway City** had an Egg Drop on April 12th at 1:00pm. OCFA T64 was on hand to assist with the dropping of the eggs.
- OCFA T45 attend funeral services in **Mission Viejo**, for a LACO Fire Captain. Services were held on Friday, April 6th, 2018. T45 had the honor of displaying the flag.
- **Mission Viejo** celebrate their Grand Opening of their new Aquatic Center at Trabuco Hills High School on Saturday, April 7th at 10am. Community Relations and Education Specialist Alexa Pratt attended the event and also staff a booth with Drowning Prevention Information.
- Girl Scout troop visited Fire Station 31 in **Mission Viejo** on Sunday, April 8th, 2018. The Firefighters went over basic first aid, and gave the Girl Scouts a talk on Emergency Preparedness.
- Community Relations and Education Specialist Polly Bowen taught Disaster Preparedness to students in **Mission Viejo** at Saddleback College Adult Education Program on Monday, April 9th, 2018 at 2:30p.



Community Events Cont.


- Saturday, April 7th, 2018 at 10am OCFA E34 was out in **Placentia** to support the Cancer Bake Sale.
- Caspers Wilderness Park in **San Juan Capistrano** held an Adventure Day on Saturday, April 7th, 2018 from 10am to 3pm. OCFA E56 and Community Relations and Education Specialist Polly Bowen also staff a booth at the event.
- **Rancho Santa Margarita** Fire Station 45 held a Fire Station Tour for a local Girl Scout Troop on Tuesday, April 10th, 2018.
- Fire Station 70 in **Santa Ana** hosted the student from Fairhaven Elementary – Student Council for a Fire Station Tour on Tuesday, April 10th at 11am.
- OCFA B9 and D6 attend the City of **Santa Ana** Annual Employee Awards and Recognition Ceremony held at Bower’s Museum, on Wednesday, April 11th, 2018 at 6:30pm.
- On Sunday, April 8th at 3:30p, Fire Station 48 in **Seal Beach** hosted a Fire Station Tour for the local Girl Scout Troop.
- OCFA B3 attended **Villa Park** CERT training on Monday, April 9, 2018 from 5:00p to 7:00p.

Significant Emergency Incidents

Dana Point

April 9: At 1336 OCSD Harbor Patrol reported a person in the water injured due to being pushed against the jetty in the Dana Point Harbor at 34661 Golden Lantern St., DPT. E29 was requested to stage at the fuel dock. Harbor Patrol confirmed the patient would need to be extricated and requested E29 to respond to the west jetty. ORC HC4 was requested to the incident. B6 established Dana Harbor IC at 1350 hours, HC4 and DUKE6 coordinated altitude allowing HC4 to make patient contact at 1353 hours. The patient was extricated by stokes basket and determined to be a trauma patient. The patient was treated and packaged for ALS escort to Mission Hospital via HC4.

Incident Commander: B6-Clark



Significant Emergency Incidents Cont.

Buena Park

April 9: At 2340 hours the homeowner at 6069 MacArthur Way, BPK reported fire inside the SFR. E61 arrived on scene at 2345 reporting smoke and fire through the roof; E61 requested a working structure fire assignment and established MacArthur IC. Primary and secondary all clear were confirmed at 2347. D7 made city notifications.

Cause: Accidental

Incident Commander: E61-FC/PM Steging

Cleveland National Forrest

April 11: A REMOTE was dispatched at 2143 hours for an on scene report of a Traffic Collision rollover with people possibly ejected persons on Trail Canyon to the back side of Holy Jim off Trabuco Creek Rd. The vehicle was reported to roll approximately twenty times and not visible from Trabuco Creek Rd. OCSD was notified and advised a DUKE copter was enroute to the incident. B7 established Trabuco IC at 2151 hours. E318 arrived on scene at 2158 and located one patient down a hill and made a request for an aerial search for other potential patients. Patient was unable to confirm if there were other occupants in the vehicle. DUKE1 made an aerial search and stated the vehicle appeared clear of any additional patients but could not confirm there were no additional patients. Units on scene performed a ground search while M45 escorted patient one patient ALS to Mission Hospital, MVO. An additional medic unit and ambulance were assigned to the incident. E318 located the driver of the vehicle. The driver signed AMA. All resources were complete at 2217 hours.

Incident Commander: B7- Wiedensohler

Community Risk Reduction

- On Monday, April 9, 2018, Wildland Resource Planner Dave Erickson participated in a Land Navigation Class at O'Neill Park that was taught by OCFA's Santiago Crew.
- April 10 - 11, 2018, Wildland Resource Planner Dave Erickson attended CAL FIRE CALMAPPER training in Oxnard, CA.
- Wildland Resource Planner Dave Erickson met with Rancho Mission Viejo on Thursday, April 12, 2018 to coordinate upcoming road grading projects and also met with OC Parks to discuss fire management at Caspers Park.
- Sr. Fire Prevention Specialist Shawn Farley met with the Associate Manager Sheryl Uggen and Board Members at Turtle Rock Summit in Irvine on Thursday, April 12, 2018, where Keystone Pacific the management company, is planning on sending out a newsletter with Pre-Fire Management content and soliciting free OCFA Home Assessments to the residents.



Incidents By Major Category for Period:

3/26/2018 - 4/1/2018

CITY/JURISDICTION	FIRE	OVER - PRESSURE RUPTURE	EMS/ RESCUE CALL	HAZMAT	SERVICE CALL	GOOD INTENT CALL	FALSE CALL	NATURAL	OTHER	TOTAL
ALISO VIEJO	1	0	46	1	1	3	4	0	2	58
BUENA PARK	0	1	80	0	2	10	4	0	25	122
CYPRESS	1	0	48	0	0	1	1	0	6	57
DANA POINT	0	0	63	0	8	11	2	0	1	85
IRVINE	2	0	181	2	10	23	20	0	57	295
IRVINE - UCI	0	0	5	0	0	2	0	0	8	15
LA PALMA	0	0	17	0	1	0	1	0	0	19
LAGUNA HILLS	2	1	35	0	6	5	1	0	10	60
LAGUNA NIGUEL	0	0	62	2	8	9	2	0	3	86
LAGUNA WOODS	0	0	62	0	2	3	1	0	15	83
LAKE FOREST CITY	1	1	55	0	4	5	5	0	17	88
LOS ALAMITOS	0	0	23	0	0	4	1	0	0	28
MISSION VIEJO	3	0	97	2	10	15	7	0	26	160
PLACENTIA	1	0	36	0	5	2	2	0	14	60
RANCHO SANTA MARGARITA	3	0	39	0	1	4	3	0	3	53
SAN CLEMENTE	0	0	66	0	2	9	4	0	11	92
SAN JUAN CAPISTRANO	0	0	63	0	1	6	2	0	6	78
SANTA ANA	12	2	366	0	23	58	17	0	70	548
SEAL BEACH	0	0	54	0	5	7	0	0	13	79
SEAL BEACH - NVW	0	0	1	0	0	0	0	0	0	1
STANTON	1	0	44	0	2	0	2	0	16	65
TUSTIN	1	0	66	2	2	4	4	0	11	90
VILLA PARK	0	0	5	0	0	0	2	0	0	7
WESTMINSTER	4	0	112	1	7	10	0	0	11	145
YORBA LINDA	0	0	46	0	5	5	0	0	29	85
UNINCORPORATED	2	0	101	3	7	10	7	0	26	156
TOTAL	34	5	1773	13	112	206	92	0	380	2615