February 2006

# **Administrative Services**

#### Fiscal Services:

- New alarm permits in January totaled 49. New alarm permits issued thus far this fiscal year total 395. As of Jan. 31, there were 4,420 active permits.
- ➤ Invoices and delinquent notices in January totaled 873, with a valuation of \$1,387,338. Total number of invoices and delinquent notices thus far this fiscal year is 4,156, with a valuation of \$5,326,255.
- ➤ Total number of general checks and direct deposits issued in January was 874 and 165, respectively, with a valuation of \$4,284,046. General checks and direct deposits thus far this fiscal year total 5,999 and 1,059, respectively, with a valuation of \$32,575,753.

## • Information Technology:

- > Staff has replaced eight servers on the network: three at the Library, Fire Headquarters and Maintenance Services, and five at City Hall.
- Monitoring software for the network is being evaluated by staff. This software will alert IT of any bottlenecks on the network and show the flow of that traffic.
- > Staff continues to do network security changes detailed in a system audit.
- Purchasing: In January, the Division processed approximately 180 requisitions, and saved \$1,322 through early payment discounts. Central Services made 229,454 copies and processed 14,591 pieces of mail.

#### Revenue:

➤ In January, 177 new business registration certificates were issued. Of that total, 116 were located in Fullerton and 61 were located out-of-city, but will be doing business here. Business tax collected for new registrants totaled \$11,903.

- A total of 194 businesses closed in January: 71 in the city and 123 out of the city.
- ➤ The number of business certificates renewed was 1,020, which totaled \$170,587 in business tax collected.
- Utility Services: In January, customer service staff answered 2,148 calls. The number of cash register transactions processed in the month was 4,815 and totaled \$19,705,771. The total transactions processed by payment method were: credit cards, 1,090; checks, 1,382; cash, 981.

# **Development Services**

### Code Enforcement:

➤ In December, staff responded to 230 complaints and resolved 209; conducted 629 inspections; issued 25 citations and 163 first violation notices; arranged to have 93 large items (couches, appliances, etc.) hauled away; abated five vehicles; received 37 requests for graffiti removal; received 76 calls over the Complaint Hotline; and billed \$2,700 in revenue.

#### **Proactive Areas - December**

Area	Properties	Violations	Prop Closed	Status
1	113	215	100	Re-inspection
2	92	421	87	Active
3	69	316	68	Active
4	110	529	102	Active
5	96	206	87	Active
6	69	161	61	Active
7	84	221	67	Active
8	192	516	158	Active
9	106	218	105	Active
10	182	311	181	Active
11	66	119	66	Active
12	124	180	121	Active
Total	1303	3413	1203	92% Closed

#### **Proactive Areas - January**

Area	Properties	Violations	Prop Closed	Status
1	113	215	100	Re-inspection
2	92	421	87	Active
3	69	316	68	Active
4	110	529	104	Active

5	96	206	87	Active
6	69	161	61	Active
7	84	221	69	Active
8	192	516	164	Active
9	106	218	105	Active
10	182	311	181	Active
11	66	119	66	Active
12	124	180	121	Active
Total	1303	3413	1213	93% Closed

### Building Division:

- ➤ Inspection stops in December totaled 1,245 and resulted in 1,554 individual inspections. Average daily inspection load was 74. Average daily workload was 14 inspections per inspector.
- ➤ A total of 207 (including 21 ancillary) plans were submitted for plan check in December. Of that total, 108 plans were checked same day at the counter. There were a total of 1,380 visitors to the permit counter, and 531 permits and plan checks were issued. Total valuation of the permits issued was \$2.85 million.
- ➤ Rough grading for the Olson Co. SOCO Walk project is under way, but progress is slow. Two lots have been approved for models.
- > Grading for the new tract at 2200 Moody Ave. is under way. A revised plan for a modified storm drain system has been submitted for approval.

# Engineering

### • Project Development and Design:

- ➤ Bids are being sought for the Museum Air Conditioning System Renovation Project. The project will include removing the existing air conditioning/humidifier system, and installing new air conditioning/humidifier equipment, ducts and controls; and upgrading the electrical system. Construction is to begin in July.
- Construction will begin in March on miscellaneous storm drain improvements. The project will take place on Harbor, north of Bastanchury, and will include replacing a deteriorated 18-inch storm drain pipe which crosses Harbor.

## Construction Management:

➤ Sequel Contractors completed the Residential Street Reconstruction Project for fiscal 2004-05 in January. Final asphalt paving took place on sections of N. Hamell, E. El

- Adobe, E. Estralita, El Mirador, Lido, Jose, Catalina, Hilltop, Wildwood, Pinecrest, Oakridge and Amerige.
- ➤ R.J. Noble Co. will begin work on the Richman Park area alley improvements in March. The work will include excavation and removal of existing pavement; concrete improvements; grading, alley gutter and approaches; manhole and water valve adjustments to grade; and installation of a redwood header. The work is to be completed in May.
- Interior Demolition began work this month on building demolition at S. Richman and W. Valencia. The work, to be completed by mid-March, includes demolition, removal and disposal of the existing building, garages, asphalt, and concrete; disconnecting and/or capping off utilities; and asbestos abatement.
- ➤ RJ Noble Co. will begin work early this month on the Alley Reconstruction Project for Fiscal 2004-05, Redevelopment Area 3. The work will include excavation, concrete and aggregate base, alley approach, gutter and access ramp, redwood header, and manhole and water meter adjustments to grade. Work is to be completed in March.
- ➤ Work continues on the traffic signal coordination project on Magnolia, Gilbert and Brookhurst. The contractor, Steiny and Co., began work in January. The project includes installation of signal interconnects; signing; and striping. The project also includes establishing new communication links on three arterial streets; establishing new signal coordination and timing at 23 intersections; modifying lane configurations; and replacing antiquated equipment at select locations. Work is to be completed in April.
- Work is to be completed this month on the Miramar drainage improvements. The contractor, Sim Engineering, began work in January. The project includes installation of a catch basin and storm drain pipe on Miramar from the cul-de-sac east of Acacia, and connection with an existing storm drain on Mountain View.
- ➤ Contractor CJ Construction Inc. is continuing work on the Curb/Gutter and Sidewalk Reconstruction Project for fiscal 2004-05. The work, which began in late January, includes removal and replacement of deteriorated and damaged sidewalk, curb and gutter, driveway approaches, and construction of access ramps at locations throughout the City. The contractor has, so far, removed trees which uplifted concrete on Placentia. The work is to be completed in April.
- ➤ Work will be completed this month on the Police Security Fencing Project. The contractor is Y&M Construction.
- ➤ All interior demolition work has been completed on the Independence Park Restroom, Locker, and Shower Improvements Project. The contractor, MJ Contractors Inc., began work in November. Improvements include renovation of the interior restroom, shower, locker, office, lounge, and reception areas, outdoor showers, and exterior landscaping. The work is to be completed this spring.

# Fire

• Statistics: The Department responded to 851 requests for service in January, which was up from the January 2005 total of 817. Of the 851 calls, 43 were for fires; 678 were for emergency medical aids; eight were for hazardous materials incidents; and 66 were service calls. In addition, the Department responded on 83 automatic aids and received 89.

### Suppression:

- ➤ Four probationary Firefighters passed the Department's three-week mini-academy and have been sworn in. Two Firefighters started Paramedic School in January and are expected to be able to deliver Paramedic-level care in late July.
- While driving off-duty Jan. 19, Engineer Pete Gray encountered an accident in which one car had hit another car and pushed it into the path of an oncoming train. With the help of two civilians, Pete removed an injured woman from the car before the train hit it.
- A multi-victim traffic incident involving four patients occurred Jan. 2 at the corner of Euclid and Malvern. All four victims were taken to the hospital for treatment.

# Library

Mid-Year Statistics:

Circulation 460,767 items checked out
No. of Reference Questions 43,077 questions answered
Program Attendance 17,944 people attended library programs
Volunteer Hours 6,222 hours of service by volunteers
Library Attendance 241,484 people visited the library
Electronic Resources 158,609 number of database searches and

Library web hits

- Record Day: The first day back after Winter Closure, the Library experienced a record in business transactions: 13,170 items were checked in and out in a single day! In addition, staff printed and processed more than 5 pounds of overdue notices to mail out (representing more than 1,200 overdue items).
- New Look: Staff is issuing newly designed Library cards in celebration of the Library's Centennial.

 Small Business Workshops: Working with the Chamber of Commerce and the local chapter of SCORE, the Main Library is sponsoring another series of workshops aimed at small businesses. All workshops are free and will be held in the Osborne Auditorium of the Main Library. The workshops are:

Feb. 16	The Basics of International Trade
March 9	Writing a Business Plan
April 20	Selling Techniques that Work
May 10	Quick Books and Bookkeeping Basics
June 6	Start-up Capital and Financing

- Centennial Open House: The public is invited to an all-day Open House at the Library February 22. In addition, a reception is planned with refreshments and entertainment from 3-5 PM in the Osborne Auditorium of the Main Library. There will be a brief program at 3:30 PM. The Library's actual birthday is Feb. 19. On that date in 1906 the City Council passed an ordinance establishing the public library. Bring your cameras and take a photo with a real ostrich! Ostriches play an important role in the history of Fullerton. There used to be an ostrich farm located in what is now Acacia School. Dora May Sim, a former children's librarian, wrote "Ostrich Eggs for Breakfast: A History of Fullerton for Boys and Girls." The book is being digitized by the Library and added to the Library's new web site.
- One City/One Book: The Library Trustees selected "The Kite Runner" by Khaled Hosseini as this year's "One City/One Book" campaign. All of the community is encouraged to read the book during the next few months. A program will be held this fall for people to discuss and learn more about the book and the author. "The Kite Runner" was selected because it was recently on the bestsellers list and appeals to a wide variety of audiences. Copies of the book can be checked out of the Library or can be purchased by logging on to <a href="http://www.ci.fullerton.ca.us/library/money.html">http://www.ci.fullerton.ca.us/library/money.html</a>. A movie of the book is in pre-production.

## Maintenance Services

#### Administration:

- ➤ In January, the Department received 1,120 service requests, completing 651 (58 percent) in the month. Of the 69 emergency requests, 13 (19 percent) were completed within one day. The Facilities Division received the most requests, 464, or 41 percent of the total, reflecting a continuing upsurge in graffiti calls.
- ➤ Installation of the new voicemail equipment is complete. Departments are making final changes to auto attendant menus and scripts. Training for system administrators will be complete by the end of this month.
- ➤ To date, the Department has sent out a total of 71 Large Lot applications. Of those, 44 have been returned, 41 have been approved, and three were denied. A total of 81 Life

Line applications have been sent and 61 have been returned, 57 of which have been approved.

➤ The Department's support staff received 1,800 calls in January, an average of 95 per workday, or 47 for each of our two primary customer service personnel.

#### Facilities:

- ➤ The Graffiti Crew removed 53,725 square feet of graffiti from 323 sites in January. The year-to-date totals are 226,699 square feet removed from 1,490 sites. Two full-time permanent personnel are assigned to graffiti removal, as directed by the City Manager.
- Staff completed 15 custodial inspections of City facilities.
- ➤ The Senior Center tile flooring replacement project is in process.
- ➤ Bids have been awarded to replace the front automated doors and the roof at the Maple Community Center.

### Landscape:

- ➤ West Coast Arborists, the City's contract tree-trimming company, has performed the following services since July 1: trimmed 7,352 trees, removed 363 trees and stumps, removed 74 stumps, and planted 299 trees.
- In January, two service requests were received for red imported fire ant issues.
- ➤ The Division received four calls concerning beehives and swarms and eradicated three hives in November. The hives were located in street trees and along Parks Road Trail.
- Crews are working on vegetation clearance throughout the trail system. Crews have also completed infield clean-up and field preparation at several locations for the upcoming Little League and Bobby Sox season.
- West Coast Arborists has completed the planting of 53 24-inch box Podocarpus Henkelii trees on W. Commonwealth as part of the Engineering Department's Arterial Beautification Project.
- Water: In January 2006, the Division produced 684,392,720 gallons of water. Of that amount 45.86 percent 313,841,000 gallons was pumped from wells and 54.14 percent 370,551,720 gallons was purchased from the MWD.
- Equipment: The Division performed 101 PM inspections, eight smog checks and three diesel smoke tests in January.

Street: In January, the Division: cleaned 2,719 miles of streets, six roadway spills, 169,608 linear feet of sidewalk, and 178 drains; used 20 tons of asphalt for digouts, 53 tons for patching, and 114 tons of asphalt performing Water Division paving; performed 700 square feet of asphalt planning; filled 1,740 linear feet of gutter; installed, fabricated and cleaned 502 signs; applied 445 gallons of paint; ground 839 sidewalks; and performed 148 sidewalk asphalt ramp repairs.

## Parks and Recreation

## Capital Improvements:

- Staff forwarded advance grant payment requests for Adlena, Byerrum and Valencia parks to the state Department of Parks and Recreation and also submitted an application for the 2002 Per Capita grant program to help fund the improvements for these parks.
- At its Sept. 20 meeting, Council approved a resolution authorizing staff to apply for a grant from the Transportation Equity Act for the 21<sup>st</sup> Century for Laguna Lake trail improvements. Staff originally submitted the application in October, but recently revised and resubmitted it. The revision is more in line with the financial realities of the project than the original. The grant administrator will visit the site this month to determine if the grant will be approved.
- ➤ Staff received a one-year time extension from the Rivers and Mountain Conservancy for a \$500,000 grant that will help pay for trail and habitat improvements. The new expiration date is January 2007.
- ➤ The Laguna Lake Rededication will be held at 10 a.m. Feb. 25. Invitations are being prepared and Pathways to Adventure will conduct fishing clinics at the event.

#### Senior Multi-Service Center:

- ➤ The Senior Club held its annual meeting and luncheon Dec. 2, and 218 members and guests attended. Election of officers was held.
- ➤ The Center's holiday open house event was held Dec. 8, and included entertainment by the Sunny Hills High School's choral program. Approximately 150 persons attended, and students from Fullerton High School helped serve refreshments.
- ➤ The TLC nutrition program's holiday lunch was held Dec. 16, with 188 guests.
- "Staying Mentally Sharp," an eight-week older adult education program, began Jan. 4, with 42 registrations.

- Anaheim Memorial Medical Center staff sponsored a seminar on leg pain and peripheral vascular disease Jan. 12, with more than 70 seniors attending.
- A fitness assessment program was conducted for 24 older adults Jan. 19, with the assistance of staff and senior volunteers.

### Maple Community Center:

- > Selina Sandoval is the new Senior Outreach Worker, and will start Feb. 15. She will provide information, needs assessments and case management to older adults.
- > The Center joined the Valencia Center to host a holiday Posadas in December.
- ➤ Program Coordinator Sandra Valdez, on medical leave since Jan. 3, is expected to return Feb. 21. During her absence, the Center has adjusted its hours of operation to accommodate peak hours.

### Valencia Community Center:

- ➤ Family Outreach/WTLC program provided the following services to victims of Domestic Violence in December: 15 legal referrals for one divorce, child custody, visitation, legal separation, child support, legal clinic and immigration clinic issues; three referrals made for food, utilities and counseling services; and 88 clients attended English parenting and Spanish and English PEP classes.
- > The CSUF child obesity "Active Kids" program resumed in January, with 20 children.
- Child Guidance of Fullerton began offering services through its Early and Periodic Screening Diagnosis and Treatment Program, which is designed to identify a child's problem as early as possible and bring it to the attention of caring professionals.

## Garnet Community Center:

- ➤ In December 75 families received toys for Christmas. The toys were donated by employees from the California Maintenance Managers Association, Solidarity in collaboration with local churches, and the Fullerton Police Department.
- ➤ Staff participated in an informational meeting on Section 8 housing assistance and how to assist applicants in submitting applications online. Staff also assisted clients in submitting the applications.

### • Tiny Tots:

- ➤ Tiny Tots Imagination Station's winter-spring classroom registration was showing enrollment increases in all 12 sessions, with full enrollment in each of the eight morning classes.
- ➤ January found new families anxious to register their children in preschool to prepare them for kindergarten this fall. Enrollment has reached 197 for the winter-spring preschool classes. The Tiny Tots' "Friday Afternoon Out!" program is doing well, with an average of 52 participants monthly.
- Teen Programs: On Dec. 16, teens spent the night at the Independence Park gymnasium, participating in a scavenger hunt, roller skating, and contests. On Jan. 21, teens went to Mountain High Resort in Wrightwood for skiing and fun in the snow.
- Independence Park: Staff hosted two special events on school holidays: "Tournament Day" Jan. 16 and "Winterfest" Jan. 27. More than 40 children ages 5-12 attended each event.
- Tennis Center: February is an active month at the Center. The biggest single event of the year is the Fullerton Juniors' tournament held Feb. 4-5 and 11-12. This tournament draws approximately 1,200 players from throughout the nation, and includes some of the best junior players in the country. The end of the month will bring back the Servite boys tennis team for the second year.

### Youth Sports:

- ➤ The youth leagues concluded their seasons in December, with the exception of Rugby whose season just began. Fullerton Hills Softball, East Fullerton Little League and West Fullerton Little League have all submitted permits for spring. Pop Warner also closed its season until August. Soccer, baseball and softball will start spring season this month
- Most fields have been de-thatched and reseeded for the spring season.
- Classes/Excursions: Registration for spring classes is busy, with more than 25 percent
  of the registrations so far coming from eConnect. The new fitness classes have been very
  popular, as well as cooking, dance and dog obedience.

#### Cultural and Events:

➤ The Lewis and Clark exhibit in the Museum Center's main gallery continues to be successful. The exhibit is attracting a wide cross-section of the community, especially those interested in history, the Age of Discovery, and the Lewis and Clark bicentennial. Many local fifth-graders studying American history in schools have also attended. Altogether, 314 children have participated in docent tours with hands-on activities. On "First Night," many families filtered through the gallery and were able to ask the curator specific questions about Lewis and Clark. This exhibit continues through Feb. 26.

- Plans for the Museum's two new exhibitions are moving forward. "Rhinestones and Twangin' Tones" will open March 17 and run through July 9. It will feature the Mac Yasuda collection of stage costumes and guitars owned and used by country and western stars, Autry National Center. The Museum's other new exhibit will be "You Won't Part with Yours, Either," and it will kick off the Leo Fender Gallery April 22. A permanent space in the Museum with exhibits that last two to three years, the new gallery will showcase all aspects of Leo Fender's work during his lifetime in Fullerton. This first exhibition features the Fender advertising done by artist/designer Robert Perine from 1957 to 1969.
- The Museum's education department has started the winter session of "Saturday Studio." "Step Up," the Museum's collaboration with Fullerton Joint Union High School District and the Boys and Girls Club of Fullerton, has completed one semester, with graduation ceremonies held at City Hall Jan. 26. For this program, staff took 40 opportunity school students on a tour of the Museum, discussed Museums and job opportunities in the arts, and then oversaw a six-week mixed media art activity. The students' finished products were displayed in the Council Chamber during the graduation ceremony.
- Friday the 13<sup>th</sup> brought a special Haunted Fullerton Walking Tour, which was sold out in January. Staff is continuing research for upcoming haunted tour locations.
- ➤ The Museum staff has also been preparing for a new program, "Art Breaks for Adults" which gets under way Feb. 9. In addition, the staff has been collaborating with Fullerton College Library and Fullerton Union High School on an IMLS grant that would involve the Museum in a student-led photography project as part of a city-wide digitization of historical photographs. Staff also stayed active on the Board of the Fullerton High School Academy of the Arts Foundation and the Board for the Museum Educators of Southern California, where a Museum staff member serves as the Orange County Regional Chair.
- ➤ "First Night 2006" was a huge success, even with the rain. More than 12,000 people roamed the streets of Downtown Fullerton on New Year's Eve. To enhance the event, a stage was added on Wilshire as well as a full-color program and posters, and a wide variety of music.
- ➤ There were more than 1,000 participants at the 5th Annual "Snow Day" at Brea Dam Jan. 21.

# Personnel/Risk Management

- Liability Program:
  - > Two new claims were filed in December, and no lawsuits were served.

- ➤ There were no trials in December. The trial on <u>Hasnain v. City of Fullerton</u>, scheduled to begin in January, was taken off calendar when the matter was resolved. The trial on <u>Sultani v. City of Fullerton</u> is scheduled to begin Feb. 21.
- Workers' Compensation: Ten new claims opened in December.
- Employee Benefits Program: The new coverage term began Jan. 1 for the various City-sponsored group health insurance plans. While coverage for active employees rolled over seamlessly, coverage issues arose on the retiree-paid over-65 plans as medical insurance carriers struggle to understand and meet the new requirements of Medicare Part D legislation. Staff is working with the City's broker and carrier representatives to resolve these issues as quickly as possible.
- Recruitment: Staff has recently completed or is nearing completion of recruitments for Redevelopment Manager and Sewer Superintendent. Additional management/professional positions currently open or soon to be opened are Fiscal Services Manager, Senior Planner, Library Division Manager – Technical Services, Redevelopment Project Manager, Equipment Supervisor, Street Superintendent, Assistant/Associate Engineer and Fire Captain.

### Employee Processing:

- ➤ In December, staff processed four regular and eight non-regular promotions, 11 regular and eight non-regular appointments, and nine regular and 12 non-regular separations.
- In January, staff processed four regular and two non-regular promotions, five regular and 23 non-regular appointments, and seven regular and 6 non-regular separations.

# **Police**

### Patrol Division:

- A woman recently awoke to find a man in a gray hooded sweatshirt in her room. She also heard other voices in her apartment. Fortunately, the suspects left without harming her. Searching her apartment, the woman found several items had been stolen. Officers Mike Hines and Ray Flores and Senior Officer Jeff Corbett were called to the scene. Their investigation resulted in apprehension of three suspects and the recovery of the stolen items.
- ➤ Officers Eric Franke and Kenny Edgar, responding to a 911 hang-up call at a residence, arrived to find a man standing behind a closed screen door with a woman in front of him. The suspect pushed the female into a wall and ran into the house. The Officers entered the house and found the suspect by a bedroom. The suspect pulled a 9-inch knife from his clothing and thrust it into his stomach, stating he was not going to jail. The suspect was taken to UCI, underwent surgery, and is expected to survive. Officers found methamphetamine, heroin, ecstasy pills, marijuana and methamphetamine pipes in the apartment.