September 25, 2020

TO: Honorable Mayor and City Council Members

FROM: Jim Throop, City Manager

SUBJECT: City Manager’s Weekly Report

The following is a summary of certain City events and activities of interest submitted by the Department Heads for the weeks of September 19, 2020 through September 25, 2020.

Administration

- Continued meeting with staff to discuss the next CIP (Capital Improvement Plan)
- Met with City/County about jurisdiction over the SY riverbed
- Discussion with Fire on the retirement of Chief Kuras
- Continued work on finding a new Utility Director
- Update on proposed offshore windfarm facility

Community Development

Building
Permits – 9
Plan reviews - 4
Counter Plan Review – 0
Cannabis Reviews – 1
Inspections – 54
Special Inspection – 0
Certificate of Occupancy – 1
Notice of Violations/Stop Work Order – 0
Plans out for review to consultant – 1
BTCs – 3
Permits in review – 40
Permits under construction – 210

CDBG/Human Services and Affordable Housing

CDBG/HOME:
Conducted Mandatory Sub-recipient Zoom Training Workshop; launched COVID Utility Grant Assistance Program 9/25; loan servicing and training; processing of procedure manual.

Homebuyer Assistance Program:
22 income certification applications received (including re-certifications); 18 of 22 applicants have income qualified to date; 21 total households have received education certificate; 12 loan/grant applications received; 11 of 12 loan/grant applications processed were approved; 2 applicants are currently in housing search stage of process and are pre-approved for program; 0 homebuyer are awaiting close of escrow; 11 loans/grants have been funded year to date; program fund balance remaining is $116,605 ($775,000 approved by Council for 2019-21 budget); 4/7 notified all approved lenders the program will not accept new income certification applications until further notice due to the amount eligible participants verses available funding; 6/10 notified all approved lenders of increased State of California income levels for program; as of 9/11/20 the remaining
program fund balance of $116,605 can fund approximately 2 additional loans/grants; currently there are 2 remaining qualified program applicants; 11 loans were booked into TMO internal loan servicing program.

2018-19- & 2019-20 CDBG Capital Project:
Lompoc Parks & Facilities ADA Improvements (Beattie Park), $400,000 earmarked for installation costs associated with ADA pathways and park playground (all-inclusive play structure); 3/19 Contractors’ proposals received and rated; 3/25 met with project coordinator regarding project and budget; contract in processing; Beattie Park contract to go before City Council June 16 for construction to begin in June and projected estimated to be completed in July; attended park site meeting 6/11; budget adjustment on 6/24; met with project coordinator 7/14 provided budget with account numbers and input to reviewed change order; 8/5 received updated plans for construction; construction began on 8/25/20; 9/15/20 at site for progress pictures.

Grants
- CESF Grant ($43,000) - Received notification June 5 that we have been granted the Coronavirus Emergency Supplemental Funding (CESF) application to support the police department. We have sent over final, signed acceptance of the grant.
- SB2 Planning Grant ($160,000) – Contract has been signed by city manager, and the executed agreement was returned from the state housing department on July 22. Beginning process of implementing grant.
- Researching grants to support the police department through Prop. 64 opportunities.
- Working with planning division and outside team from RRM on outreach plan and logistics for Streetscape Multi-Modal.
- Prop 68 Per Capita Grant Funds ($177,952) – Application package process underway, gathering photos and information to support project. Preparing resolution to come before council in November.
- Prop 68 Statewide Park Program Round Four – Planning to launch community survey, community events to provide feedback and mailers for College Park neighborhood. Dates established for community meetings, and finalizing details of plan.
- Researching federal relief options related to COVID-19, and participating in calls and trainings related to these federal OES grants.
- Applying for energy conservation grant to conduct an energy audit of the Lompoc Aquatic Center. In process of gathering and preparing data. Also searching for energy grants to support Beattie Park.
- Researching grants to help fund TAP TV needs, including PSPS outreach.
- Census Grant: Using $20,095 grant to participate in outreach efforts through the city, including digital efforts, social media, transit signage, and banners. We are continuing to engage the community in the census. City of Lompoc is doing well with a census self-response rate of 71.9% as of Sept.24. Our city has surpassed the census participation rate for 2010.
- Using system to track grants citywide, and to house information needed for grant applications.

Planning/Stormwater
- 7 Plancheck Reviews (including 2 Landscape Reviews)
- 2 Business Tax Certificate review
- 3 Home Use Permit Applications
- 52 phone calls
- 2 Developer/Applicant meeting (Bailey Avenue Annexation project/Central Coast Ag)
- 1 RHNA Project Development Meeting
- 2 Vehicle Miles Travelled Proposal Interviews
- 1 Internal Staff Meeting
- 1 New Code Enforcement Case
- 1 Staff Inspection (Summit View Homes Landscaping)
1 Project Re-submitittal received (Purisima 10-Lot Subdivision)
Distribution of City Manager Report (Master Projects List)
Discretionary Projects: 40 active projects, 16 inactive projects

Recreation

Aquatics:
The Lompoc Aquatic Center is offering modified swim lessons, private swim lessons and modified water exercise classes. Reservation sign-ups for lap swim our on the City of Lompoc's recreation webpage
Lap Swim Participants for the month of August – 1,209

Facility Rentals:
Community Action Commission is still offering grab and go Senior Nutrition Lunches at the Dick DeWees Community and Senior Center
Blood Drive at the Anderson Recreation Center – October 7 from 11:00am – 3:00pm

EOC – COVID – 19:
Recreation Supervisors and Recreation Coordinator are working the COVID Phone Hotlines from their regular workstations

Miscellaneous:
Passports at the Anderson Recreation Center by appointment only. September 14 – September 24 45 Passports and 33 Photos - $2,070 in fees collected.
October 2 – Canvas Kids / Outdoor Art Class – 10 Participants located at the patio of the Dick DeWees Community and Senior Center
Custodian, Recreation Supervisor and part-time staff continue to sanitize all areas of the facilities and are focusing on needed projects (painting, power washing, chair cleaning, outside landscaping)
Recreation Manager - working on the Beattie Park Playground Project, coordinating with Community Special Events coordinators and Youth Sports Organization Presidents. Ensuring that all Recreation Division financial aspects are being tracked during this time for possible reimbursement. Prop 68 Statewide Parks Program Round 4 has begun with the application deadline of December 14. JM Park, Pioneer Park and College Park will be the three applications submitted.
Beattie Park Project – Mobilization on-site began Monday August 31, fencing and equipment, project time line is 5 to 7 weeks.

The City of Lompoc COVID-19 Information Line is live from 9 a.m. to 5 p.m. Monday through Friday. Community members are welcome to call the information line with any questions they have related to City of Lompoc services or resources during the COVID-19 outbreak. The phone number is: (805) 875-8071. In addition, a COVID-19 informational webpage has been established at https://www.cityoflompoc.com/community/coronavirus-local-information-and-resources.

Fire
Total Calls for Service - 62
Fires: 2; 1 vehicle, 1 rubbish
EMS: 41
Vehicle Accidents: 2
Service Calls, Good Intent & False Alarms: 14
Hazardous Condition: 0
Citizen assists: 3
• Concurrent Requests for Service: 7
• Automatic/Mutual Aid: Given 3, Received 0

Fire Prevention Inspections/Community Risk Reduction
• Permitted inspections: 3
• Non-permitted inspections: 0
• New Business Inspections: 3
• Construction Inspections: 6

Public Education
Public Education and Demos suspended due to COVID-19

Training
Crews conducted 7.50 hours of training

Fire Items of Interest
The Department’s Type 3 Brush Truck continues to provide assistance to Northern California during the wildland incidents. We are moving into the 6th week of deployment.

In an effort to help with search and recovery of missing citizens, Santa Barbara County responded its Urban Search and Rescue Regional Task Force Team 12 to the North Complex, West Fire in Oroville. This team is comprised of personnel and equipment from Santa Barbara County, Lompoc, Santa Maria, Montecito, and Santa Barbara City Fire Departments.

Library
• Meetings attended by staff: 6
• Virtual Reference:
  o Phone calls: 157
  o Reference questions answered: 159
  o Emails: 9
  o Text holds appointments: 17
  o Facebook questions answered: 16
• New library cards: 11
• Holds picked up: 309
• Book Bundles: 8
• Movie Bundles: 2
• Printing Pickups: 8
• 1000 Books Before Kindergarten Challenge
  o Readers: 11
  o Books read: 342
  o Books reviewed: 90

• Social Media – Instagram
  o Posts: 3
  o Views: 1,273
  o Likes: 148
  o New followers: 3
  o Stories: 10
  o Views: 558

• Social Media – Facebook
  o Posts: 19
  o Reach: 12,868
  o Engagements: 2,154
  o Page Views: 59
  o New likes: 15

• Social Media – YouTube
  o Videos: 21
  o Views: 747
The library buildings may be closed to the public, but staff is providing alternative services Monday – Friday, 10am – 5pm, please call 805-875-8781. Please follow our Facebook page or Instagram account for more information.

Holds pickup are now offered at the Lompoc Library from 10a – 5pm, Monday – Friday. Please call 875-8781 for more information or follow us on Facebook for updates.

The bookdrops at the Lompoc Library are open Monday – Friday to accept returned library materials. Items will be quarantined for 72 hours before being checked in, following safety recommendations.

Book bundles for children and movie bundles for all ages are available now at the Lompoc Library. Requests may be made from the library’s homepage at www.cityoflompoc.com/library or by calling 875-8781.

Two new community reading challenges are now available! The first challenge is the 1000 Books Before Kindergarten Challenge for babies, toddlers, and preschoolers: read to your child every day to help prepare them for Kindergarten. The second challenge is for all ages: the Fall Reading Challenge, aimed to keep you reading throughout the rest of the year.

The county installed a new voting ballot box in the library parking lot, next to the bookdrops, this week, to give city residents another place to bring their ballots this voting season.

Management Services

General Fund - Major Tax Revenues:
As of June 30, 2020, the preliminary numbers for the General Fund major tax revenues come-in higher than projected as discussed at the June 3rd City Council meeting. Major tax revenues were projected to be $884,300 short from the original Budget. However, preliminary numbers reflect a $589,703 shortfall, $294,597 better than expectation. Sales taxes were $398,455 higher than expectations, a $102,301 negative variance from the original budget and Transient Occupancy Tax (TOT) was $107,466 lower than expectations, a $1.1 million negative variance from the original budget.

Even though the above graph shows the City of Lompoc beating expectations in the Cannabis and Sales Tax numbers, it should be noted that with the $600 a week federal unemployment stimulus money ending in July, we will probably see these numbers start to slowdown.

CalPERS market value for September 24, 2020, was $404.5 Billion, which is a 4.0% gain from
the June 30, 2020. The actuarial expected rate of return is 7.0%.

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<th>CalPERS : Sep 24, 2020</th>
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<tr>
<td><strong>Market Value - June 30, 2020</strong></td>
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<tr>
<td><strong>Market Value - Sep 24, 2020</strong></td>
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<td><strong>YTD Annual Gain 4.0%</strong></td>
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**Employment:**
The "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of August. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 1.37 million for the month of August. The unemployment for August decreased from 10.2% to 8.4%.

**Interest Rates:**
The Federal Open Market Committee (FOMC) announced at their September meeting that the decision was to maintain the current Federal Funds Rate target range of 0% – .25%. The Federal Reserve Rate is important, since this will heavily impact our expected investment pool earnings. The ongoing public health crisis will weigh heavily on economic activity, employment, and inflation in the near term and pose considerable risks to the economic outlook.

**Finance**
Finance staff have been working closely with the auditors from Glenn Burdette to start putting together the audited financial statements or the Comprehensive Annual Financial Report (CAFR).

**Expenditures:**
The Finance Division processed accounts payable and payroll activity as follows:

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<tr>
<td>Accounts Payable</td>
<td>$947,078</td>
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<td>$432,585</td>
<td>$760,846</td>
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<td>Payroll Timesheets</td>
<td>1,101,547</td>
<td>Timesheets</td>
<td>1,148,498</td>
<td>Timesheets</td>
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**Information Technology and Utility Billing**
Management Services continues to work on the Munis migration from our legacy financial management system.

- Information Technology, Finance, and Utility Billing continue to work on setting up Utility Bills for the Munis system.
- The scheduled date for implementing of the Tyler Utility Billing and Cashiering modules has now been delayed again from May to October and now from October to March, due to the issues related to the coronavirus pandemic.

**Police**
**Call Volumes Tracked by Emergency Call Tracking System (ECATS)**
911 calls: 258
Administrative/Non-Emergency calls: 1105
Total calls received to dispatch: 1363
Calls resulting in service for officers: 633

**Notable Information**
- Chief Mariani and Captain Martin attended various internal and external meetings via telephone and video conference calls.
Lompoc PD Hosted the County Regional Investigators meeting.

Public Works

Engineering Operations Highlights:
Engineering Staff worked with its contractor, JJ Fisher Construction, Inc., to complete the pedestrian curb ramp construction required by Americans with Disabilities Act regulations to be done as a result of the upcoming cape seal pavement project. The project constructed Portland cement concrete pedestrian curb ramps and replaced adjacent concrete sidewalk and other items as necessary, primarily along College Avenue, Cypress Avenue, Olive Avenue, O Street, Seventh Street, and G-H Alley, as well as at several other locations planned to receive a cape seal pavement resurfacing. During July, the project also constructed concrete cross gutters and ribbon gutters in a number of City alleys to significantly improve surface drainage and the longevity of the pavement repairs recently performed at those locations. The project was awarded by the City Council on June 2, 2020.

Fleet, Facilities, and Parks Maintenance Manager's Report:
- Met with and interviewed new potential candidates for the vacant Radio Repair Technician.
- Met with vendor and staff at River Park Campgrounds to review upgrade project.
- Addressed four (4) citizen complaints and concerns this period.

Fleet & Radio Report:
- Fleet maintains 383 active vehicles - 43 are carryover vehicles and 41 are attachments to vehicles.
- 52 Work Orders were written.
- 26 Scheduled Services came in and were completed.
- 14 Non-scheduled/breakdown repairs were performed.
- 9 Work Orders had some or all work outsourced.
- 8 Work Orders for parts charges or cleaning of vehicles.
- 4 Work Orders issued remain open awaiting parts and repairs.
- No Vehicle Accidents reported.

Parks Report:
- Opened/closed gates, restrooms and tennis courts in Ryon Park daily.
- Repaired/mended temporary fences around playgrounds in Barton/Barking Park, Ryon Park, and Thompson Park.
- Unclogged men’s restroom toilet in Ryon Park (twice this week).
- Cleaned up trash and debris in parks and along walking trails.
- Repaired vandalized Aerator box at pond in River Park, then turned it back on.
- Mowed Barton/Barking Park, JM Park and Thompson Park; weed wacked/blew off along alley fence lines and front of Charlotte’s Web.
- Primed and painted over graffiti in both restrooms at Pioneer Park.

Facilities Report:
- Staff worked with SecurePro to install conduit and cabling for Fire Alarm & Security system @ Corp. Yard.
- Staff began the cleanup, repairs and reorganization of Facilities Division facility.

Urban Forestry
- Nineteen (19) trees trimmed for routine maintenance.
- One (1) tree trimmed for vehicle clearance.
• Staff responded to four (4) broken branches.

Streets
Construction/ Patch Crew:
• Swept and prepared roads for 2020 Cape Seal Project.
• Prepared, Patched & filled street pavement in areas from call-in list.
• Patched lifted areas of the sidewalk at various locations.
• Removed weed overgrowth from a drainage area between 704 and 708 North 7th St.
• Spread and compact asphalt grindings on the North shoulder of East Laurel and 12th St.
• Responded to a call from P.D. requesting our division to remove Plywood from the Road.(Traffic Hazard)

Traffic Crew:
• Straightened a Street Sign Pole on the N/W corner of T St. & Maple.
• Removed graffiti on a traffic light control panel box.
• Prepared equipment and began to stripe for the bi-annual program.
• Assisted Engineering with a flashing beacon.
• Made signs for stock.

Utilities
Water
The Water Division produced 28.4 million gallons of treated drinking water or 4.1 million gallons per day (MGD) and released to the 40,843 residents of the City of Lompoc at 99.3 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 64.6. This is 5% below the residential GPCPD compared to the week of the 25th, 2019. Below is a graph of residential GPCPD for 2020 vs residential GPCPD for 2019 with the 2022 state target of residential GPCPD. The year to date annual average residential usage of 64.6 RGPCPD is currently 15% above the state goal for 2022 of 55 GPCPD.

In addition, 24 water bacteriological samples were taken to ensure the absence of E. coli bacteria and that proper chlorine residuals were present throughout the distribution system.

Staff continued valve exercising and hydrant maintenance. These programs are on-going. Crews responded to various routine customer calls throughout this past week. Routine preventative maintenance rounds and corrective work orders at the Plant and remote sites were performed.

Water Update:
• Bradbury Dam has begun the tri-annual river release and the leading wetted front is being tracked on a daily basis while the release is ongoing.
- Centrifuge #2 bowl assembly has been installed, the rehabilitated motor has been re-attached, final greasing, and electrical to be completed this week before returning the centrifuge to service.
- RFP is in place through purchasing for decommission of well test site 10A at the incoming River View Terrace Development.
- USGS samples and static levels were completed and submitted.
- Upgrades to the body feed system for the Frick Springs filtration plant underway.
- Starting Lime Bin Upgrade to allow for the hydrated lime chemical pilot test in October.

**Wastewater Operations:**
- Standard plant operations.
- Operator II’s are continuing to attend in-house online certification classes.
- Staff is moving forward with using grease control supplement to oxidation ditches.
- Staff is filling #2 DAFT in preparation to put it online, surface skimmers on #1 are worn and need to be brought offline.

**Reclamation Plant Maintenance:**
- The Wastewater Treatment Plant’s maintenance section is keeping up with the regular scheduled daily plant maintenance.
- Staff has been cleaning out storm drains and making sure that the straw wattles are installed and are in good shape around the plant.
- Staff made a confined space entry yesterday to repair a broken water line inside of DAFT #1. Staff also performed a maintenance and semi rebuild on PUMP#4651 in Drain Tank #2.

**Collections:**
- No sanitary sewer overflows to report.
- Routine cleaning on Map #5.
- Collections staff assisted the Wastewater Treatment Plant personnel with Vactor unit.
- This week, two camera system demos were presented to staff for replacement of the camera unit.
- Vendor on site for uplands lift station gen-set.

**Laboratory:**
Daily, weekly, and monthly testing is ongoing.

**Pretreatment:**
- Staff continues working with consultant on Pretreatment Program.
- Staff is reviewing the Sanitary Sewer Management Plan (SSMP).

**Electric**
The Electric Line Crew replaced the insulators in the northwest area of the city. They also removed the old switch on Central Avenue, and started pulling out old cable and equipment for the Central Avenue Underground Replacement Project. The Service Crew personnel responded to customer service calls, DigAlert marking requests, streetlight outages, and replaced electrical services to upgrade customer’s electrical panels.

Electric Utility Technicians performed line clearances, switching requests, hot-line tags, and no test permits to ensure electric crew’s safety. Technicians performed their weekly tasks. In addition, technicians assisted with the planning of the Central Avenue Underground Project, worked on metering, and examined a communication issue with a field switch.
GIS staff continued with work on database maintenance, data entry, GIS updates, interval data migration to city server, along with organizing and updating records for city owned electrical transformers. Staff continued compliance activities for this year.

**Broadband**
- Staff is continuing to work with Comcast to upgrade our data circuit. Paperwork has been signed.
- The Fire Department requested to move a desk extension from one office to another. Work included running new cables, termination on both ends, and appropriate cross connection.
- The switch power supply at the O Street Reservoir site failed, it was replaced. There was a short outage, all equipment has recovered.
- Staff participated in a CIP budget meeting to begin working on the upcoming budget preparations.
- Staff is continuing to work with SucurePro, to provide network connectivity for the new alarm installation at the Corporate Yard.

**TAPTV:**
- The RPQ for Master Control equipment replacement was released to the public this week. Closing date for the Request is October 8.
- A Council Chambers camera has failed. It has been removed and returned to the manufacturer for repair or replacement.
- A test run of the AAUW candidate forum was run this week. Another test will take place next week and the forum broadcast will take place in early October.

**AMR:**
- Staff is continuing to replace 60W ERT’s throughout the City. Staff is working with the meter shop to determine other replacement strategies to expedite the update of 60W’s to 100W’s.
- Staff has been working with Conservation to provide appropriate data and reports for assisting the public, also included are numerous field visits.

**Solid Waste**
The Lompoc Landfill is diverting greenwaste material from disposal and/or cover material from the landfill and recycling into compost with Engel & Gray.

Solid Waste has submitted the Recycling & Disposal Reporting System (RDRS) 2nd Quarter Report to the California Department of Resources Recycling and Recovery or CalRecycle.

The Landfill received a total of 18,813 tons of trash, recyclables, and greenwaste and disposed 11,794 tons for the quarter. Of the 11,794 tons, 10,272 tons or 87%, came from the City of Lompoc and 1,522 tons or nearly 13% came from the unincorporated areas of Santa Barbara County surrounding the City.

Respectfully submitted,

[Signature]

Jim Throop, City Manager