April 3, 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 March 28, 2020 through April 3, 2020.

Administration

- All COVID19

Public Information Officer/Community Relations

- News releases sent: 4
- Published Stories on City: 22

Social Media:

- 19 Facebook posts, 17 Instagram posts, 25 Tweets

Website:

- 4.4K users during week

Notable Events: Coronavirus communications, county EOC calls, county communication calls, county press conferences, internal communications, Census outreach and Census Day, FEMA grant information meetings, outreach for transit changes, outreach for billing assistance information

Community Development

CDBG/Affordable Housing/Human Services

CDBG:
Completed Staff Report for 20-21 Action Plan and Budget; working with HUD for CDBG Urgent Need funding due to COVID-19.

Lompoc Homebuyer Assistance Program:
19 income applications received; 12 of 19 applicants have income qualified to date; 17 total households have received education certificate; 6 applicants are currently in housing search stage of process and pre-approved for program; 0 homebuyers awaiting close of escrow; 5 loans/grants have been funded year to date; program fund balance remaining is $507,295 ($775,000 approved by Council for 2019-21 budget).

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.
Grants
Statewide Park Project Grant Program – met (teleconference) with SPP representative regarding unfunded applications to determine deficiencies and/or how to be more qualified for funding next round. This round $2.3 billion was requested with $254 million available for funding, 1 in 10 applications were funded. Next round of applications ($200 million estimated available) Fall 2020.

Planning/Stormwater
- Pre-Application/Conceptual Review meeting with Williams Homes (Revised River Terrace)
- Finalized Planning Commission Staff Reports (April 9, 2020 hearing)
- Meeting to discuss changes needed to amend the City’s CEQA Guidelines (Vehicle Miles Traveled instead of using Level of Service thresholds)
- City Manager Report
- Submittal of Annual Housing Element Progress Report (to HCD)
- Review of Pedestrian and Bike Master Plan
- New Planning project received (box warehouse for Campbell Cooling)
- Project coordination with Rincon (Consulting Planner) Recreation

Building
Permits – 23
Plan reviews - 4
Counter Plan Review – 0
Cannabis Reviews – 0
Inspections – 18
Special Inspection – 0
Certificate of Occupancy – 0
Notice of Violations/Stop Work Order – 0
Plans out for review to consultant – 1
BTCs – 1

Recreation
Aquatics:
Due to the worldwide Covid-19 outbreak the Lompoc Aquatic Center has been closed through Thursday, April 30, 2020. As a result, all Splash Pass, Lap Swim, Swim Lessons and Aquatic Rentals have been prorated or full refunds were issued.

Facility Rentals:
Community Action Commission is still offering grab and go Senior Nutrition Lunches at the Dick DeWees Community and Senior Center.

All Facilities and Programs cancelled through April 30, 2020.

The City of Lompoc COVID-19 Information Line is now live and staffed at the Dick DeWees and Community Senior Center 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 - 103
- Fires: 1, 1 Building Fire
- EMS: 30
- Vehicle Accidents: 0
- Service Calls, Good Intent & False Alarms: 32
• Citizen assists: 2
• Concurrent Requests for Service: 51
• Automatic/Mutual Aid: Given 2, Received 0

Fire Prevention Inspections/Community Risk Reduction:
• Permitted inspections 0
• Non-permitted inspections 0

Public Education
None

Fire Items of Interest
This week we said good-by to Engineer Kyle Ochoa who has accepted a firefighter’s position with Santa Barbara City Fire Dept.

Library
• Meetings attended by staff: 4
• Virtual Reference:
  o Phone calls: 67
  o Reference questions answered: 69
  o Emails: 3
• Social Media – Instagram
  o Posts: 5
  o Views: 1,575
  o Likes: 192
  o New followers: 8
  o Stories: 23
  o Views: 1,557
• Social Media – Facebook
  o Posts: 24
  o Reach: 8,004
  o Engagements: 1,122
  o Page Views: 115
  o New likes: 2

Until further notice, the library will remain closed to the public. Calls and emails will be answered Monday – Friday, 10am – 4pm. Please follow our Facebook page or Instagram account for more information.

With the library closure, a limited number of staff continue to work behind the scenes doing the following:
• Answering phone calls for information
• Ordering new books and processing them
• Assisting patrons over the phone with digital library services (digital library cards, downloading apps, streaming books/music, movies)
• Filming storytimes or craft projects to stream on social media for our patrons
• Searching for lost/missing items on the shelves
• Shelf-reading
• Preparing for the recarpeting project by deselecting items and moving unused items/shelves

Management Services

Today Market:
Again, there has been a lot of crazy stuff happening in the financial world this week. The coronavirus caused the equity market to be all over the place with a slight gain after the Senate passes a $2.2
 trillion stimulus bill. The Federal Reserve also lowered their target to 0-0.25%. This was the second unscheduled meeting on March 15th.

Employment:
The "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of February. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 273,000 new jobs in February. The jobs number came above the 12 month average and market projections. The unemployment for February ticked slightly down from 3.60% to 3.50%.

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<tbody>
<tr>
<td>Accounts Payable</td>
<td>$ 822,041</td>
<td>$ 213,142</td>
<td>$ 996,754</td>
<td>$ 930,928</td>
<td>$ 753,099</td>
<td>$ 419,590</td>
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<td>Payroll</td>
<td>971,102</td>
<td>Timesheets</td>
<td>1,008,259</td>
<td>Timesheets</td>
<td>1,157,418</td>
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Following you will find a brief summary of the past week’s significant activities of the Management Services Department:

Finance
Management Services has been working closely with the City Administrator’s office to address numerous issues related to the Covid-19 virus and to track cost. The Utility Billing has been processing payments and fielding calls to keep our citizen informed of all the changes, while the Cityhall lobby remains closed.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)
911 calls: 285
Administrative/Non-Emergency calls: 1336
Total calls received to dispatch: 1621
Calls resulting in service for officers: 490

Notable Information
- Chief Mariani and Captain Martin attended various internal and external meetings (including updates on Corona Virus Protocols) via tele and video conference calls.
- Captain Martin participated in the Operational Area Coordinators conference call.

Upcoming Events LPD Will Attend
Public Works

Engineering
Operations Highlights:
Engineering staff continued work on its various capital projects currently under design, some of which included concrete improvements and asphalt pavement rehabilitation to be constructed this summer. Staff has worked to include the improvements which would be most beneficial to the community and has prepared construction document packages to make the projects as cost effective as possible. Staff anticipates advertising several of the projects for construction bids during the next month.

Fleet, Facilities, and Parks Maintenance
Manager’s Report:
- Met with Staff to discuss Phase II of the Beattie Park playground equipment project.
- Worked with vendor (CSI Electric) to coordinate the Solar PV maintenance schedules for the City’s solar panels.
- Addressed no (0) citizen complaints or concerns this period.

Fleet & Radio Report:
- Fleet maintains 303 active vehicles, with 38 active attachments and 47 carryover vehicles, with 1 carryover attachment for 389 total units.
- 38 Work Orders were written.
- 13 PM Services came in and were completed.
- 19 non-scheduled/breakdown repairs were performed.
- 0 Work Orders had some or all work outsourced.
- 0 Work Orders for parts charges or cleaning of vehicle.
- 6 Work Orders issued remain open, awaiting parts and repairs.
- 0 Vehicle Accidents reported.

Parks Report:
- Grounds maintenance at the Aquatic Center, Old Mission Site, Thompson Park, Beattie Park, J.M. Park, and Ryon Park.
- Cleaned up, cut up, and stacked wood from a fallen tree in River Park.
- Primed and painted over graffiti on baseball field bleachers and scorekeeper room at J.M. Park.
- Electrical check of gazebos and BBQ pits in Beattie Park, Centennial Park, River Park, Thompson Park, and Ryon Park.

Facilities Report:
- Staff continued monitoring HVAC upgrade downstairs at PD.
- Staff continued sanitizing all areas as a priority due to the COVID-19 pandemic.
- Staff worked with vendors to determine feasibility of a new porcelain sink and toilet at PD jail.

Urban Forestry
- Five (5) trees trimmed for routine maintenance.
- Three (3) trees trimmed due to electrical conflicts.
- Staff responded to three (3) broken branches.
- Staff cleared a private Stone Pine that fell, partially blocking the street and sidewalk.
- Mowed along the Olive Avenue and “V” Street Channels.
- West Coast Arborists removed eight (8) high-maintenance trees and one (1) tree per the Fire Mitigation Plan.

Streets
**Construction Crew:**
- Checked and cleared drain inlets.
- Patched & filled street pavement in areas of known potholes and in response to requests from the public.
- Cleared weeds near dead-end barricades and other warning signs.

**Traffic Crew:**
- Removed graffiti from street signs.
- Inspected street signs.

**COLT**
- On April 13, Transit will temporarily discontinue its fixed route service and transition to a demand response service wherein the public may call in for ride service and be picked up and taken to their destination.

**Airport**
- Lompoc Airport is very quiet. Skydive Santa Barbara is closed for the time being and we have been selling about 15% of our normal fuel flowage.

**Utilities**

**Water**
The Water Division produced 20.1 million gallons of treated drinking water or 2.9 million gallons per day (MGD) and released to the 40,759 residents of the City of Lompoc at 70.4 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 50.7. This is a decrease of 4% residential GPCPD compared to the week of the 3rd, 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 52.2 RGPCPD is currently 8% below the state mandate 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.
Contractors completed the rehabilitation of well #5 and the specific capacity pumping tests. It is ready and has been placed back in service.

All Water staff has been broken up into revolving teams to minimize the chances of contamination through contact. All shifts and emergency standby is still covered and in effect.

**Wastewater**

**Collections:**
- No sanitary sewer overflows to report.
- Assisted Wastewater Plant personnel and Vandenberg Village Community Services District with vactor truck.
- High priority maintenance manhole checks.
- Daily lift station checks.

**Reclamation Plant Maintenance:**
- Staff is keeping up with the weekly plant maintenance.
- Staff is rebuilding Digester #3, receiving valve this week.

**Information Technology/System Control and Data Acquisition (SCADA):**
- Overall SCADA System running and in good shape.

**Laboratory:**
- Daily, weekly, and monthly testing is ongoing.
- Staff has begun the Wastewater Treatment Plant’s semi-annual and annual testing for their downstream discharge and final effluent, respectively.

**Pretreatment:**
- DenMat and In-Shape Gym are closed. In-Shape has not sampled for the quarter, but Katrina is working with them to stay in compliance.

**Operations:**
- Continued standard plant operations.
- Monthly equipment rotation and meter reads.
- Raised wasting to 110 gpm per ditch, high MLSS in Ox ditch.

**Electric**

Crews removed and replaced faulted underground cable and associated equipment in the 1100 block of North D Street. In addition, Crews replaced the blown transformer fuse in the 400 block of North H Street. 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 tested and reset several cell meters and installed a repeater at North Avenue and R Street. In addition, technicians assisted with the restoration of the circuit wide outage and created a switching order to restore power to all the customers.

Staff reviewed and approved an encroachment permit for fiber optic over lashing to be performed by Frontier Communications on existing utility poles in the 100 block of South A Street and an installation of a 4” fire line to various apartment buildings in the 200 block of West Pine Avenue.

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.
Broadband
- Staff is continuing to prepare equipment for the build of the Thompson Park backhaul point, all AC Rockets have been purchased and programmed, awaiting installation.
- Staff installed the receiving end of the AirFiber wireless radio at the corporate yard. Station end will be installed at Thompson Park.
- Staff is preparing for the next series of installation of Police requested cameras. A recording device and the next eight cameras have been purchased and programmed.
- Staff is regularly running call-accounting reports detailing the number of calls to the COVID-19 hotline.
- Staff is responding to numerous requests for cell phone and desk phone changes related to staff staggered schedules.

TAP TV
- KPEG aired over 250 COVID-19 related PSA’s.
- TAP TV has COVID-19 related information airing on all three channels.
- Staff broadcast the Friday night council meeting on all three Medias.

AMR
- Staff reinstalled a fixed-network repeater that required bench testing and updating. Device is now functioning as designed.
- Customer service staff have staggered start times in the mornings.
- Staff has moved to a response-only methodology for working with Utility Billing. When work request are pending, UB staff will email, text, or call a customer service staff member, at that time they will return to City Hall.

Solid Waste
The Landfill Supervisor pulled quarterly groundwater samples from the landfill’s monitoring wells and sent samples to Fruit Growers Laboratory for analysis.

Solid Waste has diverted 519 mattresses from the landfill for recycling for the month of March 2020 and 598 mattresses for February 2020. For 2019, the Landfill diverted 5,926 mattresses from disposal, and since the program inception in September 2016, nearly 20,000 mattresses have been diverted from disposal at the Lompoc Landfill.

Respectfully submitted,

Jim Throop, City Manager