October 2, 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 26, 2020 through October 2, 2020.

Administration
- Kick-off meeting for annual cannabis compliance review
- Discussed Wi-Fi possibilities with school district
- Held Utility Director interviews
- Discussion with County about windfarm project
- Discussion with REACH about ongoing VAFB projects

Community Development

Building
Permits – 13
Plan reviews - 5
Counter Plan Review – 1
Cannabis Reviews – 2
Inspections – 60
Special Inspection – 0
Certificate of Occupancy – 1
Notice of Violations/Stop Work Order – 1
Plans out for review to consultant – 0
BTCs – 3
Permits in review – 42
Permits under construction – 204

CDBG/Human Services and Affordable Housing
CDBG/HOME:
Attended Meeting of the City Working Group on Housing and Homelessness 9/30; attended COC Board meeting 10/1; completed internal administrative timeline procedures with partnering departments for the COVID-19 Utility Grant Assistance Program; promoted and processed applications for COVID-19 Utility Grant Assistance Program; provided technical support to human service agency for CDBG Grant; 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 and 9/30/20 at site for progress pictures.

**Grants**
- 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, expected November 17
  - Beattie Park progress press release
- Prop 68 Statewide Park Program Round Four – Planning to launch community survey, community events to provide feedback and mailers for College Park neighborhood, as well as online and hard copy flyers.
  - Participated in meeting on Sept. 28 with the project team and city recreation and community development staff, discussing meeting specifics, project plans, outreach strategy.
  - Imputing information on grant application, due Dec. 14.
  - Working to prepare CEQA with senior environmental coordinator
  - Community meetings scheduled: 10-14, 10-17, 10-22, 11-11, 11-23
- Applying for energy conservation grant to conduct an energy audit of the Lompoc Aquatic Center. Gathered data from aquatic supervisor, and preparing application for funding.
- 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 through October. City of Lompoc is doing well with a census self-response rate of 72.5% as of Oct. 1. Our city has surpassed the census participation rate for 2010.
  - Biweekly social media pushes for census
  - Twice weekly virtual meetings with local and county census teams
- CDBG-CV Grant - Publicized through social media and posted on website utility grant funding opportunity.

**Planning/Stormwater**
- 6 Plancheck Reviews (including 5 Landscape Reviews)
- 2 Business Tax Certificate review
- 2 Home Use Permit Applications
- 55 phone calls
- 1 RHNA Meeting (with SBCAG)
- 1 Cannabis Team meeting (1401 West Central)
- 2 Staff Field Inspections
- Lompoc Record Publication distribution for Oct 14th PC hearing
- Multi-Modal Streetscape Plan grant meeting (Stakeholder’s groups)
- SBCAG TPAC & TTAC meetings
• Planning and Implementation of MS4 requirements for 2020-2021
• 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 September – 1,212
• Merchandise Sales - $168

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 25 – September 30 7 Passports and 9 Photos - $380 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 - 70
• Fires: 1; 1 vehicle
• EMS: 42
• Vehicle Accidents: 4
• Service Calls, Good Intent & False Alarms: 15
• Hazardous Condition: 2
• Citizen assists: 6
Concurrent Requests for Service: 11
Automatic/Mutual Aid: Given 1, Received 0

Fire Prevention Inspections/Community Risk Reduction
- Permitted inspections: 0
- Non-permitted inspections: 0
- New Business Inspections: 0
- Construction Inspections: 2

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

Training
Crews conducted 8 hours of training

Fire Items of Interest
The Department’s Type 3 Brush Truck returned from the North Fire Complex, and after 72 hours, the crews are slated to deploy to the Creek Fire at 5pm on October 2nd.

The Santa Barbara County Urban Search and Rescue Regional Task Force Team 12 returned this past week from 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. The team due to its skills, professionalism, and work ethic, were able to search a significant amount of property in a shorter time than other teams, and left a significant impact on the Office of Emergency Management and Law Enforcement Partners.

Library
- Meetings attended by staff: 6
- Virtual Reference:
  - Phone calls: 174
  - Reference questions answered: 175
  - Emails: 8
  - Text holds appointments: 20
  - Facebook questions answered: 19
- New library cards: 12
- Holds picked up: 302
- Book Bundles: 15
- Movie Bundles: 0
- Printing Pickups: 8
- 31 Dreadful Days of Terrifying Treats Program
  - Participants: 39
  - Entries: 6
- 1000 Books Before Kindergarten Challenge
  - Readers: 17
  - Books read: 342
  - Books reviewed: 90

Social Media – Instagram
- Posts: 3
- Views: 628
- Likes: 76
- New followers: 1
- Stories: 11
- Views: 676

Social Media – Facebook
- Posts: 20
- Reach: 5,186
- Engagements: 2,174
- Page Views: 132
- New likes: 15

Social Media – YouTube
- Videos: 25
- Views: 830

Fall Reading Challenge
- Readers: 143
- Books read: 342
- Books reviewed: 150
The library buildings may be closed to the public, but staff is providing alternative services, such as holds pickup, Monday – Friday, 10am – 5pm, please call 805-875-8781. Please follow our Facebook page or Instagram account for more information.

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.

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.

Join us for 31 Dreadful Days of Terrifying Treats! Follow the library on Facebook this October for fun new activities every day until Halloween. Kids aged 4 -12 can sign up on Beanstack and earn entries by participating in various challenges all month long.

The Lompoc Library is in the process of getting new carpet, funding provided by the estate of a lifelong library patron. The project began on Monday, September 28 and will conclude by Wednesday, October 21.

**Management Services**

CalPERS market value for October 1, 2020, was $411.3 Billion, which is a 5.7% gain from the June 30, 2020. The actuarial expected rate of return is 7.0%.

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<th>CalPERS : Oct 1, 2020</th>
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<tr>
<td>Market Value - June 30, 2020</td>
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<td>Market Value - Oct 1, 2020</td>
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<td>YTD Annual Gain 5.7%</td>
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**Employment:**
The "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of September. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 661,000 for the month of September. The unemployment for August decreased from 8.4% to 7.9%.

**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.

Following you will find a brief summary of the past week’s significant activities of the Management Services Department:

**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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<tbody>
<tr>
<td>Accounts Payable</td>
<td>$308,285</td>
<td>$947,078</td>
<td>$882,065</td>
<td>$432,585</td>
<td>$760,846</td>
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<tr>
<td>Payroll</td>
<td>1,127,152</td>
<td>Timesheets</td>
<td>1,101,547</td>
<td>Timesheets</td>
<td>1,148,498</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: 344
Administrative/Non-Emergency calls: 1,202
Total calls received to dispatch: 1,546
Calls resulting in service for officers: 628

Notable Information
- Chief Mariani and Captain Martin attended various internal and external meetings via telephone and video conference calls.
- Captain Martin attended the County Law Enforcement Chief’s (CLEC) meeting via teleconference.
- Chief Mariani and Captain Martin attended the Law Enforcement Advisory Meeting via teleconference.

Public Works

Engineering
Operations Highlights:
Engineering Staff reviewed submittals and coordinated for its contractor, American Asphalt South, Inc. (AAS), to begin microsurfacing pavement rehabilitation work during the week of October 5-9 as part of the City’s 2020 Cape Seal Project. AAS plans to continue with other phases of the cape seal project work until early November. AAS is to provide printed notices to properties along streets and alleys scheduled for work or parking restrictions at least ten working days prior to beginning work, and again not less than two working days prior to beginning the work. Additionally, AAS is to post signs at least two working days prior to restricting parking along affected streets. The City Council awarded the cape seal project construction contract to AAS at its August 4, 2020, meeting, and the staff report includes a location map attachment showing the streets and alleys to receive cape seal surfacing.

Fleet, Facilities, and Parks Maintenance
Manager’s Report:
- Met with the Library Director to outline and plan for Covid-19 upgrades at the facility.
- Met with staff to review first phase of new 2021-2023 budget submittal requirements.
• Addressed six (6) citizen complaints and concerns this period.

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

Parks Report:
• Reposted “one way” signs on the walking trails.
• Twice repaired/replaced temporary fencing around playgrounds in Pioneer Park, Ryon Park, and Thompson Park.
• Grounds Maintenance: Mowed all of Pioneer Park, Thompson Park, Briar Creek Park, Old Ryon, and Lompoc Library.
• Picked up litter and emptied trash containers in all parks.
• Repaired and secured aerator box at the lake in River Park.
• Replaced photocell on the roof of bathrooms at Briar Creek Park.

Facilities Report:
• Staff worked on repairing the ceiling in the Purchasing office damaged by a vendor.
• Staff worked on drain issues at the Police Department.
• Staff completed nine (9) unscheduled Work Orders.

Urban Forestry
• Fifteen (15) trees were trimmed for routine maintenance.
• Staff planted eight (8) trees.
• Staff responded to four (4) broken branches.
• One (1) dead tree was removed.

Streets
• Striped yellow and black lines city wide.
• Added a one-hour parking sign and green curb on the 200 block East College Avenue.
• Reinstalled signs at the handicap ramp locations from the 2020 Cape Seal Project list.
• Assisted with a flashing beacon at “A” Street and Barton Avenue.

Utilities
Water
The Water Division produced 27.8 million gallons of treated drinking water or 4.0 million gallons per day (MGD) and released to the 40,843 residents of the City of Lompoc at 97.2 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 70.0. This is 4% above the residential GPCPD compared to the week of the 2nd, 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 64.7 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 #3 Gearbox is on order, it is the final component on the #3 unit before it can be placed back into service.
- RFP is in place through purchasing for repair to the 12” main running from Miguelito Reservoir.
- Plant shutdown this weekend due to a failure of the lime slaking system, maintenance was called out to troubleshoot and had the system back online after a 3 hour shutdown.
- Grit Auger for Lime Slaker #1 was removed and refurbished before being placed back into service.

**Wastewater Administration:**
Dong Hyun Chon started work on Monday as Wastewater Superintendent. Chon came to Lompoc from Grand Island, NE where he was Chief Plant Operator for a large wastewater treatment facility. His educational background is in environmental and civil engineering. He has already passed California’s Grade V wastewater certification test prior to relocating to our city. Welcome Chon!

**Operations:**
- Standard plant operations.
- Operator II’s are continuing to attend in-house online certification classes.
- Staff moved enzyme supplement to IPS station as opposed to directly into Oxidation Ditch.
- DAFT 1 is online, DAFT 2 is being cleaned in preparation for repairs.
- Sludge pumping from West Lagoon to drying bed is complete, securing sludge equipment.
- Staff is refilling #1 Clarifier, RAS pump 1A is installed, to be put online Friday and taking down #3 Clarifier for maintenance and cleaning.

**Reclamation Plant Maintenance:**
- The Wastewater Treatment Plant’s (WWTP) maintenance section is keeping up with the regular scheduled daily plant maintenance.
- The WWTP maintenance section got back the Secondary Clarifier#1 RAS Pump #1A and reinstalled it with crane support. Staff did a quick inspection of the clarifier before bringing it back online.
Maintenance Supervisor submitted a requisition (on a project from the CIP list) to get a vendor out to replace suction headers and scum boxes on all three Secondary Clarifiers.

To prepare for scheduled maintenance for next week, Staff took DAFT #2 down and cleaned it.

Staff has begun the quarterly UV module cleaning.

Collections:
- No sanitary sewer overflows to report.
- Routine cleaning on Map #5.
- Reviewing CCTV unit information.
- Cleanup of RV discharge citywide.

Laboratory:
- Daily, weekly, and monthly testing is ongoing.
- Staff is preparing for this month’s quarterly testing.
- Staff is preparing documents for the Wastewater Treatment Plant’s consultant for a response to the Environmental Defense Center letter.

Pretreatment:
- Staff continues working with the consultant to update the Wastewater’s Pretreatment Program and the Sewer Use Ordinance for the Environmental Protection Agency’s response.
- Staff worked on a new permit for a cannabis facility.
- Staff scheduled inspections and sampling events.

Electric
Electric Line Crews continued to work on the Central Avenue Underground Replacement Project. This week, crews were combined to pull the old cable out to prepare for reinstallation of new cable and switch on Central Avenue. 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 and monthly tasks. In addition, technicians completed their annual HAZMAT and DOT physicals, and assisted with PG&E clearances.

GIS staff continued with work on database maintenance, data entry, GIS updates, interval data migration to the city server, along with organizing and updating records for city owned electrical transformers. Staff continued compliance activities for this year.

Broadband
- Staff worked with SecurePro for the implementation of an alarm system at the corporate yard. Additional training will take place this week.
- Staff installed a video camera in the Civic Center Plaza courtyard.
- The network access at the O Street Reservoir has been reconfigured to allow for better visibility during network/power events.
- Order and assign cell phones as requested
- Additions, moves, changes of the phone system as requested.

TAPTV:
- Final run-through and preparation for the AAUW candidate forum to be broadcast on PEG TV.
- The Council Chambers camera has been repaired and will be reinstalled once it has been returned.
- Staff is waiting for the close of the Master Control RFQ and scheduling the review of returned quotes.
AMR:
- Staff participated in a meeting with Water Division personnel to discuss the 60W ERT Change-out Program.
- Customer Service personnel are expected to participate in Tyler training this upcoming week.
- Staff has been changing approximately 100 ERT’s per week.

Solid Waste
The 2020 Wet Weather Preparedness Report for the Lompoc Landfill has been prepared and submitted to the Central Coast Regional Water Quality Control Board for the 2020-2021 wet weather season. The report provides a listing of the activities undertaken to protect the landfill and stormwater during the rainy season, and allow access to the site during rain events.

Stray shopping carts, can be picked up by RMS or Retail Solutions US. RMS provides free shopping cart retrieval pick-up services in California, via their CarTrac Program. Stray shopping carts can be called in or submitted online. The call-in number is 888-992-4778, and the online submission is retailsolutionsus.com. The Solid Waste Division and the Solid Waste Code Enforcement Officer utilize RMS for reporting of stray shopping carts around the city. Residents and businesses can also report stray shopping carts as well.

Respectfully submitted,

Jim Throop, City Manager