January 10, 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 January 4, 2019 through January 10, 2020.

Administration
- Attended Fire Department Pinning
- Met with multiple staff on many different issues
- Presented a sales tax education update to the Library Foundation and Economic Development Commission

Public Information Officer/Community Relations
- Press releases sent: 3
- Published Stories on City: 17

Social Media:
- 8 Facebook posts, 5 Instagram posts, 9 Tweets
  - Facebook: Engagement – 1,854, Reach – 4,425, Page Views – 174, New Likes – 11

Website:
- 4.2K users during week

Notable Events: Census promotion and material distribution, passing of city leaders, facilitating media interviews on cannabis dispensaries, library matters, Surf Beach and public safety, Promoting Father Daughter Dance, Bike Park promotion

Community Development
No Report

Fire
Total Calls for Service - 84
- Fires: 1, Rubbish Fire
- EMS: 52
- Vehicle Accidents: 4, 2 With Injuries
- Service Calls, Good Intent & False Alarms: 29
- Citizen assists: 8
- Concurrent Requests for Service: 24
- Automatic/Mutual Aid: Given 3, Received 0

Fire Prevention Inspections/Community Risk Reduction
- Permitted inspections 0
- Non-permitted inspections 0
Public Education
Station 1 Tour – Boy Scout Troop #2103 – 18 Contacts

Fire Items of Interest

Badge Pinning Ceremony at Station 1 – Anthony Hudley to Battalion Chief – Chris Martinez & Cody Lee to Captain – Jake Ochoa & Trent Ogan to Engineer

Library

- Library programs:
  - Offered: 7
  - Attendance: 51
- Bookmobile:
  - Stops: 3
  - Visitors: 118
- Meetings attended by staff: 8
- New library cards made in December 2019: 90
  - Lompoc: 77
  - Village: 9
  - Bookmobile: 4

SAVE THE DATE: The Friends of the Library Winter Book Sale is January 16 – 18. Come buy books and support the library!

The library received a $10,000 LSTA CopyCat grant through the California State Library for Pop-Up Makerspace programming at both libraries and the bookmobile. The funds received will go towards purchasing STEAM (Science, Technology, Engineering, Arts, and Mathematics) books for the collection and supplies for the related programs.

Management Services

Finance

The Comprehensive Annual Financial Report (CAFR) was completed on December 30, 2019 and is available on the Management Services / Finance webpage. The CAFR was submitted to GFOA for the Certificate of Achievement for Excellence in Financial Reporting. This is the four year that the City has completed and submitted the CAFR to GFOA. A special thanks to all the Management Service’s staff for their commitment, dedication, and hard work.

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

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<td>Accounts Payable</td>
<td>$466,238</td>
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Interest Rates:
The Federal Open Market Committee (FOMC) meet December 11th and decided to maintain the current Federal Funds Rate range of 1.50% – 1.75%. This decision follows 25 basis point (.25%) cuts to the Federal Funds Rate at the Committee’s 3 previous meetings on 7/31, 9/18, and 10/31.

Employment:
The "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of December. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 145,000 new jobs in December. The jobs number came in below the 12 month average and market projections. The unemployment for December remained at 3.50%.

Police
The following summarizes events or trends with regard to the Lompoc Police Department for the period beginning Saturday, December 21, 2019 through Friday, January 10, 2020.

Call Volumes Tracked by Emergency Call Tracking System (ECATS)
911 calls: 855
Administrative/Non-Emergency calls: 3,002
Total calls received to dispatch: 3,857
Calls resulting in service for officers: 1,697

Notable Information
- Chief Mariani attended the Future Youth Center planning meeting.
- Chief Mariani and Captain Martin attended the Fire Department Badge Pinning Ceremony.
- Chief Mariani attended the Lompoc Unified School District Miracle Summit.
- Chief Mariani attended the Youth Reinvestment Partnership meeting at Allan Hancock College.
- Lompoc Police Department police officers were humbled by the outpouring of kindness from the community during National Police Officer Appreciation Day on January 9, 2020.

Upcoming Events LPD Will Attend
- Grace Temple Martin Luther King Day celebration.

Public Works

Engineering
Operations Highlights:
Engineering staff convened this week to collaborate and streamline its approach to delivering the projects and services planned for the coming year. Those projects include street pavement rehabilitation and surfacing, curb ramp upgrades, sidewalk infill and repair, completing the bicycle and pedestrian master plan, storm drain lining, traffic improvements, pavement management system data collection, and various projects and assistance to other City divisions including a new transit and fleet maintenance facility, sewer line replacements, City facility drainage improvements, airport lighting and pavement improvement design procurement, City park improvements, support for future water line replacements, and on-call assistance to all City divisions.

Fleet, Facilities, and Parks Maintenance
Manager’s Report:
- Worked on KPI recaps and trend analyses from 2019.
- Worked on updating all Divisional policies and procedures.
- Addressed zero (00) citizen complaints and 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.
- (30) Work orders were issued for time period 12/28-1/3 2020.
- (6) PM Services came in and were completed.
- (14) Non-scheduled/break down repairs were performed.
- (8) Work Order had some or all work outsourced.
- (0) Work orders for parts charges or cleaning of vehicle.
- (10) Work orders issued remained open, awaiting parts & repairs.
- (0) Vehicle accident reported was filed.

Parks Report:
- Staff removed Christmas decorations from Centennial Park.
- Staff repaired light fixtures in bathrooms at City Hall.

Facilities Report:
- Staff worked on updating all proximity door locks at City facilities.
- Staff worked on updating all key logs and updated cards to a software application.

Urban Forestry
- To deter camping and eliminate hiding places along the East/West channel between North D and North H Street, staff:
  o Trimmed seventeen trees
  o Removed six trees
  o Ground ten stumps
- Staff trimmed one tree for routine maintenance.
- Staff responded to one broken branch.

Streets
Construction Crew:
- Patched & filled street pavement in areas of known potholes and in response to requests from the public.
- Performed monthly vehicle/equipment checks.

Traffic Crew:
- Made & installed signs damaged by a vehicle.
- Made signs for stock.
Utilities

Water
The Water Division produced 19.7 million gallons of treated drinking water or 2.8 million gallons per day (MGD) and released to the 40,759 residents of the City of Lompoc at 69.0 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 49.7. This is 3% below the residential GPCPD compared to the week of the 10th in 2019. The graph below compares the YTD annual average residential GPCPD, the 2019 YTD annual average residential GPCPD, and the 2022 state target of 55 residential GPCPD. The year to date annual average residential usage of 47.7 GPCPD is currently 15% below the state target for 2022 of 55 GPCPD.

![Lompoc Residential Water Consumption](image)

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 are onsite completing the well pump and column pipe pull, to be followed by a camera of the well casing prior to finalizing our well rehabilitation.

Wastewater

Collections:
- No sanitary sewer overflows to report.
- Routine cleaning of Map #3 has been completed.
- Camera unit back in service. Staff utilizing camera in assisting Engineering Department with Storm Drain inspection.
- Assist Wastewater Plant Staff on oxidation ditch cleanup.
- On-going plan checks.

Reclamation Plant Maintenance:
- Staff has been keeping up with the weekly plant maintenance.
- Staff sent the RAS pump 1A out for rebuild yesterday.

Information Technology/System Control and Data Acquisition (SCADA):
- SCADA Upgrade is fully in control and continues to be monitored.
- Overall SCADA network running and in good shape.
Laboratory:
- Quarterly testing has begun.
- For the last half of last year, there were two stormwater events.
- Staff continues to work with the consultant to update the laboratories Quality Systems.

Pretreatment:
- Staff met with Morris Sobhani to assist with filling out the Baseline Monitoring Report (BMR).
- Working on completing the Annual Report for Pretreatment.

Operations:
- Continued standard plant operations.
- Raise return rate to 5.5 MGD, number one clarifier continues to lose its prime every day.
- Sean Walsh is to take over for Operations. Jeff Cooley is the Plant CPO.

Electric
This week, Electric Crews removed Christmas decorations installed on the streetlights for the holidays. Crews pulled string in conduits for the new sub-development, Summit View Homes. In addition, Crews worked on the switch at Central Avenue and L 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 remote connect/disconnect meters removed from the field. In addition, technicians assisted contractor with testing of 115kV meters at the station.

Staff reviewed and corrected building plans for construction of a new 15 unit multi-family dwelling in the 1400 block of East Cypress Avenue, and construction of a new accessory dwelling unit and a house addition in the 100 block of North M Street. In addition, staff also reviewed and corrected tenant improvement plans for construction of a new cannabis facility in the 400 block of Commerce Court. Electric Staff continued 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.

The American Public Power Association and Nissan are offering a public power rebate to City of Lompoc power customers. They are eligible for a rebate of $3,500 on the 2019 Nissan LEAF 40 kWh Standard and a rebate of $2,500 on the 2019 Nissan LEAF 62 kWh ePlus. Utilities, joint action agencies and state/regional associations may use the rebate for fleet vehicles. The rebate on the LEAF 40 kWh Standard for fleet vehicles can be up to $5,000 in ZEV states. The Nissan rebate expires on March 31, 2020.

Broadband
- Staff completed the setup of a computer for Police Department to access and review video recordings of street cameras.
- Staff completed a request to install desktop fax service for users in utility billing.
- Staff continues to replace cell phones as requested, also includes desk phone additions, moves, changes and maintenance of phone lists.

TAPTV:
- The City Council meeting was broadcast as scheduled. Staff used the opportunity to confirm our broadcast capabilities directly from the Council Chambers to the KPEG transmitter.
- KPEG staff will be doing the first high school basketball broadcast of the season this Friday. It is the Lompoc/Cabrillo boys and girls double header, game starts at 5:30.
• Working with the City clerk, staff will be beginning discussions of providing video archive of council meetings.

**AMR:**
• Staff attended a meeting to deal with the changes that will be needed for the implementation of SB 998.
• Staff attended a meeting with our energy efficiency consultant to discuss the restart of our leak report notifications program.

**Solid Waste**
The Landfill Supervisor has taken monthly readings of the landfill gas well field, readings from the perimeter monitoring probes, and readings are also taken at the Landfill Gas Flare. The Landfill gas well field data collection is a requirement of the Santa Barbara County Air Pollution Control District and the perimeter probe data collection is a requirement of the Department of Resources Recycling and Recovery of CalRecycle.

Christmas tree recycling has been taking place all this week. Residents should have placed their trees three feet from their trash and recycling containers on their scheduled collection day during this week. Prior to recycling the trees, all decorations and tree stands must be removed. Residents who miss the curbside tree collection are still able to drop their trees off free of charge at the Lompoc Landfill. Residents can also cut the trees into smaller pieces and place them in their greenwaste containers for collection.

Monday, January 20, 2020 is Martin Luther King Jr. Day, which is a holiday. The Landfill will be closed, reopening normal hours on Tuesday, January 21, 2020 from 7:30 a.m. to 4:00 p.m. There will not be trash, recycling, and greenwaste collection on the holiday. Collections will be delayed by one day for the entire week.

Respectfully submitted,

Jim Throop, City Manager