September 4, 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 August 29, 2020 through September 4, 2020.

Administration
- Submission of application for VAFB to become Space Force headquarters
- Updated on bills that passed/not passed in current session

Community Development

Building
Permits – 11
Plan reviews - 5
Counter Plan Review – 1
Cannabis Reviews – 1
Inspections – 21
Special Inspection – 0
Certificate of Occupancy – 0
Notice of Violations/Stop Work Order – 0
Plans out for review to consultant – 1
BTCs – 1
Permits in review – 40
Permits under construction – 201

CDBG/Affordable Housing:
Loan servicing; preparations for 2020-21 Subrecipient Workshop via Zoom

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. Police department is working on accepting 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, attended webinar training session with rec and community development staff.
- Moving into Statewide Park Program Round Four, and planning grant process and community outreach.
- Vetting NOFA HCD calendar for 2020-21 to search for opportunities.
• 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. Also searching for energy grants to support Beattie Park.
• Looking for 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. We are in the middle of a social media campaign called the “selfie with a census sign contest”, encouraging community participation. City of Lompoc is doing well with a census response rate of 69.8% as of Sept. 2.
• Using system to track grants citywide, and to house information needed for grant applications.

**Planning/Stormwater**

- 2 Plancheck Reviews
- 3 Business Tax Certificate Review/Approval
- 3 Home Use Occupation Permits
- 1 Vendor’s Permit (new submittal)
- 2 Developer/Applicant Meetings (Coastal Meadows and 1416 Walnut Avenue)
- Staffed City Council Meeting (2030 General Plan Amendments)
- Attendance of SBCAG meetings (TTAC/JTAC)
- Distribution of Planning Commission Staff Reports (Sept 9th Public Hearing)
- Discretionary Projects: 39 active projects, 17 inactive projects

**Recreation**

**Aquatics:**
• The Lompoc Aquatic Center Re-Opened July 13 with Lap swim by reservation only. On July 20 we started 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 – September 10 from 11:00am – 3:00pm

**EOC – COVID – 19:**
Recreation Supervisors and Recreation Coordinator are working the COVID Phone Hotlines from their regular work stations.

**Miscellaneous:**
• Passports at the Anderson Recreation Center by appointment only. August 24 – 28 11 Passports and 13 Photos - $580 in fees collected.
• 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 announced training webinars, staff will participate August 25 for guidelines.
• 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: 0
- EMS: 45
- Vehicle Accidents: 4
- Service Calls, Good Intent & False Alarms: 16
- Hazardous Condition: 1
- Citizen assists: 3
- Concurrent Requests for Service: 12
- Automatic/Mutual Aid: Given 1, Received 0

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

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

**Training**
Crews conducted 4.50 hours of training.

**Fire Items of Interest**
The Brush Truck continues to be deployed in Northern California assisting the State with several fires.

**Library**
- Meetings attended by staff: 3
- Virtual Reference:
  - Phone calls: 122
  - Reference questions answered: 123
  - Emails: 8
  - Text holds appointments: 26
  - Facebook questions answered: 18
- New library cards: 5
- Holds picked up: 352
- Book Bundles: 10
- Movie Bundles: 2
- Printing Pickups: 7
- Summer Reading Challenge Signups: 422
  - Books read: 1,871
  - Books reviewed: 730
- Social Media – Instagram
  - Posts: 2
  - Views: 453
  - Likes: 55
  - New followers: 2
  - Stories: 12
  - Views: 698
- Social Media – Facebook
  - Posts: 20
  - Reach: 4,023
  - Engagements: 410
  - Page Views: 69
  - New likes: 3
- Social Media – YouTube
  - Videos: 20
  - Views: 653
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 – pm, 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.

The Summer Reading Challenge ended on August 31st. 422 people read 1,871 and posted 730 reviews. Next up, the Fall Reading Challenge! For more details, go to the library’s Facebook page or log into the Beanstack app.

**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 at the June 3, 2020, City Council meeting presented by the Management Services Director. 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 expected. Sales taxes were $398,455 higher than expectations, a $102,301 negative variance from the original budget, while Transient Occupancy Tax (TOT) was $107,466 lower than expectations, a $1.1 million negative variance from the original budget.

CalPERS investments market values was $389 Billion as of June 30, 2020. This was a 4.7% gain from June 30, 2019. The market value for September 3, 2020, is now $415 Billion, which is a 6.7% gain from the June 30, 2020.

**General Fund Tax Revenues estimates for FY 2020**

<table>
<thead>
<tr>
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<th>Budgeted</th>
<th>Projected June 3, 2020</th>
<th>Actual</th>
<th>Variance from Original Budget</th>
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<tr>
<td>Property Tax</td>
<td>$4,895,350</td>
<td>$4,879,980</td>
<td>$4,890,883</td>
<td>$(4,467)</td>
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<td>Property Tax In-lieu VLF</td>
<td>3,750,829</td>
<td>3,823,639</td>
<td>3,823,639</td>
<td>72,810</td>
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<tr>
<td>Sales Tax</td>
<td>5,238,730</td>
<td>4,737,974</td>
<td>5,136,429</td>
<td>(102,301)</td>
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<tr>
<td>Transient occupancy tax (TOT)</td>
<td>2,370,311</td>
<td>1,400,000</td>
<td>1,292,534</td>
<td>(1,077,777)</td>
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<tr>
<td>Cannabis Tax</td>
<td>450,000</td>
<td>990,328</td>
<td>983,513</td>
<td>533,513</td>
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<td>Franchise Fees</td>
<td>448,134</td>
<td>437,134</td>
<td>436,653</td>
<td>(11,481)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$17,153,354</td>
<td>$16,269,054</td>
<td>$16,563,651</td>
<td>$(589,703)</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 July 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>$498,247</td>
<td>$498,247</td>
<td>$597,422</td>
<td>$5,392,358</td>
<td>$723,906</td>
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<tr>
<td>Payroll</td>
<td>1,148,498</td>
<td>Timesheets</td>
<td>1,093,959</td>
<td>Timesheets</td>
<td>1,040,757</td>
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- Account payable for 8/14/2020 included a payment to the State Water Resource Control Board for the upgrades to the Wastewater Treatment Plant for $4.6 million. This loan will be paid-off in FY 2029. (9 more payments to go)

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 “?”, due to the issues related to the coronavirus pandemic.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)
911 calls: 336
Administrative/Non-Emergency calls: 1,102
Total calls received to dispatch: 1,438
Calls resulting in service for officers: 616

Notable Information
- Chief Mariani and Captain Martin attended various internal and external meetings via telephone and video conference calls.
- Chief Mariani attended the teleconference All Chief’s Legislation briefing.
- Chief Mariani presented the Police Body Camera Staff Report to City Council.

Public Works

Engineering
Operations Highlights:
Engineering Staff worked with its contractor, Granite Construction Company, to complete hot mix asphalt pavement rehabilitation on a number of City alleys and streets, including: D-E Alley, E-F Alley, and F-G Alley from Airport Avenue to Pine Avenue; Prune-Airport Alley from D Street to F Street; Ocean-Walnut Alley from J Street to K Street; G-H Alley from Walnut Avenue to Chestnut Avenue; and isolated repairs on “V” Street from Olive Avenue to Ocean Avenue, Olive Avenue from N Street to V Street, and Cypress Avenue from M Street to N Street. Work is scheduled to continue through Monday, September 14, on additional alleys and streets included in the contract awarded by the City Council at its June 16, 2020, meeting. The work has been found in conformance with the contract documents and applicable standards based upon inspection and testing performed to date, and the contractor is ahead of schedule. The project is part of a series of street improvement projects which enable the City to stretch its very limited street and alley improvement funds in order to maximize its benefit through multiple cost-effective pavement rehabilitation approaches.

**Fleet, Facilities, and Parks Maintenance**

*Manager's Report:*
- Met with Staff to review new budgetary requirements and what information we will be looking for regarding CIP projects.
- Worked with SecurePro during first stage of installation of fire and security devices at the Corporate Yard.
- 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.
- 56 Work Orders were written.
- 14 Scheduled Services came in and were completed.
- 25 Non-scheduled/breakdown repairs were performed.
- 6 Work Orders had some or all work outsourced.
- No Work Orders for parts charges or cleaning of vehicles.
- 15 Work Orders issued remain open awaiting parts and repairs.
- No Vehicle Accidents reported.

*Parks Report:*
- Primed and painted over graffiti in both the men’s and women’s restroom at J.M. Park.
- Primed and painted over graffiti on the inside and outside of the dugout in Ryon Park.
- Primed and painted over graffiti in the women’s restroom at Ryon Park.
- Primed and painted over graffiti in the north restroom at Pioneer Park.
- Dug out and repaired main water line break at Riverbend Park.
- Grounds Maintenance – Mowed, weed whacked, and blew off debris at Riverbend Park, Beattie Park, and Ryon Park.
- Repaired broken poles and chain at the Barkin Park parking lot.
- Reattached sink hanger and sink and installed new drain due to vandalism in the men’s restroom at Beattie Park.
- Unclogged urinal in men’s bathroom at J.M. Park.
- Installed ‘County Health Order’ signs at tennis/pickleball courts.
- Installed tennis court and pickleball court nets.

*Facilities Report:*
- The Facilities Supervisor interviewed candidates for an open trainee position.
- Worked with SecurePro regarding installation of power to locations needing upgrades in fire devices at the Corporate Yard.
- Staff completed eleven (11) unscheduled Work Orders.
Urban Forestry

- Two (2) trees were trimmed for routine maintenance.
- Four (4) trees were trimmed due to electrical conflicts.
- One (1) tree was removed due to limb failure.
- Staff responded to three (3) broken branches.
- Six (6) trees were planted to replace recent removals.
- Staff cleared twenty-eight (28) trees from the roadway for the Engineering Division’s upcoming Cape Seal Project.

Streets

Construction Crew:
- Swept roads and removed weeds and debris in preparation for the 2020 Cape Seal Project.
- Performed equipment maintenance on Sweeper.

Traffic Crew:
- Painted red and yellow curbs in the northwest area of town.
- Removed old marker sign from the Harris Grade median.
- Performed sign inspections on the southeast side of town.
- Sprayed weeds at striping locations.

Utilities

Water

The Water Division produced 30.0 million gallons of treated drinking water or 4.3 million gallons per day (MGD) and released to the 40,843 residents of the City of Lompoc at 104.9 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 75.6. This is 3% below the residential GPCPD compared to the week of the 4th, 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 64.0 RGPCPD is currently 14% above 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.

Water Updates:
• New tank mixing paddles have been installed on DE slurry tank #2.
• New treatment operator started with the Water Division on 8/31/20

Wastewater
 Operations:
• Standard plant operations.
• Oxidation Ditch #1 is back online as of Monday, August 31st.
• Staff has begun sludge pumping operations.
• An interview is set-up for Thursday for the operator position.
• Extending enzyme pilot now that two Ox ditches are online, so far the grease has been visibly reduced.

Reclamation Plant Maintenance:
• The Wastewater Treatment Plant’s maintenance section is keeping up with the regular scheduled daily plant maintenance.
• Staff repaired the level system on DAFT #2, replaced filter segments in the Tertiary Filter #3, and replaced some ballasts and bulbs on the UV system.
• Ox Ditch#2 is back up and running and sludge from the lagoon is pumping to the drying bed.

Collections:
• No sanitary sewer overflows to report.
• Routine cleaning on Map #5.
• Staff will meet with Fleet Management next week to discuss options for the replacement of the camera unit, which has been out of service.
• On-going plan checks.

Laboratory:
• Daily, weekly, and monthly testing is ongoing.
• Staff is preparing for quarterly testing.
• Staff continues to work with consultant to update the Laboratory.

Pretreatment:
• Staff will reach out to wineries during crush to provide them with staff’s Best Management Practices, brochure, and possibly collect pH samples.
• Staff continues to work on updating the Pretreatment Program.

Electric
Electric Crews transferred a conductor from an old pole to a new pole at H-I Alley and Chestnut Avenue. In addition, they removed and replaced old insulators and associated equipment at H-I Alley and Walnut 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 assisted with the switch clearance with PG&E for the transmission lines, hot washed the station, and approved transformer drawings.

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 working on compliance activities for this year.

Broadband
Staff assisted library personnel in reconfiguring the phone system to better reflect the ongoing level of service provided to the public. An auto-attendant was created to direct incoming calls. A forwarding methodology was also created that allows personnel to answer the phones during regular business hours.

Two additional cameras were installed at the solid waste yard. The installation completes the project that was requested by the Solid Waste Superintendent and updates the video recording system.

Personnel from Verdin Clock Company were on-site to provide scheduled maintenance on the street clock located at H Street and Ocean Avenue.

Museum personnel requested assistance troubleshooting a noisy phone line. It was determined the noise was being generated from a handset that was recently replaced.

Staff installed new phone service at the WTP for the new operations supervisor.

**TAPTV:**
- Staff was present and broadcast this week’s Council meeting. The meeting was also webcast, radio broadcast, and recorded for VOD.
- Work is continuing on the design and specification of equipment for replacing master control.
- Staff has been contacted by the AAUW to broadcast candidate forums. Technical details are still pending.

**AMR:**
- Staff is continuing ERT remediation for water meters.
- Group 3 is being read this week. This implements a new methodology for routes and read dates.
- Staff is providing support to Utility Billing, as requested, including adds, move, changes, check reads, and leak assistance.

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

Solid Waste has submitted its Oil Payment Program (OPP) Annual Report to CalRecycle. This report covers the Solid Waste Division’s Used Oil and Filter Collection Program expenditures, collection, and educational activities for fiscal year 2018-19. During this reporting period, the City collection centers recycled 35,890 gallons of used oil and 7,725 used oil filters.

Monday, September 7th is the Labor Day holiday. Solid Waste Collections will be delayed by one day the entire week after the holiday on Monday. (If the Collection Day is on Monday, collection will be performed on Tuesday. If the collection day is on Friday, collection will be performed on Saturday).

The Lompoc Landfill will be closed on Monday, September 7th for the Labor Day Holiday, reopening Tuesday morning at 7:30 a.m.

Respectfully submitted,

Jim Throop, City Manager