June 26, 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 June 20, 2020 through June 26, 2020.

Administration
- Work with REACH on VAFB
- County Code Compliance discussion on COVID
- Multiple dept head meetings

Community Development
Building
- Permits – 6
- Plan reviews - 4
- Counter Plan Review – 0
- Cannabis Reviews – 1
- Inspections – 45
- Special Inspection – 0
- Certificate of Occupancy – 1
- Notice of Violations/Stop Work Order – 0
- Plans out for review to consultant – 0
- BTCs – 2
- Permits in review – 56
- Permits under construction – 173

CDBG/Human Services and Affordable Housing
CDBG:
- Processing of 5 year Consolidated Plan; IDIS Processing; loan servicing.

Homebuyer Assistance Program:
- 21 income certification applications received (including re-certifications); 16 of 21 applicants have income qualified to date; 20 total households have received education certificate; 9 loan/grant applications received; 8 of 9 loan/grant applicants have been approved; 6 applicants are currently in housing search stage of process and are pre-approved for program; 1 homebuyer are awaiting close of escrow; 8 loans/grants have been funded year to date; program fund balance remaining is $325,245.50 ($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.

2018-19- & 2019-20 CDBG Capital Project:
- Lompoc Parks & Facilities ADA Improvements (Beattie Park), $400,000 installation costs associated with ADA pathways and park playground (all-inclusive play structure); contract
approved by City Council 6/16; kick-off meeting held at site 6/17; building permit application submitted by contractor 6/18; project underway.

Grants
- Received word on June 5 that we’ve been granted the Coronavirus Emergency Supplemental Funding (CESF) application to support the police department. Police department is completing process of accepting the grant.
- SB2 Planning Grant ($160,000) – Sending off signed contract to accept funding for planning division.
- Prop 68 Per Capita Grant Funds ($200,000) – Received Prop 68 Statewide Park Development & Community Revitalization Grant ($4,526,500). Timeline expected soon for next steps. Collected input from the community we can use in future parks grants. Also, beginning process of applying for next phase of Prop 68 funding.
- Researching federal relief options related to COVID-19, and participating in calls and trainings related to these federal OES grants.
- Applying for grant for power at Lompoc Aquatic Center.
- Census Grant: Using $20,095 grant to participate in outreach efforts through the city, including digital efforts, social media, transit signage, banners. Held a “census bike parade” on June 20, encouraging low-response areas to participate. City of Lompoc is doing well with a census response rate of 67% as of June 25. This is compared to the statewide rate of 62%. However, Lompoc’s number has been stagnant for a while and we need to boost it in low-participation areas.
- Using system to track grants citywide, and to house information needed for grant applications.

Planning/Stormwater
- 3 Plancheck Reviews + 1 sign permit
- 1 Business Tax Certificate Review/Approval
- 1 Final Site Inspection (1200 West Laurel Avenue, Cannabis operation)
- July 9 Planning Commission Staff Reports (Legal Review)
- Caltrans Sustainable Communities Grant (Public Outreach/Coordination meeting)
- Discretionary Projects: 36 active projects, 16 inactive projects

Recreation
Aquatics:
- Due to the worldwide Covid-19 outbreak the Lompoc Aquatic Center has been closed through Sunday, July 12, 2020. As a result, all Splash Pass, Lap Swim, Swim Lessons and Aquatic Rentals have been prorated or full refunds were issued
- Aquatic Center cost saving measures – Heaters for the water are turned off, 3 out of 4 dehumidification units are off, VFD for pumps are on low 24 hours a day, minimal chemicals to keep the water balanced are being used

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 – July 1 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:
- OSA I is currently working in Treasury due to staffing shortage
- Summer Activity Guide – New on-line Activity Guide is being developed by staff and will allow flexibility and provide cost savings now and ongoing
• All management staff are working with all ongoing renters, contract instructors and program demands to be ready when we are allowed to open to the public
• Custodian and Recreation Supervisor continue to sanitize all areas of the facilities and are focusing on needed projects (painting, power washing, and chair cleaning)
• Senior Recreation Facility Maintenance worker and Recreation Supervisor continue to sanitize all areas of the facilities and are focusing on needed projects (pump room maintenance, power washing, and gutter reinforcement)
• 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. Working on re-opening plan for programs and rentals to begin July 13 is tentative date.
• Staff provided John Webb, Gabe Garcia and Jim Throop our re-opening plans this week to review, to start phase 1 re-opening on July 13.

All Facilities and Programs have been cancelled through the month of July 12, 2020.

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 - 66
• Fires: 6, 1 RV, 3 Rubbish Fire, 1 Grass, 1 Overheated appliance,
• EMS: 43
• Vehicle Accidents: 0
• Service Calls, Good Intent & False Alarms: 10
• Citizen assists: 6
• Concurrent Requests for Service: 1 0
• Automatic/Mutual Aid: Given 1, Received 0

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

Public Education
Suspended due to COVID-19

Fire Items of Interest
A fire at North O St was started in the grass from the use of a firework. Crews were on scene for about an hour to extinguish and overhaul.

Library
• Meetings attended by staff: 2
• Virtual Reference:
  o Phone calls: 102
  o Reference questions answered: 132
  o Emails: 8
  o Text holds appointments: 18
  o Facebook questions answered: 24
• Social Media – Instagram
- Posts: 1
- Views: 267
- Likes: 25
- New followers: 1
- Stories: 19
- Views: 1,180
- Social Media – Facebook
  - Posts: 20
  - Reach: 5,147
  - Engagements: 509
  - Page Views: 110
  - New likes: 1
- Social Media – YouTube
  - Videos: 16
  - Views: 166
- New library cards: 7
- Holds picked up: 175
- Book Bundles: 7
- Movie Bundles: 2
- Summer Reading Challenge Signups: 246
  - Books read: 314
  - Books reviewed: 134

The libraries remain closed to the public. Calls and emails will be answered Monday – Friday, 10am – 5pm. Please follow our Facebook page or Instagram account for more information.

The bookdrops in the parking lot of the Lompoc Library are open weekdays 10am – 5pm to accept returned library materials. Items will be quarantined for 72 hours before being checked in, following safety recommendations.

Holds pickup will be at the Lompoc Library from 2 – 6pm, Monday – Friday. Please call 875-8781 for more information or follow us on Facebook for updates.

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.

This year’s Summer Reading Challenge runs from June 15 – August 31st and is 100% virtual through Beanstack. Create your family’s account today on the Beanstack app. For more details, follow us on Facebook or call 875-8781.

The library now has a monthly newsletter! Please subscribe on our webpage to receive all the latest news and information from the library.

**Management Services**

*Today’s Market:*
The equity markets showed a slight decrease this week. When you look at the relative strength index (RSI), which tells the volume of trading, the market is slightly oversold. However, there is still room for the market move into bullish territory. There is a lot of downward pressure on the market from the increased virus cases reported across several states, however with the Federal Reserve saying it would act as a backstop and buy corporate bonds in an effort to help the economy recover from the coronavirus lockdown, there could still room for the market to rally into new highs.
CalPERS investments market values was $393.2 Billion, as of June 23, 2020, which is a 6.2% increase from June 30, 2019. For the City of Lompoc, this would be a market value increase of $12.8 million, a $1.6 million shortfall from the expectations.

Interest Rates:
The Federal Open Market Committee (FOMC) announced this week at their June 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:

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

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<td>Accounts Payable</td>
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<td>$992,601</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 from May to October, due to the issues related to the coronavirus pandemic.

The Utility Billing has been processing payments and fielding calls to keep our citizen informed of all the changes, while the city hall lobby remains closed.

Utility Billing and Information Technology divisions have been processing the $150 rebate to all Electric customers. The final rebates should be posted to all customer’s accounts by the end of
next week.

**Police**
Will be included in next week’s report.

**Public Works**

*Engineering*

*Operations Highlights:*
Engineering Staff is reviewing a submittal of 90% complete construction plans, specifications, and estimates of construction costs for a project to replace City sewer main and related items along Ocean Avenue from Seventh Street to “A” Street, from “U” Street south of Ocean Avenue to Apricot Avenue north of Ocean Avenue, along “D”-“E” Alley from Fir Avenue to Cypress Avenue, and along Fir Avenue and Locust Avenue from “C” Street to “D”-“E” Alley. The project is part of the City Wastewater Division’s program to replace and upgrade, as necessary, its aging wastewater collection system, and is funded through the City’s Wastewater Collection System Renovation budget. The construction documents are scheduled to be completed this fall and construction is planned to occur during 2021.

**Fleet, Facilities, and Parks Maintenance**

*Manager’s Report:*
- Met with Staff to review citywide security and fire alarm configurations and vendor issues.
- Participated in a weekly Parks conference call with Santa Barbara and San Luis Obispo Counties regarding COVID-19.
- Addressed one (1) citizen complaint/concern this period.

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

**Parks Report:**
- Opened/Closed Ryon Park daily (no Park Host).
- Replaced caution tape and ‘Closed Playground’ signs at Briar Creek Park, Thompson Park, Barton Park, and repaired the fencing around Ryon Park playground.
- Grounds Maintenance –
  - Mowed, weed whacked, and blew off all beds around and inside patios at Lompoc Library.
  - Cleaned up trash and emptied trashcans at Thompson Park and along the walking trails, and also cleaned up trash that was dumped in Ryon Park.

**Facilities Report:**
- Staff worked with vendor to run power to the computer room at P.D.
- Staff installed a new airline at Fleet Garage.
- Staff repaired the slop sink at City Hall.
- Staff completed eight (8) unscheduled Work Orders.

**Urban Forestry**
Twelve (12) trees trimmed for routine maintenance.
Staff responded to four (4) broken branches.
Staff performed weed abatement at the following locations:
  • Front side of the channel along Olive Avenue from South “O” Street to South “V” Street.
  • Front side of the channel along “V” Street from West Olive Avenue to West Pine Avenue.
  • Front parking area of the Corporate Yard on West Laurel Avenue.

Streets
Construction Crew:
  • Prepared, patched, and filled street pavement in areas for the Cape Seal list.
  • Sprayed weeds on both the “D” Street Channel and the East-West Channel and removed illegal dumping of trash and furniture.

Traffic Crew:
  • Painted stencils in the southwest area of town.
  • Made signs for stock and from the inspection list.
  • Installed one-hour parking signs in the 100 Block South “H” Street.
  • Extended the red curb on North Orchid Street.
  • Made signs for the Wastewater Division.

Utilities
Water
The Water Division produced 30.2 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 105.6 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 76.1. This is an increase of 5% residential GPCPD compared to the week of the 18th, 2019. Below is a graph of residential GPCPD for 2020 vs residential GPCPD for 2019 with the 2022 state target of residential 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.

Wastewater
Collections:
  • No sanitary sewer overflows to report.
  • Routine cleaning on Map #3.
  • Camera work on Map #5.
On June 22, 2020, Collections Staff, discovered a mainline stoppage due to grease buildup at Third Street & Ocean Avenue and is on schedule for replacement.

Assisted Wastewater personnel with Vactor unit.
Weekend lift station/high priority maintenance manhole checks.

Reclamation Plant Maintenance:
Staff is keeping up with daily plant maintenance and cleanup.
Staff has been doing routine cleaning on UV modules.
Staff is cleaning and patching some holes on the Tertiary Filter#3.

Information Technology/System Control and Data Acquisition (SCADA):
System is running fine, no problems noted.

Laboratory:
Daily, weekly, and monthly testing is ongoing.
Staff continues to work with consultant on determining what may be causing a failure in our chronic toxicity.
Staff continues to work with the consultant to update the Laboratory procedures.
Staff preparing for quarterly testing, Third Quarter begins July 1st, 2020.

Pretreatment:
Staff continues to work with the consultant to update the Sewer Use Ordinance (SUO) and the Enforcement Response Plan (ERP).
Staff is updating the Pretreatment Program.
Staff is working with the consultant to create a Fats, Oils and Grease (FOG) Ordinance.

Operations:
Continued standard plant operations.
The Operations Supervisor position was filled.
Staff drained, cleaning, and secured #2 Clarifier. Will be running two clarifiers to keep our RAS rate within design specs.
Tentatively removed grave shift effective July 4th. Schedule has been adjusted and standby time assigned to qualifying operators accordingly.
Staff is adjusting air and dilution rates to digester to bring the process back into normal pH operating range.

Electric
Electric Crews continued Lompoc Electric’s system hardening efforts as identified in the Wildfire Mitigation Plan. Crews continued washing the electrical insulators throughout the city and installed street light standards at the Purisma Hills sub-development. 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 weekly tasks. In addition, technicians removed and installed meters at Arbor Square and assisted with the panel change-out.

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 continues to work with the IT Division to replace our two data circuits. Due to the work-from-home situation, our backend circuit have become impacted and has led to various issues.
• Staff completed the Landfill video project. The recorder and cameras have been installed, a Blue Iris profile has been created to view the images and provide snapshot retrieval of license plate information.
• A meeting to scope and schedule for the replacement of the corporate yard alarm system took place last week and a follow-up this week. We are anticipating installation and replacement of the current system to begin soon.
• Stanley has been contacted to provide monitoring of the City Hall security alarm system.
• The Verizon cell bill was processed this week. Changes to plans and features were made to better align usage with costs.
• Numerous adds, moves, and changes were conducted on the phone system and voicemail.

TAPTV
• Staff completed testing and installation of the methodology to webcast using other than Flash. Flash has been obsoleted by Adobe and has created issues with viewing channel 23 programming, namely the Council Meetings.
• The standby generator for the KPEG transmitter was tested last week to assure emergency broadcast capabilities are available during a PSPS event.

AMR
• Customer Service staff are participating in Tyler-Munis training. The system is scheduled to go live in October, this will prepare staff to handle service orders and work requests.
• Staff assisted utility billing as needed with on/offs, check reads, and missed reads.

Solid Waste
The Solid Waste Division has submitted the first quarter Recycling and Disposal Reporting System (RDRS) report to the California Department of Resources Recycling and Recovery or CalRecycle. The RDRS report includes trash, recycling and greenwaste tonnages into the landfill, and items specific for recycling including mattresses, scrap metal, white goods, tires, and electronic waste.

Solid Waste’s Lompoc Landfill received 5,136 tons of trash, recycling, and greenwaste for the month of May 2020. The total tons recycled were 1,150 tons and the total tons disposed were 3,986 tons. The Landfill saw a 14.8% increase in trash tonnages for May 2020 over May 2019 tonnages.

With the upcoming Independence Day holiday or 4th of July, Solid Waste collections will not be affected by the holiday, as it falls on a Saturday this year. Regular collection will take place all week long. The Solid Waste office will be closed on Friday, July 3rd, reopening on Monday, July 6th at 8:00 a.m. The Landfill will be closed on Saturday, July 4th, reopening Sunday, July 5th at 10 a.m.

Respectfully submitted,

Jim Throop, City Manager