



June 14, 2019

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 week of June 8, 2019 through June 14, 2019:

Administration

- Continued work on the budget
- Continued planning for the budget workshop on June 24th

Public Information Officer/Community Relations

- Press releases sent: 2
- Published Stories on City: 22

Social Media:

- 12 Facebook posts, 4 Instagram posts, 11 Tweets
 - Facebook: Engagement – 5,510, Reach – 3,259, Page Views – 160, New Likes – 6

Website:

- 4.6K users during week

Notable Events: Countywide disaster food discussions, above and beyond employee highlights, pedestrian and bicycle campaign webpage launch, media relations on snowy plovers, budget

Community Development

Administration

CDBG – Carnahan Therapy/Pier Fitness Commercial Façade Loan and Rebate application processed and approved 6/12; 2016 HRPP Grant Reimbursement received; DSPII has resigned effective 6/19; CDPM will be assuming CDBG Capital Projects for management until recruitment is completed; assisted with DSPII interview; collection efforts for Arbor Square delinquent mitigation fees in progress, letter sent 6/13; technical support provided to repair loan borrower for last of construction draws 6/11.

Human Service Commission – Preparation for new commissioner orientation completed; orientation scheduled for Morales on 7/14 and Ortiz on 7/17.

CDBG Capital Project:

2017-18 CDBG Capital Projects

Thompson Park – Plans approved 6/12; PO for shade structure completed; shade structure in fabrication and to be completed within 6 weeks.

Special Projects:

River Park RV Electrical Project – Plans submitted 6/13; project quotes expected 6/14; project to start as soon as building plans are approved.

Planning

Staffed Development Assistance Team (DAT)
Staff/Attorney Meeting (Bailey Avenue Annexation)
Staffed Planning Commission hearing
Zoning Code Update Council Report

Stormwater

Meeting with Wind Turbine applicants
RMP Hydraulic Fracturing letter of comment

Code Enforcement

Cases opened: 4
Cases closed: 18
Inspections: 17

Recreation

Aquatics:

This weekend we have four private rentals scheduled, with two of those rentals being held during the week for an end of the year school party and a field trip.

Facility Rentals:

- There are four facility rentals at the Anderson Recreation Center, one at the Civic Auditorium, seven at the Dick DeWees Community & Senior Center and 11 park rentals.
- Dick DeWees Community and Senior Center on Thursday, June 20, 2019 will have a Celebration of Life for 200 people.
- Anderson Recreation Center on Saturday, June 15, 2019 will have a Quinceanera for 200 people.
- Anderson Recreation Center on Wednesday, June 19, 2019 will have an Area Informational Meeting for United Domestic Workers for 20 people.
- Civic Auditorium starting on Saturday, June 15, 2019 will have Classical School of Ballet's Dance Performance for 400 people.

Adult/Youth Sports:

The Spudball baseball camp starts next week at Briar Creek Park. The two-week camp teaches children ages 3 to 6 the fundamentals of baseball. To date, we have 21 participants registered.

Special Events/Miscellaneous:

Summer Drop In Program starts on Monday, June 17, 2019 and ends on August 9, 2019. Camp hours are Monday through Friday, from 1pm to 5:15pm at the Anderson Recreation Center and is open for children ages 5-12 years old.

The Anderson Recreation Center will be a food site for the Lompoc Unified School District Free Lunch Program, which provides children under 18 years of age lunch and snack daily.

The Flower Festival set-up begins June 16, 2019 with the event starting on Wednesday, June 26, 2019 – Sunday, June 30, 2019 at Ryon Park. Tickets can be purchased at the Anderson Recreation Center during business hours until Wednesday, June 26, 2019 until noon.

Building

Permits – 11
Inspections – 33
Special Inspections* - 1
Certificate of Occupancy – 0

Notice of Violations – 1
Cannabis Reviews – 1
Plan Reviews – 21
Building Counter Visits – 48
**special inspections due to unpermitted work*

Fire

Total Calls for Service - 67

- Fires: 1, 1 Trash Fire
- EMS: 47
- Vehicle Accidents: 2, 1 With Injuries
- Service Calls, Good Intent & False Alarms: 16
- Citizen assists: 8
- Concurrent Requests for Service: 7
- Automatic/Mutual Aid: Given 5, Received 0

Fire Prevention Inspections/Community Risk Reduction:

- Permitted inspections 4
- Non-permitted inspections 0

Public Education

Fire Safety and Preparedness-1contact

Fire Items of Interest

On Thursday June 13 the Lompoc Elks Hosted the Public Safety's Appreciation Night, Firefighter Trent Ogan received the Firefighter of the year award and Engineer Louis Farah received a Valor Award for saving a fans life at a Cal Poly Basketball game. Congratulations to all for a job well done.

Fire Marshal

- Resolved large warehouse with unsafe conditions due to storage overload. 1641 W. Central.
- Compiled addendum weed abatement list for staff report from site inspections.
- Weed abatement items: met with customers at 7 sites for work discussions. 14 calls.
- Rough sprinkler inspection completed for large warehouse.
- Final punch list provided for a retail customer requesting certificate of occupancy.
- Final hood inspection and fire final completed for new taco shop, approved.
- Provided Broadband zoning information for two city building fire alarm systems.
- Met with property manager of Casa Serena and Stanley Alarms for future permit submittal.
- Reviewed 5 plans for compliance with fire codes.
- Provided 25 direct customer calls for assistance.
- Attended meetings including DAT, flower festival committee, and operations center.
- Extended site inspection with building at a fast food location where plans do not match site.
- Mailed 3 notices of violations to customers requiring code compliance corrections.
- Coordination with City Clerk's office regarding 6 fire inquiries for BTC's.
- Performed fire inspections for permitted work and fire safety at various locations.
- Reviewed emergency responses for locations for cost recovery billing.
- Reviewed 2 use permits received from planning.

Library

- Library programs
 - Offered: 11
 - Attendance: 799

- Bookmobile
 - Stops: 6
 - Visitors: 140
- Meetings attended by staff: 4

The Lompoc Library's annual Summer Reading Program started on June 1st and will run through July 26th.

Summer Reading Signups: 1064

- Children: 733
- Teens: 145
- Adults: 186

The restroom renovation project continues and will be completed sometime in June. During this time, only the restrooms in the youth department will be available for public use.

Management Services

Finance and Information Technology:

Management Services continues to work on the Munis migration from our legacy financial management system.

- General Billing has been implemented in our new Munis system.

Expenditures:

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

<u>Finance activities</u>	<u>6/14/2019</u>	<u>6/7/2019</u>	<u>5/31/2019</u>	<u>5/24/2019</u>	<u>5/17/2019</u>	<u>5/10/2019</u>	<u>5/3/2019</u>
Accounts Payable	\$ 730,345	\$ 198,059	\$ 592,008	\$ 686,081	\$ 706,504	\$ 351,347	\$ 416,142
Payroll	1,001,046	Timesheets	987,120	Timesheets	994,848	Timesheets	1,056,138

2019-21 Budget Preparation:

Management Services continues to work with Departments/Division and City Council in preparation of the 2019-21 Budget.

Employment:

May Unemployment Number - The "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of May. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 75,000 new jobs in May. The Unemployment Rate held steady at 3.6%.

Interest Rates:

The Federal Reserve left interest rates unchanged for May 1st meeting. They chose to maintain the Federal Funds Rate target in the 2.25%-2.50% range after maintaining that same target range at their previous meetings in January and March. The last Federal Fund increase was in December 2018.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)

911 calls: 248

Administrative/Non-Emergency calls: 870

Total calls received to dispatch: 1,118

Calls resulting in service for officers: 488

Notable Information

- Homicide investigation V-Jauch. Melissa Martin identified as the suspect and was arrested 36 hours after the victim was located.
- Chief Mariani, Captain Clement, and Captain Martin attended the Elks annual awards dinner. Sgt. Magallon awarded the Valor award; Jailer Supervisor Bailey awarded the Outstanding Service award.
- Chief Mariani attended an event honoring the 45th anniversary of the North County Rape Crisis Center.
- Chief Mariani met with Santa Barbara County Safety Officer.
- Capt. Martin attended Internal Affairs training in Long Beach.
- The department is preparing for the Flower Festival Parade on June 29th.

Upcoming Events LPD Will Attend

- Mother's Against Drunk Driver's awards June 19, 2019
- BSCC Jail Inspection June 20, 2019
- Lompoc Police Department, with assistance from outside agencies, will provide traffic enforcement for the Flower Festival Parade on June 29, 2019.

Public Works

Engineering

Operations Highlights:

This week the last few construction items are being completed for the North Avenue/"H" Street Storm Drain Improvement Project, East Phase, which is being managed by Santa Barbara County. City Engineering staff coordinated with the County through design and construction of this project, which will reduce roadway flooding along H Street from North Avenue to the north for approximately 800'. The County Flood Control and Water Conservation District collects property taxes within the City to capture and discharge storm water, and that revenue was used to fund the County's design and construction costs for the project.

Fleet, Facilities, and Parks Maintenance

Manager's Report:

Met with a volunteer group wanting to repaint the stage at Ryon Park. Met with Kathryn Thompson, YMCA Director, to discuss the state of their parking lot. Addressed six (6) citizen complaints and concerns this period. Received one (1) request for volunteerism this period.

Maintenance and Operations Highlights:

Sixty-two (62) Fleet Work Orders were issued. Of sixteen (16) scheduled services, twenty-one (21) came in and were completed. Twenty-six (26) non-scheduled/breakdown repairs were performed. Six (6) Work Orders had some or all work outsourced.

Parks Staff:

- Repaired a damaged toilet at Johns-Manville Park.
- Repaired a valve break at Riverbend Park.

Facilities Staff:

- Worked with the vendor to begin repairs at Lompoc Library for sewer issues.
- Serviced stage 1 and stage 2 compressors at City Hall.

Urban Forestry

- Completed eleven (11) routine trims and one (1) utility conflict trim.
- Removed two (2) trees due to sidewalk damage and one (1) tree due to hazardous conditions.
- Watered all trees at River Park's Recognition Grove.

- Installed AIDS Life Cycle banners.

Streets

The Construction/Concrete Crew patched with cold mix from the Streets list. Traffic Safety painted red curb, performed sign work, and removed handicap parking at 509 North Daisy Street. All Crews performed monthly vehicle and equipment maintenance checks.

Airport

Staff assisted with the final preparations for the Cub Fly-in on 6/13. The new Lessee of the Airport Maintenance hangar started moving in on 6/13. One of the aircraft in his possession is the Lear Jet formerly owned by Frank Sinatra.

Transit

Staff is in the process of updating Transit's DBE and Title VI programs and policies to meet requirements of the Federal Transit Administration. Staff will be attending a demonstration of electric buses in Santa Barbara on 6/14 in preparation for the State's requirement for small transit agencies to begin transitioning to zero emissions buses as early as 2026.

Utilities

Administration

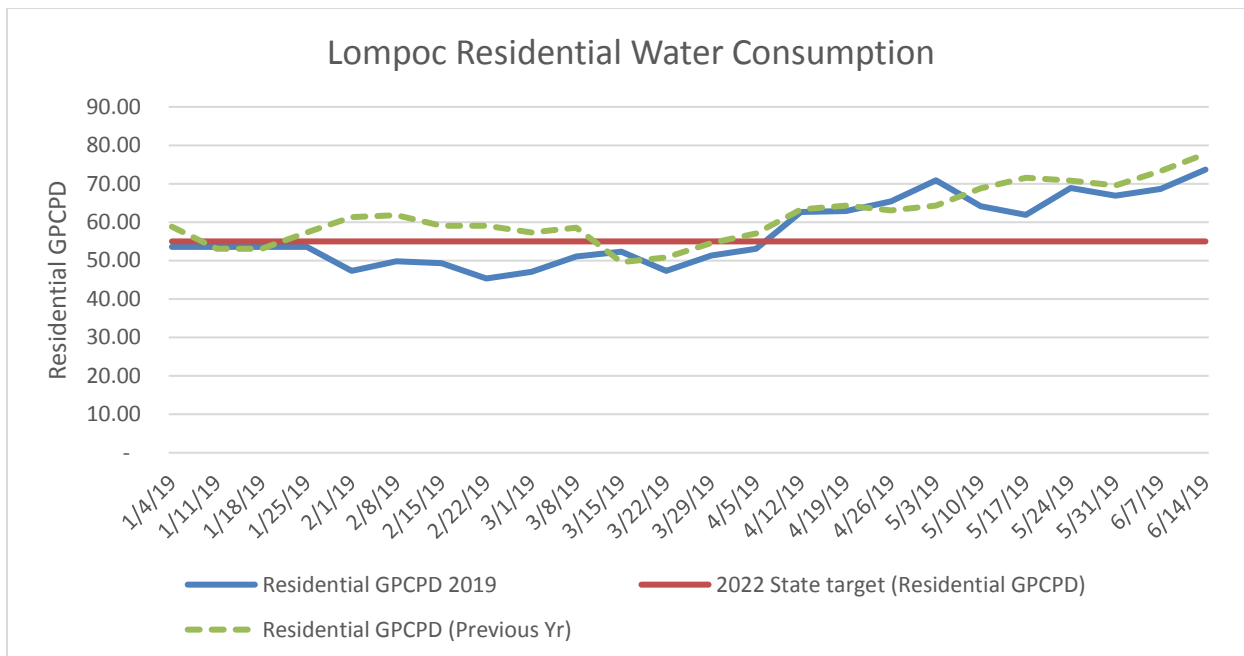
The Utility Commission held its monthly meeting on June 10. This was the first regular meeting held at the Commission's new start time of 5:00 p.m. The Utility Director attended the CSMFO chapter meeting in Pismo Beach on June 12, the NCPA Utility Director's meeting on June 13, and the League of California Cities' Public Safety Committee meeting, also on June 13. The Utility Director is the CSMFO appointee to the League's Public Safety Committee for 2019. The Department is pleased to announce its newest administration members. Kristin Worthley has accepted the position of Administrative Analyst and will start on June 24. In addition, Frances Gonzales, a long time City Treasury employee, accepted the position of Utility Conservation Representative and will start on July 8.

The Utility Director, along with Wastewater and Solid Waste staff had a follow-up meeting on June 12 with a contractor of Vandenberg Air Force Base (VAFB) regarding collaboration on a project VAFB is working on to close their landfill.

Recruitments are in various stages of the process for several of the Utility's divisions. The Wastewater Superintendent position has been accepted pending pre-employment clearances.

Water

The Water Division produced 29.2 million gallons of treated drinking water during the week of June 13, 2019. This is an average of 4.2 million gallons per day (MGD). The treated water was released to the 40,759 residents of the City of Lompoc at 102.3 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 73.7. This is an increase of 1% residential GPCPD compared to the week of June 14 in 2018. Below is a graph of residential GPCPD for 2019 vs residential GPCPD for 2018. The year-to-date annual average residential usage of 56.8 for 2019 is currently 0.03% above the state mandate of 55 GPCPD for 2022.



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.

Groundwater Well #9 was taken out of service this week following a heat related fault on the VFD. Contractor is setup to be onsite next week to diagnose this issue and provide direction to staff.

Wastewater

Operations:

- Continued standard Wastewater Treatment Plant operations.
- Submitted the monthly National Pollution Discharge Elimination System (NPDES) reporting cycle for May.
- Staff attended a biosolids meeting with Northwind, a VAFB contractor.
- Staff attended the monthly Sanitation Agencies Managers Association (SAMA) meeting at UCSB.

Laboratory:

- Continued standard daily and weekly operations.
- Pretreatment continues to perform NPDES permit and CWQCB mandated activities.

Maintenance:

- The Wastewater Treatment Plant's maintenance crew continues to work on routine plant maintenance.
- Staff has contacted a couple of engineering firms to look into the Wastewater Treatment Plant's effluent header that will need replacement soon.
- Staff has installed the new blower at the Wastewater Treatment Plant's influent pumping station.
- Staff is updating the Wastewater Treatment Plant's facility information with the California Environmental Reporting System (CERS) portal. Wastewater Treatment Plant Staff reports annually for hazardous materials onsite such as fuel, oil, mercury amps and related waste.

Collections:

- No sanitary sewer overflows to report.

- Routine cleaning of collection mains were done in areas of the City designated as wastewater map #23.
- Camera work was conducted in areas of the City designated as wastewater map #3.
- On June 12, 2019, staff attended the monthly Planning Commission meeting.
- There has been an ongoing problem with an RV leaking sewer on Locust Avenue. Owner was issued a citation by the Lompoc Police Department.

Electric

Electric crews set a new pole on the 600 block of Lupine/Poppy Streets and College Avenue and transferred primary services to the new pole. In addition, crews continued the 4kV to 12kV conversion on Lemon/North Alley. This week, staff set a new pole and transferred wire on the recently replaced poles. 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, including weed abatement around the station. In addition, staff inspected a switch in the field to test for proper operations and removed an energy data recording device installed for examining power quality in the field.

Staff reviewed and corrected building plans for construction of a new wine warehouse in the 1000 block of West Central Avenue. Staff also reviewed and corrected preliminary plans for construction of a new AT&T cellular tower in the 1600 block of North H Street. Electric staff continued 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.

Electric continued working on its wildfire mitigation plan.

Broadband

- Staff worked with Stanley personnel to redirect monitoring of city-wide fire and intrusion alarms. Although much work was accomplished, additional work will continue to finish project.
- A request from PD personnel was made to relocate various phone extensions.
- Fire staff reported one of their iPad's was no longer providing data access via the Verizon Wireless network. Contact was made with technical support and the issue was resolved.
- Cell phone and desk phone adds, moves, and changes as requested.

TAP-TV

- Studio staff is continuing preparation and planning for the live broadcast of the Flower Festival Parade. Training and testing as required to accomplish the task is taking place.
- Radio staff will be present at Ryon Park, Saturday, during the Flower Festival for live-broadcast and promotion of KPEG radio.

AMR

- Staff is in the process of returning CCU's to Itron for 4G retrofit to comply with the imminent shut down of the 3G network in December. One retrofit has been completed, returned, and reinstalled. It has indeed moved to 4G connectivity and is functioning as designed.
- Staff has continued to update the Repeater firmware on the installed devices in the field. The City utilizes 35 repeaters to collect electric and water meter data. Three repeaters remain to be updated, additional troubleshooting is needed to gain access to the interface to allow the update.
- A local phone number has been setup and forwarded to EESG for them to answer questions and assist citizens with questions and information related to utility conservation.
- Staff worked with Aramark uniform services to resolve an issue with our newest staff member's uniforms. Aramark has stated to expect them to be delivered this coming week.

- We worked with GIS staff to update and correct our meter reading route map. Staff also provided X, Y coordinates to display repeaters and CCU's.

Solid Waste

Solid Waste Collections staff attended a pre-Flower Festival Parade meeting discussing parade logistics with other City departments and festival organizers. Solid Waste will be providing refuse collection containers and street sweeping services prior to and following the parade.

The Landfill received 4,877 tons of trash, recycling, and greenwaste for the month of May 2019. The total tons recycled were 1,406 tons and the total tons disposed were 3,471 tons. The Landfill saw a 5.3% increase in trash tonnages for May 2019 over May 2018 tonnages.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jim Throop", is written in a cursive style.

Jim Throop, City Manager