



January 17, 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 11, 2019 through January 17, 2020.

Administration

- Attended UCSB economic update on cannabis
- Attended funeral services for two of Lompoc's dedicated volunteers
- Began presentations both internally and externally on the proposed sales tax ballot measure going to vote on March 3, 2020

Public Information Officer/Community Relations

- Press releases sent: 4
- Published Stories on City: 22

Social Media:

- 9 Facebook posts, 7 Instagram posts, 11 Tweets
 - Facebook: Engagement – 1,595, Reach – 4,105, Page Views – 146, New Likes – 7

Website:

- 4.3K users during week

Notable Events: Sales tax measure information distribution and outreach, Census meetings and information distribution, Fourth of July celebration/fireworks sales outreach and planning, holiday closure communications.

Community Development

CDBG/Affordable Housing

CDBG/Human Services – Processed Demand for Payments for 2 Repair Loans; provided technical assistance to family of deceased borrower; processed 12 Request for Notices; met with coordinator for ADA Park Project regarding deadlines; processed letters, addressed questions, concerns and requests of 20-21 CDBG Human Service Applications that were denied due to incomplete applications.

Affordable Housing - Started working on City's HOME Fund Budget for 2020-21; 7 Income Certification Application Reviewed; 9 Education Certificates Issued; 2 Loan Applications Reviewed & Approved; several counter and telephone inquiries from both potential borrowers and businesses; loan documents and escrow instructions completed for 2 loans.

Planning

- Staffed DAT meeting

- Meeting with SBCAG (Regional Transportation Plan/Sustainable Communities Strategy update)
- Submitted State Department Housing Survey
- Received 3 proposals for the Multi-Modal Streetscape Plan (Caltrans grant)
- Staffed the Santa Barbara Trails Committee
- Staffed CASQA subcommittee
- New Zoning Code Effective January 17, 2020

Recreation

Aquatics:

This week there are three private pool rentals. A new series of Swim Lessons begin for Hapgood 6th graders. Cabrillo Girl's Water Polo has a game Tuesday, January 21st.

Facility Rentals:

- There are four facility rentals at the Anderson Recreation Center, three at the Civic Auditorium, six at the Dick DeWeese Community & Senior Center and six park rentals.
- Dick DeWeese Community & Senior Center will have a Santa Barbara County Education Office Training for 70 people.
- Civic Auditorium will have a Boscutti Dance Studio performance on Sunday, January 19, 2020.

Miscellaneous:

In collaboration with the Knights of Columbus, there will be a Free Throw Championship for boys and girls between the ages of 9 and 14. Registration is available now for the event which will be held on Saturday, January 25, 2020 at the Lompoc Valley Middle School gymnasium.

Building

Permits – 21

Plan reviews – 4

Counter Plan Review – 2

Plans out for review to consultant – 3

Cannabis License Reviews – 0

Inspections – 26

Special Inspection – 1

Notice of Violations/Stop Work Order – 1

Certificate of Occupancy – 1 (Victory Outreach)

BTC Reviewed – 6

Preconstruction Meeting – 1 (GRA2019-0005 – 1016 W Aviation)

Grants

SB2 Planning Grant (\$160,000) – Grant Writer working with Planning Manager and finalized grant, submitted to State 12/4.

Prop 68 Per Capita Grant Funds (\$200,000) – Received resolution approved by City Council 10/15 for submission to the state for non-competitive funding.

Prop 68 Statewide Park Development & Community Revitalization Grant (\$4,526,500) – Recreation Manager and Community Development Director completed application review phone call with OGALS. Anticipate funding award announcements Feb/Mar 2020.

Census Grant: Received word on 1/13 that grant funding has been awarded to the Lompoc community in the amount of \$20,095 for Census outreach. Promotional items have been delivered to city for display in library, other facilities, and have been distributed. Grant application being prepared for Mobile Mural Contest event and publicity.

Exploring grant for police department for computer aided dispatch system

Fire

Total Calls for Service - 92

- Fires: 0
- EMS: 62
- Vehicle Accidents: 2, 1 With Injuries
- Service Calls, Good Intent & False Alarms: 21
- Citizen assists: 8
- Concurrent Requests for Service: 20
- Automatic/Mutual Aid: Given 4, Received 0

Fire Prevention Inspections/Community Risk Reduction

- Permitted inspections 1
- Non-permitted inspections 0

Public Education

Community Risk Reduction 2 – install smoke detectors – 2 contacts

Fire Items of Interest

Attended memorial service for Ann Ruhge

Library

- Library programs:
 - Offered: 7
 - Attendance: 75
- Bookmobile:
 - Stops: 6
 - Visitors: 222
- Meetings attended by staff: 3
- New library cards made in December 2019: 90
 - Lompoc: 77
 - Village: 9
 - Bookmobile: 4

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 Management Services Director was involved in several information and educational presentations concerning the upcoming Sales Tax ballot measure for the City of Lompoc.

Expenditures:

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

<u>Finance activities</u>	<u>1/17/2020</u>	<u>1/10/2020</u>	<u>1/3/2020</u>	<u>12/27/2019</u>	<u>12/20/2019</u>	<u>12/13/2019</u>	<u>12/6/2019</u>
Accounts Payable	450,801	\$ 466,238	\$ 868,174	N/A	\$1,650,868	\$1,563,628	\$1,104,242
Payroll	Timesheets	1,102,950	Timesheets	\$1,086,185	Timesheets	1,111,885	Timesheets

Interest Rates:

The Federal Open Market Committee (FOMC) meet December 11th and decided to maintain the current Federal Funds R 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%.

Information Technology and Utility Billing

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

- Information System, Finance, and Utility Billing continue to work on setting up Utility Bills in the new Munis system.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)

911 calls: 236

Administrative/Non-Emergency calls: 926

Total calls received to dispatch: 1,162

Calls resulting in service for officers: 488

Notable Information

- Chief Mariani and Captain Martin attended the Public Safety Commission meeting.
- Lompoc Police Department attended the Lompoc Unified School District (LUSD) Safety meeting.
- Chief Mariani attended the Funeral/Memorial service for Former City Council Member/Interim Mayor Ann Ruhge.
- Chief Mariani attended the North County 2020 Economic Forecast Project meeting regarding Cannabis in Santa Barbara County, taxation, regulation, and compliance.
- Chief Mariani attended the funeral/memorial service for community civic leader George King.
- Captain Martin attended the law enforcement managers meeting.
- Lompoc Police Department hosted the Sexual Assault Response Team (SART) training for representatives around the County.

Upcoming Events LPD Will Attend

- Grace Temple Martin Luther King Day celebration, Monday, January 20, 2020.

Public Works

Engineering

Operations Highlights:

Engineering staff was notified this week the City was awarded a grant of \$155,000 from CalRecycle for the City's 2020 Cape Seal Project which is planned for construction later this year. That project will place a protective seal and wearing surface over most of the streets in which the City recently completed deep repairs of limited failed pavement areas. The combination of deep repairs where necessary, and the cost-effective cape seal extends the useful life of the pavement by 7-15 years depending on the street, at several times less cost than traditional pavement overlays. That allows the City to improve several times more street area per project with the limited available road repair funding.

Fleet, Facilities, and Parks Maintenance

Manager's Report:

- Met with staff and contractor to review Divisional Development Impact Fee study.
- Continued developing new Divisional policies and procedures.
- Collecting data as well as creating new audits for KPI metrics and shortcoming analysis.
- Addressed one (01) citizen complaint and/or concern 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 1/4-1/10 2020.
- (14) PM Services came in and were completed.
- (26) Non-scheduled/break down repairs were performed.
- (3) Work Orders had some or all work outsourced.
- (7) Work orders for parts charges or cleaning of vehicle.
- (9) Work orders issued remained open, awaiting parts & repairs.
- (0) Vehicle accident reports were filed.

Parks Report:

- Staff began repairs at Thompson Park to address the waterline break at the bathrooms.
- Staff repaired the backflow break at JM Park.

Facilities Report:

- Staff worked on updating panic alarm systems at the Corporate Yard.
- Staff updated the projector screen (wall) in the City Hall Council Chamber.

Urban Forestry

- Along the North D Street drainage canal:
 - Completed seven tree trims
 - Ground six stumps
 - Removed one (dead) tree
- Along the North V Street drainage canal, from College Avenue to Pine Avenue:
 - Completed nineteen tree trims
 - Removed two (dead) trees
- Removed ivy from an electrical pole
- Removed a Palm Tree that was in conflict with the electrical pole.

Streets

Construction Crew:

- Patched & filled street pavement in areas of known potholes and in response to requests from the public.
- Spread base along the edge of the multipurpose trail (North of H St Bridge) to improve the shoulder and create a maintenance access.
- Sprayed weeds along the E/W Channel.
- Checked and cleared drain inlets.

Traffic Crew:

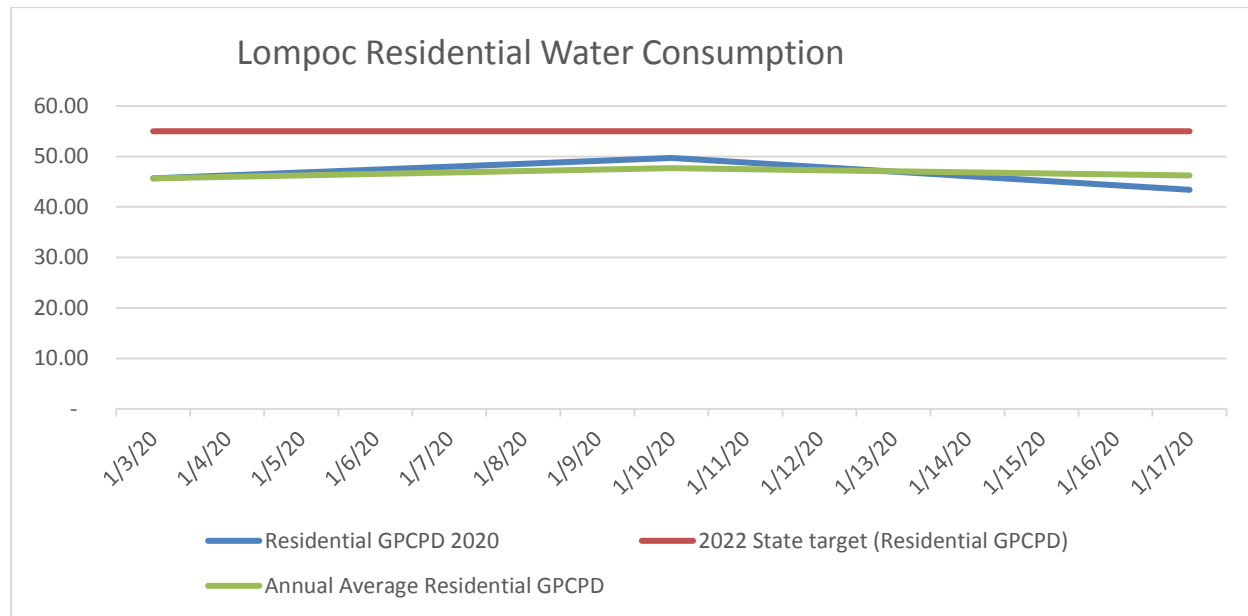
- Painted Red Curbs City wide
- Made & installed Signs City Wide from inspection list.
- Removed Graffiti from street signs.

Utilities

Water

The Water Division produced 17.2 million gallons of treated drinking water or 2.5 million gallons per day (MGD) and released to the 40,759 residents of the City of Lompoc at 60.3 gallons per

capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 43.4. This is 9% below the residential GPCPD compared to the week of the 17th in 2018. 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 46.3 GPCPD is currently 19% below the state target 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.

Contractors completed the dive inspection and cleaning of the Avalon reservoir, no reportable issues with tank integrity or cleanliness.

Contractors completed the pull and camera of well #5 casing, they reported back no issues with the well casing and have recommended we finalize our rehabilitation of the well with a physical and chemical cleaning of the casing and gravel pack before reinstalling a new pump and column pipe. Final camera of the well to follow after the cleaning but before the installation of the new pump.

Wastewater

Collections:

- No sanitary sewer overflows to report.
- Routine cleaning on Map #3 has been completed.
- Camera work on Map #4 (CCTV).
- Assisted Wastewater Plant Staff with Vector unit.

Reclamation Plant Maintenance:

- Staff is keeping up with the weekly plant maintenance.
- Staff has repaired a 3W line blow-out and worked with Operations staff to clean-out the gravel and sand that it caused to flow into Clarifier #3.
- Staff made some repairs to the East Barscreen’s Rotopress that had a piece of stainless pipe jammed in it from an outside source.

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 sampling is continuing.
- Lab Update continues.

Pretreatment:

- Appointments have been made with dentists to check their amalgam separators.
- Inspections are being scheduled with permitted users.

Operations:

- Continued standard plant operations.
- Saturday, January 11, 2020, the Wastewater Plant experienced a 3w line break, this break pushed rocks into clarifier #3 causing the arm to shut off on Hi Torque. Clarifier 3 was taken out of service. The rocks have been removed by our collection crew. Currently it is drained and being cleaned.
- 3w mainline is back in service, the broken joint isolated and under repair.

Electric

This week, Electric Crews covered primary and secondary lines for tree trimmers. Crews also removed the older splicing and replaced a pole on 500 South O Place. 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 worked with the Broadband Division to install cameras in the city. In addition, technicians continued to change cell meters as requested by the Billing Division. Technicians also performed a switching order for PG&E. PG&E is performing work on one of the transmission lines feeding Lompoc.

Staff started working on its annual compliance reporting obligations. This week, staff completed the CEC 1304B report and also prepared the California Air Resources Board's forms to notify the agency of changes in corporate association information that includes new council members. 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.

Broadband

- By the advice of our IT division, personnel restarted and patched various servers due to a notification sent out by Microsoft.
- Staff worked with the engineering division to participate in a demo with Moivision. The demonstration they provided was for using our captured video from street cameras to do traffic counts.
- Our communications vendor, DTC, requested a meeting to provide information regarding the services they provide for us. Our previous vendor ATI transitioned out of the support business.
- Staff downloaded, reviewed, forwarded various communications invoices to accounts payable.
- Staff participated in a meeting with the City Manager, Police Chief, Finance Director, and various other personnel to continue discussing the installation of cameras, as requested by police. The meeting was an update to a previous meeting.

TAPTV:

- Staff purchased a portable generator for use during a PSPS event. The device is to power the KPEG transmitter during the black-out scenario. The FM radio station will be used for public notifications.
- In keeping with the PSPS events, staff is upgrading the UPS used at the KPEG studio to provide adequate time to relocate a generator during an event.
- Staff broadcast the Lompoc/Cabrillo basketball double-header last Friday. Cabrillo won both the boys and girls matches.

AMR:

- Staff is continuing to work with utility billing to implement SB 998 legislation as required.
- Staff continues to analyze the need and amount of remote turn-off electric meters.
- Customer Service personnel have worked with conservation staff to continue addressing the leak report. Changes to the program are anticipated in the near future.

Solid Waste

Monday, January 20th, is the Martin Luther King Jr. Holiday, Solid Waste Collection including trash, recycling and greenwaste will be delayed by one day for the remainder of the week. The Landfill will be closed for the Holiday, reopening the following day at 7:30 am.

Respectfully submitted,



Jim Throop, City Manager