July 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 July 3, 2020 through July 10, 2020.

Administration
- Met with staff to discuss development projects
- Met with citizens
- Continued COVID updates
- Bi-weekly dept head meetings
- Continued discussions with EPA

Community Development

Building
Permits – 18
Plan reviews - 5
Counter Plan Review – 1
Cannabis Reviews – 2
Inspections – 18
Special Inspection – 0
Certificate of Occupancy – 1
Notice of Violations/Stop Work Order – 0
Plans out for review to consultant – 3
BTCs – 6
Permits in review – 43
Permits under construction – 188

CDBG/Human Services and Affordable Housing

CDBG/HOME: 2020-24 Draft Consolidated Plan published for public review; loan servicing; Community Needs Assessment Survey in Spanish published on social media and city website and will end on 7/13; Cypress and 7th Street Project site visit and completion of California Tax Credit Allocation Committee Local Reviewing Agency Project Evaluation; processing of monitoring report.

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; 5 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 earmarked for installation costs associated with ADA pathways and park playground (all-inclusive play structure); 3/19 Contractors’ proposals received and rated; 3/25 met with project coordinator regarding project and budget; contract in processing; Beattie Park contract to go before City Council June 16 for construction to begin in June and projected estimated to be completed in July; attended park site meeting 6/11; budget adjustment on 6/24.

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 completing process of accepting the grant.
- SB2 Planning Grant ($160,000) – Sent off signed contract this week to accept funding for planning division.
- Prop 68 Per Capita Grant Funds ($177,952) – Received notification of funding award and next steps.
- 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.
- 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, including creating a special running census participation tally on the city website. City of Lompoc is doing well with a census response rate of 66.3% as of July 1. This is compared to the statewide rate of 63%. However, Lompoc’s number has been stagnant for some time, therefore we are focusing on boosting response in low-participation areas.
- Using system to track grants citywide, and to house information needed for grant applications.

Planning/Stormwater
- 5 Plancheck Reviews
- 4 Business Tax Certificate Review/Approval
- Staffed Planning Commission Hearing
  (Campbell Box Warehouse/Draft Zoning Text Amendments)
- Developer Meeting (1416 East Walnut Avenue)
- Updated Survey Work Completed (Bailey Ave Annexation)
- Planning Review of TCAC Evaluation Form (Cypress Court Affordable Apartments)
- Discretionary Projects: 37 active projects, 17 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 Staff – Limited re-opening July 13

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 14 from 11:00am – 3:00pm
**EOC – COVID – 19:**

- Recreation Supervisors and Recreation Coordinator are working the COVID Phone Hotlines from their regular work stations

**Administration:**

- July 6 – 10 – Staff training and cleaning of the facilities inside/out to be ready for limited opening on July 13.
- Passports Appointments by appointment only beginning July 13
- Summer Activity Guide – New on-line Activity Guide is being developed by staff and will allow flexibility and provide cost savings now and ongoing. The updated guide will be on a month to month basis for program and facility offerings.
- 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)
- 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, 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.

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](https://www.cityoflompoc.com/community/coronavirus-local-information-and-resources).

**Fire**

**Total Calls for Service - 99**

- Fires: 13, 2 Vegetation Fire, 2 Trash Fire & 9 Dumpster Fires
- EMS: 64
- Vehicle Accidents: 6, 3 With injuries
- Service Calls, Good Intent & False Alarms: 21
- Citizen assists: 8
- Concurrent Requests for Service: 20
- Automatic/Mutual Aid: Given 0, Received 2
- Santa Barbara County Medic Unit responded in place of AMR: 6

**Fire Prevention Inspections/Community Risk Reduction**

- Permitted inspections 1
- Non-permitted inspections 0

**Public Education**

All public education canceled due to COVID-19.

**Fire Items of Interest**

During the week of July 4th Lompoc Fire responded to 9 dumpster fires and 2 vegetation fires related to the use of fireworks

**Library**

- Meetings attended by staff: 5
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 until 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 little change 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 $389.0 Billion, as of June 30, 2020, which is a 5.1% increase from June 30, 2019. For the City of Lompoc, this would be a market value increase of $10.5 million, a $3.9 million annual shortfall from the expectations.

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<th>CalPERS : Jun 30, 2020</th>
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<tr>
<td>Market Value - June 30, 2019</td>
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<td>Market Value - Jun 30, 2020</td>
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<tr>
<td>YTD Annual Gain 5.1%</td>
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Interest Rates:
The Federal Open Market Committee (FOMC) announced 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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<tbody>
<tr>
<td>Accounts Payable</td>
<td>$193,027</td>
<td>$403,295</td>
<td>$533,518</td>
<td>$720,900</td>
<td>$606,120</td>
<td>$654,111</td>
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<tr>
<td>Payroll</td>
<td>1,036,713</td>
<td>Timesheets</td>
<td>$1,097,809</td>
<td>Timesheets</td>
<td>$1,062,320</td>
<td>Timesheets</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 has processed all of the $150 rebates to Electric customers. The final rebates should be posted to all customer’s accounts.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)
911 calls: 388
Administrative/Non-Emergency calls: 1,557
Total calls received to dispatch: 1,945
Calls resulting in service for officers: 731

Notable Information
- Chief Mariani participated in the County Wildfire Suppression Plan (CWSP) meeting with PG&E and County Agencies via teleconference.
- Chief Mariani and Captain Martin attended various internal and external meetings via telephone and video conference calls.
- LPD investigated an attempt murder. Detectives obtained a search warrant for an out of County suspect with assistance from outside agencies. The suspect remains outstanding.
- LPD Detectives conducted a follow up from the robbery that occurred this weekend. The suspect was located, arrested, and the weapon used in the commission of the crime was recovered.

Public Works

Engineering
Operations Highlights:
Engineering Staff managed the completion of construction for a small sidewalk and curb ramp infill project located along the south side of Hickory Avenue, from “K” Street to “L” Street, adjacent to Lompoc Valley Middle School. The project is funded through a Measure A grant from SBCAG which staff secured through a competitive selection process several years ago. Due to the City’s very limited roadway repair and construction funds, grant opportunities to construct missing sidewalk and related improvements greatly expand the City’s ability to serve the community with that important infrastructure.

Fleet, Facilities, and Parks Maintenance
Manager’s Report:
- Participated in a weekly Parks conference call with Santa Barbara and San Luis Obispo Counties regarding COVID-19.
- Addressed nine (9) citizen complaints and concerns this period.

Fleet & Radio Report:
Fleet maintains 383 active vehicles - 43 are carryover vehicles and 41 are attachments to vehicles.
42 Work Orders were written.
19 Scheduled Services came in and were completed.
16 Non-scheduled/breakdown repairs were performed.
6 Work Orders had some or all work outsourced.
1 Work Order for parts charges or cleaning of vehicles.
6 Work Orders issued remain open awaiting parts and repairs.
No Vehicle Accidents were reported.
Radio Staff worked with vendors to determine City Repeater needs for a potential upgrade to the current radio infrastructure.

Parks Report:
- Primed and painted over graffiti on the Ryon Park bleachers.
- Grounds Maintenance –
  - Mowed Riverbend Park, Pioneer Park, J.M. Park, Ken Adam Park, Recreation Center, Skate Park, Aquatic Center area, Centennial Park, Museum grounds, Thompson Park, and Old Town lot.
  - Ran irrigation at Thompson Park after mowing.
  - Weeded and blew off around arches, sidewalks, and curbs in Ryon Park.
- Cleaned up litter in parks and on walking trails.

Facilities Report:
- Staff performed repairs and upgrades at Lompoc Library.
- Staff worked with vendors to finalize P.D. HVAC system.
- Staff completed eleven (11) unscheduled Work Orders.

Urban Forestry
- Sixteen (16) trees were trimmed for routine maintenance.
- One (1) tree was trimmed due to an electrical conflict.
- Staff continued to perform vegetation management around electrical poles in the fire mitigation area by clearing brush.
- Staff performed weed abatement around the exterior of the Corporate Yard.

Streets
Construction Crew:
- Prepared, patched, and filled street pavement in areas for the Cape Seal list.
- Responded to P.D. Dispatch in regards to removal of an engine located in the middle of the road on Seventh Street and Cypress Avenue.

Traffic Crew:
- Painted stencils in the northwest area of town.
- Sign inspections.
- Reinstalled street signs on South “L” Street and Hickory Avenue. Signs were previously removed for a concrete ramp project.
- Made signs for the Lompoc Library parking lot.
- Installed new solar lights on barricades.
- Removed graffiti from signs on the inspection list.
- Assisted with traffic control in the 900 block West Laurel Avenue in response to a vehicle accident.
Utilities

Water
The Water Division produced 31.0 million gallons of treated drinking water or 4.4 million gallons per day (MGD) and released to the 40,843 residents of the City of Lompoc at 108.4 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 78.1. This is an increase of 4% residential GPCPD compared to the week of the 10th, 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 60.1 RGPCPD is currently 9% 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:
- Centrate pump #2 has been taken out of service and disassembled, awaiting rebuild kit.
- Filter #4 effluent actuator has failed and a new actuator is on order for replacement.
- 12 outdoor High Pressure Sodium light fixtures were replaced with LED.
- Contractors began work on the Centrate Line Replacement, removing the old 4" steel line for a 6" C900 plastic.

Wastewater
Operations:
- Standard plant operations
- Ops Supervisor officially started July 5th 2020
- Implementing a new schedule for Operations: Day shift will be from 6AM to 2PM and Swing Shift from 2PM to 10PM. Operators to be on call for Graves 10PM to 6AM
- Reviewing Alarm Set necessary for no Operators present on Graves.
- Staff continues to make process adjustments of Aerobic Digester system.
- Operations staff received training on troubleshooting of Aerobic Digester

Maintenance:
- Staff working on the Preventive Maintenance Program.
- Staff rebuilding Ox Ditch mixer 2-2.
- Staff replaced bad motor bearings.
- Staff getting the Vactor discharge station equipment going.
• We have two concrete contractors coming to bid on levelling the floor in the old Blower Building to make a more user friendly Maintenance Shop.
• We have the UV System Engineer looking into helping us to resolve the “phantom” alarms that are being sent to SCADA.
• Planning removal of ox ditch from service for maintenance and diffuser replacement.

Collections:
• No sanitary sewer overflows to report.
• Routine cleaning on Map #3.
• Camera work on Map #5.
• Ongoing Development of SOP’s for the Section.
• Weekend Lift Station/HP Maintenance manhole checks.
• Ongoing SSMP updating.
• Began planning of GIS tracking for collections system.

Laboratory:
• Started quarterly testing for receiving water and final effluent.
• Monday we will be collecting samples for our Chronic Toxicity Testing.
• Continue with daily, weekly and monthly testing.
• Continue to work with the consultant to update the laboratory systems.
• Laboratory staff received training on laboratory safety.

Pretreatment:
• Completed the VAFB permit.
• Staff contacted the permitted SIU’s to find out work capacity for the Chronic Toxicity testing for Monday
• Staff assisted with work on FOG Rules and Regulations

Electric
Electric Crews continued Lompoc Electric’s system hardening efforts as identified in the Wildfire Mitigation Plan. Crews also continued washing the electrical insulators throughout the city. 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 tasks. In addition, technicians completed surplus transformer process and assisted in the SCADA server troubleshooting.

GIS staff continued with 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. Staff continued compliance activities for this year.

Broadband
• Staff conducted a walk-through of the Solid Waste yard for the camera replacement project. Equipment has been ordered and installation planning is ongoing.
• Staff is working with Facilities to transition Fire Alarm panels to Stanley for monitoring.
• Firmware updates as required on wireless network equipment.
• Numerous cellphone orders, programming, and replacements, as requested.
• Adds, moves, and changes for phone system, as requested.
TAPTV
- Staff has created the process to assure the broadcast of the City Council and Planning Commission meetings on Channel 23.
- A temporary fix has been created to provide audio to the bulletin board on channels 24 and 25.
- An alternative feed for City Council broadcasts was created to allow viewing of meetings on Apple devices.

AMR
- Utility Billing and Customer Service have begun reading the billing routes by Group, rather than individual routes. This has created a need for greater coordination between field work and office work.
- The Water Meter shop requested assistance with the replacement of 60W ERT’s. Our CSFT II’s will be made available to assist as time allows.

Solid Waste
Solid Waste and the Landfill have collected and diverted 668 mattresses for recycling for the month of June 2020, year to date the Landfill has diverted 3,349 mattresses from disposal. Since the program’s inception in September 2016, Lompoc has diverted from disposal and recycled 21,584 mattresses at the Lompoc Landfill.

The Solid Waste Landfill received 4,987 tons of trash, recycling, and greenwaste for the month of June 2020. The total tons recycled were 1,060 tons and the total tons disposed were 3,927 tons. The Landfill saw a 17.6% increase in trash tonnages for June 2020 over June 2019 tonnages.

Respectfully submitted,

Jim Throop, City Manager