August 14, 2020

TO: Honorabl 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 8, 2020 through August 14, 2020.

Administration

- Continued assistance on getting VAFB to be Space Command
- Discussed issues with VAFB on the very large number of violations at Surf Beach
- Received update from sales tax consultant on first quarter results
- Continued work on OEA grant submission

Community Development

Building
Permits – 16
Plan reviews - 6
Counter Plan Review – 1
Cannabis Reviews – 0
Inspections – 60
Special Inspection – 0
Certificate of Occupancy – 0
Notice of Violations/Stop Work Order – 0
Plans out for review to consultant – 2
BTCs – 3
Permits in review – 43
Permits under construction – 199

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 has accepted 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.
- 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) – Received notification of funding award and next steps.
- Moving into Statewide Park Program Round Four, and held meeting with rec and planning to discuss next steps. Have webinars scheduled on this program in coming weeks.
- Exploring opportunities for federal agricultural funding through USDA.
- 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, including creating a special running census participation tally on the city website. City of Lompoc is doing well with a census response rate of 68% as of Aug. 13. This is compared to the statewide rate of 64.9%. However, Lompoc’s number has been stagnant for some time, therefore we are focusing on boosting response in low-participation areas. These efforts include signage and social media postings, along with in-person visits from Census takers.
• Using system to track grants citywide, and to house information needed for grant applications.

Planning/Stormwater
• 3 Plancheck Reviews
• 2 Business Tax Certificate Review/Approval
• 2 Home Use Occupation permits
• Staffed Planning Commission meeting
• Burton Ranch Environmental Review (draft proposal to address amendments)
• Finalization of Landfill Technical Report
• Discretionary Projects: 38 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 July 13 – July 31 – 567 participants

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 – August 20 from 11:00am – 3:00pm

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

Recreation Division:
• August 17 – 21 – Staff training and cleaning of the facilities inside/out to be ready for limited opening.
• Passports at the Anderson Recreation Center by appointment only. August 10 – 14 24 Passports and 20 Photos - $1,140 in fees collected.
• 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)
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.

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: 5, 1 Structure, 2 Brush, 2 Rubbish Fires
- EMS: 44
- Vehicle Accidents: 1
- Service Calls, Good Intent & False Alarms: 13
- Hazardous Condition: 1
- Citizen assists: 2
- Concurrent Requests for Service: 14
- Automatic/Mutual Aid: Given 4, Received 0

Fire Prevention Inspections/Community Risk Reduction
- Permitted inspections: 4
- Non-permitted inspections: 0

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

Training
Crews conducted 59 hours of training

Fire Items of Interest
The Department had a crew staffing the Brush Truck that was deployed to the Apply Fire and returned after seven days on August 10th.

The Department responded a crew to the Lake Fire on August 12th where they are currently providing structure protection to the community.

The Department Responded to three separate fires within the Riverbed in two consecutive days. These fires required the commitment of resources for several hours, as well as the assistance from Santa Barbara County and Vandenberg Fire.

We were also notified of the passing of former Lompoc City Fire Chief Ronald Reid who passed away on August 7th with his family by his side. Chief Reid served as the Lompoc City Fire Chief from May 1986 – December 1993.
Library

- Meetings attended by staff: 1
- Virtual Reference:
  - Phone calls: 116
  - Reference questions answered: 115
  - Emails: 6
  - Text holds appointments: 26
  - Facebook questions answered: 19
- New library cards: 13
- Holds picked up: 316
- Book Bundles: 5
- Movie Bundles: 0
- Printing Pickups: 3
- Summer Reading Challenge Signups: 422
  - Books read: 1,614
  - Books reviewed: 582
- Community Outreach: 2
  - Books distributed at Hapgood Elementary: 155
  - Books distributed to Partners in Caring: 50
- Social Media – Instagram
  - Posts: 1
  - Views: 227
  - Likes: 26
  - New followers: 1
  - Stories: 20
  - Views: 1,076
- Social Media – Facebook
  - Posts: 19
  - Reach: 5,802
  - Engagements: 663
  - Page Views: 44
  - New likes: 2
- Social Media – YouTube
  - Videos: 20
  - Views: 519

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 – 5pm, Monday – Friday. Please call 875-8781 for more information or follow us on Facebook for updates.

The bookdrops in the parking lot of 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.

Time is running out to participate in the Summer Reading Challenge! Log your reading to earn prizes! For more details, follow us on Facebook or call 805-875-8781.

Management Services

Employment:
The "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of July. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 4.8 million jobs in June and 2.7 million in May. The unemployment for July decreased from 11.10% to 10.20%.

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
Staff conducted meetings this week with our consultant (Revenue Cost Specialist) for the user fee study. This will help us establish the City’s Master Fee Schedule to be adopted by City Council.

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:

<table>
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<th>Finance activities</th>
<th>8/14/2020</th>
<th>8/7/2020</th>
<th>7/31/2020</th>
<th>7/24/2020</th>
<th>7/17/2020</th>
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<td>Accounts Payable</td>
<td>$5,392,358</td>
<td>$723,906</td>
<td>$285,942</td>
<td>$179,088</td>
<td>$2,085,853</td>
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<tr>
<td>Payroll</td>
<td>Timesheets</td>
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<td>Timesheets</td>
<td>1,036,688</td>
<td></td>
</tr>
</tbody>
</table>

- 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 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 customer’s accounts receivable aging report shows accounts with a balance of 90 days or older has been on the raise, from 13.6% to 28.9%. This was a 9.9% improvement from last week.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)
911 calls: 366
Administrative/Non-Emergency calls: 1,343
Total calls received to dispatch: 1,709
Calls resulting in service for officers: 647

Notable Information
- Chief Mariani and Captain Martin attended various internal and external meetings via telephone and video conference calls.
- Chief Mariani presented the Fireworks Staff Report at City Council.
- Chief Mariani assisted Grover Beach Police Department with Commander interviews.
- Chief Mariani and Captain Martin met with the new Buellton CHP Commander for a change of command orientation.

Public Works

Engineering
Operations Highlights:
Staff continues to work with the developers of the Strauss Wind Energy Project to clarify the City’s needs related to proposed City street right-of-way work, oversize truck loads, and traffic control. Engineering Staff routinely coordinates with development projects, utility projects, and other proposed impacts to the City’s roadway network and traffic in order to help the proponents facilitate the projects while ensuring the safety and convenience of the public and the protection and restoration of City infrastructure. The Strauss Wind Energy Project is not a typical proposal for the City because its impacts to the City’s roadway infrastructure and traffic are much more significant than the impacts of most projects proposed in Lompoc. As such, Staff has carefully coordinated with the developers and Caltrans to protect the City’s interests while explaining options to meet the project’s needs to transport its equipment through the City.

Fleet, Facilities, and Parks Maintenance
Manager’s Report:
- Met with I.S. Staff to review network issues causing corrupted Fleet data on the IMS software.
- Met with Finance to attempt reconciliations of last year’s past due accounts.
- Addressed eight (8) citizen complaints and concerns this period.

Fleet & Radio Report:
- Fleet maintains 383 active vehicles - 43 are carryover vehicles and 41 are attachments to vehicles.
- 31 Work Orders were written.
- 11 Scheduled Services came in and were completed.
- 15 Non-scheduled/breakdown repairs were performed.
- 6 Work Orders had some or all work outsourced.
- 3 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:
- Repaired stall door in women’s restroom at River Park.
- Grounds Maintenance –
  - Mowed City Hall grounds and blew off sidewalks and parking lot.
  - Mowed softball field and sports field area in Thompson Park.
  - Cleaned up broken branches in Ryon Park and Beattie Park.
  - Mowed grass area in River Park.
- Repaired broken chain around parking area in Barkin Park.
- Picked up trash and debris and emptied trash cans in all parks and along walking trails.
- Primed, painted, and removed a large amount of graffiti from Thompson Park restrooms.

Facilities Report:
- Facilities Supervisor worked with vendors to ensure all projects, such as the Lompoc Library carpeting installation, are still on schedule, and that the City Hall Lobby redesign quotes are submitted and evaluated next week.
- Staff worked on addressing a bee issue at the Museum.

Urban Forestry
- Twenty-eight (28) trees were trimmed for routine maintenance.
- Two (2) trees were trimmed due to electrical conflicts.
- Staff ground eleven (11) stumps.
- One (1) tree was removed due to electrical conflict.
- Three (3) trees were removed due to poor health.
- Staff responded to three (3) broken branches.
West Coast Arborists performed an emergency removal of a large tree on East Ocean Avenue.

**Streets**

*Construction Crew:*
- Prepared, patched and filled street pavement in areas of known potholes and in response to requests from the public.
- Sprayed weeds city wide for the 2020 Cape Seal Project.
- Patched displaced sidewalks city wide.
- Removed debris from a wine barrel knocked over into the road.
- Performed equipment maintenance on the Patch Truck.

*Traffic Crew:*
- Replaced signs and poles at corner ramp locations for the 2020 Cape Seal Project.
- Made and installed signs off the inspection list.
- Painted a red curb in the northwest area of town.
- Made signs for stock.

**Utilities**

*Water*

The Water Division produced 29.0 million gallons of treated drinking water or 4.1 million gallons per day (MGD) and released to the 40,843 residents of the City of Lompoc at 101.4 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 73.0. This is 2% below the residential GPCPD compared to the week of the 14th, 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 62.7 RGPCPD is currently 12% 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:*
- A new caustic flowmeter digital display was installed.
- Well #1 - Variable Frequency Drive cabinet is being finalized and should be re-installed before the end of the month.
• A new backflow prevention device and system bypass was installed for the main water feed to the Water Treatment Plant chemical building.

Wastewater Operations:
• Standard plant operations.
• Continuing with oxidation ditch cleaning and repairs.
• Finished initial seeding of enzyme pilot program.
• Initiated sand hauling to drying bed. Adding 2,000 tons of sand to bed.

Reclamation Plant Maintenance:
• Staff has been cleaning and servicing the mixers that are in the oxidation ditch and they had a crane on site lifting bins out of the oxidation ditch.
• Staff is keeping up with regularly scheduled daily maintenance.
• On Monday August 17th, the contractor, Belzona, will begin the long awaited rehabilitation on the Final Effluent Structure.

Collections:
• No sanitary sewer overflows to report.
• Routine cleaning on Map #4.
• Camera unit out of service.
• Staff has had an increased number of underground service alerts this week, due to multiple projects going on in and around the City.

Laboratory:
• Daily, weekly, and monthly testing has started for the month of August.
• Staff will be collecting a chronic toxicity sample on August 18th.
• Staff continues to work with the consultant on updating the Laboratory.

Pretreatment:
• Staff continues working with the consultant to update the Pretreatment Program.
• Staff continues to work on cannabis and winery permits.
• Staff has been tasked with preparing a sampling schedule for the wineries.

Electric
Crews continued Lompoc Electric’s system hardening efforts as identified in the Wildfire Mitigation Plan. The Line Crew also installed a new street light in the 800 block of North H Street and replaced electrical equipment at 521 South I Street. 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 at the receiving station. In addition, technicians completed the SCADA equipment testing at the station, removed oil samples for Load Tap Changer testing, and wired several Pole Test Switches.

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, and Public Safety Power Shutoff notifications.

Broadband
• Staff set-up a lite beam at Pioneer Park for backhaul.
• Staff adjusted two Police Department Camera M5’s to new backhaul point at Pioneer Park.
• Staff installed four new Police Department cameras.

TAP TV
• The Media Center provided television, internet and radio coverage of the Planning Commission meeting on 8/12/20.
• KPEG radio played 250+ Covid-19 related Public Service Announcements during the week.
• Staff assisted in preparation of staff report for upcoming Council presentation.

Solid Waste
The Landfill Supervisor took monthly readings of the site’s perimeter monitoring gas probes at the property boundaries of the landfill as required by the California Department of Resources Recycling and Recovery or CalRecycle.

The City of Lompoc Landfill accepts a number of items at no charge. Mattresses, white goods (refrigerators, washers, dryers, water heaters, and dishwashers), auto tires, and electronic wastes, including televisions, VCR’s DVD players, computers, monitors, stereo’s and other electronic items with a cord can be delivered to the Landfill during normal operating hours; Monday through Friday from 7:30 a.m. to 4:00 p.m. and on Saturday and Sunday from 10:00 a.m. to 3:45 p.m.

If residents do not have a means of taking these large items to the Landfill, the City has a Bulky Collection Program. Residential customers can arrange to have two bulky items picked up by the City.

Bulky items include: mattresses, white goods (refrigerators, washers, dryers, water heaters, and dishwashers), auto tires, and electronic wastes, including televisions, VCR’s DVD players, computers, monitors, stereo’s, other electronic items with a cord, couches, sofas, desks, and bookshelves. Residents are allowed three bulky item pick-ups per year (two items each time). To schedule a large item pick-up or bulky item pick-up, residents can call, Monday through Friday between 8:00 a.m. and 4:00 p.m., the Solid Waste office at (805) 875-8024.

Respectfully submitted,

Jim Throop, City Manager