



March 15, 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 March 9, 2019 through March 15, 2019:

Administration

- Worked with staff on the State of City presentation
- Department budget review
- Attended EDA St. Patrick's event
- Filled the vacant Community Development Manager for CDBG, Housing, etc.

Community Development

Community Development

Administration:

Attended City Council Goal and Priority Setting Workshop held on Saturday, March 9, 2019.

HUD Voluntary Compliance Agreement for Fair Housing – Processing; in contact with HUD and Legal Aid; to be completed by March 30, 2019.

CDBG Capital Project:

2017-18 CDBG Capital Projects

Lompoc Parks & Facilities ADA Improvements (Phase II – ADA Park Restroom Improvements) \$244,530 – \$40,000 balance – Pioneer Park ADA pre-fabricated building delivered and set February 8, 2019; utility connections completed and inspected; grading and concrete work completed; drinking fountain to be installed week of April 1, 2019.

Special Projects:

Library Restroom Renovation – Daily project management plan provided to Librarian for project once bidding and permitting phase is completed; scope change completed; plans re-submitted for building permit on February 12, 2019; building permit approved March 6, 2019; bid package sent to purchasing waiting for approval and release.

Public Information Officer/Community Relations

- Press releases sent: 4
- Published Stories on City: 23

Social Media:

- 7 Facebook posts, 4 Instagram posts, 8 Tweets
 - Facebook: Engagement – 3,574, Reach – 9,600, Page Views – 232, New Likes - 17

Notable Events: Promoted, launched and recorded March Madness employee engagement effort, State of the City preparations, Mayor for a Day promotions, LLV government day

Planning

- Staffed Budget Workshop
- Staffed DAT and Planning Commission
- Review of Draft Wireless Telecom Ordinance (Public Right-of-Way)

Stormwater

- Housing Authority Thompson Park NEPA project completed
- City authorization for Tree Removal along channel by PG&E

Code Enforcement

- Cases opened: 9
- Cases closed: 5
- Inspections: 14

Building Official

- Plan reviews - 8
 - TUP19-05
- Cannabis reviews - 1
- Inspections - 2
- Notice of Violations Issued - 0
- Certificate of Occupancy - 1

Activities:

Attended EDU-Code Training in Las Vegas for continuing Education requirements.

Fire

Calls for Service - 99

- Fires: 0
- EMS: 75
- Vehicle Accidents: 4, 2 With Injuries
- Service Calls, Good Intent & False Alarms: 22
- Citizen assists: 9
- Concurrent Requests for Service: 18
- Automatic/Mutual Aid: Given 2, Received 0

Fire Prevention Inspections/Community Risk Reduction

- Permitted inspections 5
- Non-permitted inspections 0

Public Education

1 Ride-along – 1 contact

Fire Items of Interest

Repurposed roll-up doors from the demo project at the future transit yard were installed in our storage unit across from Station 1 making it safer for our firefighters to use the facility.

Fire Marshal

- Completed a landscape review for a new subdivision in the wildland urban interface.
- Reviews and comments sent to planning for 2 temporary and 1 conditional use permits.
- Reviewed 8 plans for compliance with codes, 5 approved and 3 need corrections.

- Monitored the demolition of an unsafe building on the 100 block S. H. St.
- Performed 2 new business inspections.
- Processed 12 plan sets for fire fees and sign-offs.
- Attended 3 meetings.
- Provided 4 consults for cannabis and remodel inquires on requirements.
- Emergency medical training update for epinephrine delivery.
- Coordination with City Clerk's office regarding 2 fire inquiries for BTC's.
Performed 6 fire inspections for permitted work and 1 health department report on a hood.

Library

- Library programs
 - Offered: 13
 - Attendance: 141
- Bookmobile
 - Stops: 4
 - Visitors: 159
- Meetings attended by staff: 3
- Monthly library users for February 2019
 - Lompoc: 11,702
 - Village: 1,933
 - Bookmobile: 439
- New library cards made in February 2019
 - Lompoc: 139
 - Village: 13
 - Bookmobile: 8

This month, the art being displayed in the Grossman Gallery is from LUSD junior high and high school students. Please come visit this special collection of different types of art from our community's youngest artists.

Management Services

Following you will find a brief summary of the past week's significant activities of the Management Services Department:

Finance and Information Technology:

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

- Information Systems and Finance continue converting data to go the live with the General Billing module with the setting up connection to auxiliary location such as the landfill.
- Information Systems continues working on the setup and conversion of all data for the Utility Billing. The Utility Billing division has been in Lodi this week for training.

Expenditures:

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

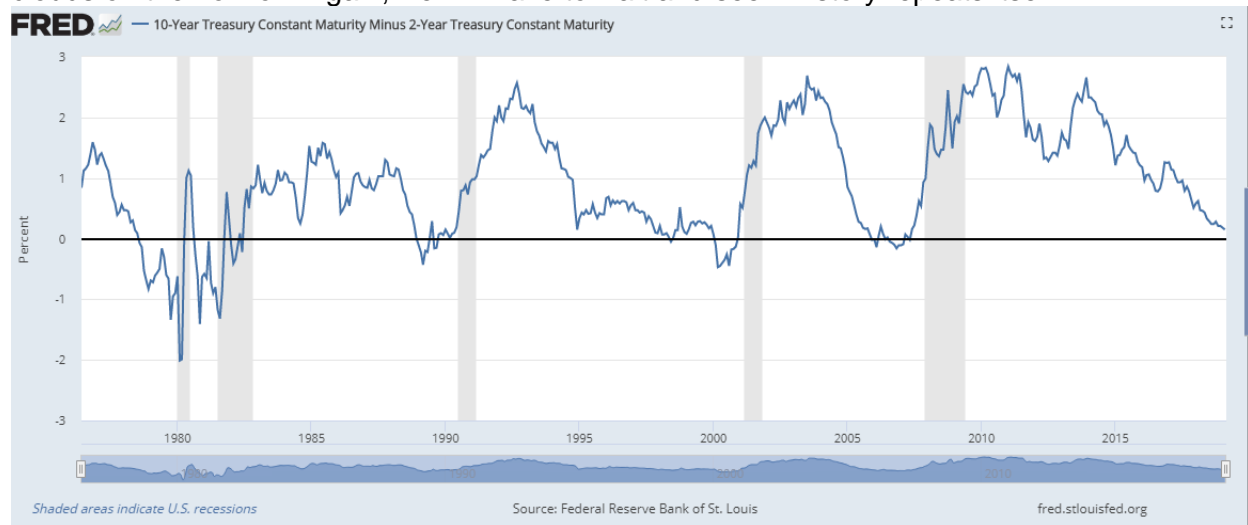
<u>Finance activities</u>	<u>3/15/2019</u>	<u>3/8/2019</u>	<u>3/1/2019</u>	<u>2/15/2019</u>	<u>2/15/2019</u>	<u>2/8/2018</u>	<u>2/1/2018</u>
Accounts Payable	\$ 655,719	\$ 584,937	\$ 848,942	\$ 908,185	\$ 314,571	\$ 526,918	\$ 685,281
Payroll	Timesheets	1,111,418	Timesheets	1,045,668	Timesheets	1,009,161	Timesheets

2019-21 Budget Preparation:

Management Services continues to work with Departments/Division in preparation of the 2019-21 Budget. There was training this week for divisions to input there budget request into Munis, this will continue next week, as well.

Interest Rates:

After five consecutive quarters of raising rates, I was happy to see the Federal Reserve took dovish or conservative stands that they were willing to stop raising interest rates for a while, given some signs the economy might be slowing. With the Fed's raising rates, it has put upward pressure on short term rates. This week's 2 year Treasury rate was 2.47%, with the 10 year rate at 2.64%, a difference of only 17 basis points. This is known as a flatten yield curve. Normally long-term yields are much higher than short-term yields because you would expect to be compensated for taking on more risk in the form of longer bond maturity. Yield curves flatten on the way to inversions, which tend to precede recession. As the Fed's reduce holdings from their balance sheet and takes a wait and see approach to interest rates, the graph below shows clouds on the horizon. Again, we will have to wait and see if history repeats itself.



Employment:

The January job numbers showed growth exceeded estimates with nonfarms payrolls surging by 304,000 with surveyed Economists' expectations closer to 170,000. The unemployment for January ticked slightly higher to 4 percent with expectations at holding 3.9 percent.

Police

The following summarizes events or trends with regard to the Lompoc Police Department for the period beginning Saturday, March 9, 2019, to Friday, March 15, 2019. There were a total of 616 calls for service.

Notable Information

- Chief Mariani, Captain Clement, and Sergeant Martin attended various internal and community meetings.
- Chief Mariani attended the City Council Budget Workshop on Saturday, March 9, 2019.
- Chief Mariani attended Lompoc Little League opening day.
- Chief Mariani attended CALM Open House.
- A gas leak in the LPD Jail caused the Jail to be evacuated for a short period of time during the repair process.
- After an extensive investigation LPD Detectives arrested a total of four suspects in the gang related shooting which occurred on 3/3/2019 in the City of Lompoc. All suspects are being charged with Attempted Murder with a gang enhancement.
- LPD Detectives have been working around the clock to solve the shooting of a known gang member and homicide investigation of a 17-year old innocent victim who was not associated with the known gang member that occurred on 03/04/2019.

Upcoming Events LPD Will Attend

- Chief Mariani and Captain Clement will be serving at the Empty Bowls Event on Wednesday March 20, 2019

Public Works

Engineering

Operations Highlights:

The Riverbank Stabilization Project received the 2018-19 Project of the Year award for Disaster/Emergency Repair Construction less than \$2M from the Central Coast Chapter of the American Public Works Association at their awards banquet held this week in Santa Maria. Great work by the Engineering team on this project. The Division doesn't currently have any projects in construction but continues to work on various projects in varying stages of project development and design.

Fleet, Facilities, and Parks Maintenance

Manager's Report:

Met with the Sr. Code Enforcement Officer to inspect a shed at the "A" and Central walking trail. Met with Staff and the Autocar vendor to review and finalize pre-build details for new refuse trucks. Worked on divisional budget data with Staff. Six (6) citizen complaints and concerns were addressed this period.

Maintenance and Operations Highlights:

Out of 385 pieces of fleet maintained equipment, thirty-eight (38) Fleet Work Orders were issued. Of fourteen (14) scheduled services, thirteen (13) came in and were completed. Thirteen (13) non-scheduled/breakdown repairs were performed. Six (6) Work Orders had some or all work outsourced.

Parks Staff:

- Performed post-storm parks maintenance tasks, i.e., mowing and edging.
- Chipped and removed all tree limbs and branches at Johns-Manville Park (staging area).
- Installed and rewired the irrigation clock at Pioneer Park's new restroom.

Facilities Staff:

- Continued work on the foundation leak at the Civic Auditorium.
- Worked on the Aquatic Center fire alarm short.
- Worked on budgetary items.

Urban Forestry

- Trimmed five (5) trees, one (1) of which was due to a utility conflict.
- Responded to fourteen (14) broken branches.
- Removed storm debris from Johns-Manville Park.

Streets

Construction/Concrete Crew patched with cold mix and bag mix, performed weed abatement, and checked/cleared drain inlets from the Streets lists. Traffic Safety performed sign inspections and sign work. All Crews attended Customer Service & Charter of Excellence Training conducted by the Safety Officer.

COLT

On March 8, Transit participated in their annual California Highway Patrol inspection and passed with no findings.

Airport

On March 7, Staff participated in a Caltrans Aeronautics Pavement Assessment that will provide information to be utilized in our request for Federal Aviation Administration funding to overlay the runway and north taxiway.

Utilities

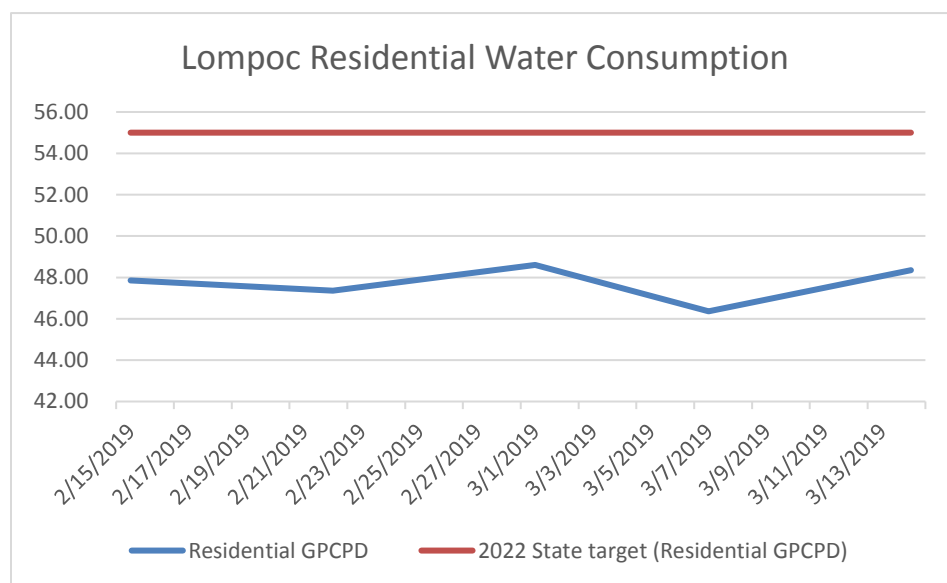
Administration

The Utility Director attended the NCPA Utility Directors meeting, met with other City staff on various issues, and met with City Administrations regarding the 2019-21 biennial budget. Several utilities staff attended the City Council Budget Goal and Priorities workshop on March 9.

The Utility Commission met on Monday. It approved a request to have the City Council consider a time change for future Utility Commission meetings.

Water

The Water Division produced 19.6 million gallons of treated drinking water (2.8 MGD) and released to the 41,267 residents of the City of Lompoc at 67.9 Gallons per Capita per Day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 48.9. This is a reduction of 11% residential GPCPD compared to the week ending March 7th 2018. Below is a graph of residential GPCPD for the past month. We are also 11% under the state mandate of 55 GPCPD for 2022.



In addition, 20 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

Operations:

- Continued standard plant operations.
- Conducted a site inspection for the Regional Water Control Board, it went well.
- Provided a plant tour for the Mayor for a Day Candidate and the Mayor.
- Attended the March 2019 Sanitation Agencies Managers Association (SAMA) meeting in Goleta. Lompoc will be hosting the April SAMA meeting on April 10th.

- Staff is reviewing a new reporting requirement for biosolids that staff has been reporting to the federal EPA. This year, the State of California is implementing a state reporting requirement for biosolids.

Laboratory:

- Staff continued standard lab operations.
- Staff began reviewing the Wastewater Plant's Quality Assurance Program.

Maintenance:

- The Wastewater Treatment Plant's maintenance section has been doing maintenance and repairs on the UV system components. They have completed one blower repair and is currently working on a second.
- Staff is continuing to do their routine duties, such as equipment preventive maintenance.

Collections:

- No Sanitary Sewer Overflows (S.S.O.'s) to report.
- Routine Cleaning of Map #20.
- Routine camera work (C.C.T.V.) on Maps #3 and #4 south side.

Electric

Electric crews completed a pole replacement on the south side of the city. In addition, crews prepared for a transformer replacement in the Willows Trailer Park. Crews also replaced the faulty equipment on G Street and Pine Avenue affecting the Circuit 413. 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 responded to high current alarms on the Circuit 413, and also assisted Line Crews in the replacement of faulty equipment. In addition, staff performed its weekly tasks on the substations.

Staff reviewed and approved building plans for fire damage restoration at a single family residence in the 1000 block of East Pine Avenue and an existing building in the 800 block of West Laurel Avenue. Staff also reviewed and approved Temporary Use Permit applications for sidewalk sales at existing businesses and special events at an existing Winery. In addition, staff filed for yearly encroachment permits with Caltrans and Santa Barbara County. 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

- The phone system service contractor replaced the message waiting indicator (MWI) power supply. The failure was affecting the analog phones directly attached to the PBX in City Hall.
- Staff spent time troubleshooting a phone issue, an extension was built and functioned normally, but would not ring. A determination has been made that the physical port has failed, a request for a replacement card has been made.
- Budget information entry into Munis.
- Worked with mapping staff to resolve a database record issue affecting new record input.
- Staff continued the generational replacement of the facility Wi-Fi access points. The replacements involved Fire Station #1. Additional equipment was ordered to complete Fire Station #2 and the Wastewater Treatment Plant.

TAPTV

- A Lompoc High School softball game was broadcast Tuesday, Lompoc played Santa Ynez and lost 0-9.

- New Traxx production scheduled for Friday night broadcast.
- Television productions as scheduled.

AMR

- Website leak report updated.
- Conducted research for a particular address regarding the leak report mailing. Staff has determined a mailing did occur.
- A new style mobile radio for meter reading was purchased and received, staff will begin programming and implementing the new device for daily missed reads.

Solid Waste

The Solid Waste Superintendent and Landfill Supervisor pulled quarterly groundwater samples from the landfill's monitoring wells and have sent the samples to Fruit Grower's Laboratory for analysis.

Solid Waste's Sanitation or Collections Division is preparing to place an order with Rehrig Pacific Company (one of the City's trash and recycling container manufacturers) for 305 trash, recycling, and greenwaste containers. In addition, the order includes 250 food waste only containers with yellow lids for the startup of the Mandatory Commercial Organics Recycling Program (or Food Waste Program) mandated by the California Department of Resources Recycling and Recovery or CalRecycle.

Respectfully submitted,



Jim Throop, City Manager