



September 13, 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 September 7, 2019 through September 13, 2019:

Administration

- Began the research on previous federal payments for Prison property, etc.
- Began reaching out for input and assistance on opening the Ocean Beach estuary for public use.
- Attended the First Responder's Appreciation Lunch at St. Mary's Episcopal Church
- Attended the Mayors'/City Manager quarterly meeting in Solvang
- Finalized the sales tax agenda item

Public Information Officer/Community Relations

- Press releases sent: 2
- Published Stories on City: 25

Social Media:

- 10 Facebook posts, 3 Instagram posts, 13 Tweets
 - Facebook: Engagement – 1,763, Reach – 3,538, Page Views – 171, New Likes – 18

Website:

- 4.4K users during week

Notable Events: Assisting in spreading word about search for suspect in Lompoc homicide and media relations, Sept. 11 remembrance, Healthy Lompoc 20th anniversary celebration, grant assistance for planning and housing

Community Development

CDBG – Extensive loan servicing and daily program tasks; worked with the Finance and Treasury Departments regarding loans, accounts payables and account receivables; resolved IDIS system program issues with HUD Headquarters; received and reviewed Human Service Agreements; attended Management Team Meeting on 9/12/19;

Human Services - Met with City Manager and Community Development Director regarding new HUD requirements of CDBG program and Human Services Sub-recipients and extent of city staff technical support and services to sub-recipients; attended Inaugural meeting of the City Working Group on Housing and Homelessness with the County of Santa Barbara and surrounding cities.

Special projects - Reviewed subordination agreement in connection with Arbor Square TEFRA Hearing; attended and researched items for Employee Picnic Planning Meeting; Façade Loan technical support and review of documentation.

Affordable Housing – Prepared TEFRA Hearing agenda item for Arbor Square Apartments for 9/17 City Council meeting

Planning

- Staffed Development Assistance Team meeting.
- Review of potential amendments to Bailey Wetlands Management Plan.
- Zoning Code Update - Phone Conference meeting with Lisa Wise consultants; completed Council Staff Report for 9/17 meeting.
- Development Review Board meeting held for 233 & 239 North H Street (Mixed-Use project).

Recreation

Aquatics:

This week there are five pool rentals. Cabrillo High School will be holding a Water Polo match.

Facility Rentals:

- There are three facility rentals at the Anderson Recreation Center, four at the Civic Auditorium, seven at the Dick DeWees Community & Senior Center and nine park rentals.
- Dick DeWees Community and Senior Center on Sunday, September 15, 2019 will have the Lompoc Pops Orchestra with 55 people.
- Dick DeWees Community and Senior Center on Friday, September 20, 2019 will have the Lompoc Vandenberg ACBL Unit Bridge Tournament for 100 people.
- Anderson Recreation Center on Saturday, September 21, 2019 will have a Quinceanera for 225 people.

Miscellaneous:

- El Concilio de Lompoc will host their Mexican Independence Day at Ryon Park this Sunday, September 15, 2019.
- Registrations for the Youth Basketball League will be held this Saturday, September 14, 2019 from 9am to noon at the Anderson Recreation Center.

Building

- Permits – 8
- Plan reviews – 8
- Cannabis Review – 1
- Counter Plan Reviews – 3
- Inspections – 38
- Special Inspection (due to unpermitted work) – 0
- Certificate of Occupancy – 0
- Notice of Violations/Stop Work Order – 0
- BTCs – 2
- Attended DRB for mixed use development in downtown.
- Acting Building & Safety Division Manager attended CALBO training this week.
- Met with three project applicants to provide technical assistance regarding plan check corrections.

Fire

Total Calls for Service - 76

- Fires: 2, 1 Brush Fire, 1 Building Fire
- EMS: 52
- Vehicle Accidents: 5, 2 With Injuries
- Service Calls, Good Intent & False Alarms: 19
- Citizen assists: 8
- Concurrent Requests for Service: 42
- Automatic/Mutual Aid: Given 5, Received 0

Fire Prevention Inspections/Community Risk Reduction

- Permitted inspections 0
- Non-permitted inspections 1

Public Education

Ride-Along Station 1 - Contact

Fire Items of Interest

Rescue 1/Type 6 Engine with 2 personnel returned from the Red Bank Fire in Northern Ca. as Engine 310 became part of a mixed mutual aid strike team to fight the McMurray Fire near Buellton.

9/11/01 WE WILL NEVER FORGET



Library

- Library programs
 - Offered: 12
 - Attendance: 185
- Bookmobile
 - Stops: 3
 - Visitors: 147
- Meetings attended by staff: 0
- New library cards made in August 2019: 216
 - Lompoc: 190
 - Village: 16
 - Bookmobile: 10

New this fall: Science Fridays for 4th – 8th graders will be the second Friday of each month, featuring fun STEM (Science, Technology, Engineering, and Math) programs for kids to try new skills in a collaborative setting.

Management Services

Finance and Information Technology:

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.

Expenditures:

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

<u>Finance activities</u>	<u>8/16/2019</u>	<u>8/9/2019</u>	<u>8/2/2019</u>	<u>7/26/2019</u>	<u>7/19/2019</u>	<u>7/12/2019</u>	<u>7/5/2019</u>	<u>6/28/2019</u>
Accounts Payable	\$ 1,029,799	\$ 198,683	\$ 658,860	\$ 6,621,346	\$ 566,987	\$ 767,496	\$ 608,418	\$ 1,103,201
Payroll	TBA	Timesheets	1,071,008	Timesheets	1,063,057	Timesheets	1,032,744	Timesheets

Interest Rates:

The Federal Open Market Committee (FOMC) meets approximately every six weeks and determines the level of the Federal Funds Rate. The last meeting was July 31, when the FOMC elected to cut the Federal Funds Rate target range from 2.25%-2.50% down to 2.00%-2.25%. There were two committee members that voted to maintain the 2.25%-2.50% range instead of cutting the Federal Funds Rate. The next meeting is September 18, and the current expectation is that the FOMC will decrease the Federal Funds Rate at that meeting as well.

Employment:

Today the "Change in Nonfarm Payrolls" and "Unemployment Rate" statistics were released for the month of August. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 130,000 new jobs in August. The jobs number came in a bit below the 12 month average and was also below market projections. The unemployment for August remained at 3.70%, percent very near the 12 month average.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)

911 calls: 263

Administrative/Non-Emergency calls: 1,240

Total calls received to dispatch: 1,503

Calls resulting in service for officers: 617

Notable Information

- Chief Mariani conducted community outreach at the AYSO game.
- Chief Mariani attended the WWII Monument unveiling ceremony and reception on behalf of the City Manager.
- Lompoc Police Department in conjunction with the California Highway Patrol (CHP) conducted a joint operation to address the vehicle theft increase the City of Lompoc has experienced this year, along with traffic enforcement. This was a pre-planned operation following a request that was initiated two months ago. The operation resulted in the recovery of three stolen vehicles and 40+ citations. Due to the success, the LPD anticipates conducting another operation with the CHP in the near future.
- Chief Mariani and LPD personnel attended the 9/11 ceremony at Fire Station 1.
- Chief Mariani spoke at the 12th Annual First Responders Luncheon hosted by St Mary's Episcopal Church.
- The LPD completed one final cannabis inspection this week.

Public Works

Engineering

Operations Highlights:

Engineering Staff coordinated with private utility companies after also coordinating with the City utility divisions to map utility projects planned for the next few years on a map which also shows recent and planned street paving projects. For over 12 years the Engineering staff has led efforts to schedule known utility work prior to paving improvements in City streets and alleys, in order to preserve the City's investment in new pavement as much as possible.

Fleet, Facilities, and Parks Maintenance

Manager's Report:

- Attended AED training at Corporate Yard.
- Met with staff to review new Corporate Yard security surveillance plan.
- Met with staff and Altec reps to review new unit configurations for the Electric Division.
- Addressed eleven (11) citizen complaints and concerns this period.
- Received zero (0) request(s) for volunteerism this period.

Fleet & Radio Report:

Fleet maintains (290) Active, vehicles with (38) active attachments and (48) carryover vehicles, with (1) carryover attachment for 377 total units.

- (51) Work orders were issued for time period 9/2-9/6 2019.
- (17) PM Services came in and were completed.
- (0) Scheduled service were a no show.
- (31) Non-scheduled/break down repairs were performed.
- (2) Work Order had some or all work outsourced.
- (0) Work orders for parts charges or cleaning of vehicle.
- (0) Work orders were written to indirect labor
- (3) Work orders issued remained open, awaiting parts & repairs and
- (0) Vehicle accident reported was filed.

Parks Report:

- Staff began to repair and paint Ryon Park's snack bar.
- Staff repaired Ryon Park BBQ area sink drain.
- Staff performed ground maintenance at all Parks.

Facilities Report:

- Staff worked on finalizing concept for Treasury's new (700 lbs.) safe.
- Staff worked on repairing Fire Station 1's new shower drain.

Urban Forestry

- Staff performed six tree trims for routine maintenance, and two for electrical clearance.
- Staff removed a Queen Palm tree due to electrical conflict.
- Staff responded to four broken branches.
- Staff ground seven stumps.
- Staff performed median maintenance in the Caltrans ROW at the 1300 block of North H St.

Streets

Staff assisted the Police Department by performing an emergency street closure in response to a vehicle-pedestrian collision. The Construction Crew patched alley pavement in areas of known potholes and failures as well as in response to requests from the public, and also temporarily patched certain areas of uneven sidewalk. The Traffic Safety Crew removed graffiti from a sign, performed other sign work, and repainted traffic markings. Staff also performed monthly equipment checks and attended a brief safety refresher training.

Utilities

Administration

The Utility Director attended several meetings during the week. On Monday, the Department provided divisional manager support for the monthly Utility Commission meeting initiated a bi-weekly schedule for the Department's staff meeting moving away from a weekly schedule. The City Manager and the Utility Director held their bi-weekly 1-on-1 meeting. Department staff attended a meeting remotely with the Northern California Power Agency (NCPA) and the Utility Director attended the NCPA Utility Director's meeting on September 12. Water divisional staff

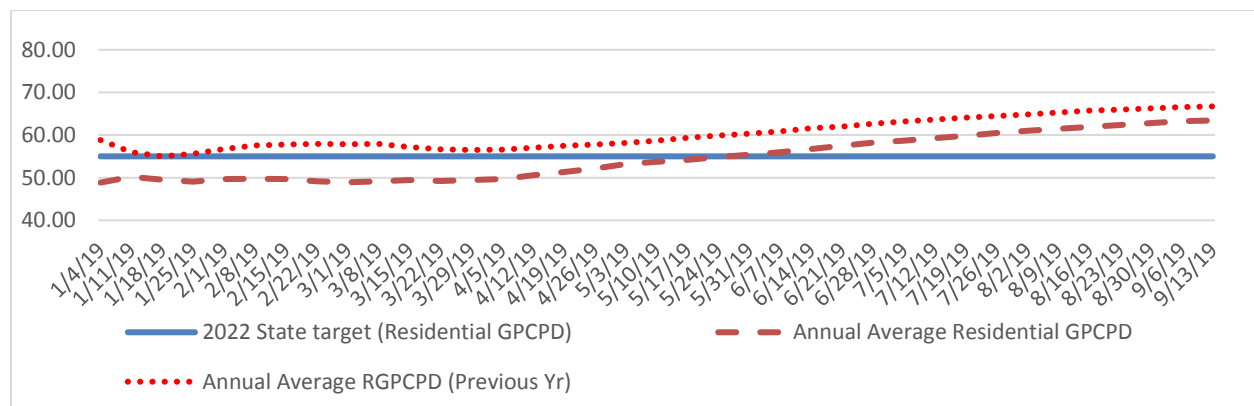
along with the Utility Director met regarding water system improvements. Wastewater divisional staff met and initiated work to update the City's Municipal Code to address City Council directed changes to the Municipal Code.

Utilities continues to assist the Finance Division with implementation of components of the 2019-21 biennial budget and with 2018-19 financial close activities. Additional external relationships between Treasury and the Finance Division have been transitioned from the former Finance Director/Treasurer to the current Finance Director/Treasurer continuing an ongoing process.

Employee recruitment activities continued this week for Department personnel. Offer letters were sent out for two open Sanitation Worker positions in Solid Waste. Human Resources is reviewing the Water Plant Operations Supervisor, Water Plant Maintenance Supervisor, and Landfill Coordinator position applications; all three recruitments closed in August. Ongoing recruitments include: Electric Line Worker/12-kV Electric Line Worker, Electric Utility Technician, and Landfill Coordinator.

Water

The Water Division produced 27.5 million gallons of treated drinking water or 3.9 million gallons per day (MGD) and released to the 40,759 residents of the City of Lompoc at 96.4 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 69.4. This is a decrease of 5% residential GPCPD compared to the week of September 12th, 2018. The graph below compares the YTD annual average residential GPCPD, the 2018 YTD annual average residential GPCPD, and the 2022 state target of 55 residential GPCPD. The year to date annual average residential usage of 63.4 GPCPD is currently 13% 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.

Organizing Interview dates for the Facilities Maintenance Supervisor position.

Began preliminary steps with Hydro Geologist Cleath & Harris to outline scope of work and monitoring of the Well rehabilitations of Well #5 and Well #1. Currently Well #1 is having its Variable Frequency Drive (VFD) cabinet rebuilt so Well #5 will take first priority for rehabilitation.

Wastewater

Collections:

- Continued lift station maintenance and routine operation checks.

- Tested lift station alarms.
- CCTVd mainlines on map 3 and other areas.
- Cleaned mainlines.
- Located and marked USAs.
- No SSOs for the week.
- Reviewed building plans for will-serve requirements.

Reclamation Plant Maintenance:

- Calibrated headworks gas monitor (contractor).
- Completed weed abatement on berms around drying bed and overflow area.
- Replaced filter cloth on all three tertiary filters.
- Replaced faulty breaker for influent supply fan #1.
- Pulled new wiring from blower building to emergency genset.
- Added directional spray nozzles to clarifiers #1 and #2.
- Removed clarifier 1 from service for inspection and maintenance.

Information Technology/System Control and Data Acquisition (SCADA):

- Map fiber network and replace E Building switch.
- Test plant alarm and autodialer.

Laboratory:

- Tested for Nitrate fall across anoxic zone in oxidation ditches.
- Update test reports with sample results from contracted lab.
- Review documents for lab update to prepare for ELAP certification.
- Write PO for hazardous waste hauling.

Pretreatment:

- Visited the Wine Ghetto to evaluate discharge during grape crush operations and discuss pH limits for waste discharge.
- Inspected Seasmoke winery.

Operations:

- Added Secchi disks to clarifiers to measure depth of clarity on daily ops checks.
- Update rotating work schedule for operations staff.
- Lowered RAS return rate to adjust treatment process parameters.
- Reduced wasting rate to compensate for grape crush influence.
- Attended Utility Commission meeting.

Electric

Electric Crews removed and replaced a damaged street light standard in the 300 block of East Ocean Avenue. Crews pulled new secondary cable at 901 North H Street and also assisted with the boring project on Central Avenue. 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 transformer acceptance of a 1500 kVA three phase transformer, and graffiti abatement on switches and transformers. Technicians also replaced traditional meters with cell meters at two locations.

Electric Staff reviewed preliminary plans for construction of a new 2 story multi-use building to be constructed in the 200 block of North H Street, a new drive-thru coffee shop proposed to be constructed in the 400 block of North H Street, and a new cannabis greenhouse facility proposed

to be constructed in the 1000 block of West Central Avenue. Staff also reviewed and approved building plans for 2 model home options to be constructed at Summit View Home Development.

In addition, Electric Staff worked on database maintenance, data entry, GIS updates, and interval data migration to city server, along with organizing and updating records for city owned electrical transformers.

Broadband

- The Police Department requested work on the street cameras at H Street and Ocean Avenue, H Street and Central Avenue, and South J Street, be moved up in priority. Crews visited the sites in an attempt to reestablish their service. Two cameras are requiring further assessment and may need replacement. Service at the H Street and Central Avenue camera was brought back on line.
- The Receiving Station Crew continues to address the backlog of mesh network work. Eight access points were brought back on line; and eight nodes were returned to their gateway status.
- Staff continues to work with facilities on various alarm issues as they present themselves. The replacement of some cables required troubleshooting to reestablish the security alarm in city hall.
- Staff assisted Facilities with some various phone moves, this is related to the relocation of a power circuit.
- Assisted accounts payable with the download Level 3 and Verizon Wireless bills.

TAPTV

- Football season is in full-swing with broadcasts throughout fall. This week's game will be a remote broadcast from Pioneer Valley. Arroyo Grande will be hosting Lompoc at the third-party site due to work taking place in AG.
- Staff continues to research equipment and placement in the EOC for remote broadcasts to the KPEG transmitter site.

AMR

- Due to the new financial system, a new requisition will need to be created for the purchase of boots for customer service personnel. Staff worked with accounts payable and purchasing to establish the required paperwork.
- Meter shop personnel addressed a fix needed for a customer in Miguelito Canyon. An ERT was replaced and is now reading reliably on the fixed network.
- The modification to the customer service truck were completed. The tool boxes were replaced with a lower profile solution to allow better visibility.

Solid Waste

Solid Waste and the Landfill have rented a Landfill Compactor, due to critical repair issues with their 1995 Compactor. The rental will assist the landfill with compaction needs of incoming refuse while our compactor is being repaired.

Solid Waste has diverted 519 mattresses from the Landfill for recycling for the month of August 2019. Year to date, the Landfill has diverted 3,974 mattresses from disposal, and since the program inception in September 2016, 16,283 mattresses have been diverted from disposal at the Lompoc Landfill.

Respectfully submitted,



Jim Throop, City Manager