February 14, 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 February 8, 2019 through February 14, 2020.

Administration
- Attended economic update
- Began capital improvement project meetings with depts. for next budget cycle
- Attended quarterly SB County City Manager update meeting
- Sat for the Santa Barbara Civil Grand Jury
- Met with Mission Hills CSD concerning Burton Ranch Development

Community Relations
- Press releases sent: 1
- Published Stories on City: 17

Social Media:
- 10 Facebook posts, 13 Instagram posts, 12 Tweets
  - Facebook: Engagement – 1,400, Reach – 4,704, Page Views – 190, New Likes – 9

Website:
- 4.3K users during week

Notable Events: Census outreach including meetings and planning, Measure I2020 information distribution and outreach, grant work, Women in Government forum, holiday closure publicity

City Clerk
- Three new Commercial Cannabis Use License Applications received

Community Development

CDBG/Affordable Housing
Affordable Housing – loan servicing to complete tax notices by deadline

Planning
- Held Design Review Board (Croker’s Lockers Mini-Storage facility)
- Staffed Development Assistance Team
- Staffed Planning Commission public hearing
- Provided Manzanita charter school student tour with storm water education materials
- Conducted environmental review of VAFB cabins at Wall Beach
- Attended CASQA subcommittee meeting

Recreation
**Aquatics:**
There are three private pool rentals this week. There will be additional Recreation Swim Monday, February 17, 2020 through Friday, February 21, 2020 from 1 pm-3pm during the February school break.

**Facility Rentals:**
- There are eight facility rentals at the Anderson Recreation Center, three at the Civic Auditorium, four at the Dick DeWees Community & Senior Center and four park rentals.
- Dick DeWees Community and Senior Center on Thursday, February 13, 2020 will have the Santa Barbara County Election Training for 300 people.
- Dick DeWees Community and Senior Center on Friday, February 14, 2020 will have the Santa Barbara County Election Training for 300 people.
- Anderson Recreation Center on Sunday, February 16, 2020 will have Special Olympics Basketball Practice for 30 people.
- Anderson Recreation Center on Monday, February 17, 2020 will have two sports rentals for volleyball and soccer for 40 people.
- Anderson Recreation Center on Wednesday, February 19, 2020 will have a Lompoc Foursquare Church Lunch Meeting for 5 people.
- Civic Auditorium on Saturday, February 15, 2020 will have a Dance Performance for 200 people.

**Youth Programs:**
Next week Lompoc Youth Theater will hold a one-week theater camp for their production of “Gold Dust or Bust”. The camp is held daily from 9am to 2pm, and concludes with a public production on Saturday, February 22, 2020 at 2pm.

An Archery and Cooking camp will also be offered next week during the February school closure. The Summer Employment Workshop for Teens will be held next week at the Anderson Recreation Center. The workshop focuses on providing teen’s tips and techniques for securing a part-time job. The camp will also hold interviews for summer employment with the Recreation Division.

**Miscellaneous:**
This Friday at the Dick DeWees Community & Senior Center will be “Social Scene”, a monthly adaptive dance program for individuals with special needs. The dance is held from 6:30pm – 8:30pm and includes dinner and dancing.

**Building**
Permits – 23
Plan reviews - 9
Counter Plan Review – 0
Cannabis Reviews – 1
Inspections – 63
Special Inspection – 0
Certificate of Occupancy – 0
Notice of Violations/Stop Work Order – 2
Plans out for review to consultant – 2
BTCs – 1

**Grants**
SB2 Planning Grant ($160,000) – Grant Writer working with Planning Manager application submitted to State 12/4; received request for additional information this week.
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. Plans are being laid to promote the Census throughout the city. 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 - 91
- Fires: 4, 1 Vehicle, 3 Rubbish Fire
- EMS: 66
- Vehicle Accidents: 2
- Service Calls, Good Intent & False Alarms: 18
- Citizen assists: 1
- Concurrent Requests for Service: 14
- Automatic/Mutual Aid: Given 2, Received 1

**Fire Prevention Inspections/Community Risk Reduction**
- Permitted inspections 7
- Non-permitted inspections 0

**Public Education**

Publication Education Boys and Girls Club: 25
Smart Start Girls: 15
Fire Station Tours with the Mayor: 5 5

**Fire Items of Interest**
None at this time

**Library**

- Library programs:
  - Offered: 10
  - Attendance: 177
- Bookmobile:
  - Stops: 6
  - Visitors: 184
- Meetings attended by staff: 2
- New library cards made in January 2020: 176
  - Lompoc: 116
  - Village: 20
  - Bookmobile: 40

The Village Library was closed this week to install new carpeting and will reopen to the public on Tuesday, February 18.

All libraries will be closed on Monday, February 17, in honor of Presidents’ Day.

**Management Services**

**Finance**
The Management Service Director has been working closely with our auditors Glen Burdette, to complete the Single Audit for Federal Awards (SEFA). It is required that all findings have a fully
details of occurrence and corrective action to ensure procedure are in play to eliminate future findings.

The Financial Services Manager has been working with the auditors to complete the Independent Accountant’s Report on Applying Agreed-Upon Procedures for Transit.

<table>
<thead>
<tr>
<th>Finance activities</th>
<th>2/14/2020</th>
<th>2/7/2020</th>
<th>1/31/2020</th>
<th>1/24/2020</th>
<th>1/17/2020</th>
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Finance is working to correct the W-2. The new system had a number of items that weren’t being captured in box 1 for income on the W-2s. The corrected W-2 was issued to all employees on Monday.

Management Service Director has been working closely with the City Administrator’s office to comply the Capital Improvement Program for the 2021-23 budget. This will be an ongoing project for the next year to get Citizen, Staff, and City Council to help prioritize and coordinate Capital Improvement projects that are best for the future of Lompoc.

Management Service Director gave an informational presentations with the City Manager to the Planning and Beatification Commissions for the I2020 ballot Measure.

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

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

**Interest Rates:**
The Federal Open Market Committee (FOMC) announced on January 29, 2020 that the decision was 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 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 January. This data is important to monitor as it tends to influence interest rates. The Nonfarm Payrolls increased by 225,000 new jobs in January. The jobs number came above the 12 month average and market projections. The unemployment for January ticked slightly from 3.50% to 3.60%.

**Police**

**Call Volumes Tracked by Emergency Call Tracking System (ECATS)**

911 calls: 231
Administrative/Non-Emergency calls: 987
Total calls received to dispatch: 1,218
Calls resulting in service for officers: 525

**Notable Information**
- Chief Mariani and City Manager Jim Throop met with a citizen regarding the City tow policy.
- Chief Mariani met with the Lompoc Police Foundation.
- Captain Martin met with members of the SBSO Human Trafficking Task Force regarding case referrals.
- Lompoc Police Department attended the Lompoc Unified School District Safety Meeting.
- Chief Mariani attended LCW Management Guid to Public Sector Labor Relations training.
- Chief Mariani attended the Hispanic-Latino Community Council meeting.

**Upcoming Events LPD Will Attend**

**Public Works**

**Engineering**

**Operations Highlights:**
Engineering staff coordinated with staff of the Lompoc Federal Correctional Complex (FCC) to address traffic safety concerns along the portion of Santa Lucia Canyon Road located within the City limit. Staff frequently investigates traffic operations and safety issues and coordinates with concerned individuals. Over the next few months, additional markers and signage are planned to be installed along Santa Lucia Canyon Road to improve visibility and traffic safety.

**Fleet, Facilities, and Parks Maintenance**

**Manager's Report:**
- Met with fence vendor (Allco) to update Corporate Yard security settings.
- Met with Rotary President (Frank Campo) to discuss and review items for Centennial Park beautification project.
- Met with new potential alarm company vendor (Secure Pro) to discuss City options for Fire and Security alarms.
- Addressed three (03) citizen complaints and concerns 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 2/1-2/7 2020.
- (6) PM Services came in and were completed.
• (14) Non-scheduled/break down repairs were performed.
• (8) Work Orders had some or all work outsourced.
• (0) Work orders for parts charges or cleaning of vehicle.
• (10) Work orders issued remained open, awaiting parts & repairs.
• (0) Vehicle accident reports were filed.

**Parks Report:**
• Replaced light fixture in bathrooms at Briar Creek Park.
• Checked electrical at BBQ pit at Ken Adams Park.
• Repaired/upgraded the road and parking lot at Barkin Park.

**Facilities Report:**
• Staff repaired water heater at Police Department.
• Staff performed repairs at Fire Station 1 – building damage from vehicle.
• Staff repaired City Hall fountain – re-welded base for better stability.

**Urban Forestry**
• Thirteen trees were trimmed for routine maintenance.
• Two trees were trimmed for sign clearance.
• Staff removed storm fallen trees at the Solid Waste Yard.
• Staff ground two stumps and backfilled with clean soil for upcoming planting.

**Streets**

**Construction Crew:**
• Patched & filled street pavement in areas of known potholes and in response to requests from the public.
• Collected asphalt concrete and tack coat materials for patching.

**Traffic Crew:**
• Painted Red Curbs in southwest area of City.
• Made signs for stock and for H.H.W.C.F.
• Per Engineering’s review, installed a Red Curb to improve vehicle sight distance and traffic safety.

**Utilities**

**Water**
The Water Division produced 22.8 million gallons of treated drinking water or 3.3 million gallons per day (MGD) and released to the 40,759 residents of the City of Lompoc at 79.9 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 57.5. This is 16% above the residential GPCPD compared to the week of the 14th in 2019. 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 49.2 GPCPD is currently 12% below the state target for 2022 of 55 GPCPD.
The Maintenance staff completed the Annual basin maintenance on the #1 side, it is being brought back in service so the #2 side can be drained next week to complete the other half of the annual maintenance.

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.

**Wastewater**  
*Collections:*  
- No sanitary sewer overflows to report.  
- Continuous cleaning on Map #3.  
- Camera work on Map #4.  
- Assisted Wastewater Plant personal with camera inspection of secondary pump well.

**Reclamation Plant Maintenance:**  
- Staff patched up some holes in the Wastewater Plant’s clarifier #1 suction headers and increased the column seal size to get increased sludge return.  
- Staff is keeping up with the weekly plant maintenance.

**Information Technology/System Control and Data Acquisition (SCADA):**  
*Current Project Status*:  
- Secondary flow meter:  
  - Waiting for return authorization.  
  - Temporary in place

**SCADA System Upgrade:**  
- Upgrade is fully in control and continues to be monitored.  
- Overall SCADA network running and in good shape.

**Laboratory:**  
- Quarterly testing is complete.  
- Daily, weekly, and monthly testing is ongoing.  
- Staff is working on lab update.
*Pretreatment*
- Sewer Use Ordinance updates ongoing.
- Inspection and annual monitoring of Culligan took place.

*Operations:*
- Continued standard plant operations.
- Staff found out the seal on clarifier #1 is failing again, it is being repaired.
- Both Grade II Operators are in Los Angeles for Grade III training.
- The positions of Operations Supervisor and Superintendent had interviews this week.

*Electric*
Crews continued distribution system hardening in the wildfire risk areas as identified in the City’s Wildfire Mitigation Plan. Crews also installed new cable at L Street and Central Avenue. 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 created and executed the switching order for the new cable install at L Street and Central Avenue. In addition, Technicians performed the battery testing at the receiving station and continued the replacement of remote connect/disconnect meters.

Staff reviewed and corrected building plans for construction of a new cellular facility to be located on an existing utility pole in the 200 block of West College Avenue and construction of a new accessory dwelling unit in the 100 block of South L Street. 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.

*Broadband*
- Three Ubiquity Rockets were replaced at the V Street purchasing yard. The new devices are current generation 802.11ac technology.
- Firmware updating of installed M5’s and Rockets is continuing.
- Staff worked with Stanley technicians to program the intrusion alarm and fire alarm at the Civic Auditorium for outside monitoring.
- Staff worked with facilities maintenance to troubleshoot and update the programming for the automated gates at the corporate yard.
- Processed monthly cell phone invoice and made changes as directed by Finance Director.
- Restarted the voice mail server as requested by IT.

*TAPTV*
- Studio Manager and Broadband staff worked together to install a UPS to support radio studio operations in the event of a power outage. Device has been programmed to provide notifications via email.
- Staff tested the generator for power backup for the KPEG transmitter. Cut-over switch and capacity was tested.
- The two final high school basketball games of the season were broadcast. Planning for the upcoming baseball season is taking place.

*AMR*
- Customer Service Staff participated in Tyler training along with Utility Billing for implementation of the new billing system software.
- The leak report on the City website was updated.
• Meter shop staff requested assistance with a number of ERT’s that did not seem to be displaying correctly. After investigating, it was determined the issues related to a clerical error. This issue did not affect the collection of data.

**Solid Waste**
The Landfill received 4,149 tons of trash, recycling, and greenwaste for the month of January 2020. The total tons recycled were 785 tons and the total tons disposed were 3,364 tons. The Landfill saw a 1.4% increase in trash tonnages for January 2020 over January 2019 tonnages.

Solid Waste Sanitation/Collections Division placed the following orders for green waste containers:
• Rehrig Pacific Company for 702 - 95 gallon trash, recycling, and greenwaste containers.
• RMI for 20 large 450 gallon containers and 20 - 300 gallon containers for commercial and multi-family customers.
• Consolidated Fabricators for 15 - 2 yard and 3 yard cardboard recycling containers.
• Solid Waste has returned 396 damaged carts to Rehrig Pacific Company for warranty consideration and credit.

Since Monday, February 17, 2020 is a holiday, President’s Day, trash and collection will be delayed by one day all week long and the Landfill will be closed reopening on February 18, 2020 at 7:30 a.m.

Respectfully submitted,

Jim Throop, City Manager