The following is a summary of certain City events and activities of interest submitted by the Department Heads for the weeks of April 18, 2020 through April 24, 2020.

**Administration**
- Various COVID-19 meetings/teleconferences/webinars
- Sales Tax Update meeting
- Discussion on possible grant opportunities with VAFB
- Meeting with MHCSD on Burton Ranch

**Community Development**

**CDBG/Human Services and Affordable Housing**

*CDBG:*
- Reviewed draft Countywide Analysis of Impediments for revisions; Attended CDBG-CV Informational local governments meeting 4/22; Attended COVID-19 Homeless Housing Task Force Meeting 4/24; Reviewed and researched information for COVID response funding.

**Homebuyer Assistance Program:**
19 income applications received; 15 of 19 applicants have income qualified to date; 18 total households have received education certificate; 9 applicants are currently in housing search stage of process and pre-approved for program; 1 homebuyers awaiting close of escrow; 6 loans/grants have been funded year to date; program fund balance remaining is $445,545 ($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.

**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); scheduled for City Council 6/2.

**Grants**
- **SB2 Planning Grant** ($160,000) – Received emailed letter on April 10 from the California Department of Housing and Community Development indicating we have received the planning SB 2 grant. Expecting letter in the mail down the road.
- **Prop 68 Per Capita Grant Funds** ($200,000) – Received Prop 68 Statewide Park Development & Community Revitalization Grant ($4,526,500). Timeline expected soon for next steps.
- Researching federal relief options related to COVID-19, and participating in calls and trainings related to these federal OES grants. Submitted narrative for FEMA grant application.
- Launched community survey regarding Beattie Park play structure and exercise equipment projects to gain input on which design the community wants, as well as data from the community for future park grant applications. Have received about 500 responses as of April 23.
Established website related to Beattie Park redesign, and launched well-received, boosted social media campaign.
- Census Grant: Using $20,095 grant to participate in outreach efforts through the city, including digital efforts, social media, transit signage, banners. Tailoring census outreach to “stay home” order, and reaching our community with activities they can participate in remotely. Conducted online coloring contest to promote engagement, and planning local census campaign to talk about CDBG-funded programming.
- Facilitating emergency grant application process through Coronavirus Emergency Supplemental Funding (CESF).
- Implemented system to track grants citywide, and to house information needed for grant applications.

Planning/Stormwater
- Staffed Planning Commission (Two Housing Projects)
- Staffed City Council (Caltrans grant agreement)
- Campbell Warehouse (Completeness Review)
- Organic Liberty Cannabis Cultivation (Traffic/MVT review by consultants)
- Mustang Cannabis Cultivation Facility (Department Distribution)
- Annual Maintenance Plan preparation
- Discretionary Projects: 33 active projects, 23 projects on hold
- New Plan checks Received: 6

Building
- Permits – 15
- Plan reviews - 7
- Counter Plan Review – 0
- Cannabis Reviews – 1
- Inspections – 52
- Special Inspection – 0
- Certificate of Occupancy – 0
- Notice of Violations/Stop Work Order – 0
- Plans out for review to consultant – 0
- BTCs – 0
- Permits in review – 56
- Permits under construction – 152

Recreation

Aquatics:
- Due to the worldwide Covid-19 outbreak the Lompoc Aquatic Center has been closed through Thursday, April 30, 2020. As a result, all Splash Pass, Lap Swim, Swim Lessons and Aquatic Rentals have been prorated or full refunds were issued
- Aquatic Center cost saving measures – Heaters for the water are turned off, 3 out of 4 dehumidification units are off, VFD for pumps are on low 24 hours a day, minimal chemicals to keep the water balanced are being used

Facility Rentals:
- Community Action Commission is still offering grab and go Senior Nutrition Lunches at the Dick DeWees Community and Senior Center

EOC – COVID – 19:
- OSA III and Recreation Coordinator are working the COVID Phone Hotlines

Recreation Division:
- OSA I is currently working in Treasury due to staffing shortage
• Summer Activity Guide – New on-line Activity Guide is being developed by staff and will allow flexibility and provide cost savings now and ongoing
• All management staff are with all ongoing renters, contract instructors and program demands to be ready when we are allowed to open to the public
• Custodian and Recreation Supervisor continue to sanitize all areas of the facilities and are focusing on needed projects (painting, power washing, chair cleaning)
• 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. Working with other city staff on the 4th of July Firework Show options for city council direction. Ensuring that all Recreation Division financial aspects are being tracked during this time for possible reimbursement

All Facilities and Programs have been cancelled through the month of May 17, 2020.

The City of Lompoc COVID-19 Information Line is now live and staffed at the Dick DeWees and Community Senior Center 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 - 65
• Fires: 2 1 Vehicle Fire, 2 Rubbish Fires
• EMS: 46
• Vehicle Accidents: 1 With Injuries
• Service Calls, Good Intent & False Alarms: 17
• Citizen assists: 6
• Concurrent Requests for Service: 6
• Automatic/Mutual Aid: Given 1, Received 0

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

Public Education
None

Fire Items of Interest
This week we have begun our annual weed abatement program with letters going out to noncompliant property owners.

COVID-19 Calls for service (4/1/2020 to 4/23/2020)
• (7) Confirmed positive
• (37) Suspected
• (99) Unknown
• (97) Not a factor

Library
• Meetings attended by staff: 5
• Virtual Reference:
  o Phone calls: 18
  o Reference questions answered: 18
  o Emails: 3
• Social Media – Instagram
  o Posts: 3
  o Views: 630
  o Likes: 74
  o New followers: 3
  o Stories: 33
  o Views: 1,837
• Social Media – Facebook
  o Posts: 17
  o Reach: 9,260
  o Engagements: 1,597
  o Page Views: 101
  o New likes: 4
• New library cards: 5

Until further notice, the library will remain closed to the public. Calls and emails will be answered Monday – Friday, 10am – 4pm. Please follow our Facebook page or Instagram account for more information.

With the library closure, a limited number of staff continue to work behind the scenes doing the following:
• Answering phone calls for information
• Ordering new books and processing them
• Assisting patrons over the phone with digital library services (digital library cards, downloading apps, streaming books/music, movies)
• Filming storytimes or craft projects to stream on social media for our patrons
• Searching for lost/missing items on the shelves
• Shelf-reading
• Preparing for the recarpeting project by deselecting items and moving unused items/shelves

The library received a $5,000 grant from the California State Library to purchase digital collection items to aid during this time of closure.

The California State Library awarded the Lompoc Library a $1,000 grant to support summer programming, including Lunch at the Library.

Management Services

Today’s Market:
The equity markets showed little improvements this week, as many companies release their first quarter earnings. The unprecedented drop in oil futures sent a barrel of crude into negative territory. The energy sector is now under 3% of the S&P 500, compared to 25% in 1980. The storage capacity is stretched to the breaking point and unless production starts to shut-down there will literally be nowhere to store it.

CalPERS investments market values was $372.38 Billion as of April 23, 2020, which is a 0.6% increase from June 30, 2019. For the City of Lompoc, this would be a market value increase of $1.2 million, a $13.4 million shortfall from expectations.
Finance
Management Services has been working closely with the City Administrator’s office to address numerous issues related to the Covid-19 virus and to track cost. The Utility Billing has been processing payments and fielding calls to keep our citizen informed of all the changes, while the Cityhall lobby remains closed.

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$208,890</td>
<td>$523,632</td>
<td>$266,602</td>
<td>$822,041</td>
<td>$213,142</td>
<td>$996,754</td>
</tr>
<tr>
<td>Payroll Timesheets</td>
<td>972,402</td>
<td>971,102</td>
<td>1,008,259</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, which has now been delayed until October, due to the Covid-19 pandemic.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)
911 calls: 294
Administrative/Non-Emergency calls: 1,061
Total calls received to dispatch: 1,355
Calls resulting in service for officers: 535

Notable Information
- Chief Mariani and Captain Martin attended various internal and external meetings (including updates on Corona Virus Protocols) via tele and video conference calls.
- Chief Mariani participated in the COVID-19 CAL Chief’s conference call briefing with DOJ, Governor’s office, and CDCR.
- Captain Martin participated in the Operational Area Coordinators conference call with local law enforcement agencies.

Upcoming Events LPD Will Attend

Public Works

Engineering
Operations Highlights:
Engineering Staff completed bid documents and advertised for construction bids a small project to construct sidewalk and curb ramps along the south side of Hickory Avenue from “K” Street to
“L” Street, adjacent to Lompoc Valley Middle School. The City received a Measure A grant to fund the construction of this project. Construction should be completed during July of this year.

**Fleet, Facilities, and Parks Maintenance**

*Manager’s Report:*
- Participated in the County of Santa Barbara Parks conference call regarding COVID-19.
- Worked on Key Management system protocol which entailed updating and reclassifying all City employees in the database and redesigning naming conventions for building access.
- Worked with and introduced new Facilities Supervisor, Jimmy Franco, to City employees.
- Addressed three (3) 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.
- 48 Work Orders were written.
- 16 PM Services came in and were completed.
- 25 Non-scheduled/breakdown repairs were performed.
- 3 Work Orders had some or all work outsourced.
- 0 Work Orders for parts charges or cleaning of vehicles.
- 7 Work Orders issued remain open, awaiting parts and repairs.
- 0 Vehicle Accidents reported.

**Parks Report:**
- Wired up basketball hoops in Beattie Park and Briar Creek Park.
- Posted COVID-19/Social Distancing signs at City Hall grounds, Centennial Park, Old Mission Site, Museum grounds, Westvale Park, Riverbend Park, Barkin Park, Thompson Park, Briar Creek Park, Pioneer Park, River Park, River Park Campgrounds, Ryon Park, Beattie Park, and along walking trails.
- Repaired vandalism to door of east side announcer’s booth at the Ryon Park football field.
- Painted over graffiti on west side of snack bar at Ryon Park.
- Reinstalled COVID-19/Social Distancing signs that removed/vandalized in numerous various parks locations.
- Posted “One Way Arrow” signs along walking trails.

**Facilities Report:**
- Staff addressed and repaired the heating unit at City Hall (Boiler has defective parts, ordered and replaced).
- Supervisor introduced to projects, budget elements, and work order systems.

**Urban Forestry**
- Four (4) trees trimmed for routine maintenance.
- One (1) tree trimmed due to electrical conflict.
- Four (4) trees removed as part of the High Maintenance Tree Removal Plan.
- Staff responded to a broken branch.
- A representative from West Coast Arborists, along with the Urban Forestry Supervisor, notified several residents of the upcoming project for Fire Mitigation/Utility Vegetation Management.

**Streets**

*Construction Crew:*
- Cut and cleared weeds from median on the City’s portions of La Purisima Road and Harris Grade Road.
- Mowed East-West Channel from “A” Street to “H” Street and removed tree trunks left...
Traffic Crew:
- Made signs per Prison’s request to restrict parking along Santa Lucia Canyon Road.
- Painted stencils in the southwest area of town.
- Prepared message boards for upcoming road work.

Utilities

Water
The Water Division produced 21.1 million gallons of treated drinking water or 3.0 million gallons per day (MGD) and released to the 40,759 residents of the City of Lompoc at 74.0 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 53.2. This is a decrease of 18% residential GPCPD compared to the week of the 24th, 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 52.1 RGPCPD is currently 6% below 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.

All Water staff has been broken up into revolving teams to minimize the chances of contamination through contact. All shifts and emergency standby is still covered and in effect.

Wastewater
Collections:
- No sanitary sewer overflows to report.
- Weekend lift station/high priority maintenance manhole checks.
- Routine cleaning on Map #3.
- Camera unit back in service, staff working on Map #5.

Reclamation Plant Maintenance:
- Staff is keeping up with the weekly plant maintenance.
- Staff is continuing with setup to get ready for security cameras.
Staff are bringing the Secondary Clarifier #3 back online today along with some corrective maintenance. Along with the Operations Crew, Maintenance Staff cleaned and swapped out some Tertiary filter segments.

Information Technology/System Control and Data Acquisition (SCADA):
- New Secondary Flow Meter installed, temporary and failed units removed.

Laboratory:
- Staff received proficiency testing supplies and has begun running their proficiencies.
- Daily, weekly, and monthly testing is ongoing.
- Staff continues to update the laboratory.
- Chronic Toxicity testing continues.

Pretreatment:
- Staff continues to review quarterly reports.
- Weekly Vandenberg Air Force Base and Vandenberg Village testing continues.
- Cross training in the lab has begun.

Operations:
- Continued standard plant operations.
- Inner scum scrapper on Clarifier #2 bent and broke. Removed the scrapper and continued operation of the clarifier, scrapper will be repaired at a later date.
- Clarifier #3 service complete. Installed multiple temporary patches on the suction arms. Began filling clarifier.
- Completed and submitted March Monthly and Q1 NPDES reports to the California Integrated Water Quality System (CIWQS), Submitted Q1 Pretreatment report to CIWQS.

Electric
Crews removed and replaced a leaking transformer in the 500 block of Colbert Drive. In addition, crews installed cameras for the Police and Public Works Departments. Crews also removed and installed broadband equipment at various locations in 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 investigated and resolved metering issues and performed weekly tasks around the station. In addition, they also assisted with a leaking transformer outage in the 500 block of Colbert Drive and refurbished a rusted transformer.

Staff drafted an electrical design for a new storage facility to be constructed in the 200 block of North A Street and constructed prints for an underground secondary conductor upgrade for a new business in the 1200 block of West Ocean Avenue. GIS 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.

Staff continued to work on regulatory and legislative compliance for this year.

Broadband
- Staff installed point-to-point backhaul for LPD14 Camera to improve signal strength and reliability.
- Repaired backhaul for 3 mesh devices and removed 2 nonresponsive mesh devices.
- Started installation of LPD Surveillance Rack at City Hall.
- Initial setup for Wastewater Treatment Plant Surveillance Project.
TapTV
- There were 250+ COVID-19 related public service announcements (PSA) aired on KPEG radio and TAP TV.
- Staff recorded updated COVID-19 television PSA with Mayor Osborne.
- Staff provided live coverage of the City Council meeting on 4/21/20 (TV, radio, and web).
- Staff provided live coverage of the Planning Commission meeting on 4/22/20 (TV, radio, and web).

Solid Waste
Solid Waste has submitted the Quarterly Integrated Waste Management Fee and Disposal Reporting Systems reports to the California Department of Tax and Fee Administration and the California Department of Resources Recycling and Recovery or CalRecycle. The total tons disposed in the first quarter of 2020 were 9,666 tons, averaging 110 trash tons per day for the 88 operating days in the quarter.

The City of Lompoc Landfill is open to the public (face coverings recommended), for disposal of trash, recyclables, and greenwaste. Many items can be disposed at the landfill at no charge, including mattresses and box springs, electronic waste (televisions, computers, stereos, etc.), white goods, (refrigerators, washers, dryers-limit 2), tires (limit 5), used motor oil and oil filters, used anti-freeze, and cardboard. The Landfill is open Monday through Friday from 7:30 a.m. to 4:00 p.m. and on Saturday’s and Sunday’s from 10:00 a.m. to 3:45 p.m.

Respectfully submitted,

Jim Throop, City Manager