



July 2, 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 June 27, 2020 through July 22, 2020.

Administration

- Various meetings and calls due to COVID-19
- ICMA Webinar
- Various meetings with staff

Community Development

Building

Permits – 12

Plan reviews - 9

Counter Plan Review – 0

Cannabis Reviews – 0

Inspections – 76

Special Inspection – 0

Certificate of Occupancy – 2

Notice of Violations/Stop Work Order – 0

Plans out for review to consultant – 0

BTCs – 5

Permits in review – 47

Permits under construction – 181

CDBG/Human Services and Affordable Housing

CDBG:

Preparation of 5 Year Consolidated Plan (ConPlan); met with TDA Consultant on 6/30 and 7/1 regarding their share of ConPlan; prepared ConPlan staff report to Lompoc City Council; submitted ConPlan Public Notice to Lompoc Record in English and Spanish; end of fiscal year CDBG portfolio loan servicing; Community Needs Assessment Survey published on social media and city website and will end on 7/3; cancelled Human Service Commission Regular Meeting of 7/6 due to lack of business (cancellation by staff).

Homebuyer Assistance Program:

21 income certification applications received (including re-certifications); 16 of 21 applicants have income qualified to date; 20 total households have received education certificate; 9 loan/grant applications received; 8 of 9 loan/grant applicants have been approved; 5 applicants are currently in housing search stage of process and are pre-approved for program; 1 homebuyer are awaiting close of escrow; 8 loans/grants have been funded year to date; program fund balance remaining is \$325,245.50 (\$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; 6/10 notified all approved lenders of increased State of California income levels for program.

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); 3/19 Contractors' proposals received and rated; 3/25 met with project coordinator regarding project and budget; contract in processing; Beattie Park contract to go before City Council June 16 for construction to begin in June and projected estimated to be completed in July; attended park site meeting 6/11; budget adjustment on 6/24.

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 is completing process of accepting the grant.
- SB2 Planning Grant (\$160,000) – Sent off signed contract this week to accept funding for planning division.
- Prop 68 Per Capita Grant Funds (\$177,952) – Received notification of funding award and next steps.
- 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.
- 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 66.3% as of July 1. This is compared to the statewide rate of 63%. However, Lompoc's number has been stagnant for some time, therefore we are focusing on boosting response in low-participation areas.
- Using system to track grants citywide, and to house information needed for grant applications.

Planning/Stormwater

- 8 Plan check Reviews
- 4 Business Tax Certificate Review/Approval
- Distribution of July 8 Planning Commission Staff Reports
- OEA Grant Zoom Meeting with VAFB
- Local Input on RHNA Planning Factors Survey (SBCAG)
- Subdivision Review Board (Lot Merger, Mark's House)
- Discretionary Projects: 36 active projects, 16 inactive projects)

Recreation

Aquatics:

- Due to the worldwide Covid-19 outbreak the Lompoc Aquatic Center has been closed through Sunday, July 12, 2020. As a result, all Splash Pass, Lap Swim, Swim Lessons and Aquatic Rentals have been prorated or full refunds were issued
- Aquatic Staff – July 6 – 10 training / limited re-opening July 13

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 – July 4 from 11:00am – 3:00pm

EOC – COVID – 19:

- Recreation Supervisors and Recreation Coordinator are working the COVID Phone Hotlines from their regular work stations

Division Administrative / Miscellaneous:

- July 6 – 10 – Staff training and cleaning of the facilities inside /out to be ready for limited opening on July 13.
- 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 working 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. Ensuring that all Recreation Division financial aspects are being tracked during this time for possible reimbursement.
- Staff will provided John Webb, Gabe Garcia and Jim Throop our re-opening plans this week to review, to start phase 1 re-opening on July 13.

All Facilities and Programs cancelled through the month of July 12, 2020.

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 - 75

- Fires: 2, 1 Vegetation Fire & 1 Trash Fire
- EMS: 50
- Vehicle Accidents: 1 With injuries
- Service Calls, Good Intent & False Alarms: 21
- Citizen assists: 5
- Concurrent Requests for Service: 8
- Automatic/Mutual Aid: Given 1, Received 0

Fire Prevention Inspections/Community Risk Reduction

- Permitted inspections 1
- Non-permitted inspections 0

Public Education

All public education canceled due to COVID-19.

Fire Items of Interest

85% of wildland fires in the United States are caused by humans. This week both of the fires in Lompoc were human caused, a vegetation fire caused by the use of illegal fireworks and a homeless encampment fire.

Library

- Meetings attended by staff: 1
- Virtual Reference:
 - Phone calls: 96
 - Reference questions answered: 106
 - Emails: 8
 - Text holds appointments: 13
 - Facebook questions answered: 12
- Social Media – Instagram
 - Posts: 1
 - Views: 233
 - Likes: 25
 - New followers: 3
 - Stories: 15
 - Views: 955
- Social Media – Facebook
 - Posts: 14
 - Reach: 2,919
 - Engagements: 219
 - Page Views: 77
 - New likes: 0
- Social Media – YouTube
 - Videos: 17
 - Views: 185
- New library cards: 4
- Holds picked up: 172
- Book Bundles: 7
- Movie Bundles: 2
- Printing Pickups: 7
- Summer Reading Challenge Signups: 265
 - Books read: 449
 - Books reviewed: 173

The libraries remain closed to the public. Calls and emails answered Monday – Friday, 10am – 5pm. Please follow our Facebook page or Instagram account for more information.

The bookdrops in the parking lot of the Lompoc Library are open weekdays 10am – 5pm to accept returned library materials. Items quarantined for 72 hours before being checked in, following safety recommendations.

Holds pickup will be at the Lompoc Library from 2 – 6pm, Monday – Friday. Please call 875-8781 for more information or follow us on Facebook for updates.

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.

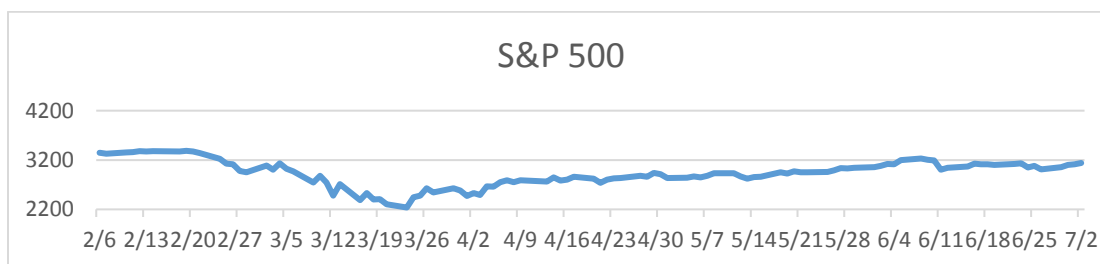
This year's Summer Reading Challenge runs from June 15 – August 31st and is 100% virtual through Beanstack. Create your family's account today on the Beanstack app. For more details, follow us on Facebook or call 875-8781.

The library now has a monthly newsletter! Please subscribe on our webpage to receive all the latest news and information from the library.

Management Services

Today's Market:

The equity markets showed a slight increase this week. When you look at the relative strength index (RSI), which tells the volume of trading, the market is slightly oversold. However, there is still room for the market move into bullish territory. There is a lot of downward pressure on the market from the increased virus cases reported across several states, however with the Federal Reserve saying it would act as a backstop and buy corporate bonds in an effort to help the economy recover from the coronavirus lockdown, there could still room for the market to rally into new highs.



CalPERS investments market values was \$389.0 Billion, as of June 30, 2020, which is a 5.1% increase from June 30, 2019. For the City of Lompoc, this would be a market value increase of \$10.5 million, a \$3.9 million shortfall from the expectations.

CalPERS : Jun 30, 2020

| | |
|-------------------------------------|-------------------------|
| Market Value - June 30, 2019 | \$ 389.0 Billion |
| Market Value - Jun 30, 2020 | 391.0 |
| YTD Annual Gain 0.5% | \$ 1.9 Billion |

Interest Rates:

The Federal Open Market Committee (FOMC) announced this week at their June 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:

Expenditures:

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

| Finance activities | 7/3/2020 | 6/26/2020 | 6/19/2020 | 6/12/2020 | 6/5/2020 | 5/29/2020 |
|---------------------------|-----------------|------------------|------------------|------------------|-----------------|------------------|
| Accounts Payable | \$ 403,295 | \$ 533,518 | \$ 720,900 | \$ 606,120 | \$ 654,111 | \$ 357,016 |
| Payroll | Timesheets | \$ 1,097,809 | Timesheets | \$ 1,062,320 | Timesheet: | \$ 992,601 |

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 Billing and Information Technology divisions have been processing the \$150 rebate to all Electric customers. The final rebates should be posted to all customer's accounts.

Police

Call Volumes Tracked by Emergency Call Tracking System (ECATS)

June 20, - June 26:

911 calls: 375

Administrative/Non-Emergency calls: 1,117

Total calls received to dispatch: 1,762

Calls resulting in service for officers: 628

June 27 – July 1, (Short week due to City Holiday):

911 calls: 245

Administrative/Non-Emergency calls: 995

Total calls received to dispatch: 1,240

Calls resulting in service for officers: 529

Notable Information

- Chief Mariani and Captain Martin attended various internal and external meetings via telephone and video conference calls.
- Chief Mariani participated in the Cal Chief's conference call.

Public Works

Engineering

Operations Highlights:

Engineering Staff organized and held a kickoff conference call with its design consulting team, led by Kimley-Horn, and with City Airport Staff, for the project to upgrade the airport electrical and lighting systems and rehabilitate the runway and north taxiway pavements. The airport electrical system was originally constructed in 1960 utilizing direct buried cables and has experienced increasing maintenance and reliability issues. Similarly, the runway and north taxiway pavements have aged and deteriorated to a condition prompting rehabilitation. The design and construction of the project will be 90% funded by the FAA, nearly 5% funded by the State, and 5% funded by City Airport matching funds. The consulting team is beginning its document review and investigations in order to prepare the preliminary design. Design work is scheduled to be substantially completed in 2020 in order to receive the construction funding in 2021.

Fleet, Facilities, and Parks Maintenance

Manager's Report:

- Met with staff to review new playground equipment layout at Beattie Park.
- Followed up with staff and vendors regarding security and fire alarm panels at the Corporate Yard.
- Participated in a weekly Parks conference call with Santa Barbara and San Luis Obispo Counties regarding COVID-19.

- Addressed three (3) citizen complaints and concerns this period.

Fleet & Radio Report:

- Fleet maintains 383 active vehicles - 43 are carryover vehicles and 41 are attachments to vehicles.
- 47 Work Orders were written.
- 20 Scheduled Services came in and completed.
- 16 Non-scheduled/breakdown repairs performed.
- 3 Work Orders had some or all work outsourced.
- 8 Work Orders for parts charges or cleaning of vehicles.
- 3 Work Orders issued remain open awaiting parts and repairs.
- No Vehicle Accidents reported.

Parks Report:

- Primed and painted over graffiti on restrooms, trash cans, and bleachers at J.M. Park.
- Installed squirrel signs in Beattie Park. Replaced signs a couple days later.
- Cut up and removed a downed branch from the break room patio at City Hall.
- Removed and replaced broken posts in the parking lot at Barkin Park.
- Cleaned graffiti on walking trail signs.

Facilities Report:

- Staff checked the air ventilation system in the Print Shop at City Hall.
- Staff repaired a plumbing leak at Urban Forestry.

Urban Forestry

- Thirteen (13) trees were trimmed for routine maintenance.
- One (1) tree was trimmed due to an electrical conflict.
- One (1) tree was removed for sidewalk damage.
- One (1) tree was removed due to disease.
- One (1) tree was removed due to an electrical conflict.
- Staff responded to two (2) broken branches.
- Staff performed vegetation management around electrical poles in the fire mitigation area.

Streets

Construction Crew:

- Prepared, patched, and filled street pavement in areas for the Cape Seal list.
- Assisted the Police and Fire Departments with an oil spill clean-up at "A" Street and Central Avenue.
- Removed dirt, rocks, and trash illegally dumped in the 100 Block South Fifth Street.
- Performed equipment maintenance.

Traffic Crew:

- Painted stencils in the southwest and northwest areas of town.

COLT

On July 2, Staff held a conference call with RATP Dev (RoadRunner), our Transit contractor, regarding increased insurance costs and rate adjustment request.

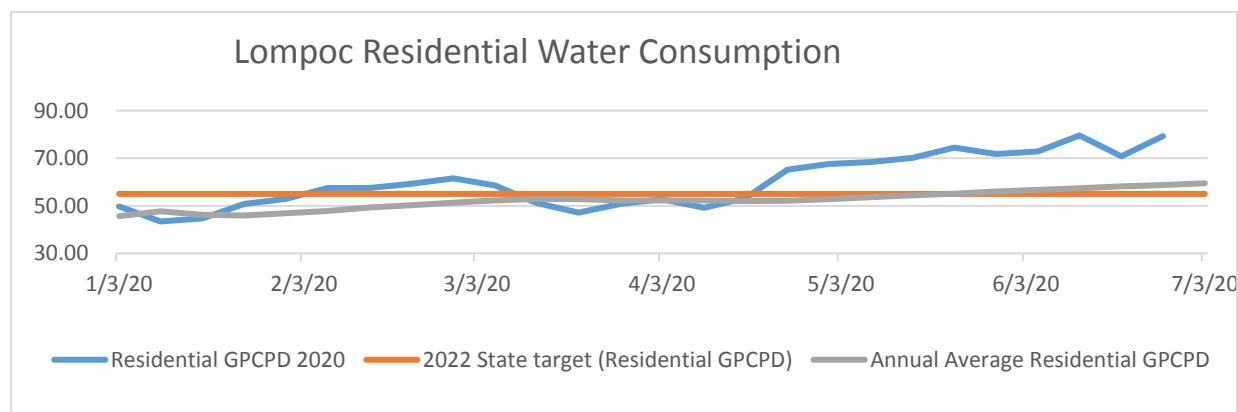
Airport

On July 1, Staff held a conference call with Kimley-Horn, our consultant for the Airport Electrical/Runway project, to discuss Project Scope, Project Timelines, and Project Management.

Utilities

Water

The Water Division produced 31.5 million gallons of treated drinking water or 4.5 million gallons per day (MGD) and released to the 40,843 residents of the City of Lompoc at 110.2 gallons per capita per day (GPCPD). Residential water usage is approximately 72% of the total metered production. Therefore, the residential GPCPD is 79.3. This is an increase of 13% residential GPCPD compared to the week of the 2nd, 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 59.5 RGPCPD is currently 8% above the state mandate for 2022 of 55 GPCPD.



In addition, 24 water bacteriological samples 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 performed.

The annual Water Quality Report has been finished, we have received our final printed copies and have begun distribution.

Wastewater

Operations:

- Odor Mitigation – Adjusted digester process control strategy to eliminate strong odors coming from the Digester.
- Standard plant operations
- Had a RIO/SCADA failure Sunday June 29th. Cause was a tripped UPS that handled both the RIO and network equipment that cascaded through $\frac{3}{4}$ of the plant.
- Implemented Grave Shift elimination On July 1st. Schedule for operators duty time and on call time has been adjusted accordingly. Training and SOP is being implemented.
- Grease samples came back as Non Detect. Follow-up for an unusually high Grease result on the April 1, 2020 test.
- Lowered our wasting rate as our solids inventory and SVI results are coming into their target range.

Maintenance:

Wastewater Maintenance section responded to a callout Sunday morning to a power blip that affected control of the plant. Had to restore power to Rio D1 in D electrical building due to UPS system not resetting itself. We've been:

- Working on the Digester pH probe transmitter's output loops.

- Installed a flow meter on the sludge output feed pipe to the holding lagoons.
- Installed new installation hardware on Ox Ditch D.O. probes and are calibrating the probes as well.
- Staff are working on regularly scheduled daily PMs and equipment checks too.
- Developed Plan to address HVAC safety issue in bar screen channel room in main building.
- Reviewed major project planning schedule with Operation Manager and Superintendent.

Collections:

- No sanitary sewer overflows to report.

Pretreatment:

- Staff continues to work with the consultant to update the Enforcement Response Plan (ERP).
- Staff is updating the Pretreatment Program.
- Staff is working with the consultant to create a Fats, Oils and Grease (FOG) Control Program.

Electric

Electric Crews continued Lompoc Electric's system hardening efforts as identified in the Wildfire Mitigation Plan. Crews also continued washing the electrical insulators throughout the city. In addition, crews pulled new underground wire at 1208 West Ocean 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 crews safety. Technicians performed their weekly and monthly tasks. In addition, technicians assisted in the preparation of switching orders for wildfire mitigation planning.

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.

Broadband

- Staff is working with Stanley to program and provide alarm monitoring for City Hall. Project is expected to be completed this week.
- Admin created a number of requisitions for upcoming FY21, to allow payments for various maintenance contracts.
- Staff is working with Facilities Maintenance to provide an alarm solution for the Corporate Yard. A meeting was conducted with a provider to scope a potential solution.
- Staff processed monthly credit card reconciliation. Due to the volume of purchases for the camera project, it has become time consuming.
- Various cell phone and phone system adds, moves, and changes as requested.

TAPT

- The Media Center has experienced a major equipment failure that made all channels go dark. Various temporary work-arounds have been implemented which will allow the continued live broadcasting of the council meetings and the planning commission. Channels 24 and 25 have been patched to allow for the bulletin board to display without any audio. Decisions will need to be made regarding the replacement of the failed equipment or taking the opportunity to upgrade the operation to a fully digital studio.

AMR

- Staff has worked with Utility Billing to change the stagger of the route reads. The change will emphasize reading of Groups, rather than individual routes.
- Staff continues to conduct maintenance and cleaning of meters throughout town.

- Support of Utility Billing as required for check reads, moves, and adds.

Solid Waste

Solid Waste will be applying for a Mattress Recycling Grant for improvements to the handling and recycling of mattresses at the Lompoc Landfill. The grant will allow for improvements to our mattress recycling area to assist in increasing the number of mattress for recycling and avoiding disposal of these mattresses into the Landfill.

With the upcoming 4th of July Independence Day Holiday, Solid Waste collections will not be affected by the Holiday, as it falls on a Saturday this year. Regular collection will take place all week long. The Solid Waste office will be closed on Friday, July 3rd, reopening on Monday, July 6th at 8:00 a.m. The Landfill will be closed on Saturday, July 4th, reopening Sunday, July 5th at 10:00 a.m.

Respectfully submitted,



Jim Throop, City Manager