



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 2, 2019

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Town Council Work Sessions – If there are topics that the Council would like staff to schedule for discussion, please let me know. The following topics are recommended for Council discussion (all meetings will be held in the Town Council Chambers unless otherwise indicated):

- 12/12/2019 – Special Called Meeting – FY 2020 Adoption
 - 12/16/2019 – Regular Town Council Meeting
 - 12/24/2019 – Offices Closed
 - 12/25/2019 – Offices Closed
 - 01/01/2020 – Offices Closed
 - 01/06/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Liquor License Renewal* – The Club Liquor License for J & M Post Veterans Club located at 104 SE 1st Place was submitted to the State Liquor for renewal.
- *Executive Administrative Assistant* – Danielle Gardner, has accepted the position of Executive Administrative Assistant. Her starting date will be on or about March 23, 2019. We are excited to have her on board after she welcomes a new baby to her family.
- *2534 Sign Enforcement* – Complaints have been received by Planning Staff related to leasing signs, in particular, in the 2534 area on sidewalks, in the right-of-way tree lawn, and off-site. Staff is working to create a simple educational brochure to clarify sign allowances and requirements to distribute as needed, with new license applications, and on an annual basis in the mailed business license renewal reminders. We are hopeful we can accomplish this, still, for the planner 2020 reminders.
- *2020 Proposed Budget* – The 2020 Budget documents including the mill levy certification are being reviewed and finalized for presentation and adoption.
- *Caselle* – Substantial progress has been made on the restructuring of our accounting system. We are hoping to be able to complete mapping of the system by December 16th.

The Community That Cares

- *Certification of Liens* – Most of the customers with outstanding bills have paid on their accounts. At this time there are only two accounts that are subject to having a lien placed.

Police Department

Training:

- *Assist other agency* – Lieutenant Oglesby and Detective Slocum trained officers from the Severance in scenario-based simulator training at Windsor Police Department.
- *Safety Equipment Donation* – Steel Ops Ltd. Donated a Sentry Armor Kit (ballistic vest). The Sentry kit is a light weight, quick deploy, active shooter kit. These plates are capable of stopping 55gr. 223 FMJ and 62gr Steel Core 5.56 from a 20” barrel from only 10 feet away. The kit was donated to our School Resource Officer.
- *New Police Officer* – We will be swearing in our newest officer, Tyler Rashid, on November 27, 2019 at 10:00 a.m. Tyler comes to us from the Larimer County Sheriff’s Office.

Public Works Department

Streets, Stormwater, & Parks

- *Teamwork* – Don Gardner sent Tim Callender, Bob Bellows and Austin Lanier who assisted with the flushing of our water mains during the discolored water issue in Town. I would like to say thanks again for all their efforts and the water and sewer team who all stepped up during this time
- *Parks* – Heater at Town lake bathroom was replaced. Also, crews cleaned up the pump house on the west side of lake.
- *Streets & Alley* – Asphalt milling have been placed on CR 18 and CR 3 to fill some ruts. Also, millings were placed on the CWWTP road that leads to the effluent discharge point from plant and at two lift stations.
- *Xmas decorations* – Crews continue to install lights and banners around Town for the Holidays. All decorations should be completed by the Thanksgiving holiday in preparation for the Johnstown Jingle Event.
- *Senior Center* – Staff replaced and cleaned all filters and vents at the senior center.
- *Town Hall* – Staff also replaced filters through out Tow Hall. The furnace at Town Hall has been problematic during the early winter thus far. We brought in a HVAC company who repaired the PRV and had to remove the circuit board for repairs. This may be an issue we need to evaluate, but hopefully not prior to the 2021 fiscal year.

Water & Wastewater

- *Water plant* –We had Larry Weber with M & J Electric come out to check on what was causing the #5 Variable Frequency Drive (VFD) at the distribution pump house from tripping out. Unfortunately, after testing the system, the cause is a bad VFD and we are currently requesting quotes now to replace the unit.
- *Water Discoloration* – The discoloration of the water as we all know caused quite a concern during the previous week and justifiably so. I am happy to report that all tests came back meeting State regulations including a voluntary Bac-T sample that tests for Ecoli and Coliform. Staff is in the process of creating SOP’s for all work that can affect water quality. Water is back to normal with respect to the color. The Staff is committed to do all we can to prevent this from occurring again.

- *CWWTP* – We are getting ready to start the aeration project at the CWWTP. Concrete pads were poured for the project. Aerators were ordered and we hope to have them on site within the next 3-4 weeks. The Weifield Group has started getting all the necessary material ordered and the project should be underway within two weeks.
- *Valve* – Staff repaired the blow off valve for the raw water line from Lone Tree reservoir. This blow off is needed to conduct proper flushing for the raw water line during transfer of sources. Thanks to Maurice Pribble and Tim Callender who helped with repairs.
- *SOP's* – Staff is working on updated Standard Operating Procedures for operations that may impact water quality. After the recent event of discolored water, the importance to review our current policies and ensure they are proactive and prevent a future event is our team's focus.