



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 6, 2020

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):

- 01/06/2020 – Regular Town Council Meeting
 - 01/20/2020 – Offices closed - Martin Luther King Holiday
 - 01/22/2020 – Regular Town Council Meeting
-

Administration, Finance, & Planning

- *Senior Center Attendance/Presentation* – Matt attended the December luncheon at the Senior Center and talked with the attendees about the upcoming 2020 budget and the achievements in 2019 as well. The next slated date for attendance at the Senior Center is in March just prior to the election, which will enable for education about any ballot and referendum issues to be considered by the Council in the April 2020 Election Day.
- *Johnstown Downtown Association* – Matt met with several of the Downtown Business Owners in Johnstown. They have a desire to create several events in downtown and really continue to grow our downtown as a preferred destination. They will be coming to present to the Council later in the month of January.
- *Meeting with CSU Leadership Class* – The Mayor and Matt met with CSU's leadership instructor who coordinates real-world learning outside of the classroom. The class is currently exploring the possibility of having their learning experience in Johnstown in April.
- *List of Bills* – The list of bills includes payments for the last week of November as well as the entire month of December, so there are several vendors payments that reflect two months' worth of payments.
- *Caselle conversion* – January 1st, the databases for the Caselle conversion will be changed out to reflect the new fund structure and processes. The system will be mapped internally and should be ready to go January 2nd.

The Community That Cares

- *2020 Budget Document* – The document is nearly complete and should be available on our website soon.

Police Department

Community Policing, Outreach & Miscellaneous Items:

- *Officer of the Year*- Officer Jacob Blackburn was awarded JPD's officer of the year for 2019 for his positive community involvement with kids and for his hard work and dedication securing grant funding for the new JPD firearms range.

Public Works Department

Streets, Stormwater, & Parks

- *Snow* – Due to the colder weather the last few weeks, Staff has stayed busy scraping ice that was left after the Thanksgiving snowstorm. Storm inlets were the main priority to help with drainage in the warmer weather. Crew will continue to scrape as needed to ensure positive drainage flow.
- *Streets* – Crews have been repairing pot holes around Town due to the freeze and thaw that is happening. Approximately 200 lbs. of patch has been used to repair these areas. Road grading is ongoing and 11 road miles were graded including CR 3, CR 20C, CR 50, CR 46, CR 44, and CR 42.
- *Signs* – A stop sign was replaced at Charlotte and Jay due to being damaged by a vehicle. The road signs that CDOT were going to replace at Highway 60 and Parish, Telep and Colorado Blvd were returned back to CDOT. The signs delivered were too long and needed to be shortened to fit the mast arms. We hope to have them completed by mid-January. These sign will be replacing the lighted units that CDOT noted as safety concerns on their roadway.
- *Sweeping* – Johnstown Farms, Rolling Hills and Clearview streets were cleaned. The street sweeper will continue to go out on a regular schedule, weather permitting, to help pick up debris placed after the snowstorm.
- *Road Survey* – The 2020 fiscal year budget has the Road Pavement Condition Assessment planned to help Town Staff better understand the conditions of our roadways and avoid future issues similar to what happened in the 2019 overlay project. The survey will show thickness, condition, and type of base under these roads for better project management and roadway assessment. A request for proposal of this assessment advertised with a January 24, 2020 deadline for responses. We are hoping to have staff recommendation in front of Town Council for approval by February 17, 2020.

Water & Wastewater

- *Water plant* – Staff has replaced the VFD for the recycle pump at the water plant. We are still waiting on the VFD for the #5 pump in the distribution pump house. Staff has been doing regular maintenance of the DAF also. With water demand low, staff is working hard to get caught up on any and all repairs.
- *Filter Media* – The media replacement budgeted for 2020 is in design. We are hoping to have the media replaced before water demands increase in the system.
- *Water Leak* – On December 20 a water leak was reported in the 900 block of Charlotte. Staff immediately started the repair and found that two leaks were in need of repair within 8 ft. of each other. Staff was able to repair both leaks by 2 pm that afternoon.

Charlotte Ave was found to have an old 8 inch cast iron line. After conversation with staff it was brought to our attention that this line has had multiple repairs done to it in the last few years. Staff will be placing this on the Capital Improvement Program list for replacement.

- *Wastewater Plant* – Weifield Group has been working at the CWWTP installing conduits for the Aeration Project. Weather permitting, the project should be completed by end of January.
- *Sewer Project*– As reported on the last report, IMEG (Town Contract Engineer) and staff solicited nine contractors for RFP's to partner with the Town on the sewer capacity project. RFP's were returned on the 20 of December and we received 4 responses from possible partners. We will be reviewing these RFP's and should have a decision on which firm we plan on working with by end of January. A staff recommendation will be presented to Town Council for approval.
- *Low point expansion* – The 2020 fiscal year budget has the expansion of the Low Point Wastewater Treatment Plant design. With all the growth that is projected to be serviced by the Low Point WWTP the need to start design of the Low point plant and expand from 0.5 MGD to 1.5 MGD needs to get started soon. A request for proposal of this design advertised and the deadline to receive proposals back is on January 31, 2020. We are hoping to have staff recommendation in front of Town Council for approval on February 17, 2020.