



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: February 20, 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):

- 02/20/2019 – Regular Town Council Meeting (Due to Holiday on 18th)
 - 02/25/2019 – Work Session – None Planned
 - 03/04/2019 – Regular Town Council Meeting
 - 03/11/2019 – Work Session – None Planned
 - 03/18/2019 – Regular Town Council Meeting
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Police Department

Training:

- January 30, 2019 the entire department received Standard Field Sobriety Testing (SFST) training.
 - Officers reviewed
- January 30, 2019 Sergeant Timme attended Less Lethal Impact Munitions Instructor training.
 - Developing Policy and Procedure
 - Test Data
 - Physiological/Psychological Effects
 - Operations Considerations – Skip Fire – Direct Fire
 - Single Projectiles vs. Multiple Projectiles

Community Policing, Outreach & Miscellaneous Items:

- January 31, 2019 Officer Kehr presented a review to the entire student body at RHS on proper protocol of procedures for lockout, lockdown, evacuation and shelter.
 - The presentation covered steps for each response
 - It also covered the student's responsibility for each of these responses

Administration & Planning

The Community That Cares

- *Planning & Development Director* – An offer of employment has been made to the prospective candidate for the Planning & Development Director position. Kim Meyer will be joining our team full time on March 4, 2019.
- *2018 Audit* – Fieldwork for the 2018 Audit is scheduled to begin on April 22, 2019.
- *Xpress Bill Pay* – When we last reported to Council in November we had 550 participants in automatic bill pay through express. We now have 713 participants as of February 1st. This has been an effective tool to allow us to spend our time on other pressing matters in the organization for the benefit of the community.
- *Server Order and Installation* – We will be finalizing the order for a new server. The current unit is 8 years old and handles financial software, meter reading data and other pertinent information for the organization. Installation is expected in 4 weeks.
- *Colorado City/County Management Association* – Matt attended the CCCMA conference in Glenwood Springs to learn about best practices in the field of city management. Thanks to the Council for allowing Matt to attend.

Public Works Department

Streets, Storm water & Parks

- *Community Cleanup Day* – Cleanup Days is set for April 27th.
- *Streets* – The parks and streets superintendent has been working with the City of Loveland by requesting their received bid prices to gain more competitive pricing on crack sealing operations This assistance has been an ongoing collaboration between the two towns to help maintain low cost. Work on the overlay program is also being addressed. Our goal is to go out to bid by early April for the overlay projects, present all bids for recommendation to the Council and have work completed this summer.
- *Training* – Crews attended a webinar on traffic control operations. We want to make sure safety stays our number one concern for crews as well as our residents.
- *Senior Center* – Repairs to the furnace at the senior center were done. A new blower motor was installed as part of these repairs.
- *Parks* – Bathroom repairs were done to the light at the lake both inside and outside of the facility. New LED lights were installed outside for improved visibility as we continue to have vandalism at the bathrooms.

Water & Wastewater

- *Cemetery* – Funeral service completed for February 11th and 15th. The 11th was a full burial and the 15th was for cremains.
- *Cross Connection Program* – The initial stages of the cross connection program is underway. Approximately 250 surveys were sent out to all our commercial, industrial and multi-family water users. To date we have received about 60 surveys back. The deadline for returning the survey is February 28th. Complementing this is the ordinance presented on February 20th to support this program and help compliance with our water users.
- *Sanitary Survey Compliance* – We continue to work on the sanitary survey report from CDPHE. To assist with the turbidity comments, we have brought in a consultant with the Honeywell Company to look at our filters and give us an assessment of condition and or future needs or upgrades. We will keep Town Council updated on these studies as they come forward.
- *Water Treatment Plant Doors* – Overhead access doors at water treatment plant were repaired in preparation for the plant project to remove the old piping. Doors had not been operated in some time and were seized up.

- *WTP Preconstruction Meeting* – Staff met with Staneck at the water treatment plant to go over the water plant upgrades for the piping and saturator upgrade. They have ordered all the materials and are waiting on delivery. They will be in and out measuring and prepping for when everything arrives. Work should begin within 2 weeks.
- *Wastewater Operations* – The chemical feed line at Low Point WWTP was plugged. This line feeds sodium bisulfate into the effluent line to the river in order to remove chlorine before discharge. At time of this report crews were still working on the line. An update can be given at the Town Council meeting on the February 20th if needed by Council.
- *Wastewater* – This past weekend we had electrical issue at our Central Plant causing the CPU that controls the treatment operation system to fail. The failure caused the blower and chemical feed to shut down. As a result we have been operating it manually and while it is functional we have had to order a refurbished CPU to operate through the automated system.