



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 22, 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):

- 01/22/2020 – Regular Town Council Meeting
 - 01/29/2020 – Hillsborough Ditch Meeting
 - 02/03/2020 – Regular Town Council Meeting
 - 02/10/2020 – Work Session – Comprehensive Plan
-

Administration, Finance, & Planning

- *Communication Manager Position* – The full-time position of Communication Manager for the Town has been advertised. We plan to begin our first review of applicants for this position on January 27th. The position will be open until filled.
- *Caselle conversion* – The Caselle conversion and database transfer took place on January 1st, the system has been redesigned and mapped internally and most functions were launched without any complications on January 2nd. There were a couple of setbacks that did impact functions in the payroll module and in the general ledger module. The payroll module issues have been resolved. There are still some residual complications with the General Ledger module that should be resolved by the end of the week. Consequently, the December 2020 Financials will be delayed until later next week.
- *Staff Accountant Position* – Interviews for the Staff Accountant have been held. The Town was fortunate to have several qualified applicants. We hope to make a decision soon on which candidate will best serve the needs of the organization.
- *2019 Year-End* – Work on 2019 year-end processes is underway and audit preparation will be beginning in March. We do not currently have the date for the audit at this time, but we do expect to have it soon.
- *Comprehensive Plan* – The service agreement with Logan Simpson has been executed, and the Planning & Development Director has met with the consultant to begin

The Community That Cares

identifying and prioritizing tasks and timelines, to include work sessions with Town Council and Planning and Zoning Commission, community engagement and outreach.

- *Planning & Zoning Commission* – Commissioner Terry Eady resigned his seat after serving the Town in this capacity since 2005. His seat is open and the Town has advertised this opening. Any interested parties should reach out to the Planning & Development Director.

Police Department

Training:

- *CPR Recertification* – Sgt. Williams attended recertification training for CPR and First aid instructor. This training allows for in-house recertification at no cost for all sworn personnel.
- *Body Camera Training* – All officers received training on the proper use of new body cameras along with evidence submission and internal policy training on the use of the cameras.

Community Policing, Outreach & Miscellaneous Items:

- *Lexis Nexis Computer Software Launch* – The police department implemented new investigative software. This powerful investigative tool will provide officers with assistance with on scene photo lineups, criminal hot spot trend tracking and identification of warrant and other criminal activity unavailable in the past.
- *Body Worn Camera Program* – The police department went live with the new body worn cameras on January 13th.

Public Works Department

Streets, Stormwater, & Parks

- *Snow* – Scraping of ice continues. Crews have been working on the left over ice piles around Town. Concentration around mailboxes and corners have been the priority areas we've received concerns about.
- *Streets* – Crews continue repairing potholes around Town. Approximately 400 lbs. of material has been placed around Town. Crack sealing operations are also underway in Carlson Farms and Thompson River Ranch. These operations will continue for the next couple months.
- *Grading* – Crews graded CR 46, 44 and 42 and this was approximately 10 miles of grading.
- *Building maintenance* – Staff made various repairs to items in the police station and the senior center (which included a flag pole). It was also brought to our attention the fire alarm system in the senior center was not activated. We are soliciting quotes to get activated.
- *Fleet Maintenance* – Three police cruisers and two water department trucks had regular maintenance performed on them.
- *Downtown* – Crews installed an additional three bike racks in the downtown area. Two at Parish and Charlotte and one in front of Domino's Pizza. All Christmas decorations were taken down as well.

Water & Wastewater

- *Water plant*

- Staff took receipt of the VFD for Pump # 5 in the distribution pump house. We are currently waiting on the contractor to schedule this installation.
- Three isolation saturator valves and actuators were installed the DAF at the water plant.
- Crews ran all new Chlorine transfer lines from the DAF building into the filter building. The replacement of lines was because the old lines had become brittle and leaks started appearing.
- Heaters in the DAF building stopped working last week. We were able to repair two of them the third heater has a part on order.
- *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.
- *Wastewater Plant* – New aerators are scheduled to be installed on January 20th for the CWWTP. Completion of the project is still anticipated 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 December 20th and we received 4 responses from possible partners. We have scheduled interviews with three contractors on January 16th. A recommendation for the best contractor to collaborate with the Town will be brought to the Council for consideration.
- *Low Point Expansion* – The 2020 fiscal year budget has the expansion of the Low Point Wastewater Treatment Plant. An RFP was issued on January 8, 2020. Staff conducted a pre-bid meeting with a tour of the Low Point WWTP. We had 16 potential engineering firms attend. Final proposals are due on January 31st.