



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 16, 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):

- 12/24/2019 – Offices Closed
 - 12/25/2019 – Offices Closed
 - 01/01/2020 – Offices Closed
 - 01/06/2020 – Regular Town Council Meeting
 - 01/20/2020 – Offices closed - Martin Luther King Holiday
 - 01/22/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Nicotine Prevention Program* – Larimer County is currently exploring a Nicotine Prevention Program where they are considering making tobacco products available for sale to only individuals 21+. They are interested in the possibilities of all municipalities participating in this initiative as well which would include licensing of the vendors and implementation of the rule. The Towns of Windsor and Johnstown are in a unique position where portions of our boundaries exist in two counties. Consequently, as we continue exploring this initiative we will need to determine what the position of Weld County may be as well for the application to be community-wide.
- *3rd Grade Civic Day* – The Public Works, Police, Library, and Administration departments participated with the 3rd grade classes from Pioneer Ridge Elementary School in Civic Day engagement. Activities included touch a truck, a tour through the police headquarters, and a mock board meeting among other activities. This was a great time for all those involved to learn about their local government.
- *2020 Budget Document* – The 2020 Budget document is in its final stages of completion. It will be made available on the Town's website once it is complete.

The Community That Cares

- *Utility Billing* – We have been working to phase out the “direct pay” utility billing payment program that the Town began offering a number of years ago. With the addition of Xpress Bill Pay, the Town now has access to utility payment processes that offer a much higher level of security for our customers. All existing direct pay customers have been mailed multiple notifications (beginning in October) detailing the transition away from the old system. The “direct pay” system will be completely discontinued on Dec 31, 2019.
- *Mill Levy Certification* – The mill levy for the Town was certified to both the Larimer County Assessor and the Weld County Assessor on Tuesday, December 10th.
- *Caselle Redesign* – The redesigned version of Caselle with the new fund and account structure will go live on January 1, 2020. Currently the mapping of the program is in its final stages. This change should not impact external customers in any way.
- *Oxy Oil & Gas Agreement Implementation* – Staff continues to meet with and work with Oxy on the three oil and gas sites proposed in the Town, ensuring each site complies with the agreement and our standards.
- *Iron Horse* – Staff met with Iron Horse / McWhinney representatives to review multiple development prospects and McWhinney spec projects they are considering, including completing the subdivision with Filing 2.

Police Department

Training:

- *Driving training* – Officers from Red Platoon trained at the Front Rang Fire Department on a driving simulator.

Community Policing, Outreach & Miscellaneous Items:

- *Evidence Room Audit* – JPD completed the annual evidence room audit, over 3,000 items of evidence were inventoried and accounted for. After completion of the inventory, Ashley Vetter handed the keys to evidence over to Christina Adair as she is taking over as our new evidence room technician due to Ashley starting her new position with Loveland PD.
- *Community Participation* – Sergeant Williams ran in the local Johnstown Turkey Trot 5k in full uniform. He took first place in his age group and then worked a 12-hour shift.
- *No Shave November* – Johnstown Officers (and Town Manager) participated in “No Shave November” and raised \$817.00 for the Colorado Special Olympics
- *Johnstown Jingle* – Officers were visible for the Johnstown Jingle event that took place down town.

Public Works Department

Streets, Stormwater, & Parks

- *Snow* – Staff was busy plowing snow just before Thanksgiving. The Town measured around 14 inches of snow. Staff worked 3, 12-hours shifts in order to clear the roads and continued cleaning up streets for several days after. Town brought in Roberts Excavation the night of the storm, who we have on retainer with some big equipment to help clear the roads.
- *Streets* – Asphalt millings were placed on CR 3 to help wash boarding and potholes. 750 lbs. of cold mix were also placed around Town fixing potholes.

- *Parks* – Tree trimming was done in Parish and Rolling Hills Parks. All dangerous and dead limbs were removed

Water & Wastewater

- *Water plant* – Painting of the water tanks is finally done. Cold weather delayed the completion. National coating is now painting the east face of the filter building that was also tagged with graffiti.
- *Pumps* – The #5 Variable Frequency Drive (VFD) at the distribution pump house has been ordered. Cost of the VFD is around \$13,000. We are hoping to have it back on line by end of the year.
- *Cemetery* – Two large trees were removed in our Cemetery. These trees were dead and caused a danger to people and staff. Two new trees will be planted this Spring replacing these trees.
- *Raw Water Color* – Discoloration in the Town's distribution system took almost a full week of flushing with everyone coming in on the weekend and the following week with the help of a few guys from the Street Dept. who helped us immensely. We flushed approx. 2.0+ MGD through the raw water line which is almost 4 times the estimated line capacity, and we also flushed approx. 3.0+ MGD through the distribution system to clear up the lines in the system and subdivisions. We are addressing the incident within the water department. Ron is working on SOP's (standard operating procedures) to prevent problems in the future and this SOP is almost completed. We dug up the raw water blow off valve that we couldn't get on initially that could have helped to drain and flush the raw water main from Lone Tree reservoir and help get the turbidity down sooner. We also now have farmers contact info to notify them of possible flushing in the future. We are back to using 100% Lone tree water and filling the Town Lake overnight.
- *Sewer* – IMEG, Inc., our consulting engineer and Staff have been working on the best direction for our sewer capacity project. After internal review and consideration, on the project construction we have decided to take an extra step using Construction Management at Risk (CMAR) rather than just a design-bid-build application. The Construction Manager at Risk is a delivery method similar to our Recreation Center Project which entails a commitment by the Construction Manager (CM) to deliver the project within a Guaranteed Maximum Price (GMP). The GMP will be based on the construction documents and specifications at the time of the GMP plus any reasonably inferred items or tasks. The contractor would be involved with design to ensure a better project and help keep cost down from change orders and other variable costs. We conducted phone interviews or in-person interviews of nine contractors and sent them packets to complete. We are expecting to get them back by December 20, 2019. Once we review, we will bring this to Council for consideration and recommend a contractor we believe is the best fit to work as a partner and bring them on board.
- *Low Point WWTP* – The air bubbler at Low Point in the wet well has been freezing up because of moisture. We replaced the section with PVC pipe conduit so we could put heat tape and install insulation which should help with the freezing.
- *Wastewater Testing* – Jar testing was completed by Ramey Environmental and Nalco Chemical to optimize flocculation and help with Total Suspended Solids removal. The analysis and test suggest that with addition of a polymer we may be able to quit using alum or cut way back on its usage.

- *Central SCADA* – Browns Hill installed a chlorine analyzer at the lagoons along with programming chemical pumps to run in an auto sequence. They are still reprogramming the system and continue to work with the out-dated operating system on issues that arise.
- *Project Preparation* – Concrete pads for the installation of mixer motors on pond #2 were poured at Central Plant in preparation for the electric contractor to mobilize on site to complete the contracted work approved by Council.