



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: November 5, 2018

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):

- 11/5/2018 – Regular Town Council Meeting
 - 11/12/2018 – Work Session (None Scheduled)
 - 11/19/2018 – Regular Town Council Meeting
 - 11/26/2018 – Work Session (None Scheduled)
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Police Department

- *Desert Snow Training* – Officer Perry attended Desert Snow training – This is a high-level drug interdiction training offered through the Homeland Security. This will enable us to better identify trafficking of drugs through vehicles, mail, and other shipping avenues.
- *Supervisor Training* – Sergeant Brown attended the Supervisory Institute for line supervisor training. Sergeant Brown was appointed to this position around the beginning of 2018 and this provides skills and training for effective supervision and in new his leadership role.
- *Defensive Tactics Training* – Officer Balltrip attended Krav Maga Instructor certification training. This training is developed by the Israeli Special Forces as an empty hands defensive tactic discipline. Officer Balltrip is currently our lead trainer in defensive tactics and will help facilitate training to other officers on these technics.
- *Community Involvement* – This Saturday, October 27, 2018 from 10:00 a.m. – 12 p.m. noon, Officer Otero participated in the downtown business district for Trick-or-Treat Street event by handing out candy to trick or treaters. The event was well attended and great for the community to come together.

The Community That Cares

Administration

- *Front Range Fire District* – The Manager met with representatives from the Front Range Fire District (FRFD). The primary purpose was to discuss the study they conducted regarding impact fees similar to those that have been adopted by the Town Council for the Loveland Rural Fire District. This was also a great opportunity to meet the leadership at the FRFD including the Chief Bateman, Fire Marshal Drage, and Operations Chief Covillo.
- *Chamber of Commerce Cooperative Agreement & Business Afterhours* – One of the items from the October 15, 2018 work session was a desire to have a cooperative agreement with the Johnstown Milliken Chamber of Commerce. The document has been developed with reporting requirements and staff would appreciate feedback from the Council on the draft provided. We hope if both parties agree to the document, to have it approved not later than the first meeting in December. The Manager also attended the Chamber business after hours which was hosted by the Family Physicians of Johnstown and The Point Sports Medicine Rehab.
- *U.S. 34 at Larimer Parkway (Traffic Signal Project)* – An outstanding invoice was paid for the final retainage associated with the above titled referenced project. The retainage due was \$18,165.64. The project is now officially closed. The original contract price was \$346,561.20 and the final project cost was \$363,312.91. The agreement approved by the Council for the initial contract provided for authorization by the Town Manager of up to 10% in change orders. The final variance from the initial project cost was 4.8%. While the project was budgeted exclusively in 2017, there are available funds in the 2018 fiscal year budget that are being utilized from the capital improvement fund without the need for a budget amendment.
- *Public Works Director* – The Public Works Director position is being advertised on the following web sites: American Public Works Association (APWA), Colorado Municipal League and the Town of Johnstown. The last day to remit a letter of interest and resume is November 16, 2018.
- *Milliken Town Manager Meet & Greet* – The Manager attended the two meet and greets hosted by the Town of Milliken with their two finalists for Town Manager.
- *Recreation Center Ground Breaking* – The Town of Johnstown Recreation Center will break ground on Saturday November 10th at 10 a.m. The event will start at Town Hall and then move to the site where participants will conduct a ground breaking ceremony to recognize and celebrate what will be a great facility for the Town to meet recreational needs of the community. Everyone is encouraged to attend.
- *Surplus Property* – Staff is taking an inventory of property owned by the Town that is no longer used or is not operational in the organization. After the list is compiled we will work to dispose of the items. If items require approval by the Council prior to being declared surplus, they will be presented for consideration in December.

Planning Department

- *US Hwy 34 Planning and Environmental Linkage (PEL) Study* – CDOT has released the draft Study for technical review and comment by affected jurisdictions and Federal Highway Administration. The PEL Study includes intersection design alternates for Larimer County Road 3, which impacts the Iron Horse PUD. The review process will conclude in November.

Public Works Department

- *Streets Maintenance* – Crews have graded all alleys in the Town as well as patched the connection between the alleys and the asphalt street segments for better transitions. The crew has also performed the general maintenance on the path around the Town Lake. Potholes have been being cleaned and patched accordingly – if there are others that need to be addressed, we encourage citizens to call Town Hall so we can make repairs accordingly before the winter season is upon us.
- *Gravel Road Maintenance* – All county roads requiring our maintenance have been graded twice a week. The maintenance helps to ensure a proper crown on the roadway for drainage that minimizes more costly maintenance. The Town also partnered with Weld County on Weld County Road 50 by providing mag chloride that the county applied on the road segment we maintain
- *Street Sweepings* – Street sweeper has been clearing the streets/ sidewalks of all fallen leaves. We will continue to do this to prevent leaves from negatively impacting our storm water utility network.
- *Sign Maintenance* – Street signs whether damaged or missing have been being replaced or updated. If there are others in Town that need to be addressed we encourage citizens to call Town Hall to evaluate and making changes accordingly.
- *Wastewater Treatment Repairs* – One of the heaters in the Central WWTP was repaired. The bearing on one of the blower units failed causing the fan blades to break. The blowers provide heat into the building where the DAF units are located. If this building fails to stay above 40 degrees, the chemical for the DAF units will begin to gel and negatively impact the treatment process and our ability to meet discharge requirements.
- *Water Treatment Plant Access* – A contract has been awarded to Town and Country Fencing to install automatic gates at the Water Treatment Plant will be installed this month. Currently there is no access control to the Water Treatment Plant. This item is in the fiscal year 2018 budget and included in the Water Treatment Plant maintenance line item.
- *Water Treatment Membrane Roof Replacement* – Staff requested quotes for replacement of the Town's membrane roof at the water treatment plant. On one building the membrane is over 30 years old and the other buildings membrane is over 12 years old. The low bid has been awarded to KH Roofing, LLC, is within budget, and will be completed by the end of the fiscal year.
- *Water Intake Pipe* – The roto torque value actuator at the Town's raw water intake pipe is being replace due to electrical failure. The actuator allows for automated valve control of the raw water high pressure line into intake pipe before treatment begins.
- *Wastewater Collection Maintenance* – Dale's Environmental Services is working on jetting of sewer lines based on the contract approved last month. Work will be completed by the end of the month subject to weather delays.
- *Park and Cemetery Irrigation* – All irrigation lines for both Town maintained parks and the cemetery have been properly winterized for the season.