



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: April 1, 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):

- 04/01/2019 – Regular Town Council Meeting
 - 04/08/2019 – Work Session (Johnstown Housing Authority)
 - 04/15/2019 – Regular Town Council Meeting
 - 04/22/2019 – Work Session (School District)
 - 04/29/2019 – Work Session (None Planned)
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Police Department

Training:

- March 11-13 2019 Officer Brandon Dudley attended Standard Field Sobriety Testing
- March 20, 2019 Blue side qualified with their duty-weapon, off-duty weapon and patrol rifle
- March 20, 2019 Blue side reviewed Policies pertaining to Use of Force

Community Policing, Outreach & Miscellaneous Items:

- The department has reached full staffing levels with the addition to Officer Kendall Zoss.

Administration, Finance, & Planning

- *DOLA Energy Impact Grant Application* – Town Staff submitted an application for the April 1 cycle for the DOLA Energy Impact Grant. This was a collaborative application between the Town, Larimer, and Weld Counties. The application was for \$1 million to make improvements on WCR50/LCR14 from Colorado Blvd. to the East Frontage Road. A presentation will be required to the Grant Committee in July with awards being

The Community That Cares

determined in late August or early September. Each entity in the application is contributing financial dollars to the project's success.

- *2018 Audit* – Preparation for the 2018 audit is well underway. The fieldwork for the 2018 audit will conclude the week of April 22, 2019.
- *Utility Billing* – Staff is working on updating the contact information for our residents so that we have current information should an emergency situation arise and we need to contact residents.
- *GIS Program Development* – Staff has started to get estimates and bids for the needed equipment and software to kick-off the recently approved GIS program – to provide the Town and Staff with mapping and better asset-management capabilities.
- *Development Review* – Staff and ancillary reviewers received five additional development projects since March 18. Review work is ongoing, with approximately 18 active projects currently in the review/revision process. Staff also hosted several informal meetings with prospective developers for projects anticipated in the near future.
- *On-call* – Staff fielded 24 walk-in/call-in inquiries from residents, brokers, and development professionals.
- *Healthcare Committee* – Several staff members have volunteered to participate in a health committee that will be led by Diana to evaluate our current benefits and explore if there are other healthcare options and choices that we may want to explore for 2020. We expect to get quotes from other vendors and staff will make a recommendation to the Town Manager that will be included in the proposed FY 2020 budget. Any changes will be shared with the Council during the budget work session(s) tentative scheduled for late September or early October.

Public Works Department

Streets, Storm water & Parks

- *Community Cleanup Day* – Community Cleanup Day is set for April 27th.
- *Fleet* – Staff serviced three police cars and had two windshields replace on police cars. One water department truck and one street department vehicle were also serviced.
- *Lake* – Inlet repairs were completed at the lake including a new 24” pipe section installed and area that was washed out has been backfilled and placed back to the normal grade. New LED lights were also installed at the west playground at Town Lake.
- *Senior center* – The Senior center requested assistance with better lighting in the area of the parking lot on the west side. Crews installed a new LED fixture under the awning that shines more light down and out to help with visibility at night.
- *Streets* – Approximately 1000 lbs. of pot holes were repaired around town. Some of the areas include: Fox Meadows, CR 48 & Commerce, Colorado Blvd, Parish Ave, Parkwood, Wind gate, Holden & Carlson Blvd, Podtburg Cir & Nicholas, Edgewood & Couples and Alabaster & Rocksbury.
- *Signs* – Sign maintenance is an ongoing task in Town. Crews are straightening and replacing signs on a regular basis. If you see any that need adjustments, please let us know. Final signs are being installed on Thompson Parkway and should be finished this week.
- *Public Comment Speeding* – Last Council meeting residents expressed concerns related to speeding on Expedition and Dee Street. The Police Chief, Public Works Director and Town Manager reviewed the area and will be changing Expedition and Settler's Way to a

3 way stop intersection along with Territory and Settler's way. We hope this slows down traffic in the area and creates a safer area for kids in the park. We also will be lowering the speed limit to 20 MPH on those streets near the parks, as well as adding slow children playing signs. We are hopeful by adding these signs will address the residents' concerns and make the area safe for the kids in the area.

- *Crosswalks* – We have purchased crosswalk lights to be installed on either side of Parish Ave. One will be located by the Veteran's Brewery and the other on Charlotte and Parish Avenue. These additions are based on a request during the budget work session and after a discussion with our Police Chief he recommended one more be added just south on Charlotte and Parish.

Water & Wastewater

- *Water plant* – Pipe work at the water treatment plant has been completed and the system is back on line. Plant was shut down from Monday the 18th at 10a.m. to Monday the 25th at 12 p.m. This was the first phase of the plant improvements. The second phase will be installing the DAF saturator system. The second phase should begin the first week of April.
- *Cross Connection* – The Town hosted a Cross Connection Control certification class at the public works facility the week of March 25th. By hosting this class the Town received one free registration. Saul Herrera will be took the class for free and we paid for Tim Callender who takes care of our parks irrigation. By having certified technicians the town will be able to test all our facilities in-house and save money in testing. Also, having certified testers will allow us to stay on top of all potential backflow issues and keep the Town in compliance.
- *Wastewater* – We had two sanitary sewer backups. One located on a private line and the other was due to a contractor's mistake. Neither incident was the fault of the Town's system.
- *Cemetery* – Annual cleanup day is scheduled for April 1st. All old flowers and decorative ornaments will be removed. This has been advertised in the Johnstown Breeze and on our social media sites.