



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: September 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):

- 09/09/2019 – Work Session (Budget)
 - 09/16/2019 – Regular Town Council Meeting
 - 09/23/2019 – Work Session (Budget)
 - 09/30/2019 – Work Session (with Loveland)
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Administration, Finance, & Planning

- *Planner II* – Darryll Wolnik is officially onboarded as our new Planner II and is helping review projects and return on-call emails and phone calls. He is an excellent addition to the Town staff.
- *Comprehensive Plan and Land Use Code Update* – An RFP was issued on September 9th to find an interdisciplinary team to assist the Town in updating both our Comprehensive Plan and moving directly into code updates needed to implement the updated vision for Johnstown.
- *Innovation Academy* – our Town Clerk and Planning & Development Director attended a 3 day training in Denver with one of the founders of the Peak Academy to gain knowledge and know-how to better streamline and innovate our day-to-day processes for better customer service and increased efficiencies.
- *GIS* – Our GIS consultant, InVision GIS, delivered the initial batch of mapping data, and help install and set up our ArcGIS/ArcMap system internally, to begin being able to edit and utilize this initial set of data.
- *Municipal Code Update* – The Municipal Code has been updated and is on the Town’s Website. Ordinances through March 2019 have been included in this update.

The Community That Cares

- *2018 Audit* – The 2018 audit is complete and the Town has received the recommended audit adjusting entries as well as the adjusted trial balance. All journal entries have been recorded and the beginning balances for 2019 reflect those changes.
- *Utility Reading Software* – A phone conference is scheduled for late this week with Aclara, Caselle and Greystone to try and troubleshoot the importing process for our water reads. The new server installation has necessitated some revisions and additional integration with our utility reading software.
- *Sewer Project Process* – Staff and our consultants held an open house on the evening of Wednesday, September 11, 2019 to discuss with property owners along the preliminary route the intent of the project and the need for Right of Entry releases for the preliminary engineering work.
- *WCR 50/LCR 14 Road Project* – DOLA has provided us with the notice to proceed on the WCR 50/LCR 14 road project. We will be preparing the bid documents and coordinating with some of our partners including the LTWD regarding their line replacement over the next couple months. We anticipate bidding the project when contractors and their bids will be most advantageous for the Town from a cost perspective. We would anticipate the project starting in early Spring 2020.

Police Department

Training:

- *Narcotics Investigations training* – Officer Wood attended Narcotics Investigation School in Denver. This training focused on identifying and investigating drug cases.
- *Defensive driving* – The entire department received defensive driving training through in-house instructors.
- *K9 Training* – Sergeant Timme and Officer Kehr attended K9 training in Loveland with the Loveland Police department. By attending, the officers received first-hand knowledge of how future K9 training will be conducted and what the expectations for success will look like.

Community Policing, Outreach & Miscellaneous Items:

- *K9 selection* – Officer Kehr and representatives from the Loveland Police Department and Estes Park Police Department are in Orlando Florida to select the new JPD K9.
- *Trauma Kits* – JPD was notified by the State Attorney Generals Office that we will receive 24 Individual Trauma Aid Kits (ITAK) at no charge to the Town. Each kit contains the following: (1)C-A-T® G7 Tourniquet, (1) Safety Cutter, (1) Pair of Nitrile Gloves, (1) Flat Compressed Gauze, (1) Mini Compression Bandage, (1) NuStat Tactical 2” x 36” Hemostatic Gauze.

Public Works Department

Streets, Stormwater, & Parks

- *Parks* – Sprinkler repairs are on the rise. Town Lake and Pioneer Ridge Park have had a couple main line breaks and crew were able to repair and get back on line quickly. Crews have also been replacing heads in all of our parks - Pioneer Ridge has had the most issues as of late, with multiple zones not watering properly, heads broken or not turning which has caused some grass to brown/burn. Tree trimming in Pioneer Ridge Park has also been a priority. Multiple trees were in need of trimming and thinning, as well as weed control on planters on the walking trail.

- *Storm water* – The debris grates at Pioneer Ridge were noted as damaged and completely removed from the mounting brackets. These grates keep debris from entering the storm water pipe system to prevent obstructions. Crews were able to remount and remove any existing obstructions.
- *Road Grading* – 10 miles of road grading was completed. Road included: CR 20C (3 times), CR 3 (3 times), and CR 46 (2 times).
- *Senior center* – Weather stripping was installed on all the outside doors at the senior center.
- *Overlay project* – Yes it is true, the road overlays are completed. We do have a few issues that needs to be addressed. Staff met with the contractor to discuss and further discussion on repairs are in the process of being worked out.
- *Fleet* – Two police cruiser were serviced and brakes replaced.
- *Alleyways* – All alleys in old town were graded.

Water & Wastewater

- *Water plant* – Our daily water demand flows are still on the high side. We are averaging 4.6 MGD.
- *Power outages* – Excel Energy has been having issues due to high demand in their system. We had a couple power outages that really placed a strain on our water plant. Even though our backup generator worked and kept power on, certain triggers happened during the transfer of power that created a chain reaction of events. Our DAF unit went down and production of water stopped for a couple hours. We had to go to emergency interconnects with Little Thompson and Central Weld to keep up with our demand. Staff did reach out to Excel Energy and they have stated that they will be changing the amperage trip limits. This should resolve the tripping from its current circuit loading. They also plan to replace a switch gear that they feel contributed to the issue.
- *North Tank* – Electrical service has been installed and inspected for the telemetry system for the north tank. Browns Hill our SCADA contractor is hooking up the final components. We are very close to having tank on line.
- *Development* – Oakwood homes Filing 10 is under the testing process for the water and sewer system. All of the infrastructure has been installed and going through bacteriological testing and pressure testing.
- *Central wastewater plant.* – The airline replacement has been completed at the WWTP and air flow is back to normal. The line was replaced due to all the gaskets were leaking and loss of air was affecting the MBBR treatment process. Our average plant flows have been 0.71 MGD. Our engineers have been collecting depth so f the existing sewer main to the plant for the design of the new gravity interceptor line from the Johnstown farms lift station to the Central WWTP.
- *Low point Treatment Plant* – The sludge press working efficiently, averaging 25 hours per week and 16 tons per week of sludge removal. Our flows at Low point have been averaging 0.26 to 0.3 MGD.
- *Cemetery* – Cemetery is still looking good. Rick Babbs is working hard out at the location to maintain the grounds.
- *Follow up* – As requested by the board I have reached out to a couple local cemeteries asking about cost estimates for a columbarium. We will be looking to include this in the 2020 budget.