



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: October 7, 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):

- 10/07/2019 – Regular Town Council Meeting
 - 10/21/2019 – Cancelled - Regular Town Council Meeting
 - 11/04/2019 – Regular Town Council Meeting
 - 11/18/2019 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *On-line pay stub* – Staff implemented an on-line pay stub process for town employees who are paid through direct deposit. Employees are able to sign into a secure website and access their pay stub directly. Implementing this kind of service will allow the town to save on paper, printing, and staff distribution costs while providing employees enhanced functionality of their pay information.
- *Safety Committee Meeting* – A safety committee meeting was held on September 17, 2019. Department heads serve on this committee. Topics of discussion were reports on safety related training, any accident/incident reports and review the CIRSA property survey. Meetings will be scheduled every other month.
- *CDOT Coordination* – Staff continues to meet regularly with CDOT staff and engineers on several projects that directly affect Johnstown, including the Hwy 60, LCR 16, and Hwy 402/LCR18 interchanges, rebuild of underpasses in the Town’s GMA, utility coordination, and the parallel arterial concept.
- *Conference* – The Planning & Development Director attended the Colorado American Planning Association (CoAPA) conference in mid-September, participating in workshops and lectures on a wide variety of current planning topics, and talking with other planners and directors from across the state.

The Community That Cares

- *2020 Budget* – Council’s suggestions are being researched and integrated into the 2020 Budget worksheets. Information for the 2020 Budget document is being compiled and formatted.
- *2020 Fee Schedule* – Is being reviewed and updated for Council’s consideration. This will consolidate all fees into one fee schedule that can then periodically and as necessary be updated by resolution. The fee will also be directly omitted from the municipal code and moving forward all fees in the municipal code will refer to the fee schedule as adopted by resolution.
- *Utility Billing* – Customer payment methods are being reviewed to ensure that we are offering our customers the products that they value at the highest level of security available for those transactions.

Police Department

Training:

- *Firearms Training* – All officer received annual POST required handgun qualification training. This training also included active scenario-based firearm training.
- *Search and Seizure Training* – Officer Perry and Officer Zoss attended Search and Seizure training and were updated on the most current changes to Search and Seizure laws and court decisions.
- *Breathalyzer Training* – Officer Grounds completed Evidential Breath Alcohol Testing (EBAT). This certifies Officer Grounds to operate the I-9000 Intoxilizer instrument.
- *Active Shooter Training* – Lieutenant Oglesby attended the Active Shooter/Hostile Event Response (ASHER) program meeting with Front Range Fire Authority and the RE5J School District. They are working to implement a standard response policy for all three departments.

Community Policing, Outreach & Miscellaneous Items:

- *Library Staff Training* – Lieutenant Oglesby conducted a safety talk with the Johnstown Library staff.
- *New K9* – Officer Kehr took custody of her new K9 partner “Vosco” on September 30th. Both will begin their 16-week K9 academy training in October.
- *Town Hall Employee Training* – Lieutenant Oglesby taught Civilian Response to Active Shooter Events (CRASE) to office staff of the Town of Johnstown to prepare them for their response to an active shooter/critical incident event. This training was also conducted for all Public Works employees.
- *New equipment* – Johnstown PD was selected by the Colorado Attorney General’s Office to receive Individual Trauma Action Kits (iTAK) to be issued to every sworn officer on the department. Each kit comes with necessary items such as a tourniquet, trauma shears, hemostatic gauze and other equipment used for life saving measures in the event of an emergency. This equipment was delivered at no charge to the Town.

Public Works Department

Streets, Stormwater, & Parks

- *Parks* – Sprinkler repairs still continue in our Parks. Town Lake crews have been cleaning up trees and removing goat heads from the trail and outlying areas. Cleanup at Rolling Hills parks is underway. Weeds and over growth have been removed and thinned out.

- *Patching* – Crews have started some street asphalt patches around Town. Mountain View, Estes and Charlotte, CR 3E, Jay, and Idaho have had completed with necessary patches. Crews cut out areas, removed existing asphalt and placed back 6 inches of new asphalt. Staff will be doing miscellaneous patching around Town until asphalt the plants shut down for the season.
- *Road Grading* – 11 miles of road grading were completed. Road included: CR 20C (3 times), CR 3 (3 times), and CR 46 (2 times) and CR 44 (2 times).
- *Slurry seal project* – The slurry seal project has been completed. The project went smooth without any issues. Crews will be placing thermos plastic crosswalks in a few locations where work was completed.
- *Overlay project* – Asphalt specialties has been back working on the punch list for the 2019 overlay project. We are expecting completion of punch list by early October. At that time the two year warranty will commence.
- *Fleet* – Four police cruiser were serviced for oil changes.
- *CR 50* – CR 50 project is getting ready to go out to bid. We are shooting for a late February early March start date. We are anticipating project to be completed by mid-summer.

Water & Wastewater

- *Water plant* – One of our Variable Frequency Drives (VFD) for our recycle pumps decided it had lived long enough. This unit is about 6 years old. This is another unfortunate cost but everything is back on line. We also had an issue with our #5 high service pump. This pump supplies pressure to the east side of Town. The pump quit working and the #4 pump did not alternate on as needed. We had enough water in the Tanks to help with pressure until staff was able to get it back on line.
- *Central plant* – Final preparation and design is finishing up to get the mixing blowers installed in the lagoon. These pumps will help circulate the wastewater for treatment and help with compliance of our Total Suspended Solids (TSS) limits. This project should get under way soon.
- *Low point* – Flow meters were recalibrated at the wastewater plant. This was part of the Low Point sanitary survey. We have met all dates with the survey and information has been submitted to CDPHE. The other item that needed to be repaired was the temperature probe. This was repaired and documentation was also sent to the state.
- *Fire Hydrants* – Fire hydrants at Idaho and N 1st St., and Charlotte and Columbine have been replace. These two Hydrants were part of four that were slated for replacement in 2019. Hydrants were old four inch leads. New hydrant are six inch leads for better fire flow.
- *North water Tank* – Could it be, wait for it, wait for it. Yes!!! The north tank is on line and operational. Staff is able to monitor the North Tank. Tank is cycling and supplying water to the north end of Town.
- *Cemetery* – It was all hands on deck the week of the 23rd at the Cemetery. Parks staff assisted water staff on the grounds maintenance. Thank you to all for getting this done. We have hired a tree trimmer to come in and trim as well as remove a few dead trees. Work will begin towards the end of October in order to keep the grounds from being damaged by the trucks.