



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 4, 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):

- 11/04/2019 – Regular Town Council Meeting
- 11/11/2019 – Offices closed in observance of Veteran’s Day
- 11/18/2019 – Regular Town Council Meeting
- 12/02/2019 – Regular Town Council Meeting
- 12/12/2019 – Special Called Meeting – FY 2020 Budget Adoption
- 12/16/2019 – Regular Town Council Meeting

Administration, Finance, & Planning

- *Employee Benefits Meeting* – An employee’s benefits meeting has been scheduled for November 6 at 10:00 a.m. A representative from CEBT will be present to review the new health insurance options and to assist in the employee enrollment.
- *Liquor License Renewal* – The Fermented Malt Beverage License for 7-Eleven located at 50 Telep Avenue was submitted to the State Liquor for renewal.
- *Thompson River Ranch Walk Through* – A walk-through was conducted in early October with a representative from Oakwood, the Metro District, and the landscape company. Things appear to be moving in the right direction – new seed has been installed, 33 new trees planted and they are completing the sidewalk with concrete that was planned for an equestrian trail. Overall, things seem to be moving in the right direction. One issue we did discuss is that in certain areas native grass is called for in various areas of the open space, which generally is going to need to grow higher to squeeze out the weeds and to keep from burning off as it isn’t as resilient as turf is. Accordingly, I will be working with our code team to see how we can create a balance of letting the native grass grow higher as it is intended to help control the weed growth.

The Community That Cares

- *CDOT Meetings* – Staff is meeting with CDOT to discuss opportunities to install sleeves to cross various areas of I-25 while construction is currently in progress. This will help reduce overall costs for infrastructure installation needs in the future. They are very receptive to this proactive approach now instead of later. Staff is also working on bridge spans at overpasses (CR 46, 14, 16) to ensure adequate space for buildout and expansion of the Town’s vehicular and ped/bike transportation network into the future.
- *PVREA* – Town Staff met with Poudre Valley Rural Election Association about the renewal of the existing franchise agreement. The current agreement expires at the end of the calendar year. There is a possibility based on document massaging and public notification requirements that we may need to extend the existing contract administratively for 60 days. If the contract does need to be extended it will not impact the revenues provided by the franchisee.
- *Emergency Management* – The Police Chief, Public Works Director, and Town Manager met with a representative from the Larimer County Office of Emergency Management to discuss coordinated efforts of emergency planning and how we can and should be working together for emergency preparedness. Larimer will be updating their plan next year and we plan to participate in this process considering our jurisdictional boundary interests.
- *Phone Systems* – Our offices just transferred to a new VOIP phone system. This allows us to have more than 4 lines in Town Hall and more versatility in reaching us while in the field for work needs.
- *GIS* – Planning staff has been actively working with our consultants to move the GIS program forward. A large format printer and scanner have been ordered to begin producing updated maps once final tweaks to the mapping and formatting are complete in the next couple of months. The system will aggregate information from the assessor and 2019 aerials from both counties; data from schools, special districts, and utilities; updated FEMA mapping; and other relevant data.
- *2534* – Staff is coordinating with the property management for several owner associations in the 2534 area to discuss planned updated landscaping and maintenance along the main streets, coordinate on development reviews and site inspections, discuss maintenance issues, and provide general support to the area.

Police Department

Training:

- *Building Search Training* – Both Red and Blue platoons completed Building/Room clearing training.
- *Field Training Officer (FTO) certification* – Officer Cygan has completed a 40-hour Field Training Officer (FTO) class to learn the latest techniques in adult education to effectively train new officers.
- *K9 Decoy Training* – Officer Perry and Officer Zoss completed a K9 Decoy class for proper training on how to assist Officer Kehr during her K9 academy.
- *K9 Academy* – Officer Kehr started her 16 week K9 academy in Loveland with her K9 partner Vasco.

Community Policing, Outreach & Miscellaneous Items:

- *Community education* – Lieutenant Oglesby taught Civilian Response to Active Shooter Events (CRASE) to Stepping Stones Preschool teachers.

- *Assist with other agency* – Commander Sanchez is assisting the Severance Police Department with the management and oversight of their police department while they search for a new police chief.

Public Works Department

Streets, Stormwater, & Parks

- *Parks* – Sprinkler systems have been blown out and the year-end final clean-up of parks has been completed.
- *Pavement markings* – Crews have been placing thermo plastic around Town. Stop bars and crosswalks have been completed in Rolling Hills, N. 2nd and Greeley and Johnstown Farms area. A 4-way stop was installed at Greeley and 2nd St. due to concerns about Student safety. Staff met with the Police Chief and the decision to install was agreed upon.
- *Fleet* – Five police cruisers had regular maintenance, as well as 3 pickups in the last 30 days.
- *Streets* – Regular road grading was completed on approximately 26 miles of gravel roads. Mag chloride was also applied on LCR 3 and 20C. Street patching was done on North and South Estes, Alder Ave., and Ruddy St. Crews applied approximately 14 tons of hot mix and 175 pounds of cold patch to repair pot holes around Town.
- *Plowing* – Crews were out early on October 27th plowing snow and are prepping for another storm on the 29th into the 30th.

Water & Wastewater

- *Water plant* – Tank painting is underway. The latest cold weather has delayed the completion of the tanks. All tanks have been primed and should be completed within 2 weeks. Two small holes were found on one of the ribs of the Tank during painting. Divers were hired to look at the inside of the tanks in order to make sure no other damage was present or other repairs were needed. We brought in a welder to grind and weld the locations of the leak.
- *Central plant* – Final preparation and design has been finished and staff is getting contracts in place to start project. The project will eliminate the use of pond #1 and most of the flow will go through the head works building and a small portion will go into Pond #2. This will help with Ammonia and Nitrogen compliance – an issue we have had with compliance. A chemical polymer feed will be added to the DAF to help with TSS (Total Suspended Solids) compliance. We will also be sending a letter to the State explaining current project and future plans for compliance.
- *Cemetery* – Final clean-up of cemetery is underway. Staff has been mowing and picking up leaves.
- *Staff* – I would like to congratulate Maurice Pribble for passing his Class C water treatment certification and Saul Herrera for passing his Collection and Distribution 1 certifications.