



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: March 16, 2020

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):

- 03/16/2020 – Regular Town Council Meeting
 - 03/21/2020 – Town Council Retreat
 - 04/06/2020 – Regular Town Council Meeting
 - 04/20/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *CentralSquare TRAKiT* – Staff hosted CentralSquare staff for a 4-day on-site Business Process Optimization with multiple departments involved, in preparation for the initial configuration of the online software to work with the Town’s business processes.
- *Comprehensive Plan* – The Steering Committee (SC) met on March 11th with Logan Simpson for their initial work session, that mimicked that of the Council’s in content. The “SC” is expected to meet every 4-6 weeks over the course of the comprehensive plan update process to help guide the document towards a final draft.
- *2019 Audit* – Preparation for the upcoming 2019 audit is well underway. The library has provided all of their records and we are reviewing and entering them into our system.
- *Online utility payments* – In the recent weeks we have been experiencing some issues with our online bill payment provider, Xpress Bill Pay. The company has assured us that they are working to correct the problem as quickly as they can. Customers can call 1-800-766-2350 to make a payment between the hours of 8:00 am and 5:00 pm should they encounter any issues with logging in to pay a bill.
- *Website, townofjohnstown.com* – Last week our new Communications Manager came onboard and is starting work on the website. She is currently auditing the current website needs, processes and team expectations and Content Management Platforms that will support the Town’s outreach mission.

The Community That Cares

- *Social Media Outreach* – For more consistent and relevant community information, the Town is expanding its social media outreach to include Facebook and Twitter. Both platforms will broaden the town’s audience and foster a higher level of information and transparency. You can now follow us on Twitter @johnstowncolo.
- *Customer Service Tech* – Rachael Chambers will start as the new Customer Service Tech on Monday, March 23, 2020.
- *Election* – The mail ballots will be mailed from the printing company the week of March 16, 2020. Mail ballots may be counted beginning March 23, 2020.
- *COVID-19* – The Town continues to work with our partners at the County Health Departments to ensure updates and risk levels are communicated as necessary. Currently the risk for COVID-19 remains low and we participate on weekly conference calls with Larimer County. The Town continues currently in a Tier 1 status based on the response plan provided to you earlier this month.
- *Chamber Before Hours* – Staff attended the Chamber Business Before Hours event held at Johnson Corner.

Police Department

- *Defensive Tactics Training* – The entire department received their yearly Defensive Tactics Certification mandated by Colorado POST. The department has switched their defensive tactics discipline from Pressure Point Control Techniques (PPCT) to Krav Maga. Krav Maga is a tactical mixed-martial art/combatative and self-defense system that combines boxing, judo, jujitsu, and aikido. Krav Maga for police officers’ addresses concerns unique to the law enforcement community that civilian martial arts training doesn’t cover. Krav Maga for police emphasizes officer safety and teaches how to gain, regain, and maintain control of common combatative situations. We focus on compliant, resistant, high-risk, and life-threatening scenarios.
- *Field Training New Officers* – Officers Ward and Rashid have successfully completed their field training programs and are now assigned to a patrol shift. Officer Flessner is a new hire and has begun his FTO program. JPD currently has three (3) additional open police officer positions.

Public Works Department

Streets, Stormwater, & Parks

- *Streets* – Crews recently placed approximately 600lbs of pothole material on various streets in Town. The recent warmer weather has softened up gravel roads so many are in need of more frequent maintenance. County Roads 42, 44 and 46 were each bladed twice. Crack sealing continues as weather permits. Recently completed streets include Rouen Ln., Roseybill Ln., Cayuga St., Wood Duck Dr., and the alley on the west side of Parish Ave. New reflectors and delineators were replaced on Parish just south of Town Hall due to damage.
- *Parks* – All playground inspections have been completed. At Hayes Park, a new 6 foot wide concrete trail was installed connecting both sides of the park to the existing sidewalks. Crews will be finishing up landscaping around the new trail as weather permits. There will also be a new street light added in front of the park.
- *Curb & Gutter* – Work to replace the curbs and gutters on HWY 60 from Rutherford west to the railroad tracks has been completed. This project was requested to be done last year

but carried over into 2020 as TDS needed more time to move existing overhead cable and poles.

- *Water Leak* – Crews assisted in the repair of a service line outside of the VFW. A small hole resulted in a water leak in the west bound lane of HWY 60.
- *Flower Pots* – All downtown flower pots were taken to the nursery for planting.

WATER AND SEWER

- *Aerators* – All aerators have been installed at the central waste water plant.
- *Low point expansion project* – We have selected an engineering firm to start the low point expansion project and are negotiating a contractual agreement currently to present to council on the April 6th meeting. If approved, the engineer will also update our wastewater utility plan and assess both plants to help plan for future needs and repairs as requested by the Colorado Department of Public Health and Environment (CDPHE).
- *Contract ORC* – Ramey Environmental continues to assess and repair/replace components at our treatment plants.
 - Blower repairs have been completed at both plants and automatic samplers were installed to help with accuracy.
 - New head loss transmitters are currently being replaced as the existing ones haven't functioned for 5+ years. Head loss transmitters monitor filter performance during the filter operations and when not functioning properly, the backwashes can complete prematurely causing unnecessary use of finished water. Being able to monitor the head loss of the filters will provide a clear picture of when to perform a backwash and the overall performance of the filter.
 - The clear well level transmitter is also being replaced due to causing frequent issues such as the flooding in the basement at the water treatment plant. This new submersible pressure transducer provides a more robust sensor without any additional equipment such as an air compressor.
 - Soda ash is being added to help with PH and alkalinity. Staff has also started doing some in-house sampling to ensure limits are being met.
- *Media Replacement.* – Bids were received for a new contractor to remove and install the new media at the water treatment plant. Media was last replaced in 2005 and has a 15-year life expectancy. In order to save on costs, we purchased the media rather than the contractor.
- *SCADA* – Browns Hill continues work on troubleshooting issues with our SCADA. They are working with Todd Williams on recording flows for Thompson River Ranch and also getting the new system in place.