



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: February 3, 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):

- 02/03/2020 – Regular Town Council Meeting
 - 02/10/2020 – Work Session – (None Planned)
 - 02/19/2020 – Regular Town Council Meeting (Wednesday)
 - 02/24/2020 – Work Session – Comprehensive Plan Discussion with Council
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Administration, Finance, & Planning

- *Clearview HOA Presentation* – The Town Manager presented to the Clearview HOA, providing an overview of the Town and the upcoming April 7, 2020 election. The presentation was well received with questions from the audience that were thoughtful and productive to the conversation.
- *Election and Ballot Issues* – Informational items related to the planned April 7, 2020 election for both the Town Council and the ballot issues and questions have been added to the Town website.
- *Home Supply Change Case* – The Consolidated Home Supply Ditch Company has provided verification that we may proceed with our change case through the Water Courts. The application is expected to be filed with the court by Friday, January 31, 2020. We will verify this at the Council meeting.
- *Staff Accountant Position* – The position for Staff Accountant has been offered to Marianne Lutton. She will begin her employment with the Town on February 10, 2020. We know that she will be a valuable asset and are pleased to be able to welcome her to our team.
- *2019 Audit* – The 2019 audit is scheduled to begin the week of April 27th. There is not any early fieldwork that will be completed this year prior to that date.

The Community That Cares

- *Comprehensive Plan* – Logan Simpson will attend the February 24, 2020, work session with the Council to discuss the direction and timing of this year-long planning effort, and receive feedback and guidance from the Council. The Planning & Zoning Commission is hosting Logan Simpson for a similar meeting in March.
- *Planner I position* – The Town has issued a position opening announcement for a Planner I to assist the Planning & Development Department in becoming increasingly responsive to and efficient in regards to managing projects and questions from citizens, staff, officials, and our development community.
- *Oakwood Homes at Thompson River Ranch* – As of January 29, 2020, Oakwood has pulled 77 of the 120 building permits that will trigger High Plains Blvd improvements. For the clubhouse and pool completion, 500 Certificates of Occupancy is the trigger; 116 *building permits* have been issued towards that number. Staff will track “CO”s, specifically, as the number of permits gets closer to that 500 trigger.

Police Department

Training:

- *Field Training Officer (FTO) training* – Officer Zoss completed Field Training Officer School. Officer Zoss is now certified to be an FTO officer and is currently training Officer Ward.
- *Krav Maga Defensive Tactics* – Sergeant Williams completed Krav Maga School. He is now certified to train our officers in the defensive tactics of Krav Maga. This defensive tactic’s discipline will be used in place of the outdated Pressure Point Control Techniques (PPCT) training officers were trained in prior to this class.
- *Leadership Training* – Officer Blackburn attended a leadership training called, "Leading without Rank." This training will prepare Officer Blackburn for future leadership roles within the department.

Community Policing, Outreach & Miscellaneous Items:

- *Cell Phones* – All officers within the department were assigned department issue cell phones. This will greatly enhance communications between command staff and officers during both critical incidents and during routine assignments and reduce radio traffic through Weld County Communications center.
- *AED’s* – The department purchased several new AED units, both portable and wall mounted units, that will make these lifesaving instruments readily available when needed.

Public Works Department

Streets, Stormwater, & Parks

- *Streets* – Crews have been crack sealing and to date have placed 6,750 pounds of crack seal material in Thompson River Ranch and will continue throughout the Town. Along with crack sealing potholes continue to be repaired.
- *Grading* – Crews graded CR 46, 44 and 42. This was approximately 12 miles of grading.
- *Town Lake* – The overflow valve was installed at Town Lake. This valve replaced the old existing head gate that was installed back in the early days of the lake. This valve had not been operated in many years so a new valve was installed below the existing unit. This valve allows us to drain the Town lake as needed. We have hired a contractor to remove the sediment that has built up in the SW corner of the lake since the 2013 floods. The same contractor will also be installing a new intake pipe on the east side of the lake. This

pipe is currently a 12 pipe that draws water to our pump station and serves as our secondary raw water source for treatment. The existing pipe did not have a screen or any type of protection to keep debris from entering the line and causing plugging and or pump damage. The new installation will be extending the pipe out 30 more ft to deeper waters and making a 4 pronged manifold that will be protected by a silt barrier to avoid future clogging or pump damage.

- *Fleet Maintenance* – Two police cruisers and one water department trucks had regular maintenance performed on them.
- *Senior center* – Crews repaired three doors at the senior center – two panic doors and a hydraulic closure door. We met with a door company and are waiting for a quote to install panic bars at the front door as well as installing push button access for ADA compliance. The fire alarm system is also being repaired to allow 911 communication when these alarms are used.
- *Road Survey Project* – We have received 7 proposal for the road survey project that was budgeted for 2020. The proposals are currently being reviewed to find a firm we feel will give us a great project. A recommendation to Council is anticipated on the 19th of February.

Water & Wastewater

- *Water plant* – VFD for Pump # 5 in the distribution pump house has been repaired. We are currently waiting on the contractor to schedule installation of the full installation of #4 pump which was in need of replacement. We hope to have it completed the week of February 3rd.
- *New ORC* – Ramey Environmental have been doing a great job evaluating and making changes on our chemical applications to be more efficient and cost effective.
- *Filter Media* – The media replacement budgeted for 2020 is in design. We are hoping to have the media replaced before water demands increase in the system.
- *Wastewater Plant* – New aerators have been installed at the CWWTP. We are currently waiting on final wiring to be installed prior to turning on system. Completion of the project is still anticipated by end of January or early February. A new chlorine monitor was installed at the CWWTP and tied into our SCADA system by Brown Hill. This allows staff to control dosage as needed.
- *Low Point Expansion* – The 2020 fiscal year budget has the expansion of the Low Point Wastewater Treatment Plant. An RFP was issued on January 8, 2020. These proposal are due pack to the Town on Friday the January 31st. Once reviewed a recommendation will be brought to the Council on February 19th.