



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: February 19, 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):

- 02/19/2020 – Regular Town Council Meeting (Wednesday)
 - 02/24/2020 – Work Session – Comprehensive Plan Discussion with Council
 - 03/02/2020 – Regular Town Council Meeting
 - 03/16/2020 – Regular Town Council Meeting
 - 03/21/2020 – Town Council Retreat
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Administration, Finance, & Planning

- *Comprehensive Plan* – Logan Simpson will host work sessions with Council and Planning & Zoning Commission over the next month. Community Engagement events will kick-off the last week of March with meetings in two locations to reach the most area residents.
- *Cooperative Planning* – Planning Director will be reaching out to neighboring jurisdictions in 2020 to begin discussions on developing agreements for cooperative planning efforts between our communities. The Director met with Larimer County planning staff to review existing agreements the county has in place and to start discussions on development of an IGA with the county in 2020.
- *Floodplain Workshop* – The Planning Director attended a Floodplain Management Workshop, sponsored and presented by the Army Corps of Engineers on Feb. 14th.
- *Johnstown Downtown Development Association* – The Johnstown Downtown Development Association met this past week. Topics included presentations regarding Entertainment Districts and a potential Farmer’s Market in Downtown.
- *Meeting at School Board*– Councilmember Young and the Town Manager attended a School Board work session. The Town provided information to the Board on the pending

The Community That Cares

April 7, election and an overview of the planned issue and questions to be considered by the registered voters of Johnstown.

- *Colorado City/County Management Conference (CCCMA)* – The Town Manager attended the CCCMA Conference in Glenwood Springs last week. Aside from the 30” of snow at the event great topics including culture development visionary leadership and the economic outlook.
- *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. Preparation for the audit is underway.
- *Staff Accountant* – Marianne Lutton began working for the Town on February 10, 2020. She comes to us after serving with Larimer County for a number of years. We know that she will be an asset to the organization and are excited to have her join our team.
- *Caselle* – We have been facing some computer compatibility concerns with Caselle and Windows and SQL, as Caselle was no longer willing to support older versions of Windows or SQL. We have addressed the issues with IT and the computers and software are in the process of being updated.
- *Financial Reports* – The first monthly financial reports for 2020 have been included in the packet for your review. We are following the modified accrual method of accounting for the governmental funds, so revenues may appear to be reduced for the months of January and February due to delays in collections and reporting from other governmental agencies.

Police Department

Training:

- *Juvenile Law Training* – Officer Kelley attended a Juvenile Law update class in Denver. Officer Kelley learned about all of the new updates to Colorado law as it applies to Juveniles to assist him in his role as the School Resource Officer.
- *Social Media Investigations training* – Detective Garcia attended Social Media and Networking for Investigations training. Detective Garcia learned how to better utilize social media platforms to assist in all types of investigations.

Community Policing, Outreach & Miscellaneous Items:

- *Private/Public Outreach* – Lieutenant Oglesby met with Clearview Behavioral Health to improve communication, discuss internal policy and to identify weaknesses as it relates to responding to calls for service. JPD is assisting Clearview with issues regarding building security, building access, and required paperwork needed when responding for calls for service at their organization.

Public Works Department

Streets, Stormwater, & Parks

- *Streets* – Crack sealing has been put on hold with all the snow in the last couple weeks. Crews were called out for three different events to plow and/or sand. Approximately 250 pounds of material was used to patch potholes and multiple stop signs and street signs were repaired due to damage.
- *Grading* – Crews graded CR 46, 44 and 42, representing approximately 3 miles of grading.

- *Fleet* – Three police cruisers, two street department, and one water department truck were brought in for basic service.
- *Town Lake* – The work at Johnstown Lake has been completed. This work included removal of sediment, a valve at the overflow was installed, and the intake manifold has been extended further into the lake with a rip-rap barrier placed to protect from weeds and other material from clogging the intake. One issue that came up after the valve was installed on the overflow line; it appears that a small leak in the pipe between the new valve and the old head gate structure has emerged. We are investigating to find the location of leak and plan to repair it accordingly. Neglecting it now will cause the leak to become larger over time.
- *Buildings* – Repairs to the Senior Center include the following:
 - Repairs to some of the doors in the facility.
 - A lighted Emergency Exit sign was installed in the hallway between the senior side and community room.
 - All locks were removed from interior community room doors in order to have exit access at all times throughout the building.
- *Other Buildings* – Crews removed all the junk that was stored in the Old Public Works building on Parish. The PD and Historical Society all came in and discussed what stays and what goes at this time. Lastly, AED's were placed in Town Hall, PW Shop, Water Plant and Low Point WWTP. We will be installing one more at the Central WWTP.
- *Road Survey Project* – We have received 7 proposals for the road survey project that was budgeted for 2020. Reviews of the applications continue and we anticipate a recommendation to Council on the 2nd of March
- *Sewer* – Crew repaired a manhole that was damaged after the last snow event. A car ran off the road on Charlotte East of Angove and hit a fence and one of our sewer manholes.
- *Fire Hydrant* – Members of Staff were trained on fire hydrant repairs. The fire hydrant was repaired in front of Town Hall. Crews replaced the inner component and hydrant is back on line.

Water & Wastewater

- *Water plant* – We are still waiting on the part to repair pump #4 in the distribution pump house. We anticipate parts to be delivered any day.
- *New ORC* – Ramey Environmental and staff continue going over the plants and implementing new ideas to be more efficient and to optimize operations at the plants.
- *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. We have contacted multiple vendors and should be ordering the media by next week with plans for the replacement project to start by mid-March.
- *SCADA* – SCADA is an ongoing project at our plants. Browns Hill is installing new systems and computers to help with efficiencies and monitoring of the plants and the systems it relies upon. The Thompson River Ranch return flow pump house will also be added to track water use and return flow obligations to the river.
- *Wastewater Plant* – New aerators are installed at the Central WWTP. CDPHE provided approval of our changes to the operations of the plant the week of February 3rd and our electrical contractor will be installing the final wiring to get the aerators running. Once up and running some fine tuning will need to be done to maximize efficiency.

- *CWWTP* – Pond #2 blower had a bearing failure which caused the blower to run at half power. The new bearing has been received and is being installed. A new shroud was also found damaged during the bearing repair. That has been ordered and should be on line any day.
- *Low Point Expansion* – The 2020 fiscal year budget has the expansion of the Low Point Wastewater Treatment Plant. We received five proposal for the expansion project design. We are currently reviewing each firm and hope to have two firm called in for interviews at the end of the month. We are planning for a recommendation to Town Council on March 16th.