



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: April 20, 2020

CC: Town Staff
Local Media

SUBJECT: Town Manager's 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):

- 04/20/2020 – Regular Town Council Meeting
 - 05/04/2020 – Regular Town Council Meeting
 - 05/19/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Water Transfer* – The water transfer of 8 CBT units to Little Thompson Water District (LTWD) was approved by the Northern Water Board last week. We anticipate the transfer of the 2 Home Supply Shares to the Town from LTWD to occur in the near future.
- *COVID-19 Impact* – Staff has been participating in many calls and video conferencing meetings related to the impacts of COVID-19 with the following parties: local businesses, County Public Health Officials, Regional Economic Development Partners, and State Departments.
- *Caselle Connect* – Staff worked with Caselle to launch an online financial dashboard so that department heads can more easily access the financial data that they need whether in the office or working remotely.
- *Finance Training* – Staff is attending Caselle webinar trainings to stay up to date on the most recent changes and improvements that have been made to our financial software. Staff has also attended FEMA webinars for emergency management tracking for emergencies.
- *Liquor Licenses* – Lazy Dog Restaurant, Cassidy's Sports Grill, Loaf N Jug Liquor Licenses were renewed.

The Community That Cares

- *Communications Tools* – The Town has settled on a new website platform and will be determining the best solution for setting up mass emailing for Town News and our newsletter in an effort to keep residents more informed in a timely way.
- *Central Square Software* – Staff continues to meet with the implementation team for the new project tracking software. We are approximately 75% complete with configuration workbooks for their teams to begin building the software to our specifications.
- *Comprehensive Plan* – Logan Simpson and Town Staff have been working to expand online engagement opportunities through Facebook, Twitter, and our website to reach our citizens where they are – to gain input to help formulate and guide our comprehensive planning efforts. As of April 14th, we reached 1500 people, received numerous online comments, and have had over 50 people take online quizzes and longer questionnaires.
- *Hwy 402 Access Control Plan and IGA* – Town staff has participated with Loveland, Larimer County, and CDOT over the past several months in drafting a proposed “ACP” for Hwy 402, from I-25 to US 287. The final plan and proposed IGA for plan implementation are being completed by CDOT’s consultant this month.

Police Department

Training:

- *K9 Training and Certification*- Officer Kehr successfully completed the 16 week long K9 certification course with dog Vasco. Vasco is now certified in both narcotics’ detection and patrol tracking and apprehension.

Community Policing, Outreach & Miscellaneous Items:

- *Community Interaction* – The police department has participated in four (4) “Birthday Parades.” Our officers are responding to parent’s requests for participation in celebrating their children’s birthdays while in quarantine. The PD also participated in a parade with the Loveland Fire Department around both hospitals in Loveland to show our support for medical personnel.
- *COVID 19 Response* – The police department continues to have weekly meetings with public health officials from both Larimer and Weld Counties to receive and share the latest information on our response to the COVID 19 pandemic. We are still aggressively seeking to replenish our PPE supply by reaching out to multiple state and local agencies as well as private sector vendors. The police department continues to receive donations of hand sanitizer and homemade masks from members of both business and civilian sectors of the community.

Public Works Department

Streets, Stormwater, & Parks

- *Cemetery* – Work continues at the Cemetery with the cleanup of flowers and objects. We kept things appearing to be of value to be claimed, if necessary. Aerating was also completed at Cemetery. An RFP for a Columbarium was sent out and bids set to open in May.
- *Street Patching* – Crews closed Parish Ave from S.1st north to complete patching as well as crack sealing, curb repair and stripping the downtown parking was completed.
- *Street Grading* – Due to closure of the frontage road, CR 3 has seen more traffic and has been graded three times in the last two weeks. CR 20C, 42, 44, and 46 have also been graded for a total of 12 miles.

- *Fence* – Four fence panels were repaired on Rolling Hills Pkwy. that were damaged from the last snow storm.
- *Parks* – All parks continue to be barricaded and monitored for use. All playground equipment was power washed with a hospital grade disinfectant, and will continue on a weekly basis until further notice.
- *Fleet* – Three police vehicles were recently serviced.

Water and Sewer

- *Water plant* – Media project is underway. The filters are being completed one at a time to help keep the plant running and to avoid using emergency water. It takes approximately two weeks to complete each filter. This project should be finished in early May.
- *Lone tree* – The project at the Lone Tree pump station has been moved to the fall due to the narrow time frame available and pending increased demand for water. Minimal work will continue throughout the summer, with the pumps being replaced in October.
- *Wastewater Plant* – The kick-off meeting with Aqua Engineering is scheduled for the week of April 20th. This meeting will concentrate on plant assessments and design. The Central Wastewater Plant project is almost complete. The Central Plant has been experiencing odors in pond #1 so we will be adding H₂S to help combat that. Another Variable Frequency Drive (VFD) went down at the Central Plant and was ordered.
- *Tanks* – A visual inspection of the north tank was completed by ORC Ramey Environmental. We hired Liquid Engineering to do a video inspection of all our tanks and clean out any sediment inside. Work is scheduled to start in late May.