



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: February 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):

- 02/04/2019 – Regular Town Council Meeting
 - 02/11/2019 – Work Session – None Planned
 - 02/20/2019 – Regular Town Council Meeting (Due to Holiday on 18th)
 - 02/25/2019 – Work Session – None Planned
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Police Department

Training:

- January 21 – 25 2019 Officer Blackburn and Officer Garcia attended a five-day, 40 hour course that meets POST instructor certification requirements for Triax the Trainer in Loveland, topics covered included:
 - Trainer Liability
 - Adult Learning Concepts
 - Presentation Skills
 - Performance Objective Development
 - Process for Building Training
 - Methodologies to Increase Training Effectiveness
 - Appropriate Use of Visual Aids
 - Preparation of Professional Lesson Plan

Community Policing, Outreach & Miscellaneous Items:

- January 14, 2019 Lieutenant Ryan Oglesby and Commander Aaron Sanchez met with the Milliken Police Department, Front Range Fire Rescue and Weld RE5J Superintendent Leslie Arnold to discuss Active Assailant Planning
 - All departments agreed to meet and share policies and procedures of what their roles will be in an active shooter
 - Agreed to meet again and do a table-top exercise
 - Agreed to do an active shooter scenario later in the year

The Community That Cares

- January 24, 2019 Commander Aaron Sanchez sat on the Firestone Police Department's promotional board
 - Two (2) current sergeants were testing for the rank of Lieutenant

Administration & Planning

- *Planning & Development Director* – An offer of employment has been made to the prospective candidate for the Planning & Development Director position. We hope to have a result from this offer by February 4, with a start date not later than March 1, 2019.
- *Presentation to Staff* – The Town Manager will be presenting to the staff in the organization an overview of the accomplishments in 2018 and what are the goals and objectives are for the 2019 calendar year. This communication provides a broad overview of the status of the Town and keeps everyone understanding where we are going. Attendance at 1 of 4 sessions is required of all employees in the organization.
- *Capital Improvement Plan* – Staff is working through a 10-Year Capital Improvement Plan which will be presented to the Council for consideration in March. Generally, the focus of this document are items larger than \$5,000 in cost and are depreciable assets. This is one of the key elements that will help us in our long-term financial planning and also provide clear understanding of the needs in and for the community.

Public Works Department

Streets, Storm water & Parks

- *Community Cleanup Day* - Cleanup Days is set for April 27th.
- *Crews sanded and plowed snow twice in the last couple weeks, Clean up of the Downtown area after the snow event was completed.*
- *Signage and Safety* – New pedestrian cross walk signs were installed in Pioneer Ridge. Also, multiple street name signs around Town were replaced.
- *Johnstown Plaza* – Based on concerns from property owners in the area, signs have been ordered for the roundabout on Thompson Pkwy and the intersection of Ronald Regan Blvd. and Thompson Parkway. Delivery is expected in 7 - 14 days. Existing sign were undersized and some were not the proper type. Based on weather and other conditions, we plan to have the new signage in place not later than the end of February to increase safety and improve awareness.
- *Senior Center Facility* – Staff assisted the Senior Center with moving of furniture to prepare for installation of new carpet at the facility.

Water & Wastewater

- *Cemetery* – There is a one Saturday funeral service on February 2, 2019. Two more are planned for the following week.
- *Sanitary Survey* – Staff continues to work on repairs and documentation on the sanitary survey conducted by the Colorado Department of Public Health and Environment (CDPHE). While we are making regular submittals on completed items, we will make our next formal report to the State by April 5.
- *Water Project* – Related to the water project approved by Council at the January 23rd meeting, work is close to beginning. The contractor is getting the Town all the insurance documentation and performance bond required to start the project and are getting measurements to order pipe for plant improvements project
- *Training* – Maurice Pribble and Ron Barnett completed water/wastewater operator training.
- *Hydrant Repairs* – Repairs to 2 damaged fire hydrants have been completed. One at Ronald Reagan Blvd and the Frontage Road and the other located at Thompson Parkway just west of Larimer Pkwy. Both are being time and equipment logged for possible restitution through the courts.

- *Fan Press Operations* – While the fan press is operational, we are competing with cold temperatures which causes freezing issues of the unit. Staff is looking into options to generate more heat to prevent freeze in the system from occurring.
- *Cross Connection survey letters*. Approximately 235 surveys were mailed out to all businesses throughout Town. This survey requests information related to the type of business the facility currently has and what possible cross connection hazards may be present in each business. It is important that each cross connection be identified and evaluated as to the type of protection required to protect the drinking water supply. A cross connection is a point in a potable water system that is connected to a non-potable source. Pollutants or contaminants can enter the safe drinking water system through uncontrolled cross connections when backflow occurs. Once we have received the surveys back we will follow up with recommendations for required backflow devices to be installed. If the business already has a device they will be notified of proper testing procedures of the device in accordance with Colorado Cross Connection requirements. Currently Town staff is working on a new ordinance that will be brought to Town Council for approval on Cross Connection so that we can protect our water supply from potential hazards.