



# TOWN OF JOHNSTOWN

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: May 6, 2019

CC: Town Staff  
Local Media

SUBJECT: Departmental Report

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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):

- 05/06/2019 – Regular Town Council Meeting
  - 05/13/2019 – Board Work Session
  - 05/20/2019 – Regular Town Council Meeting
  - 05/27/2019 – Memorial Day – No Meeting
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### **Police Department**

#### ***Training:***

- *Field Sobriety Training* – Officer Dudley attended Standard Field Sobriety Training on April 12<sup>th</sup> to learn about alcohol/drugs intoxication indicators and how to properly put a person through the standard field sobriety tests
- *Breathalyzer Training* – On April 15<sup>th</sup>, Officer Kelley, Officer Olds, and Officer Wood attended Evidential Breath Alcohol Testing (EBAT) Training at the Colorado Department of Health in Denver. They learned how to operate the I-9000 Intoxilyzer scientific instrument. This training included the history or BAC measurement technology, testing procedures, errors, and fixes. All officers passed the Colorado Department of Health certification exam.
- *Interview and Interrogation* – From April 15-18, Officer Otero attended Reid Interview and Interrogation. This training teaches how to prepare for the interview and interrogation. The legal distinction between and interview and interrogation and behavior symptom analysis
- *Commander Sanchez, FBI National Academy-* Commander Sanchez completed the Tin Man Trot, which is a 2-mile run. Commander Sanchez came in 12<sup>th</sup> out of 267 People. He also completed the Cyclone, which is a 20-minute circuit training exercise that test the entire body.

**The Community That Cares**

- *Taser Training* – The entire department received training for recertification of electronic countermeasure (ECM) on April 24<sup>th</sup>, commonly referred to as Taser Training.

### ***Community Policing, Outreach & Miscellaneous Items:***

- *Siren Testing* – We conducted a test of all our tornado sirens on April 17<sup>th</sup>. This was a joint test conducted in both Johnstown and Milliken. All Johnstown tornado sirens are in working order.
- *Crosswalk Safety Enforcement* – JPD conducted a pedestrian safety enforcement operation. We focused on crosswalk enforcement for both drivers and pedestrians. During the operation we had 15 vehicle stops for crosswalk violations. 11 drivers were issued citations and 2 pedestrians were contacted and educated on crosswalk safety. Every violation occurred at a designated stop walk with the crosswalk sign lights flashing.
- *Alcohol Training* –Standards for Sellers and Servers of Alcohol Beverages training flyers were handed out to all of our licensed liquor establishments. Training will be held on May 9<sup>th</sup>.

### **Administration, Finance, & Planning**

- *WCR 50 Improvements* – Staff met with DOLA representatives to review the grant application for WCR 50 from Colorado Blvd. to the Frontage Road. One item of note was the need for an IGA with the other participating entities which we are currently working on now. The final documents will be presented for consideration to Council sometime in June.
- *Building Codes* – Staff attended the listening session related to the update of the Town’s building codes conducted by ProCode. We currently are using the 2006 codes and plan to make recommendation that will bring us to the 2018 ICC building standards.
- *Home Supply Water Purchase* – As you may recall, we briefly discussed the acquisition of a 0.75 AF unit of Home Supply Water at the last Council meeting. An audit of the water usage at this property resulted in the need for the property owner to provide the water to us as part of their dedication. We have sent them information and are waiting for acceptance of our findings, hence we may not be able to acquire the water as additional/surplus.
- *Bank Reconciliations/Consolidations* – We are in the process of importing all of the Town’s bank accounts into Caselle so that monthly reconciliations occur within the financial software creating a solid audit trail and getting us closer to a closed system.
- *Accounts Receivable Module* – The account receivable module in Caselle has been installed, configured and is being utilized. The module will allow the Town to easily track revenues, track and apply developer deposits, automate the monthly statement process, improve reporting capabilities, and create a solid audit trail.
- *Thompson River Ranch PK-8* – Staff met with school district staff and the engineer and architect to discuss site planning and development of the new school planned for River Ranch Parkway planned to begin construction February 2020.
- *Anadarko Oil & Gas Facilities* – Staff met with representatives of Anadarko to discuss developing an Operating Agreement that would provide guidance and consistency to the company and town staff related to all Anadarko / Kerr-McGee oil and gas drilling operations in the Town.

- *Special Events & Food Vendors* – Staff has been working internally to develop updated review processes and permitting for Special Events and Mobile Food vendors in reaction to multiple requests received in the past few weeks. An “Interim Policy” for food vendors is being developed as a pilot project for the summer, with the intent to learn some lessons and discover best practices for a proposed municipal code update in late 2019/early 2020.

## **Public Works Department**

### ***Streets, Stormwater, & Parks***

- *Parks* – Parks are a big focus over the next few weeks. Some of the progress and planned progress includes:
  - Crews already have mowed Parish Park twice. Hays, Sunrise, Aragon, Pioneer Ridge ND, and Clearview areas have also been mowed.
  - All parks have been aerated and things are blooming and greening up.
  - Mulch will be placed in the parks over the next few weeks and playgrounds are being checked for repairs and safety concerns.
  - All rest rooms have been cleaned and are open for the season.
  - Irrigation systems are getting some repairs now that the systems are up and running.
  - Crews had to repair two backflow preventers, one at the Police Station and one at Town Hall and the main line valve in Cookie Park.
- *Streets* – Road grading is ongoing. Crews bladed approximately 10.5 miles of roads and applied 175 lbs. of pothole material around Town. Crews installed pavement markings on Expedition at the new stop signs that were installed as requested by Council. Flags were also installed to help with visibility and awareness of the new signs.
- *Senior Center* – Staff repaired the door hinges in the men’s restroom and sprayed for weeds in the parking lot and around the building.
- *Lake* – The walking path at the lake was graded. Crews also have been cleaning up around the lake to get it ready for the busy season. Weather permitting we are meeting with the Home Supply Ditch Commissioner on Tuesday the April 30<sup>th</sup> to go over the Lake survey as well as other needs to help improve operations for the Town as well as the Ditch Company.
- *Downtown* – Banners were installed on the poles in downtown and 9 street lights had maintenance and new bulbs installed performed. The new pedestrian crossing light should be delivered the week of May 6 and we hope to have them installed at the intersection of Charlotte and Parish and in front of the Veteran’s Brewery. Additional pedestrian crossing signs will also be installed along Parish at the other the street crossings in downtown.
- *Fleet* – Two police cruisers had regular maintenance performed.
- *Cleanup day* – Approximately 340 residents came by and delivered items for disposal to the Public Works staff on cleanup day. We collected about 70 electronic devices. These devices will be picked up by Blue Star Recycling on Friday the 3<sup>rd</sup>.
- *Water Tower* – We had our kick-off meeting with JUB Engineering for the water tower project. They plan in the next 8 weeks to complete and update the water model for verification of the preferred site for an additional water tower on the south side of Town. This will help to ensure that pressure and distribution of the water is the focus which may also help to address reported taste and odor issues.

### ***Water & Wastewater***

- *Cemetery* – Crews have started mowing at the Cemetery. Water is on and regular maintenance has started.
- *Water Plant* – Stanek should be completed with work in the Filter Building within 2 weeks. Painting and pipe supports are being completed. The DAF building concrete pads were poured for the Saturator and Pump stands and they finished the weir repair.
- *Raw water* – Crews had to replace/repair 14 feet of raw water line from the Home Supply Ditch on Highway 60. Sink holes were forming along the covered ditch line and when dug up, we found three areas within 14 feet that were damaged predominantly from a boring machine that was installing fiber years ago. We are coordinating with CenturyLink who is the owner of the line to attempt to recover reimbursement of these costs due to their possible neglect. Crews replaced the pipe and water should be flowing into the lake any day according to the ditch company.
- *Wastewater* – Have started looking into adding the aeration mixers for the wastewater treatment plant as budgeted for 2019. We have brought in the engineering firm J&T Consultants to get this project designed and bid out. We are hoping to have bids submitted no later than early June. Will keep the Council informed and present recommendations as we move forward.