



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: March 2, 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):

- 03/02/2020 – Regular Town Council Meeting
 - 03/16/2020 – Regular Town Council Meeting
 - 03/21/2020 – Town Council Retreat
 - 04/06/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Liquor License Renewals* – Lazy Dog Tavern, Urban Egg A Daytime Eatery and Cassidy's Sports Grill renewal licenses have been submitted to the State.
- *Communication Manager Position* – Jaime Deroiser accepted the position of Communication Manager and will begin work on March 9, 2020.
- *Executive Assistant* – Danielle Garner will start for the Town on March 2nd as Matt's Executive Assistant.
- *Planner I Position* – Interviews are scheduled for the week of March 2nd.
- *Comprehensive Plan* – Planning & Zoning Commission / Comp Plan Steering Committee kicks off their involvement in the comprehensive planning effort with a work session on March 11th with Logan Simpson. Community Engagement meetings are scheduled for March 24th and March 26th – for times, locations, and information is available on the website.
- *TRAKiT Software Implementation* – Planning Staff has scheduled 8 days of intense work in March with CentralSquare to begin laying out business processes and discussing configuration requirements of the project tracking software TRAKiT.
- *LETA Meeting* – Town representatives met with Larimer Emergency Telephone Authority (LETA) the 911 dispatch for Larimer County. They plan to occupy a facility in 2534 in the near future and will be looking at installing fiber for their facility. They have

The Community That Cares

asked if we are interested in participating to meet our emergency needs. Staff is reviewing this request to determine if it makes sense at this time for future consideration.

- *TRPR Meeting* – The Town Manager met with the TRPR Director to discuss opportunities for trail connectivity in the communities and the region and how we can partner together for the benefit of the community.
- *Leadership Northern Colorado* – The Town Manager participated on a panel of Town/City Managers from Northern Colorado to talk about local government and the amazing impact we can have for and with the community.
- *2019 Audit* – Asset review and final closing steps for 2019 are in process. Invoices for 2019 will be accepted and posted to 2019 until the end of February. Final revenues for 2019 have been gradually coming in and most of them have been recognized at this point.
- *Direct Pay* – The Direct Pay Program for utilities has been successfully discontinued. Town staff assisted customers that were interested in continuing to participate in an automatic payment program to set up accounts in Xpress Bill Pay. This change from Direct Pay to Xpress Bill Pay has substantially increased customer security, which is of utmost importance.

Police Department

Training:

- *ARIDE* – Officer Dudley attended Advanced Roadside Impaired Driving Enforcement (ARIDE) training in Evans. This course instructed Officer Dudley on how to observe, identify, and articulate the signs of impairment related to drugs, alcohol or a combination of both. This 16-hour course included instruction on the seven major drug categories, signs and symptomology, physiology of drugs, drug combinations, courtroom testimony, and report writing.
- *K9 Training* – Officer Kehr and K9 Vasco received their certification from Utah Post in narcotic detection. K9 Vasco can now be utilized to sniff out illegal drugs in our community.
- *SFST/Defensive Tactics* – Sergeant Williams conducted an in service training for all officers in Standardized Field Sobriety Test (SFST) and Krav Maga Defensive Tactics. In SFST training, officers refreshed on how to properly conduct the standard field sobriety tests in order to detect DWI/DUI drivers. In Krav Maga training, officers learned basic defensive tactics and handcuffing.

Community Policing, Outreach & Miscellaneous Items:

- *Miscellaneous* – The police department upgraded its security cameras and electric door system. The upgrade was performed by Greeley Lock and Key. Old outdated video cameras were replaced with higher resolution cameras and the electric door system was upgraded to a key fob system.
- *Private/Public Outreach* – Lieutenant Oglesby met with EOC Director Rudi Lacko of Clear View Behavioral Health to do a security assessment and walk through of their building. Lieutenant Oglesby is helping Clear View Behavioral Health implement policies to improve building security. Clear View Behavioral Health is helping the police department with building access and familiarity.

- *Sex Offender Checks* – Officers are currently in the process of conducting sex offender residency checks on the current 30 registered sex offenders in our community. So far, all offenders have been compliant with their registration obligations.

Public Works Department

Streets, Stormwater, & Parks

- *Streets* – Crews placed approximately 250 lbs of pothole material around Town. Snow plowing continues to be a weekly job in February. Crews have been busy plowing and sanding roadways. CR 3 was bladed and asphalt millings were brought in to stabilize the roadway. Crack sealing continues around Town as weather permits.
- *Fire hydrants* – Repairs to fire hydrants continue to be made as identified. Recently repairs were made to a hydrant on Thompson Parkway.
- *Generators* – Town building generators are being maintained by Wagner Equipment at the water plant, PD, Town Hall and the sewer lift stations.
- *Fleet* - Two police cruisers and a water department vehicle were serviced this period.
- *Staffing* – Staff is down two maintenance people and we are still looking to hire a new Superintendent to manage the daily operations of the water distribution and sewer collection systems in Town.

Water and Sewer

- *Aerators* – 3 of the 4 aerators are up and running at the Central waste water plant. The 4th aerator should be on line during the week of February 24th.
- *Low Point* – Interviews were conducted to hire an Engineering Firm to design the Low Point Expansion Project. We had 5 engineering firms submit proposals and Staff interviewed three of the five. We anticipate bringing recommendations to Town Council on the 16th of March.
- *Water plant* – Repairs continue at the water treatment plant. SCADA is working and updated every day. Brown Hill our SCADA contractor has been implementing changes that will make our operations easier to manage and control. Chemical monitoring indicators were also installed at the water plant that we hope to be able to monitor through the system as well.
- *Mixed Media Replacement* – Request for bids went out to replace the mixed media filter system at the water plant. As you all may recall, replacement of the filter media was needed as the old media had reached its 15-year life cycle. CDPHE had mentioned this in the 2018 Sanitary Survey that the media may be in need of replacing. Bids are due back week of the 2nd of March and we hope to have a contractor on board by the end of March.
- *Lone Tree pump house* – Work is scheduled to start at the lone tree pump house by the end of March. New pumps will be installed as well as upgrades to panels and electrical to avoid future flooding issues.
- *Staff* – Congratulation to Maurice Pribble for passing his Water A certification.