

TOWN OF JOHNSTOWN  
MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: December 3, 2018

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):

- 12/03/2018 – Regular Town Council Meeting
  - 12/10/2018 – Work Session (None Scheduled)
  - 12/17/2018 – Regular Town Council Meeting
  - 12/24/2018 – Work Session (None Scheduled)
  - 01/07/2019 – Regular Town Council Meeting
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**Police Department**

\*Note – The Police Department is broken into two teams, blue side and red side.

*Training:*

- November 21, 2018 blue side received Pressure Point Control Techniques Training from 8:00 a.m. to 4:00 p.m.
  - Handcuffing
  - Escort, Joint Locks
  - Pressure Points
  - Defensive Counter Strikes
  - Shoulder Pin
  - Impact Weapons
  - Weapon Retention/Disarming
- November 21, 2018 blue side received recertification training in Less Lethal from 4pm to 6 pm.
  - Classroom review
  - Practical examination at the range (firing live rounds from a shotgun at a stationary target)

- Written test
- November 21, 2018 blue side received recertification training in Oleoresin Capsicum (Pepper Spray Compliance Techniques) which consisted of both classroom review/training and a written test.

*Community Policing, Outreach & Miscellaneous Items:*

- November 16, 2018 Officer D. Perry and Officer J. Wood assisted the Loveland Police Department with their criminal interdiction night. The purpose of the operation was to target the sale and transport of illegal narcotics and other crimes related to criminal activity. The targeted areas were any place within the City of Loveland to include HWY 34 within Johnstown town limits. Our officers worked in conjunction with Loveland Police Department, their Street Crimes Unit, members of the Northern Colorado Drug Task Force, Larimer County Parole Officers and Loveland/LCSO K9 officers
  - Officer Perry and Wood assisted with two warrant arrests and two drug related arrests.

**Administration**

- *Finance Director* – The Finance Director position is being advertised on the following web sites: Government Finance Officer Association (GFOA), Colorado Municipal League and the Town of Johnstown. The last day to remit a letter of interest and resume is November 30, 2018.
- *Public Works Director* – The Town received 9 applications. Staff is reviewing the applications and will set up interviews during the week of December 3<sup>rd</sup>.
- *Planning Director* – The Planning Director position is being advertised on the following web sites: American Planning Association (APA), Colorado Municipal League and the Town of Johnstown. The last day to remit a letter of interest and resume is December 7, 2018.
- *Thompson River Park & Recreation District (TRPR)* – Matt reached out to the Executive Director of TRPR to meet and learn about the services delivered to the community by the district.
- *Weld County RE-5J School District* – Matt met with Superintendent Leslie Arnold to discuss future development in the community of Johnstown as they continue planning efforts related to district wide capital needs.
- *Waste Management* – Diana and Matt will meet with Waste Management on Thursday the 29<sup>th</sup>. At this time they will also be asked to attend the Council Meeting on the 3<sup>rd</sup> of December to provide a report during a work session about their fee requests.

**Planning Department**

- *Building Permit Software* – Currently the Town utilizes excel spreadsheets for building permitting issuance and tracking purposes. This archaic method makes it difficult to issue, track, and close individual and historical permits in the community. We will be looking at an affordable option and demoing a comprehensive permitting system designed by ProCode next week to help streamline processes and improve software reliability and design.

## **Public Works Department**

### ***Streets***

- *Holiday Decorations* – Crews have completed installing Christmas decorations in preparation for the holiday season including the Johnstown Jingle on the 9<sup>th</sup> of December.
- *Senior Center Parking Lot* – Parking lot lights at the senior center facility were changed over to LED for lower electric costs and a brighter white light for visibility.
- *Road Grading* – Town Street Crew graded 8 miles of gravel roads in Town.
- *Winter Weather* – Street Crew came in on Saturday and Sunday's storm and salted streets as needed to mitigate slippery conditions.
- *Town Hall* – Street Crew reset the timer for parking lot lighting which should be working throughout the night.

### ***Water & Wastewater Treatment Plant***

- *KH Roofing* – The contractor, KH Roofing is working on the DAF building this week, and expects to begin work on filter building next week (December 3<sup>rd</sup>). Completion of the project is still expected by the end of the calendar year.
- *Security Gate at Water Plant* - Town and Country Fence is working on the two gate installs at the water plant. Completion of this work for security purposes is expected by the end of the week.
- *Central WWTP* – There are two blowers at the Central WWTP located at the MBBR portion of the treatment process which is responsible for meeting discharge limits for ammonia removal. While the primary blower is working, our backup blower is not functioning due to the bearing being stripped. We repaired this about 6 months ago and are now having the company Advanced Mechanical who repaired it the first time to review this issue to determine what occurred.
- *Low Point WWTP* - We have made repairs to one blower at Low Point and had a second rebuilt blower installed as well. While checking the second blower for proper operations, we noted it is pulling too many amps due to a failing compressor. Neglecting this will burn out the rebuilt motor again. We have contacted Gardner Denver pumps to look into this issue and provide a cause and solution.
- *Temporary Fan Press* – The Town's order for the fan press to be installed at the Low Point Treatment Center has been delayed until the week of December 16<sup>th</sup>. In lieu of liquidated damages, the vendor has provided the Town with their demo model to use until delivery is made on the new unit.