

TOWN OF JOHNSTOWN
MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: December 17, 2018

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):

- 12/17/2018 – Regular Town Council Meeting
 - **Finance Director Meet & Greet Prior to Regular Meeting 5:45 p.m.**
 - 12/24/2018 – Work Session (None Scheduled)
 - 01/07/2019 – Regular Town Council Meeting
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Police Department

Training:

- November 29, 2018 red 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

Community Policing, Outreach & Miscellaneous Items:

- November 27, 2018, Commander Sanchez attended the Red Rocks Community College Advisory Committee Meeting to discuss the following topics:
 - Review of Spring 2018 LEA Advisory meeting
 - Accomplishments/Changes from last year
 - New Curriculum Changes

- New Equipment
 - Review of the 5-year plan
 - Training and equipment goals for the next 5 years
 - Input from attendees on what they would like to see in the Red Rocks program
- November 28, 2018 Lt. Oglesby, Det. Slocum and Officer Otero assisted/trained employees of Clearview Behavioral Health during an active shooter training exercise.
- November 29, 2018 Chief McCoy of the Lochbuie Police Department and Commander Crone of the Ft. Morgan Police Department conducted our on-site visit for the CACP accreditation.
- November 30, 2018 Officer Kehr read to a group of Ledford Elementary students at Barnes & Nobel. The kids were there doing a fundraiser and Officer Kehr was a guest reader.
- *Staffing* – The Police Department is currently working towards being fully staffed. We currently are down 4 officers, one which is a detective position.

November 2018 Monthly Statistics

Activity	November 2017	November 2018	% change	YTD totals
Arrests (charges filed)	26	41	+57%	512
Tickets issued	116	121	+4%	1496
Incident reports	114	128	+7%	1402

Administration

- *Finance Director* – The Town received 13 applications for the Finance Director position. Staff has reviewed the applications and selected 5 to interview during the week of December 10-12th.
- *Planning & Development Director* – The Town still has to interview the Planning and Development Director Position. Dates for this have yet to be set, but hopefully are before the end of the calendar year.
- *Utility Billing* – We have been consistently having about 100 water shut-offs on a monthly basis due to nonpayment for more than 60 days. This month, we began taking a more proactive approach to try and reduce this number by sending formal disconnection notices to those accounts that are delinquent and subject to disconnection around the middle of the month. We are hopeful this causes better action by the water customer and will in effect save time and money spent by staff to disconnect the services as required. We will let you know if this was an effective method to change behaviors.
- *Recreation Center Construction* – Construction continues on the Town’s new recreation center. Currently construction is still on schedule. The only issue to date thus far has been one section where the piers for the foundation installation had softer than expected soils.

A new design for this specific area has been addressed and approved by the structural engineer.

- *Public Works Director Meet & Greet* – Thank you to all Council Members and staff who attended the meet and greet on the 10th of December. Our candidate has been sent an offer of employment and once final acceptance is received we will formally announce the individual.

Planning Department

- *Building Permit Software* – After review of the permitting software available from ProCode for the Town, we anticipate moving from the excel spreadsheets in the middle of January 2019. This will help us to be more efficient in all aspects of the building permit process. The software also has a component we will begin exploring for development and planning review elements as well in early January.

Public Works Department

Streets

- *Street Maintenance* – Crews have crack sealed the roads of Green Wing and Goldeneye in the Pioneer Ridge Neighborhood. We continue to crack seal this neighborhood as weather permits and when completed we will move to another neighborhood to continue the maintenance.
- *Road Grading* – Town street crew graded 8 miles of gravel roads in town. Ditches on CR46 have been cleaned out of gravel to maintain proper drainage which will help to prevent more rapid deterioration of the gravel roadways.
- *Addition to the team* – Streets department added a new fulltime employee (Bob Bellows) to the team. Bob joins our team and brings 17 years of experience with CDOT with him.

Water & Wastewater Treatment Plant

- *NOCO Engineering Company* – NOCO is working on design for replacement piping in the filter building basement at the Water Treatment Plant and DAF saturator system that is to be installed in early 2019. This is one of the many components that will help us get to 7.5 Million Gallons per Day (MGD) on our Water Treatment Plant. The ultimate capacity of the WTP is 10 MGD, but additional components will need to be installed to reach this limit in the future.
- *Maintenance Items* – Staff is working on yearly maintenance for the DAF at the WTP including: draining and cleaning basins and inspecting all mechanical equipment for the system. New conduit has been placed in the same trench used for the gates currently being installed. We proactively added this to be used for future project needs at the cemetery.
- *New Fan Press for Low Point* – The Nalco Rep came out and ran a jar test to see if we can optimize the polymer for better results when using our fan press which is set to be delivered on December 21st.
- *Dale's Environmental Services (DES)* – DES completed the sewer cleaning and lift station cleaning project for the 2018 contract. While in the area, they also cleaned the sand and gravel interceptor at the Town Shop.