



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: January 7, 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):

- 01/07/2019 – Regular Town Council Meeting
 - 01/14/2019 – Town Council Applicant Interviews (5:30 PM)
 - 01/15/2019 – Town Council Applicant Interviews (5:30 PM – if necessary)
 - 01/21/2019 – Regular Town Council Meeting
 - 01/28/2019 – Work Session – Infrastructure (6:30 PM)
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Police Department

Training:

- *CPR Training* – The entire police department was recertified in both first aid and CPR
- *FTO Programming* – New hire-Officer Hawkins started phase 1 of the Field Training Officer (FTO) program.

Community Policing, Outreach & Miscellaneous Items:

- *Staffing* – The Police Department is currently working towards being fully staffed. We are still currently down 4 officers, one which is a detective position.
- *Evidence Audit* – Commander Sanchez, Lieutenant Oglesby and Ashley Vetter conducted a complete evidence audit/inventory of the property room. This task was completed in 6 hours, which is far less than the normal 2days it usually takes thanks to new tracking and submission techniques that began last year. All items were accounted for.
- *Police Department Annual Dinner/Awards* – December 12th 2018, JPD hosted its annual Christmas dinner/awards program where Officer Yuri Thomas was named as JPD's Officer of the year, the award was accepted by his wife Nola.

The Community That Cares

- *Sex Compliance Checks* – Throughout the month of December, JPD conducted sex offender compliance checks. A listing of all sex offenders in Johnstown can be found at: <https://apps.colorado.gov/apps/dps/sor/index.jsf>.
- *Santa Cops Program* – JPD’s “Santa Cops” program presented Christmas gifts for 91 kids this holiday season.

December 2018 Monthly Statistics

Activity	December 2017	December 2018	% change	2017 YTD totals	2018 YTD totals	YTD % change
Arrests (charges filed)	31	35	+12%	266	547	+106%
Tickets issued	100	85	-15%	1765	1581	-10%
Incident reports	100	121	+21%	1384	1523	+10%

Administration

- *Finance Director* – The Town has hired Mitzi McCoy as the new Finance Director. She will begin her responsibilities with the Town not later than February 5. We are excited to have her onboard, move the organization forward, and build on the successes already achieved in the financial aspects and condition of the Town.
- *Johnstown Housing Authority (JHA) Meeting* – Matt met with members of the JHA and Dennis Read, Executive Director for the JHA. The meeting provided a great overview of the housing authority and what they do for their direct residents and the community. In the first quarter, we plan to have a work session with the JHA to discuss opportunities and challenges that face the organization and how we can partner together for community success.
- *High Plains Parkway* – Staff is continuing to work with CDOT and other area local governments including Weld County, Mead, Berthoud, and Larimer County on the preferred and most cost effective road alignment for High Plains Parkway. CDOT plans on coordinating these efforts and working on the preliminary design of this roadway.

Planning Department

- *Planning and Development Director Vacancy* – Staff has completed review of the applicants for the vacancy as a result of John Franklin’s well-deserved retirement. Applicants will be interviewed during the weeks of January 7th and 14th based on scheduling and their availability. A meet and greet will also be shortly after the interviews to provide for the Council and Staff to ask the questions and planning philosophy and approach of the applicants. This critical position is designed to work in partnership and develop meaningful relationships with our current residents, prospective businesses and the development community.

- *RG & Associates* – As approved, RG & Associates a planning, engineering and design firm will be coordinating planning & development activities for the Town while we continue forward with replacement of the position. They will have in-office hours on Thursday's from 9:30 a.m. – 4 p.m. and can be reached via email and phone as well when not in the office.

Public Works Department

Streets, Storm water & Parks

- *Crack sealing* – Crews continue crack sealing in Pioneer Ridge as weather and conditions cooperate for the application.
- *Stormwater Maintenance* – Crews have completed the cleaning of the containment pond a Rolling Hills Park. This will help to ensure positive drainage in the area as the storm water discharges into the pond. The department also had a 6” pipe between Rocksberry and Carlson Subdivisions installed to direct water to the ditch more effectively. Previously we were having algae growth occur near and in the roadway due to storm water runoff.

Water & Wastewater

- *DAF Saturator* – The Council may recall that they approved in August 2018, the purchase of a DAF Saturator from Xylem, LLC. The unit which was ordered is delayed until approximately March 2019. To date only 10% of the cost has been paid and funds were not rolled over into 2019. Accordingly, we will need to do a budget amendment and appropriate the funds for this into 2019. We will do this at the same budget amendment for the increase in assessments from the Home Supply Ditch Company. The planned amendments will be for \$52,816 and about \$16,000 for the DAF saturator and Home Supply assessments respectively.
- *Hydrant Upgrade* – The Council will recall during October discussions related to the need to improve some of our fire hydrants in the downtown area. We have completed one and will be working on 2 more in the next 30 days dependent on weather. After these are completed we will have 2 remaining hydrants to fix that will require additional appropriations.
- *Water Plant Piping* – The water plant piping project is ready to be bid. The bids will be considered by the Council upon review by staff with a recommendation to the Council. This project needs to be completed by end of March prior to the heavy water usage begins at the plant. In the interim we will be utilizing the interconnects with other water treatment facilities to provide adequate water to our community.
- *Fan Press* – The Town has received the fan press for the Low Point WWTP. Training for the unit is tentatively planned for 4 days next week. This unit will help to reduce the total volume transported to the Central WWTP and the lagoon system. The focus of the fan press is to press the water out of the solids.
- *Water Break* – Staff and an outside contractor repaired a water break at 208 North Estes just in front of Roosevelt High School. The outage which lasted about 3-4 hours impacted about 6 residential properties which we communicated with directly to answer questions and provide updates as requested.