



TOWN OF JOHNSTOWN

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Interim Town Manager

DATE: November 19, 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):

- 11/26/2018 – Work Session (None Scheduled)
 - 12/03/2018 – Regular Town Council Meeting
 - 12/10/2018 – Work Session (None Scheduled)
 - 12/17/2018 – Regular Town Council Meeting
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Police Department

Training:

- Sergeant Williams attended SFST instructor re-certification training with CSP. This training certifies Sergeant Williams to teach roadside sobriety testing for other officers.
- Lt. Oglesby attended internal affairs training in Castle Rock. This training shows supervisors how to conduct police misconduct investigations.
- JPD received legal updates training from the Larimer County DA's office. The training is focused on new laws and case laws that have changed or have been implemented from the prior year.
- Officer Wood attended Drug Interdiction training in Loveland, the focus on the training was heroin and fentanyl.
- November 1-2, 2018 Detective Slocum attended Child Fatality Investigation Training located at the Greeley Police Department. This training is targeted to law enforcement investigators who respond to and investigate unexpected child deaths.
- October 25, 2018 red side received 10 hours of drivers training to include Traffic Incident Management presented by CSP, High risk traffic stops, and actual defensive driving maneuvers.

The Community That Cares

Community Policing, Outreach & Miscellaneous Items:

- Officer Kehr spoke to kids at Pioneer Ridge elementary about safe-to-tell, bullying, internet safety and drug awareness.
- Officer Otero and Sergeant Williams took part in the Halloween trick or Treat street event. Pictures of the event were posted on Facebook.
- Commander Sanchez was appointed to the AIMS community college Police Academy Advisory Board.
- *Staffing* – The Police Department is currently working towards being fully staffed. We currently are down 5 officers, one which is a detective position.

Monthly Statistics:

| OCTOBER 2018 | | | | |
|-------------------------|---------------------|---------------------|-----------------|-------------------|
| Activity | October 2017 | October 2018 | % Change | YTD totals |
| Arrests (charges filed) | 23 | 35 | +52% | 471 |
| Tickets issued | 135 | 110 | -18% | 1375 |
| Incident reports | 133 | 129 | -3% | 1274 |
| Code Incidents | 65 | 144 | +121% | 1388 |

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.
- *Individual Employee Meetings* – The Manager has been taking time to schedule one on one meetings with each employee in the organization. The focus of the meeting is simply to get to know a little about the team member, find out what they love about working for the Town of Johnstown, and what areas we may need to improve on in the organization for the benefit of the community and the employees. These generally last around 45 minutes and area great way to meet everyone. The individual meetings should be completed by mid-December.
- *Express Bill Pay* – In XXX 2018 we entered into an agreement with Express Bill Pay for automated utility bill payment. Since we began offering the service in early September, we have had 1,589 of our 5,481 utility customers create an account through express bill pay. Of these unique customers, 533 have opted for paperless billing and 550 have entered into auto bill pay.
- *Consolidated Home Supply Ditch Company Water Purchase* – The 10 shares of Home Supply Water to be purchased by the Town from Smilin’ 11, LLC, S. Reid Ludlow, Jean E. Cowles is scheduled to close on November 19, 2018.

Planning Department

- *Planning & Zoning Commission* – The Planning and Zoning Commission has two vacancies. Town staff has published notices in the Breeze and on the Town website to recruit new members who may be interested in serving their community.

Public Works Department

- *Holiday Decorations* – Crews have been installing Christmas decorations in preparation for the holiday season. The lights will be regularly illuminated right after Thanksgiving.
- *Road grading* – Town Street Crew graded 18 miles of its gravel roads in the Town.
- *Fall Leaves* – Crews continue to pick up leaves in the streets to prevent future maintenance issues of our storm water system. Areas addressed over the past two weeks include Thompson Crossing and Carlson Farms subdivisions.
- *Cemetery Lot* – Crews scraped the north lot of the cemetery. While the area is not planned for use in the near future, we do want to have a nice presentation of the adjacent land for family visiting loved ones.
- *Winter Weather* – While crews didn't need to plow snow from the Veteran's Day winter weather, they did come out on November 12th to salt some of the roads and intersections to proactively prevent accidents on slippery roads and intersections.
- *Fan Press Equipment* – There has been a delivery delay on the fan press the Town ordered for the Low Point WWTP. In lieu of liquidated damages, the company has provided the Town with a temporary unit which is currently onsite and being used in the interim. The ordered unit is scheduled for the second week in December.
- *Sewer Maintenance* – Staff is working to get quotes for a new manhole installation at Estes and North 1st Street. This will help for better collection in the sanitary system.
- *Central WWTP Maintenance* - M & J Electric has made repairs to a 200 horsepower blower at the Central WWTP for better aeration in the treatment process.