



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: August 2, 2021

CC: Town Staff
Local Media

SUBJECT: Town Manager's 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):

- 08/16/2021 – Regular Town Council Meeting
 - 09/08/2021 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *Municipal Court* – The Court Clerk processed 161 summonses in the month of June.
- *Liquor Licenses* – Renewal applications for The Black Sheep, LLC and Red Barn Liquors have been submitted to the State for final approval.
- *Johnstown Cash Program* – There are currently 49 businesses are signed up for the Johnstown Cash Program and over \$47,000 has been redeemed in certificates. The program will run until December 31, 2021 and certificates will no longer be valid after that date.
- *Business of the Month* – July's Business of the Month is Hiroshi Teriyaki Grill located at 4904 Larimer Parkway. Hiroshi Teriyaki Grill was officially announced during the July 5, 2021 Town Council meeting.
- *Biz Walk* – July's Biz Walk included the Town Manager and Economic Development Manager who visited with Connected Chiropractor and J-Town Nutrition. Biz Walks are scheduled monthly by the Economic Development Department.

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- *CDOT Revitalize Main Street Grant* – The Economic Development Department engaged with downtown restaurants and bars to determine areas of the need that are compatible with the CDOT grant program. A new grant application was submitted to CDOT in July requesting funding for a Parklet Program. Staff expects a response regarding the grant application end of July or early August.
- *Economic Development Webpage* – Staff continues to update the Economic Development webpages with relevant content and resources for businesses. New updates include a workforce resource tab which provides job seekers and employers resources and programs available to them both locally and State wide. Additionally, a “How to Start a Business in Johnstown” resource guide is available to assist entrepreneurs and businesses looking to start or expand their business in Johnstown. The updates and resources should be made available on the Town website by end of July or early August.
- *DOLA Energy Impact Grant Status* – The State has awarded an \$80,000 grant to assist with the Town’s pending Land Use Code Update. We received the state grant contract paperwork and will be moving forward with contracting with a consultant for that work in August.
- *Planning & Zoning Commission* – The PZC will be interviewing applicants for two open positions at their July 28 regular meeting. The August 11 meeting has a tentative agenda for two new annexation requests.
- *Hiring* – A new part-time Customer Service Technician started in July. We have made an offer to an Assistant Finance Director. There are four open positions in the interview process. We are continuing to develop onboarding processes and training to benefit new employees.
- *Sewer Bonds* – Town staff participated in the bond rating call with Standard & Poor’s on July 22, 2021. Work on the Preliminary Official Statement is continuing with a final document expected soon.
- *Enterprise Fund Pro Forma* – Town staff updated the pro forma financial statements for both the water and sewer funds so that all growth projections, capital projects and debt service numbers are current and have been included in the financial models. These models are used to assist in establishing utility rates and tap fees.
- *Training* – Staff attended multiple sessions of the Government Finance Officers Association Virtual 2021 Annual Conference.
- *HRIS* – Staff has selected an HRIS system and plan to sign a contract soon.
- *Compensation Study* – We are conducting a compensation study to determine internal and external equity as we prepare the 2022 budget.
- *Retirement Plans* – We are evaluating retirement plans and are close to a final selection that will provide lower plan fees for participants and a lower tax burden for the Town.
- *Warburg HOA Agreement* – Town Staff is working on the final details of an agreement of understanding for the Chapman Reservoir to permit the Warburg HOA and its residents access to Chapman Reservoir. The Town jointly owns this facility with Mountain View Farms.

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- *16 N. Parish Property Sale* – Staff is completing the RFP for the sale of the 16 N. Parish property. The delay has been due to the desire to replat the property and for it to include parking space allocations and a permanent ingress/egress easement. The bid will include a proposed price and a narrative request for the intentions of the property and a timeline to bring it to an applicable use. The proposals will be presented to Council with a recommendation when the bids are received.

Police Department

Training

- *Field Training* – Officer Jaramillo was sworn in as a Police Officer with the Johnstown Police Department. Officer Jaramillo had previously been the Code Enforcement Officer. He will soon begin his 16-week field training program.
- *Glock Armorer* – Officer Morgan went to Glock Armorer School hosted by Fort Collins Police Services. Officer Morgan is now certified to inspect and fix issues within the Glock firearm platform.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Grading* – County Roads 44, 42, 46, 3, 20C and 44 were all graded.
- *Weeds* – Weeds were sprayed along County Road 17 and Johnstown Farms and the right of way area was mowed on County Road 50.
- *Parks* – All Town parks continue to be disinfected and cleaned weekly. We are still fine tuning the park irrigation schedule as many of the parks are dry. The Children at Play sign in Rolling Hills was relocated to Rolling Hills Ranch Dr.
- *Streets* – Crack seal was completed on Idlewood and Pinewood Court.
- *Drainage* – Staff excavated dirt on the west side of Rolling Hills to allow proper drainage to the detention pond.

Water Plant & System

- *Shut Down* – On Monday July 19, high turbidities were noticed at the WTP. Pump failures required Staff to switch to interconnects and flush the system overnight. The failing pump resulted in a Tier 2 violation. While there was a violation, the water continued to meet State Drinking Water Requirements.
- *GAC Update* – Contractor made final connections and installed a sample line to complete project. Evoqua was onsite to assist in system start up. Staff is coordinating Geosmin/MIB testing for verification.
- *Taste and Odor Issues* – Staff has received an increased number of taste and odor complaints and has reduced flow from Johnstown Lake to 30% and the remaining balance from Lone Tree Reservoir. Due to burn scar runoff from the Cameron Peak and East Troublesome fires we are unable to take water directly from the ditch. GAC and Ultrasonic Vessels should help with this issue.

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- *Water Main Break* – On July 14 Staff responded to a water main break in the southeast area of County Road 17 and Highway 60. Residents in the area were without water briefly with services restored fully the same evening.

Development & Project Updates

- *I25 Waterline Project* – Construction has started on the 12” waterline along south SH60. DeFalco is working through material sourcing backorders on fittings.
- *South Tank Project* – Staff is coordinating the drainage discharge location while our engineer is working through tank drainage design and location.
- *Sewer Interceptor Project* – Lift station excavation is fighting groundwater as they work to reach the final depth of the lift station wet wells.
- *Charlotte St. Project* – The 2nd public open house is scheduled for July 27. The engineer plans to move forward with design work after the public open house.

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