



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: June 21, 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):

- 07/07/2021 – Regular Town Council Meeting
 - 07/19/2021 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *Municipal Court* – The Court Clerk processed 110 summonses in the month of May.
- *American Recovery Plan* – The Town has completed and submitted our application to participate in the American Recovery Plan through the Department of Local Affairs. Funding is expected to be split into tranches, one that will be released in 2021 and one that will be released at least 12 months later.
- *Sewer Bond Issuance* – The Town has completed and submitted all requested documentation for review by the Underwriter and Counsel. The next step is coordination of counsels on legal documents, drafting the Preliminary Official Statement, and the due diligence call with the financing team.
- *Johnstown Cash Program* – Currently 49 businesses are participating in the program and over \$38,000 have been redeemed in certificates.
- *Johnstown Economic Development Profile* – The Johnstown Economic Development (ED) Profile is finalized and is available online within the economic development

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webpage. The ED profile provides a general overview of Johnstown demographics, workforce, community assets, and development environment.

- *Economic Development* – The economic development department is now utilizing Bluedot CRM to track its BR&E efforts along with potential prospects.
- *Business of the Month (BOTM)* – The Town has officially launched the BOTM program which recognizes one business each month as BOTM. The Original Heavenly Cakes was recognized as June’s BOTM on the June 7 Town Council meeting. Information regarding the program can be found here- <https://johnstown.colorado.gov/botm>.
- *Biz Walks* – The Town has officially launched the Biz Walks program which includes the Town Manger and Economic Development Manger visiting with local small businesses in Johnstown. In June, staff visited with three businesses to discuss the Town’s ongoing effort to support our local business community.
- *Hiring* – A full time Customer Service Technician and three summer PW parks workers started earlier this month. A Planner II has accepted a job offer, replacing our prior Planner II. Hiring is in progress for: Communications Intern, part time Customer Service Technician, PW Maintenance, seasonal PW parks workers, and a Police Officer.
- *Risk Management* – Our CIRSA renewal application for 2022 has been submitted.
- *Planning & Zoning Commission* – PZC held a meeting on June 9 with four agenda items which will be coming before Council in the several months. Our newest commissioner, Sally Boccella, resigned due to a conflict of interest with a new employment position – so PZC has two vacancies they will be interviewing for on June 23. Their Commission member recommendations will be brought to Council in July for appointment.
- *Elwell & Roosevelt Schools* – Staff continues regular meetings and coordination with the school district to assist in moving these school projects forward. Elwell site has started initial site work and is moving towards approved plans with the Town. Roosevelt is a more complex site requiring annexation, zoning, subdivision, and development / construction plans for new streets and infrastructure.
- *Little Thompson Trail Development* – Preliminary design of the LT Trail continues. Teams met with the property owner to discuss the layout of the trail to ensure it meets with the property owner’s desires and wants as it relates to ensuring safety, eliminating environmental impacts, and allowing for available land for development by the owner in the future.
- *Tree Voucher Program* – Staff is beginning to work on the tree voucher program desired by Council to encourage residents to install new foliage on their property. We will have more information as we fine tune the program and would welcome the participation of Council to hand out the vouchers on the day we select in Fall.

Police Department

Training

- *Narcotics Training*- Officer Blackburn attended narcotics awareness training hosted by the Firestone Police Department.

Community Policing, Outreach & Miscellaneous Items:

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- *BBQ Days*- Most officers worked the annual BBQ day's events. No major incidents or arrests reported.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Park Maintenance* – General maintenance of the parks continues throughout the summer. With the water restrictions in place, regular watering of the parks will be tapered back to minimize the impact to our residents and businesses based on the service they provide.
- *Johnstown BBQ Days* – Crews prepared for the BBQ Days event last week including sweeping of all streets in the downtown, patching potholes, completing flower installation and establishing barricades for safety. Crews also worked during a portion of the event to help with issues that needed their attention to provide a great atmosphere and event.
- *Warning Sirens* – Maintenance and repair of the warning siren system continues throughout the community. A full test of all sirens will still be performed on June 24 at 1 p.m. (weather provided). Public Works or Police Officers will be stationed at each siren unit during the test.
- *Old Town Storm Project* – The Old Town Storm Project is currently out to bid. Responses are due June 25.
- *Solid Waste (Trash) RFP* – A solid waste RFP was received during the week of June 1. Staff is reviewing the submittals and is tentatively setting a date of not later than July 19 to Council for consideration.
- *County Road 3 Update* - EZ is continuing to work on the parapet wall excavation and the grading of the road. At the time of this documents development the schedule was as follows:
 - Monday 6.14.2021, Inlet structures delivered to start form work on wall footings.
 - Tuesday 6.15.2021, Pour footings for Inlet structures
 - Wednesday/Thursday – Curing/form up upper portion of the wall
 - Friday – Pour the rest of the wall
 - J&J encountered very poor subsurface conditions on the south side of the culvert but despite are on schedule to be at the CR18 crossing by Monday the 14th. Contractor is working on getting the permit for the CR18 crossing.

Water Plant & System

- *GAC Installation* – The Granular Activated Carbon System installation still continues at the Water Treatment Plant. Completion on this estimated \$1.75 million project will be soon and we will let citizens know when this occurs.
- *Water Treatment Plant Storage Tank* – Repairs to the South Storage Tank at the Water Treatment Plant continues. We hope to complete this work not later than the first week of July with the hope that this will lessen the pressures on the water system.

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- *South Water Tower Project* – The contractor on this project will be constructing a new access road and performing test hole investigation on the site. Construction will formally start on the tower in September.

Wastewater Plants and Collection System

- *Wastewater Treatment Plant (Low Point)* – Final design will be submitted to CDPHE for the Low Point WWTP expansion by June 25. Following approval, we plan to begin construction after receiving a GMP and comparative cost evaluation. This is expected around September 2021.
- *Sewer Interceptor Project* – Central Phase 1 of the Sewer Interceptor Project continues with construction. We are currently finalizing design of Central Phase 1A which will be from WCR 15 to the new lift station on 46.5. Our tentative plan is to begin construction of this segment in September 2021.

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