



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: September 8, 2021

CC: Town Staff
Local Media

SUBJECT: Town Manager's Report

Upcoming Town Council Meetings & 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):

- 09/20/2021 – Regular Town Council Meeting
- 09/27/2021 – FY 2022 Budget Work Session 6:00 p.m.
- 10/04/2021 – **Cancelled** Regular Town Council Meeting
- 10/11/2021 – FY 2022 Budget Work Session (if necessary) 6:00 p.m.
- 10/20/2021 – Regular Town Council Meeting

Administration, Finance, Planning, & Human Resources

- *Leadership Change* – Our Public Works Director has resigned from the organization. Ellen Hilbig will assume the responsibilities of this position as the Interim Public Works Director.
- *LFRA Fire Chief Interview* – The Town Manager participated in the LFRA Chief interviews last month. Four (4) candidates were interviewed and in the end, LFRA selected Tim Sendelbach.
- *Impact Fee Study* - The impact fee study is currently underway. This will be a 'light' update to evaluate the fees based on our capital needs, personal property, growth and

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other factors to determine the 5-year outlook for the impact fee rates. It will not include substantial narrative that provides the rudimentary information regarding impact fees.

- *Planning & Zoning Commission* – The PZC is now a full commission, and will be meeting in September on the 15th & 29th at 7 PM at Town Hall. Agendas and packets are posted to the website at least 5 days prior to the meetings.
- *Hiring* – A new Code Enforcement Officer and Public Works Maintenance Worker I have accepted offers and are scheduled to start later this month. We are still hiring for Public Works, Water, and Police administration.
- *Retirement Plan* – We are in the process of implementing a new retirement plan provider for Town employees. The new provider will provide increased services and cost participants 60% less in fees compared to the previous vendor.
- *Compensation Survey* – The Town is nearing completed of a compensation survey. This will help us hire and retain excellent talent by benchmarking our compensation against market rates.
- *Johnstown Cash Program* – As of August 30, 2021, \$51,460 has been redeemed in certificates with 49 businesses participating in the program. The program will run until December 31, 2021 and certificates will no longer be valid after that date.
- *August Biz Walk* – August’s Biz Walk included the Economic Development Manager who visited with LYS Salon and Hays Market. Biz Walks are scheduled monthly by the Economic Development Department.
- *DOLA: Keep Main Street Open Grant* – The Town of Johnstown submitted a completed grant application to DOLA for the Keep Main Street Open Grant on August 23, 2021. The Town expects a response regarding it’s grant award status between end of September through early October. Should the Town be awarded grant funds, the funds will be used to complete numerous façade and energy efficient projects in the Downtown corridor.

Police Department

Training

- *FBI- LEEDA Supervisor Leadership Institute* – Sergeant Timme attended the first part of the FBI-LEEDA trilogy. He learned about different leaderships styles, and leadership traits. The training also focused on building credibility as a leader and building organizational credibility.
- *Driving Training* – All sworn members of the department completed their mandated annual driving training. The driving training was held at the new Northern Colorado Law Enforcement Training Center.
- *Conducted Energy Device Training (CED)* – All sworn members who carry a CED were recertified and learned about legal updates, and medical updates. They were also required to show proficiency in the use of their CED.

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- *Search and Seizure* – Officer Wild took a Search and Seizure in Fort Collins. Officer Wild learned about legal developments since the United States V. Jones decision along with legal developments with curtilage, force, and exceptions to the warrant.

Community Policing, Outreach & Miscellaneous Items:

- *Hunger Heroes* – The Johnstown Police Department, Front Range Fire Rescue, and community volunteers are helping deliver food to kids in need. Volunteers work with the Weld County Food Bank to provide needed food to over 100 students in the RE-5J school district.
- *School Zone Enforcement* – The police department narrowed its enforcement/education efforts to school zones and crosswalks with schools being back in session.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Pavement Maintenance Program* – Town Staff have been assisting with the preparation of the Pavement Maintenance Program (PMP) and has been crack sealing ahead of the HA5 application. We hired A-1 Chip Seal to assist with the crack seal. HA5 started on August 30 and will be completed in Thompson Crossing and Thompson River Ranch. Completion of the project is expected by mid to end-September.
- *Crosswalks* – Placement of thermo plastic has been completed around Town for crosswalks and stop bars.
- *Grading* – Grading of County Roads 20C, 42, 44, and 46 were completed, measuring approximately 8 miles.
- *Parks* – Parks are greening up after an increase in the watering schedule. Staff has been focusing on Pioneer Ridge Park and has raised/adjusted sprinkler heads, trimmed the trees back, and treated the grass for grubs and mites. Staff is in the process of purchasing new playground equipment for the Rolling Hills Park and plans to install pour-and-place in 2022. Our goal is to replace all outdated playground equipment and convert our parks to pour-and-place for a safer surface for the children and residents of Johnstown. This will be an ongoing program over the next 7-10 years.
- *County Road 3 Update* – Work on CR 3 has started again. EZ Excavation has started the new water line on the north side of CR3. A new 16” water line will be installed to the south side of the Hillsboro Ditch. Parapet walls have been completed. Once waterline is completed, electrical lines are scheduled to be lowered and final road work will start.

Water Plant & System

- *GAC* – Geosmin levels in the Town Lake and Lone Tree Reservoir are still on the high side. We are happy to report that new GAC System is doing its job and reducing the levels below our expectations.
- *Auger* – A new Auger has been installed at the Lone Tree pump station. An auger allows for better feeding of the powdered activated carbon that is placed in the pipe line prior to treatment at the water plant.

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- *Sanitary Survey* – The Town recently went through our three-year sanitary survey at the water plant with the last being done in 2018. We are proud to say that we received no violations and only a few recommendations. I would like to thank Ramey Environmental Service our ORC and Staff for raising the bar. A copy of the report is in the informational section of the Council packet.

Wastewater Plants

- *Low Point* – Low Point Plant has been running very well. Staff recently drained and cleaned the chlorine contact basins.
- *Central Plant* – Central Plant is also doing well. Staff is working on fine tuning the DAF unit for better treatment. Mowing and weed control is being done at the plant as well as the cleaning up of the old building and throwing away years of debris. Browns Hill has been working on the SCADA at Central Plant

Development & Project Updates

- *HWY 60 Waterline* – The Hwy 60 Waterline is about 60% complete. DeFalco Construction completed the installation on the southside of Hwy 60, and has started connecting the waterline from Rocksbury Ridge to the westside of Carlson Farms.
- *Low Point Expansion* – Design for the Low Point Wastewater Treatment Plant expansion is 90% complete. We are starting the value engineering to get our final GMP. The expected date to bring in front of Council is November 1, 2021.
- *South Water Tank* – Ground work will begin mid-September for the South Water Tank. Some delays are expected as we wait for final approval from Colorado Department of Public Health and Environment, hopefully by mid-October. In the meantime, dirt work on the access road and clearing of the site will begin.
- *Distribution Pipeline* – The new distribution pipeline from the Water Treatment Plant to the South Tank and Pioneer Ridge has been put out to bid with the bid opening set for October 1. We expect to bring to Council a recommendation at the second meeting in October.
- *Old Town Storm & Street Project* – The Old Town Storm and Street Project is scheduled to start the second week of September. Notice to proceed has been issued, the contract with DeFalco has been signed, and they have begun ordering materials.

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