



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: July 19, 2021

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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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):

- 08/02/2021 – Regular Town Council Meeting
  - 08/09/2021 – Work Session (Tentative) 6 p.m.
  - 08/16/2021 – Regular Town Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

- *Team Building* – The Management Team participated in a full day of leadership and team building. The day consisted of 6 hours of leadership training including a personality/trait analysis which is a management/coaching instrument that will aid in developing better communications, understanding and mutual respect. The system focuses on the strengths of people and has proven that when strengths are understood and matched with the requirements of a job or situation, positive improvements will result. The focus is to help our management team grow and develop into a higher performing team resulting in greater outcomes, better communication and enhanced trust and culture in the organization. The exercise also included a team building exercise conducted at Topgolf.
- *Sewer Bonding* – A bond rating call with Standard and Poor's will be conducted next week. Staff is preparing information for the Preliminary Official Statement and doing

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final evaluations on the utility rate proformas to ensure proper financial conditions for the extensive capital improvements on the horizon.

- *Hiring* – Our new Police Officer was promoted from an internal civilian role. We are currently hiring for a PT Customer Service Technician, two Maintenance Workers in PW, a Water/Wastewater Operator, and a Code Enforcement Officer.
- *Liquor Licensing* – Red Barn Liquors renewal application has been submitted to the state.
- *Comprehensive Plan Update* – Staff is working with our consultants to finalize the Final Public Draft of the Comprehensive Plan to present to the Planning & Zoning Commission and bring to Town Council for adoption in the near future.
- *Planning & Zoning Commission* – The next meeting of PZC is scheduled for July 28, as a work session to review the Comprehensive Plan draft to-date, interview commissioner candidates, review bylaws, procedures and expectations, and discuss issues and elements to include in the pending land use code update project.
- *Communications & Police Department* – On July 9, Town Communications announced the Police Department Trading Card collector’s competition for the month of July and to end on August 3 (National Night Out). The competition initiative works within the mission of National Night Out (to promote community togetherness and connection) and exists to encourage residents to say hello to and engage with Officers. The trading cards have been out since BBQ Day in June and Officers are getting a lot of requests for them. Residents and the public are encouraged to collect all of the Officer cards in the 2021 series of trading cards and submit an entry to the competition at the Town’s website: [johnstown.colorado.gov/PDTradingCards](http://johnstown.colorado.gov/PDTradingCards).
- *Communications & Public Works* – As a reminder, Public Works project updates can be found on the Town’s website at [johnstown.colorado.gov/PWProjects](http://johnstown.colorado.gov/PWProjects). Public Works projects include street, water, sewer, wastewater, park, and Town building projects. This webpage is updated for significant project announcements or once a month, whichever is sooner. The purpose of this webpage is to provide residents a quick and easy way to access information as it related to Public Works projects and service within the Town of Johnstown.
- *Communications Public Information Officer Training Completed* – The Communications Manager completed the FEMA G0290 PIO course over July 12-13; a valuable training to compliment ongoing communications work for the Town of Johnstown. The course provided an in-depth look at PIO roles and responsibilities, strategic planning, and crisis communications and will help the Town’s Office of Communications provide more effective and valuable information and resources to residents.

## **Police Department**

### ***Training***

- *Threat Liaison Training* – Lieutenant Oglesby attended Threat Liaison Officer Training (TLO) through the Colorado Information Analysis Center (CIAC). The TLO program is designed to strengthen information sharing and enhance multi-jurisdiction and multi-

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disciplinary partnerships throughout Colorado. This training provides JPD with an effective means of information sharing related to local, regional, and global threats, suspicious activity and large-scale incidents. Lt. Oglesby is now certified as the department TLO for CIAC.

- *Crisis Intervention Training* – Officer Dudley attended Crisis Intervention Training (CIT). This training gives officers more tools and knowledge when dealing with people having a mental health crisis.

#### ***Community Policing, Outreach & Miscellaneous Items:***

- *Operation Chill* – The police department is again partnering with 7-11 for Operation Chill. Officers will be issuing Operation Chill tickets from 7-Eleven to children who are being safe and doing good for the community. The ticket is good for a free Slurpee from 7-Eleven.

## **Public Works Department**

### ***Streets, Stormwater, Fleet & Parks***

- *Parks* – Crews adjusted the clocks for park irrigation systems to run in accordance with the new water restrictions. Staff is still working through various system checks to ensure timers are set property and in compliance. All parks continue to be mowed and trimmed on a weekly basis.
- *Cross Walks* – Crews installed new thermo crosswalks along River Ranch Parkway in the Thompson River Ranch neighborhood.
- *Weeds* – Staff took care of the weeds on the Purvis property. Weeds were also sprayed in Clearview, Country Acres, and the Seep Ditch north of the future park in Carlson Farms.
- *Streets* – All streets in Old Town and SH60 were swept with the sweeper. County Roads 46, 42, and 44 were all graded twice each for a total of 6 miles.
- *Fleet* – New tires were installed on Police unit 9. New tires were installed and oil changes were completed on two water trucks.
- *Trash Collection RFP* – Staff awarded the Trash Solid Waste and Recycling Services to Waste Connections. Services to begin in September.
- *2<sup>nd</sup> Street Bridge* – Staff is working with legal to develop a Design Build Contract for Council award. Currently verifying design approach with Hillsborough Ditch. We anticipate presenting consideration for the award at the August 2 Council meeting.

### ***Water Plant & System***

- *Algae Levels* – Algae in the Town Reservoir is high. The new floating ultrasonic algae control units are set to arrive sometime in July.
- *Flows* – Constant adjustments to flows have been required with one tank offline. The North tank near Highway 34 is requiring 3-4 changes per night every few hours to maintain sufficient tank levels.

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- *GAC Update* – Town Staff is working through material sourcing for the connections between the manifold and the vessels. The above ground pipe and concrete restraints should be installed the second week of July to reinforce pipe. Next steps are to work with the engineer to finalize a sample location, complete piping connections, and disinfect piping.

#### ***Wastewater Plants and Collection System***

- *Central Plant* – The Central WWTP is currently adjusting the recycle pumps for the DAF to improve circulation. We are also in the process of evaluating and fine tuning the adjustments.
- *WTPP Retrofit Low Point* – Staff is evaluating relocating electrical lines and installing a larger transformer. Contractor and engineer are working through design valve engineering.
- *Sewer Interceptor Project* – The force main is installed up to south side of SH60. Lift station excavation is currently underway, but encountering groundwater.

#### ***Development & Project Updates***

- *County Road 3 Update* – Road contractor is performing structural work for parapet walls along box culvert. The sewer contractor still needs to install the final sewer line across CR18/402. Material delays have affected this project as well as others in the Town of Johnstown. Access off CR 18 will be closed again to finish final sewer work tentatively scheduled for July 12-16. Once sewer is complete, the road will be placed back in its original condition and maintained in that condition until project completion. Undergrounding of electrical lines will happen later this summer. Completion of the water line north from box culvert to River Ranch Parkway also needs to be completed. We appreciate resident cooperation and understanding through this project.

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