



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: October 18, 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):

- 10/19/2021 – Joint Regional Broadband Study with Council
YMCA Meeting Room – 6 p.m.
- 10/25/2021 – Budget Work Session # 2 – 6 p.m.
- 11/01/2021 – Regular Town Council Meeting
- 11/15/2021 – Regular Town Council Meeting

Administration, Finance, Planning, & Human Resources

- *Open Enrollment* – Open enrollment will be held for Town employees at the end of October. The library employees will be included for the first time. As a participant they will be required to pay their proportionate share for the program management.
- *HRIS System* – We are working through implementation for our new human resource information and payroll system.
- *Hiring* – The Town is actively recruiting a Public Works Director. A Code Enforcement Officer and two Maintenance workers started recently.

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- *Retirement* – The Town will switch vendors to the Colorado Retirement Association in November. The new system will provide better direct access for the employees for management of their portfolio and a larger suite of investments to choose from.
- *Onboarding* – Our most recent employees completed a new safety orientation series prior to starting work in the field.
- *2022 Budget* – Work is continuing on the 2022 Budget. The first public hearing is planned for November 1, 2021.
- *Caselle Conference* – Caselle will be hosting their annual conference online in a virtual format and are making it free to all attendees again this year. It is a wonderful opportunity for staff to participate in extra training on this software.
- *September Biz Walk* - September's Biz Walk included the Town Manager and Economic Development Manager who visited with Scheel's. Biz Walks are scheduled monthly.
- *Johnstown Cash Program* – There are currently 48 businesses signed up for the Johnstown Cash Program and over \$53,800 has been redeemed in certificates. The program will run until December 31, 2021 and certificates will no longer be valid after that date.
- *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 received a response early October that we were not awarded any funds. Town staff has a scheduled call with DOLA representatives to discuss the review criteria and any future funding opportunities. Staff has notified all participating businesses and building owners of the funding decision. Staff is researching other funding sources for this project and exploring all options including scaling the project and requiring match funding.
- *Downtown Johnstown Parklet Program* – The Town of Johnstown received a grant through CDOT Revitalize Main Street Program to create a downtown parklet program. An RFP is currently available on the Town website and through BidNet. The parklet program is expected to launch early Spring 2022 and available to participating businesses in the downtown corridor.
- *JDDA Fall Festival* – Town staff setup a booth for the JDDA Fall Festival that took place on September 19. The festival was well attended by residents and visitors. Town staff answered resident questions and handed out swag.
- *Liquor License Renewals* – Mod Pizza renewal was submitted to the State for final approval.
- *Municipal Court* – Municipal Court processed 233 summonses in the month of September.
- *Community Engagement Event (Communications), Tree City USA Tree Planting Ceremony* – The Office of Communications helped to facilitate the Town's tree planting ceremony and official Arbor Day 2021 Proclamation. The ceremony took place on Saturday, September 25 at 11:30am and included a local girl scout troop, who assisted the Mayor in planting a tree. This ceremony was an important part of Johnstown joining the Tree City USA Program.

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- *Community Engagement Event (Communications), Historical Society Fair* – The Office of Communications had a table set up at the Historical Society's Quilt and Craft Fair on Saturday, September 25. The table was equipped with informational materials about upcoming Town initiatives and was staff the whole day (9am-4pm) to assist residents and answer questions.
- *Community Engagement Event (Communications), Cub Scouts Presentation* – The Office of Communications gave a presentation to a local cub scout troop on Monday, Oct. 5 regarding public service. This presentation assists the local Cub Scout Troop on a badge where they learn about Public Service. We discussed public servants with the Town of Johnstown, the importance of teamwork, and the value of communication.
- *CBT Carryover* – Town Staff requested a carryover of CBT in the amount of 195 AF which will be applied to the 2021-2022 water season. This will be in addition to the 1,111 CBT shares available next water year. The carryover water is being held with Little Thompson Water District.
- *Solar Panel System RFP* – The Town issued the Solar Panel System RFP and conducted the pre-bid meeting on October 7. Bids are due on October 22 with a tentatively planned award recommendation to Town Council on November 1. This is a Supplemental Environmental Project with are conducted in concert with CDPHE.
- *Conferences* – The Town Manager attended both the International City/County Management Association Conference and the Colorado Municipal League Conference for both great learning and networking opportunities. The Town Manager presented during the Manager's Luncheon at the CML conference.
- *Climate Smart Taskforce* – Larimer County is establishing a Climate Smart Task Force which will meet 5 times over the next 9 months to receive feedback and conduct outreach as part of the Climate Smart Framework. Johnstown will be represented by the Town Manager on this initiative.
- *Comprehensive Plan Update* – Planning & Zoning Commission heard a presentation from Logan Simpson on September 29th and held a public hearing on the Plan on October 13th to recommend adoption to the Town Council. Council will hold a hearing in November on the Final Draft. The Final Draft is currently posted on the Town's website for public review and comment.

Police Department

Training:

- *Victim's Rights Training* – The entire department attended "Victim's Rights and Assistance" training put on by the Greeley Victim's Advocates. Officers were updated on changes to victim rights laws and procedures.
- *Field Training Officer Training* – Officer Morgan and Officer Ward attended Field Training Officer School. They will now be a part of the department's FTO cadre and will be tasked with training new officers in the department.
- *Advanced Search and Seizure* – Officer Perry, Officer Wild, and Officer Olds attended a three-day Advanced Search and Seizure, Advanced Traffic Stops, and Advanced

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Criminal Investigation class. They learned how to independently analyze and solve Fourth Amendment problems related to search and seizure.

- *Cap Stun instructor Training* – Detective Garcia attended the Defense Technology OC Aerosol Instructor Course in Sterling. He gained detailed information on all forms of Oleoresin Capsicum aerosol projectors and is now certified to conduct in-house training for new officers and recertification of all department personnel.
- *Less Lethal Instructor Training* – Detective Slocum and Sergeant Timme attended the Defense Technology Impact Munitions Instructor Course. They are now certified to teach less-lethal impact munitions training to department personnel.
- *Death Investigations Training* – Detective Slocum and Detective Garcia attended Death Investigation and Crime Scene Management training hosted by the Weld County Sheriff's Office. This training focused on death investigations, crime scene management and case preparation.

Community Policing, Outreach & Miscellaneous Items:

- *Special Olympics Torch Run* – Officers ran the annual torch run for the Special Olympics. Officers ran a three-mile leg in an effort to raise money for the athletes of the Special Olympics.
- *Hunger Hero's* – Officers continue to deliver food for the local Hunger Hero's Program.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Parks* – Parks are being cut and trimmed weekly with trash being picked up biweekly. All irrigation systems will be blown out for the winter beginning on October 13. Crews repaired two playground lights in Clearview Park and changed them to LED.
- *Streets* – County Roads 3, 44, and 46 were graded. A stop bar was installed at Idlewood and Ridgewood. The alley north of South Second was graded.
- *Fleet* – Oil changes and new shocks were installed in 2 public work trucks. Tires were replaced on the cemetery mower.
- *Fire Hydrant Repair* – Repairs were made at the fire hydrants at Brunner and Granite in Rocksbury Ridge.
- *Trash/Recycle Containers* – Staff have been collecting recycle bins for residents who do not wish to recycle and trash bins for residents who are sourcing their own garbage provider. To date, we have picked up about only 120 containers, evidence that this was a service most citizens wanted to support.
- *Highway 60 and Colorado Boulevard Repair* – Quotes have been requested from several contractors to make temporary repairs to the south side of the intersection. It appears that a complete reconstruction will be necessary in the future.

Water Plant & System

- *DAF Compressor* – The number 2 DAF compressor at the Water Treatment Plant was found to have an oil leak. It was removed from service and isolated from the system. After an initial clean up of the spill, the compressor was repaired.

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- *Lonetree Station* – Crews received an alarm for water on the floor at Lonetree. Water was spraying from a gasket leading from the number 3 pump. All pumps were shut off and Staff began feeding water from the Town Lake while the gasket was repaired.
- *Girl Scout Tour* – Staff conducted a tour of the Water Treatment Plant for a local Girl Scout Troop.

Wastewater Plants

- *Central WWTP* – A sump pump quit working due to something in the impeller. An electrician was out to correct the issue.

Development & Project Updates

- *HWY 60 Watermain Project* – Services are complete and finishing up the paperwork to prepare for the reimbursement request to CDOT as per the contract agreement.

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