



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: May 17, 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):

- 05/15/2021 – Town Council Retreat – (8 am – 2 pm)
 - 06/07/2021 – Regular Town Council Meeting
 - 06/21/2021 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *2020 Audit* – The auditors have completed their onsite work for the 2020 audit. Auditors will continue additional in-depth testing remotely.
- *Municipal Court* – The Court Clerk processed 86 summonses in the month of April.
- *Mobile Food Trucks* – The YMCA will be hosting a Food Truck Rally every Thursday evening from 5:30 p.m. – 8:30 p.m. Staff has been working with the vendors to get them registered and approved.
- *Realities for Children Ride and Rally* – On Sunday, May 30, 2021, Realities for Children Charities will be bringing their annual motorcycle ride to Johnstown from 9:00 a.m. to 6:00 p.m. Staff has been working with the organizers of this event.
- *Liquor Licensing* – The renewal application for Cheba Hut has been submitted to the State.

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- *Planning & Zoning Commission* – The PZC has received three applications to fill the remaining opening on the commission. The Commission will interview these candidates at meetings in June and provide a recommendation to Council.
- *Rocky Mountain Rail* – Staff met with the RMR group to discuss updated alternatives for alignments of future passenger rail through Johnstown.
- *Economic Development* – Staff will be launching several Business Retention & Expansion (BR&E) initiatives to engage with our local businesses in Johnstown starting in June. Staff will work with the Communications Department for press releases and social media campaigns to make the community aware of the upcoming programs.
- *Johnstown Cash Program* – As of May 7, 48 businesses have signed up and over \$27,000 has been redeemed in certificates.
- *RE-5J School Projects* – Town Staff are meeting with RE-5J representatives to discuss both the elementary and high school construction projects. All elements within these two projects are being discussed to ensure a smooth transition from concept to construction.
- *Broadband Kick-Off Meeting* – The regional broadband study will have its kick-off meeting on May 12, 2021. Stay tuned for information regarding outreach and communication with the community.
- *Hiring* – Several vacant positions are expected to be filled in the upcoming weeks including: Water/Wastewater Operator, part-time Records Clerk, part-time Customer Service Technician, and seasonal parks department help. Also, we posted for both Planner II and Municipal Court Clerk role to replace staff leaving in June.
- *CIRSA* – HR is working on the Town renewal application for safety management and insurance.
- *Compliance* – Updated labor postings in all Town locations to comply with current laws. Implemented an updated sick pay policy to comply with current Colorado law.
- *Benefits* - Held a free retirement planning session for Staff with our financial advisor to help them understand what they need to save for retirement. Currently evaluating how our retirement benefits compare to surrounding municipalities.
- *HRIS* – Evaluating HRIS systems to digitize employment records and become more scalable as the Town continues to grow.

Police Department

Training

- *Taser Instructor Certification* – Sergeant Timme and Officer Ward completed their instructor certification for Taser. This certification allows our department to recertify our officers in-house.
- *Anti-Bias Training* – All certified department personnel were trained in Anti-Bias Training for Law Enforcement and Community Policing.

Community Policing, Outreach & Miscellaneous Items:

- *National Drug Take Back Program* – The police department participated in the DEA's National Drug Take Back Program and collected over 90 pounds of returned medication. This is a 30-pound increase over previous years.

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Public Works Department

Streets, Stormwater, Fleet & Parks

- *Grading* – County Roads 3, 3C, 42 and 44 were graded for a total of 7 miles combined. We will be applying mag chloride to these roads in the next few weeks and will coordinate with Weld County for the application.
- *Parks* – The growing season is officially underway and mowing operations have started. Sprinklers are being turned on in all parks as well as the cemetery. Staff has found minimal damaged heads and thankfully no broken main lines. Disinfecting of parks continues 2-3 days per week. Park inspections are finding minor issues with our playgrounds and Staff is making repairs as needed. Portolets were delivered to Town parks.
- *Sewer Interceptor* – Work has begun on the interceptor project on County Road 46.5. Connell Resources has started moving in and pipework is scheduled to start the week of May 10. Hyrdo Construction, the sub-contractor for this project, has started the work on the new lift station.

Construction Inspection

- *County Road 3* – Work on County Road 3 has slowed due to waiting on the final approval of roadway. Staff requested the contractor work on property improvements while design is reviewed and if the road can stay open in the meantime.

Water Plant & System

- *GAC System* – The street department is completing the prep work for the concrete pad and expect to pour concrete the week of the May 10. Materials have been ordered for the pipe work which is scheduled to start in the next 2 weeks. We are working hard to have the system online by mid-June.
- *Tank Repairs* – The work on the south water tank at the WTP is still being completed. The coating company is on site, sand blasting the interior shell and floors. Interior coating is scheduled for the end of May.
- *Water Plant* – Water plant is officially back online! We have had a few issues with the chemical feed pumps and surge tank, be we are currently fine-tuning SCADA to repair these issues. The plant is otherwise operating well.

Wastewater Plants and Collection System

- *Low Point* – Staff interviewed contractors to assist with final design and value engineering for the expansion of the Low Point plant. We plan on proposing to Council a contractor to hire as the CMaR Consultant.
- *CWWTP* – Selection of the CWWTP design firm will be brought to Council on May 17. The recommendation will be to hire Aqua Engineering, who is the design firm currently under contract for our Low Point WWTP Expansion. We anticipate constructing the same plant type, which will help with training of Staff and uniform design and treatment.

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