



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: July 7, 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):

- 07/19/2021 – Regular Town Council Meeting
 - 08/02/2021 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *American Recovery Plan* – The Town has received the first tranche from the Department of Local Affairs. Funds are planned to assist our utility capital projects.
- *Sewer Bond Issuance* – Staff participated in the kickoff call on June 25 for the sewer bond issuance. The first draft of the Preliminary Official Statement and financing documents have been distributed. The Ordinance will be presented to Council for consideration in July.
- *Johnstown Cash Program* – 49 businesses are currently signed up for the Johnstown Cash program and over \$43,000 has been redeemed in certificates.
- *CDOT Revitalize Main Street* – Staff has received an update from the CDOT revitalize main street review committee regarding our Town application for the grant. Per their comments, they are requesting more information on the proposed project. Staff plans to get additional feedback from the downtown businesses and determine if the project is appropriate for the grant funds.

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- *Hiring* – Our new Planner II has started work along with a Communications Intern and three Summer Parks Workers. We are still hiring a PT Customer Service Technician, two Maintenance Workers in PW, and a Police Officer.
- *Human Resources Information System* – We are very close to completing contract negotiations for an HRIS to be implemented later this year.
- *Liquor Licensing* – Coral Bay Wine and Spirits and Los Dos Garcias, LLC renewal applications have been submitted to the State for approval.
- *Name Change* – The owner of Veteran Brothers Brewing has submitted the paperwork to Change Trade name/DBA to 21 North Brewery & Tavern.
- *Communications Initiatives* – Town Communications continues to prioritize timely information posted on social medias, the Town’s website, as well as in the Town monthly newsletter. Education campaigns about where to find information are currently run on social media as well as in the Town newsletter. The aim is to provide residents with easier access to information whenever they are looking for it. Two high priority communications initiatives right now are the Town’s regional broadband assessment (johnstown.colorado.gov/exploringbroadband) and the new suggested watering schedule (johnstown.colorado.gov/utilities)
- *Internal Communications* – June marked the first month of the Town’s monthly internal employee newsletter. This newsletter serves the purpose of updating Town employees on safety, benefits, and fostering a TOJ team environment that shares the TOJ mission.
- *Communications and Public Works Projects* – Town Communications and the Public Works Department have been working closely together on the Public Works Project page on the Town’s website (johnstown.colorado.gov/PWProjects). There is a lot of interest in Town projects regarding streets, water, and sewer and this website is a great place to find detailed monthly updates on these types of projects.

Police Department

Training

- *Firearms Qualification* – The entire department participated in firearms qualification with their on-duty handgun, off-duty handgun, and patrol rifle. The department received in-service training on team movement drills with patrol rifles.
- *Leadership Training* – Sergeant Timme completed a training course entitled Leading Specialized Operations hosted by HIDTA.
- *Active Shooter Training* – Commander Sanchez attended a debrief of the Parkland, FL (Marjory Stoneman Douglas High School) school shooting. The course covered running an efficient command post during an active shooter. The course was hosted by the Larimer County Regional SWAT team and guest speaker was Chief Steven Kinsey from Davie Police Department (FL).

Public Works Department

Streets, Stormwater, Fleet & Parks

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- *Streets* – 57 bags of cold patch were used to fill potholes on County Roads 17, 13, and Ronald Reagan Blvd. Graffiti was removed and the bridge was painted on North 2nd Street. Flags were repaired in the Ace Hardware parking lot. Sweeper completed all streets in Old Town. A damaged stop sign was replaced on Thompson Parkway.
- *Grading* – Grading was completed on County Roads 46, 42 and 44.
- *Weeds* – Weeds were sprayed in Rolling Hills, Country Acres, Carlson Farms, and on the north side of Roosevelt High School. The open space north of Town Lake was mowed.
- *Irrigation Times* – The clocks for park irrigation systems were adjusted to run in accordance with the new water restrictions. Staff is working through a check system to ensure clocks are set properly and in compliance.
- *Emergency Siren Test* – All sirens were tested on June 24. Repairs continued for sirens at Pioneer Ridge including testing and battery replacement. The siren in Clearview required voltage parts to ensure proper operations.
- *Fleet* – Tires were ordered for Police car 18-01. A throttle cable was replaced on one of our mowers.

Water Plant & System

- *SCADA Update* – Brown's Hill has been directed to work on SCADA read issues with ditch actuators for pump #3. They are also working on Pioneer Ridge booster pump station and adding it to the SCADA system.
- *Pumps* – Polymer feed issues due to a storm tripping the electrical caused the pumps to turn off. Turbidities started to rise and plant was shut down remotely while the DAF was drained and filled through the filters until chemical feed was able to be placed back online.
- *Internet Outage* – The Water Treatment Plant lost internet service at approximately 1 a.m. on Monday June 21 and had to be operated manually by staff until the internet was back online.
- *GAC Update* – Carbon material has been delivered and is being backwashed routinely until system is operational. Town Staff is working through material sourcing for the connections between the manifold and vessels. Next steps are to work with Engineer to finalize support structure design for external piping to the vessels, complete piping connections and disinfect vessels.
- *I-25 Waterline Project* – Contractor DeFalco called in locates and working through material sourcing back orders. Staff expects full mobilization in the next 2 weeks.

Wastewater Plants and Collection System

- *Low Point* – Low Point's work hours were adjusted to have employee coverage from 6:30 a.m. to 3:30 p.m. and 10 a.m. to 7 p.m. to run the filter press longer to allow for greater sludge removal to assist with treatment.
- *Central Plant* – Central Plant is adjusting the recycle pumps for the DAF to improve circulation. Staff is in the process of evaluating and fine-tuning adjustments

- *Sewer Interceptor Project* – The force main was installed up to the TRPR ball fields on the south side of SH60. Lift station excavation has reached final depths and crews are drilling and placing shotcrete every five feet for stabilization.

Development & Project Updates

- *County Road 3* – EZ Excavating is continuing to work on the parapet wall construction including forming, pouring and curing of the walls. J&J is dealing with material sourcing issues on 15” sewer pipe. The CR18/SH402 crossing has seen delays and is planning to commence the first week in July. Construction of the sewer line across CR18/SH402 will require a temporary closure of CR3 until work is completed. ROW is currently vacated by J&J and open to public with temporary construction impacts from EZ Excavating.
- *Old Town Project* – Project bid was delayed due to design updates and revised bid documents to address limited alley/ROW and earthwork quantification. Contract is planned to be presented for award consideration at the July 19 Council Meeting.
- *2nd St Bridge* – Staff is working with a Contractor/Design Consultant and is in the process of verifying design requirements with Hillsborough Ditch. Tentatively, a recommendation for Council to award this project is expected at the July 19 Council Meeting.