



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 13, 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):

- 01/03/2022 – Regular Town Council Meeting
 - 01/19/2022 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *Online Document Management System* – Within the last few months over 3,000 documents have been scanned and uploaded into the Laserfiche Software for increased accessibility and searchability.
- *Liquor Licensing* – Lux Nailbar, BM Nailbar, J&M Post Club and Hays Market renewals have been submitted to the State for approval.
- *Business Licensing* - Business License Renewal Letters have been sent reminding businesses to renew for 2022.
- *Municipal Court* – Court processed 126 summonses in the month of November.
- *Certification of Tax Levies* – DLG 70 forms have been completed and will be submitted to both Larimer and Weld Counties on December 14 after the conclusion of the Council meeting on December 13, 2021. Once submitted, the mill levy will be certified and set for the 2022 budget year.

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- *2022 Budget Document* – The Town’s 2022 Budget document is nearly complete. Portions of the document have been restructured in an effort to provide readers with a more comprehensive view of our community.
- *Sewer Bonds* – The first payment of \$488,287 on the sewer bonds was submitted on November 24.
- *ICSC Here We Go Conference* – Town staff and councilmembers will attend ICSC Here We Go conference from December 5 – 7 to focus on attracting diverse retailers and developers to our community. The trade mission will focus on marketing several master planned projects in Johnstown including greenfield sites.
- *Shop Small Business Campaign* – Town staff applied for the Shop Small Business Campaign through American Express and received promotional items to provide to businesses to assist them in encouraging shoppers to shop locally along with Shop Small Business Saturday (typically falls on the first Saturday after the Thanksgiving holiday). Staff handed out the promotional items to several participating businesses and works with the Communications Department to launch a Shop Small Social Media campaign.
- *November Biz Walk* – November’s Biz Walk included Town Manager and Economic Development Manager who visited with Johnstown Tax Service and Wing Shack, both located within the downtown corridor.
- *Christmas Tree Sponsorship Campaign* – The Town received additional sponsorships from existing businesses in Johnstown. As of current, the Town raised \$3,810 in sponsorships and the tree was installed in November by the Public Works department. All ornaments have been installed onto the tree including the ornaments decorated with logos of each business that sponsored.
- *Johnstown Cash Program* – There are currently 48 businesses enrolled in the Johnstown Cash Program and over \$56,800 has been redeemed in certificates. Participating businesses continued to be reminded that the program officially ends December 31, 2021 and all certificates must be received and scanned onto the Conpoto App by that date.
- *Johnstown Clean Up Voucher Program 2021* – The 2021 Clean Up Voucher Program was a success. The Town partnered with Larimer County Landfill to provide residents with an opportunity to dispose of unwanted refuse through use of a voucher good for 1 car/truck/SUV or small trailer. The program, which occurred from November 12- November 27, was utilized by 138 residents. In 2020, the voucher program was used by 104 residents. In total for 2021, this program cost \$2545.60.
- *Johnstown Jingle and Community Outreach* – The Office of Communications set up a table at the Johnstown Jingle on December 5, 2021 in order to reach residents and visitors to the Town on a person-to-person basis. Residents were able to ask about Town services, catch up with the Town website and newsletter, and grab some Town swag. Events like these are great for Town Staff to interact with the public to help provide accessible information to all.
- *Newsletter Communications* – Newsletters for 2021 are all posted online at Johnstown.colorado.gov/newsletter and residents are encouraged to take a look back through 2021 to catch up on monthly news they may have missed over the year. The December Newsletter features A Letter from the Mayor – A Year in Review. The Office of Communications continues to work towards newsletter content that provides updates and transparency of Town projects and events with residents.

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- *Town Contribution to JDDA Resident Welcome Bags* – The Town continues to contribute to the Welcome Bag initiative run by the JDDA for new residents of the Town. Contributions include Town branded stickers and magnets as well as the most recently published newsletter.
- *Hiring* – The Town has hired Troy White as the new Public Works Director. He will start later this month.
- *HRIS System* – We have made the switch to our new human resource information and payroll system.
- *Land Use Code Update* – The initial meeting of the Steering Committee met in mid-November. The next step will be a report to Council, PZC, and the committees on our current code and gaps to address, expected in early February.
- *Comprehensive Plan* – Final delivery of the revised plan document and upload to the website, for quick and easy access, will occur by December 17. Staff is getting bids for hard copy printing, for purchase, at cost, by the public at the Front Desk.
- *Tree City USA Application* – The Tree City USA Application was submitted on December 2 to the State Forester for review.
- *Letford Walk-Through* – Staff participated in the Letford inventory and property walk through in November. A general report regarding the condition of the property will be provided to Council with suggestions and recommendations in January.
- *Broadband Initiative* – The four local governments engaged with the regional broadband initiative interviewed 2 of the 3 companies the group is interested in working with to establish a faster and more reliable broadband service in the community. The final interview is tentatively set to take place next week.

Police Department

Training:

- *Less Lethal Certification* – All officers were recertified on the less lethal shotgun and OC. Detective Slocum, Detective Garcia and Sergeant Timme instructed the class in-house.

Community Policing, Outreach & Miscellaneous Items:

- *Communications Upgrade* – The department’s in-car and portable radios were updated with the latest firmware. This upgrade allows officers to now communicate with Larimer County SO, Loveland Fire, and Loveland PD directly which we were not able to do in the past.

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Streets* – Crews continue to pick-up trash totes for full service and recycling opt outs and deliver cans for new services. Potholes were patched on WCR 17.
- *Grading* – County Roads 3-20c, 46, 44, and 42 were completed.
- *Street Sweeping* – Sweepers were out in Old Town blowing off sidewalks and sweeping downtown.
- *Facilities* – Crews changed furnace filters at the Senior Center and installed Christmas lights and the new Town Christmas tree.

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- *Fleet* – Crews replaced a broken spring bracket in the snowplow to get ready for the coming weather. The oil was changed in 2 water pickups, 5 PW pickups & Town Hall Explorer. The PW Dept Head pickup is currently at Weld County Garage having transmission warranty work completed.
- *Parks* – New woodchips were placed in the parks. Cemetery was cleaned and a foundation was prepped for the Cemetery garage. Staff worked 5 funerals in the month of November. All port-a-lets were removed from parks for the season.

Water Plant & System

- *Plant* – Flows at the plant are averaging around 1.35 MGD. Operators are working through DAF chemical feed issues which is creating turbidity issues. Currently Staff is battling Surge Tank programming and operations and met with B&M to determine best path forward to correct the problem which involves programming and replacing the actuator.
- *Distribution System* – A fire hydrant on Trade St was repaired and Staff completed hydrant flow testing around Town. There was a water main break/repair on the fire hydrant lead near the car wash on SH60.

Wastewater Plants

- *Central* – Operators are working through Poly-Skid challenges with seasonal pond levels. We are seeing rising ammonia levels but are still in compliance.
- *Low Point* – Plant is seeing high BOD levels. Operators are evaluating microorganism health in the SBR's and adjusting mix liquor concentration in the south SBR. The fan press wench broke and required repair.
- *Collection System* – DES finished cleaning the sewer mains in Old Town, and all lift stations. The pumps at the Clearview lift station were repaired. Evaluating potential crack in pump casing.

Development & Project Updates

- *Johnstown Reservoir Dam Repair* – Reservoir is fully dewatered and J2 Contracting is starting to excavate and begin sludge removal. CDW scheduled 2 days of fish removal. First run resulted in 278 fish, 9 different species, with quality fish being relocated.
- *South Water Tank* – The piers for the tank foundation were complete and the Contractor has started the foundation for the Tank.
- *South Water Tank Distribution Pipeline* – Pre-Construction Meeting has been held with the Contractor, SHM West. Mobilization will occur the week of December 13 with a focus on crossings in time sensitive areas i.e., Ditches, RR, Agreements driven.
- *Central Interceptor Phase 1* – Starting masonry construction at the Lift Station. Completed installation of gravity sections and hit significant groundwater along SH60. Next steps are installation of fusible sewer pipe along the north side of SH60. Bore pit is complete with bore work in the process. Contractor found unidentified fiber that requires adjustment to grade in bore casing to provide adequate clearance.
- *Central Interceptor Phase 2* – The proposed recommendation for the construction award for Phase 2 is December 13. Material has already been purchased for Phase 2 with arrival of smaller pipe already occurring. Lead times are approximately 4 months on

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materials. Staff is waiting on easement agreements to start negotiations with property owners.

- *North Interceptor* – Design Engineer is working through 90% design with plans for completion by the end of 2021. Alignment easement needs have been identified and will be started upon completion of Phase 2 easement documents.
- *Low Point Sewer Expansion* – Pre-Construction meeting was held and Moltz has mobilized equipment on site. Earthwork construction started and crew is excavating near SBR's for 3rd cell.
- *Central Plant Design* – Design Engineer is updating the Utility Plan and working on the RFP documents for equipment selection. The 30% design is underway with survey scheduled next week and geotech on site.
- *Charlotte St* – Town received the 75% design with a public meeting planned after the holidays at the 90% design to discuss next steps.
- *Old Town* – SW installation is complete along North 1st Place and the contractor is in the process of working through utility crossings in the intersection of Estes with full street closures. Next steps are to tie into the Sewer in North 1st Place and start the Alley work.
- *2nd Ave Bridge Expansion* – Project Staff performed a site meeting with the Hillsborough Ditch Company the week the Thanksgiving to go over plans. Engineer officially submitted plans and Contractor ordered a 20'x4' box culvert for the widening.

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