



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: July 20, 2020

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):

- 08/03/2020 – Regular Town Council Meeting
 - 08/17/2020 – Regular Town Council Meeting
 - 09/09/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Liquor Licenses* – Cheba Hut and Coral Bay Wine and Spirits renewal applications have been submitted to the State for approval.
- *Meeting and Agenda Management Software* – Staff purchased Agenda Management Software through Municode. We will begin transitioning to the new system within the next couple months.
- *Municipal Court* – There were 166 summonses processed in the month of June.
- *Development Review* – As of the end of June 2020, the Planning & Development Department has processed 31 new projects, 25 pre-application meetings, and 1 code enforcement issue.
- *Comprehensive Plan* – The Steering Committee and Staff launched Phase 2 of the Comp Planning effort, and are actively seeing community engagement through social media and signs placed throughout Town for the next 4-6 weeks. A Phase 1 summary is in the final

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draft stage and should be available on the [webpage](#) no later than July 24. The next meeting is scheduled for July 22.

- *Conditional Use Neighborhood Meeting* – A neighborhood meeting for those in the immediate vicinity was held on July 16 to discuss a proposed gas station and convenience store at Parish and Hwy 60. That feedback will help inform proposed plans from the Applicant, and be included in reports to the PZC and Town Council at future hearings on that use.
- *Gerrard Rezone* – Staff intends to attend the July 22 Weld County BOCC hearing on this rezone, for which the Town Council passed Resolution 2020-13 opposing the rezone.
- *Planning & Zoning Commission* – After multiple rounds of advertisement on the website and mention on social media, the PZC still has one seat open on the commission. If Council has any recommendations on engaged citizens to reach out to, Staff would gladly follow up with them.
- *Service Orders* – Caselle has a service order module that is currently being mapped and prepared so that staff can more efficiently get service/work needs communicated to the Public Works department. This system should improve efficiency while allowing requests to be tracked and resolved. Training on the use of the module is expected to occur next week with implementation immediately following.
- *2019 Audit* – The 2019 audit is ongoing. To ensure that the Town is in compliance with state law, a request for an extension has been filed with the State Auditor’s Office due to the fact that we anticipate the audit may not be completed by the July 31 deadline. The audit presentation to Council is scheduled for late August.
- *CARES Act* – The Town has filed the necessary application with DOLA for reimbursement of funds expended for costs associated with the COVID-19 pandemic.
- *PIO Training Completed* – The Communications Manager recently completed a Public Information Officer Training with Police Social Media Academy in an effort to better understand our various departmental communications, resident needs/expectations, and provide more timely and relevant information on Town social media platforms.
- *Monthly Newsletters* – The Communications Department has been putting out monthly newsletters since June 2020. Residents and those interested are encouraged to sign up for this email-based monthly communication by visiting TownofJohnstown.com.
- *IT Services* – The Town recently changed IT Services to TimberLAN, fully effective July 15. They are evaluating our system currently and will be providing recommendations for improving our system and telecommuting operations if changes become necessary again due to COVID-19.
- *Thompson River Trail* – We had our kick-off meeting with OTAK who is coordinating our Thompson River Trail Project. It appears there will be a number of environmental hurdles to overcome in this project, but we do expect a great outcome.
- *Property Tax Collections* – As of June 30th, the Town has collected 73.5% of the property tax revenue that was budgeted for Weld County, and 96.6% for Larimer County.

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- *Sales Tax Revenue* – Sales tax revenue (excluding taxes collected on vehicles) has increased 22.22% for the months of January – May of 2020 when compared to the same period last year. Sales tax revenue collected on vehicle sales is down 28.99% for the months of January – April 2020 when compared to the same period last year. Overall, the net increase is 6.57% in sales tax revenues.
- *Economic Development Coordinator* – The ED Coordinator position is currently being advertised. An initial review of applications is expected July 24 and we may commence interviews based on those applications received; reserving the right to extend the time period for accepting resumes.

Police Department

Training

- *Senate Bill 217 Training* – The entire department received training on the new Senate Bill 217 - police reform bill. This training was mandated by the bill and was to be completed by September 1, 2020.

Community Policing, Outreach & Miscellaneous Items

- *New App Development* – In response to reporting requirements set forth by Senate Bill 217, Lt. Oglesby created a phone app to be used on the street by officers to capture racial profiling data. As a result, over 50 police departments from across the State contacted JPD to copy the program for use by their agencies.
- *New Hires*- JPD swore in Officer Wild and Officer Morgan. They will begin their new hire training soon.

Public Works Department

Streets, Stormwater, & Parks

- *Signs* – Staff started replacing the old blade street signs around Town. Over 60 signs were ordered. Our goal is to have all new street signs installed within the next 3 years.
- *Weeds* – Goat heads around the walking path at the Town Lake and weeds sprouting in roadway cracks are being addressed.
- *Town Hall* – Crews have been trimming trees and weeding all the beds around Town Hall. Mulch will be brought in to top off all the bedding areas.
- *Pioneer Ridge* – The large hole in the drain way in Pioneer Ridge has been filled in. Crews were able to collapse the hole and imported 50 yards of soil to recontour the area.
- *Alleys* – Grading of alleys as well as CR 3, 42, 44, and 46 were completed.
- *CR 50* – Crews started paving the week of the July 13. All driveway culverts have been installed and approx. 22,000 tons of road base has been placed. Tentative completion date is the first week of August.
- *Playgrounds* – We are continuing to disinfect our playgrounds 3 to 5 days per week. All benches, tables and playground equipment are being sprayed with disinfectant.

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- *Parks* – Recent high temperatures have created a challenge for crews to keep park grass looking green. Sprinkler system repairs are ongoing.
- *Fire Hydrants* – Crews are currently working on flushing fire hydrants around Town. We are hoping to have most hydrants flushed by the end of August. Repairs were completed on the fire hydrant located at Johnson’s Corner that was recently damaged by a contractor.

Water and Wastewater Plants

- *Low Point & Central WWTP* – The Capacity Performance and Evaluation assessment report required by CDPHE was submitted on time on July 13. This report will explain to CDPHE what improvements we need to concentrate on and how the plant operated to stay in compliance. The report was completed by Aqua Engineering who was hired to design the expansion of the plant. This is part of the Cease and Desist Orders issued by CDPHE in January 2020. A monetary penalty is forthcoming due to our performance over the past 5 years at the wastewater treatment plants.
- *Water Restrictions* – New voluntary water restrictions were announced Friday, July 10. Between the hours of 3-6 a.m. our plant is struggling to keep up with water demand so we asked residents to adjust their water schedule based on their address. If an address ends in an odd number watering should take place anytime between 10 p.m. to 12:30 a.m. and even addresses from 3 a.m. to 5:30 a.m. We will continue to monitor water usage and if we cannot balance the demand, we will consider other alternatives which may include some water restrictions.
- *Service Pumps* – Our #2 high service pump was recently repaired.
- *SCADA* – Our contractor, Browns Hill, has been fine tuning the TRR flow SCADA and connecting the new polymer pump to our system. They are also looking into the cost to restructure our controls to help with overnight demand and operation of pumps.
- *Testing* – Testing on lead and copper is expected to begin in the next 2 weeks per state guidelines. Geosmin and MIB samples will be taken the week of the August 13. These are two primary compounds contributing to odor and taste in water.
- *Blower* – Blower #3 at Low Point recently tripped. An investigation revealed that 100-amp fuses and an exhaust fan motor burned out. Staff is currently repairing these issues.
- *Central Plant* – New electrical conduit has been installed for our new polymer pump skid. A new fuse block and transformer with disconnect were also installed.
- *Bar Screen* – The new bar screen is doing its job and removing solids prior to them entering the ponds. Staff unfortunately is tasked with cleaning the screen often to keep the screen from becoming clogged.

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