



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: August 15, 2022

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):

- 08/22/2022 – Work Session (5:30 p.m.)
- 08/29/2022 – Work Session (5:30 p.m.)
- 09/07/2022 – Regular Council Meeting
- 09/12/2022 – Budget Work Session 1 (5:30 p.m.)
- 09/19/2022 – Regular Council Meeting
- 09/26/2022 – Budget Work Session 2 (5:30 p.m. – If necessary)

Administration, Finance, Planning, & Human Resources

- *Municipal Court* – Staff processed 179 summonses in the month of July and have begun to look into options for software updates.
- *Executive Assistant Interviews* – Interviews have been completed for the Executive Assistant vacancy created by the recent resignation of Danielle. An offer has been made to a prospective candidate.
- *Town Clerk Retirement Party* – Diana Seele, our Town Clerk for 35 years was recognized for her contributions with a retirement party on July 29 that was very well attended by both family, community members, and elected officials.

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- *Town Clerk Swearing-In* – Hannah Hill our new Town Clerk was formally sworn into office on July 29, 2022 by the outgoing Town Clerk, Diana Seele.
- *Green Waste Recycling* – Town Staff had a preliminary meeting with a Green Waste Facility that operates locations and partnerships in Northern Colorado with other municipalities. Town Staff is exploring this option and based on the evaluation, may come to Council for a work session to discuss the opportunity in a more formal setting.
- *Internal Budget Meetings* – Budget meetings with Department Heads have begun with Finance and the Town Manager. These meetings are in preparation for the presentation to Council of the preliminary 2023 Budget.
- *Prosecuting Attorney RFP* – A Request for Proposal has been posted with the deadline to turn the proposals in of August 19, 2022. Council will see documents shortly after to evaluate the applicants.
- *Strategic Planning Kick-Off* – Department heads participated in an all-day strategic planning session on August 4. The team worked very well together and made significant progress. Our second session is scheduled for the beginning of September.
- *Land Use Code Update* – Planning Staff has recently received initial draft for technical review of several sections of the land use code, to update that section of the municipal code. A Work Session with Council is planned for August 22.
- *Biz Walk* – The Town Manager, Assistant Town Manager, and Economic Development Manager met with two Johnstown businesses in July as part of the Town’s monthly biz walk program. Staff met with Sherwin Williams and Edward Jones.
- *Downtown Branding & Wayfinding Project Update* – Kristin Baker from Michael Baker International and Town staff continue to meet with several different stakeholder groups to discuss the downtown project. We have also installed temporary signage regarding the project and how residents/visitors can get involved at several locations including the YMCA, Library, Parish Park, and Town Hall. The next steps will include fabricating additional signs that will be placed along other key locations including public parks, facilities, and shopping centers such as Johnstown Plaza/2534 and Downtown Johnstown. Staff also did a project walk and met with many brick and mortar businesses throughout the community to build awareness of the program and how they can get involved. Many businesses now have a window cling on their window front which helps promote public engagement.
- *Johnstown Downtown Development Association* – As of August, the JDDA has appointed a New President and Vice President for the board. Brianna Waugh will be the President and Veronica Schlagel will be the Vice President; both are local business owners in the downtown corridor. The Town will continue to have a non-voting seat on the executive board and looks forward to working with the new leadership team.

Police Department

Training

- *Crime scene training* – Officer Otero attended Crime Scene Photography training.

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Community Policing:

- *National Night Out*- The police department hosted National Night Out at the main police station. This is an event intended to bring the community and the police department for a night of fun and community engagement. Events included “touch a truck,” food trucks, lawn games, an inflatable obstacle course and booths from Town businesses.
Officers also attended a community hosted National Night Out event in Thompson Crossing.

Public Works and Utilities

Streets

- Staff have been focused on replacing street signs and trimming trees around signs for visibility.
- Street sweeping operations are a focus after the heavy rains.
- Staff graded over 12 miles of dirt roads.
- Public Works crews installed over 400 lbs. of cold patch around Town.
- Staff delivered 30 trash totes to 15 new homes this past reporting period.
- Staff inspected over 2,000 feet of sewer main, 112 new water taps and over 15,000 feet of new water lines throughout town.

Project Updates

- *Pavement Maintenance* – Hot patching operations throughout town is scheduled to begin mid-August. The Mill and Overlay is scheduled to begin August 22 and will begin at CR 40 and will work towards SH 60 and then north of SH 60 to finish the project. The project is scheduled to last until Mid-October. Crack seal operations for CR 15 and CR 13 is scheduled to begin in mid-August.
- *Old Town Drainage* – Rain delays over the last couple of weeks has set the project back and the new completion date is scheduled for the end of August. Crews continue to finish sidewalk, curb and new driveways. Work on Greely is 95% complete and crews are currently grading and prepping Estes Street.
- *Charlotte Street* – Bids were opened, and a contract is scheduled to come before Council for consideration on September 7.
- *State Hwy 60 Feasibility Study* – The study is completing the traffic analysis and staff is currently scheduling an update to the Council for a September Council Meeting to review layout options for the roadway.
- *Intersection Improvements for SH 60 and Carlson Blvd* – Title work to confirm right-of-way limits are ongoing. Preliminary design of the traffic signal is completed. A meeting with CDOT is being scheduled to confirm the design meets CDOT standards. The Town was successful in obtaining \$250,000 in Multimodal Transportation and Mitigation Option Funding (MMOF) for the project.



Diana's Retirement



Hannah's Swearing-In As Town Clerk



National Night Out With Police Department

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