



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 7, 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):

- 12/07/2020 – Regular Town Council Meeting
 - 12/14/2020 – Special Called Meeting
 - 12/21/2020 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Comprehensive Plan* – “[Discussion Draft](#)” is live on our website – with comments due December 16. Steering Committee will meet remotely to review comments and propose needed revisions for a Final Draft.
- *CentralSquare Software* – Town Staff has been finalizing configuration and undergoing End User Training 11/30-12/3 to expand staff capacities to access information and provide better customer support with regards to permitting and development projects. We are prepping to move fully to this system for 2021.
- *Liquor Licenses* – Hays Market liquor license was submitted to the State for approval.
- *Municipal Court* – 183 tickets were processed in the months of October and November
- *Certification of Liens* – There were a total of 26 accounts with a combined outstanding balance of \$12,795.82 certified to Weld County for collection.
- *2021 Proposed Budget* – The 2021 Budget documents including the mill levy certification are being reviewed and finalized for presentation and adoption

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consideration. The special called meeting for this agenda item is scheduled for December 14.

- *New Johnstown Website* – The new Town of Johnstown website is up and running and features new online forms which include a form for reporting light outages as well as water/sewer/parks related issues and one for the PD that takes Tip Submissions. These new forms, and more, allow residents to skip the trip into the office or the phone call and use their tablet, computer, or mobile phone to get the information directly to the relevant Town department. We are appreciative of the patience it takes to learn the ropes of a new site and the Communications Department is confident that the new site will be an increasingly valuable tool. The site can be accessed by using TownofJohnstown.com as well as Johnstown.colorado.gov.
- *Johnstown Moving to a .GOV* – The Town of Johnstown has been on a .COM website for some time (TownofJohnstown.com) and our new website has added a new dimension to our URL – the .GOV. Moving to a .GOV domain for our website will help establish its digital services as official, trusted sources for resident information. On account of the move to work from home, the Communications Office has decided to delay the change in emails to our new .gov domain until later in December to accommodate all departments successful connection to the domain.
- *Property Appraisal* – The Town has engaged with CBRE to perform the appraisal of the property it currently owns at 16 N. Parish Avenue. This property is just north of the Town's Community/Senior Center. We expect completion in 60-90 days.
- *TDS Discussion* – Town Staff met with TDS about the recent outages and the imperative need for improved communication when outages occur both unexpectedly or planned for maintenance and upgrading of the broadband system. The conversation was both constructive and beneficial for each of the entities and we hope that this has created better awareness and opened the lines of communication for our community and the TDS customers.

Police Department

Training:

- *Overdose Investigations* – Detective Garcia completed an overdose death investigation course. This course provides techniques as they relate to drug overdose deaths; specifically, the phenylpiperidine family of synthetic opioids like fentanyl and carfentanyl. The course also went over the ways current drug dealers are packaging these synthetic opioids to look like prescription opioids.
- *Leadership Training* – Sergeant Dickerson recently completed the FBI-LEEDA Supervisor Leadership Institute Training. This training is targeted at first-line supervisors and focuses on topics such as credibility, discipline, liability, and leadership styles.
- *Arrest Control Training* – Sergeant Williams taught a refresher arrest control class to all members of the department. This course concentrated on handcuffing, weapon retention, and weapon takeaways.
- *Risk Management Training* – Commander Sanchez attended a CIRSA sponsored seminar entitled Police Risk Management.

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- *Less Lethal Training* – The entire department received training for recertification on both less lethal and Tasers.
- *Forensic Training* – Christy Adair attended a forensic symposium which covered topics including latent fingerprint examination, biological identification, and firearm ballistics testing.

Community Policing, Outreach & Miscellaneous Items:

- *Santa Cops* – Officer Kelley has been organizing the police department’s annual Santa Cops program. All of the officer’s significant others and kids have been working hard to get all of the gifts wrapped in time to be delivered by the officers.
- *No Shave November* – Police Department staff participated in our second annual No Shave November. Sixteen (16) members of the department participated in this year’s No Shave November and we were able to raise \$826.12 in donations for the Special Olympics.

Public Works Department

Streets, Stormwater, Parks & Water & Sewer

- *Public Works Roof* – Roof replacement at the Public Works building should be completed the week of December 7.
- *Patching* – Approximately 200 pounds of asphalt has been placed around Town. Crews continue to monitor roadways for pot holes and any other necessary street repairs.
- *Cemetery* – Brick pavers were installed in the entrance to the new Columbarium. Final cleanup of cemetery for the season is just about completed. Crews also finished some needed road repairs around the grounds.
- *Grading* – County Roads 42, 44, and 46 were graded three times over the last two weeks for a total of 18 miles gravel road grading.
- *Sweeping* – Our street sweeper has been out and about a lot lately picking up leaves. We will continue sending the machine out as long as weather permits.
- *Parks* – Staff has been mulching and picking up leaves in all our parks. Disinfecting of playgrounds continues at a minimum of three times per week.
- *Christmas Decorations* – Decorations have been installed by Staff on trees and light poles in downtown. Lights will be officially turned on December 5.
- *Water Service* – A new service line valve was installed for a home on N 1st Street. The homeowner needed to do repairs and found the valve at property line was broken. C&D crews were quick to respond and repair.
- *Lone Tree Pump House* – The Lone Tree project is 95% complete. Poudre Valley energized the new transformer on November 25. A dry run of the station was performed on November 30. Final communications are being completed from Brown Hill for our SCADA system.
- *VFD Water Plant* – We are still waiting for the VFD for the 250 hp pump at the Water Plant that feeds the north-end of Town to be delivered. It is scheduled to be here the week of December 7. Our contractor is currently on standby to install the unit as soon as it is

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delivered. The second VFD has been showing signs of possible failure. We plan on replacing that one as soon as the new one is installed.

- *CDPHE Violation* – The tier two violation letters were sent out on November 25. A letter was mailed to all residents of Johnstown as required by CDPHE. I want to thank our Communications Manager and Finance Director and her department for all the help and support to get these letters out. An S.O.P. is being completed that will be provided to staff to prevent this from happening in the future. Ramey Environmental and I have been working on S.O. P's for sampling, lift stations checks and plant checks. Our goal is to make sure by following these S.O.P's we can prevent any future mishaps and stay ahead of possible failures with equipment.
- *Tanks* – All three of our water tanks have been cleaned inside for sediment and inspected. The south tank at the Water Plant, as reported during budget, has severe roof damage and is budgeted for replacement in early 2021. The north tank at Water Plant showed minor failures that will be addressed in 2022. Our north elevated tank was in good condition. All tanks were also painted.
- *Surge Tank* – The surge tank at the Water Plant that reduces pressure from raw water system before it enters the plant has sprung a leak. The materials have been ordered and will be repaired by our contractor once the parts arrive.

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