



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: February 05, 2024

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):

- 02/05/2024 – Regular Council Meeting
 - 02/12/2024 – Work Session – 6 p.m. (Dinner Served)
 - 02/21/2024 – Regular Council Meeting
-

Administration, Finance, Planning, & Human Resources

- *Garden in a Box Program* – This year the Town has partnered with Resource Central to offer discounts for their Garden in a Box program. This program provides professionally designed, Colorado-specific, low-water landscaping kits to be used in yards in place of grass. Kits include starter plants, design maps, and maintenance instructions with the main goal of creating a food source for pollinators while reducing water usage. More information can be found on the Resource Central website, <https://resourcecentral.org/gardens/>.
- *Liquor Licensing* – Staff have received renewals for the below liquor licenses:
 - Café Mexicali- Hotel and Restaurant License

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- 7-Eleven 34238A – Fermented Malt Beverage and Wine License
- Loaf ‘N Jug #750012 - Fermented Malt Beverage and Wine License
- BM Nail Bar – Beer and Wine License
- *Senior Center* – 2024 started with new programming: Lessons with Linda- where participants can learn the ukulele or drums- and a monthly craft day. Several training courses, such as AED and CPR training, are also being scheduled. Staff are also working with a Colorado School of Public Health graduate student as an intern. The intern will focus on creating a resource fair on April 16, 2024, with an emphasis on reaching the Hispanic community. A ten-week course, *Aging Mastery*, will begin on March 4.

The Senior Center saw the following for participation in December 2023:

- Holiday Lights Tour – 13 participants
- Monthly Blackhawk Trip- 7 participants
- Friendly Fork Meals (2 in December) – 103 participants
- Senior Center provided holiday meals (2 in December) -102 participants

Outside of the weekly exercise classes and meal excursions, The Senior Center saw the following for participation in January 2024:

- Tour of Roosevelt High School – 4 participants
- Registered Dietician Appointments offered by the Friendly Fork – 7 participants
- Eagles Hockey game – 11 participants
- UNC Women’s basketball – 3 participants
- Lessons With Linda (Ukulele & Drums) – 4 participants

- *Municipal Court* – January 2024 Court data is broken down for Council’s review below, with a total of 137 cases being processed:
 - Code Violations: 6
 - Traffic Violations: 100
 - Theft: 26
 - Other Criminal Cases: 5
- *Downtown Masterplan Project RFP* – The Town officially closed the RFP on January 18, 2024, and received a total of 8 submittals. Town Staff plans to make a recommendation to the Town Council on February 5 during the Town Council meeting.
- *Pool Feasibility Committee* – The committee met virtually on January 16 to discuss the cost estimates both for construction and for operations. Currently, the facility, as laid out by the consultants, bears a cost opinion of approximately \$25M. Operationally, the costs show a \$200K to \$250K operating deficit annually. The committee will be meeting again on February 20 to discuss further. The final report is expected to be delivered to Council in late May or early June.
- *Business of the Month* – The Business of the Month program has officially resumed with our first BOTM award expected on February 5 during the Town Council meeting. Every month a local business is highlighted in our community and officially awarded during the first Council meeting of the month.

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- *Biz Walk* – Town Staff conducted their January Biz Walk on 01/16 and met with the leadership team of Sun Mountain Doors. Staff toured their manufacturing facility and learned about their business operations. Staff has tentatively scheduled a February Biz Walk with Foundation Building Materials in early February.
- *Downtown Johnstown Signage & Wayfinding Master Plan: Phase 2 RFP* – Town Staff issued an RFP for Phase 2 of the downtown wayfinding signs on January 23. Phase 2 includes a total of seventeen (17) signs, with the sign installations concentrated in the downtown area. The Phase 2 project entails the fabrication and installation of five (5) sign types, including- Auto Directional (ADD, AD4, AD6), Pedestrian Digital Kiosk (PK), and Parking Destination Directional Sign (PDD). The RFP closed on February 23 with a Pre-Bid meeting tentatively scheduled for February 1 at 10 am via Microsoft Teams. Interested firms should contact scrosthwaite@johnstownco.gov to request the Pre-Bid meeting invite/link.
- *Hiring* – The Town recently welcomed a new Planning Director, HR Generalist, and Accounting Technician II to our team. We also have a new Police Officer in the background process. The Town is currently searching for a Streets Maintenance Crew Lead, Communications and Engagement Specialist, and three Civil Engineers. The Police Chief position has been posted and we will continue soliciting applications until February 23, 2024.
- *Caselle* – Successfully completed the accounting and billing software update.
- *2023 Year-end* – Work on the 2023 year-end processes is underway and audit preparation has begun.
- *Strategic Planning* – Meetings are currently be conducted to determine which items will be included in the new strategic plan dashboard software. These meetings should be tied up by mid-February which should line up well with the installation of the software.

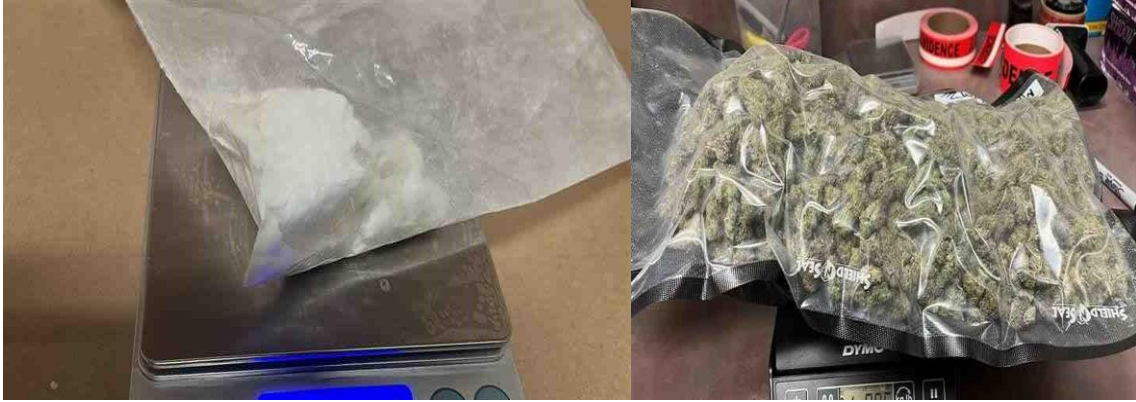
Police Department

- *Stats* – Statistical data was gathered during the period of December 21-January 21.
 - Officers responded to 922 calls for service
 - Top incident types: Suspicious Activity (74), Code Violations (58) Traffic Complaints (33), Thefts (31), Follow Up (114).
 - 140 Citations
 - 78 (Includes Cited/Summoned/Referred arrest types)
 - Top arrest types- Theft, Controlled Substance
- *Case of Interest* – On January 21, 2024, officers were dispatched to Hwy 402 and Valley Block Ln on a vehicle complaint. Officers contacted an adult male and observed drug paraphernalia on the driver’s seat. A probable cause search was conducted yielding approximately 6.34 pounds of marijuana, 1.5 ounces of cocaine, \$1,787 in cash, and evidence on intent to distribute. Adult male was arrested.

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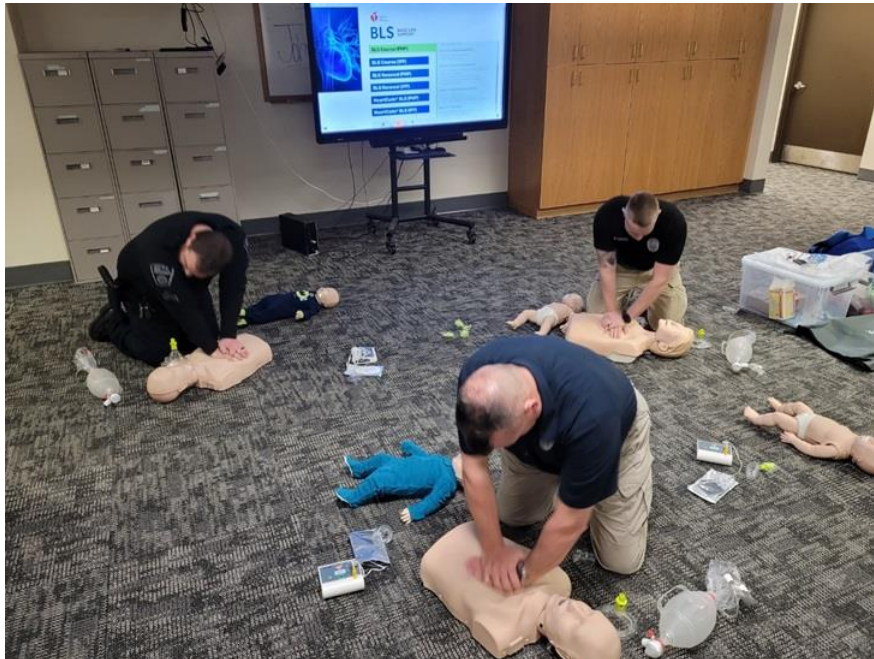
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Training:

- *First Aid & CPR*- All officers attended First Aid and CPR training taught by our in-house First Aid-CPR instructors.



- *FTO*- Officer Kelley attended Field Training Officer Instructor training. Officer Kelley is now a member of the FTO cadre and can help teach new officers during their FTO phases.

Community Policing, Outreach, & Miscellaneous Items:

- *Neighborhood Watch* – Attended Mallard Ridge’s Neighborhood Watch meeting in which we started a partnership with the watch and the police department.
- *Community Camera Program* – Piloting a Community Camera Program with the Mallard Ridge Neighborhood Watch. Hoping to enact the program town wide very soon. The program will allow citizens to give the police department contact information if they have cameras. This will allow the Police Department to call them if a crime occurs in their neighborhood, saving precious time.

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- *Co-Responder/Peer Support* – We will be requesting grant money to continue our co-responder program. This program allows us to utilize a mental health clinician to assist officers with people having mental health crisis. We are also seeking funding to start a peer support group within the police department.
- *FTO* – Officer Brinkerhoff and Officer Brady are out of our mini-academy and have started Phase One (1) of the FTO process.

Public Works

- Crews completed 123 work orders this review period consisting of construction inspections, snowplowing, street sweeping, gravel road grading, road sign repair, funerals, and a variety of other street and grounds-related work. Crews also completed 34 storm and street construction inspections. The snowplow teams worked a total of 5 days. They also worked on Christmas Day and Martin Luther King Jr. Day.



- *Buc-ee's* – Offsite public improvements include CR 48 (new roundabout), Commerce Drive, and Nugget Road. Roundabout (RAB) is 90% complete. Tie-ins to the RAB are currently being constructed and the west bound approach at Commerce Drive is being reconstructed to tie in the grade changes from existing to new roadway. CR 48 road

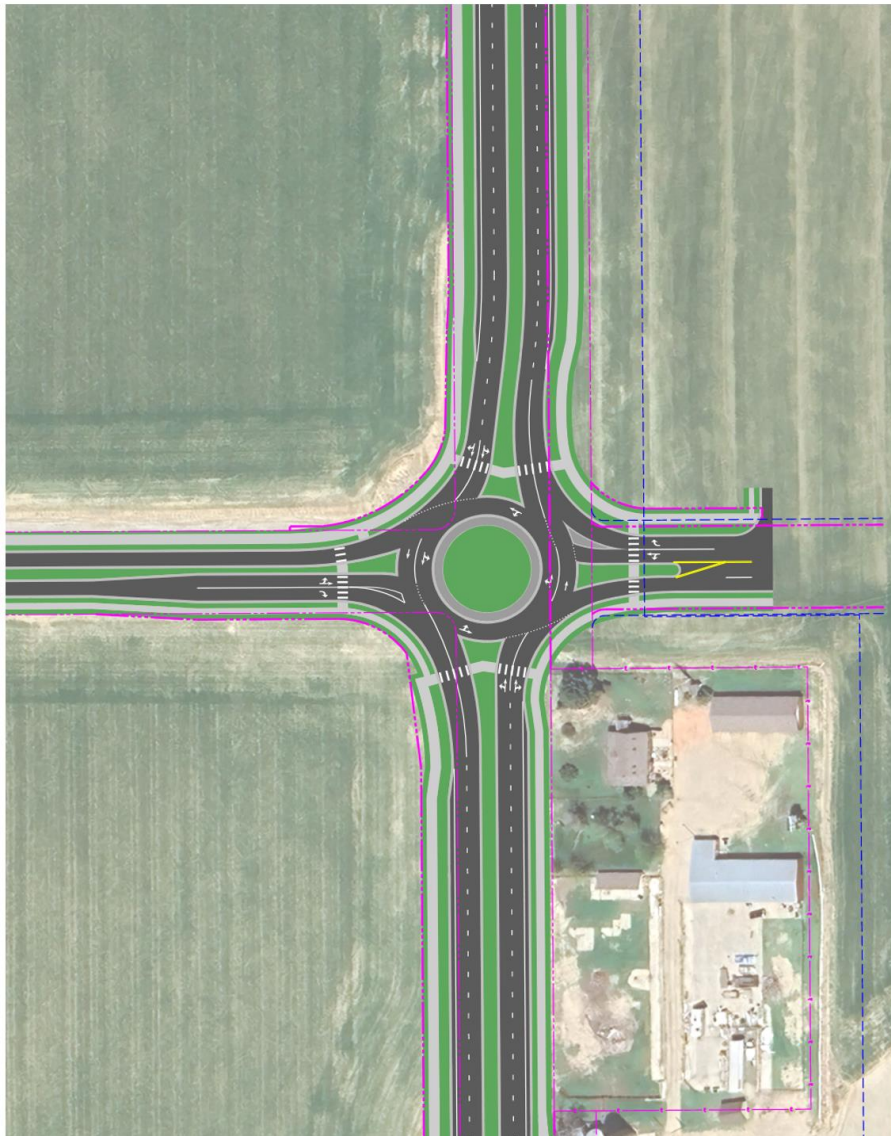
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closure is expected to continue through February 12 (weather permitting) with a one-lane opening. Full road opening is expected around the week of March 2.

- *Colorado Blvd & Roosevelt Pkwy Intersection Analysis* – Staff presented analysis and recommended intersection improvements to Council in January. 17. Council approved moving forward with the proposed 2-lane roundabout option. Staff are working with the design consultant, Benesch, to provide a scope and fee for design services. Staff will also meet with the two developers and the school district who are required to participate in the construction of the roundabout before proceeding with the design. RAB conceptual layout is below:



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- *Thompson Pkwy Roundabout Analysis* – Staff held a public meeting with local property owners and businesses to collect feedback on traffic issues that impact the area. After the meeting, staff determined more traffic counts were warranted on Ronald Reagan Blvd. Once traffic counts are complete, Benesch will finalize the traffic model and begin analysis of possible improvements.
- *Country Acres Drainage Mitigation Study* – Staff presented multiple short-term options to Council on January 17. Council supported the recommended improvements to the storm sewer located in Sandra Drive, which will consist of up-sizing existing storm pipe to carry the 5-year storm and will also add 2 more storm inlets in Sandra Drive. Council also supported the siphon option to conveying the stormwater downstream of the Hillsborough Ditch. Staff is still discussing possible options with the downstream property owner, as this will determine the alignment and timeframe of improvements.
- *Stormwater Master Plan Update* – The RFQ is now actively being advertised on the Rocky Mountain E-Purchasing System, the Town’s website, and the Denver Minority Business Development Agency’s website. Bid opening is February 16.

Utilities

- *Treatment*
 - WTP:
 - Average Daily Flows: 1.345 MGD
 - A new raw water quality instrument panel was installed in the basement.
 - With the help of Public Works and Wastewater Staff, a bulk storage chlorine tank was installed in the containment area and will be filled once piping and leak testing is completed.
 - The Zeta potential analyzer is installed and running to optimize raw water treatment based on water quality while. Operations is working on fine tuning SCADA graphics and controls.



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- Low Point WWTP:
 - Average Daily Flows: 0.376 MGD
 - Operations were able to address cold weather vulnerabilities in the new Headworks and MBR buildings.
 - The new process basins have been filled with water and diffusers that supply air for treatment are being put through preliminary testing.
 - Jar testing was performed on biosolids entering the new solids handling equipment to maximize dewatering efficiency.
- Central WWTP:
 - Average Daily Flows: 0.670 MGD
 - Moltz is continuing concrete pours for the process basin wall.
 - Moltz is also backfilling and installing under-slab pipe and channels at the new Headworks building.
 - Operations implemented new nitrification guidelines to ensure compliance with ammonia levels during the extreme temperatures earlier in the month.
- *Sewer Collection & Water Distribution*
 - Locates: 813
 - Meters: 51 new installs & 24 meter replacements
 - Valve rotation operations are ongoing and currently in Rocksbury Ridge and moving west into Gateway
 - Operations working to drain South Tank and bring South Tank water line online
 - Extreme temperatures earlier in the month caused an increase in customer calls and a frozen fire connection for Mountain States Plastics.
- *Inspections*
 - 1,960' water main and fire lines installed and tested
 - 5,036' sewer main installed and tested
 - 88 water/sewer inspections
- *GIS*
 - A master address database has been created for the Town in GIS giving us the ability to streamline addressing going forward.

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- A template has been created to quickly generate maps for road closures.
- *Capital Projects*
 - *South Water Tank* – This will be the last update on the South Water Tank project. The contractor has completed the punch list items and the Town will issue final payment in the upcoming weeks. The tank will be brought into service as demand picks up this year and coordinated with the early work improvements at the Water Treatment Plant.
 - *South Water Tank Distribution Pipeline* – This will be the last project update for the South Tank Distribution project. The pipeline has been completed except for a few miscellaneous items that staff will ensure are addressed but do not impact the functionality or safety of the water pipeline. The Town’s operation staff are working on performing one final flush and one additional round of testing of the pipeline, as a precautionary step, before bringing the pipeline into service. Once all testing is complete, the Town will begin using the pipeline to serve the Pioneer Ridge (Stroh Farm) service area.
 - *Water Treatment Plant Expansion* – A pre-construction meeting was held at Town Hall in January to kick off construction for the early works packages. Construction is anticipated to be in full swing in spring on the early works package and some items will be completed as materials are procured and delivered. The Town and the CMAR are also reviewing the early procurement packages and selecting suppliers for the long lead items approved as part of the early works packages. The Town, CMAR, and Owner’s Representative will be reviewing 90% construction documents in the coming weeks. In addition, the CMAR will be working on a preliminary GMP and schedule based on the 90% construction documents. The Design Engineer and the Town are working on obtaining all necessary permits including the Town’s site plan, building plan, and fire department approvals.
 - *North Interceptor* – PVREA has installed a permanent transformer and the electrical sub-contractor is running multiple crews to complete the electric and instrumentation scope on the project. The contractor continues to work on mainline installation west of Parish Avenue as well as to the west of Telep Avenue along CR50. Over the next several months, there will be three road closures, one on CR50 (between Telep Avenue and Colorado Boulevard), one to the east of Parish Avenue on CR48.5, and the third one will be on Colorado Boulevard between CR50 and Hwy60. The road closures will be strategically staggered to effectively manage traffic.
 - *Low Point Sewer Plant Expansion* – The Low Point Sewer Plant is substantially complete and being operated by the Town operation staff. The contractor has begun final site cleanup and demobilizing the site construction trailers. The contractor, Town, and design engineer will continue to work on all final paperwork, payments, and any final permitting. We have met the deadline for this project required by CDPHE!

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- *Central Wastewater Treatment Plant* – Construction of the MBR building and the secondary process basins are ongoing. Staff continue to work with the contractor and design engineer on permitting and construction progress. Throughout most of the winter, concrete work will continue.



- *State Highway 60 Waterline* – Through 2024 Town Staff will work with the design engineer on final alignment and obtaining all necessary easements, agreements, and permits. Town Staff has acquired all necessary right of entries to conduct further utility investigation to help determine the final alignment. Town Staff and the design engineer have had preliminary discussions with the property owners that may be impacted by easements. Those conversations will continue as the final alignment is selected. In addition, Town Staff is coordinating with Milliken to determine if there is a potential opportunity for an interconnect on the new line.

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