

Town of Johnstown



# TOWN MANAGER'S REPORT



*November 2024*

[johnstownco.gov](http://johnstownco.gov)



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## Administration, Finance, Planning, and Human Resources

### Upcoming 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):

- 11/04/2024 - Regular Council Meeting
- 11/18/2024 - Regular Council Meeting
- 12/02/2024 - Regular Council Meeting
- 12/12/2024 - Special Called Meeting 6PM - TENTATIVE - FY2025 Budget Adoption
- 12/16/2024 - Regular Council Meeting

### Hiring

The Town recently welcomed Brandon Torrez as Sr Project Manager to the team on September 30. We have also extended an offer for the Civil Engineer II position. We are currently interviewing for Community Service Officers, Police Officers and Police Cadets. We are in the process of recruiting a Public Works Director and Executive Administrative Assistant.

### Open Enrollment

We will be wrapping up open enrollment for employee benefit selections on November 8th for the 2025 calendar year.

### Biz Walk

Staff met with Canyon Bakehouse during the month of October as part of our monthly business walk program. Did you know, they do exclusively gluten free bread in the facility here in Johnstown!

### Municipal Court

October 2024 Court data is broken down for Council's review below, with a total of cases 174 being closed:

- Code Violations: 5
- Traffic Violations: 120
- Theft: 9
- Other Criminal Cases: 4
- Parking: 36

### Little Thompson Trail Project

The Town is working on finalizing the Little Thompson Trail Project contract with L4 to begin construction on the final section of the trail along Centennial Drive/WCR 46½. This contract will complete the final 250' segment that still is incomplete due to standing water. The water will be piped to the Little Thompson River and will include a Supplemental Water Supply Plan in compliance with the State.

### Shop Local Campaign

The Economic Development team is working with the Communications team to launch in mid-November our annual Shop Local Campaign which will focus on encouraging shoppers to shop local by engaging with our online Business Directory. Johnstown Businesses have been encouraged to update their public profiles and utilize the platform throughout the holidays to promote services and specials.

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## Downtown Master Plan Project

In October, the Downtown Masterplan Project launched the Phase 2 survey aimed at gathering community feedback on desired priorities regarding updates and improvements for the downtown area. The survey has since closed, and Town Staff are now in the process of integrating the valuable input received from residents into the masterplan document. They anticipate having a draft ready for stakeholders to review in the near future, ensuring that the final plan reflects the community's vision and priorities for a vibrant downtown.

## Rebate Checks

Property tax rebate checks with a total value of \$650,000 were mailed to residential property owners in mid-September. To date, the majority of the checks have been cashed.

## Social Media



## Auditing Services

Staff is working to finalize the agreement between Hinkle & Company PC and the Town to provide auditing services as approved by the Council.

## Senior Center

The Fright Fraud event had a great turnout with 80 adults attending the drive thru shred event. This event was a partnership between AARP Elderwatch, UCHHealth, Mead and Milliken Senior Centers. Upcoming events include: Coffee with a Cop, Cooking Program, Holiday Light Tour, Parks Master Plan Outreach, Colorado Eagles game, and the Christmas Boutique.

October Participation is as follows:

- Fall color tour 13
- Fight fraud, shred instead 80
- Shop till you drop 2
- Breakfast trip 13
- Footcare w/Advanced Footcare 10
- Creative crafts 5
- Colorado Eagles game 11
- Monthly casino trip 9
- Lunch trip 14
- Inks and drinks 10
- Weekly cards 53
- Weekly Diamond Dots 29
- Weekly Friendly Fork Meals 223
- Weekly Tai Chi Chih 32

## CivicMedia

The Communications Team is set to implement CivicMedia on our website, transitioning the livestreaming of Town Council Meetings from Facebook to JohnstownCO.gov. This change will help drive traffic to our site and centralize all information related to Town Council in one convenient location. The tentative go-live date for this new platform is scheduled for the November 18, 2024 Town Council Meeting.

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## Centennial and Letford Park Site Plans

Work is continuing at a rapid pace on the master plans for Centennial and Letford Parks. A biologist was onsite at the future site of Centennial Park on October 25 to investigate the habitat.

Approximately 700 responses to the community survey were submitted, which is an amazing turnout! We will be hosting an Open House to unveil initial concept drawings for the two park sites on November 19, 2024, at 5:30pm, here at Town Hall. You should receive a flyer with your utility bill with additional information.

## Police Department

### Stats

Statistical data was gathered during the period of September 23–October 24.

- Officers responded to 1460 calls for service.
- Top incident types:
  - Suspicious Activity (84)
  - Code Violations (214)
  - Follow Up (74)
  - Traffic Accidents (48)
  - Thefts (58)
  - Check Wellbeing (74)
  - Meets (122)
- 212 Citations
- 86 Arrests (Includes Cited/Summoned/ Referred arrest types)
- Physical Arrest Only (38)
- Top arrest types – Theft and Warrants

## Development Services Building

We are continuing to work with our consultants, D2C Architects, on the design of the new Development Services building and the Construction Management/General Contractor (CMGC) contract is currently out to bid.

## Planning & Zoning Commission

The Commission did not convene in October, but we have a meeting planned for November 13.

## Case of Interest

In early September the Police Department received numerous complaints of a juvenile making statements to shoot up RHS. There were numerous complexities to this case due to false information going around on social media, specifically Snap Chat. Numerous interviews were conducted by patrol, detective division, and the SRO. It was determined that the threat was made-up and that the suspect juvenile didn't make the statement. The juvenile that reported the suspect was charged with harassment and false reporting. The thorough investigation prevented a juvenile from being charged who didn't commit a crime and held a juvenile accountable for making false allegations.

## Training - CLI

Detective Sergeant Perry completed the FBI leadership trilogy by completing the Command Leadership Institute. He was awarded the trilogy award by the FBI.

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## Training - DTAC

Department training in defensive tactics. The class was taught by in-house instructors, Officer Flessner and Officer Jaramillo.

## Training - FET

Detective Grounds completed Field Evidence Basic training at Windsor PD.

## Stay & Play

Chief Strossner and Officer Mee read to kids at the Glenn A. Jones Library, fostering that relationship between our police department and our youth.



## Public Works Department

### Work Orders

Crews completed 132 work orders this review period consisting of asphalt patching, street sweeping, gravel road grading, road sign repair, funerals, park mowing, winterizing of park irrigation systems and bathrooms, weed mitigation, tree planting, storm sewer inspections, installation of Town Limit signs, and a variety of other streets/storm/parks/facilities/fleet-related work.

## Training - I-9000

Officer Mee and Officer Perlas completed intoxilizer I-9000 training. They are now certified to test breath samples for alcohol.

## Training - POST Firearms

Officer Beckman completed the POST firearms instructor course. He is now certified to be an in-house firearms instructor.

## GOAT Award

The detective division received the GOAT award from town leaders due to their steadfast investigations of numerous high profile and complex cases.



## 2024 Asphalt Patching Program

The asphalt contractor has finished all the scheduled work, and the closeout documents have been filed.

## 2024 Concrete Repair Program

The concrete contractor has completed 90% of the scheduled work. ADA ramps and a concrete pan at the intersection of SH 60 and Telep are scheduled for completion in November.

## 2024 Alley Overlay Program

Concrete crews installed the first alley for this program. The new concrete alley is south of North 2nd Street and between North Estes Avenue and North Fremont Avenue.



## West Parish Alley Project

Design of Xcel electrical easements has been complete and is expected to be reviewed by Xcel the starting in November. Staff will begin coordinating with property owners regarding these easements in November once approved by Xcel Energy. To accommodate the seven utilities within the alley, the sanitary sewer will be realigned into a configuration to alleviate design issues. The Town's design consultant, BHA Design, is working on a final sewer design ahead of the electric design package to allow this scope to be constructed ahead of Spring 2025 before the overhead electric is relocated. This project is expected to be complete by the end of 2025.

## Maestas Street Drainage

Matrix Design Group has performed utility surveying and existing topographical surveying to begin the design of the storm sewer improvements. The existing topographical survey will be compared to previous Lidar survey to ensure the anticipated storm water conveyance is correct for design. Terracon Consultants will perform geotechnical drilling to evaluate subsurface soils for the pavement design and to evaluate if any groundwater is present in the area in late October. A preliminary roadway design is anticipated in late November 2024. A draft plan for the stormwater design is anticipated to be received before the new year. As a reminder, the Town is moving forward with the installation of storm sewer facilities, including curb & gutter, sidewalks, storm inlets, and overflow channels along Parish Avenue, Herrera Street, and Maestas Street.

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### Little Thompson River Pedestrian Bridge

Staff received 12 bids for the construction phase of the project on October 15, 2024. After careful review of the received bids, Staff intends to recommend contract award to RCD Construction, Inc. at the November 4, 2024 Town Council meeting. Staff has been in contact with the contractor to verify any long lead items ahead of construction. Staff has communicated with the contractor to have a preconstruction meeting ahead of the Thanksgiving Holiday with a notice to proceed to follow shortly thereafter. The supplier of the pedestrian bridge remains on schedule for fabrication completion of December 2024, and the project is expected to be fully completed by Spring of 2025.

### Country Acres Storm Drainage Improvements

The Town has acquired a total of 5 parcels off Sandra Drive for the purposes of designing and constructing a detention pond capable of protecting the community from future flooding events. The Town's consultant, Alfred Benesch & Co. has provided a conceptual design of the detention pond and storm sewer improvements for staff to review. Completion of this project is on schedule for Summer of 2025.

### Eddie Aragon Park Playground Rehab Project

The Town's contractor, Go Play Inc. has begun installing the new playground at Eddie Aragon Park, with completion expected by November 8. The project involves removing outdated equipment and replacing it with a larger, ADA-compliant playground designed to offer more interactive and engaging play experiences. This \$492,000 upgrade will enhance the park system, providing a safe and inclusive space for children of all ages to enjoy.

*The Community that Cares*

### Roosevelt Parkway & WCR13

The Town's design consultant, Alfred Benesch & Co., continues with the design of the roundabout. A preliminary design is expected before the Thanksgiving Holiday that will then be reviewed by Staff. Design is expected to be complete in Spring of 2025 with construction of the roundabout taking place in Summer 2025.

### State Highway 60 & WCR13

The Town's design consultant, Alfred Benesch & Co., is in the process of acquiring the necessary right-of-way needed for the ultimate design configuration of Colorado Boulevard (WCR13). Benesch has provided Staff with a list of materials needed for the traffic signal equipment for the ultimate design of the intersection. Due to long lead times of these materials, Staff is requesting quotes for these materials to procure them in advance of construction to avoid delays to the project.

### State Highway 60 & I-25 Bridge Aesthetic Package

Staff has been in communication with CDOT on outstanding punch list items from the 12-month landscape warranty. Staff and CDOT have agreed that these punch list items will be addressed in Spring 2025 due to temperature constraints.



## Utilities

### Water Treatment Plant

- Average Daily Flows: 4.079 MGD
- Replaced internal components of the 3E 12" Pressure Reducing Valve (PRV) to allow utilization of the PRV once again to fill the North elevated storage tank via SCADA remote controls.
- The GAC media removal is scheduled to begin October 28th.
- Periodic inspections of the elevated North and South storage tanks were completed as well as the on-site storage tanks. Repairs were made to vent screens and other appurtenances.

### Central Waste Water Treatment Plant

- Average Daily Flows: 0.834 MGD
- Moltz is preparing to install a temporary diverter in the new IPS.
- Our cold weather process changes are being reviewed by the operators.
- The microscreen bypass has been tested and is ready for the cold weather process changes.

### Inspections

- 1,871' water main
- 9,143' sewer main
- 2,948' storm water
- 167 water/sewer inspections
- 15,866' curb and gutter
- 4,940' of sidewalks
- 2,414' of asphalt

### Low Point Waste Water Treatment Plant

- Average Daily Flows: 0.417 MGD
- The extended concrete approaches to buildings are complete.
- The intermittent issues concerning blower modulations are being addressed through work with SCADA integrators and Aerzen.
- Electrical contractors have roughed out electric overhead door controls.

### Sewer Collection & Water Distribution

- Locates: 822
- Meters: 75 new installs, 33 meter replacements
- The inverted siphon line on WCR 17 was cleaned with a pipeline pig.
- There was a sewer point repair done new 28 S Greeley Ave.
- There was a service waterline repair done at the VFW.



## WCR 17 Sewer Line Cleaning



## Capital Projects - Central Wastewater Treatment Plant

Construction of the MBR building, the secondary process basins, the solids holding tank, and the headworks are progressing well. The Masons have finished work on headworks (photo below, left) and the metal building subcontractor has installed a significant portion of the metal building structure (photo below, right). In November, roofing and siding will be getting started after some of the large equipment is placed.



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### Lone Tree Raw Water Transmission

The Larimer County 1041 Permit has been submitted for Larimer County review and we are awaiting their comments. Town Staff and the project team are continuing to coordinate with the various stakeholders including the Home Supply Reservoir and Ditch Company and the railroad to ensure that all permits and agreements are in place prior to advertising the project for construction. The landman is also continuing conversations with several key property owners on easement acquisition and has been able to get in touch with most of the impacted property owners. In addition, the design engineer continues to progress design plans for both the pump station and the pipeline and incorporating property owner feedback. The design engineer is holding off on finalizing the plans until some of the key easements are acquired.

### SH60 Waterline Replacement and Extension

Town Council awarded the project to Coyote Ridge Construction and approved the construction design services contract in October. Town Staff is working with the Contractor to obtain a project schedule. Also, Town Staff continues to coordinate with several property owners on easement acquisition.

### Capital Projects - Water Treatment Plant Expansion

The contractor is continuing to work on site yard piping, ordering materials, and installation of below ground concrete structures. Below are two photos, the left photo is of the drain pump station, and the right is the membrane feed wetwell. Town Staff is continuing to coordinate with Xcel on the gas and electric services to ensure that there are no delays to construction.

