



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: June 6, 2022

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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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):

- 06/20/2022 – Regular Town Council Meeting
  - 06/27/2022 – Work Session 6 p.m.
  - 07/06/2022 – Regular Town Council Meeting (Wednesday)
  - 07/18/2022 – Regular Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

- *Liquor Licenses* – The renewal application for Candlelight Dinner Playhouse has been submitted to the state for final approval.
- *Planning & Zoning Commission* – PZC had no active agenda items in May, so two regular meetings were cancelled. The next meeting will be held on June 8, at 7 PM at Town Hall; with the next meeting thereafter scheduled for July 13, pending agenda items.
- *Design Standards and Engineering Specification Updates* – Planning, Public Works, & Utilities is coordinating with multiple contractors to review and update the Town's "standards and specs" to current engineering and design that will apply to new development. This is also being coordinated with the land use code consultants to

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minimize overlap and appropriately place requirements in a code section and/or the standards and specs documents.

- *Hiring* – We have recently onboarded a new Police Officer, Utilities Collection and Distribution Superintendent, Utilities Collection and Distribution Crew Lead, Communications Specialist, GIS Specialist, Code Enforcement Officer, HR Intern, Civil Engineer. We are looking forward to onboarding a new Town Clerk, Water Treatment Operator, and another Police Officer. We are still searching for an Assistant Town Manager, Mechanic, Parks Maintenance, Project Manager, and Planner III.
- *Communications, Johnstown Light Pole Banners* – Two new sets of banners were hung at the end of May: the Town’s Johnstown Honors Program banners as well as the Town’s new “Shop Play Dine” Summer banners. These banners are hung, both, downtown as well as in the 2534 Johnstown Plaza area. The banners have received a lot of great attention and seem to be accomplishing the mission of honoring local Johnstown service members as well as bringing the community together through conversation.
- *Communications, Johnstown BBQ Day* – The Johnstown BBQ Day was June 4 and overall, the day went well. Town staff manned a table throughout the day (8am-6pm) providing direct access to the public of their local public servants. All Town departments were represented at the Town’s booth and there was plenty of conversation with both residents and visitors of Johnstown. It is important that residents have the opportunity to talk directly with Town Elected Officials and Staff at events like this to promote transparency and education of Town programs and initiatives.
- *Communications, New Staff Member* – The Office of Communications had a new staff member start on May 23, 2022. Sean Kennedy began in the role as Communications Specialist and will report to the Communications Manager in providing assistance in all things ‘Town Communications’. This role will help to boost the capability of the Office of Communications in its various tasks from the website to press releases, media management to social media to newsletters, all tasks with aim to better communicate with and provide information to Town residents in an effective and timely manner. We are glad to have Sean on board.
- *Northern Water Board Increases 2022 C-BT Project Quota to 80 Percent* – The Northern Water Board of Directors voted Thursday, May 12, to increase the Colorado-Big Thompson Project quota from 70 percent to 80 percent. Citing the effects of a dry winter and a particularly windy spring that led to increased agricultural needs throughout the region, the board authorized the release of an additional 31,000 acre-feet of water from C-BT Project reservoirs this water year, which ends on Oct. 31. Public input was also considered in the board’s decision. Based on the Board’s election to provide additional supplemental supply to the region, allottees of Colorado-Big Thompson Project supplies are entitled to eight-tenths of an acre-foot for each allotment contract unit held. This year marks the second time in three years that the board has increased the quota from its April declaration. Water from the C-BT Project supplements other water sources for 33 cities and towns, 120 agricultural irrigation companies, various industries and other water users within Northern Water’s 1.6 million-acre service area.

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- *Town Clerk Hiring* – With the pending retirement of Diana Seele our current Town Clerk, interviews for her replacement were conducted on May 27. An offer has been made to Hannah Hill who will start in this position on July 11. Hannah is the current Deputy City Clerk in Loveland.
- *ICSC* – A couple Staff and Elected Officials attended the International Conference of Shopping Centers. This is an opportunity to market and advertise the development opportunities in the community to encourage new and more diverse retailers and dining options in the community.

## **Police Department**

### ***Training:***

- *Defensive Tactics/Arrest Control* – The entire department received their annual State mandated arrest control training.
- *Threat Liaison Training* – Commander Oglesby and Sergeant Perry attended that annual Threat Liaison Officer conference in Arvada.

### ***Community Policing, Outreach & Miscellaneous Items:***

- *Community Training* – Commander Oglesby taught a CRASE (Citizen Response to Active Shooter Events) class to one of the local churches.
- *Click It or Ticket* – JPD officers are participating in the Click It or Ticket campaign along with the Colorado State Patrol and 33 additional local law enforcement agencies.
- *Cross Walk Safety Operation* – The department conducted two cross walk operations and issued a total of 13 citations for failing to yield to pedestrians.
- *New Hire* – We welcomed Rebeca Farris as our second Code Enforcement Officer. Farris has extensive experience with animal control and will be a huge asset to our department and community.

## **Public Works and Utilities**

### ***Streets and Grounds:***

- *Crosswalks* – Street crews installed crosswalks and crosswalk signs on Ballentine.
- *Potholes* – Over 750 lbs. of material were used this month to fill potholes
- *Street Signs* – Old and faded street signage were replaced with new signs. Please let us know if others need to be replaced around Town through our website.
- *Parks* – Park grounds have been overseeded and fertilized and are looking great.
- *Irrigation Pump* – The irrigation pump for the grass around the Town Lake is not working and crews are currently waiting on parts to repair the pump. Grass may look brown until pump is repaired.
- *Inspections* – Staff inspected over 15,000 feet of new water main lines and 1,000 feet of new sewer lines in new subdivisions under construction.

### ***Water Plant & System***

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- *Water Plant* – Filters are not running as efficiently as ideal for high flow season. Operations super chlorinated filters in order to remove biological activity and increase run times.
- *Distribution System* – Staff has been inspecting and testing development infrastructure and addressing resident concerns.

### ***Wastewater Plants & System***

- *Central* – Operators are making improvements to the lift station for the solids removal treatment at the plant to allow the equipment to treat the water more effectively and allow for more removal of solids.
- *Low Point* – Operators have worked out a schedule to run the solids dewatering fan press 5 times a week to maintain balanced plant operations.
- *Collection System* – Staff have been attending operations, maintenance and start-up training for new Johnstown Farms lift station.

### ***Project Updates***

- *Raw Water Transmission* – The Town has posted a Request For Proposal (RFP) for the design, land acquisition, bidding and construction phase engineering and observation services for an approximately 11 mile 24”- 48” diameter Raw Water Transmission Main to expand the Town’s current raw water supply to the Water Treatment Plant.
- *Johnstown Reservoir Dam Repair* – The project is complete and the walking trail is open for public use. Colorado Parks and Wildlife (CPW) has started restocking the Reservoir with trout. Please refer to the CPW website for the most up to date stocking information.
- *South Water Tank* – Contractor is continuing moving up with the striping, forming, and pouring of each level concrete for the water tower shaft. Next steps are to start welding the physical steel tank together on the ground to be lifted into place. Town Staff is coordinating the design of the tank logo with the Contractor.
- *South Water Tank Distribution Pipeline* – Project pipe crews are focused on completing the sections of waterline between the tank and along WCR40 and installing the waterline along sections of WCR13. Bore crews have wrapped up all the irrigation bores for the season and will be working on the Great Western Railroad bores required for the project.
- *Water Treatment Plant Expansion* – The plant conducted its final pretreatment testing with the Reservoir online. Results from pilot are promising that the Town is able to treat the amount of water required to upgrade the plant through the existing system. A pilot test for the design of ozone treatment systems is currently underway. The Design Engineer has submitted 30% plans and met with operations to review. The Town and the Design Engineer are working through next steps to obtain a Construction Contractor and Owners Representative to assist in the design review.
- *Central Interceptor Phase 1* – Johnstown Staff have been attending operations and maintenance and start-up trainings throughout the month of May for the new Johnstown Farms lift station. The old lift station decommissioning is scheduled for June.
- *Central Interceptor Phase 2* – Contractor is dewatering the sewer alignment along WCR46. The boring crew is working on the sewer bore at the WCR17 crossing. Work will commence along WCR46 once the sewer bore is completed under WCR17.

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- *North Interceptor* – The project was awarded for construction at the May 16 Council Meeting. The team is working through a number of value engineering options through the alignment and design to bring down the overall cost of the GMP for the 100% plans. The Town will be issuing a limited Notice to Proceed to start the material procurement.
- *Low Point Sewer Expansion* – Earthwork construction is continuing and crew is wrapping up foundation work on new structure construction for MBR/SBR and EQ basins adjacent to headworks building. The Town is working with CDPHE on receiving necessary approvals for the Plant from the State.
- *Central Plant Design* – The Design Engineer submitted the Site Location Application for the project to the State CDPHE as well as the Utility Plan update for the project to the North Front Range Water Quality Planning Association (NFRWQPA) for review and approval. The early equipment procurement for the project was awarded at the May 16 Council Meeting.
- *Old Town Drainage* – Xcel gas line replacement is going slow but steady. Once the gas line is replaced the project pace will pick up significantly. Xcel gas expects to have the lines on Estes and Greely replaced by the end of June 8.
- *Rolling Hills Playground* – The new playground is finished and open to the public.
- *Charlotte Street* – Town staff presented the project to the Energy Impact Board on May 26 and a decision with notification should be made by mid-June. Town staff also revised some of the project plans to ensure minimal impact to resident yards.

#### ***Active Development***

- *Active Developments:* The Ridge Filing 1 and 2, Thompson River Ranch's work on LCR3, Thompson River Ranch Filing 12, Johnstown Village (Mallard Ridge) Filing 1 Phase 3B & 3C, Revere, 2534 Site Plans, Crowne Apartments, Johnstown Village Filing 3 (Tracts M&N), Johnstown Farms Filing 3 at WCR 46.5
- *Construction Acceptance:* Johnstown Heights & Johnstown Village (Mallard Ridge) Filing 1 Phase 3A, Mountain View Townhomes
- *Final Acceptance:* Thompson River Ranch 10
- *Early Building Permit Requests:* Thompson River Ranch 12
- *Early Grading Requests:* Thompson River Ranch at North Ridge; Thompson River Ranch Filing 15; Ledge Rock Center; Bucee's

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