



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 20, 2021

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):

- 02/01/2021 – Regular Town Council Meeting
 - 02/15/2021 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Website Update: Johnstown.colorado.gov* – One great benefit of having this new site, is the opportunity for analytics. This enables the Communications Office to track most popular pages and content in an effort to continue to build a useable and reliable site for residents. Since November, the website has seen 7,700 new users, over 10,000 individual sessions, and more than 26,000 pageviews. This is a great presence for a new site and is already showing more usability than the prior site.
- *Johnstown Monthly Newsletter* – 2020 was the first year with Johnstown monthly (and electronic) newsletters (having started in June) and the following information is related to the electronic newsletter send. 45% of our newsletter audience engages with clicks and links often and a 45% newsletter open rate (relative to the government industry average of 22%). This means that the Town is producing content that is informational and relevant to residents. The Communications Office will continue to use data such as this to keep content timely and engaging for the community.

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- *2020 Year-End* – Work on 2020 year-end processes is underway and audit preparation will be beginning in March. The audit is scheduled to begin April 26th.
- *TRAKiT/CentralSquare* – The Town’s new permitting and project management system went live January 4. The software is fully configured and working well; however, Staff is addressing some aberrant login issues. We have staff and the software company working diligently this issue as a top priority – after which we anticipate further cross-training of staff to offer better information services to our community. Full online access for citizens, developers, and contractors is intended for end of Q1/early-Q2.
- *Home Supply Water Purchase* – The Council will recall we plan to purchase a single share of Home Supply water. While we are still closing on the acquisition, we have learned from our water engineer that the share has been adjudicated. The sale price will increase proportionately based on the additional acre-foot yield for the share.
- *Round 2 Micro-Grants* – 10 grants have been awarded to date in Round 2 totaling over \$120,000. 4 submitted grant applications have been denied.
- *Economic Development Manager* – Interviews were conducted during the week of January 11 for the Economic Development Manager. We hope to make an announcement during the week of January 18 about the hiring decision.
- *SB20B-001* – The SB20B-001 State Grant for selected businesses went live for Weld County on Friday January 15. The applications will be received for 21 days. After this period all grants will be reviewed for eligibility and then based on the contract awarding funds from the State, we will distribute the fund proportionately based on the amounts provided in the bill. For Johnstown businesses in Larimer County, they can access the Loveland HUB who is coordinating southern Larimer County for grant applications and awards. The Johnstown Weld County area application and a link to the Johnstown Larimer County application can both be found here:
<https://johnstown.colorado.gov/covidgrants>.

Police Department

Training:

- *Firearms Training* – Officers rotated their shifts from day/night. Officers, as squads, went to the range to practice in low light or high light depending on which shift they switched to.
- *Advanced Accident Investigation* – Officer Dudley is currently in Level 1 Traffic Investigator School in Broomfield. This training will allow our department to investigate serious/fatal crashes normally investigated by CHP.

Public Works Department

Streets, Stormwater, & Parks

- *Streets* – Crack sealing has started for the season in Johnstown. Crews started work in Clearview and have used 3400 lbs. of material so far. Street sweeping continues every Friday when weather permits. Thermo plastic was installed on the new crosswalk by the post office. Pot hole patching is an ongoing process this time of year. Crews have placed over 600lbs of material patching pot holes around Town. New speed limit signs (45

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MPH) were ordered and will be placed on CR 50 for speed consistency as requested by the Council.

- *Plowing* – Crews were called three times in the last three weeks for snow plowing.
- *Ice* – Crews have been canvassing the Town for shaded areas that tend to hold snow and ice and either scraping the roadway or applying ice slicer to melt the ice and snow.
- *Holiday Lights* – All holiday decorations have been removed and stored until next season.
- *CDOT* – We are still working with CDOT on the repair of HWY 60 at the railroad crossing west of Hays Market. Staff met with CDOT and the Rail Master with OmniTrax and CDOT agreed to fix the crossing by the end of January, weather permitting.
- *Water Plant* – The surge tank was repaired at the water plant. A new actuator was also installed in an effort to be proactive. The level of Town Lake has dropped after road work being done to a bridge on Taft stopped water from getting to Town Lake for treatment. The Lone Tree Reservoir is being filled so we started taking water from Lone Tree. Prior to accepting any water, Staff flushed the line from Lone Tree to avoid any discoloration of the water. We opened the interconnect with Little Thompson for 2 days to help with this switch over to avoid any pressure issues, ensure water quality until the Lone Tree flows equalized, and to avoid any unnecessary issues.
- *RFP* – Advertisement has gone out to hire an engineer for design and expansion of the water plant. Design will increase our plant from a 5 MGD plant to a 10 MGD plant. Bids are scheduled to arrive by February 5, 2021.

Wastewater

- *Low Point* – An RFP for the equipment needed for the Low Point expansion has been advertised. A second RFP for a contractor will be posted in the next few months.
- *CWWTP* – The advertisement has been issued to hire an engineer for design of the New Central Wastewater Treatment Plant. The planned design will increase our plant from a 0.999 MGD plant to a 2.5 MGD plant. Bids are scheduled to arrive by February 17, 2021.
- *Repairs* – The Low Point potable water line located in the Headworks building was replaced by Staff. A blower was also removed and taken in for repairs. The central plant is still having issues with the old sludge pump. A new pump was budgeted for 2021 and will be replaced in the next 60 days.
- *SCADA* – All Control valves at the plant are communicating well through our SCADA system.
- *Parks* – Staff continues disinfecting our playgrounds weekly. Dog bags are being replenished and trash is being picked up at a minimum of 2 days a week.
- *TOJ Utility Plan* – The Town met with Norther Front Range Water Quality Planning Association (NFRWQPA) to review the Town of Johnstown Wastewater Utility Plan. The plan is anticipated to be presented to the NFRWQPA Board for final consideration on January 28, 2021. This is a major component for the sewer system improvements we are concurrently working on as the plan must match the physical changes to the system.

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