



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 18, 2023

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):

- 01/18/2023 – Regular Council Meeting
  - 01/23/2023 – Work Session – Downtown Branding
  - 01/30/2023 – Work Session – Land Use Code Update
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### **Administration, Finance, Planning, & Human Resources**

- *Liquor Licensing* – The Urban Egg a Daytime Eatery and the Lazy Dog Tavern have applied for Hotel and Restaurant renewals. An application for a new liquor license has been submitted by CF Altitude LLC dba Alta #6332 and has been scheduled to be heard at the February 6, 2023, Council meeting.
- *Municipal Court* – Recent situations have exhibited a need for the Town to have a Relief Judge appointed for Court to operate seamlessly with unexpected absences. Staff will be issuing a Request for Proposal (RFP) for a relief judge.
- *Cable Franchise* – Staff is meeting with outside Counsel in January to review the suggested format for a standardized cable franchise agreement.

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- *Hiring* – The Town recently welcomed a new Parks Maintenance worker to our staff. Currently we are searching for additional Police Officers, a Planner II, a Utilities Operations Manager, and a Chief Wastewater Operator.
- *2022 Year-End* – Work on 2022 year-end processes is under way. Audit preparation will begin in March with the annual audit scheduled for the week of April 24.
- *Streets and Alley Fund* – As of December 31, 2022, the Street and Alley fund has exceeded budgeted appropriations as a result of the Parish Ave. paving project that was approved by Council on July 6, 2022. Consequently, a 2022 budget amendment is necessary and will be presented to Council soon.
- *Communications, Website Updates*– Residents are now able to sign up for specific email notifications from the Town of Johnstown (newsletter, news articles, RFPs, etc). Residents can sign up for notifications, or edit their notification preferences, by visiting [johnstownco.gov/newsletter](http://johnstownco.gov/newsletter). Residents are also now able to complete the “Can’t Find What I’m Looking For” form at the bottom of every single page on the website should the resident have an issue finding a specific webpage or information. This form will be valuable in helping the Communications Team understand the most searched for topics on the website as well as provide prompt information to residents who are using the form to look for information.
- *Budget Overview* – An overview of the 2023 budget is being included into the February Newsletter. This is an annual narrative of some of the key elements included in the budget that was approved by Council in December.

## **Police Department**

### ***Training:***

No training was conducted over the holiday season.

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

- *Evidence Room Audit*– The annual evidence inventory and audit was conducted; all items were accounted for.
- *Promotions and New Officer*– Detective Slocum was promoted from Detective to the rank of Detective Sergeant, Officer Rashid was promoted to the rank of Patrol Sergeant, and Officer Grounds was promoted to the rank of Detective. The department also swore in Alyssa Hewell as a new police officer as previously mentioned. Hewell was the first officer sponsored by our agency to the police academy which was paid entirely through grant funding.

## **Public Works and Utilities**

- Public Works staff completed over 46 work orders this review period that included: pothole repairs, crack seal, storm drain flushing, concrete repairs, graffiti removal, funeral services, etc.
- *Inspections:*
  - Inspected 360’ water main
  - Inspected 412’ sewer main installed
  - Proof Roll 6,000 LF of new subgrade

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- Inspected 1,200 LF bottom lift of asphalt paving
- Inspected 800 LF of sidewalk
- Inspected 2,200 of 12” new aggregate base course
- *Treatment*
  - WTP: Dredged the back water pond and straightening valves on distribution line
  - Low Point WWTP: Working through repairs to solids processing equipment
  - Central WWTP: Working through lagoon ammonia treatment challenges
- *Utilities Sewer Collection & Water Distribution*
  - Locates: 116 curb stops & 3,475 ft of water and sewer main lines
  - Meters: 16 Replacements & 9 new installs
  - Backflow: contacted non-compliant customers
  - Assisted with snow plowing
  - Addressed customers inquiries for leaking sewer service plug, water service line breaks due to cold, frozen service lines and taste and odor issues for chlorine and discoloration. Staff flushed lines, tested water quality, and made adjustments at the plant to address isolated areas of taste and odor complaints.
  - Sewer: DES started cleaning and video inspection of 2534
- *Capital Projects*
  - *Raw Water Transmission* – Town Staff and the consultant have a workshop scheduled for mid-January to review design alternatives and select the preliminary alignment of the pipeline.
  - *South Water Tank Distribution Pipeline* – The contractor is working on installing mainline along WCR 13 including the Hillsborough bore.
  - *Water Treatment Plant Expansion* – An RFP has been issued to solicit proposals from several membrane manufacturers which will open on January 19th. The membrane selection will allow the design to progress forward. The Town received three proposals for prospective CMAR contractors which are currently being reviewed by Town Staff and the Owner’s Representative. Town Staff is looking to award the CMAR contract for pre-construction services in early 2023.
  - *Central Interceptor Phase 2* – The Clearview lift station has been successfully abandoned and the Central Phase 2 sewer trunk line is active. The contractor has requested substantial completion and Town Staff is working on a punch list to be issued as part of substantial completion.
  - *North Interceptor* – The contractor is ordering long lead items to ensure that the project is completed on time. In addition, Town Staff is continuing to coordinate with property owners to acquire all necessary easements. The contractor has completed the installation of the shoring system for the new lift station and the lift-station subcontractor is gearing up for the lift station construction.
  - *Low Point Sewer Expansion* – Masonry work is complete on the Membrane Bioreactor (MBR) building and roofing is nearly complete. The contractor has begun installing equipment in the MBR building as it arrives on site as well as coating the interior walls. The new headworks building is progressing right behind the MBR building.

- *Central Plant Design* – The Design Engineer has submitted the 90% construction plans. Town Staff, the design engineer and the CMAR will work on value engineering as the design progresses and look at developing the Final GMP based on the 90% plans. Town Staff is also working with the adjacent property owner to acquire an easement for the construction of a new outfall pipe. A comprehensive review of the 90% drawings is scheduled for January 19th.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Town Staff has received approval from CDOT to bid the project and the project went out to bid on January 10, 2023. The traffic signal poles are on the Council agenda for approval to order. Staff is currently working with the design firm for a construction management contract.
- *Little Thompson River Trail*- The project kickoff was held on January 6th. Work in January will include locates, survey, erosion control set up, potholing, mobilization, clearing and grubbing if weather permits.
- *Old Town Drainage Project* – The Old Town project has closed out. The original contract amount was for \$2,345,331.00 and the final payout was \$2,401,683.00 for a \$56,352.00 difference (2% over original contract price). Most of the change orders were related to unknown sewer lines that needed to be replaced and staff-initiated design changes to minimize impacts to properties. The work is under warranty until October of 2023.

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