



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: February 17, 2021

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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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):

- 02/22/2021 – Council Work Session – 6 p.m.
  - 03/01/2021 – Regular Town Council Meeting
  - 03/15/2021 – Regular Town Council Meeting
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### **Administration, Finance, & Planning**

- *SB20B-001 Grant* – The Town applied for the State's grant program, designed to help assist businesses that lost 20% of their revenues throughout the pandemic as measured from March 2020 – December 2020. Those businesses available for the grant included restaurants, gyms, bars, theatres and a couple other types not in the Town. The grant period closed on February 4, 2021 and only 3 businesses applied based on the State's eligibility criteria. We were able to award a total of \$8,400 based on the guidelines.
- *Broadband RFP* – Staff is working to complete the RFP for a broadband needs and financial feasibility study that will include a partnership on the study with neighboring communities adjacent to the Town. We hope to issue the RFP by the end of the month.
- *Utility Billing* – All new rate classes and rate structures have been entered into the billing system and were used for January billing calculations.
- *Municipal Court* – Court processed 63 tickets in the month of January.

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- *Business Licenses* – Staff has processed 243 business licenses.
- *Town Brand* – The Office of Communications is currently working on a full Town Brand audit, assessing all current Town items, colors, and tools. The purpose behind this is to develop a more purposeful and recognizable brand for all Town activities.
- *Online Resources* – The Town's website has recently been updated to include informational resources about Property Taxes and Mill Levies related to some residents (Johnstown.colorado.gov/finance). The new Town fee schedule is also available at Johnstown.colorado.gov/feeschedule.

## **Police Department**

### *Training*

- *DUI Investigations* – All officers were certified in Standard Field Sobriety Tests (SFST). Sergeant Williams was the instructor for this training.
- *Advanced Accident Investigation* – Officer Dudley is currently in Level 2 Traffic Accident Investigation School. This two-week school goes into the technical aspect of traffic investigation to include, diagramming critical scenes, crush damage analysis, vehicle dynamics, time and distance analysis, occupant kinematics, and introduction to automobile vs. pedestrian collision analysis.

## **Public Works Department**

### *Streets, Stormwater, & Parks*

- *Streets* – Crack sealing efforts continue through Town. The Clearview neighborhood has been completed and Staff are working in Carlson Farms and Rocksbury Ridge. Once completed we will move to Thompson River Ranch. Street sweeping also continues as weather permits. Multiple old and faded stops signs were replaced in Carlson Farms, and seven 45 MPH speed limit signs were installed on CR 50 from Parish to Colorado Blvd. County roads 42, 44, & 46 were graded twice each for a total of 6 miles.
- *Parks* – Playgrounds continue being disinfected and we have started park inspections. New picnic tables were installed at Parish Park. Maintenance on park equipment including mowers, blowers etc. have begun as we prepare for the upcoming season.
- *Town Lake* – Crews are currently building a buttress around the drain line that cracked last year to prepare for the dam repairs scheduled for this year.
- *Box Culvert* – The box culvert on CR 3 over the Hillsboro ditch has begun. Staff met with the contractor and held a preconstruction meeting for the water and sewer lines as well as road work. CR 3 will be closed for approximately 30 to 45 days.
- *Water Lines* – Our contractor is working on tapping into the water line on CR 17 to bring water into the Johnstown Filing 3 development. Early site grading has started and utilities will soon be underway.

### **Wastewater Plant**

- *CWWTP* – Sludge removal has started at the plant to remove nearly 4 million gallons of sludge. To date, approximately 1.75 million gallons of sludge have been removed. With the cold weather affecting the Central Plant, our ORC Wayne Ramey suggested we start adding soda ash to the MBBR to raise pH and help with nitrification. I am excited to say

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that we met our ammonia levels for the first time in the winter. It appears the recommendations by Ramey Environmental is keeping us in compliance. Our lagoons have always struggled in cold weather and we hope this will help us continue to meet level requirements.

- *Low Point* – Bids were opened for the Low Point equipment purchase. Staff, along with Ramey and Aqua Engineering, are reviewing bids and will bring our recommendations to Town Council in March. Once the equipment purchase has been made, we will look for a contractor to construct through a CMaR approach.

### **Water Plant**

- *Design Bids* – Bids were received for the Water Plant expansion design on February 5. We are currently reviewing the bids and will make a recommendation to Town Council soon.
- *VFD* – The new VFD was installed at the distribution pump house. During installation, we experienced a power glitch that caused the entire pump house to go down. This resulted in a temporary water pressure drop. An electrician on site was able to restore pumps within 30 minutes. We have directed Staff to follow up with Browns Hill and an electrician to install separate fuses for each pump rather than the one current fuse for all pumps to avoid a complete shut down if a fuse were to go out in the future.
- *Water Issues* – We have had a few resident concerns regarding discoloration of water between February 6-9. Staff has been flushing the system and troubleshooting why this was happening. We have narrowed it down to the issue discussed previously on February 4 when a circuit went out and shut down the pumps in the pump house. We feel the loss in pressure along with the instant change of pressure when we converted to emergency water aggravated the distribution system causing sediment to stir and result in discolored water. We are making changes to the pump house as mentioned above to avoid this happening again.
- *Tank Roof* – The south storage tank roof at the Water Plant was budgeted to be replaced in 2021. During previous work on those tanks in 2020, we found severe structural damage to the roof supports. A recent visual inspection showed additional deterioration. We are in the process of getting bids to do an emergency repair ASAP. The estimated cost is approximately \$150,000.