



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: April 3, 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):

- 04/03/2023 – Regular Council Meeting
  - 04/17/2023 – Regular Council Meeting
  - 05/01/2023 – Regular Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

- *Municipal Court* – Court processed 70 cases in March. The Resolution to appoint three relief judges will be presented for consideration at the April 3, 2023 Town Council meeting.
- *Business Licensing* – In the 2023 Business Licensing period Staff was asked by local businesses for an online or more automated renewal system. Staff has begun to research different online portals that may provide a more streamlined process to the business community.
- *Aquatics Center Feasibility Study* – The Town is pleased to have received 28 volunteer applications to serve on the Aquatics Center Feasibility Study Committee. The committee

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will consist of approximately 10 participants, which will include community members, that will engage with our consultant to review the concept of an outdoor pool facility.

- *Strategic Planning* – In March, Staff participated in a strategic planning work session to continue to work on some options for goals based on the Community Survey feedback, and on feedback from the Council retreat. Another goal session will be scheduled in April.
- *Customer Service Training Program* – Eight members of our Town Hall Administrative Staff have successfully completed the 1<sup>st</sup> module of our internal customer service training program.
- *2022 Financial Audit* – Preparation for the upcoming 2022 audit is well underway. Fieldwork is scheduled to begin April 24, 2023.
- *Arbor Day Tree Giveaway* – Residents can pick up a voucher for a free tree from Town Hall April 3 – April 11 during regular business hours. One voucher per residence while supplies last. Voucher recipients are then invited to pick up their free tree on April 13 from the Johnstown Police Department during designated pickup hours. Last year, the giveaway was incredibly popular, with all 100 vouchers being claimed by the voucher pickup deadline.
  - Residents will need to provide proof of residency for voucher pick up: a state or government ID and Town Utility Bill with matching address.Tree Types offered this year (first come first served):
  - Hedge Maple
  - Rocky Mountain Maple
  - Hackberry
  - Espresso Kentucky Coffeetree
  - Cleveland Select Flowering Pear
  - Shumard Oak
- *Clean Up Day 2023* – 2023 Spring Clean Up Day will be on April 22 from 8 am – 1 pm at the property on the southeast intersection of CR17 and CR46.5. During this Clean Up Day event, residents are welcome to make one trip in a car/SUV/truck or with a small trailer of up to 3 cubic yards to the event location to dispose of their refuse. The Town is partnering with Waste Connections (Town solid waste provider) on this event. If a resident is not a participant in the Town solid waste service, a \$20 fee will apply.
- *First Amendment & Government Social Media Training* – The Communications Team attended a training on March 23 related to learning more about the first amendment and government social media. It is important that Town hosted spaces that provide opportunity for public feedback and commentary are unbiased, uncensored for protected speech, and accessible.
- *Hiring* – The Town is happy to welcome a new Water Treatment Superintendent, Wastewater Treatment Superintendent, Police Officer, and an Accounting Technician to our Staff. We are currently searching for a Public Works Director, Planner I, Planner II, Utility Operator, and more Police Officers.

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- *Safety Training* – We recently provided voluntary training on first aid and CPR to Staff members from multiple departments.
- *Regional Job Fair* – The Town of Johnstown in partnership with several communities and partners are hosting a job fair on May 16 from 4-7 pm at Aims Community College, Windsor Campus. The job fair will feature businesses from across the region including major employers within our community.
- *Johnstown Downtown Development Association (JDDA) Business Happy Hour* – The JDDA is hosting a Business Happy Hour on April 11 from 4-6 pm at High Country Beverage. The event is free to all local businesses and provides an opportunity for Business 2 Business (B2B) networking and learn more about the membership benefits the JDDA provides.
- *Downtown Johnstown Branding & Wayfinding Project* – Town Staff will present to Town Council on Monday April 3 the final downtown brand/logo. The brand/logo will be launched later this year including the designing and fabrication of wayfinding signage throughout the downtown corridor.
- *ICSC* – Town Staff is beginning to prepare for the mission trip to ICSC which is May 21-23. ICSC is the largest retail convention that provides deal-making opportunities between retailers, developers, real estate firms, and municipalities. Town Staff asks that Town Council notify the Economic Development Department if they have an interest in attending by April 3, so that Staff can begin prepping for the trip.
- *Biz West NoCO Real Estate Summit* – Town Manager, Matt LeCerf will be speaking at the annual conference this year during the “Breaking Ground Session” which will focus on recent development projects and general growth trends within the community.
- *Biz Walk* – The Town Manager, Deputy Town Manager, and Economic Development Manager continue to schedule monthly biz walks with our local Johnstown businesses. In March, Staff met with Northern Colorado Long Term Acute Hospital and is tentatively set to meet with FedEx Distribution Center in April.
- *BluDot Open* – Town Staff is preparing to launch an online directory that will feature our local Johnstown Businesses and provide an opportunity for residents and visitors to search which businesses are located in our community by business type, location, and promotions/offers they provide. Staff will have a soft launch of the program in April and begin to communicate the resource to the public mid-April/May.
- *Land Use & Development Code (LUDC)* – The Final Draft of the LUDC has been reviewed by Staff for presentation and consideration by Council, Planning & Zoning Commission, and the public in April. Staff is working to create updated information for the development community to begin using the code. This information and the final code is expected to be available by the end of April.
- *Planning & Zoning Commission* – The commission met on March 22 to hold several public hearings, and have a hearing scheduled to review the Final Draft of the Land Use & Development Code on April 12, with a 2<sup>nd</sup> meeting for development projects anticipated on April 26. Chairman Bruce Weber resigned at the March 22 meeting as he

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will be traveling out of the country for works for the foreseeable future; Vice Chair Jason Grentz, who has served on the commission for more than four years, was elected as Chair. Candidates for the commission will be sought through the website and social media.

- *Colorado Legislative Assembly* – The legislative session is in full swing currently. One bill of particular issue is – SB 2023-213. This bill seeks to preempt local control and jurisdiction over zoning and land use regulations, a foundation of the State of Colorado for over a century. The bill which is labeled as requirements for affordable housing has no mandates for affordability. The second bill which has yet to be introduced is the County Revitalization Bill. This would allow counties to develop unincorporated areas with Tax Increment Financing (TIF) – very similar to the Urban Renewal Authority (URA) statute for municipalities. The unique difference is there are no prescriptive requirements of accountability or reporting for this Bill. This could change the landscape of development in the Town. Development would remain in unincorporated areas and create pockets of average development and aesthetics throughout our growth management area as well as possibly a lower level of transportation infrastructure.

## **Police Department**

### ***Training:***

- *Defensive Tactics Instructor Training* – Officer Jaramillo and Officer Flessner are attending the FBI Defensive Tactics Instructor Certification course. It is a weeklong and will certify them to teach the FBI method of defensive tactics and bring an even more well-rounded system to the Johnstown Police defensive tactics program.
- *Crime Scene Processing Training* – Officer Morgan and Evidence Tech Hamilton attended a field evidence course and are now certified to process crime scenes. Having the crime scene technician on scene will free up officers to respond to calls for service.
- *DUI Field Sobriety Recertification* – Department personnel completed their Standardized Field Sobriety Testing recertifications. Training was conducted by Officer Wild and Detective Grounds.
- *Human Trafficking Training* – Department Threat Liaison Officers participated in a monthly TLO training on human trafficking. This training is a joint venture with several local, state, and federal law enforcement agencies.

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

- *New Investigative Technology* – The Department was awarded an \$85,000 grant through the State of Colorado DCJ opioid settlement fund, to purchase new state-of-the-art software technology to assist in our investigations with opioid and other serious criminal felony investigations. This technology will give JPD the ability to search and download data from cell phones without submitting the phone to the crime lab, giving us the needed information on a matter of days instead of weeks.

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## Public Works

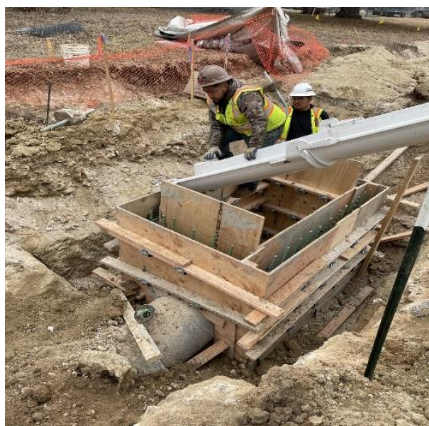
- Crews completed 78 work orders this review period consisting of bridge cleanup and maintenance, filling potholes, road sign repair, installing aggregate base course on gravel roads, installing new woodchips at parks, and a variety of other streets and grounds related work.
- Installed 225 ton of various aggregate products at bridge sites.
- Installed 10,500 lbs. of cold patch throughout Town.
- Installed 925 ton of aggregate base course on CR 44, this is an ongoing process to improve drainage and rideability on gravel roads.
- Installed 190 ton of new woodchips at various parks.



*Rip Rap Installed on WCR 17 at Little Thompson River for Bridge Stabilization and Erosion Control*

## ***Charlotte Street Improvements:***

- Contractor continues to work with the full width street closure on Charlotte from Estes to Greeley. The contractor will be in this area working for the next 2 – 3 weeks. Upon completion of this section, it will be fully complete – including asphalt, with the exception of striping. Subgrade prep and placing base course, sanitary sewer, storm inlet, concrete walk, and waterline lowering are included in this scope of work.



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*Construction crews working on underground infrastructure on Charlotte Street*

***Little Thompson Trail:***

- Contractor has encountered some areas of poor subgrade. Repairs are in progress. Installed 10' walk. Approximately 3000' of the trail section has been completed to date and contractors do anticipate being completed by May 1.



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*Little Thompson Trail Construction*

## **Utilities**

- *Treatment*
  - WTP:
    - Average Daily Flows: 1.334 MGD
    - Finished all annual and winter maintenance at the plant.
    - Finished all annual, quarterly, monthly sampling for the State.
    - CIRSA training is underway and going well.
  - Low Point WWTP:
    - Average Daily Flows: 0.299 MGD
    - New Wastewater Treatment Superintendent, Philip Barone, helped Operators clear a jam in the grit removal system.
    - Operators are working diligently to install the newly received auger in the rotary fan press and will start handling our own solids by the end of March.
    - Operators caught a sewer backup in the line coming into the plant through routine monitoring and quickly resolved the issue.
  - Central WWTP:
    - Average Daily Flows: 0.688 MGD
    - Warming temperatures and addition of media to the MBBR has improved ammonia treatment.
    - Operators plan to install directional mixer/blowers into the smaller treatment pond to improve treatment.
    - Treatment ponds are being analyzed for sludge depth to help Staff understand treatment in the facility.
- *Sewer Collection & Water Distribution*
  - Locates:
    - 719 tickets - 56,500' of main line & 284 curb stops were located.

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- Working with 811 to update locate area to concentrate ticket call outs.
- Meters: 11 replacements & 22 new installs.
- Purchased a push camera system to video inspect sewer issues without having to call out Contractors in emergency situations.
- Staff is spending a significant amount of time on the Charlotte St. project due to that age and unknown configurations of the existing utilities.
- Staff performed an inhouse repair on a Sewer main back up 1025 Jay Ave.



- *Inspections*
  - 10,667' water main installed and tested
  - 4,242' sewer main installed and tested
  - 17 manholes installed and tested
  - 30 water/sewer service inspections
- *GIS*
  - Added 7.4 miles of water pipes into the GIS database.
  - Added 19.5 miles of wastewater pipes into the GIS database.
  - A new wall map of Johnstown has been created with streets marked and an index to look them up.
- *Capital Projects*
  - *Raw Water Transmission* – The design engineer is continuing to work with Town Staff to set the final alignment from Lone Tree to the Water Treatment Plant. The Town is also working with the Home Supply Ditch Company on the location of the new pump station at Lone Tree Reservoir.
  - *South Water Tank* – The tank contractor is continuing to work on the interior piping, electrical, and civil site work as weather permits. The contractor expects to have the tank completed by the middle of April, weather dependent.
  - *South Water Tank Distribution Pipeline* – The contractor is working on finishing the mainline along WCR 13 and completing the last stretch of mainline down WCR 42 in April. The contractor was delayed due to the weather towards the end of March, but we will continue to work together as the project is nearing completion. Testing of the water main will begin in April.
  - *Water Treatment Plant Expansion* – Town Staff, the design engineer, the owner's representative, and the construction manager are working on value engineering as the design continues to progress to 60%. The construction manager is working to

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develop an overall project schedule and preliminary cost estimate based on the revised 30% plans.

- *North Interceptor* – The contractor has begun forming the north half of the wet well walls for the lift station and anticipates completing the walls in the beginning of April. In addition, the contractor has been installing main line from the central wastewater treatment plant to the west. The Hillsborough Ditch bore has been completed; the railroad/County Road 17 bore is anticipated to be completed in early April. The contractor is diligently working to install mainline during the winter months before farming begins.



- *Low Point Sewer Expansion* – The contractor continues installing equipment in the Membrane Bioreactor (MBR) and Headworks building as it arrives on site. Town Staff and the Contractor are working together to schedule trainings for Staff on the new equipment and testing.
- *State Highway 60 Waterline* – Over the next six months Town Staff will work with the design engineer on final alignment and obtaining all necessary easements and agreements. A project design kickoff was held in March to look at various alignment options.

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