



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: September 6, 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):

- 09/06/2023 – Regular Council Meeting
  - 09/11/2023 – Work Session – Water & Sewer Rate Presentation
  - 09/18/2023 – Regular Council Meeting
  - 09/25/2023 – FY 2024 Budget Work Session
  - 10/02/2023 – *Canceled* Regular Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

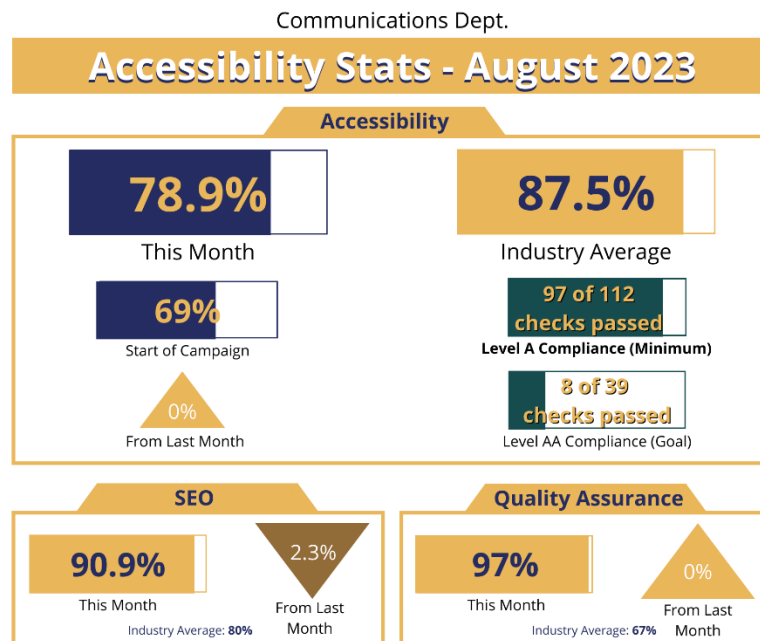
- *Municipal Court* – 160 Cases were heard by Municipal Court in August 2023. Court dates for 2024 are set, following the same pattern as current days with the exception of two holidays being set for morning dockets.
- *Town Clerk* – Transiting to an online Business License renewal and application process continues with BluDot and communication will be sent to businesses in the next few months. Staff has participated in training for creating a records management system and will continue working with all departments to develop a process.

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- *2024 Budget* – Meetings with departments have been completed. We continue to evaluate staffing requests and other financial considerations within the budget to ensure the presentation of the preliminary FY 2024 budget meets Council’s vision.
- *Hiring* – The Town welcomed a new video operator for Council meetings this month. Soon we will onboard a new Police Officer and a Senior Center Programs Coordinator who have both accepted offers. We are in the process of considering Police Cadet applications for 1-2 new officers who would attend the POST academy starting in January 2024. The Town is currently searching for more Police Officers, a Planning Director, and a Water & Sewer System Operator.
- *HR Training* – The HR Director attended a training for ADA (Americans with Disabilities Act) coordinators sponsored by CIRSA. This course is designed to bring awareness to disability needs in our staff and community and better prepare the Town to provide needed access and communication under this important Federal law.
- *508 Compliance and Website Accessibility* – The Communications Office continues to work on 508 website compliance and Town digital environment compliance. Having a website that is 508 compliant and that follows WCAG Guidelines 2.0 is important for the Town of Johnstown because it provides more equal access to information and promotes transparency.



- *Town Communication Tools* – The Town maintains a diverse set of communications tools, including social media, a newsletter, email communications, and the website. Our Facebook and Instagram followings continue to grow steadily while increasing engagement with our core audience. The Town email lists continue to add subscribers and boast fantastic engagement numbers: according to the Town’s email vendor, Constant Contact, the average open rate for government organizations is 35.45%.

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## Web Presence Stats - August 2023



Website: [johnstownco.gov](http://johnstownco.gov) | Newsletter: [johnstown.colorado.gov/newsletter](http://johnstown.colorado.gov/newsletter)  
 Town Facebook: @TownofJohnstown | Twitter: @JohnstownColo | Instagram: @Johnstowncolorado  
 JPD Facebook: @JohnstownPoliceDepartment | JPD Twitter: @JohnstownPD

## Email List Stats - August 2023



- Community Engagement Events** – Communications Staff helped facilitate National Night Out festivities at the Johnstown Police Department on August 1. Rain or shine, events like these serve as a great opportunity for Town Staff and Town Council to engage with residents, businesses, and visitors. Notably, National Night Out festivities were well-attended by the community despite poor weather conditions, similar to BBQ Day earlier this summer.
- Communications Training** – Communications Director Jamie Barker is attending the 3CMA Annual Conference in Orlando from September 5-8. Communications Specialist Sean Kennedy completed basic training in ICS for emergency communications response through FEMA and is attending an advanced ICS training program in Greeley from September 11-13.

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- *TIF Workshop by DCI* – Economic Development staff attended the Tax Increment Financing (TIF) workshop hosted by Downtown Colorado Inc. (DCI) to learn more about TIF's and how they facilitate redevelopment within the downtown corridor.
- *Business of the Month* – The business of the month for August is Dashing Hair & Beauty located at 257 Johnstown Center Dr, Suite 106, Johnstown CO.
- *Biz Walk* – Staff is tentatively scheduled to meet with Scheel's All Sports in August as part of our monthly business walks. The next Biz Walk is tentatively scheduled for September 13.
- *Kroger Spoke Facility Ribbon Cutting* – The Northern Colorado Kroger Spoke Facility will be celebrating their ribbon cutting on September 21 at 2 pm. Town Council has been invited to attend the ceremony and Staff will work with the Kroger team to put together the event schedule. Further information will be provided as the event date gets closer and finalized.
- *Johnstown Business Directory* – The Johnstown Business Directory was launched in mid-June. The business directory lists all local Johnstown businesses and provides the ability to search for businesses via location, industry type, promotions, and even current job opportunities. Since the launch of the directory, the page has had over 6K views and a total of 392 listed businesses. Just under half of those listed businesses have actively edited their profiles to reflect up to date information regarding their business.
- *Downtown Johnstown Wayfinding Signage Phase 1 Update* – The selected fabricator Ad Light Group has begun production of the 'J' sculptural sign that is set to be installed in Downtown within the plaza area 2<sup>nd</sup> week of September. The sign will be unveiled during the Fall Fest on September 16. Preliminary drawings are underway for the curved wall and columnar sign which will be submitted to the building department for review and permit approval within the coming weeks. The new curved wall sign at the plaza area is set to be installed in November with completion prior to the Johnstown Jingle event. The columnar sign will be completed shortly after.



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## **Police Department**

### ***Training:***

- *Defensive Tactics Training* – Officer Jaramillo and Officer Flessner instructed the entire department on state mandated defensive tactics. Our instructors introduced the new FBI curriculum into our training.
- *FTO Supervision training* – Sergeant Rashid attended a Supervision for Field Training Officer (FTO) training. This training was focused on the management and oversight of the field training officer program.
- *DUI Training* – Officer Perez attended Standardized Field Sobriety Testing training. She is now certified to administer DUI field sobriety testing.
- *Leadership Training* – Officer Garcia attended a Leading Without Rank course and a critical thinking course. This course is designed to give foundational leadership techniques to officers who aspire to be a supervisor.

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

- *National Night Out* – Department held its annual National Nights Out. Despite the rain it was a success and we got to welcome numerous new citizens to the Town of Johnstown.
- *Pedestrian Safety Operation* – Sergeant Perry and his crew conducted multiple cross walk enforcement actions throughout the Town in preparation for back to school.
- *Back to School Event* – SRO Kelley attended the back-to-school night for Thompson School District.

## **Public Works**

- Crews completed 143 work orders this review period consisting of street sweeping, gravel road grading, asphalt patching, road sign repair, funerals, mowing ROW, weed spraying, and a variety of other street and grounds related work. Completed 43 construction inspections.
- *SH 60 and Carlson TS* – Major construction for this project is complete, and the traffic signals are fully operational. There are a few outstanding, minor punch list items that need to be addressed but do not affect the functionality of the intersection. These items should be completed by the first week in October.
- *Charlotte Street Improvements* – Contractor has completed all subsurface utility scope improvements and is starting curb/gutter and asphalt paving (bottom lift) with the full width street closure from Greeley and Jay. The regularly updated “3 week look ahead” is located on our website.
- *Little Thompson River Trail* – Contractor is 95% completed. Currently, the project is on hold. The remaining 5% is in an area with a highly unstable subgrade. Ditesco is in the process of a design modification that should be available for review soon.
- *CR 18 & CR 3e* – The intersection of CR 18 and CR 3e is currently closed to through traffic. The developer for The Ridge is required to make improvements that will impact safety by widening the road to include a new turn/decel lane and increasing the line of sight at this intersection. The contractor has started excavating existing material to allow

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the new road to be lowered. Also, dry utility relocations have started that are required for this improvement. Once this scope is completed, the installation of a new waterline will start with the oversight and inspection through Little Thompson Water District. Following the completion of the waterline, the remaining work includes new storm line/structures, asphalt paving, and new striping layout. The construction schedule provided to the Town estimates the reopening in the last week of September.

- *Ronald Reagan & Frontage Road* – Improvements are currently underway for the curved intersection transition at Ronald Reagan Boulevard and Frontage Road. Historically, there have been several accidents at this location, predominantly as vehicles travel from the south to the north and are unable to slow down quickly enough to make the turn onto Ronald Reagan Boulevard eastbound. The roadway is currently shut down while the contractor is installing new waterline connections and a new sanitary sewer line. Safety improvements include an adjustment to the road orientation with additional lighting, warning signage, and signalization at this corner. The construction schedule provided to the Town estimates reopening the intersection by the end of December.
- *Pautler Farms* – Approved subgrade prior to installation of concrete, aggregate base course and asphalt paving.



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*Paulter Farms Paving*

## Utilities

- *Treatment*
  - WTP:
    - Average Daily Flows: 3.433 MGD
    - Operators replaced a hypochlorite line in the DAF building and installed an air relief valve to mitigate air in the line causing chlorine feed rate issues.
    - Operators are learning how to use the new TOC (total organic carbon) machine for monitoring the GAC media. TOC is a metric that the Town can monitor to correlate to the effectiveness of the GAC media treatment and whether a change out is potentially on the horizon.
    - Filter building had new caustic fill line installed for chemical deliveries.
  - Low Point WWTP:
    - Average Daily Flows: 0.38 MGD
    - Training on non-pot pumps, mag hydroxide, and membrane pumps is complete, and the new equipment looks very impressive.

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- New, quieter, and more efficient blower systems are up and running.
- New Headworks has been tied into existing sanitary lines flowing into the plant which has significantly decreased the volume of debris that had been overburdening treatment processes downstream.
- Central WWTP:
  - Average Daily Flows: 0.757 MGD
  - The newly placed aerators are creating increased circulation of influent flow and is aiding in breaking up bulking/masses in the lagoon system.
  - Mitigation of vegetation overgrowth has started around the lagoons to promote air to surface mixing and spruce up the plant a bit.

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- Moltz Construction has poured over 200 yds of concrete, forming most of the foundations on major structures for the future membrane plant.



- *Sewer Collection & Water Distribution*

- Locates: 746 with the new BOSS811 locate software system.
- Meters: 62 new installs
- The department collected lead and copper samples and received testing results. These results are due to the State for reporting not later than September 30 of each year.
- Operators completed trench safety and confined space trainings.
- The PRV (Pressure Reducing Valves) replacement project at Telep and SH60 was completed as shown in the before and after photos. The replacement of the non-working PRV's allows for the pump pressure to be increased both leaving the plant and in the neighborhoods between the plant and Telep (i.e. Rolling Hills and the Landings).



*PRV (Old and New)*

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- *Inspections*
  - 1,760' water main installed and tested
  - 3,872' sewer main installed and tested
  - 81 new water taps/meters installed at Mountain View West
  - 105 water/sewer inspections
- *GIS*
  - 1,832 sanitary sewer and 1,306 storm manholes have been added.
  - 3,148 more water meters and 1,163 fire hydrants have been added to the maps.
  - Roughly 95% of the Town's utilities have been located so GPS will be used primarily for maintenance and new developments.



\*\*example of the many updated maps available on the web

- *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 primary focus is between Lone Tree Reservoir and Hwy 287 which has multiple constraints. The Town and the design engineer have been coordinating with property owners, Home Supply Ditch Company, the TPC golf course, and utility providers to coordinate the design. Meetings have been held with neighboring jurisdictions to determine their review and permitting processes.
  - *South Water Tank* – Some miscellaneous punch list items are being completed by the contractor. Once the south tank pipeline passes all testing on the water main, the tank will be filled and tested before being brought into service.
  - *South Water Tank Distribution Pipeline* – The contractor is continuing to test the mainline. There have been a few failed tests that the contractor and Town Staff are coordinating. Once all testing is completed, the line will be brought into service.

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- *Water Treatment Plant Expansion* – The design engineer has submitted the 60% design drawings for the expansion. Town Staff, the CMAR, and the Town’s Owners Representative have provided comments back to the design engineer. The design engineer and Town Staff is working on addressing comments as we progress forward with some early works packages and to the 90% design plans. Town Staff and the CMAR are working on schedule, budget, and a construction contract based on the 60% design.
- *North Interceptor* – The contractor is working on the top slab for the wet well and overflow vault. Once concrete has been completed, the valve vault and wet well will be wet testing to ensure that it is watertight. Mainline installation will start back up in September. Staff is continuing to work on easement acquisition to ensure all easements are in place for work to commence once irrigation and farming has finished for the season.
- *Low Point Sewer Plant Expansion* – The contractor continues installing equipment in the Membrane Bioreactor (MBR) building. The headworks was successfully brought online with minimal issues. Demolition has begun on the old headworks to convert it into a dewatering facility. Town Staff and the contractor have completed several trainings on the new equipment and will continue working together to schedule trainings for staff and testing of the new equipment. In addition, Town Staff is working with the programmer to ensure that all programming is completed to start up the new plant.
- *Central Wastewater Treatment Plant* – Construction of the MBR basin and the secondary process basins are underway. As shown below, the MBR basin walls have been poured and the contractor is working on rebar for the secondary process basin walls. Staff will continue to work with the contractor and design engineer throughout construction on permitting and construction progress. The contractor is also working on decommissioning of Lagoon #3 (the southwest lagoon). Lagoon #3 has been dewatered and is being dried out before completing the decommissioning.





- *State Highway 60 Waterline* – Through 2023 Town Staff will work with the design engineer on final alignment and obtaining all necessary easements, agreements, and permits. The design engineer continues working on survey and utility locations to determine the best alignment for the new water main.

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