



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 4, 2023

CC: Town Staff
Local Media

SUBJECT: Town Manager's Report

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):

- 12/04/2023 – Regular Council Meeting
- 12/11/2023 – Work Session - Broadband
- 12/18/2023 – Regular Council Meeting
- 01/03/2024 – Regular Council Meeting (Wednesday due to holiday)

Administration, Finance, Planning, & Human Resources

- *Municipal Court* – A total of 177 cases were heard in November for Municipal Court, broken down for Council's information below:
 - Code Violations: 4
 - Traffic Violations: 133
 - Theft: 30
 - Other Criminal Cases: 10
- *Senior Center* – Town Staff will assist the Senior Center Advisory Board with the annual Christmas Boutique on December 2, held at the Community Center. Public Works and Town Clerk staff are also coordinating for several general maintenance items for upkeep in the building, such as painting various rooms.

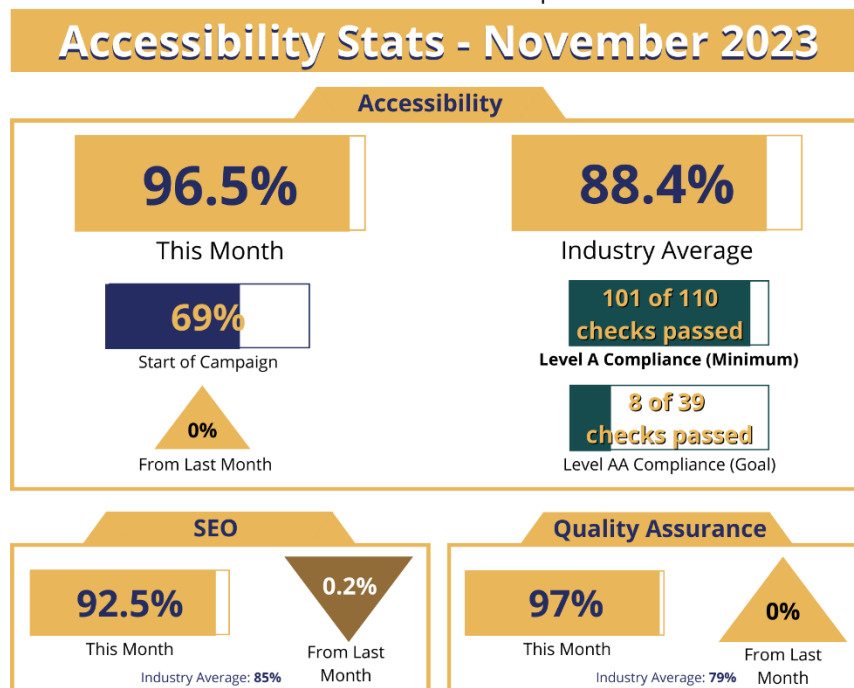
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- Friendly Fork Meals: 141 (one meal per week)
- Medicare Open House: 20
- Other trips and excursions in November included an Eagles Hockey game, Blackhawk trip, Friendly Fork volunteer training, breakfast and lunch excursions and a holiday shopping trip.
- *Town Clerk* – The new online system for business license renewals and applications is live and located on the Town’s website at Johnstown.colorado.gov/BusinessLicense. Staff have heard feedback from business owners about the ease of use and accessibility of the new system. Staff have currently processed over 80 Open Records Requests in 2023.
- *Pool Feasibility Study* – The pool feasibility committee met on November 14 with the consultants to discuss the possible layouts for the facility. The next meeting is tentatively scheduled for December 11.
- *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. The Town has made significant progress toward achieving Level A compliance, which is required of all Colorado municipalities by July 2024.

Communications Dept.



- *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 followers continue to grow steadily. The Town email lists continue to add subscribers and boast fantastic engagement numbers: according to the

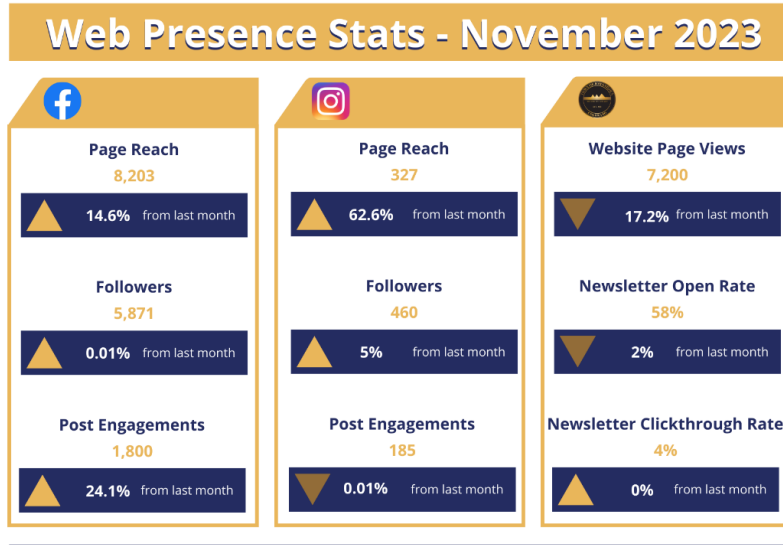
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Town’s email vendor, Constant Contact, the average open rate for government organizations is 35.45%.

Communications Dept.



Website: johnstownco.gov | Newsletter: johnstown.colorado.gov/newsletter
 Town Facebook: @TownofJohnstown | Instagram: @Johnstowncolorado
 JPD Facebook: @JohnstownPoliceDepartment

Communications Dept.

Email List Stats - November 2023

Category	Purpose	Subscribers	Change	Open Rate	Change
Town News Releases	Keep residents informed of community news and alerts in a timely fashion.	231	▲ 17 from last month	N/A	▲ N/A from last month
Town Meetings & Events	Increase awareness of, and engagement with, Town meetings and events in the community.	184	▲ 9 from last month	64%	▼ 1% from last month
Town Job Opportunities	Increase awareness of employment opportunities amongst potential local talent.	120	▲ 12 from last month	N/A	▲ N/A from last month
RFPs Available	Spread awareness of upcoming Town projects and Requests For Proposal.	116	▲ 12 from last month	N/A	▲ N/A from last month

- *Community Engagement Events* – Communications Staff ran a booth at the Johnstown Jingle on December 3 that included an opportunity for the community to provide

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feedback on the Town's Strategic Plan draft and chat with Town Staff. Staff also coordinated with community partners to facilitate the tree lighting ceremony, including a performance from Roosevelt High School's Rider Avenue Choir.

- *Strategic Planning* – Staff has revised the draft plan to reflect feedback received from Council at the October 30 work session and have posted it on the Town's website. We are currently inviting community feedback by conducting an online survey and having in-person surveys available from 6:00 AM to 8:00 AM and 5:00 PM to 7:00 PM at the YMCA on November 28 and at the Johnstown Jingle on December 3. We plan to have the data compiled and ready to submit to the Council later in December.
- *Finance Training* – Staff attended the annual Colorado Government Finance Officers Association Conference in November. The event covered topics such as new accounting standards, economic and legislative discussions, arbitrage, and workforce housing.
- *Accounts Payable* – Staff implemented Check Positive Pay, which increases fraud prevention with checks issued by the Town.
- *Wastewater Bond* – \$1,786,575 was paid, which includes the annual principal and biannual interest amount.
- *Downtown Wayfinding Project Phase 1* – Phase 1 of the Wayfinding Signage for downtown continues to move forward. The last few weeks, our fabrication crew has been working on demolishing parts of the existing curved wall at the plaza area in downtown and refacing it with similar brick to that of the DDI bridge on Hwy-60. Below is a photo of the wall with the new brick. The signage elements for the brick wall are expected to start later this year/early 2024.



- *Upstate Colorado Partnership* – In 2023, via our partners at Upstate Colorado, the Town of Johnstown received 41 leads from prospective companies looking for real estate/community information. Of those leads, the Town responded and submitted qualified projects/properties to 16 of those leads. Many of the prospective companies were industries such as R&D, manufacturing, and renewable energy. The Town continues

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to work with our local and regional partners including Metro Denver Economic Development Corporation and Office of Economic Development and International Trade to funnel qualified leads of prospective companies.

- *Business Recruitment Trip* – Economic Development staff will be attending a business recruitment trip with Metro Denver Economic Development Corporation in early December to meet with companies within the bioscience industry that are positioned to grow and expand in the western region.
- *Economic Development CRM* – Economic Development staff were able to interact with our business community close to 14K times in 2024 which included site visits, emails, meetings, phone calls, and group surveys. We also ended the year with over 450 active businesses in our community. Below provides a breakdown of our business types by industry sector.



- *Downtown Johnstown Façade Grant* – In 2023, Town Council allocated \$30,000 towards the existing façade grant program. Staff awarded \$21,000 total in grant funds to two downtown businesses, which completed major renovations to the facades of their buildings. Below are ‘after’ photos of the recipients of the grant program.

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Police Department

Training:

- *Threat Assessment Training* – Officer Kelley and Officer Nield attended a two-day conference called, "From Tragedy to Healing: A Focus on Targeted Violence Prevention Response and Recovery," put on by the Association of Threat Assessment Professionals. Speakers included violence prevention experts, first responders, and survivors.
- *Legal Updates Training* – The whole department completed a legal update class taught by the Larimer County District Attorney's Office
- *Firearms Training* – The entire department received additional training and qualifications on patrol rifles and off-duty weapons.

Community Policing, Outreach & Miscellaneous Items:

- *Weld Elves* – Officer Farris has been instrumental in organizing and facilitating the Weld Elves program for all of Weld County.
- *Life Saving Award* – In recognition of the combined efforts put forth to save a citizen's life on September 9 at the YMCA, the Front Range Fire Rescue presented the Life Saving Awards to Sgt Drew Perry, along with two members of UCHealth EMS, three employees of the YMCA, a citizen bystander, and several members of the Front Range Fire Rescue, who were all involved in this amazing team effort.

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Public Works

Crews completed 147 work orders this review period consisting of construction inspections, snow plowing, street sweeping, gravel road grading, filling potholes, road sign repairs, funerals, mowing ROW, weed spraying, Christmas light decorations and a variety of other street and grounds related work. There were 73 storm and street construction inspections completed.

- *Charlotte Street Improvements* – Charlotte Street is now 100% open to traffic. The contractor has completed most of the project. The remaining landscape and sprinkler repairs will take place in early spring of 2024. We are in the process of completing a punch list with documentation scheduled to be sent to the contractor by December 4, 2023.

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- *Overlay Program* – Ronald Reagan Blvd and Larimer Parkway have been completed. Striping will be completed by December 1 (weather permitting).



Roanald Reagan Blvd being paved.

- *Asphalt Patching Program* – Has been completed.
- *Buc-ee's* – Offsite public improvement includes CR 48 (new roundabout), Commerce Drive, and Nugget Road.
 - CR 48 roundabout is under review due to several plan grade busts (errors). The review should be completed by December 1, 2023, with construction resuming immediately after the revised plan is approved.
- *Ledge Rock* – High Plains Boulevard and Carson Lane have been paved. SH 60 widening is under construction. Intersection is estimated to be opened at the beginning of the new year.
- *Ronald Reagan West* – Concrete curb and gutter has been installed, asphalt paving has been completed, and sidewalks are under construction. The roadway is estimated to open to traffic in early December.
- *CR 18 and 3E* – The CR 18 and CR 3E intersection improvements are completed and is open to traffic. A punch list is in the process of being submitted to the contractor.

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- *The Ridge Multifamily* – Earthwork and utilities have started; sanitary sewer installation is set to begin in early December. Construction is ongoing, and will continue well into the new year, with paving estimated to be started in June 2024.
- *Pautler Farms* – Interior Road has been completed. Public improvements for CR 42 and CR 17 are under construction. Improvements consist of lane widening on CR 17 and turning lanes into the subdivision from CR 42. The road improvements are expected to be completed in Spring 2024.
- *CR 3 (from CR 18 north to Big Thompson River bridge)* – Acceptance walk has been completed and punch list items have been documented. Staff are working with the developer to address drainage issues identified and experienced during spring runoff. The roadway has not been accepted at this time.
- *Little Thompson Trail Bridge* – The bridge abutment design is almost complete, and Staff is awaiting bridge submittals from the manufacturer for review prior to fabrication. The design consultant is applying for flood plain permitting, as required.
- *Colorado Blvd & Roosevelt Pkwy Intersection Analysis* – Staff held a kickoff meeting with the design consultant. Traffic counts were ordered for the intersection and traffic model setup has begun.
- *Thompson Pkwy Roundabout Analysis* - Staff held a kickoff meeting with the design consultant. Traffic counts have been completed for the 2534 area and a traffic model analysis has begun.
- *Country Acres Drainage Mitigation Study* – The design consultant and Staff met with the landowners affected by the flood. The data gathering stage is complete and a 5-year storm sewer profile has been generated from hydraulic modeling. Staff is currently evaluating interim design to present options to landowners and Council in mid-December.
- *Stormwater Master Plan Update Grant* – Staff and the consultant are coordinating with DHSEM to schedule a kickoff meeting to discuss procurement policy, advertising requirements, selection requirements, evaluation criteria, etc. for an RFQ advertising date of December 11.

Utilities

- *Treatment*
 - WTP:
 - Average Daily Flows: 1.447 MGD
 - Completed the tri-annual Sanitary Survey for CDPHE.
 - Removed the granular activated carbon (GAC) for winter.
 - One of our treatment operators passed the Water Treatment A and Distribution 2 exams.
 - Low Point WWTP:
 - Average Daily Flows: 0.374 MGD

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- Xcel finished installing the natural gas service line and meter for the site.
 - Turbo mixers installed in the new biological nutrient removal process train.
 - The contractor completed road grading to building and perimeter fencing.
 - Central WWTP:
 - Average Daily Flows: 0.762 MGD
 - Moltz is building up road grade to allow snowplow entry into the site.
 - Beginning to construct cover for MBBR and utilizing microscreen bypass as a preemptive measure against impending cold weather process challenges.
- *Sewer Collection & Water Distribution*
 - Locates: 463 with the new BOSS811 system.
 - Meters: 18 new installs.
 - Started project to work with residents to replace aging meter infrastructure.
 - Utilizing Paul Anytime to clean and inspect sewer mains in Rocksbury Ridge.
 - One of our operators obtained their Collection 1 certification.
- *Inspections*
 - 108' water main installed and tested.
 - 15 manholes were installed.
 - 6,465' sewer main installed and tested.
 - 92 water/sewer inspections.
- *GIS*
 - 1,891 sanitary sewer and 1,953 storm manholes have been added.
 - 3,436 more water meters and 1,199 fire hydrants have been added to the maps.
 - Overall, there have been 19,252 utility items collected with GPS.
 - Completed a mapping project to locate and show irrigation meters in the Rolling Hills Ranch area, working with Utilities for locating and Planning for addressing.

Rolling Hills Ranch Meter Pits and Vaults



- *Capital Projects*

- *Raw Water Transmission* – The design engineer is continuing to work with Town Staff to select the final alignment from Lone Tree Reservoir to the Water Treatment Plant. The Town and the design engineer have been coordinating with property owners, the Home Supply Ditch Company, the TPC golf course, utility companies, and CDOT to coordinate the design and crossings. Meetings have been held with neighboring jurisdictions to determine their review and permitting processes and requirements.
- *South Water Tank* – The South Tank has been filled with water and has passed the hydrostatic and bacteriological testing. The programming of the tank controls is nearly complete and has been incorporated into the Town’s Supervisory Control and Data Acquisition (SCADA) system. Some miscellaneous punch list items are being completed by the contractor.
- *South Water Tank Distribution Pipeline* – The contractor has completed and passed all required testing. The contractor is working on miscellaneous punch list

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items and the Town is looking to issue substantial completion in the coming weeks.

- *Water Treatment Plant Expansion* – The design engineer has submitted the 60% design drawings for the plant expansion. The Town Staff, the CMAR, and the Town's Owners Representative have provided comments back to the design engineer. The design engineer and Town Staff are working on addressing comments as we progress forward with some early works packages and to the 90% design plans. Town Staff and the CMAR will continue to work on schedule and budget as we progress towards 90% design.
- *North Interceptor* – The contractor has completed most of the below ground concrete improvements including the wet well, valve valve, and overflow. The contractor continues to work on construction of the lift station site improvements including the building and the generator pad. Mainline installation continues along CR 50. Staff are continuing to work on easement acquisition to ensure all easements are in place for work to continue.



- *Low Point Sewer Plant Expansion* – The Town has commissioned the new membrane building, the new headworks building, and the new dewatering building. The contractor is working on decommissioning the old SBR basins and converting them into two new process basins. In addition, operations staff are continuing to train and operate the new equipment.
- *Central Wastewater Treatment Plant* – Construction of the MBR basin and the secondary process basins is ongoing. Staff will continue to work with the contractor and design engineer throughout construction on permitting and construction progress. Throughout most of the winter, concrete work will continue.
- *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 has completed their survey and

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utility locates. The alignment is nearing completion as Town Staff is working on right of entry permits to conduct utility potholing to help complete the design.

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