



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 19, 2022

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):

- 01/24/2022 – Work Session with RE5J (6 p.m. Town Hall)
 - 01/31/2022 – Work Session (6 p.m.)
 - 02/07/2022 – Regular Town Council Meeting
 - 02/21/2022 – Regular Town Council Meeting
 - 02/28/2022 – Work Session (6 p.m.) - CDOT
-

Administration, Finance, Planning, & Human Resources

- *Liquor Licensing* – Urban Egg a Daytime Eatery and Mini Mart renewal applications have been submitted to the State for approval
- *Hiring* – We are currently searching for a Police Officer, Customer Service Technician, Police Administrative Technician, Planner I, and a PW Maintenance worker.
- *Reviews* – Annual reviews were recently completed for all Town staff members. This helps us evaluate performance and set goals for the coming year.
- *Development Projects* - In 2021, Planning & Development processed numerous new development projects, including: 5 annexation requests, 26 subdivision applications, 18

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO 80534 | F: 970.587.0141

commercial site development plans, 10 zoning/ODP applications, and 2 variances; hosting 14 Planning & Zoning Commission meetings with 26 public hearings.

- *Johnstown Cash Program* – The Johnstown Cash Program officially ended on December 31, 2021. As a recap the Town had a total of 50 participating businesses throughout the year and we redeemed \$61,740 in certificates.
- *Business of the Month* – January’s Business of the Month is Clean EatZ. The Town officially recognized Clean EatZ during the January 3, 2022 Town Council Meeting. Please keep an eye out for social media posts and the February newsletter which will feature Clean EatZ as business of the month.
- *Business Regional Survey* – The Town of Johnstown is partnering with its economic development regional partners and stakeholders to gather local business feedback and input on the effects of the COVID-19 pandemic and identify continued areas of support that are needed to ensure our business community continues to thrive. Businesses in Johnstown have been emailed a survey link and are encourage to provide their feedback. All responses are confidential.
- *2020 Year-End* – Work on 2020 year-end processes is underway and audit preparation will be beginning in March. The audit is scheduled to begin during the week April 25.
- *Budgeting Software* – Planning meetings for the implementation of new budgeting software begins January 20. The new software provides a cloud-based platform that will allow for a more efficient budget process with added flexibility for real-time scenario planning and forecasting. The software will be fully implemented before the FY 2023 budget process begins in June.
- *Solar Project at Johnstown YMCA* – The Town and Photon Brothers kicked off the Solar Panel Installation Project for the Johnstown YMCA. The design is currently underway and documents will be submitted this week to Xcel for the rebate and net metering system application. Completion of the project is expected around June 2022.
- *Highway 34 IGA Amendment* – Town Staff and the design engineers at Horrocks presented to the Highway 34 Coalition on January 6 requesting an amendment to the Access Control Plan (ACP) for a Right-in/Right-Out access mid-block between LCR 3 and CR 13. Partners of the IGA have 30 days (February 4) to respond to the request.

Police Department

Training:

- *Defensive Tactics* – Department personnel had a makeup training for defensive tactics taught by Officer Grounds.
- *POST Compliance* – All department POST certified officers are compliant with POST'S strict training standards.

Community Policing, Outreach & Miscellaneous Items:

- *Evidence Inventory* – The department completed its annual evidence inventory with no concerns.

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

Public Works Department

Streets, Stormwater, Fleet & Parks

- *Streets* – Crews spent many hours preparing for and battling the recent winter storms.
- *Potholes* – Potholes on CR 13 were patched, using an estimated 250lbs of material.
- *Facilities* – The backup generator at Town Hall required maintenance and is checked monthly for performance.

Utilities Department

Water Plant & System

- *Plant* – Flows at the Water Treatment Plant are averaging around 1.2 MGD. Challenges with COVID impacts and staff coverage of the WTP and WWTP during the week between the holidays resulted in new protocol in place in breakrooms and vehicles to increase employee safety.
- *Chemical Feeds* – Operators are working through turbidity adjustments at the plant due to chemical feed in the DAF. Operators also noted higher pH and made adjustments to the treatment process
- *Distribution System* – More stringent contact protocols have been issued to contractors as a result of a service line to Sweet Gold being hit and repaired as part of Central Phase 2 Interceptor project.

Wastewater Plants

- *Central* – Operations evaluating removal of bar screen at headworks due to freezing conditions and creating inconsistent flows for successful operations. Staff is scheduling Vac truck to clean chlorine contact basin.
- *Low Point* – Staff has experienced struggles operating the fan press due to freezing conditions and will be hauling sludge to keep up with operations. The headworks building had a broken water pipe and the HVAC is struggling to heat building on the coldest days to temps above freezing. We intend to communicate with design engineers for Low Point to discuss solutions. Operators implemented lime treatment and we are seeing improved alkalinity and limited ammonia issues with the monthly testing. Evaluating lime feed system until new plant is online vs current manual feed prior to wastewater entering the SBR basins.
- *Collection System* – Staff issued a change order for a sewer line replacement along Estes due to the poor condition of an old 6” clay line in the Old Town Drainage project

Active Development & Project Updates

- *Active Developments* – Johnstown Farms Public Improvements, Johnstown Heights Public Improvements, The Ridge 1 & 2 Public Improvements, TRR County Road 3 Improvements, TRR 12 Public Improvements, Mallard Ridge Phase 3 Grading, Revere Public Improvements, Mountain View Townhomes, 2534 Site Plans

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

- *Johnstown Reservoir Dam Repair* – Contractor constructed the pipe encasement forming and pouring the structure the first week in January. The pipe supports and outlet pipe on were installed upon completion of encasement pour.
- *South Water Tank* – Contractor completed the foundation for the Tank before the end of the year. CB&I crew will mobilize week of January 17, 2 weeks later than last scheduled because of Covid-19. The overall schedule does not change due to this adjustment.
- *South Water Tank Distribution Pipeline* – ROW permit being issued for potholing. Waiting for Contractor to provide updated schedule with a focus on crossings in time sensitive areas. Working through Bunyan Ditch crossing near WCR13 and WCR42 intersection with property owners.
- *Central Interceptor Phase 1* – Installing wet well and valve vault piping as well as building work including ceiling panels, HVAC, odor control and electrical in the Lift Station. Starting installation of 12” and 16” force mains to Central Plant. Casing bore was completed across HWY 60 and crews are now running sewer pipe and casing spacers through the casing bore.
- *Central Interceptor Phase 2* – Town issued notice to proceed and pre-construction Meeting. Contractor scheduled to start clearing and grubbing site, potholing utilities and installing groundwater wells the week on Jan 10.
- *North Interceptor* – Design Engineer finalized 90% design and review process is underway. CDPHE permit has been submitted for lift station
- *Low Point Sewer Expansion* – Earthwork construction continuing and crew is excavating near SBR’s for 3rd cell and starting excavation of new headworks building
- *Central Plant Design:* Engineer finalized RFP package for equipment in advance of Construction and Town has posted on the website and bidnet.
- *Old Town Drainage Project* – Project continues making progress however was delayed due to snow storms and sewer line repair. Crews placed about 100 feet of sewer that was identified as needing replacement as previously mentioned.
- *Charlotte Street Project* – Project is approaching 100% design completion. An open house is scheduled for January 18 from 6-7pm at Town Hall.
- *2nd Street Bridge Project* – Still progressing through final design. An agreement with the Hillsborough Ditch Company is in progress.

The Community That Cares

johnstown.colorado.gov

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141