



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: July 3, 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):

- 07/03/2023 – Regular Council Meeting
- 07/10/2023 – Council Work Session
- 07/17/2023 – Regular Council Meeting
- 08/07/2023 – Regular Council Meeting

Administration, Finance, Planning, & Human Resources

- *Liquor Licensing* – Cheba Hut has submitted a renewal for a Hotel & Restaurant liquor license; Johnstown Plaza Liquors LLC has submitted a renewal for a Liquor Store liquor license and a tasting permit; Red Barn Liquors LLC has submitted a renewal for a Liquor Store liquor license, as well as a modification of premise for storage and a tasting permit; Coral Bay Wine & Spirits has submitted a renewal for a Liquor Store liquor license. The JDDA has submitted a Special Event Liquor License Application for Fall Fest on September 16, 2023.
- *Municipal Court* – 126 cases were processed in Municipal Court in June 2023.

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- *Town Clerk* – Staff attended the Colorado Municipal Leagues Annual Conference, as well as several local Colorado Municipal Clerk’s Association trainings.
- *Special Events* – A special event application has been submitted for the Milliken Middle School Cross Country Season Opener on August 17, 2023. The JDDA has submitted an application for Fall Fest on September 16, 2023. Staff is currently processing and reviewing both applications.
- *Hiring* – The Town welcomed a new Police Officer, three Planners, three Parks seasonal workers, a Wastewater Operator, two Utility Operators, and a new Public Works Director to our team in June. We are processing a new Police Officer and a new Police Cadet position. A Streets Crew Lead position is currently open.
- *Pool Feasibility Study* – Stakeholder meetings were held on June 27, followed up by Community Meetings that same evening. The public was invited to attend to learn about different outdoor aquatic opportunities and to provide feedback to the committee and the consultants.
- *Water Rate Study* – The water rate study is well underway. Consultants are in the process of collecting and reviewing Town data. Staff is currently meeting with consultants on a weekly basis to review findings and provide additional information if needed.
- *Police Building RFP* – The pre-bid meeting was held on June 9, 2023, and was well attended. An addendum to the original RFP was issued and distributed to interested parties and posted on our website on June 16, 2023. The closing date is July 14, 2023.
- *Highway Users Tax Fund (HUTF)* – The Local Highway Finance Report was submitted for 2022 in compliance with State Law.
- *Audit* – The 2022 audit is nearly completed with a final report expected to be presented at the July 17 Council meeting.
- *Planning & Zoning Commission (PZC)* – PZC held one meeting on June 28 with the next meeting scheduled for July 26, which will be the newly appointed commissioners’ first meeting. We want to extend a warm thank you to Commissioner Jessica Salo who stepped down from PZC to assume a permanent leadership role in UNC’s GIS Department; and Commissioner Bruce Weber who served as Chair for the past few years and will be working overseas on a new project.
- *Planning & Development Staff* – The department welcomed three new Planning Staff to the Town and have been working on training them in their new roles.
- *Acceptance Inspection* – Planning Staff performed a preliminary landscape inspection on Phase 1 of Johnstown Village/Mallard Ridge in preparation for a pending request for Final Acceptance this Fall.
- *Online Business Directory* – Town Staff launched in June the online business directory for residents and visitors. The online business directory is accessible via the Town’s website and allows users to search for businesses based on category, location, and services offered. Businesses are able to update their information including current job opportunities at any time and such changes are approved once reviewed by Town Staff.
- *Downtown Johnstown Branding & Wayfinding Project Update* – Town Staff published the Downtown Wayfinding Signage Phase 1 RFP in May and closed the RFP in June

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with a total of 3 bids submitted. Upon a contract award by Town Council, Phase 1 of the downtown wayfinding signage will begin to be fabricated with installation expected this year. Town Staff is also working on officially launching the Downtown Brand during the Fall Fest Event.

- *Biz Walk* – Town Staff continues to schedule monthly biz walks to meet with our local businesses. In May, Staff met with Swire Coca-Cola. Staff did not schedule a biz walk in June but is set to meet with Pioneer Materials West in July.
- *Business of the Month (BOTM)* – The BOTM for May was Culvers Restaurant and in June Red Barn Liquor. Staff plans to announce the BOTM for July during the July 3 Town Council Meeting.
- *Community Engagement* – Town Staff had 2 very successful engagements with the community this month (despite the weather), at Johnstown BBQ Day and at the Johnstown Milliken Pride Event at the YMCA. It is important, and a main priority of the Communications Office, to engage with community members where they are at and share the most up to date information and opportunities of the Town.
- *PIO Communications Trainings* – Sean Kennedy, Communications Specialist, completed a PIO Training June 20-22 related to incident response.
- *FY 2024* – Town Staff is working on completing requests for the FY 2024 Budget. These requests are due by July 7 to the Town Manager. Budget work sessions are preliminarily scheduled for September before Council.
- *Manager's Meeting* – The Town Manager attended the quarterly Larimer/Weld County Manager's meeting. The topics discussed included the LETA 911 operations and Larimer County Emergency Management.
- *Home Supply Share Purchase* – The Town should close on a Home Supply Share on Friday June 30. Funds are allocated in the FY 2023 Budget for water acquisition.
- *Bus Transit* – The Town will be having a conversation about a possible partnership for bus transit in North Johnstown later this week. Additional information will be forthcoming based on any identified outcomes of this meeting.

Police Department

Training

- *Leadership Training* – Sergeant Timme attended FBI LEEDA training. This training is a line supervisor course that focuses on leadership techniques and how to provide mentorship to subordinates.
- *Officer Safety Training* – The entire police department received training on how to conduct residential building searches properly and safely.
- *Use of Force Training* – Department personnel received state mandated Use of Force Training. This level of training is Colorado POST required, but also helps officers develop skills needed to assess and utilize the proper use of force that is within state guidelines and departmental policy.
- *School Resource Officer (SRO) Training* – Officer Kelley attended the Colorado Association of School Resource Officers conference in Breckenridge, this training

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provides up to date information on new laws and procedures affecting the role of school resource officers statewide.

Community Policing, Outreach & Miscellaneous Items:

- *New Police Officer* – The department welcomed Officer Yudelky Perez. Officer Perez is a lateral transfer from the Larimer County Sheriff’s Office. She has completed the department run mini-academy and has been assigned to her first phase of her field training (FTO) program.
- *BBQ Days* – Officers and supervisors provided security for the annual BBQ days event. No significant incidents occurred.
- *Shred Event* – The department hosted it’s annual “shred event” to provide residents and business a safe alternative to dispose of sensitive documents.

Public Works

- Crews completed 72 work orders this review period consisting of flood cleanup, construction inspections, street sweeping, gravel road grading, filling potholes, road sign repair, funerals, and a variety of other street and grounds related work.
- *Little Thompson Trail* – Contractor has encountered some areas of poor subgrade. Repairs are in progress. The poor subgrade may result in a change order for the project to help move the wet conditions to adjacent areas and onto the Little Thompson River.
- *Charlotte Street Improvements* – The contractor continues to work with the full width street closure from Greeley and Jay. The contractor completed sanitary sewer pipe installation and will be installing sewer services the week of June 26. The three-week look ahead is located on our website.
- *Frontage Road* – The contractor is 90% completed with the Frontage Road and it is scheduled to open hopefully not later than the first week of July.



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- *The Ridge Filing 1* – CR 3E has been completed from south of CR18 to CR16 and is open to traffic.



- *The Granary* – Repairs are in progress for the damaged rollover curb and walk from the milling company for Filing 1 Phase A. Once it is completed, they will pave all the milled streets. Repairs to subgrade with cement treatment process is in progress in Filing 1 Phase B.

Utilities

- *Treatment*
 - Water Treatment Plant (WTP):
 - Average Daily Flows: 2.059 MGD
 - The raw water recycle pump #3 and VFD are both up and running after a few start up issues.
 - Staff overcame a number of issues with power, internet, and phone at the treatment plant due to the storms and worked together to maintain operations.
 - All six GAC vessels are filled, flushed, and backwashed and online for the season. Granular Activate Carbon (GAC) mitigates the potential for taste and odor issues due to algae growth in the Town’s reservoirs.
 - Low Point Wastewater Treatment Plant (WWTP):
 - Average Daily Flows: 0.57 MGD
 - Staff corrected challenges with reading the flow meter coming into the plant and were able to replace an internal modular card that was causing intermittent display issues.
 - The solids handling tank is nearing completion for the new membrane plant.

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- The second site generator is installed with bollards in place and is scheduled for a test run the first week of July.
 - Central WWTP:
 - Average Daily Flows: 0.83 MGD
 - Solids bulking in Lagoon 1 have been mitigated thanks to a combination of submersible, and directional aerators.
 - Very high rainfall caused huge amounts of infiltration to overwhelm the treatment lagoons. Lagoon levels are slowly getting back to normal.
 - The newest employee in the wastewater division has completed training at the Central plant and is moving to the Low Point plant for training and becoming an asset to the team.
- *Sewer Collection & Water Distribution*
 - Locates: 487 tickets
 - Meters: 44 new installs, 5 Replacements
 - Staff successfully identified and replaced a meter that had been illegally removed from a residence over six years ago.
 - Staff mitigated and isolated a sanitary sewer overflow occurring in the line coming into the Low Point Wastewater Treatment Plant.
 - Staff was notified by a resident of a potential backup in Thompson River Ranch that was able to be quickly corrected, avoiding a sanitary sewer overflow.
 - The recent power outage caused the lift stations to lose power, however the auxiliary power came right on and kept things going smoothly.
- *Inspections*
 - 1,500' water main installed and tested
 - 2,100' sewer main installed and tested
 - 71 water/sewer inspections
- *GIS*
 - GIS is primarily focused on completing the field data collection for the Town's utility network:
 - Added 14 miles of water lines.
 - Added 2.5 miles of wastewater lines.
 - 988 fire hydrants have been collected for GIS as well.
 - A methodology has been developed to help assess the age of Town utility infrastructure which will help in replacement scheduling and in rate studies.
- *Capital Projects*
 - *South Water Tank* – Due to some weather delays in May and June, the contractor should be completing the tank in early July and testing of the tank will be conducted.
 - *South Water Tank Distribution Pipeline* – The contractor is continuing to test the mainline. Testing consists of filling the line with high chlorinated water, flushing the line, pressure, and leakage testing, and finishes with bacteriological testing.

The contractor, in conjunction with Town Staff, has completed testing the water main from CR17/CR42 through the South Tank site with minimal items to address. The contractor will continue to test the water main from the south tank site to Colorado Boulevard and Hwy 60.

- *Low Point Sewer Plant Expansion* – The contractor continues installing equipment in the Membrane Bioreactor (MBR) and Headworks building as it arrives on site. PVREA and the contractor switched the main power supply for the site from the old service to the new service in June which involved the existing plant running on backup power for approximately 8 hours. The switch over was successful with no issues. Town Staff and the contractor are working together to schedule trainings for Staff on the new equipment and testing. In addition, Staff is working with the programmer to review the proposed interface to control the plant.
- *Central Wastewater Treatment Plant* – Site grading is underway including the excavation of a new lift station and some of the basins. Staff will continue to work with the contractor and design engineer throughout construction on permitting and construction progress. The abnormally wet spring caused some delays as much of the foundation was filled with water. As Plant Staff coordinates lowering the lagoon levels, the contractor will look to restart the decommissioning of Lagoon #3 (the southwest lagoon).
- *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. In June, Town Staff and the design engineer met with CDOT to discuss the project and give them an introduction to the project and discuss their requirements. In addition, we are working on getting survey and utility locations wrapped up to determine the best alignment for the new water main. As a reminder, this project consists of replacing an aging water main in Highway 60 from Parish Avenue to Sticker Stadium and installation of a new water main from Sticker Stadium to the new Central Wastewater Treatment Plant.

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