



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: February 1, 2021

CC: Town Staff
Local Media

SUBJECT: Town Manager's Report

Upcoming Town Council 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):

- 02/17/2021 – Regular Town Council Meeting
 - 03/01/2021 – Regular Town Council Meeting
 - 03/15/2021 – Regular Town Council Meeting
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Administration, Finance, & Planning

- *Utility Billing* – All new rate classes and rate structures have been entered into the billing system and were used for January billing calculations. While rates have increased, they are more in line with neighboring communities and more importantly are able to address issues related to critical improvements to our water and wastewater systems that benefit the utility customers.
- *Round 2 Microgrants* – Fourteen (14) grants totaling over \$180,000 have been issued in Round 2.
- *Johnstown Cash* – Staff is still working through the process regarding the Johnstown Cash program. We just recently agreed upon terms of the contractual agreement and are now beginning to engage with the businesses to gauge their planned participation. We hope to roll out this program sometime in February 2021.

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- *SB20B-001* – The SB20B-001 grant program created by the State and administered by Johnstown for Weld County businesses will close on February 5. After the application period closes, reviews will be completed for the all of the applicants to determine eligibility and award amounts. This program is predominantly for restaurants, bars, theatres, gym and other businesses most affected by the pandemic due to occupancy limitations.
- *Façade Grant Program* – Staff awarded three 2020 grants totaling \$3,078.57. Five applications have been awarded for 2021 grants, totaling \$17,416.04. Those awards leave \$7,583.96 remaining in the 2021 grant fund. Staff continues to receive inquiries as more businesses and property owners learn of the program.
- *CentralSquare/TRAKiT Software* – Staff has resolved prior login issues, and the software is being used for permitting and project tracking. We will continue training Town and ProCode staff throughout January. A final future phase introduces this system as a web-based customer-facing access portal for submittals, status checks, and document access.
- *Liquor Licenses* – Lazy Dog and Urban Egg renewal applications have been submitted to the state.
- *Thompson River Ranch Update* – In relation to outstanding developer obligations within Thompson River Ranch, as of December 31, 2020, 222 permits have been issued toward the 500th certificate of occupancy trigger that requires the completion of the community building and pool. Completion of improvements to High Plains Blvd (LCR 3) is committed to be complete by June 30, 2021. This project did receive approved plans from the Hillsborough Ditch Co. for the utility crossings and needed culvert in January 2021.
- *Economic Development Manager* – Sarah Croshwaite has been hired as the new Economic Development Coordinator. She will begin her position with the Town on February 16, 2021.
- *Deputy Public Works Director* – Ellen Hilbig has been hired as the new Deputy Public Works Director. She will begin her position with the Town on February 16, 2021.
- *Home Supply Share Purchase* – The Town closed on one (1) share of a changed Home Supply Share. The certificate was provided at the closing in the Town's name.
- *Human Resources Director* – Staff is currently conducting interviews for a Human Resources Director. The interviews will be completed at the end of the week of January 25 with a decision expected shortly after this period.

Police Department

Community Policing, Outreach & Miscellaneous Items:

- *Outside Department Assistance* – Lt. Oglesby assisted Severance PD with a Sergeant Assessment Center hiring process.
- *New Software* – The Johnstown Police Department implemented eCrash. This will allow officers to complete traffic accident investigations electronically and speed up the report process for all stakeholders.

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Public Works Department

Streets, Stormwater, & Parks

- *Streets* – Crack sealing has started in the Clearview and Thompson River Ranch neighborhoods and will continue as weather permits. Staff continues to fill pot holes around Town and have used around 800 lbs. of material on such repairs. Street sweeping also continues as weather permits.
- *Parks* – Disinfection of Town parks and playground equipment will continue. Crews are applying disinfectant 2 – 3 times per week.
- *Water Plant* – The Lone Tree pump station up and running, however the actuator for Pump 3 is not working and Staff is currently working to get this repaired. A new fence was installed around the Lone Tree Pump House as part of the Lone Tree project. The VFD was repaired in the distribution pump house that broke down in December. Another VFD was ordered as the second unit on the pump house has started to fail. We need both units up and running before water demand increases this spring.
- *Water Taste and Odor Analysis* – Staff will soon meet with our engineer to discuss the jar testing for taste and order problems as well as next steps for alternatives that may include a new carbon feeder system.
- *Water Plant Expansion* – Bids for the water plant expansion design are due February 5. We had about 20 firms attend the Pre-Submittal meeting on January 14.
- *Water Town Bids* – Bids were received on January 15 for the Water Town construction on the south side of Town. A recommendation to Council for consideration is tentatively planned for February 17.

Wastewater Plant

- *CWWTP* – A Pre-Submittal meeting was held on January 20 for the CWWTP design. We had a great turn out. The bids are due on February 17. Sludge removal has started at the plant to remove approximately 4 million gallons of sludge. With the cold weather affecting the Central Plant, our ORC Wayne Ramey suggested we start adding soda ash to the MBBR to raise PH and help with nitrification. This should help keep the plant in compliance during the colder months. Our lagoons have always struggled to meet compliance requirements in cold weather and we hope this will help considerably.
- *Low Point* – The bids for the equipment purchase for the Low Point Expansion project were received on January 22. We will have results and recommended approval to present for the Council soon.
- *Repairs* – The Low Point potable water line located in the headworks building was replaced by Staff. A blower was also removed and taken for repairs. The Central Plant is still having issues with the old sludge pump. A new one was budgeted for 2021 and will be replaced in the next 60 days.
- *SCADA* – All control valves at the plant are communicating well through our SCADA system that was recently worked on.
- *SOP's* – Staff, along with our ORC, has compiled Standard Operating Procedures (SOP's) for operations in all of the plants and stations in Town. These include checklists to help crews better manage tasks. These will assist in creating accountability,

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minimizing repair issues through better maintenance and oversight, and improve our operators' knowledge of the treatment systems.

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