



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: February 23, 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):

- 02/28/2022 – CDOT Work Session & Downtown Branding RFP – 6 p.m.
 - 03/07/2022 – Regular Town Council Meeting
 - 03/21/2022 – Regular Town Council Meeting
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Administration, Finance, Planning, & Human Resources

- *Liquor Licenses* – Lazy Dog renewal application has been submitted to the state for renewal.
- *Municipal Court* – Municipal Court processed 99 summonses for the month of January.
- *2022 Budget* – The 2022 Budget was submitted to and has been accepted by DOLA. The completed 2022 Budget document is available on the Town's website on the Finance page.
- *Budgeting Software* – Mapping of the new software is in the process of being reviewed and approved before proceeding.
- *Communications MarCom Gold Award for Website* – The Town of Johnstown won a MarCom Gold award recently for the Town's website redesign. The MarCom Awards

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(International Competition for Marketing and Communication Professionals) honors excellence in marketing and communications. While this is an honor for the Office of Communications, it also shows what a great resource and tool the Town's website is for transparency, information, and business of the Town government.

- *Communications Website & PDF ADA Training* – The Communications Manager has been dedicating time to learning more about website accessibility as it relates to web pages, content, and PDF documents through resources such as WCAG and Rocky Mountain ADA. Working towards more accessible content is important to provide transparent and valuable information to every resident.
- *Hiring* – A Planner I and Police PT Administrative Technician have accepted offers. Police Officer candidates are in background screening. We are still looking for Streets Maintenance I & II, Police FT Administrative Assistant, and a Customer Service Technician for Town Hall.
- *Business of the Month* – The Town announced Candle Light Dinner Playhouse as February's Business of the Month during the February 7 Council Meeting.
- *2022 Northern Colorado Regional Economic Development Initiative* – The Town of Johnstown will be participating in this year's NoCo REDI strategic planning retreat scheduled in February which will focus on regional efforts to attract and retain talent, industry, and economic recovery. Additionally, the retreat will focus on code of ethics & rules of engagement, and practices & procedures when recruiting businesses to a municipality.
- *Town & Little Thompson Water District (LTWD)* – The Town and LTWD continue to work through the items regarding an updated IGA. Discussions will need to take place with Town Council for advise during these discussions soon.
- *Broadband Update* – All four communities supported working on an MOU with Allo Communications for a broadband deployment in each community. We hope to have a MOU for review for Council in not more than 90 days.
- *CDOT & Town IGA* – The Town and CDOT met to discuss creation of an IGA that would address many items related to the improvements along the I-25 corridor within the incorporated areas of the Town. This document will include the elements related to devolution of the Frontage Road from CDOT ownership and maintenance to Town obligations.

Police Department

Training:

- *Field Officer Training* – Officer Grounds attended Field Officer Training and will be certified to train new recruits. Officer Grounds will now be able to lead, develop, and inspire new-hire law enforcement officers. Officer Grounds gained leadership skills and learned about adult instruction methodology.
- *CPR Training* – All department personnel completed CPR and first aid training

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- *Standardized Field Sobriety Test (SFST)* – Department personnel recertified in Standardized Field Sobriety Test (SFST). Officers refreshed on how to conduct the standardized sobriety testing procedures, otherwise known as roadside maneuvers.
- *CO Misdemeanor Reform Bill* – Officers were updated on the state’s misdemeanor reform bill. This bill reclassifies many felony level crimes to misdemeanor level and reduces misdemeanor classifications from three levels to two. It also reduces petty offenses from two levels down to one.

Community Policing, Outreach & Miscellaneous Items:

- *Oral Boards* – Oral boards were conducted for a police officer position and a police administrative position. Detectives are currently working on the selectees’ backgrounds.

Public Works and Utilities

Streets, Fleet & Parks

- *Streets*
 - Crews worked on clearing and de-icing of street drains to reduce melt back-up along roadways and sidewalks.
 - Crews worked on filling pot-holes prior to this week’s coming snow fall.
 - Pavement Maintenance contractor discussions are taking place for this year’s maintenance program.

Water Plant & System

- *Water Plant*
 - Range of treated flows from 1.0 to 1.4 MGD
 - Surge Tank Actuator repair underway
 - Collaborating with Browns Hill on Automation needs
 - Performed routine maintenance on DAF motors and backwash of filter #1
 - Operator performed Treatment Plant Tour of Ozone Facility

Wastewater Plants & System

- *Central*
 - Cleaned DAF treatment equipment and chlorine contact basin
 - Evaluating methods for efficient operation of effluent line from lift station to ponds
- *Low Point*
 - Operations of SBR altered to north tank to accommodate construction impacts
 - Required sludge hauling to implement new alignment and pump installation

Project Updates

- *Johnstown Reservoir Dam Repair* – Dredging operations continuing. Contractor completed installation and encasement of outlet pipe and has placed caissons for the outlet tower foundation, completing the first section of the outlet tower structure. Town is in communication with Home Supply and CDW on schedule to fill and restocking lake.
- *South Water Tank* – The foundation for the South Water Tank has been completed and the red and white derrick erected for the tank shaft construction. A pre-concrete pour

meeting, test concrete pour, and the first base section of the tank shaft have been performed.

- *South Water Tank Distribution Pipeline* – Project is working through approvals on water line crossings in time sensitive areas and has started the Hillsborough Ditch and Weld County bore crossings. Waterline installation is scheduled for later in February through the DCP mitigation area on WCR13, as well as starting bore work for Farmers & Hillsborough Ditch Crossings.
- *Water Treatment Plant Expansion* – The Water Treatment Plant Expansion Project is in the site design phase. The Design Engineer is putting together a pilot program to test the treatment option proposed for the site and is collaborating with the Town’s water model Engineer and Wastewater Treatment Design Engineer.
- *Central Interceptor Phase 1* – Sewer trunkline installation along SH60 to the Central Wastewater Treatment Plant will be completed by the end of February. The lift station is waiting on electrical components due to supply chain delays. Start-up of the lift station is anticipated in April with the decommissioning of existing lift station in May.
- *Central Interceptor Phase 2* – The contractor has started clearing and grubbing site and potholing utilities. Groundwater wells will be installed in February with the construction work starting at the Hillsborough Ditch crossing bore. The contractor is reevaluating construction schedule due to easement challenges. Town upsized the casing under the Hillsborough Ditch crossing to accommodate future growth.
- *North Interceptor* – Design engineer is waiting on CDPHE review and comments on the lift station at CR50 before issuing final drawings.
- *Low Point Sewer Expansion* – Earthwork construction continuing and crew is working on formwork for walls on MBR/SBR basins and started formwork for new EQ basin adjacent to headworks building.
- *Central Plant Design* – The proposals for equipment selection for the Central Wastewater Treatment Plant Project are due February. Staff is working through conceptual building layouts with operations staff.
- *2nd Street Bridge* – Grading is completed and the installation of the box culvert has begun. Paving is still planned for mid-April based on weather conditions.
- *Old Town Drainage*- The new sewer line and manholes have been installed and now the new storm drain installation will begin. Crews are still working in the alley and will work from Estes to Greely. For safety reasons, Estes will be closed temporarily while the storm drain at Estes and the alley are installed.
- *Charlotte Street* – Design is complete and a final neighborhood meeting will be held on March 1. The meeting is for those homeowners directly impacted by the projects. Staff will also be submitting for a DOLA Grant to help fund the project.
- *Rolling Hills Playground* – Contracts are in place and the new playground equipment is in inventory. The old playground will be removed when the new playground is scheduled for installation, estimated to be mid to late April (weather permitting).

Active Development

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- *Active Developments:* The Ridge A & B Public Improvements, TRR County Road 3 Improvements, TRR 12 Public Improvements, Johnstown Village (Mallard Ridge) Filing 1 Phase 3, Revere Public Improvements, Mountain View Townhomes, 2534 Site Plans, Crowne Apartments, Johnstown Village Tracts M&N.
- *Acceptance:* Johnstown Farms Filing 3 Public Improvements & Johnstown Village Filing 1 Phase 2 Public Improvements, Johnstown Heights Public Improvements.
- *Early Building Permit Requests:* TRR 12 & Mountain View Townhomes.

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