



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: April 4, 2022

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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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):

- 04/18/2022 – Regular Town Council Meeting
  - 05/02/2022 – Regular Town Council Meeting
  - 05/09/2022 – Work Session – (6 p.m.)
  - 05/16/2022 – Regular Town Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

- *Budgeting Software* – Mapping of the new software has been completed and approved. Training for department heads is expected to begin in May.
- *2021 Audit* – Preparation for the upcoming 2021 audit is well underway. Fieldwork is scheduled to begin April 25, 2022.
- *Flex Schedules* – Some staff members have switched to flex schedules. Options included working a 9/80 schedule with every other Friday off, 4/10's with either a Friday or Monday off, or staying with the current 8-5 Monday – Friday. Our focus is to help promote better work-life balance. In either instance, the primary focus is that service levels for our residents do not drop off.

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- *Broadband Update* – The four (4) Towns submitted a Master License Agreement and Supplemental Site License Agreement to Allo to begin discussions on the broadband deployment. Final details are being completed on a non-exclusive franchise agreement. The focus of the franchise agreement is to make the terms uniform across all Towns.
- *60 + Ride Organization* – Jamie and Matt met with the 60+Ride organization. This entity provides free rides to residents in northern Colorado to all over the state as necessary to meet their needs. They are seeking support from the various municipalities they serve. We plan to have them at a future work session to discuss the service they provide.
- *Hiring* – Three Public Works Maintenance workers were given offers this past week, we also have two Police Officers in process and an Administrative Assistant will be starting soon for the Police Department. We are currently looking for a Civil Engineer, Mechanic, Communications Specialist, Water/Sewer Utility Crew Lead, and a Water Plant Operator.
- *Water Shut-off Courtesy Calls* – Staff has been placing courtesy calls to customers who are on the shut off list in an effort to minimize the number of customers who are disconnected each month. To date, the calls have been incredibly effective in reducing the number of shut-offs. The calls are typically placed one to two days before shut-off day and have been done manually, however, we are currently working to automate them to increase efficiency.

	January	February	March
Number of shut-off notices mailed	389	230	276
Number of courtesy calls place	170	87	72
Number of customers shut-off	21	10	22

## Police Department

### *Training:*

- *Firearms Training* – The entire department received retraining and participated in State firearms qualifications testing.
- *K9 Recertification* – K9 officer Vasco passed his State of Colorado narcotics certification last week.
- *Crisis Intervention Training* – Officer Olds became certified in CIT training this week.

## Public Works and Utilities

### *Public Works*

- *Work Orders* – Staff completed over 1,000 work orders for 2021.
- *North Front Range Metropolitan Planning Organization* – Staff attended the NFRMPO technical meeting in March. The meeting discussed the availability of funding for carbon reduction grants and Roads of Regional Significance.

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- *Pavement Maintenance Plan* – Staff is currently working on finalizing this year’s Pavement Maintenance Plan and hopes to bring forward more information to the Council in April.
- *Rolling Hills Playground* –The existing playground was removed to make way for the new playground and pour in place flooring. The new playground is currently estimated to be completed by the end of April.

### ***Water Plant & System***

- *Water Plant*
  - Completed pilot testing on the pretreatment for the WTP Design.
  - We’ve been experiencing challenges bringing the plant back online due to changes in chemical dosing.
  - Scheduling GAC startup for end of April to prepare for geosmin and MIB in the water.
- *Distribution System*
  - Adjustments at the CR3E PRV automation to control the feed to the north side of Town and the North Tank are being completed.
  - Tied in Home Supply Ditch flow meter.
  - Made modification in Lone Tree pump vault for safety.

### ***Wastewater Plants & System***

- *Central*
  - Evaluating process improvements for lagoon aeration, effluent pumps, DAF influent valve and headworks bar screen as part of the planned design at Central.
  - Polymer pump parts arrived and will be replaced.
  - Weed treatment around buildings was performed.
- *Low Point*
  - Generator was tested and functioned well for planned construction power outage.
  - The fan press is running more efficiently to process solids with recent alkalinity addition.
- *Collection*
  - Lift Station maintenance and communication upgrades are being completed.

### ***Project Updates***

- *Charlotte Street* – Council was provided an update at the last council meeting. Town staff and the consultant are currently working on the bid packet. The bid will not be issued until notification of the grant application.
- *Old Town Drainage* – The project is moving out of the alley and will now place the storm drain system along Greeley. When weather permits, the alley will be cement paved. Once Greeley storm system is installed crews will work on concrete work, followed by final paving. Xcel gas crews will also be on site this month to replace the gas line in Estes, Greeley, and Fremont.
- *2<sup>nd</sup> Street Bridge* – The bridge project is on schedule and is crews are currently pouring the box wing walls. Back fill should take place shortly after, with roadwork beginning soon.

- *Johnstown Reservoir Dam Repair* – Dredging operations are complete. Construction crews were unable to process about 500CY due to turn in weather. Contractor is rebuilding the dam and setting the bridge for the outlet tower structure on the east end by the end of the week. Town is coordinating filling the reservoir with the Home Supply during the month of April, hopefully prior to major calls for water and is in communication with the CDW to restocking the lake.
- *South Water Tank* – Contractor is continuing the striping and forming of each level of the tower shaft as well as pouring all of the dome pieces for the roof. We will try to offer a tour of the construction in April when the weather improves.
- *South Water Tank Distribution Pipeline* – Project work is focused on Hillsborough Ditch and a Farmers Ditch bore crossings before irrigation season. Contractor is installing waterline through DCP mitigation area on WCR13. April will start the work from the SH60 property heading south.
- *Water Treatment Plant Expansion* – The plant has been offline for 2 weeks in order to perform a pilot program to test pre-treatment options. Promising pilot results supporting keeping the existing pretreatment however more analysis is needed to determine max flows that can be treated and what chemical to use in pretreatment.
- *Central Interceptor Phase 1* – Lift Station building is wrapping up and electrical components on hold due to supply chain delays have come in. An additional month of work to complete the electrical with the new Lift Station is estimated and start-up is scheduled for May. The old lift station decommissioning is scheduled for June.
- *Central Interceptor Phase 2* – Contractor is installing the manhole and main from the lift station heading south and is performing the bore work at the Hillsborough Ditch crossing. Work will start to commence along CR46.
- *North Interceptor* – Town has received CDPHE approval and the Design Engineer is finalizing plans for the pricing by the end of March. Construction is anticipated to be presented to Council for an award in May.
- *Low Point Sewer Expansion* – Earthwork construction continuing and crew is continuing to work on new structure construction for MBR/SBR and EQ basins adjacent to headworks building. We can coordinate a tour of the improvements in April if Council would like to visit the site.
- *Central Plant Design* – The Design Engineer submitted 30% plan for review. Town Operations staff will be reviewing and providing comment at the beginning of April.

#### ***Active Development***

- *Active Developments:* The Ridge A & B, TRR LCR3, TRR 12, Johnstown Village (Mallard Ridge) Filing 1 Phase 3, Revere, Mountain View Townhomes, 2534 Site Plans, Crowne Apartments, Johnstown Village Tracts M&N, Johnstown Farms Filing 3 WCR 46.5.
- *Acceptance:* Johnstown Village Filing 1 Phase 3A, Johnstown Heights.
- *Early Building Permit Requests:* TRR 12, Mountain View Townhomes, Johnstown Village Filing 1 Phase 2 and Phase 3A.

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