

Town of Johnstown



# TOWN MANAGER'S REPORT



*December 2024*

[johnstownco.gov](http://johnstownco.gov)



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## Administration, Finance, Planning, and Human Resources

### Upcoming 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):

- 12/02/2024 - Regular Council Meeting
- 12/16/2024 - Regular Council Meeting

### Hiring

Meghan Martinez has been selected as Town Clerk and began that role at the end of October. We are in the process of recruiting a new Communications Manager to fill the vacancy that was created by this appointment. Currently, six Police Cadets candidates are moving through the background process. Once completed 2-4 will be chosen to start Police Academy January 2025. Four Police Officers are in the background phase of hiring and should be starting around the first of the year. An Executive Administrative Assistant has been hired and will be starting early December. We are in the process of recruiting a Public Works Director, Records Supervisor, and Civil Engineer I.

### Biz Walk

Staff has filed the certification with DOLA for continued participation in the Conservation Trust Fund (CTF). This will allow the Town to continue to receive funds from State lottery proceeds. These funds can be used for the acquisition, development, improvement, and maintenance of new conservation sites, or for recreational purposes on a publicly owned site such as a park.

### Municipal Court

November 2024 Court data is broken down for Council's review below, with a total of cases 123 being closed:

- Code Violations: 9
- Traffic Violations: 71
- Theft: 15
- Other Criminal Cases: 8
- Parking: 32

### 2024 Certification Letters

Staff expects to receive the final Certification of Valuation from the County Assessors no later than December 10 as required by State law. These valuations will form the basis for the mill levy certification. The Town is currently in receipt of the August Certification Letters which are estimates and were used to formulate the 2025 Budget. Staff does expect that there will be some change between the August valuation and the December valuation, however, it is unlikely that the change will be material.

### Downtown Facade Grant Program

In 2024, Town Council allocated \$30,000 towards the façade grant program in downtown. Town Staff is happy to report that all funding has been awarded to several businesses/property owners in downtown.

### Cemetery Software

We have discovered some glitches in the new cemetery mapping software. The link will be taken down until we can resolve the issue from a customer service perspective.

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### Downtown Master Plan Project

Town Staff has provided Town Council a report outlining the feedback received during Phase 2 of community outreach. Results will be made available online the week of December 2 on the project webpage. Town Staff plans to publish a draft of the masterplan document in the coming months for the community to review before it is taken to Council for consideration of adoption.

### Northern Colorado Regional Economic Development Initiative (NoCo REDI)

NoCo REDI is having their annual meeting on Thursday, December 12 at 3pm at High Country Beverage. The annual meeting will discuss regional economic development trends and accomplishments. We encourage the Town Council to attend the meeting and RSVP before the deadline on December 9.

### Council Meeting Livestream

We are working with our vendors to test the livestream to ensure a seamless transition. Meetings will continue to be streamed on Facebook while we complete testing.

### Planning Commission

The Planning & Zoning Commission held a meeting on November 13, 2024, to consider an ordinance to amend the Land Use and Development Code. The Commission recommended approval of the ordinance, so it will be presented to the Town Council in December.

### Calendar Distribution

The Town Calendar is at the printer and should hit mailboxes the beginning of December.

### Parks Master Plan

Master planning for Letford and Centennial parks continues to move forward at a steady pace. An open house was held on November 19, 2024, at Town Hall to unveil conceptual designs for both parks. The meeting was very well attended by the public, and we received great feedback. An online survey is also circulating to solicit comments from anyone who is interested in the project. The feedback will be used to further inform the designs of the two parks. The survey and the concepts can be found here:

<https://johnstownco.gov/566/Centennial-Park-and-Letford-Park-Master->

[and-Letford-Park-Master-](https://johnstownco.gov/566/Centennial-Park-and-Letford-Park-Master-)  
The concept plans for the two parks were also presented at the senior center during their luncheon on November 20, 2024. We received valuable feedback from the group and are excited to see how the concepts evolve.

### High Plains Blvd & CR18/Freedom Parkway

The Town was able to acquire the necessary right of way for the necessary improvements to the southeast corner of this intersection. Staff is working to receive quotes for improvements to this intersection with the hopes to fully open it, prior to the end of the year.

### Town Offices Closed

Town offices will be closed during various upcoming Christmas holidays from Monday December 23 - Wednesday, December 25.

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## Johnstown Senior Center

The Senior Center honored their Veterans on November 6 by recognizing each member and their branch of service and gave out a small bag of goodies. The center is currently gearing up for the Christmas Boutique by making pie crusts and doing a deep cleaning of the upstairs storage room. Activity counts for November are as follows:

- Breakfast Trip - 6
- Senior Center Board Meeting - 6
- Colorado Eagles - 10
- Lunch Trip - 10
- Movies - 4
- Footcare w/ Advanced Footcare - 10
- Creative Crafts - 6
- Monthly Casino Trip - 10
- Weekly Cards - 40
- Weekly Diamond Dot - 25
- Friendly Fork Meals - 224
- Tai Chi Chih - 22
- Ukulele Lessons - 4

## Police Department

### Stats

Statistical data was gathered during the period of October 23-November 23.

- Officers responded to 1304 calls for service.
- Top incident types:
  - Suspicious Activity (85)
  - Code Violations (89)
  - Follow Up (195)
  - Traffic Accidents (53)
  - Thefts (62)
  - Check Wellbeing (71)
  - Meets (96)
- 167 Citations
- 94 Arrests (Includes Cited/Summoned/Referred arrest types)
- Physical Arrest Only (25)
- Top arrest types - Theft and Warrants

## Communications Manager & Public Works Director Hiring

Interviews for both the Communication Manager and Public Works Director will be held the week after Thanksgiving. We are hopeful these very qualified candidates for the respective positions will be able to start shortly after the new year.

### Case of Interest

On October 29, 2024, officers took a theft report where a suspect took all four tires off a vehicle in one of our apartment complexes. On November 11, 2024, JPD received an LPR alert that the suspect vehicle was in the I-25/Hwy 34 area. Officers were able to locate the suspect vehicle with the victim's tires on it. They were able to take an adult male into custody for felony theft.

### Red Dot Instructor Course

Officer Beckman attended Red-Dot Instructor class. He is now certified to teach officers to use Red-Dot sights.

## Training - CIT

Officer Brady and Officer Mee attended the weeklong Crisis Intervention Training in Fort Collins. Officer Kelley was one of the instructors for the course.

## Legal Updates

Department training on Legal Updates taught by the Larimer County DA's Office.

## Public Works Department

### Work Orders

Crews completed 166 work orders this review period consisting of asphalt patching, street sweeping, leave and debris pickup, gravel road grading, road sign repair, snow plowing, funerals, and a variety of other street and grounds-related work.

### 2024 Concrete Repair Program

The concrete contractor has completed approximately 90% of their scheduled work. The new ADA ramps and a concrete pan at the intersection of SH 60 and Telep are approximately 75% completed.



## Trick or Treat Street

Officers and Chief Strossner made sure that trick or treaters were able to safely cross streets during Trick or Treat Street.

### Little Thompson River Underdrain

Staff has awarded this contract to L4 Construction. Staff is working with the Town's design consultant, Ditesco, to coordinate the outfall of the project with Weld County's future project which includes storm water infrastructure in the area. Construction is anticipated in early 2025.

### Little Thompson River Pedestrian Bridge

Staff has awarded this contract to RCD Construction, following Council approval at the November 4, 2024, meeting. The preconstruction meeting has occurred, and construction is anticipated to begin in December 2024. Substantial completion is expected in Spring 2025.

## Roosevelt Parkway & WCR13

The Town's design consultant, Alfred Benesch & Co., is submitting their preliminary design ahead of the Thanksgiving Holiday. Staff will review this design and has scheduled to have a design review meeting in December 2024. Construction remains on schedule to occur in Summer 2025.

## State Highway 60 and WCR 13

The Town's design consultant, Alfred Benesch & CO., continues with the process for acquiring necessary right-of-way needed for the ultimate design configuration of Colorado Boulevard (WCR13). Staff received approval for the procurement of traffic signal equipment needed for this design. The procurement of those long lead items will help to avoid delays to the project schedule.

## Maestas Street Drainage

The Town's design consultant, Matrix Design Group, continues with the design of the three Council approved alternatives to address storm water in this area. A draft plan for the stormwater design is anticipated to be received before the new year. The Town's geotechnical consultant, Terracon, completed their roadway boring and is anticipated to have a preliminary roadway design report to the Town ahead of the Thanksgiving holiday. During this investigation, high ground water was of potential concern. During the investigation ground water was not encountered which helped reduce project risks and alleviate such concerns. This report is a necessary component for the storm water design.

## West Parish Alley Project

Staff has begun the process of acquiring necessary easements from property owners that will be used by Xcel Energy for the placement of electrical equipment. These meetings with property owners will be ongoing. The Town's design consultant, BHA Design, is working to provide a preliminary sanitary sewer design for review in December 2024. This would be the first phase of many of the alley project which is anticipated for construction in Spring 2025 ahead of the aerial utility undergrounding. Staff has met with Xcel Gas on their utility coordination which is anticipated to occur following completion of the sanitary sewer installation.

## State Highway 60 & I-25 Bridge Aesthetic Package

CDOT has begun working on available punch list items starting in November 2024. The majority of these punch list items will be addressed in Spring 2025 due to temperature constraints. Staff continues to inspect the completed punch list items for acceptance as they become available

## Utilities

### Accomplishments

The State of Colorado requires operators that run Water and Wastewater systems to be certified under State Regulation 100. Each time one of our operators is certified by passing an exam, it helps the Town by growing the team knowledge and experience.

- C&D Operators, Atanasio Arellano & Marcos Chavez, passed the Level 2 Water Distribution exam
- WWTP Operator, Chuck Rice, passed the Level 2 Sewer Collection exam
- WTP Operator, Blayne Banghart, passed the Level 3 Water Distribution exam

### Water Treatment Plant:

- Average Daily Flows: 1.5 out of 6 MGD Treatment Capacity

Water Treatment Operations are switching from high summer flows to low winter flows. This is the time of year when operators can take half of the plant offline to do regular maintenance on the equipment and treatment processes. This helps keep everything running smoothly during the busy summer season. Right now, the operators are using 1 of the 2 - 3 MGD filters and 1 of the 2 DAF (Dissolved Air Flotation) basins. This allows the team to drain, clean and perform maintenance on the equipment that is offline. Work also included cleaning the material in one of the saturators, which helps feed air to the DAF basins. Cleaning the saturator resulted in an immediate smoother operation of the plant.



## Waste Water Treatment Plants

- Low Point Average Daily Flows: 0.4 out 1.5 MGD Treatment Capacity
- Central: Average Daily Flows: 0.7 MGD out of 1 MGD Treatment Capacity

The Towns Wastewater Operations takes care of both the Low Point and Central wastewater facilities. The team has set up a maintenance plan for the new equipment at Low Point and have started doing the necessary work to keep the plant running smoothly. They are also working on improving the chemical delivery system that controls the pH and alkalinity of the return water.

Winter is a tough time for the Central Wastewater Treatment facility because of the lagoon treatment process. The colder the water in the lagoon gets the harder it is for the organisms to keep up with treatment. This means the operators need to change how the plant runs in order to provide the best environment for these organisms in the winter. The team has also been dealing with problems with the blower equipment which is important for keeping the air flowing into the lagoons to help with treatment.



## Sewer Collection & Water Distribution Systems (C&D)

Collection & Distribution Operators have been working hard this month to fix problems throughout the system. They made two repairs on a sewer line between Greeley and Fremont Ave and coordinate a repair with the water treatment staff to fix the internal parts of the LCR 3E pressure reducing valve to make sure the north elevated tank keeps filling properly. Additionally, they helped support the new police station construction by installing a new water service line and meter vault.

- Locates: 613
- Meters: 35 new installs, 37 meter replacements





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## Inspections

- 12,486' water main
- 14,463' sewer main
- 4,705' storm water
- 168 water/sewer inspections
- 2,000' curb and gutter
- 4,940' of sidewalks

## Water Treatment Plant Expansion

Construction of the MBR building, the secondary process basins, the solids holding tank, and the headworks are progressing well. Through the remainder of the year, the contractor will continue to work on process piping, installation of equipment, and finishing the exteriors of the buildings.

## SH60 Waterline Replacement & Extension

A pre-construction meeting was held in November and based on the current schedule provided by the contractor, they are looking to procure materials in December and begin construction in January.

## Water Treatment Plant Expansion

The contractor is continuing to work on site yard piping, procuring equipment and materials, and installation of below ground concrete structures. The contractor has started testing the below ground structures to ensure that they are water tight, testing will continue for the next couple months. Town Staff met with Xcel in November on the gas and electric services to ensure that their design is coordinated with the plans. The aerial below shows the concrete basins for the membrane feed wet well, distribution pump station, and the drain pump station.

