



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor Troy D. Mellon and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: June 5, 2023

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):

- 06/05/2023 – Regular Council Meeting
- 06/19/2023 – Regular Council Meeting
- 06/26/2023 – Work Session – Land Use Code Amendment Discussion

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### Administration, Finance, Planning, & Human Resources

- *Town Clerk* – A special event application has been received and is being reviewed for *Superhero Strides for Cystic Fibrosis*, a 5K run on July 29, 2023.
- *Cemetery* – Staff met with the Cemetery Committee to review the Rules and Regulations, which will be updated to include a height limit for monuments as well as other miscellaneous items. A fully updated document will be included in the Information Items of the Council packet when finalized.
- *Municipal Court* – 140 cases were processed in Municipal Court in May 2023.
- *Municipal Code Amendments* – As Council has approved several Municipal Code amendments, Staff is working on outreach and updating the Town website to reflect these

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changes. One of the most notable changes is the Short-Term Rental License requirement, which will be communicated to the community in upcoming newsletters and social media outreach as well as various mailings.

- *Franchise Agreements* – Staff is continuing negotiations with TDS on a new franchise agreement.
- *Pool Feasibility* – The Pool Feasibility Committee met for the first time on May 1, to discuss potential visions for the project. The project kick-off meeting took place on May 31 and included the Committee and the Consultant. The discussion included topics such as design goals, philosophy, and parameters. The Consultants toured both potential sites which are currently owned by the Town.
- *Police Building RFP* – The RFP for the expansion of the Police Department has been issued. The closing date is July 14, 2023.
- *Hiring* – We are about to welcome a new Police Officer, three Planners, three Parks seasonal workers, a Wastewater Operator, and a new Public Works Director to our team. The Town is currently searching for Utility Operators, a Streets Crew Lead, and more Police Officers.
- *Training* – Staff from multiple departments completed training on several safety and workplace topics through CIRSA.
- *Regional HR Partnership* – The Town recently hosted a regional gathering for municipal HR leaders in the Northern Colorado area.
- *Planning & Zoning Commission* – Two candidates were interviewed for appointment to the Commission, and a recommendation will be made to the Council in June. One commissioner, Jessica Salo, has resigned due to a promotion to department chair at UNC, and her last meeting will be at the PZC regular meeting on June 28.
- *Utility Billing* – 165 shut-off letters were mailed out in May and only 14 customers remained on the list on shut-off day.
- *Finance* – The Finance Director attended the annual GFOA (Governmental Finance Officers Association) conference where topics included the ever-changing bond market, ARPA funding, and updated best practices for Finance.
- *2022 Audit* – The audit is in process. Staff will continue to work closely with the auditors for the next several weeks as they review the Town's data. The 2022 audited financials are expected to be presented to Council in July.
- *508 Compliance and Website Accessibility* – The Communications Office continues to work on 508 website compliance and Town digital environment compliance. Having a website that is 508 compliant and that follows WCAG Guidelines 2.0 is important for the Town of Johnstown because it provides more equal access to information and promotes transparency. Our department has made significant progress in improving our digital environment, boosting the accessibility rating of the website by more than 10% since the start of the year.

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Communications Dept.

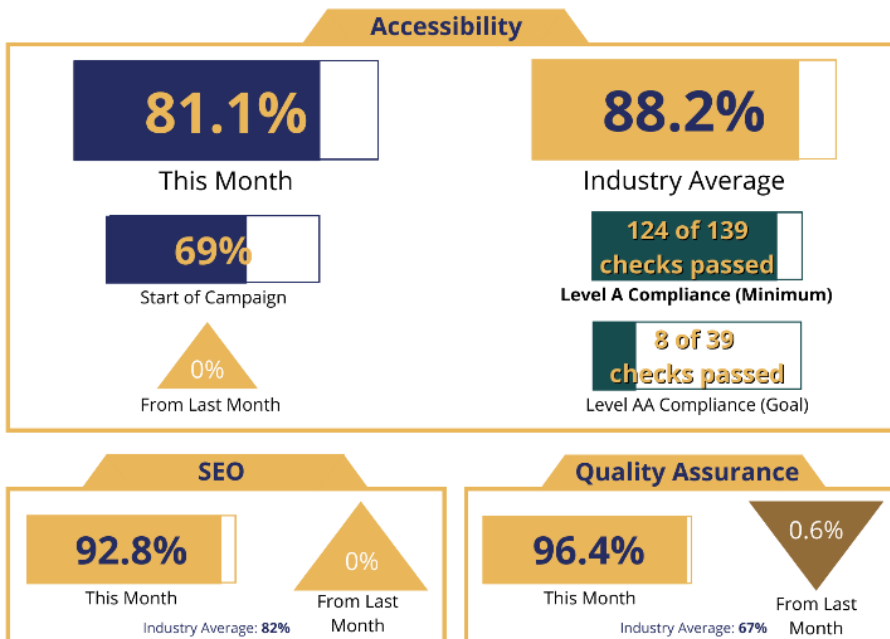
## Web Presence Stats - May 2023



Website: [johnstownco.gov](http://johnstownco.gov) | Newsletter: [johnstown.colorado.gov/newsletter](http://johnstown.colorado.gov/newsletter)  
Town Facebook: @TownofJohnstown | Twitter: @JohnstownColo | Instagram: @Johnstowncolorado  
JPD Facebook: @JohnstownPoliceDepartment | JPD Twitter: @JohnstownPD

Communications Dept.

## Accessibility Stats - May 2023



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- *Town Communication Tools* – The Town maintains a diverse set of communications tools, including social media, a newsletter, email communications, and the website. Our Facebook and Instagram followings continue to grow steadily while increasing engagement with our core audience. The new Town email lists continue to add subscribers and boast fantastic engagement numbers: according to the Town’s email vendor, Constant Contact, the average open rate for government organizations is 35.45%.

Communications Dept.



- *Community Engagement Events* – Town Staff engaged with the community in May at the May 6 Cinco De Mayo Event in Downtown Johnstown and the Arbor Day Education Tour with our local 4<sup>th</sup> graders. Town Staff is gearing up for another great BBQ Day event on June 3! Additional June community engagement opportunities that the Town booth is scheduled to attend include:
  - June 9 PD vs Fire softball game
  - June 17 PD Shred Event
  - June 17 Johnstown Pride Vendor Fair at the YMCA.

These events serve as a great opportunity for Town Staff and Town Council to engage with residents, businesses, and visitors. Sharing Town information with residents and meeting the community where they are is a priority for the Town and promotes engagement and transparency.

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## Police Department

### *Training:*

- *Auto Theft Training* – Sergeant Perry attended the “Colorado Auto Investigators Conference” where he gained valuable information on auto theft investigation trends, and resources available to help our department combat auto theft.
- *SWAT Training* – Officer Noah Jaramillo successfully completed basic SWAT School as a member of the Larimer County Regional SWAT Team, representing the Johnstown Police Department.
- *Threat Assessment Training* – Commander Oglesby and Sergeant Perry attended the annual Threat Liaison Officer conference. They received valuable training on topics such as: weaponized drone threats, Colorado cyber security threats, insider threat protection and international terrorism threats. They also learned about the latest statistics published by the US Secret Service National Threat Assessment Center on mass attacks in public spaces.
- *Leadership Training* – Sergeant Brown graduated from the Denver University Public Safety Leadership Program. This program is designed to teach the fundamentals of public leadership, with emphasis on understanding team dynamics.

### *Community Policing, Outreach & Miscellaneous Items:*

- *Cinco de Mayo* – Officers provided security for the downtown Cinco de Mayo celebration.
- *Emergency Warning Testing* – The department tested the tornado sirens as part of a coordinated effort with the Weld County Office of Emergency Management.
- *Charity Softball Game* – The Johnstown Police Department will face off against the Front Range Fire Department on June 9 for a charity softball game.

## Public Works

- Crews completed 80 work orders this review period consisting of flood cleanup, construction inspections, street sweeping, gravel road grading, filling potholes, road sign repair, funerals, event setup and teardown, and a variety of other street and grounds related work.



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- *Little Thompson Trail* – Contractor has encountered some areas of poor subgrade. Work to establish a better foundation for the trail section are in progress. This poor subgrade is being caused by standing water.
- *Charlotte Street Improvements* – The contractor continues to work with the full width street closure from Greeley to Idaho. Pictured is the sanitary sewer pipe installation, which included the main sewer line and new service installation. The three-week look ahead is located on our website and is updated each week.



- *Buc-ee's* – Staff attended Consolidated Home Supply Ditch Company realignment walkthrough. Consolidated Home Supply Company approved all installation.
- *The Granary Phase 1B* – Proof rolled for curb and gutter and installation.



- *County Road 3* – Shown below is work by the contractor to establish gravel shoulders.



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## Utilities

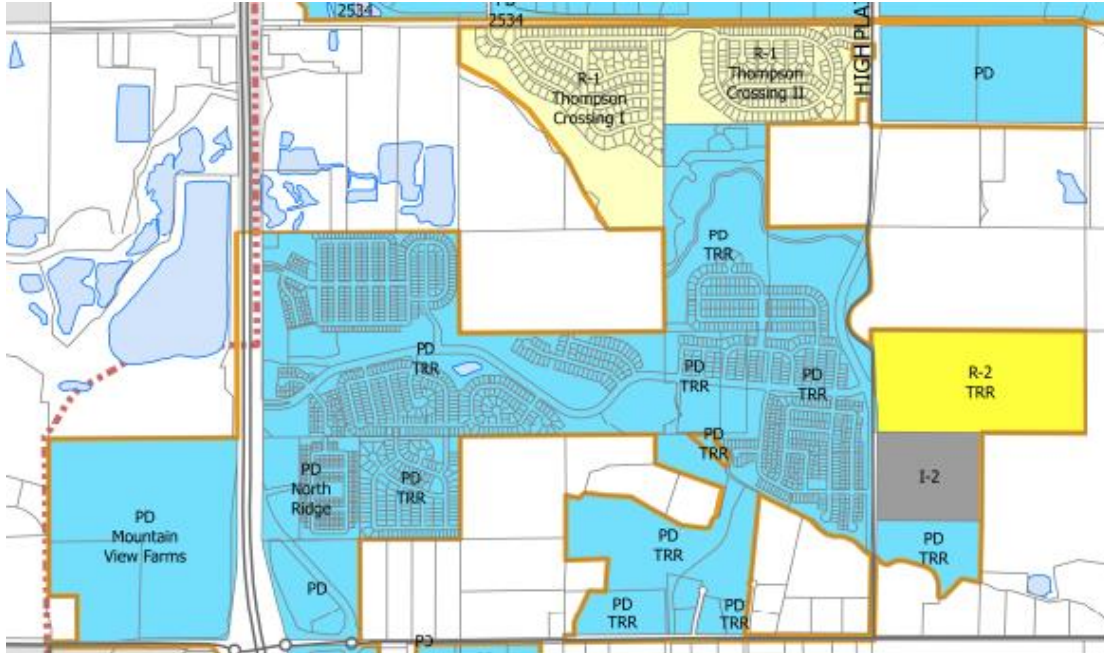
- *Treatment*
  - WTP:
    - Average Daily Flows: 2.502 MGD
    - Repairs and painting of the north storage tank at plant are complete and the tank is back in service and operational.
    - Prepared GAC vessels for the season by repairing air-vacs, filling vessels with new media, backwashing, and forward flushing.
    - Pretreatment recycle pump had bearings replaced and a New VFD installed providing redundancy for the season.
  - Low Point WWTP:
    - Average Daily Flows: 0.58 MGD
    - Testing and wiring of the new Membrane Bio Reactor (MBR) treatment building continues.
    - HVAC issues in headworks and new solids handling building have been addressed.
    - Emptied propane tanks in preparation for removal from the plant with the new installation of a Natural Gas utility.
  - Central WWTP:
    - Average Daily Flows: 0.89 MGD
    - Staff dye tested plant flows to provided valuable information for aerator placement.
    - The motor for the east aerator on Lagoon 1 was repaired, mounted, and placed into service.
    - Participating in a pilot program for a Gen12 submersible aerator unit to help break apart excess solids in Lagoon 1 and seeing impressive results.
- *Sewer Collection & Water Distribution*
  - Locates: 856 tickets
  - Meters: 33 new installs, 16 Replacements
  - DES completed Jetting, Cleaning & Camera in Gateway, Pioneer Ridge and 2534.
  - The overflow valve in Corbett Glen lift station was repaired after being stuck open from grease build up and causing the pumps to run excessively.
  - Town has taken ownership of new water & sewer main on Charlotte from Estes to Greeley
- *Inspections*
  - 5,020' water main installed and tested
  - 2,050' sewer main installed and tested
  - 69 water/sewer inspections
- *GIS*
  - Added 22 miles of water lines.

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- Added 6 miles of wastewater lines.
- 888 fire hydrants have been collected for GIS as well.
- The development of a new zoning map is underway that reflects recently approved new zoning designations. Below is a sample of the map:



- *Capital Projects*

- *Central Sewer Expansion Phase 2* – The final payment application and retainage release request was processed in May. The final project cost came in approximately 30% less than the Guaranteed Maximum Price (GMP). The original GMP was approximately \$10.58M and the final pay request came in at approximately \$7.5M. This was due to some design changes made during construction and the contractor was able to have higher production rates than what was anticipated. Town Staff will continue to monitor the sanitary sewer main over the warranty period.
- *Raw Water Transmission* –The design engineer is continuing to work with Town Staff to set the final alignment from Lone Tree to the Water Treatment Plant. The primary focus is between Lone Tree Reservoir and Hwy 287 which has multiple constraints. The Town is also working with the Home Supply Ditch Company on the location of the new pump station at Lone Tree Reservoir. Meetings are being held with neighboring jurisdictions to determine their review and permitting processes.
- *South Water Tank* – The tank contractor is continuing to work on the interior piping, electrical, and civil site work as weather permits. Due to some weather

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delays in May, the contractor should be completing the tank in early June and testing of the tank will commence in mid-June.

- *South Water Tank Distribution Pipeline* – The contractor has completed all main line installation. The contractor has begun testing the mainline starting on CR 17. Testing consists of filling the line with High Chlorinated water, flushing the line, pressure and leakage testing, and finishes with bacteriological testing. Depending on the findings of the testing, this will take 4-5 weeks.
- *Water Treatment Plant Expansion* – The Design Engineer is focused on preparing 60% design plans. The Town anticipates receiving 60% design plans in mid-July. The construction manager has developed an overall project schedule and preliminary cost estimate based on the revised 30% plans. Town Staff is actively working with the project team on the preliminary schedule, cost estimate, and design decisions as the design progresses to 60% completion.
- *North Interceptor* – The contractor has completed pouring the walls for the wet well and overflow vault. The contractor will continue to work on pouring the slab for the wet well and the columns in the coming months. The contractor has also completed the installation of the mainline from the Central Wastewater Treatment Plant to the north and west that was planned prior to the start of irrigation season. Mainline installation will start back up in September. Staff will continue to work on easement acquisition over the summer to ensure all easements are in place for work to commence once irrigation and farming has wrapped up for the season.
- *Low Point Sewer Plant Expansion* – The contractor continues installing equipment in the Membrane Bioreactor (MBR) and Headworks building as it arrives on site. Site electrical is well underway and the plant is tracking for a September start-up. 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.
- *State Highway 60 Waterline* – Over the next six months Town Staff will work with the design engineer on final alignment and obtaining all necessary easements and agreements. As a reminder, this project consists of replacing an aging water main in Highway 60 from Parish Avenue to approximately Sticker Stadium and installation of a new water main from Sticker Stadium to the new Central Wastewater Treatment Plant.