



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: August 07, 2023

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):

- 08/07/2023 – Regular Council Meeting
- 08/21/2023 – Regular Council Meeting

Administration, Finance, Planning, & Human Resources

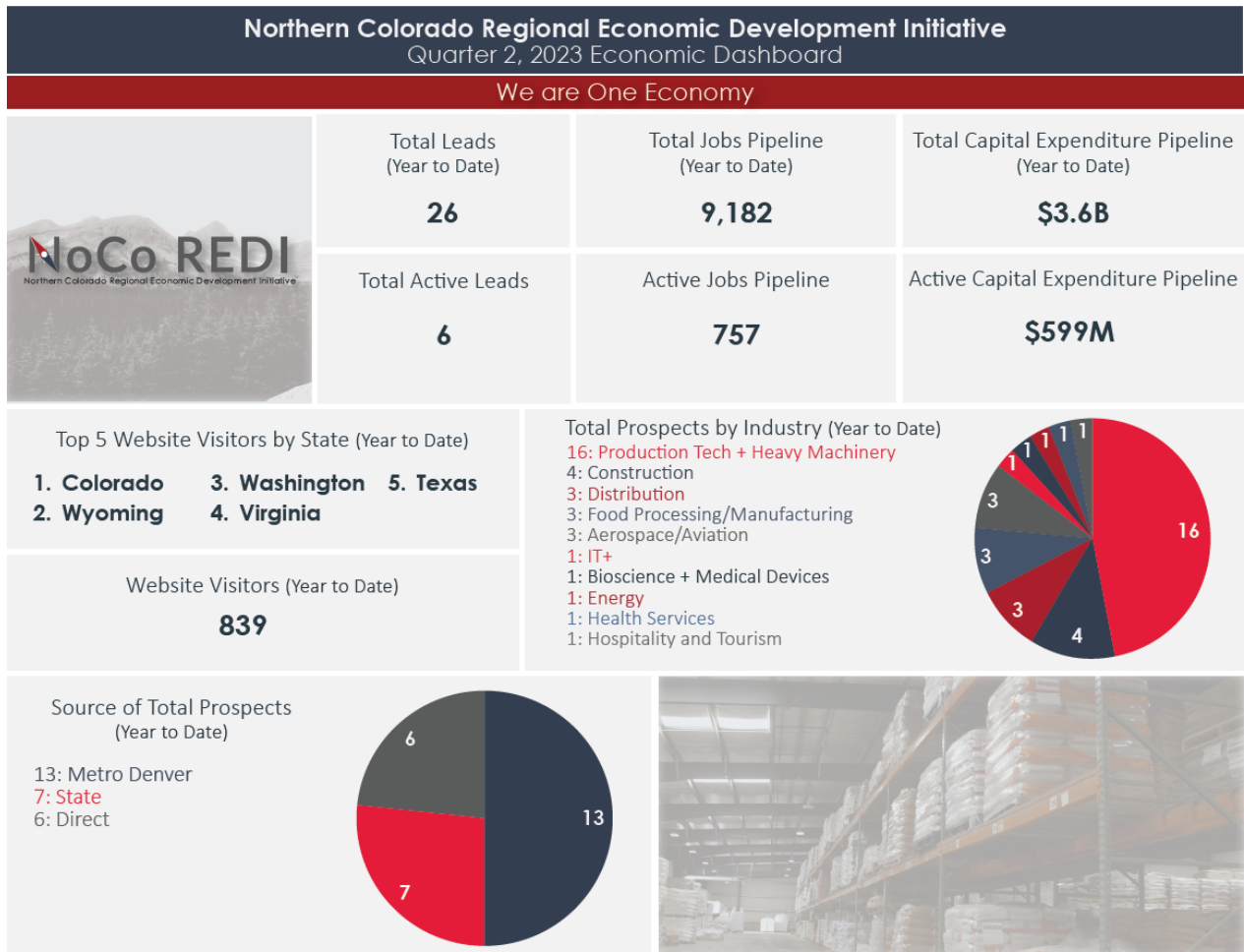
- *Liquor Licensing* – Johnstown Liquors has applied for a Tasting Permit; Los Dos Garcia's Mexican Restaurant has applied for the renewal of their Hotel & Restaurant liquor license; Spirits Entertainment has applied for a renewal of liquor license; Bonefish Grill has applied for a renewal of the Hotel & Restaurant liquor license. Perry's Pizza and Black Sheep have submitted a renewal for their liquor license.
- *Municipal Court* – 104 Cases were heard by Municipal Court in July 2023. Staff has fully moved to the EForce portal for all ticket processing.
- *Business Licenses* – Staff continues to work with Economic Development and BluDot to transition all business licensing to an online portal, which will be implemented in late fall for all 2024 renewals.

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- *2024 Budget* – The 2024 Budget process has begun. Department budgets have been submitted and budget meetings are scheduled.
- *Special Events* – The BBQ Day committee has submitted an application for BBQ Day Take 2, on September 8, 2023.
- *Pool Committee* – The pool committee met with consultants on Tuesday, July 25 to get a programming update, review and launch the pool survey, and discuss master planning for each of the sites.
- *Strategic Planning* – The leadership team met on July 20 for an all-day work session on the strategic plan. The day was spent reviewing our pillars and goals and how they line up with the feedback that we received from the community and staff. Next step is to compile and prioritize action items.
- *Water Rate Study* – Staff met with the consultants on July 18. The study is progressing as expected. We anticipate trying to schedule a work session with Council to discuss recommendations in September.
- *Hiring* – The Town welcomed a new Police Cadet who will be attending the Academy this fall to obtain her POST certification. We made an offer to a video operator for Council meetings. An internal Officer was recently promoted to Sergeant to fill an existing vacancy. We are currently searching for more Police Officers.
- *Weld County* – Staff has been coordinating with the County on haul routes related to the proposed Loveland Ready Mix site and Mountain View oil and gas drill site located east along WCR 48 1/2.
- *DOLA EIAF Grant* – The Town closed out a 2021 Energy Impact grant from DOLA that reimbursed the Town at 50% on the recent update to the Land Use & Development Code.
- *Northern CO Regional Economic Development Initiative (NoCO REDI)* – Town Staff continues to work in partnership with our regional economic development partners and communities to ensure the long-term vitality and growth of Northern Colorado. Below is a snapshot of prospect activity (as of Q2) which provides information on the types of industries (business types) that are actively looking for sites in Northern Colorado including their estimated job growth creation and capital expenditure. As of July, the Town of Johnstown has submitted sites for 10 prospects. The Town only submits sites for prospects that meet the Town's desired industry type and when a site meets the prospects real estate requirements.



- *Business of the Month (BOTM)* – The BOTM for July was Maven’s Smile Design. Staff plans to announce the BOTM for August during the August 7 Town Council meeting. Town Staff has also revamped the print and digital material for the BOTM program which includes the sandwich board sign, Facebook posts, and award certificate.
- *Downtown Johnstown Branding & Wayfinding Project Update* – In July, Town Council awarded Ad Light Group the contract to begin fabrication and installation of Phase 1 of the Downtown Wayfinding signage. A total of 3 signs will be fabricated and installed by Q1 2024. Town Staff is working with the selected fabricator to ensure project completion and currently the sculptural ‘J’ sign is in production with an installation date in early September.

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Phase 1: Signage Types



- 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.

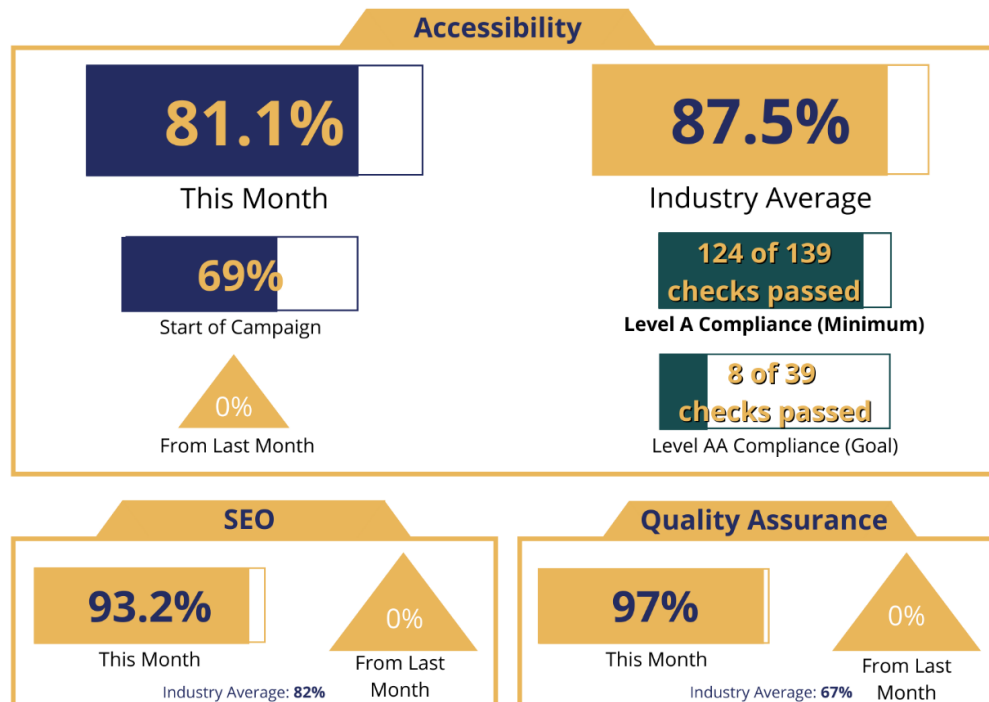
Web Presence Stats - July 2023



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

Communications Dept.

Accessibility Stats - July 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.

Email List Stats - July 2023

Town News Releases

Purpose

Keep residents informed of community news and alerts in a timely fashion.

Subscribers

177



Open Rate

N/A



Town Meetings & Events

Purpose

Increase awareness of, and engagement with, Town meetings and events in the community.

Subscribers

140



Open Rate

68%



Town Job Opportunities

Purpose

Increase awareness of employment opportunities amongst potential local talent.

Subscribers

81



Open Rate

N/A



RFPs Available

Purpose

Spread awareness of upcoming Town projects and Requests For Proposal.

Subscribers

86



Open Rate

N/A



- *Community Engagement Events* – Town Staff engaged with the community in June and July at BBQ Day, the Johnstown/Milliken PRIDE event, the PD SHRED event, and a Touch-a-Truck held at Town Hall on July 22. 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.
- *Communications Staff Training* – Jamie Barker, Comms Manager, recently completed the Master PIO course with FBI LEEDA. This course focused on strategic decision making related to communications within the community, specifically for Law Enforcement.

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Police Department

Training:

- *NASRO Training* – Officer Nield attended the National School Resource Officer (NASRO) Conference in Indianapolis, Indiana. Keynote presenters included Retired Deputy Chief AJ DeAndrea (Arvada PD), Dr. Bernie James, Professor of Law from Pepperdine University and Molly Hudgens, Congressional Medal of Honor Foundation's Citizens award winner for her actions in preventing a school shooting.
- *Less Lethal Instructor Certification* – Officer Kelley attended less lethal instructor training. This certification allows the police department to conduct in-house certification training to train officers the use of less lethal shotguns and other impact munitions.
- *Active Shooter Training* – JPD Officers attended Active Shooter Training with Larimer County Sheriff's Office at Wellington Middle/High School.
- *Red Dot Training* – Officers attended an in-house handgun red-dot training taught by Officer Morgan. Red Dot sights are holographic sights mounted to the officer's sidearm which allows for much quicker and more accurate target acquisition.

Community Policing, Outreach & Miscellaneous Items:

- *Child Trafficking Prostitution Operation* – Johnstown PD's Detective Division led and conducted a multijurisdictional child prostitution operation. Four adult males were arrested during the operation on child sex related crimes. JPD was assisted by the Larimer County Sheriff's Office, Windsor Police Department, Fort Collins Police Department, the Colorado Bureau of Investigation and the U.S Department of Homeland Security Investigations Branch (HSI).
- *Coffee with a Cop* – JPD officers were hosted by Starbucks for "Coffee with a Cop." Officers and our co-responder met with citizens to answer questions and help serve a few drinks from behind the bar.



- *New School Resource Officer Vehicle* – JPD, in partnership with Roosevelt High School rolled out its custom designed School Resource Officer marked patrol car. The graphics of this vehicle are done with the school colors and displays the "Roosevelt High" logo.

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Public Works

- Crews completed 37 work orders this review period consisting of flood cleanup, construction inspections, street sweeping, gravel road grading, filling potholes, road sign repair, funerals, and a variety of other street and grounds related work.

Little Thompson Trail

- Contractor has encountered some areas of poor subgrade and repairs are in progress.

SH60 and Carlson Traffic Signal

- This is approximately 50% complete but is currently on hold due to component availability that is vital to becoming operational by August 14.

Charlotte Street Improvements

- The contractor continues to work with the full width street closure from Greeley and Jay. The water line installation and testing has been completed.

North Ridge

- The frontage road is complete and open to traffic with minor landscape work still in progress.

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The Granary

- Filing 1A –The damaged rollover curb/walk from the milling company is completely repaired and street paving will begin July 26.
- Filing 1B – The bottom lift of asphalt has been installed and the damaged rollover curb/walk is in process. Installation of the top lift of asphalt will be completed July 27.

Utilities

- *Treatment*
 - WTP:
 - Average Daily Flows for July: 4.182 MGD
 - Working on scheduling the GAC media change out as the total organic carbon is going down.
 - Interconnects have been utilized off and on the last two weeks to allow for Operators to take the filters offline to backwash them and keep up with the demand on the plant with the increased flows during the daytime.
 - Low Point WWTP:
 - Average Daily Flows: 0.41 MGD
 - New generator has been load tested and is now online.
 - New membrane process train is water tested and is ready for service.
 - New headworks and EQ basin training has been completed for tie into current process 7/31.
 - Central WWTP:
 - Average Daily Flows: 0.70 MGD

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- Additional aeration mixers placed in Lagoon 1 to increase circulation of influent flow.
 - Current east aerator curtain motor in Lagoon 1 was repaired and is operational utilizing the parts from the aerator in Lagoon 2.
 - Decommissioning of Lagoon 3 has begun and most of the sludge has been dewatered and removed.
- *Sewer Collection & Water Distribution*
 - Locates: 740 tickets with 141 of those going through the new BOSS811 software system.
 - Meters: 37 new installs, 5 Replacements
 - Non-functional 12" & 10" PRV's were replaced near Telep and SH60 intersection in addition to the repair of an 8" PRV at Telep and N 3rd St.
 - Sanitary sewer backup was identified by a local business in the sewer behind Ace Hardware. Condition of line is warranting an emergency lien replacement.
- *Inspections*
 - 3,950' water main installed and tested
 - 5,683' sewer main installed and tested
 - 325' water lines for fire installed
 - 83 water/sewer inspections
- *GIS*
 - Added 11.3 miles of water lines.
 - Added 1.1 miles of wastewater lines.
 - 2,461 water meters and 6,542 water meters have been added to the maps.
- *Capital Projects*
 - *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 and the design engineer have been coordinating with property owners, Home Supply Ditch Company, the TPC golf course, and utility providers to coordinate the design. Meetings have been held with neighboring jurisdictions to determine their review and permitting processes.
 - *South Water Tank* – Some miscellaneous punch list items are being completed by the contractor. Once the south tank pipeline passes all testing on the water main, the tank will be filled and tested before being brought into service.
 - *South Water Tank Distribution Pipeline* – The contractor is continuing to test the mainline. There have been a few failed tests that the contractor and Town Staff are coordinating. Once all testing is completed, the line will be brought into service.
 - *Water Treatment Plant Expansion* – The design engineer has submitted the 60% design drawings for the expansion. Town Staff, the CMAR, and the Town's Owners Representative are working to submit comments on the 60% design and

construction documents. Town Staff and the CMAR are working on schedule, budget, and a construction contract based on the 60% design.

- *North Interceptor* – The contractor has completed pouring the walls for the wet well and overflow vault. The contractor continues to work on concrete and rebar installation for the lift station. Mainline installation will start back up in September. Staff is continuing to work on easement acquisition over the summer to ensure all easements are in place for work to commence once irrigation and farming has finished for the season.
- *Low Point Sewer Plant Expansion* – The contractor continues installing equipment in the Membrane Bioreactor (MBR) building. The Headworks building is planned to start up in late July or early August. Town Staff and the contractor have completed several trainings on the new equipment and will continue working together to schedule trainings for staff and testing of equipment. In addition, Town Staff is working with the programmer to ensure that all programming is completed to start up the new plant.
- *Central Wastewater Treatment Plant* – Site grading is underway including the excavation of a new lift station and some of the process basins. Staff will continue to work with the contractor and design engineer throughout construction on permitting and construction progress. The contractor has restarted decommissioning of Lagoon #3 (the southwest lagoon) now that the rains have subsided a bit.
- *State Highway 60 Waterline* – Through 2023 Town Staff will work with the design engineer on final alignment and obtaining all necessary easements, agreements, and permits. The design engineer continues working on survey and utility locations to determine the best alignment for the new water main.