



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 3, 2024

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):

- 01/03/2024 – Regular Council Meeting
- 01/08/2024 – Work Session, Front Range Fire & Rescue (6 p.m.)
- 01/17/2024 – Regular Council Meeting

Administration, Finance, Planning, & Human Resources

- *Downtown Colorado Inc. Challenge Program* – Staff has been working with DCI since November 2023 as part of the Community Challenge Program to identify areas of redevelopment or development within our downtown corridor. Staff has identified several sites that may be considered brownfield sites and require remediation when they are redeveloped. In early 2024, DCI will work with Staff on determining the viability of the sites and a plan on how they could be redeveloped in the future.
- *Downtown Masterplan RFP* – In December, Staff published the Downtown Masterplan Request for Proposals (RFP), all proposals are due January 18, 2024, by 5 pm MST. The purpose of the RFP is to find a qualified firm that can facilitate a community planning process that culminates in the development of a masterplan for downtown. The masterplan will serve as a guide for the downtown corridor and guide

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development/redevelopment while also addressing issues such as parking, traffic, streetscapes, pedestrian safety/connectivity, and much more. It is expected that the final masterplan is presented to Council mid-2024 for consideration, input, and adoption.

- *Open House Meeting for Johnstown Plaza & 2534 Businesses* – Staff has notified business and property owners within the immediate Johnstown Plaza & 2534 area of an upcoming open house meeting on Wednesday January 10 from 4-6pm at Urban Egg in Johnstown. The goal of the meeting is to discuss the traffic analysis project that is currently taking place within that area to better understand traffic circulation and areas of conflict such as the Thompson Parkway roundabout. The traffic study itself incorporates other areas and streets as well so that a thorough assessment is completed. The open house meeting will also allow stakeholders to discuss their concerns and issues with current traffic circulation.
- *Liquor Licensing* – Staff received a liquor license application from Buc-ee's, and expect to have a liquor hearing on January 17, 2023, for Council's consideration. Cassidy's Sports Bar has applied for a renewal of their Tavern license, Hays Market has applied for a renewal of their Fermented Malt Beverage Wine (FMBW) license, and CF Altitude dba Alta #6332 applied for a renewal of their FMBW license.
- *Senior Center* – December saw record numbers for Friendly Fork lunches, with "Prime Rib" Day hosting 70 guests from neighboring municipalities. Staff assisted the Senior Center Board with hosting two holiday lunches at the end of the year while the Friendly Fork program was closed, complete with entertainment. The excursions and programs continue to see great participation and Staff is looking forward to adding in new programming content, classes, and events in 2024. A few of those are the addition of a "Lessons with Linda" (learning to play the ukulele and drums) a craft day and Mastering Aging spring course.
- *Municipal Court* – December 2023's single court docket saw a total of 117 cases, broken down for Council's information below:
 - Code Violations: 2
 - Traffic Violations: 81
 - Theft: 29
 - Other Criminal Cases: 5

Staff is looking forward to the first full year with the E-Force software and will begin to pursue digital options, to work towards less paper in the workplace.

- *Business Licenses* – The online portal of BluDot has seen great success with several businesses letting Staff know how efficient it was to renew their license. Staff will continue to communicate the new online licensing process through the renewal period.
- *Pool Feasibility Study* – The consultants and committee met on December 11 to review the site layout suggestions. The next meeting is scheduled for January 16, 2024.
- *Utility Billing* – Staff successfully uploaded November meter reads, adjusted customer accounts, and successfully uploaded December meter reads. There will still be an issue in the graphical display of the monthly usage where those individuals who's meters were

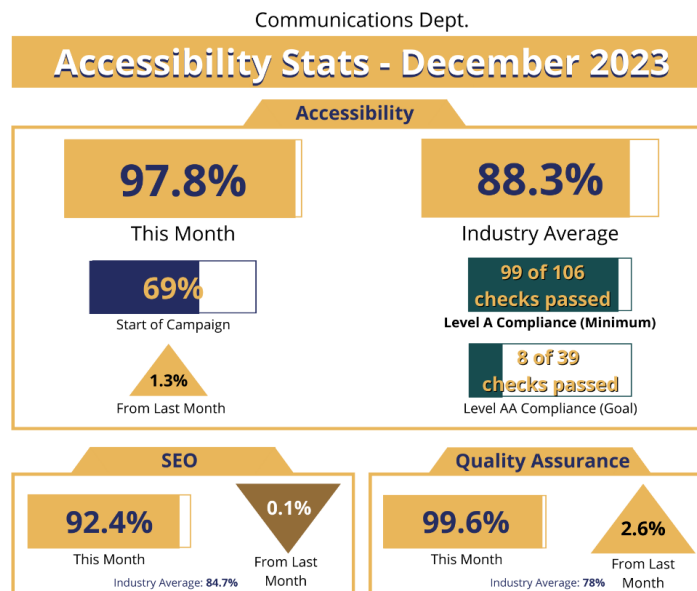
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estimated and then adjusted will be showing “0” usage in the month of November. We expect to receive a number of calls regarding this graphical display and Staff is prepared to discuss this information directly with the customer account owner.

- *Mill Levy Certification* – The mill levy certification for both Larimer County and Weld County was filed December 27. A copy of the certifications will be provided in the next Council Packet and will be sent also via email to Council.
- *Positive Pay* – Since implementing the software that verifies issued checks with FNBO, a check for \$25,000 was “washed”, identified, and not paid. Positive Pay is a method to prevent fraud against unauthorized checks.
- *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. The Town is approaching complete Level A compliance with our current website, which is required of all Colorado municipalities by July 2024. Nearly all QA issues have been resolved.



- *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 followers continue to grow steadily. December’s website analytics were affected by a glitch with the Google Analytics system that Communications uses to track website usage data, an error that is believed to have resolved itself.
- *Hiring* – The Town recently welcomed a new Mechanic Crew Lead, Police Administrative Assistant, and a Police Officer. The Town is currently searching for one more Police Officer, a Streets Maintenance Crew Lead, HR Generalist, Planning Director, and Accounting Technician II.

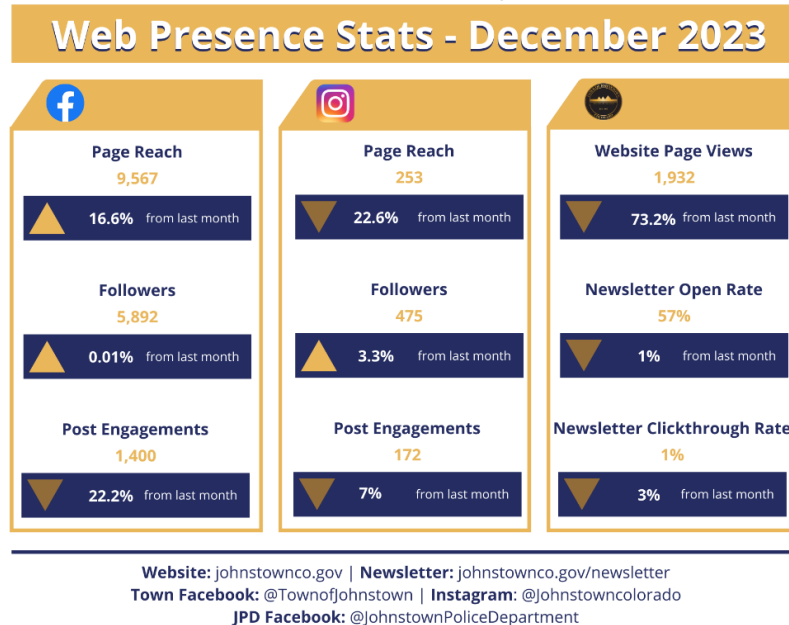
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- **Police Chief Hiring** – Police Chief Brian Phillips has retired after 13 years of dedicated service to the Town. We have secured an executive search firm to assist the Town with the placement of a new Police Chief. Commander Ryan Oglesby has been appointed as Interim Police Chief during the search.
- **Police Cadets Hiring** – In December we had a Police Cadet graduate from the POST academy and start her FTO training as an officer. We also just started three new Police Cadets who begin their POST academy training in January. They are expected to graduate in May of this year.

Communications Dept.



Communications Dept.



Police Department

- **Stats** – Statistical data was gathered during the period of November 21-December 21

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- Officers responded to 1,132 calls for service.
- Top reactive calls for service were: Suspicious Activity (77) Thefts (72), Traffic Accidents (43).
- 144 citations.
- 104 arrests (Includes Cited/Summoned/Referred arrest types).
- *Awards* – The Police Department conducted its annual award ceremony this month.
 - Officer of the Year – Officer Thomas Kelley
 - Life Saving Award – Sergeant Perry
 - Exceptional Service Award – Detective Cygan, Alonda Hines, and Code Officer Rebeca Farris.
- *Case of Interest* – The Detective Division began investigating a large-scale fraud case involving multiple HOA'S. Through extensive investigation it was determined that numerous frauds were occurring within multiple jurisdictions in the Northern Colorado area. On December 21, 2023, simultaneous search warrants were conducted in Johnstown, Loveland, Windsor, and Fort Collins. The investigation is still ongoing and extensive follow-up is pending. To date, it is estimated that well over one million dollars in HOA funds have been embezzled or mismanaged.

Training:

- *Field Training Officer (FTO) Supervision Class* – Sergeant Rashid attended FTO supervisors' course to help assist with improvements to our FTO program.
- *Crisis Intervention Training* – Officer Beckman attended the Crisis Intervention Training, a program for helping officers handle all types of mental health calls for service. This was also partially instructed by Officer Kelley.
- *Executive Leadership Training* – Sergeant Perry attended the third course of the supervisor trilogy from FBI LEEDA. The executive leadership institute is the final course intended for command level decision making in police departments.

Community Policing, Outreach, & Miscellaneous Items:

- *Weld Elves* – All gifts for Weld Elves were delivered by officers. This program is designed to be a way for officers to serve families in need throughout Weld and Larimer County with gifts that are donated from various organizations. Code Officer Farris was instrumental this year in organizing and facilitating the program for all the police departments in Weld County.
- *New Police Officer* – Forrestte Brinkerhoff completed the POST academy and passed her POST test. She will be starting the min-academy in the coming weeks.

Public Works

Operations

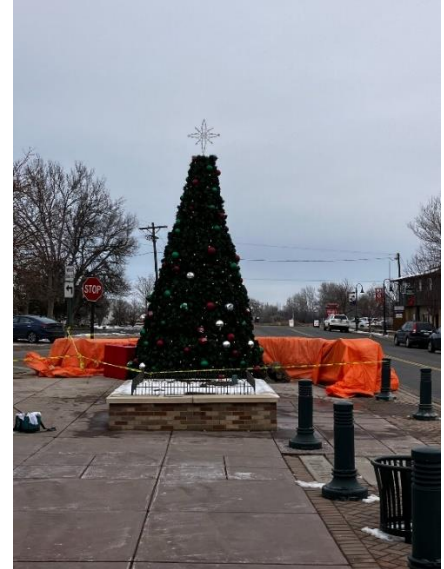
- We have a new Fleet Lead Mechanic, Justin Scrivner. Justin has an extensive background in auto and diesel mechanics as well as asset and fleet management. Please stop by the Public Works building and introduce yourself to Justin, we are lucky to have him.

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- Crews completed 89 work orders this review period consisting of construction inspections, de-icing of streets and intersections, street sweeping, gravel road grading, filling potholes, road sign repairs, funerals, erecting the Town Christmas tree, supporting the JDDA Johnstown Jingle event, making repairs to the Senior Center, installing a new LCD display in the Town Hall lobby, and making repairs to Council Chambers, plus a variety of other street and grounds related work.



Installing the Town Christmas Tree

Capital Projects

- *Charlotte Street Improvements* – Charlotte Street is now 100% open to traffic. The contractor has completed most of the project. The remaining landscape and sprinkler repairs will take place in early spring of 2024. Punch list items have been documented and sent to the contractor, to be completed at the first of the new year. The project will be closed out (with the exception of landscaping) in January.
- *Overlay Program* – The final portion of the overlay program, Thompson Parkway roundabout, was completed in under 20 hours and turned out great. The 2023 PMP is complete and we looking forward to planning the 2024 Pavement Management Program!

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Thompson Pkwy Roundabout

- *Ronald Reagan Blvd & Frontage Road Improvement* – Improvements are complete, and the road is now 100% open to traffic.



Ronald Reagan Blvd & Frontage Road Improvements

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- *Buc-ee's* – Offsite public improvement includes CR 48 (new roundabout), Commerce Drive, and Nugget Road. CR 48 roundabout is under construction and should be complete after the new year.
- *Ledge Rock* – SH 60 widening is under construction. Intersection is estimated to be opened at the beginning of the new year.
- *The Ridge Multifamily* – Sanitary sewer installation has begun. Construction is ongoing, and will continue well into the new year, with paving estimated to be started in June 2024.
- *Colorado Blvd. & Roosevelt Pkwy. Intersection Analysis* – Traffic counts were completed, and modeling of the intersection has begun. Staff met with the consultant regarding the different intersection options and will be presenting to Council on January 17 for further direction.
- *Thompson Pkwy. Roundabout Analysis* – Traffic counts were completed, and a traffic model has been initiated. Staff and the consultant will meet with local business owners on January 10 as previously mentioned, to collect more information and feedback about traffic issues and concerns.
- *Country Acres Drainage Mitigation Study* – Staff and the consultant met with property owners to discuss short-terms options. Staff and the consultant also met with the Hillsborough Ditch Company engineer and secretary to present short-term options and had a good discussion. There is a meeting scheduled with the Hillsborough Board on January 9 in hopes to settle on an option that works best for all parties. Staff will present options to Council on January 17 for further direction.
- *Stormwater Master Plan Update Grant* – Staff and the consultant have finalized the Request for Qualifications (RFQ) and will go to advertisement the first the year. No major updates at this time.
- *Veterans Memorial* – A big thanks goes to Mayor Pro Tem Damien Berg and Luis of JJM Concrete for finishing the landscape improvements to the memorial located in the roundabout of CR 402 & Frontage Road.



Veterans Memorial

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- *Crack Seal Operations* – PW staff has started crack sealing of roadways in neighborhoods. This operation will go into the new year and will continue as long as weather allows.



Crack Sealing in The Landings

- *Flashing School Sign Installation* – PW has acquired 7 school zone flashing signs, 4 for Elwell Elementary and 3 for Roosevelt High School and is working with a contractor to

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install them. Installation will be complete as soon as the remaining hardware arrives (expected in early January).



School Zone Flashing Speed Limit Sign by Elwell Elementary School

Utilities

- *Capital Projects*
 - *Raw Water Transmission* – The design engineer is continuing to work with Town Staff to select the final alignment from Lone Tree Reservoir to the Water Treatment Plant. The Town and the design engineer have been coordinating with property owners, the Home Supply Ditch Company, the TPC golf course, utility companies, and CDOT to coordinate the design and crossings. Meetings continue with neighboring jurisdictions to determine their review, permitting processes, and requirements. The Town is also looking to obtain a consultant to assist with easement acquisitions.
 - *South Water Tank* – The South Tank has been filled with water and has passed the hydrostatic and bacteriological testing. The programming of the tank controls is complete and has been incorporated into the Town's Supervisory Control and Data Acquisition (SCADA) system. Some miscellaneous punch list items are being completed by the contractor, but the Tank is substantially complete.
 - *South Water Tank Distribution Pipeline* – The contractor has completed and passed all required testing. The contractor is working on miscellaneous punch list items and the Town has issued substantial completion. The final completion and project closeout is anticipated in January.
 - *Water Treatment Plant Expansion* – The design engineer is working on 90% plans which are anticipated to be submitted in January. Town Staff and the CMAR will continue to work on schedule and budget as we progress towards 90% design. In

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addition, the CMAR is working on obtaining construction permits to begin construction in early 2024.

- *North Interceptor* – The contractor has completed most of the below ground concrete improvements including the wet well, valve value, and overflow. The contractor has completed the masonry work and continues to work on construction of the lift station site improvements including the building and the generator pad. Mainline installation continues along CR 50 and a second pipe crew is working to the east of CR17/Parish Ave. Staff continue to work on easement acquisition to ensure all easements are in place for work to continue.



- *Low Point Sewer Plant Expansion* – The Town has commissioned the new membrane building, the new headworks building, and the new dewatering building. The contractor is working on decommissioning the old SBR basins and converting them into two new process basins. The contractor will look to test the converted basins in early 2024 which is the final piece of the project.
- *Central Wastewater Treatment Plant* – Construction of the MBR building and the secondary process basins is ongoing. Staff will continue to work with the contractor and design engineer throughout construction on permitting and construction progress. Throughout most of the winter, concrete work will continue. Below are pictures of the new process basins.



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- *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 has completed their survey and utility locates. Town Staff has one more right of entry permit to obtain and then final utility potholing will be completed to complete the design.