MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: January 4, 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):

- 01/04/2023 – Regular Council Meeting
- 01/09/2023 – Work Session – Strategic Planning Update
- 01/18/2023 – Regular Council Meeting
- 01/23/2023 – Work Session – Land Use Code Update
- 01/30/2023 – Work Session – Downtown Branding

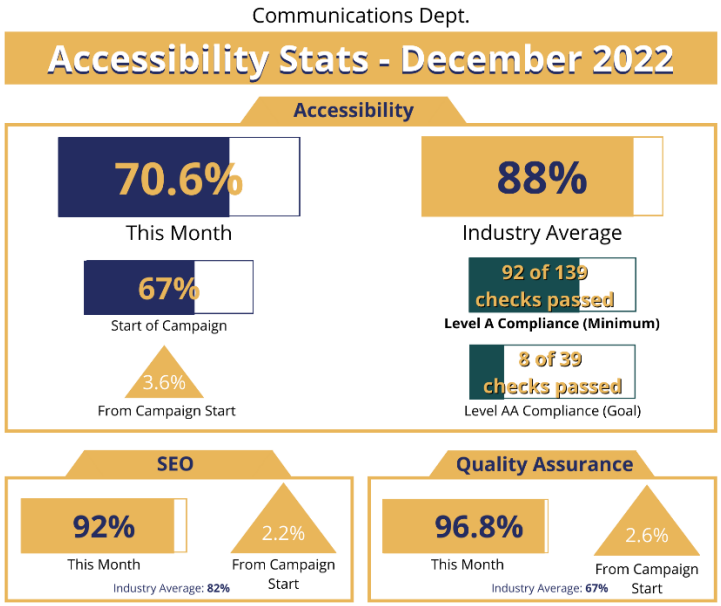
Administration, Finance, Planning, & Human Resources

- *Liquor Licensing* – Cassidy's Grill has applied for a Tavern Liquor License renewal and a State delivery permit.
- *Municipal Court* – 69 cases were processed in December 2022, with a total of 1,630 processed in the Court system for 2022. Beginning in 2023 Court will transition to the first and third Mondays of the month. Avi Rocklin will begin as the new prosecuting attorney, and Staff will transition to using E-Force software. Recent situations have exhibited a need for the Town to have a Relief Judge appointed for Court to operate seamlessly with unexpected absences. Staff will be issuing a Request for Proposal (RFP) for a relief judge. The RFP has

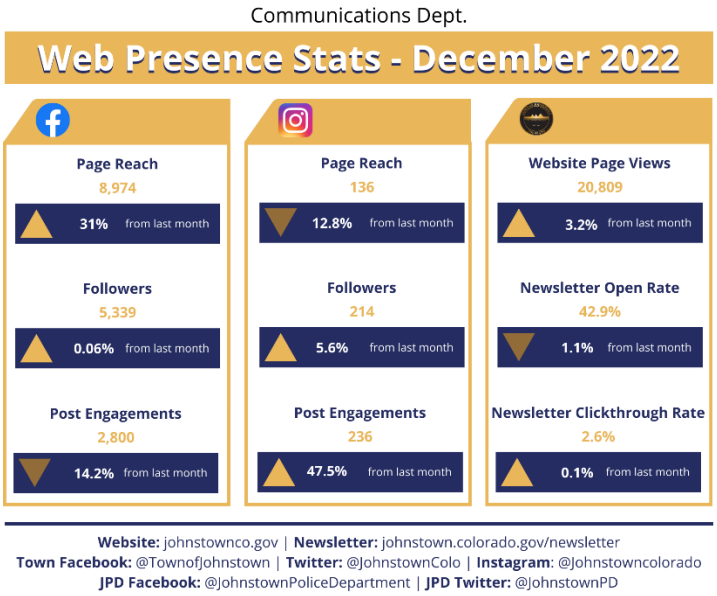
been issued and will close the end of January, at which time Staff will update Council on next steps. Ultimately, this is a Council appointment.

- *Business Licensing* – Over 200 businesses have applied for renewals in 2023.
- *Staff Training* – Kim Meyer, Planning & Development Director, has been accepted into the 2023 class of Leadership Northern Colorado which includes six day-long sessions focused on "public governance, land use and infrastructure, education and workforce, economic development, and regional leadership."
- *Downtown Façade Program Recap* – For Fiscal Year (FY) 2022 Town Council allocated $35K in funds for the downtown façade program. The Town awarded grants to 6 businesses initially with all funds earmarked. As of December 2022, 4 businesses have been issued reimbursement for their façade improvements, 1 business has requested an extension to complete their façade improvements by January 2023, and 1 business has forfeited the grant funds. Town Council has allocated funds for this program for FY 2023 and Staff will work on continuing to promote the program to eligible businesses/property owners.
- *Upstate Colorado Request for Information (RFI) Recap* – The Town of Johnstown works closely with Upstate Colorado to funnel leads of companies and businesses looking to expand or relocate within the region. The leads received from Upstate Colorado come from various partners such as Metro Denver Economic Development Corporation (MDEDC) and Office of Economic Development & International Trade (OEDIT). In 2022, the Town responded to a total of 8 RFI's, most of the companies were in the manufacturing, tech, or bioscience industry. The Town will respond to RFI's based on various factors such as location size, business type, and environmental/utility impact. The Town's goal is to recruit quality primary employers that provide a positive fiscal, employment, and community impact.
- *Downtown Johnstown Branding & Wayfinding Project* – The Town is currently in Phase 2 of the project which is design and branding. The result will be a brand identity specific to the Downtown corridor based on the research and feedback gathered in Phase 1. The brand will establish the identity and character of our unique downtown while also creating a brand that is marketable and attractive for business recruitment, investment, and redevelopment. Staff plans to bring options regarding the brand identity to Town Council in January and the public to receive feedback. Once Phase 2 is complete Staff will begin Phase 3 which is finalizing the brand identity and incorporating it into wayfinding signage for the downtown. The wayfinding signage will help direct vehicle and pedestrian traffic to the downtown and its core assets. To stay up to date on the project and schedule please visit https://johnstown.colorado.gov/DowntownIdentity.
- *Development Opportunities* – Staff has launched a webpage specific to development opportunities in our community. The webpage offers data and demographics specific to locations and corridors within Johnstown and desired uses based on the recently adopted comprehensive plan. The webpage can be found here- https://johnstown.colorado.gov/DevelopmentOpportunities.
- *508 Compliance and Website Accessibility* **–** The Comms Office has begun working 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. 508

compliance for the Town's digital environments is an ongoing commitment to information transparency and the below graphic will express the Town's ongoing effort towards compliance and, eventually, towards maintenance of an accessible digital environment.



- *Town Communication Tools* – As a reminder, the Town has a number of communications tools in its toolbox including social media, a newsletter, email communications, and website. Each tool is important for delivering Town information to residents, businesses, and visitors in a timely and impactful manner. Residents are always encouraged to bookmark the Town's website as this space hosts the largest amount of information online about the Town. Residents are also encouraged to sign up for the Town's various informational email topics and check their mailbox monthly for the Town newsletter and other information.



- *Hiring* – The Town recently welcomed a new Police Officer, Water and Sewer Operator, and Planner III to our Staff. We also filled Sergeant, Detective, Detective Sergeant, Deputy Public Works Director, and Backflow and Water Quality Specialist roles internally. We are looking forward to welcoming another Parks Maintenance worker in January. Currently we are searching for additional Police Officers, a Utilities Operations Manager, and a Chief Wastewater Operator.

Police Department

Training:

- Sergeant Timme attended a weeklong FBI LEEDA supervisor training course.

Community Policing, Outreach & Miscellaneous Items:

- *New Hires* – We welcomed Alyssa Hewell to the department as a patrol officer. Hewell graduated from the police academy in December. She was sworn in on December 19.
- *Promotions* – The department conducted an extensive promotional assessment center consisting of assessors at the rank of sergeant or above from eight different departments. Detective Slocum was promoted from Detective to Detective Sergeant. Officer Rashid was promoted to Sergeant and Officer Grounds was promoted to Detective.
- *Weld Elves* – Officers delivered gifts during the holiday to children in need as part of the Weld Elves program. The program is designed to build relationships with people in our community and provide joy to those children in need.

Public Works and Utilities

- Testing and Inspections – November 28 – December 23
    - 4,850’ water main installed
    - 2,950’ sewer main installed
    - 20 manholes installed and tested
    - 97 water/sewer inspections
    - 1,080’ fire line installed
    - 2,400’ sewer line tested

- Low Point averaged daily discharge = 0.254 MGD for December
    - The supplemental aeration project is on a slight hiatus as there were some shipping issues with a replacement blower. We should be on track early next week.
- Central daily discharge = 0.713 MGD for December
    - It's very cold, and that is arresting some of the facilities' treatment capability. We are bringing in activated sludge from an outside source to supplement the facility as we deal with the very cold temperatures.
- Water Treatment Plant average daily discharge = 1.278 MGD for December
    - Staff has started cleaning the second DAF train while demand is low, the cleaning of the first DAF train has been completed. A contractor is also cleaning out the filter backwash pond to ensure that we have capacity in the pond until the new plant is brought into service.

- 3 Fire Flow Tests
- 3 Taste & Odor complaints
- Crews were out clearing sidewalks of snow
- Meters:
    - Replaced 23 Inside
    - Replaced 11 outside
    - 14 New Installs with requests for 8 more.
- Locates:
    - 328 Curb Stops
    - 19,000’ Main Lines
- D.E.S. has finished jetting Pioneer Ridge & the Gateway area, they have started to jet the 2534 area. They will be getting camera crews out by the beginning of the year.
- Replaced curb stop and fixed service line leak off Charlotte Street using the Vac trailer.
- TimberLine calibrated gas monitors at Central Lift Station. Connell has reached grade for the North Interceptor & they have jetted/cleaned the gravity main going into Clearview Lift Station to prepare for the tie over into Central Lift Station next week.

- *Raw Water Transmission* – Town Staff is working with the design engineer to put together options to determine the best routing and location for a new pipeline. Over the next several months, the design engineer will be putting together design options and preliminary cost estimates.
- *South Water Tank* – The tank contractor is continuing to work on the interior piping and electrical. If the cold temperatures continue, the painting crews will likely need to come back in the Spring to finish. Town Staff is working on ordering the transformer for the site which will be installed in 2023.
- *Water Treatment Plant Expansion* – An RFP has been issued to solicit proposals from several membrane manufacturers. The membrane selection will allow the design to keep progressing forward. The Town received three proposals for prospective CMAR contractors which are currently being reviewed by Town Staff and our Owner's Representative. Town Staff is looking to award the CMAR contract for pre-construction services in early 2023.
- *Central Interceptor Phase 2* – The contractor has completed the mainline installation for the entire project. The contractor is working on completing the tie in to abandon the Clearview lift station. Town Staff anticipates issuing substantial completion in early 2023.

- *Central Plant Design* – The Design Engineer has submitted the 90% construction plans. Town Staff, the design engineer and the CMAR will work on value engineering as the design progresses and look at developing the Final GMP based on the 90% plans. Town Staff is also working with the adjacent property owner to acquire an easement for the construction of a new outfall pipe.
- *Charlotte Street Improvements* – Due to weather and holidays the project had very little work during this review time. Staff is working with the contractor and the design engineering to develop a concrete mix that will allow a shorter cure time for driveways. The intent is to get residents back on their driveways with 3-4 days vs 7-10 days. Work will re-commence the week of January 1. The primary focus of work currently is the installation of the stormwater pipe system and the installation of the concrete work (sidewalks and driveways) on the north side of the roadway. Xcel gas should be onsite at the beginning of January to begin installation the new gas line. Once the gas and storm water systems are in place, the contractor will begin installation of the new sewer lines.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Town Staff is waiting on approval from the Colorado Department of Transportation (CDOT) to bid the project and order the poles. CDOT anticipates issuing approval the second week of January 2023.
- *State Highway Feasibility Study* – The final report will be issued to Colorado Department of Transportation for final review and possible approval. CDOT anticipates issuing approval in late January or early February.
- *Little Thompson River Trail* – The project has been awarded to the low bidder, L4 Environmental, for a cost of $679,376.29 to L4 Environmental. The project kickoff is

scheduled for January 6. Town Staff anticipates having a detailed project schedule from the contractor by January 18, 2023.

- *Letford Elementary School Site* – Hazardous removal inside the buildings is complete and Staff is meeting with the contractor on January 3rd to go over the building demolition plan and schedule.
- *Colorado Boulevard Design* – Design of the west half-street improvements to coincide with the Purvis east half-street improvements is progressing to the 30% design level. The design team is currently working with Utilities on the water and sewer line design for Colorado Boulevard. It is anticipated this road will be ready for construction the summer of 2023.
- *Veteran Memorial* – The concrete pads for the Veterans Memorial on CR 18 and the Frontage Road roundabout have been installed. The next phase is to determine the installation of the memorial features, which should take place this Spring.