



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: October 3, 2022

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):

- 10/17/2022 – Regular Council Meeting
  - 10/24/2022 – Work Session (6:00 p.m.)
  - 11/07/2022 – Regular Council Meeting
  - 11/22/2022 – Regular Council Meeting
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### **Administration, Finance, Planning, & Human Resources**

- *Organizational Structure* – As part of having our new Deputy Town Manager position on board and oriented we are restructuring the reporting functions within the organization. Accordingly, the Deputy Town Manager will oversee the operations of the internal services which will include: Communication, Finance, Human Resources, and Town Clerk. The Town Manager will oversee the operations of the external services which include: Economic Development, Planning, Police, Public Works, and Utilities.
- *ICMA Conference* – The Town & Deputy Managers attended the ICMA Conference last week in Columbus, OH. This provided great learning, professional development, and networking opportunities both within the profession and for the organization.
- *Strategic Planning* – Staff continues to move forward on the Town's Strategic Plan. A short overview of that progress will be presented to Council for feedback in an upcoming meeting.
- *Liquor Licensing* – NorthStar Liquor has applied for a Tasting Permit; Mod-Pizza and 7-Eleven Store #34316A renewal applications have been submitted to the State for final approval.

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- *Downtown Johnstown Branding & Wayfinding Project Update* – Staff continues to attend Town events to gather feedback from the community and encourage residents/visitors to take the community survey which closes end of September. Staff plans to present a comprehensive overview of the community feedback received to Council in October and discuss the next steps which will lead in brand design for the downtown corridor.
- *Business of the Month* – Trek Bicycles was awarded Business of the Month for September. They are located within the 2534 Shopping Center.
- *Event Parklet Program* – The event parklets that the Town designed and ordered via the CDOT Main Street Revitalization Grant program were used for the first time during the Fall Fest Event hosted by the JDDA. The parklets were setup and taken down the same day by the Public Works team. The parklets will continue to be available for any public event held within the downtown corridor when streets are closed per the direction of Town Council.
- *Community Engagement* – The Town’s Touch a Truck event on September 17 was a hit. In addition to Public Works, Communications, and Police, community partners Front Range Fire Rescue was there as well as Waste Connections and Weld RE5J Transportation. There was a significant attendance of the event and parents and kids of all ages enjoyed touching and sitting in all of the trucks and meeting the personnel that drive the trucks throughout the neighborhood. In addition to the Touch a Truck, the JDDA’s Fall Fest was on September 18 and was well attended. The Town table also had a steady flow of residents and visitors to ask questions and engage. The Town was asked to also participate in the Thompson River Ranch Fall Festival happening on October 1. Community engagement events are important for the community because they encourage a steady and candid flow of information between Town staff and residents.



- *Conference Panelist, Communications* – Jamie Barker, Communications Manager was asked to, and recently was a, speaker on a panel for the 2022 SIPA User Conference about websites and community engagement. The conference was well attended by state and local governments and provided the Communications Team an opportunity to learn from others related to digital engagement as well as learn a bit more about ADA and website accessibility opportunities.
- *Land Use Neighborhood Meetings* – A neighborhood meeting was hosted for the proposed Revere North Filing No 1 subdivision, north of Veterans Pkwy (CR 50/14) and east of High

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Plains Blvd. Several property owners appeared and discussed the development with Forestar, the Applicant. Planning Staff is working to schedule a meeting in mid-to-late October for the property directly south of Veterans Pkwy, to be known as the High Plains Estates PUD, seeking ODP approvals.

- *Ledge Rock Center (LRC)* – The LRC team continues to work diligently with Town Staff to review plans and required agreements for the master (Filing No 2) public improvements, utility extensions, proposed multifamily site, and proposed single family subdivision areas. Several permits have been approved for issuance to allow early construction on three commercial structures, as well as sanitary sewer construction in certain areas.
- *Conference* – Kim Meyer, Planning & Development Director attended the Colorado Chapter of the American Planning Association conference this past week.
- *2023 Budget* – Work is continuing on the 2023 Budget. The first public hearing is planned for November 7, 2022.
- *2022 Certification of Value* – Both Weld and Larimer Counties have issued preliminary Certification of Valuation reports for 2022. For Weld County, the preliminary valuation is \$177,364,530, an increase of \$11,188,900. For Larimer County, the preliminary valuation is \$199,376,572, an increase of \$20,977,118. The table below provides the preliminary data for both counties combined:

Assessed Values	2021	2022	Growth in 2022	% Growth in 2022	% of Total Tax Pd. By each
Vacant Land	10,027,573	11,855,124	1,827,551	18.23%	3.15%
Residential	161,826,803	162,639,543	812,740	0.50%	43.17%
Commercial	118,212,023	122,474,158	4,262,135	3.61%	32.51%
Industrial	24,596,696	25,169,645	572,949	2.33%	6.68%
Agricultural	1,154,054	1,298,627	144,573	12.53%	0.34%
Oil & Gas	20,990,116	43,508,666	22,518,550	107.28%	11.55%
State Assessed	7,767,819	9,795,339	2,027,520	26.10%	2.60%
Exempt	15,897,974	18,091,464	2,193,490	13.80%	0.00%
<b>Total</b>	<b>360,473,058</b>	<b>394,832,566</b>	<b>34,359,508</b>	<b>9.53%</b>	<b>100.00%</b>
<b>Total minus Exempt</b>	<b>344,575,084</b>	<b>376,741,102</b>	<b>32,166,018</b>	<b>9.33%</b>	<b>100.00%</b>

Assessed values are calculated by multiplying the actual value of the property by the assessment rate. To calculate the projected property tax revenues, the assessed value is multiplied by the mill levy, which is 22.147 mills. Based on the existing mill levy, projected property tax revenues for 2023 are approximately \$4.2 million for Weld County and \$4.7 million for Larimer County.

House Bill (HB) 21-1312 for exemption for personal property accounts will impact the Town with a loss of assessed valuation of \$363,932. Per HB 21-1312, the associated revenues from the valuation totaling \$8,715 are to be reimbursed by the state.

## Police Department

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## ***Training***

- *Driver Training* – All sworn officers completed their annual POST required driving training at the Northern Colorado Law Enforcement Training Center. Officers received training on the POST driving course and did high speed lane changes, as well as all emergency response internal policy updates.
- *Field Training Officer* – Officer Olds attended Field Training Officer School. Officer Olds will be added to our cadre of Field Training Officers that will help train new recruits.
- *Crime Analyst Training* – Evidence Technician Christy Adair completed criminal analyst training. She will be utilized to monitor and analyze crime trend data for release to shift supervisors for deployment decisions. She will also be able to assist the Detective Division with analysis of electronic data, open-source intel, and target identification.
- *Legal Updates Training*- The entire department received legal updates and case law training from the Larimer County District Attorney's Office.

## **Public Works and Utilities**

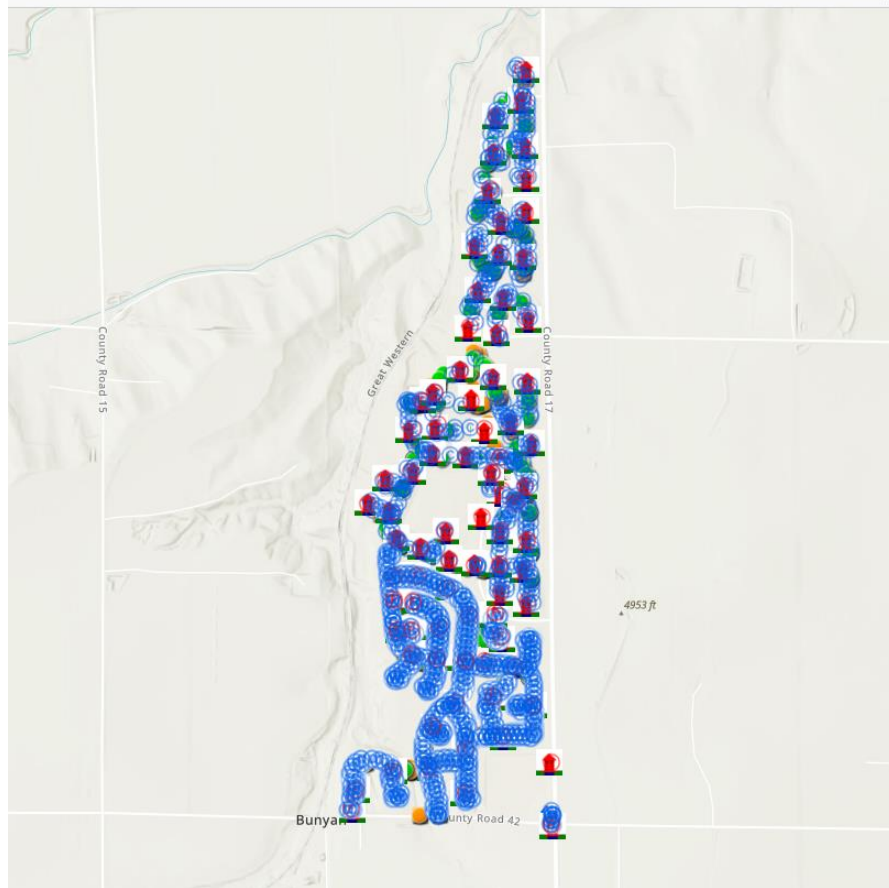
- ***Public Works Inspections*** (9/12/22 through 9/19/22):
  - Staff inspected approximately 6,371 feet of new water line, 5,586 feet of new sewer line, 124 new water meter pits, and over 5 miles of new roads.
- ***Public Works Streets Operations*** (9/12/22 through 9/19/22):
  - Cleaned over 600 feet of storm drains in Rolling Hills and Carlson Farms
  - Mowed over 130 acres of parks, greenbelts, and Right of Way.
  - Graded 10 miles of dirt roads (CR 46, 44, 42, 20C, 3).
  - Filled over 900 lbs of cold patch potholes.
  - Prepared for 8 funerals.
  - Repaired/replaced 8 roadway signs.
  - Completed 27 miscellaneous work orders.
- ***Public Works Fleet*** (9/12 through 9/16):
  - Completed vehicle emission testing for the month of September.
  - Completed 6 service calls (4 dead batteries, two flat tires).
  - Completed 4 regular services (oil changes).
  - Completed 7 miscellaneous on-demand repairs.
- ***Treatment***
  - September Water Treatment Plant flows
    - High: 5.198 MGD
    - Low: 2.949 MGD
    - Average: 4.249 MGD
  - Lonetree lake levels are low and seeing increased Geosmin/MIB
  - Low Point SBR basins are struggling to treat wastewater. Operators are evaluating solutions to increase the air in the basins.
- ***Utilities Sewer Collection & Water Distribution***
  - Locates: 369 curb stops & 20,500 ft of water & sewer mains.
  - Meters: Installed 14 & troubleshooting zero use meter reads
  - Painted fire hydrant meters bright yellow for quick identification.
  - Monthly shut offs: 26
- ***Utilities GIS assets physically mapped***
  - GPS points collected (water valves, manholes, etc.): 1,937
  - Miles of water lines added to GIS: 22.2

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- Miles of wastewater lines added to GIS: 7.8
- GPS focus on Pioneer Ridge assets shown below



- *Raw Water Transmission* – The project has been awarded to Civil Resources. Town Staff is working with Civil Resources to gather information and finalize the contract.
- *South Water Tank* – Contractor has finished painting the outside of the tank, including the logo, and continue to coat the inside of the tank. Tank crews are beginning to mobilize equipment to raise the tank in early October.
- *South Water Tank Distribution Pipeline* – Project pipe crews are focused on completing the sections of waterline between WCR40 and WCR42 on the west side of WCR17 including the installation of a PRV vault. Once complete, the crews will be moving back to WCR13 to install mainline pipe.
- *Water Treatment Plant Expansion* – The design engineer is currently working on preparing a 40% design package for the membrane/GAC system. Town Staff is continuing to work with the design engineer and the owner’s representative as the design progresses.
- *Central Interceptor Phase 1* – The contractor is wrapping up some small items while collection and distribution staff is working with them to optimize the performance of the lift station.
- *Central Interceptor Phase 2* – Contractor is installing sewer main along WCR46 between CR 15 and CR 13. The bore crew has completed the bore under CR13 and will be mobilizing to complete the bore under the railroad tracks which is necessary to abandon the Clearview Lift Station.

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- *North Interceptor* –The contractor has begun preparing the site for the new lift station and providing project submittals to the Town and the design engineer for review to be able to procure equipment/materials. The Project Team is working with Weld County to obtain all necessary permits for the new lift station.
- *Low Point Sewer Expansion* – Masonry work continues for the new MBR building and will continue throughout the site in the coming months. The contractor is continuing to install process piping and backfilling operations around the new buildings. Equipment will start to be installed in early October in the MBR building.
- *Central Plant Design* – The Design Engineer is working with CDPHE on the Site Location and Chemical Modification approvals. Town Staff continues to review the design and provide direction to the Design Engineer. In addition, Town Staff has published an RFP to select a CMAR firm to start reviewing the design plans and prepare a GMP. Town Staff anticipates awarding the CMAR Design Services in October.
- *Old Town Drainage* – Old Town project is complete other than a few final punch list items.
- *Charlotte Street Improvements* – The Notice to Proceed was issued to the Contractor and the project kick-off is scheduled for September 29.
- *County Road 17/Parish Ave Mill and Overlay* – The project moving forward with great progress. The Town center phase of the project is complete. Crews will be installing pavement from 40-46 ½ over the next two weeks and then will focus on the section from 46 ½ to Johnstown Center Drive.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Design for the traffic signal is at 90% design level and being reviewed by CDOT for final comments. Town Staff met with CDOT Local Agency personnel to discuss the project and an IGA from CDOT is forthcoming for Council’s consideration. The IGA is required as part of the MMOF funding. Once the IGA is approved, the Town will be able to purchase the traffic signal poles that have a 4–6-month lead time.
- *State Highway Feasibility Study* – The Town and consultant met to go over preliminary design options for SH 60 from 1-25 to County Road 19. The design options will be presented to the Council for feedback on October 24 during a work session.
- *Little Thompson River Trail*- Design for the trail is 95% complete and final approval from CDOT is eminent. Town staff and the design firm are currently working on the Request for Proposal documents and working on a release date for the proposal, anticipated in November.
- *Chip seal* – Chip seal for portions of County Road 13 and County Road 15 are complete and signing and striping have been installed.

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