



Town of Johnstown

MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: December 19, 2022

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):

- 12/19/2022 – Regular Council Meeting
 - 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
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Administration, Finance, Planning, & Human Resources

- *Certification of Tax Levies* – DLG 70 forms have been completed and will be submitted to both Larimer and Weld Counties on December 13 after the conclusion of the Council meeting on December 12, 2022. Once submitted, the mill levy will be certified and set for the 2023 budget year.
- *Downtown Johnstown Branding & Wayfinding Project Update* – Kristin, from Michael Baker International, presented to Council on November 21. The presentation focused on the 6 key themes that came out of the community outreach and survey responses during Phase 1 of the project. The presentation and full report can be found on the project

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webpage at johnstown.colorado.gov/DowntownIdentity. We have now begun Phase 2 of the project which will design the brand identity. It was initially discussed to bring brand options to Council during a work session in November, but staff has rescheduled this to January to provide more adequate time to develop and strategize the downtown brand. Staff plans during Phase 2 to meet with Council to present the brand options and the community during a ‘brand week’ sometime in January/February. We will post updates regarding schedule/timing on the project webpage to keep the public informed. We also encourage residents and visitors to visit the Town’s social media accounts for updates on the project.

- *New Retail Business Alert* – Mary’s Mountain Cookies officially opened for business on November 25. The community is excited to welcome a locally owned business to the downtown corridor; located at 16 S. Parish Avenue.
- *Municipal Court* – Court processed 106 cases in November 2022.
- *Liquor Licensing* – Café Mexicali Johnstown, LLC applied for a Hotel & Restaurant Liquor License Renewal.
- *Hiring* – The Town is currently searching for a Parks Maintenance worker and a Backflow and Water Quality Specialist. Interviews are underway for two Police Officers to start in 2023. We are in processing with another Utility Operator, two Planners, and two Police Officers who will start in December. We are also working to fill a Police Sergeant role internally.
- *Customer Service Training* – The Town is in the process of designing and implementing an in-depth customer service training program. The training will emphasize customer focus, teamwork, improved communication, strategies for goodwill, and skills for managing a variety of customer interactions.
- *Community Survey* – The Town’s Community Survey is currently underway. The open participation portion is expected to begin within a week. The anticipated closing date for the entire survey is January 3, 2023.
- *Strategic Planning* – Staff has been working on drafting the foundation of a strategic plan for Council review. The draft plan will be presented to Council during a work session in January.
- *Cable Franchise Agreement* – Staff is working with counsel to update the Town’s cable franchise agreement.
- *Land Use Code Rewrite* – Council held a Work Session on December 12, with a public open house held at the YMCA on December 13 to review and discuss some of the larger issues the community wants to ensure we capture and address in the updated code document being drafted. Staff anticipates a Public Working Draft of the proposed Land Use & Development Code to be available around the end of the month.
- *Planning & Zoning Commission (PZC)* – The PZC held a meeting on December 14 for public hearings and a discussion of code updates and the annual review of the commission’s bylaws. Upcoming meetings are anticipated for January 11 and 25, pending items ready for hearings.
- *Weld RE-5J Long Range Planning Task Force* – The task force held its final meeting on December 6th providing recommendations to the School Board for consideration on long

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range facility planning. The group discussed and considered projected growth and enrollment numbers, boundaries, existing and needed facilities and improvements. The intent would be to create a standing committee/task force that meets several times a year to continue monitoring enrollment and changing district needs and is able to make timely recommendations to the school board.

- *Ditch Company Annual Board Meetings* – The Town Manager represented the Town at both the Home Supply and Big Thompson Manufacturing Ditch Company Annual Board Meetings. At both meetings, the board members previously appointed and the share assessment fees remained the same.
- *Staffing During Holidays* – Staffing during the holiday season will more than likely be lower than normal due to vacation requests. During this time, we do not anticipate any inconvenience to the community members as they enter and contact personnel at the Town. As a reminder, the Town offices will be closed on Friday December 23 and Monday December 26 for the Christmas Holiday.

Police Department

Community Policing, Outreach & Miscellaneous Items:

- *Escort* – JPD escorted the RHS football team out of town as they traveled to Pueblo to win the state championship.
- *Johnstown Jingle* – Officers provided event security for the Johnstown Jingle community event. No issues reported.

Public Works and Utilities

- Crews completed 44 work orders this review period that included filling potholes, crack sealing streets, road sign repairs and installs, holiday flags hung along Parish, and a variety of other street related work.
- Inspections:
 - Water line inspected – 1,700’
 - Sewer line inspected – 4,273’
 - Manholes inspected – 9
 - Subgrade for new roads inspected – 19,000 lineal feet
 - New asphalt roadway inspected – 13,000 lineal feet
- *Charlotte Street Improvements* – Contractor is installing storm drain and reworking sidewalks and driveways. Sidewalks and driveways will be installed as they work on each side of the street and will be replaced as they go. This process will ensure the project is completed orderly and with far less disruption to residents.
- *Traffic Signal Design for Carlson Blvd and State Highway 60* – Town Staff is waiting on approval of the Request for Proposal by the Colorado Department of Transportation so the project can bid out.
- *State Highway Feasibility Study* – The Final Highway 60 Report will be issued to Colorado Department of Transportation for final approval.
- *Little Thompson River Trail* – The project bid closed, and the apparent low bidder is L4 Environmental. Approval is scheduled for Council on December 19, 2022. The Notice to

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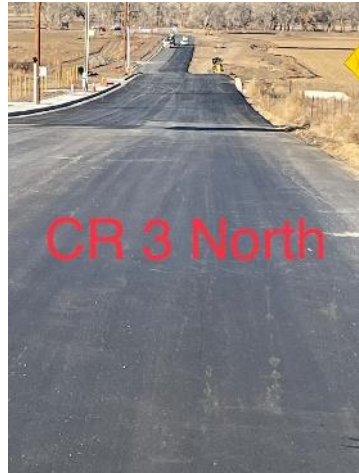
Proceed is anticipated to be given on January 5, 2022. The dates provided are subject to CDOT concurrence of the bid award recommendation.

- *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* – Welding crews have finished welding the Tank. Painting crews have mobilized to finish painting the inside and outside of the roof, however, the cold front is currently preventing the contractor from painting until the low temperatures rise. If the cold temperatures continue, the painting crews will likely need to come back in the Spring to finish.
- *South Water Tank Distribution Pipeline* – The contractor is working on installing mainline along WCR 13. The contractor is working north to south between WCR46 and WCR 44 for the next several weeks. Town Staff has obtained the necessary easements and agreements with the Hillsborough Ditch Company, Little Thompson Water District, and several property owners to complete the project.
- *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 by the end of the year.
- *Central Interceptor Phase 2* – The contractor has completed the mainline on WCR 46 between CR 15 and CR 13. The contractor must complete a portion of main line between CR 46 and the railroad tracks. Once this mainline is installed, the Clearview lift station will be abandoned, and Central Phase 2 will be complete.
- *North Interceptor* – The contractor is ordering long lead items to ensure that the project is completed on time. In addition, Town Staff is continuing to coordinate with property owners to acquire all necessary easements. The contractor is continuing to install the shoring system for the new lift station. The contractor anticipates having the shoring complete by mid-December and will start installing the concrete slabs in early January.
- *Low Point Sewer Expansion* – Masonry work is complete on the Membrane Bioreactor (MBR) building and roofing is nearly complete. The contractor has begun installing equipment in the MBR building as it arrives on site. The electrical transformer for the site was installed the week of December 12.
- *Central Plant Design* – The Design Engineer is currently preparing 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. Town Staff is also working with the adjacent property owner to acquire an easement for the construction of a new outfall pipe.

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Staff training on Grader

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