MEMORANDUM

TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: March 6, 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):

- 03/06/2023 – Regular Council Meeting
- 03/18/2023 – Council Strategic Retreat
- 03/20/2023 – Regular Council Meeting

Administration, Finance, Planning, & Human Resources

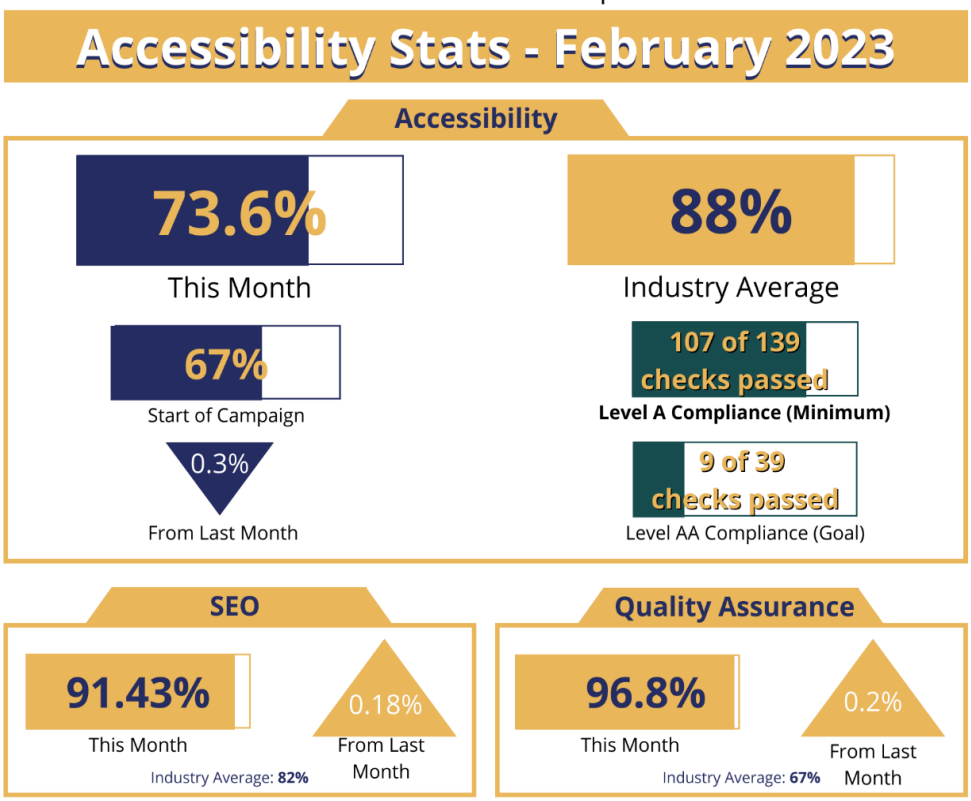
- *Intergovernmental Agreements* – The Town is working on multiple agreements concurrently including IGA's with both Milliken and Little Thompson Water District respectively as well as completing the updates to the Home Supply Ditch Company Operating Agreement.
- *Water Treatment Plant Expansion* – The Town closed on the property adjacent to the existing Water Treatment Plant for its expansion. The land acquired consists of an additional ~6.8 acres.
- *Pool Financial Feasibility RFP* – The Town received four (4) responses from the Pool Financial Feasibility RFP. Staff is currently reviewing the submittals and plan to provide a recommendation to Council at the March 20 Council Meeting.

- *Liquor Licensing* – The JDDA has turned in a Special Event Permit for a beer garden at their Cinco de Mayo event. All Fermented Malt Beverage Off-Premise license holders have been sent their new licenses as a Fermented Malt Beverage and Wine Off-Premise license, per new State law effective March 1.
- *Municipal Court* – Court processed 116 cases in February. Staff has received training on the E-Force and will begin transiting to this software. Johnstown Staff will host a training from the Colorado Association for Municipal Court Administration in March.
- *Community Survey* – Results from the Community Survey have been received. The results are currently being reviewed. The entire report will be available online in the next couple of weeks. Staff is also working on compiling the results in a shorter, more consumable format.
- *Strategic Planning* – In February, Staff participated in a strategic planning work session to begin to frame up some options for goals based on the Community Survey feedback. Another goal session has been scheduled in March.
- *Water Rate Study* – Staff is researching the possibility of having a consultant conduct a water rate study. A water rate study will help ensure that our water rates are conducive to providing the revenue stream necessary to meet the upcoming capital expenditures and operating costs.
- *2022 Financials* – An updated December 2022 version is included in the packet. The reissued financial statements are unaudited but include updated expenditures and fund transfers. The annual audit is scheduled to begin April 24, 2023.
- *Hiring* – The Town is currently searching for a Planner I, Planner II, Water Treatment Superintendent, Wastewater Treatment Superintendent, Utility Operator, Accounting Technician, and Police Officers. We recently hired internal candidates for the roles of Streets Maintenance and Building Permit Technician.
- *Safety Training* – We recently provided voluntary training on first aid and CPR to Staff members from multiple departments. A second training is planned in March.
- *Land Use & Development Code Rewrite* – Redlines and comments are still being received from the Working Draft that was issued for public review in January. Staff and our consultants are beginning the work to integrate those comments to provide a final draft back to the Town for review prior to public hearings.
- *Development Review* – Town Planning Staff continues to see a steady volume of development applications being submitted, including 36 current projects for annexations, site plans, and subdivisions, with several others having been recently completed and finalized.
- *Downtown Johnstown Branding & Wayfinding Project Update* – Staff met with Town Council in January to discuss 3 preliminary design options for Downtown. Based on Town Council feedback Staff presented 2 of the 3 preliminary design options to the public and received over 800 votes (in person and via online survey). Staff is currently working with our consultant to finalize the design brand option which will be a combination of both options presented to the community.
- *BluDot Open* – Staff is working to launch BluDot Open which will serve as an online directory of all our local businesses in Johnstown and exist within our Town website. The online directory will work in conjunction with our existing CRM and will be managed by

the Economic Development Office. The online directory is expected to be launched in April. To check out a list of communities that are currently utilizing this platform, follow the link- https://open.bludot.io/.

- *Biz Walks* – Staff continues to schedule monthly biz walks with our local businesses. The biz walks include the Economic Development Manager, Town Manager and Deputy Town Manager. In January Staff met with High County Beverage and in February with Carrier West.
- *Business of the Month* – As a recap, January's Business of the Month was Imprint Family Chiropractic and February's Business of the Month was TBK Bank.
- *508 Compliance and Website Accessibility* – The Comms 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 maintained the same overall levels of accessibility compliance and quality despite adding new pages and content to the website in the past month.

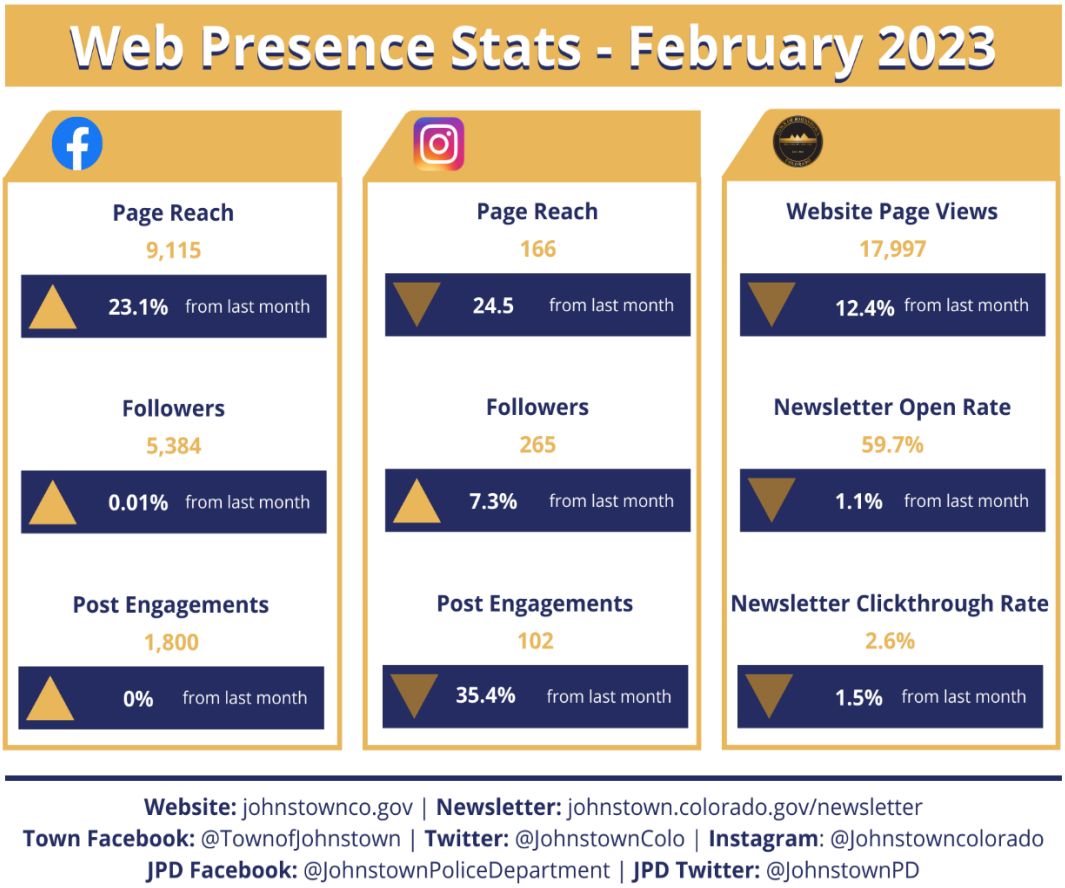
Communications Dept.



- *Town Communication Tools* – As a reminder, the Town has several communications tools in its toolbox, including social media, a newsletter, email communications, and the website. In the past month, our department switched email communications vendors from Mailchimp to Constant Contact in anticipation of some new email news list options we

plan to offer residents. Despite the change, we managed to achieve essentially the same newsletter open rate. We also reached more people via Facebook and continued to grow our Instagram following despite posting less often in a lighter news month.

Communications Dept.



Police Department

Training:

- *Threat Assessment Training* – Officer Kelley and Lt. Williams attended Threat Assessment Training with the Thompson Valley School District.
- *Supervision and Leadership Training* – Officer Morgan attended "Supervision for LEO" training to help him prepare for career advancement.
- *Interview and Interrogation Training* – Detective Grounds attended Interview and Interrogation training to become more proficient in interviewing persons suspected in crime investigations.

Public Works

- Crews completed 84 work orders this review period consisting of filling potholes, road sign repair, snow and ice removal, and a variety of other street related work.

- Removed graffiti at Aragon Park.
- Started grading on CR 46 from CR 17 to CR 15.
- Installed Jake Brake signs at entrance ways into Town.
- Scheduled repairs for vandalism damage at the Lake Park restroom.

- Crews worked on removing snow throughout the Town.

- *Charlotte Street Improvements* – Work continues along the north side of the roadway installing sidewalk and driveways. The corner of Jay Ave and Charlotte has been reconstructed for the parklet. Xcel gas has begun the installation of the new gas line. Below is the two week look ahead:
    - February 20 – March 6 (All work is on north side of roadway):

- Excavate for sidewalk/ADA ramps
- Install storm pipe
- Xcel installing new main gas line
- Import Class 5 Road Base for sidewalk
- Form and prep sidewalks
- Form and prep storm inlets
- Pour sidewalk

Concrete work on Charlotte Street

- *Traffic Signal Carlson Blvd and State Highway 60* – The project has bid and is scheduled to be awarded at the March 6 Council meeting.
- *State Highway Feasibility Study* – Consultant has addressed all CDOT comments, and the feasibility study has been approved. Final document forthcoming.
- *Little Thompson River Trail* – The contractor is currently grading the project site and is still scheduled to be complete by May 1, 2023.
- *Letford Elementary School Site* – Demolition has begun, and the school is about half removed at this time. Once the demolition is complete site restoration will begin.
- *Colorado Boulevard Design* – The contract for design of interim improvements is scheduled for the March 6 Council meeting.
- *Sinclair Corner Store* – The Town and CDOT have been working with the contractor to correct the ADA ramps on 1st Street and on Parish Ave. The contractor has submitted plans for the repairs, and they have been approved. Work is scheduled to take place in May, weather permitting.

Inspection of storm Pipe at Pautler Farms

Utilities

- *Treatment*
  - WTP:
    - Average Daily Flows: 1.22 MGD.
    - Performed second more in-depth inspection of north ground storage tank to confirm level of repair needed.
    - Installation of new backwash recycle pump.
    - Using work order system for operations and making good progress.
  - Low Point WWTP:
    - Average Daily Flows: 0.256 MGD.
    - Conducted positional interviews and plant tours for new ORC position.
    - Troubleshot an issue with the motor and gearbox of south treatment basin.
    - REC helped find replacement parts and the basin is back in full service and making good effluent.
  - Central WWTP:
    - Average Daily Flows: 0.566 MGD
    - The lagoons are struggling with treatment during cold water temperatures which arrest the biological development of needed microbes.
    - Added additional media that microbes grow on to try and encourage more beneficial microbial growth.
    - Troubleshooting main treatment pond and evaluating adding supplemental air with floating aerators to better treat our water.
- *Sewer Collection & Water Distribution*
  - Locates: 1,320 Locate (811) tickets year to date, 291 curb stops, 14,517' main lines.
  - Meters: 19 replacements & 36 new installs.

    - Demolition of Clearview Lift Station & Force Main abandonment.
    - Sewer main back up off N First St & Raymond Ave.
    - Repaired an abandon old 1" unmarked service line on Charlotte St.
- *Inspections*
    - 1,419' water main installed
    - 6,250' water main tested
    - 200' sewer main tested
    - 98 water taps
    - 1 manhole installed and tested
    - 90 water/sewer inspections
- *GIS*
    - Helping adjust call out boundaries for 811 locate tickets to reduce the number of tickets that Staff receives.
    - Working on integration of Town GIS into the new work order system
    - Obtained new Weld County aerial imagery to map Weld County sewer and stormwater manholes.
- *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 Town is also working with the Home Supply Ditch Company on the location of the new pump station at Lone Tree Reservoir.
    - *South Water Tank* – The tank contractor is continuing to work on the interior piping, electrical, and civil site work as weather permits. The contractor is estimating to be completed with the tank by the end of March. United Power has installed the electrical service for the tank.
    - *South Water Tank Distribution Pipeline* – The contractor is working on installing mainline along WCR 13. The Hillsborough bores are complete. The contractor has been delayed due to the weather in February, but we will continue to work together as the project is nearing completion. Testing of the water main that has been installed began in late February.
    - *Water Treatment Plant Expansion* – Town Staff, the design engineer, the owner's representative, and the construction manager held a value engineer session in February. The items from that workshop are currently being evaluated and incorporated into the design. The construction manager is working to develop an overall project schedule and preliminary cost estimate.
    - *Central Interceptor Phase 2* – The project has received substantial completion. The contractor is completing final punch list items as weather permits. Substantial completion starts the warranty period for the project and Town Staff will monitor the infrastructure over the next year for any defects.
    - *North Interceptor* – The contractor has begun installing the wet well walls for the lift station. In addition, the contractor has begun installing main line from the central wastewater treatment plant to the west. The contractor is also installing several key bores including the crossing of the Hillsborough Ditch, the railroad,

and County Road 17. The contractor is diligently working to install mainline during the winter months before farming begins.

- *Low Point Sewer Expansion* – The contractor continues installing equipment in the Membrane Bioreactor (MBR) building as it arrives on site as well as coating the interior walls. The new headworks building is progressing right behind the MBR building as trades complete their work on the MBR building.
- *Central Plant Design* – Town Staff, the CMAR, and the Design Engineer have been reviewing the 90% plans and held a workshop in February to gather value engineering ideas to incorporate into the design and final GMP. Staff will be bringing the final GMP to Council for consideration once it has been finalized.
- *State Highway 60 Waterline* – The contract for the design services has been awarded to JUB Engineers. Over the next six months Town Staff will work with the design engineer on final alignment and obtaining all necessary easements and agreements. A project kickoff meeting will be held in early March.