



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: November 6, 2023

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):

- 11/06/2023 – Regular Council Meeting
  - 11/20/2023 – Regular Council Meeting
  - 11/27/2023 – Work Session (tentative) Broadband/Fiber
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### **Administration, Finance, Planning, & Human Resources**

- *Municipal Court* – 138 Cases were heard by Municipal Court in September 2023. 132 cases were heard in October 2023.
- *Liquor License* – Huang Garden has applied for a Hotel & Restaurant renewal. 7-Eleven Store # 34316A has submitted for a Fermented Malt Beverage & Wine renewal. J & M Post has submitted a renewal for a Club license. Exodus Moving and Storage applied for a Special Event Permit Liquor License for October 27, 2023.
- *Special Events* – Below are the applications received for Special Events in September and October:

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- Pioneer Ridge HOA September 30, 2023, Fall Festival
- Roosevelt High School for October 9, 2023, RHS Homecoming Parade.
- Johnstown Historical Society October 28, 2023, Cemetery Crawl.
- Johnstown Downtown Development Association October 28, 2023, Trick or Treat Street.
- Johnstown Downtown Development Association December 3, 2023, Johnstown Jingle
- *Senior Center* – The newly hired Senior Aid Coordinator started September 25, 2023.
  - Weekly Friendly Fork Meals on Wednesdays continue to see great participation, with a total of 125 attending in the month of October (1 meal a week).
  - On November 3, 2023, the Senior Center will host a Medicare Open Enrollment Open House from 9:00 AM-12:30 PM, providing resources and opportunities to compare plans.
  - On November 9, 2023, a “Shop til’ you Drop” holiday shopping trip will take participants to the Premier Outlet Mall in Thornton.
  - Eagles’ games and trips to Blackhawk are currently being scheduled and sign-up lists are quickly filling up.
- *Town Clerk* – Staff is finalizing the Business License process change to the online platform, BluDot. Notices will be sent to the local businesses for how to apply and renew online over the next several months, as seen below:



- Staff attended the Colorado Municipal Clerk’s Association Annual Conference in October, taking part in excellent training and on-going education.
- *Hiring* – The Town recently welcomed a new Communications & Marketing Manager, Senior Center Programs Coordinator, Police Officer, and Water & Sewer System Operator. We are in the process of considering Police Cadet applications for 1-2 new officers who would attend the POST academy starting in January 2024. The Town is currently searching for more Police Officers, a Planning Director, and a part-time Police Administrative Assistant.

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- *HR Training* – Staff attended the Public Sector Human Resource Professionals annual conference in October, connecting with other public entities and gaining continuing education to benefit the Town.
- *Open Enrollment* – We are about to wrap up open enrollment for employee benefit selections effective in 2024.
- *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 has made significant progress toward achieving Level A compliance, which is required of all Colorado municipalities by July 2024.
- *Economic Development Training* – Staff attended the annual Economic Development Council of Colorado conference in October which focused on key initiatives, programs, and resources available to communities along with presentations from regional and state stakeholders.
- *Roosevelt High School, The Exchange* – Staff attended the ribbon cutting for The Exchange store which is a student merchandise store within the new Roosevelt High School campus. The Exchange features student created branded merchandise.
- *Downtown Wayfinding Project, Phase 1* – Phase 1 of the wayfinding signage for downtown is underway with the first sign (‘J’ sign) completed prior to the Fall Fest. The second sign will include redoing the existing curved wall on the corner of Rutherford and Parish Avenue. It is expected that the façade of the curved wall will be completed prior to the Johnstown Jingle Festival, however, the additional signage elements have been significantly delayed due to fabrication. It is expected that the signage elements of the curved wall to be completed by January along with the third sign which is the columnar sign located on the corner of Hwy 60 and Parish Avenue.
- *Public Transit Options for Hwy 60* – Staff has been working with the City of Greeley on determining potential short term public transit options within the Hwy 60 corridor of Johnstown. Several Johnstown businesses within that area have expressed a need for public transit and the Town has taken the initiative of finding potential solutions. Staff will be launching a survey to the businesses and residents within that area in November to understand their public transit needs to develop a robust program. It is expected that the potential public transit program will be launched sometime in 2024 in partnership with the City of Greeley.
- *Shop Local Campaign* – Starting November 6, the Town will utilize our social media platforms, website, and resident newsletter to encourage residents and visitors to shop locally. Our “Shop Local” campaign will direct shoppers to our Business Directory, which was launched earlier this year, to learn about promotions, specials, hours of operation, and services provided by all our local businesses. Town Staff has also reached out to the Johnstown Breeze to discuss potential ad content.
- *Town Communication Tools* – The Town maintains a diverse set of communications tools, including social media, a newsletter, email communications, and the website. Our

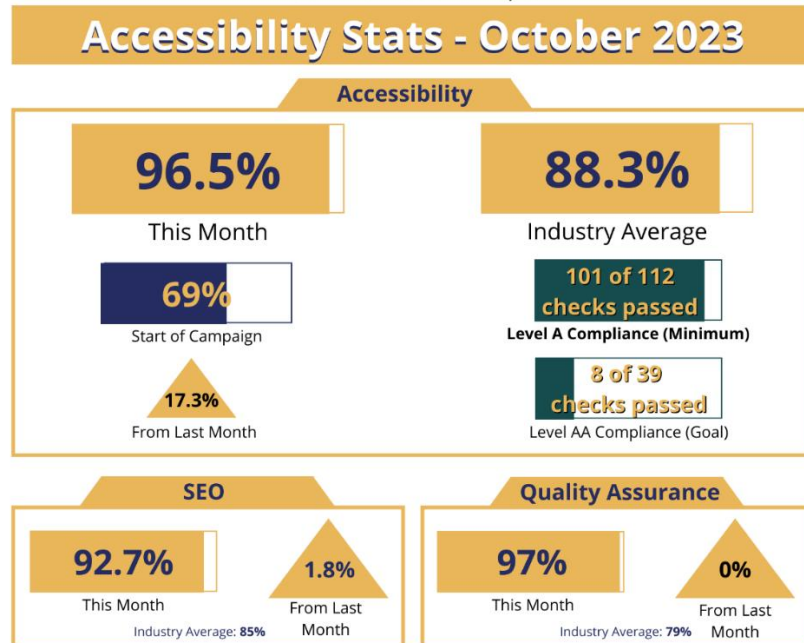
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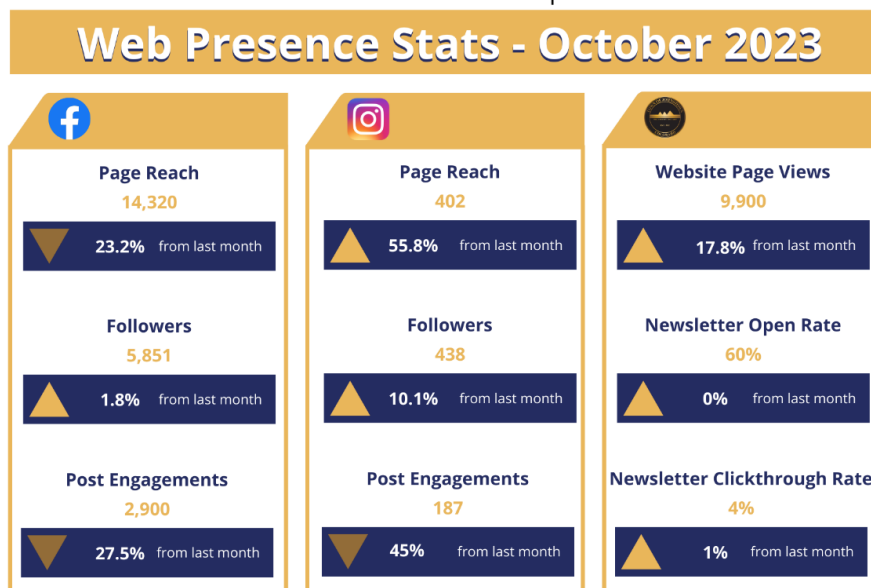
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Facebook and Instagram followings continue to grow steadily. The Town email lists continue to add subscribers and boast fantastic engagement numbers: according to the Town's email vendor, Constant Contact, the average open rate for government organizations is 35.45%.

Communications Dept.



Communications Dept.

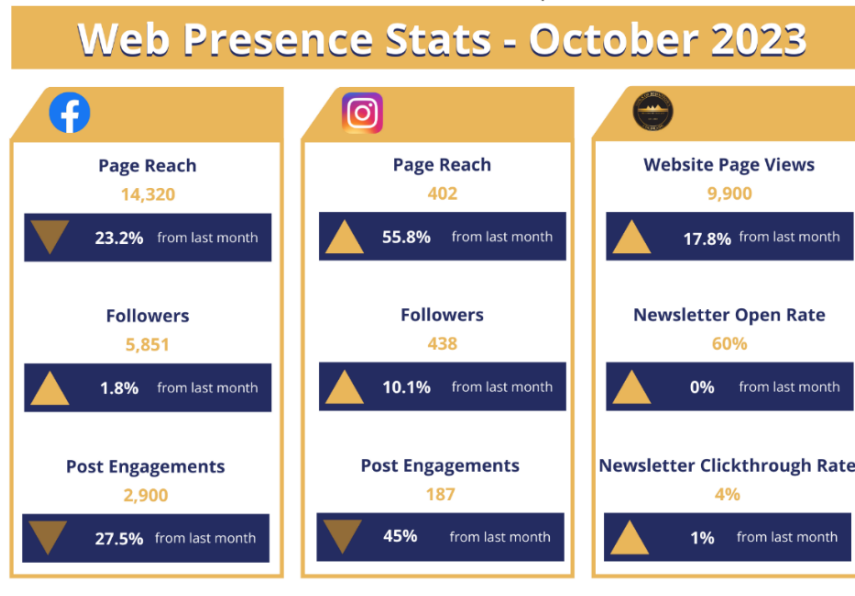


Website: [johnstownco.gov](http://johnstownco.gov) | Newsletter: [johnstown.colorado.gov/newsletter](http://johnstown.colorado.gov/newsletter)  
 Town Facebook: @TownofJohnstown | Instagram: @Johnstowncolorado  
 JPD Facebook: @JohnstownPoliceDepartment

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- *Community Engagement Events* – Communications Staff ran a booth at BBQ Day Take 2 festivities to offer community members water and swag. They were also on hand to help outfit residents with new ‘J’ caps and freebies at Fall Fest in September. Communications Staff also ran a booth at Trick or Treat Street in October, which was well attended despite the freezing temperatures. Sharing Town information with residents and meeting the community where they are is a priority for the Town.
- *Pool Feasibility Study* – The pool feasibility committee met with the consultants on October 24 to review the results of the pool survey and to discuss programming, site selection, and potential site layouts. The committee will be meeting again on November 1 for a site selection discussion and then again on November 7 to work with the consultants.
- *TDS Franchise* – Staff have been working with TDS and are coming close to having a final agreement to present to Council.
- *Community Calendar* – Communications has been working with all internal departments, the Library, the JDDA, and the Senior Center, to collect important dates to include in our 2024 Community Calendar. An invitation to submit photos for possible inclusion in the calendar was put out on our website and social media in October. We collected submissions from six individuals and are excited to be able to include their work in the final product. We anticipate that the calendars will be mailed to all residents in December.
- *Strategic Planning* – Staff have been diligently working on the Strategic Plan for the organization for some time now, and the progress of the work was shared with Council at the October 30 work session to gain their feedback.

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- *Water Rate Study* – Our consultant, Raftelis, has completed the rate study for the Water Fund and the Sewer Fund and has recommended increases in both the water and sewer rates, as well as the raw water impact fee, and the sewer tap fees. The recommended increases will be presented for consideration at the November 6 Council meeting. The potential rate increases have been communicated to residents and businesses in the November newsletter and there is an FAQ posted on the Town’s website.
- *Civic Day* – Civic Day was held on October 19. Students from Pioneer Ridge visited and had the opportunity to chat with the Mayor, check out Public Works vehicles, visit our police department, visit the library, and get a tour of the post office.
- *Johnstown Housing Authority Loan* – \$312,000 has been distributed to the Johnstown Housing Authority for the loan approved by Council.
- *Property purchases* – 23165 Colorado Blvd and 23019 CR 13 were purchased for a combined total of \$662,083.23. While the use of the property at 23165 has yet to be determined, it will likely be used for future expansion of the cemetery. The property at 23109 will be used for the future expansion and ultimate buildout of the intersection of Highway 60 and Colorado Boulevard.
- *Natatorium at Johnstown YMCA Recreation Center* – The improvements to the PDU and restoration of the natatorium have been completed as planned. We are currently working to make repairs to the steam room which has some issues related to the panels and sealing of the facility. We hope to award this work in the next 30 days.
- *Northern Water CBT Quota Set* – In October, Northern Water set the CBT quota at 50%. They will reevaluate the quota in or around April 2024.
- *Land Use Code Updates* – Updates from the work session with Council are continuing to be made by Staff. We hope to bring this to you sometime around the end of the year or beginning of 2024 with the updates requested.
- *Track-it* – Staff is working to schedule a meeting with representatives from Central Square/Track-it to discuss needs related to our permitting and planning software. Needs include our desire to make online permitting possible for external customers and online reporting of building inspections.

## **Police Department**

### ***Training:***

- *SWAT Training* – Officer Jaramillo competed to be added to the Larimer County SWAT team. Officer Jaramillo was selected and attended SWAT training at Fort Carson in Colorado Springs.
- *FBI Command College* – Sergeant Timme attended the FBI Command College in Denver Colorado.
- *Auto Theft Training* – Officer Olds attended training to learn the latest techniques to combat auto theft.
- *Criminal Drug Interdiction* – Officer Olds attended “Operation Desert Snow” Training. This 3-day course is designed to provide its attendees with the skills necessary to detect

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criminal activity during traffic stops and to find illegal contraband concealed within hidden compartments.

- *Defensive and Emergency Response Driving* – The entire department attended Defensive and Emergency Response Training at the Northern Colorado Law Enforcement Training Center in Loveland.
- *Field Evidence Technician (FET) Training* – Officer Kelley and FE Hamilton attended the Field Evidence Technician Certification class. Both were successful in obtaining their certifications for crime scene processing.
- *FBI Leadership Training* – Sergeant Rashid attended the Supervisor Leadership Institute through FBI-LEEDA
- *Firearms Training* – The entire department received handgun and patrol rifle tactics training.

#### ***Community Policing, Outreach & Miscellaneous Items:***

- *Pioneer Ridge Elementary* – Officer Kelley presented to several classes at Pioneer Ridge Elementary School for Career Day.
- *Civic Day* – Officer Nield participated in the Civic Day put on by the Town.
- *Boy Scouts* – Officer Nield also participated in Merit Badge Training for the Boy Scouts.
- *New Officer* – We are pleased to welcome JPD's newest officer - Gbunuguo Kassor.

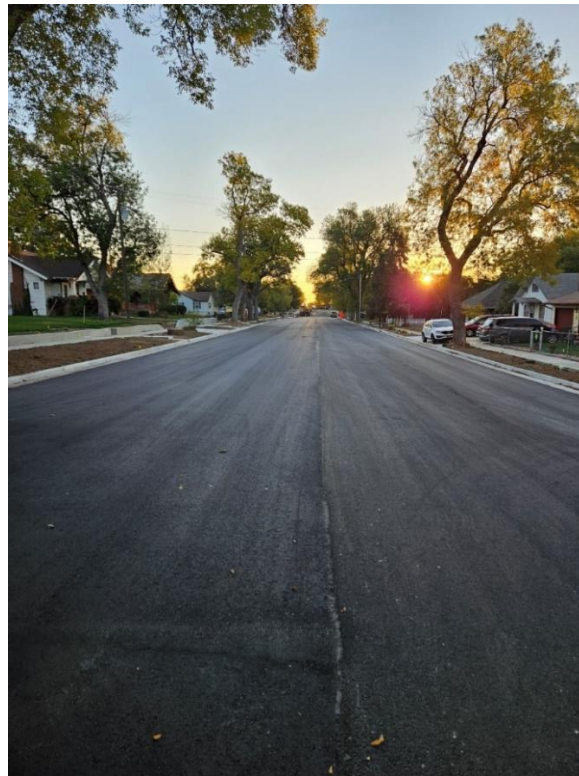
#### **Public Works**

- Crews completed 138 work orders this review period consisting of construction inspections, street sweeping, gravel road grading, filling potholes, road sign repair, funerals, mowing ROW, weed spraying, and a variety of other street and grounds related work. Completed 77 infrastructure construction inspections.
- *Winter Preparation* – Crews performed maintenance on all plow trucks and equipment. All plow trucks have been equipped with snowplows and sanders.
- *Charlotte Street Improvements* – Contractor has completed 90% of Phase 1 from Jay to Estes, the remaining 10% is landscaping and will start the week of October 30. Approximately 60% has been completed from Estes to Columbine, with the remainder scheduled to be completed by November 20.
  - 3-week look ahead is located on our website.

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*Charlotte Street, Looking East to Estes Ave.*

- *Overlay Program* – High Plains Blvd., CR 15, and 75% of CR 13 have been completed. The remaining work will continue through November.

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- *High Plains Blvd. - Completed*



*Colorado Boulevard Overlay*



*High Plains Boulevard Overlay*

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*Telep Avenue Overlay*



*Telep Avenue Overlay*



*The Landings Overlay*

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### *Pioneer Ridge Overlay*

- **Buc-ee's** – Offsite public improvement includes CR 48 (new roundabout), Commerce Drive, and Nugget Road.
  - Nugget Road from Commerce Drive East to project limits is approximately 80% completed with the bottom lift of asphalt installed on October 25 and 26.
  - Commerce Drive is approximately 60% completed with aggregate base course and curb/gutter installed.
  - CR 48 is approximately 50% completed with the majority of aggregate base course and curb/gutter installed.
- **Ledge Rock** – Due to unstable subgrade, High Plains Blvd. has completed the cement treatment process. SH 60 widening is under construction.



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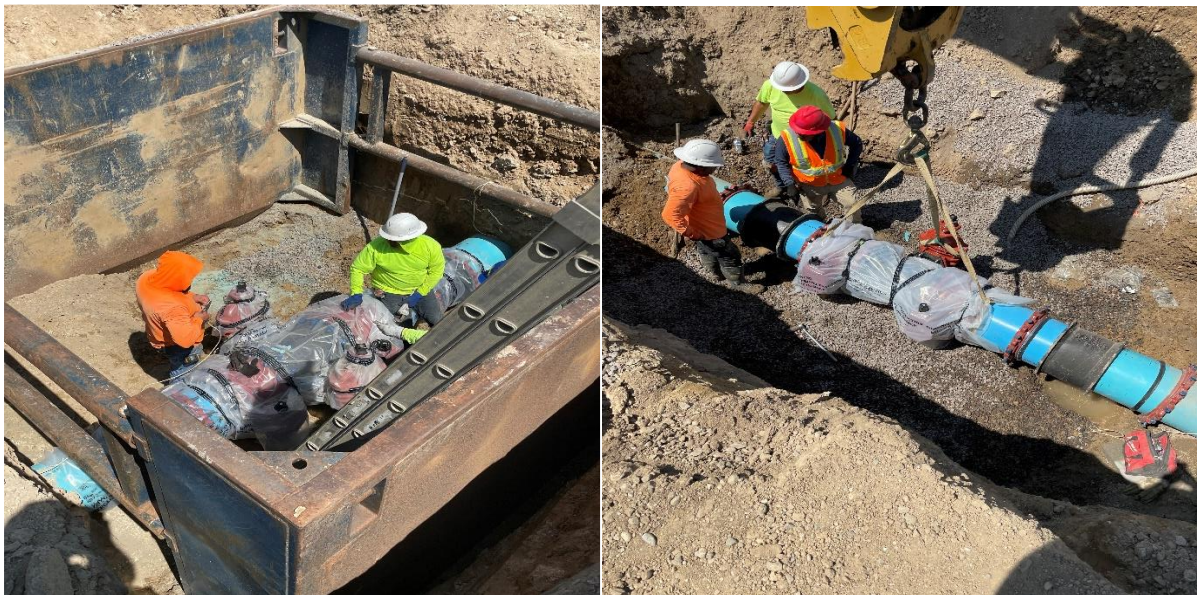
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- *Mountain View West* – No public improvements. Onsite utilities have been inspected and approved.
- *Mountain View Commercial* – Public improvements and utilities have been completed with a construction acceptance scheduled for the first of November.



- *Ronald Reagan West* – Utilities have been installed. Road work is approximately 70% completed.



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- *CR 18 and 3e* – Utilities have been installed. Starting roadway construction.



- *Pautler Farms* – The interior road has been completed. Public improvements for CR 42 and CR 17 are under construction.

## Utilities

- *Treatment*
  - September Water Treatment Plant (WTP):
    - Average Daily Flows: 3.303 MGD
    - Operators attended training at the annual Rocky Mountain Water Environmental Association conference.
    - Operators completed the Granular Activated Carbon change out and the TOC's (total organic carbons) have been sampling at 80-90% which means the Town is successfully treating taste and odor elements.
    - Four new security cameras have been installed and are operational at the plant.
  - October WTP:
    - Average Daily Flows: 2.496 MGD
    - Operations coordinated winter removal of GAC media from treatment vessels and adjusted operations for winter treatment.
    - A new eye wash station was installed at the Dissolve Air Flotation (DAF) pretreatment building.
    - Lower flows allowed for Operations to take 1 DAF pretreatment basin down for winter maintenance.
  - September Low Point Wastewater Treatment Plant (WWTP):
    - Average Daily Flows: 0.396 MGD
    - Completely off old plant process, and solids removal process is almost complete at the new plant.

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- The new MBR Plant is operating and discharging clean water into the Big Thompson.
  - Operators have attended online and in person training in Biological Nutrient Removal.
- October Low Point WWTP:
  - Average Daily Flows: 0.355 MGD
  - The new Membrane Bioreactor (MBR) treatment basins have successfully performed maintenance and recovery cleans that ensure operations.
  - The existing Sequencing Batch Reactors (SBR) basins have been stripped of old process hardware and retrofitting of vessels has begun.
  - Access road grading to building and perimeter fencing is nearly complete.
- September Central WWTP:
  - Average Daily Flows: 0.693 MGD
  - All the sludge is being removed from Lagoon 3, which will soon be complete and can be backfilled.
  - The overgrowth mitigation program is completed around the lagoons promoting air to surface mixing as well as a clean appearance.
  - Continued troubleshooting is occurring on a redundant blower for winter weather operation.
- October Central WWTP:
  - Average Daily Flows: 0.710 MGD
  - Moltz has begun filling Lagoon 3 with site material.
  - Operations Installed a redundant blower on the MBBR treatment process.
  - Operations is working on installing an aeration system in Lagoon 2 to add air and improve treatment.
- *September Sewer Collection & Water Distribution*
  - Locates: 585 with the new BOSS811 system.
  - Meters: 65 new installs
  - The department cleaned the collections system downstream from Canyon Bakehouse to remove fats, oils, and grease (FOG).
  - The south water tank was filled and passed testing.
  - The wet well for the north sewer lift station was leak tested and necessary repairs identified.



- *October Sewer Collection & Water Distribution*
  - Locates: 671 with the new BOSS811 system.
  - Meters: 30 new installs
  - Department hired a new staff member, Brian Quijada, to replace a recent vacancy.
  - Operations is working with Paul's Anytime to clean and inspect wastewater lines heading east from Gateway. The contractor encountered and removed large amounts of fats and grease while jetting lines under I-25.
  - Operations completed unidirectional flushing in the Corbett Glen neighborhood and valve exercising in the Carlson Farms neighborhood.
- *September Inspections*
  - 3,800' water main installed and tested
  - 4,350' sewer main installed and tested
  - 87 new water taps/meters installed.
  - 103 water/sewer inspections
- *October Inspections*
  - 800' water main installed and tested
  - 3,088' sewer main installed and tested
  - 134 water/sewer inspections
- *GIS*
  - September
    - 1,876 sanitary sewer and 1,365 storm manholes have been added.
    - 3,251 more water meters and 1,186 fire hydrants have been added to the maps.
    - A new web application for 'neighborhoods' was created to help Staff and residents quickly identify an area of Town by its common name.
  - October
    - 1,891 sanitary sewer and 1,409 storm manholes have been added.
    - 3,311 water meters and 1,189 fire hydrants have been added to the maps.

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- Overall, there have been 18,727 utility items collected with GPS.
- *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 primary focus is between Lone Tree Reservoir and Hwy 287 which has multiple constraints. The Town and the design engineer have been coordinating with property owners, Home Supply Ditch Company, the TPC golf course, and utility providers to coordinate the design. Meetings have been held with neighboring jurisdictions to determine their review and permitting processes.
  - *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 nearly 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.
  - *South Water Tank Distribution Pipeline* – The contractor is continuing to test the mainline. All hydrostatic testing has been completed and passed. There is one segment along Colorado Boulevard from CR44 to CR42 that needs to be flushed and pass bacteriological testing. Once the tests have passed, the project will be substantially complete.
  - *Water Treatment Plant Expansion* – The design engineer has submitted the 60% design drawings for the plant expansion. Town Staff, the CMAR, and the Town’s Owners Representative have provided comments back to the design engineer. The design engineer and Town Staff are working on addressing comments as we progress forward with some early works packages and to the 90% design plans. Town Staff and the CMAR continue to work on schedule, budget, and a construction contract based on the 60% design.
  - *North Interceptor* – The contractor has completed the slab for the wet well and overflow vault. The overflow vault and wet well have passed wet testing. Mainline installation has started back up near the intersection of CR50 and Parish Avenue. Staff are continuing 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 and the new Headworks building. The contractor is working on decommissioning the old SBR basins and converting them into two new process basins. In addition, the contractor is wrapping up conversion of the old headworks into the new solids handling building. The new solids handling process is anticipated to be online in the first half of November. In addition, Operations Staff is continuing to train and operate the new equipment.
  - *Central Wastewater Treatment Plant* – Construction of the MBR basin 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. The contractor is also nearing completion of the decommissioning of Lagoon #3 (the southwest lagoon).

- *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. The alignment is nearing completion as Town Staff is working on right of entry permits to conduct utility potholing to help complete the design.