



# Town of Johnstown

## **TOWN COUNCIL REGULAR MEETING**

**450 S. Parish, Johnstown, CO  
Monday, October 19, 2020 at 7:00 PM**

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*MISSION STATEMENT: "The mission of the government of the Town of Johnstown is to provide leadership based upon trust and integrity, commitment directed toward responsive service delivery, and vision for enhancing the quality of life in our community."*

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## **AGENDA**

### **CALL TO ORDER**

**Pledge of Allegiance**

### **ROLL CALL**

### **AGENDA APPROVAL**

### **SPECIAL PRESENTATIONS**

### **PUBLIC COMMENT**

*Members of the audience are invited to speak at the Council meeting. Public Comment is reserved for citizen comments on items not contained on the printed agenda. Citizen comments are limited to three (3) minutes per speaker. When several people wish to speak on the same position on a given item, they are requested to select a spokesperson to state that position.*

### **CONSENT AGENDA**

*The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. Council or staff may request an item be removed from the Consent Agenda and placed on the Regular Agenda for discussion.*

- [1.](#) Meeting Minutes - October 5, 2020
- [2.](#) September 2020 Financials
- [3.](#) Resolution 2020-30 Resolution Acknowledging Receipt of the Fiscal Year 2021 Preliminary Budget
- [4.](#) Resolution 2020-31 Certifying Various Liens to the Larimer County Treasurer's Office for Inclusion in the Appropriate Tax Bill

### **TOWN MANAGER REPORT**

- [5.](#) Manager's Report - October 19

### **TOWN ATTORNEY REPORT**

### **OLD BUSINESS**

### **NEW BUSINESS**

- [6.](#) Public Hearing for Conditional Use Grant – Smith Residence, 301 W. S. 1<sup>st</sup> Street (Case #USR20-0002)
- [7.](#) Public Works Building Roofing Contract Project
- [8.](#) Intergovernmental Agreement Concerning Water Services between the Town of Johnstown and LTWD

[9.](#) Intergovernmental Agreement for COVID-19 Test Funding

[10.](#) Request to Support Local Food Pantries

**COUNCIL REPORTS AND COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURN**

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**AMERICANS WITH DISABILITIES ACT NOTICE**

**In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (970) 587-4664 within 48 hours prior to the meeting in order to request such assistance.**

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*The Community That Cares*

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# Town of Johnstown

## TOWN COUNCIL REGULAR MEETING

450 S. Parish, Johnstown, CO  
Monday, October 05, 2020 at 7:00 PM

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### MINUTES

#### CALL TO ORDER

Mayor Lebsack called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

#### ROLL CALL

##### PRESENT

Mayor Gary Lebsack  
Councilmember Chad Young  
Councilmember Amy Tallent  
Councilmember Damien Berg  
Councilmember Jesse Molinar  
Councilmember Kevin Lemasters  
Councilmember Troy Mellon

STAFF PRESENT: Matt LeCerf, Town Manager, Avi Rocklin, Town Attorney, Aaron Sanchez, Police Commander, Marco Carani, Public Works Director, Mitzi Mcoy, Finance Director, Kim Meyer, Planning Director and Jamie Desroiser, Communication Manager.

#### AGENDA APPROVAL

Motion made by Councilmember Young, seconded by Councilmember Berg to approve the Agenda as submitted. Motion carried with a roll call vote.

#### CONSENT AGENDA

Motion made by Councilmember Berg, seconded by Councilmember Lemasters to approve the Consent Agenda. Motion carried with a roll call vote.

1. Meeting Minutes - September 21, 2020
2. List of Bills

#### NEW BUSINESS

Resolution 2020-29 - Supporting Johnstown Milliken School District Ballot Issues 5A & 5B-

Motion made by Councilmember Berg, seconded by Councilmember Young to approve Resolution 2020-29, Supporting Johnstown-Milliken School District RE5-J Ballot Issues 5A and 5B on the November 3, 2020 General Election Ballot. Motion carried with a roll call vote.

#### ADJOURN

There being no further business the meeting adjourned at 7:34 p.m.

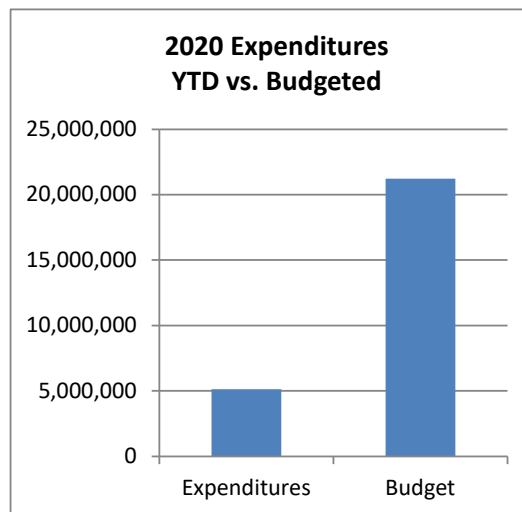
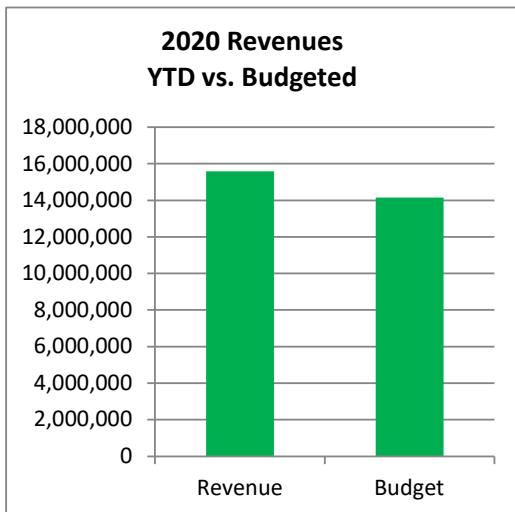
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - General Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

<b>General Fund</b>	2020 Actuals Sept	2020 Adopted Budget	%
			Complete
Beginning Fund Balance	44,232,368	44,232,368	
<b>Revenues:</b>			
Taxes & Fees	13,262,236	12,631,080	105.0%
Licenses & Permits	1,760,880	828,200	212.6%
Fines & Forfeitures	110,939	171,000	64.9%
Intergovernmental	129,015	15,000	860.1%
Earnings on Investment	140,687	288,000	48.8%
Miscellaneous Revenue	179,586	216,200	83.1%
<i>Transfers In</i>	-	-	
<b>Total Operating Revenues</b>	<b>15,583,343</b>	<b>14,149,480</b>	110.1%
<b>Expenditures:</b>			
Legislative	474,676	978,200	48.5%
Town Manager	274,905	722,750	38.0%
Town Clerk	219,845	338,850	64.9%
Finance	127,780	230,950	55.3%
Planning	462,507	762,600	60.6%
Building Inspections	147,955	236,200	62.6%
Police	2,293,263	3,522,080	65.1%
Public Works	81,251	133,650	60.8%
Buildings	162,116	210,200	77.1%
<i>Transfers Out</i>	883,394	14,097,660	6.3%
<b>Total Expenditures</b>	<b>5,127,692</b>	<b>21,233,140</b>	24.1%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>10,455,651</b>	<b>(7,083,660)</b>	
Prior Period Adjustment			
<b>Ending Fund Balance*</b>	<b>54,688,019</b>	<b>37,148,708</b>	

\* - Unaudited

75% of the fiscal year has elapsed





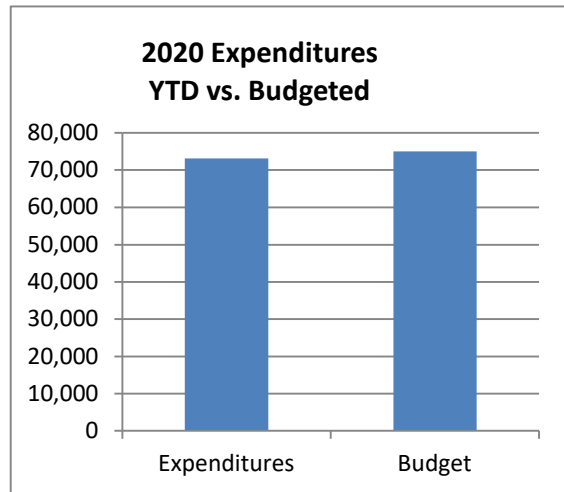
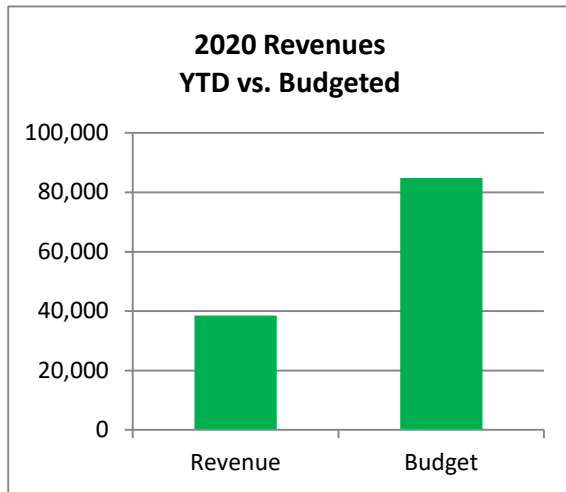
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Conservation Trust Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

<b>Conservation Trust Fund</b>	2020 Actuals Sept	2020 Adopted Budget	% Complete
Beginning Fund Balance	0	0	
<b>Revenues:</b>			
Intergovernmental	38,559	84,800	45.5%
Earnings on Investment	-	100	0.0%
Total Operating Revenues	38,559	84,900	45.4%
<b>Expenditures:</b>			
Operations	73,102	-	
Capital Outlay	-	75,000	0.0%
Total Expenditures	73,102	75,000	97.5%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>(34,542)</b>	<b>9,900</b>	
<b>Ending Fund Balance*</b>	<b>(34,542)</b>	<b>9,900</b>	

\* - Unaudited

75% of the fiscal year has elapsed



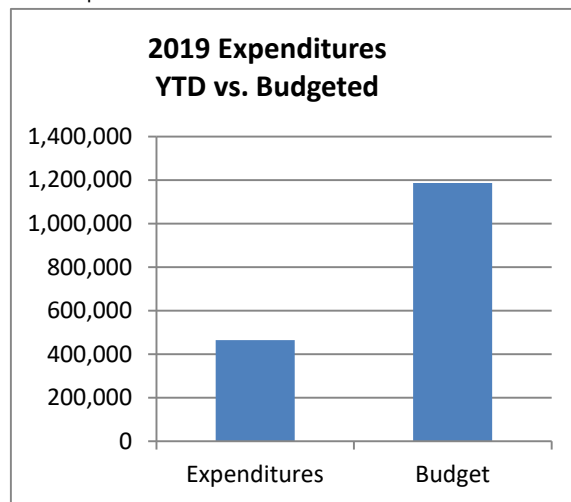
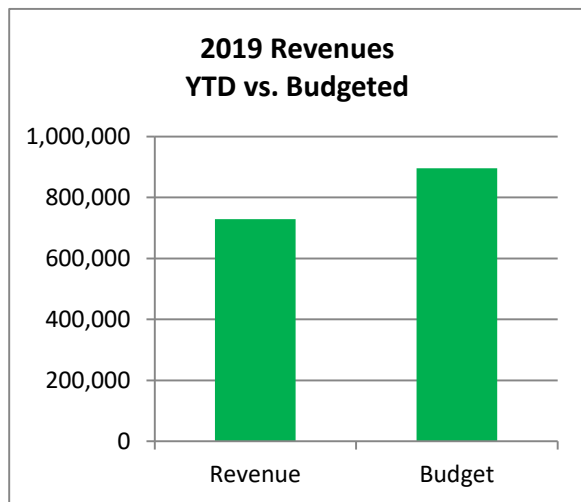
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Parks and Open Space Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

	2020 Actuals Sept	2020 Adopted Budget	%
<b>Parks and Open Space Fund</b>			Complete
Beginning Fund Balance	6,230,528	6,230,528	
<b><u>Revenues:</u></b>			
Taxes & Fees	669,024	359,817	185.9%
Miscellaneous Revenue	37,891	315,700	12.0%
Transfers In	0	220,000	0.0%
	729,011	895,517	
Total Operating Revenues	729,011	895,517	81.4%
<b><u>Expenditures:</u></b>			
Operations	291,318	458,750	63.5%
Capital Outlay	173,198	728,000	23.8%
Transfers Out	-	-	
	464,516	1,186,750	
Total Expenditures	464,516	1,186,750	39.1%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>264,496</b>	<b>(291,233)</b>	
<b>Ending Fund Balance*</b>	<b>6,495,024</b>	<b>5,939,295</b>	

\* - Unaudited

75% of the fiscal year has elapsed



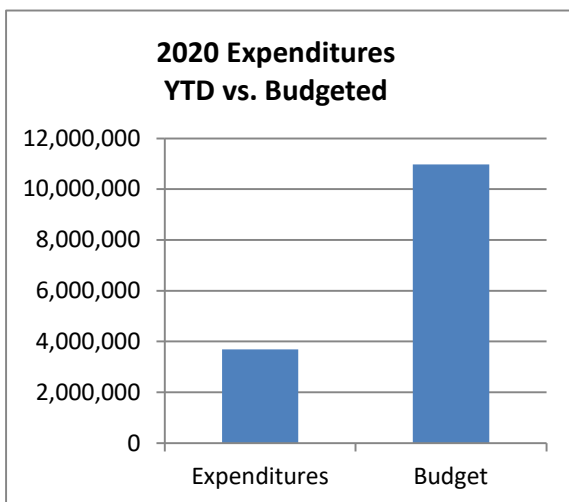
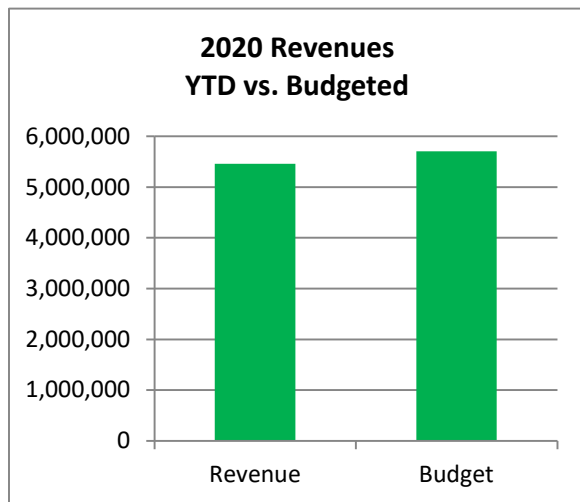
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Street and Alley Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

	2020 Actuals Sept	2020 Adopted Budget	%
<b>Street and Alley Fund</b>			Complete
Beginning Fund Balance	9,763,088	9,763,088	
<b>Revenues:</b>			
Taxes & Fees	1,929,942	838,000	230.3%
Intergovernmental	858,985	1,511,650	56.8%
Charges for Services	626,039	1,024,000	61.1%
Capital Investment Fees	1,992,490	305,000	653.3%
Earnings on Investment	51,986	27,000	192.5%
Tranfers In	-	2,000,000	0.0%
<b>Total Operating Revenues</b>	<b>5,459,442</b>	<b>5,705,650</b>	<b>95.7%</b>
<b>Expenditures:</b>			
Operations & Maintenance	1,271,278	2,284,050	55.7%
Capital	2,425,226	8,684,500	27.9%
<b>Total Expenditures</b>	<b>3,696,504</b>	<b>10,968,550</b>	<b>33.7%</b>
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>1,762,938</b>	<b>(5,262,900)</b>	
<b>Ending Fund Balance*</b>	<b>11,526,026</b>	<b>4,500,188</b>	

\* - Unaudited

75% of the fiscal year has elapsed



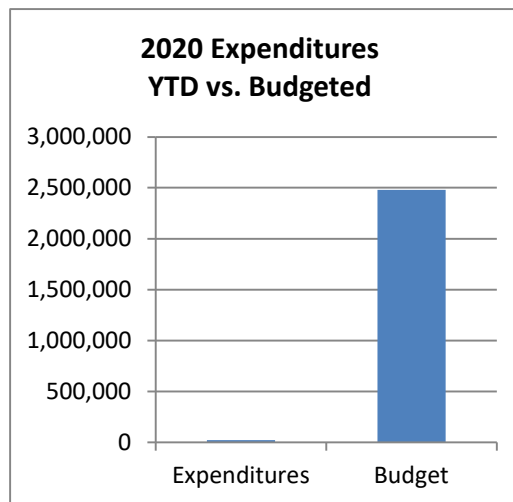
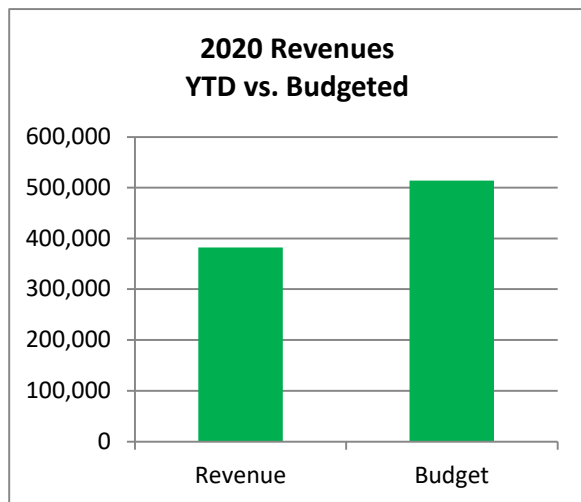
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Capital Projects Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

	2020 Actuals Sept	2020 Adopted Budget	%
<b>Capital Projects Fund</b>			Complete
Beginning Fund Balance	12,684,794	12,684,794	
<b><u>Revenues:</u></b>			
Taxes and Fees	313,835	450,000	69.7%
Miscellaneous Revenue	-	-	
Interest	68,124	79,000	86.2%
<i>Transfers In</i>	-	(15,000)	
	381,959	514,000	74.3%
<b><u>Expenditures:</u></b>			
Capital Outlay	22,155	2,479,700	0.0%
<i>Transfers Out</i>	-	-	0.0%
	22,155	2,479,700	0.9%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>359,804</b>	<b>(1,965,700)</b>	
<b>Ending Fund Balance*</b>	<b>13,044,598</b>	<b>10,719,094</b>	

\* - Unaudited

75% of the fiscal year has elapsed



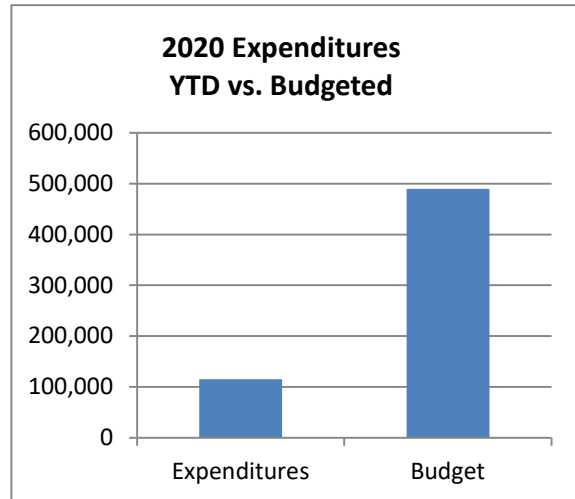
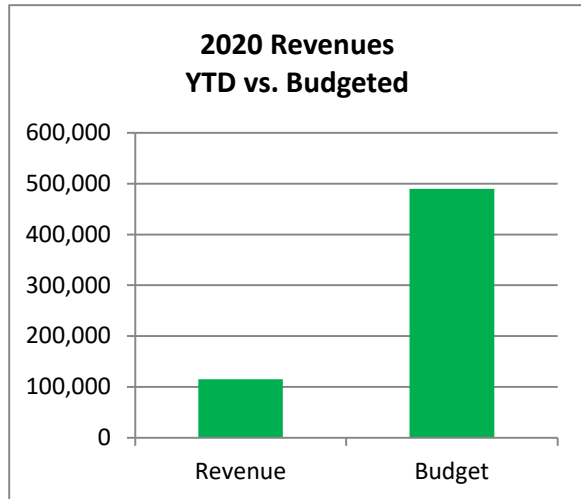
Town of Johnstown, Colorado  
 Statement of Revenues, Expenditures, and Changes in  
 Fund Balances - Tax Allocation Fund  
 Period Ending September 30, 2020  
 Unaudited

Item #2.

<b>Tax Allocation Fund</b>	2020 Actuals Sept	2020 Adopted Budget	%
			Complete
Beginning Fund Balance	95,951	95,951	
<b><u>Revenues:</u></b>			
Taxes & Fees	114,706	490,000	23.4%
Earnings on Investment	-	100	0.0%
	114,706	490,100	23.4%
Total Operating Revenues	114,706	490,100	23.4%
<b><u>Expenditures:</u></b>			
Miscellaneous	114,706	490,000	23.4%
Total Expenditures	114,706	490,000	23.4%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>0</b>	<b>100</b>	
<b>Ending Fund Balance*</b>	<b>95,951</b>	<b>96,051</b>	

\* - Unaudited

75% of the fiscal year has elapsed



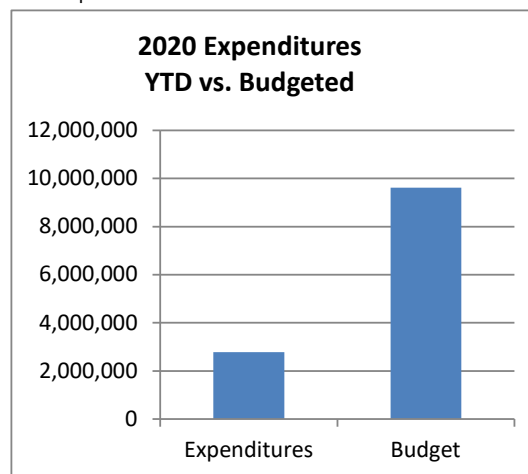
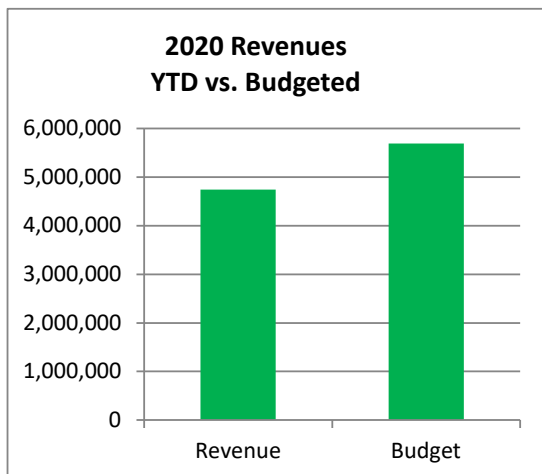
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Water Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

	2020 Actuals Sept	2020 Adopted Budget	%
<b>Water Fund</b>			Complete
Beginning Cash Balance	19,765,629	19,765,629	
<b>Revenues:</b>			
Charges for Services	2,774,146	2,518,000	110.2%
Total Operating Revenues	2,774,146	2,518,000	110.2%
<b>Expenses:</b>			
Administration	123,326	522,550	23.6%
Operations	1,449,219	1,887,920	76.8%
Capital Outlay	959,514	6,853,000	14.0%
Depreciation	254,106	355,000	71.6%
Transfers Out	-	-	
Total Operating Expenses	2,786,165	9,618,470	29.0%
Operating Income (Loss)	(12,019)	(7,100,470)	
<b>Non-Operating Revenues (Expenses)</b>			
Tap Fees	879,033	804,625	109.2%
Capital Investment Fees	774,250	100,000	774.2%
Misc. Revenues	215,327	2,144,000	10.0%
Interest Expense	98,057	126,000	77.8%
Total Non-Operating Revenues (Expenses)	1,966,666	3,174,625	61.9%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenses</b>	<b>1,954,647</b>	<b>(3,925,845)</b>	
<b>Ending Cash Balance*</b>	<b>21,720,276</b>	<b>15,839,784</b>	

\* - Unaudited

75% of the fiscal year has elapsed



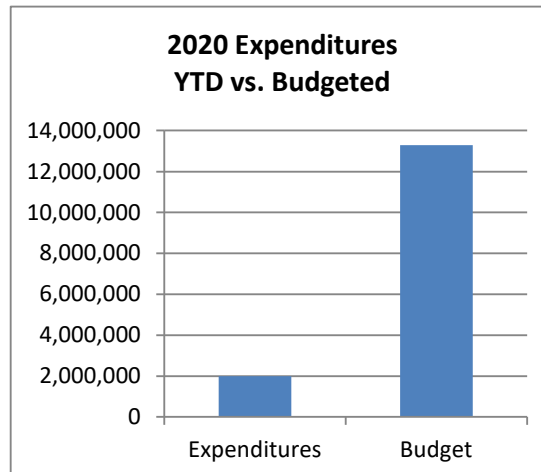
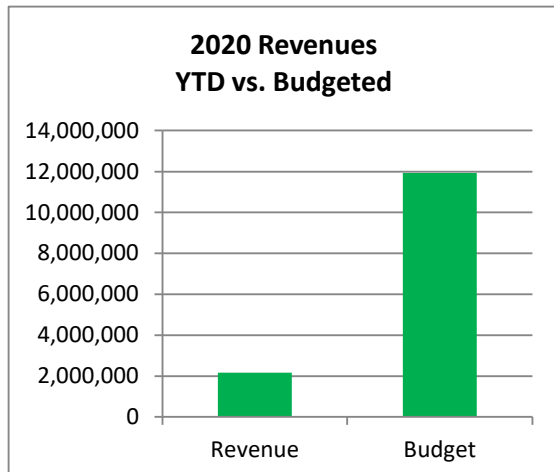
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Sewer Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

<b>Sewer Fund</b>	2020 Actuals Sept	2020 Adopted Budget	%
			Complete
Beginning Cash Balance	9,346,239	9,346,239	
<b><u>Revenues:</u></b>			
Charges for Services	1,590,543	1,950,000	81.6%
Total Operating Revenues	1,590,543	1,950,000	81.6%
<b><u>Expenses:</u></b>			
Administration	112,493	310,500	36.2%
Operations	844,881	1,895,870	44.6%
Capital Outlay	895,392	10,874,000	8.2%
Depreciation	144,751	205,000	70.6%
Total Operating Expenses	1,997,518	13,285,370	15.0%
Operating Income (Loss)	(406,975)	(11,335,370)	
<b><u>Non-Operating Revenues (Expenses)</u></b>			
Capital Improvement Fees	547,910	660,000	83.0%
Misc. Revenues	10,855	1,001,000	1.1%
Interest Expense	14,878	81,000	18.4%
Transfers	-	10,000,000	0.0%
Total Non-Operating Revenues (Expenses)	573,643	11,742,000	4.9%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenses</b>	<b>166,669</b>	<b>406,630</b>	
<b>Ending Cash Balance*</b>	<b>9,512,908</b>	<b>9,752,869</b>	

\* - Unaudited

75% of the fiscal year has elapsed



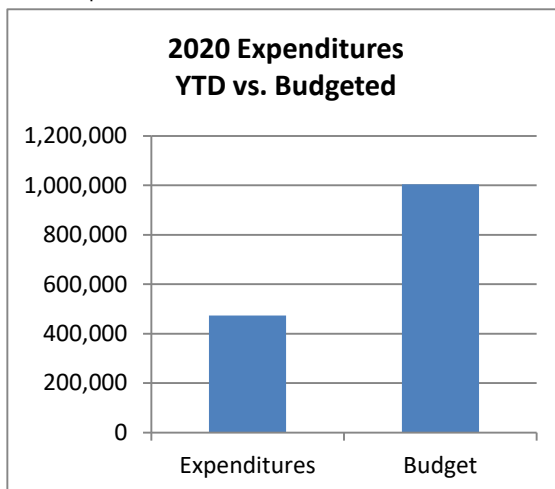
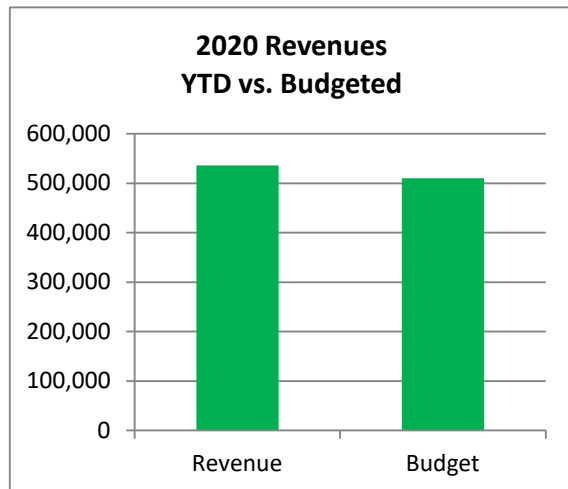
Town of Johnstown, Colorado  
Statement of Revenues, Expenditures, and Changes in  
Fund Balances - Drainage Fund  
Period Ending September 30, 2020  
Unaudited

Item #2.

<b>Drainage Fund</b>	2020 Actuals Sept	2020 Adopted Budget	% Complete
Beginning Cash Balance	3,248,246	3,248,246	
<b><u>Revenues:</u></b>			
Charges for Services	342,986	435,000	78.8%
Total Operating Revenues	342,986	435,000	78.8%
<b><u>Expenses:</u></b>			
Administration	81,712	143,100	57.1%
Operations	173,854	345,900	50.3%
Capital Improvements	217,655	515,000	42.3%
Transfer Out	-	-	
Total Operating Expenses	473,221	1,004,000	47.1%
Operating Income (Loss)	(130,235)	(569,000)	
<b><u>Non-Operating Revenues (Expenses)</u></b>			
Capital Revenues	181,459	50,000	362.9%
Misc. Revenues	-	-	
Interest Expense	11,322	25,200	44.9%
Total Non-Operating Revenues (Expenses)	192,782	75,200	256.4%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenses</b>	<b>62,547</b>	<b>(493,800)</b>	
<b>Ending Cash Balance*</b>	<b>3,310,793</b>	<b>2,754,446</b>	

\* - Unaudited

75% of the fiscal year has elapsed





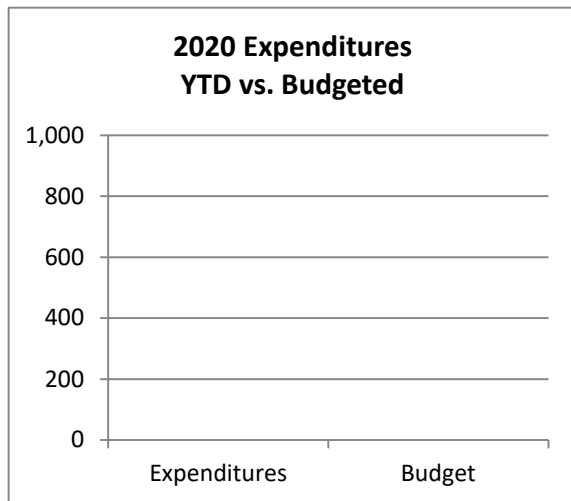
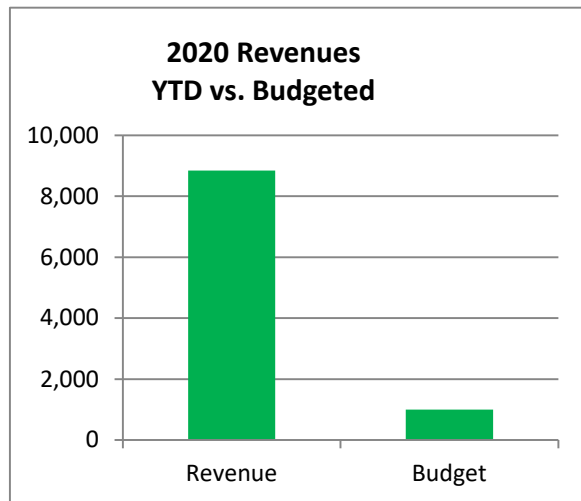
Town of Johnstown, Colorado  
 Statement of Revenues, Expenditures, and Changes in  
 Fund Balances - Cemetery Perpetual Fund  
 Period Ending September 30, 2020  
 Unaudited

Item #2.

<b>Cemetery Perpetual Fund</b>	2020 Actuals Sept	2020 Adopted Budget	%
			Complete
Beginning Fund Balance	133,339	133,339	
<b><u>Revenues:</u></b>			
Miscellaneous Revenue	7,979	903	883.6%
Earnings on Investment	870	100	869.7%
	8,849	1,003	
Total Operating Revenues	8,849	1,003	882.2%
<b><u>Expenditures:</u></b>			
Operations & Maintenance	-	-	
Capital Outlay	-	-	
Transfers Out	-	-	
	-	-	
Total Expenditures	-	-	
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>8,849</b>	<b>1,003</b>	
<b>Ending Fund Balance*</b>	<b>142,188</b>	<b>134,342</b>	

\* - Unaudited

75% of the fiscal year has elapsed



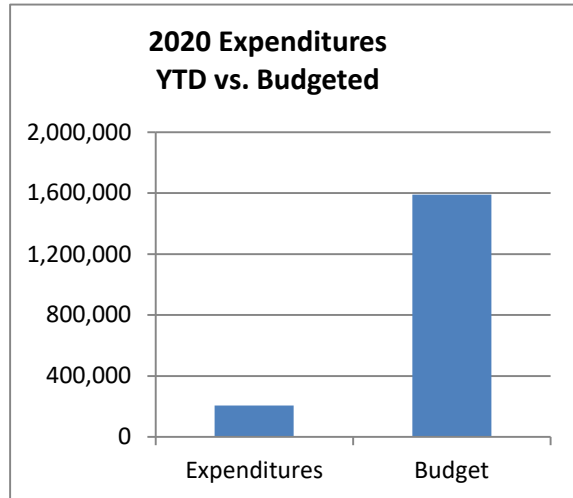
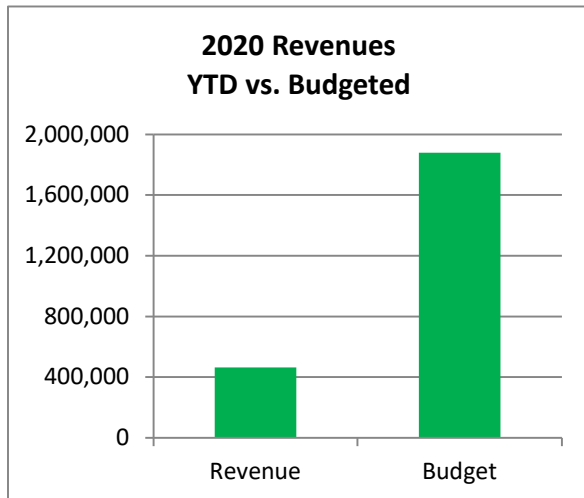
Town of Johnstown, Colorado  
 Statement of Revenues, Expenditures, and Changes in  
 Fund Balances - Library Fund  
 Period Ending September 30, 2020  
 Unaudited

Item #2.

<b>Library Fund</b>	2020 Actuals Sept	2020 Adopted Budget	% Complete
Beginning Fund Balance	4,649,884	4,649,884	
<b><u>Revenues:</u></b>			
Intergovernmental	-	824,716	0.0%
Miscellaneous Revenue	145,599	11,000	1323.6%
Capital Investment Fees	316,560	20,000	1582.8%
Interest	2,185	1,500	145.6%
<i>Transfers In</i>	-	1,022,660	0.0%
Total Operating Revenues	464,343	1,879,876	24.7%
<b><u>Expenditures:</u></b>			
Operations	207,256	1,589,915	13.0%
Capital Outlay	-	-	0.0%
Total Expenditures	207,256	1,589,915	13.0%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>257,087</b>	<b>289,961</b>	
<b>Ending Fund Balance*</b>	<b>4,906,971</b>	<b>4,939,845</b>	

\* - Unaudited

75% of the fiscal year has elapsed



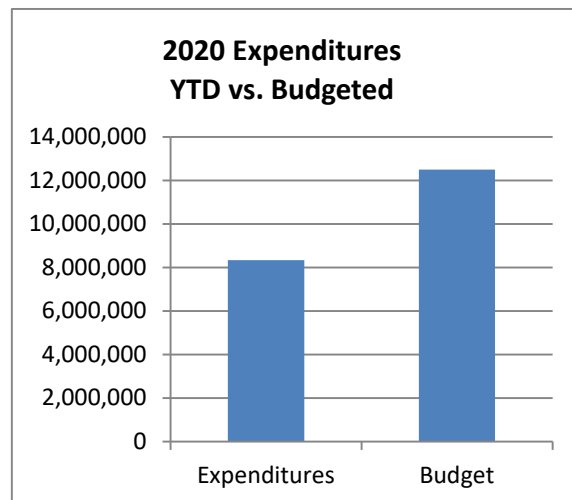
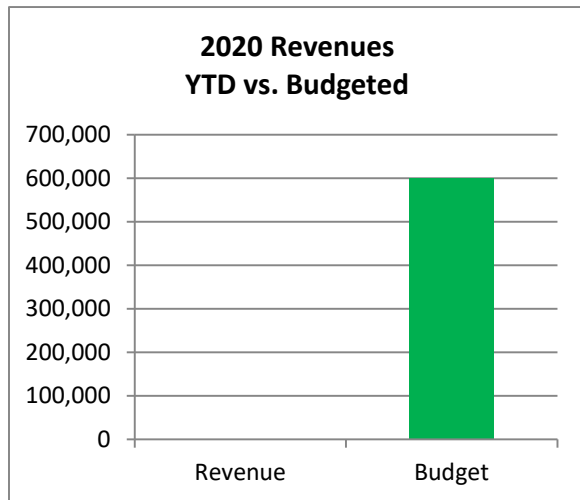
Town of Johnstown, Colorado  
 Statement of Revenues, Expenditures, and Changes in  
 Fund Balances - Recreation Center Fund  
 Period Ending September 30, 2020  
 Unaudited

Item #2.

Recreation Center Fund	2020 Actuals Sept	2020 Adopted Budget	%
			Complete
Beginning Fund Balance	10,536,360	10,536,360	
<b><u>Revenues:</u></b>			
Transfers In	-	600,000	0.0%
Earnings on Investment	-	-	
Total Operating Revenues	-	600,000	0.0%
<b><u>Expenditures:</u></b>			
Operations & Maintenance		500,000	0.0%
Capital Outlay	8,340,599	12,000,000	69.5%
Total Expenditures	8,340,599	12,500,000	66.7%
<b>Excess (Deficiency) of Revenues and Other Sources over Expenditures</b>	<b>(8,340,599)</b>	<b>(11,900,000)</b>	
<b>Ending Fund Balance*</b>	<b>2,195,761</b>	<b>(1,363,640)</b>	

\* - Unaudited

75% of the fiscal year has elapsed





# Town of Johnstown

## TOWN COUNCIL CONSENT AGENDA COMMUNICATIONS

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**AGENDA DATE:** October 19, 2020

**SUBJECT:** Resolution 2020-30 Acknowledgement of Receipt of 2021 Budget

**PRESENTED BY:** Mitzi McCoy, Finance Director

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The Town of Johnstown Municipal Code, Section 4-2 states that “No later than October 15<sup>th</sup> of each year, the Town Manager, as designated by the Town Council and required by Colorado Law, shall submit to the Town Council the proposed annual budget for the ensuing fiscal year.” The attached resolution acknowledges that the Council was in receipt of the preliminary 2021 Budget document prior to the required date as the document was presented to the Council at two separate work sessions, held on September 14, 2020 and October 13, 2020.

The budget in its entirety has been included with this resolution and will be made available to the public for inspection at Town Hall and on the Town’s website.

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**FINANCIAL ADVICE :**  
N/A

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**TOWN OF JOHNSTOWN, COLORADO**

**RESOLUTION NO. 2020-30**

**A RESOLUTION OF THE TOWN OF JOHNSTOWN, COLORADO,  
ACKNOWLEDGING RECEIPT OF THE FY 2021 PRELIMINARY BUDGET**

**WHEREAS**, the preliminary budget for FY 2021 for the governmental funds and the storm water enterprise fund was presented to the Town Council on September 14, 2020 during a budget work session; and

**WHEREAS**, the preliminary budget for FY 2021 for the enterprise funds and the library fund was presented to the Town Council on October 13, 2020 during a budget work session.

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Johnstown, Colorado that:

**Section 1.** The preliminary budget for 2021 was presented to the Town Council at work sessions on September 14, 2020 and October 13,2020.

**Section 2.** Effective Date. This resolution shall become effective immediately upon adoption.

**Section 3.** Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 4.** Certification. The Town Clerk shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 19<sup>TH</sup> DAY OF OCTOBER, 2020.

**TOWN OF JOHNSTOWN, COLORADO**

**ATTEST:**

By: \_\_\_\_\_  
Diana Seele, Town Clerk

By: \_\_\_\_\_  
Gary Lebsack, Mayor



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor Lebsack and Town Councilmembers

FROM: Matt LeCerf, Town Manager

DATE: September 14, 2020 & October 13, 2020

SUBJECT: FY 2021 – Proposed Preliminary Budget – Combined Work Session Memo

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It is with great pleasure to provide the Mayor and Council in compliance with CRS 29-1-105 to provide you with the FY 2021 proposed budget. I am hopeful that this important document represents the direction and objectives identified by the Council. We will move through the budget on a fund level basis providing an overview of the departments' requests and encourage a healthy dialogue on the items included. We welcome questions, comments, and the ensuing dialogue that will occur to provide a stronger understanding of the budget and the planned outcomes for FY 2021. First and foremost, required reporting is provided as part of the annual budget in compliance with both the Home Rule Charter of the Town of Johnstown and Section 17-218 of the Johnstown Municipal Code.

### Home Rule Charter Compliance – Article 12, Section 12.3

Article 12, Section 12.3 of the Home Rule Charter requires specific content be provided in the budget. While this is just the preliminary budget, aside from minor changes administratively and directed changes from Council, we intend for most items in this budget to remain fairly consistent with this preliminary budget. Items A-H in general are included in the information provided in this preliminary budget with the exception of the following notes:

- a) *Item H:* This item requests “An estimate of the amount required to be raised from an ad valorem property tax levy”. For this section as detailed in the revenues of the general fund, we have provided a preliminary estimate of the revenues generated through ad valorem based on the current mill levy in place without a credit being issued.
- b) *Item I:* This item requests “A statement of the outstanding securities and other debt and payment obligations of the Town, showing the debt redemption and interest requirements the authorized and outstanding and the condition of sinking funds, if any. The only debt currently in effect at this time is the intergovernmental loan provided to the Sewer Fund for critical wastewater improvements. The promissory note is in the amount of \$9,500,000. The interest obligation for this loan is non-compounding at 1%. The loan is due back to the General Fund

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from the Sewer fund not later than December 31, 2030 with a total payback including interest of \$9,595,000.

- c) *Item J:* Such other information as the Council may require. Town Staff can provide additional information as directed and requested by Council to the Town Manager.

### Section 17-218 Compliance

The Johnstown Municipal Code regarding the above section states the following shown below and requires an annual report to the council related to these matters not later than October 15 of each year.

Sec. 17-218. General provisions; applicability.

- a) Term. This Article and the procedures established herein shall remain in effect unless and until repealed, amended or modified by the Board of Trustees in accordance with applicable State law and this Code, ordinances and resolutions.

- b) Annual review.

1. At least once every year not later than October 15 of each year, beginning October 15, 2001, and prior to the Board of Trustees' adoption of the annual budget and capital improvements program, the Town Manager shall coordinate the preparation and submission of an annual report to the Board of Trustees on the subject of impact fees.

2. The annual report may include any or all of the following:

- a. Recommendations for amendments, if appropriate, to these procedures or to specific ordinances adopting impact fees for particular capital improvements; *Article XII, Sections 17-216 – 17-230 address the requirements and applications for impact fees. No major changes are expected to these sections of the ordinance, but they may be made more succinct as part of the Land Use Code rewrite planned in FY 2021.*

- b. Proposed changes to the Comprehensive Plan or plan elements and/or an applicable Capital Improvements Program, including the identification of additional capital improvement projects anticipated to be funded wholly or partially with impact fees; *The Town is in the process of completing an updated and new comprehensive plan. The plan is expected to be presented to Council in Q1 of 2021 for final consideration and adoption. This will represent a robust change to the existing Comprehensive Plan dated 2006.*

*The updated Capital Improvements Program (CIP) has been included with the preliminary budget and a brief overview of the CIP is described later below in this memorandum. The overall CIP 10 Year plan costs have gone up compared to last year's adopted plan by 17.6%. The majority of this increase is attributed to water and sewer improvements and the ability of Town Staff to have a more comprehensive picture of these projects with respect to both their scope and the engineering design components moving forward. Projects listed in the CIP may use either exclusively general revenue within the identified funds, impact fee revenues, or a combination of both funding sources.*

- c. Proposed changes to the boundaries of impact fee districts, if applicable;  
*Currently there are no defined impact fee districts based on the current impact fees in place. A new Regional Sewer Impact Fee is planned. The fee will help recover the costs related to the sanitary sewer improvement along the Highway 60 Corridor and be assessed onto new development only. Presentation to and consideration by Council is anticipated prior to the end of the current fiscal year. The sanitary sewer interceptor improvements along the Highway 60 Corridor will be the catalyst to accommodate new growth in the immediate area. Also planned for consideration in 2021 is presentation of an additional Transportation Enhancement Impact Fee to recover costs contributed by Johnstown for the Highway 402 and I-25 Interchange Improvements. In late 2019, an analysis was completed and presented to Council focusing on this improvement.*
- d. Proposed changes to impact fee schedules as set forth in the ordinances imposing and setting impact fees for particular capital improvements;  
*The Town adopted Ordinance #2015-139 in December 2015. As part of the adoption, it also provided a 5-year plan for increases for each of the impact fees and the increase in these fees will expire at the end of FY 2020. Currently staff is reviewing the need for an increase in FY 2021 and would appreciate any thoughts from Council on this matter; especially in light of the fact that we are still dealing with COVID-19 and the impact that may have on the economy. Any increase recommended in FY 2021 would be simply an adjustment based on inflation over the past year. Based on the most recent data for the Denver-Aurora-Lakewood Area, from July '19 to July '20 inflation has increased 3.1% as measured against the CPI-U. The Town currently charges the following impact fees:*
- *Transportation Facilities Development Fee*
  - *Parks & Recreation Facilities Development Fee*
  - *Library & Cultural Facilities Development Fee*
  - *Public Facilities Development Fee*
  - *Police Facilities Development Fee*
- e. Proposed changes to level of service standards for particular categories of capital improvements;  
*No specific changes to the level of service standards are planned in the various categories of capital improvements. If any changes were to occur, they would either be organically or due to the improvements that are planned in FY 2021. The specific changes would improve or increase the level of service provided, not to reduce or eliminate a specific service.*
- f. Proposed changes to any impact fee calculation methodology;  
*No changes are proposed to the existing impact fees calculation methodology. Changes to the Town's ordinances related to the method of calculation would only be to clarify the current practice and application of the impact fee for residential and nonresidential development.*



- g. Proposed changes to the population, housing, land use, persons per household or nonresidential development projections included in the impact fee report and upon which the impact fee amounts have been determined;  
*Changes related to some of these elements with respect to population, housing and land use are expected to be included in the updated Comprehensive Plan in Q1 of 2021. Based on this data and the need to reevaluate impact fees, we will engage with a consultant to study and ascertain the appropriateness of the existing impact fees, including the need for any modifications.*
- h. Other data, analysis or recommendations as the Town Administrator [Manager] may deem appropriate, or as may be requested by the Board of Trustees [Town Council].  
*The Town Manager is prepared for any additional analysis desired by the Council.*

## Introduction

Overall, the budget portions presented this evening are in a strong and financially healthy position. This is due to the accountability and expectations the Citizens hold us to. Coupled with the leadership of the Council, the Administration recognizes and understands the importance of ensuring financial sustainability for the organization and the Community. Included in the budget within each fund are proposed revenues, expenditures, and ending fund balances. The budget presented ensures that services both internal and external are either maintained at their current level or improved for a better community experience. Below are brief highlights of some of the FY 2021 projects and outcomes proposed.

## General Fund

The General Fund has a healthy reserve balance. The funds is primarily used for administrative operations, police, and planning and development functions. These funds may from time to time be used for providing funding for significant projects such as I-25 collaborative improvements , versus the alternative of bonding out items, but it can also provide us the ability to invest in our community. Some of the highlights included in the general fund as a whole include the following items:

- Based on the ballot question asked in April 2020 to the voters of Johnstown regarding the exemption of applicability of SB-152. In support of this overwhelming approval of the ballot measure, the Town plans to issue a Request for Proposal for a Financial Feasibility Study and Assessment for a Broadband (Internet/Fiber) System. This will be the first step to determining the ability and method by which Johnstown might engage in this business. When completed, the document will be made public for community feedback and comment as well as direction on next steps by Town Council.
- Improvement to update the Town Council Chamber digital capabilities which have exceeded their useful life considering rapidly changing technology.
- Funding for the completion of a Land Use Code rewrite which will be directly linked to the completion of the comprehensive plan.

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## Street Funding

In April 2020, the voters approved a ballot measure for an addition 0.5% sales and use tax for transportation purposes. The Town is committed to improving streets in our community which is a significant indicator of a quality community. Some of the notable items included in the FY 2021 Street & Alley Budget include the following:

- A \$600,000 allocation for street maintenance for slurry seal and overlay projects on our Town roadways. This is a 100% increase to the FY 2020 amount and can be directly attributed to the support of the community to approve the 0.5% transportation sales and use tax increase. We anticipate continuing this program at this level or higher based on increases to sales and use tax for the community.
- The most notable project this year in the Street Fund will be the improvements in Old Town which include drainage improvement and road reconstruction in and around the area of N. 1<sup>st</sup> Place and Estes Avenue. We anticipate the ability to leverage our dollar on these improvements by applying for a grant application to DOLA which is due in November 2020.
- Major curb and sidewalk replacements are also planned along Highway 60, east of Parish Avenue.
- Finally, in September 2021, our contract with Waste Management will expire. The Town expects to issue a Request for Proposal for these services to ensure the residents of the Johnstown receive the most competitive bid possible for solid waste services in the Town.

## Capital Facility Fund

The Capital Projects Fund derives its revenues from 1% use tax for all capital projects in the Town of Johnstown. In the past, this revenue was dedicated to the construction of a Library, the Senior/Community Center, and most recently the Recreation Center construction. In 2021, we anticipate and propose two major projects in the community with the use of these funds:

- As construction along the I-25 corridor continues, the budget includes the aesthetic improvements to the I-25 and Highway 60 interchange. This project when completed, will be a key gateway to the Town and we believe will transform this interchange into a significant economic node for the region.
- The reorientation of the 2<sup>nd</sup> Street Bridge adjacent to downtown has been a focal point for replacement. Plans to design and replace this bridge over the Hillsborough Ditch are anticipated in 2021.

## Storm Water Impact

In 2020, we experienced a number of spring/summer storms that left individuals basements flooded. To help with mitigating these efforts, we are going to dedicate funding for trying to

better direct and deflect water in various areas to hopefully eliminate these conditions. Specific projects in the storm water fund will include:

- The curb and gutter at Estes and N. 1<sup>st</sup> Place will be improved as well as a street improvement allocation in the Street Fund. The total project will be significant, but it will also eliminate storm water surface runoff.
- Following completion of the US Census Population Count, we expect that in 2021, the Town will need to come into compliance with the Small MS4 permitting standards. In the case this event occurs, funds have been included to establish MS4 permit plans and standards for our community.

### **Water & Sewer Introduction**

The Sewer and Water Funds are presented with a primary focus on capital projects critical to both the immediate and future needs of their respective utilities. These are enterprise funds, which in means that neither one of these funds generate or are provided revenues from either property taxes or sales and use tax derived from the sale of tangible retail goods. Inclusion of these revenue types into their fund would in essence cancel their enterprise qualifications. The single caveat to this condition is if either fund were provided a loan from another fund by the Town.

### **Sewer Fund**

The Sewer Fund has an abundance of immediate challenges it is currently facing and poised to aggressively tackle. These challenges are predominantly related to environmental regulations currently in effect through current treatment and discharge permits at both of the wastewater treatment plants (Low Point and Central). The facilities are both nearing capacity and have treatment processes that are old and antiquated and cannot effectively meet regular permits requirements, unless operated properly with little margin for error. Compounding the existing challenge at both plants, are additional rules and regulations related to nutrient removal currently in draft form that will be adopted by CDPHE to comply with the Federal Clean Water Act. These new requirements will impact our facilities. To meet the rules and regulations as well as future growth in the community that impact capacity limitations at both plants, significant plant construction projects are at the epicenter of the Sewer Fund proposed budget. Conscious and deliberate financing of these projects will be essential to ensure we are able to meet these requirements and provide facilities that will be sustainable both today and into the future. As we embark on the construction of these projects, our focus should be on design and construction that allows for the introduction of other treatment methods that are modular in nature to accommodate future permitting requirements.

The proposed sewer fund budget consists of a planned \$27.7 million budget. More than \$25.3 million of this are for capital projects, leaving roughly \$2.35 million for operations and maintenance of the entire sanitary sewer system consisting of both the collection and wastewater

treatment plants. Some of the more notable elements within the budget proposed includes the following:

- Commencement of construction of a new wastewater treatment plant expansion at Low Point WWTP. This upgrade will meet the permit limits of today and tomorrow while ensuring the additional capacity constructed to meet the growth of tomorrow for approximately 20 years. This construction is expected to take place over 2 fiscal years (2021 and 2022).
- Collection system construction will commence and design will continue in 2021. The allocation for these elements to construct critical capacity needs is approximately \$14.7 million.
- Design engineering is also planned in 2021 to begin construction on a new Central WWTP in late 2022. This phase of the design is budgeted at \$1.8 million.
- One of the more notable maintenance items planned for 2021 is the dredging of the Pond #2 at Central WWTP. This pond is at roughly 40% of capacity and has a direct impact on our ability to meet current permit requirements.

### **Water Fund**

The proposed water fund budget consists of a planned \$22.3 million budget. More than \$19.2 million of this are for capital projects and \$3.1 million for operations and maintenance of the water system between the distribution and the water treatment system.

The Water Fund has several critical projects proposed in the 2021 that are focused on meeting objectives to better meet demands on the system and aesthetics elements of our drinking water. The specific projects that will assist with water demands on the system (especially during the summer season of high-water usage) will including the following:

- Water Tower Project and Trunk Line Construction will begin in 2021. The project is expected to last the entire fiscal year and will improve the demand on the system during the summer season when water usage spikes significantly. The water tower is designed for a tank capacity of 1.5 million gallons. The water line expansion is estimated at 37,000 linear feet.
- Design engineering is also planned in 2021 for an expansion of our water treatment plant. Currently the plant can produce roughly 6 million gallons per day (MGD). We have the capability to increase this plant capacity to 10 MGD to better meet peak demand requirements. Construction would be planned for FY 2022 if approved by Council.

The project focused on aesthetics of the drinking water system to combat taste and odor issues is:

- Installation of a granular activated carbon system. This system has been effective in other locations to reduce taste and odor issues in surface water at other treatment plants in the area.

Finally, to improve reliability of the system we are proposing the installation of a generator at Lone Tree Reservoir. Currently there is no generator at Lone Tree Reservoir which is the

primary source of water delivery to the Town through the Home Supply Ditch Company. When the pumps are down due to power failures, we operate through emergency connects or the Johnstown Lake. This will ultimately save us money through a reduced reliance on our emergency connections. This cost is estimated at \$310,000.

### **10 Year Capital Improvement Plan**

The Town's 10 Year CIP is also included in this preliminary budget. Items within the CIP have changed including consolidating project titles and updating financial costs for specific projects. A portion of these changes can be attributed to the fact that staff has become more familiar with the needs of the organization. The second aspect of this change is associated with the desire to be broader in the definition of projects since conditions change and based on these changes the priorities change. Keeping the projects at a higher level provides for better flexibility and the ability to adapt to the condition while still focusing on the project scope. Finally, in this document, less "maintenance items are included in this document simply because we control the association of capital projects with maintenance and maintenance with capital projects.

As we continue to move forward in future years the needs may change, but this document serves not only as a living document for us, but also provides us with a clearer understanding of some of the things we should be focusing on to address the big picture of continuing to building community. The document also attempts to detail how the funding for each of the capital projects will occur by noting the fund that will enable for the project to occur.

### **Staffing**

Resources at the Town continue to be lean, but to meet the needs of both internal and external customers, the listed additional staff members are recommended for FY 2021:

<b>DEPARTMENT</b>	<b>QUANTITY</b>	<b>POSITION</b>	<b>FUND</b>
Administration	1	Human Resources Director	General Fund
Administration	1	Chamber of Commerce Coordinator (Temporary Employee)	General Fund
Police	1	Police Officer I	General Fund
Public Works	1	Plant Operator	Multiple Funds
Public Works	1	Assistant Public Works Director	General Fund

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**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**GENERAL FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Impact Outlay	Debt Service	Total
Council	25,800	197,800	9,000	1,010,550	1,243,150	54,000	-	-	1,297,150
Town Manager	541,750	226,810	28,420	156,300	953,280	15,000	-	-	968,280
Town Clerk	292,040	81,440	32,025	8,380	413,885	-	-	-	413,885
Finance	127,580	121,750	8,900	7,000	265,230	-	-	-	265,230
Planning	281,720	330,890	21,600	6,230	640,440	-	-	-	640,440
Bldg Inspections	67,000	185,180	5,970	1,200	259,350	-	-	-	259,350
Police	2,985,553	265,340	219,250	97,200	3,567,343	71,500	126,350	-	3,765,193
Public Works	173,510	16,170	18,395	6,300	214,375	-	-	-	214,375
Buildings	-	164,500	12,500	20,800	197,800	131,500	-	-	329,300
<b>Totals</b>	<b>\$4,494,953</b>	<b>\$1,589,880</b>	<b>\$356,060</b>	<b>\$1,313,960</b>	<b>\$7,754,853</b>	<b>\$272,000</b>	<b>\$126,350</b>	<b>\$0</b>	<b>\$8,153,203</b>
Total Cash Available									\$ 54,917,929
Ending Fund Balance									\$ 46,764,726
% of Total Budget	55.13%	19.50%	4.37%	16.12%	95.11%	3.34%	1.55%	0.00%	100.00%
2019 Actuals	32,750,005								

<b>GENERAL FUND REVENUES</b>		<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2021</b>
		<b>Jan - Jul</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>
		<b>Actuals</b>	<b>Budget</b>		
<b>ADVALOREM TAXES</b>					
10.01.3110.00	PROPERTY TAXES - WELD	3,811,675	3,941,021	3,941,021	3,500,000
10.01.3112.00	PROPERTY TAXES - LARIMER	4,177,783	3,480,084	3,480,084	3,356,662
	<b>SUBTOTAL</b>	<b>7,989,458</b>	<b>7,421,105</b>	<b>7,421,105</b>	<b>6,856,662</b>
<b>SALES TAX</b>					
10.01.3120.00	SALES TAX - STATE	2,593,444	4,500,000	5,600,000	5,896,405
10.01.3122.00	USE TAX - BUILDING	597,746	-	700,000	220,020
	<b>SUBTOTAL</b>	<b>3,191,190</b>	<b>4,500,000</b>	<b>6,300,000</b>	<b>6,116,425</b>
<b>EXCISE TAX</b>					
10.01.3130.00	LODGING TAX	37,035	115,000	75,000	75,000
10.01.3150.00	TOBACCO TAX	16,827	21,835	21,835	22,000
10.01.3160.00	SEVERANCE TAX	207,062	148,000	207,061	75,000
	<b>SUBTOTAL</b>	<b>260,924</b>	<b>284,835</b>	<b>303,896</b>	<b>172,000</b>
<b>FRANCHISE TAX</b>					
10.01.3180.00	FRANCHISE TAX-CABLE	15,899	24,200	23,000	23,000
10.01.3184.00	FRANCHISE TAX - ELECTRIC & GAS	155,120	400,940	320,000	350,000
	<b>SUBTOTAL</b>	<b>171,019</b>	<b>425,140</b>	<b>343,000</b>	<b>373,000</b>
<b>LICENSES, PERMITS, &amp; SERVICE CHARGES</b>					
10.01.3210.00	BUSINESS LICENSES	12,431	22,000	16,250	16,250
10.01.3215.00	CONTRACTORS LICENSES	19,400	2,000	19,400	16,250
10.01.3220.00	DOG LICENSE/FEES	794	1,750	750	1,500
10.01.3225.00	FISHING LICENSE	0	1,200	-	-
10.01.3230.00	LIQUOR LICENSE	3,148	3,500	3,500	3,500
10.01.3520.00	ADMINISTRATIVE FEES	6,301	-	6,301	4,000
10.01.3530.00	BUILDING PERMITS	477,439	500,000	600,000	500,000
10.01.3546.00	PLAN REVIEW FEE	20,050	-	20,050	-
10.01.3548.00	ZONING/SUBDIVISION FEES	0	20,000	-	2,000

	<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
	<u>Jan - Jul</u>	<u>Adopted</u>	<u>2020</u>	<u>2021</u>
<u>GENERAL FUND REVENUES</u>	<u>Actuals</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
10.01.3565.00 FACILITY RENTAL FEES	10	5,000	10	350
10.01.3750.00 POLICE FACILITIES DEVELOPMENT FEES	348,841	82,125	372,000	109,950
10.01.3760.00 PUBLIC FACILITITES IMPACT FEES	749,589	184,625	780,000	238,350
<b>SUBTOTAL</b>	<b>1,638,004</b>	<b>822,200</b>	<b>1,818,261</b>	<b>892,150</b>
<b>FINES, FORFEITURES, &amp; PD FEES</b>				
10.01.3310.00 COURT REVENUES	73,896	150,000	118,000	108,000
10.01.3320.00 COURT SURCHARGE	10,019	21,000	14,700	14,000
<b>SUBTOTAL</b>	<b>83,914</b>	<b>171,000</b>	<b>132,700</b>	<b>122,000</b>
<b>OTHER REVENUES</b>				
10.01.3960.00 INTEREST INCOME	132,640	288,000	288,000	112,000
10.01.3970.00 MISC REVENUE	13,340	11,000	13,340	11,000
10.01.3985.00 REFUND OF EXPENDITURES	120,942	183,000	556,665	100,000
10.01.3990.00 RENT INCOME	2,400	7,200	7,200	7,200
<b>SUBTOTAL</b>	<b>269,322</b>	<b>489,200</b>	<b>865,205</b>	<b>230,200</b>
<b>REVENUE FROM OTHER AGENCIES</b>				
10.01.3420.00 ROYALTIES	99,830	15,000	115,000	40,000
10.01.3440.00 STATE GRANTS	6,970	15,000	15,000	10,000
<b>SUBTOTAL</b>	<b>106,800</b>	<b>30,000</b>	<b>130,000</b>	<b>50,000</b>
<b>EVENTS &amp; COMMUNITY ACTIVITIES</b>				
10.01.3953.00 DONATIONS/COMMUNITY ACTIVITIES	79	6,000	500	500
<b>SUBTOTAL</b>	<b>79</b>	<b>6,000</b>	<b>500</b>	<b>500</b>
<b>TOTAL FUND REVENUES</b>	<b>13,710,710</b>	<b>14,149,480</b>	<b>17,314,667</b>	<b>14,812,937</b>



<u>GENERAL FUND REVENUES</u>		<u>2020</u> <u>Jan - Jul</u> <u>Actuals</u>	<u>2020</u> <u>Adopted</u> <u>Budget</u>	<u>2020</u> <u>Estimated</u>	<u>2021</u> <u>Proposed</u>
<b>INTRAGOVERNMENTAL REVENUES</b>					
10.01.3999.00	TO LIBRARY	-712,951	(1,022,660)	(1,104,381)	(883,505)
10.01.3999.00	TO SEWER FUND	-	(10,000,000)	(10,000,000)	-
10.01.3999.00	FROM REC CENTER	-	-	2,136,360	-
10.01.3999.00	TO REC CENTER	-	(600,000)	(600,000)	(750,000)
10.01.3999.00	TO STREETS	-	(2,000,000)	(2,000,000)	-
10.01.3999.00	TO TAX FUND	-	(475,000)	(475,000)	(354,800)
<b>SUBTOTAL</b>		<b>(712,951)</b>	<b>(14,097,660)</b>	<b>(12,043,021)</b>	<b>(1,988,305)</b>
<b>TOTAL FUND REVENUES W/TRANSERS</b>		<b>12,997,759</b>	<b>51,820</b>	<b>5,271,646</b>	<b>12,824,632</b>

**Beginning Balance:**

<b>UNRESTRICTED CASH BALANCE FORWARD</b>	42,093,297
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>54,917,929</b>

<b>RESTRICTED FOR IMPACT - POLICE (AS OF 12/2019)</b>	1,600,782
<i>Less 2020 Budgeted Expenses:</i>	
Police supplies - for 2 new officers	(46,600)
Substation rent	(18,300)
New officers (2)	(196,800)
<b>RESTRICTED FOR IMPACT - POLICE (AS OF 12/2020)</b>	<b>1,339,082</b>

<b>RESTRICTED FOR IMPACT - CAP FAC (AS OF 12/2019)</b>	3,622,066
<i>Less 2020 Budgeted Expenses:</i>	
<b>RESTRICTED FOR IMPACT - CAP FAC (AS OF 12/2019)</b>	<b>3,622,066</b>

**TOWN COUNCIL**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.10.4001.00	Salaries	\$ 11,975	22,800	22,800	22,800
10.10.4002.00	Overtime	\$ -	-	-	-
10.10.4010.00	Payroll Taxes	\$ 916	1,800	1,800	1,800
10.10.4020.00	Unemployment Taxes	\$ -	-	-	-
10.10.4025.00	Workers Compensation	\$ 49	1,200	1,200	1,200
10.10.4030.00	Group Insurance	-	-	-	-
10.10.4035.00	Retirement Contribution	-	-	-	-
	<b>Total Personnel Services</b>	\$ 12,940	\$ 25,800	\$ 25,800	\$ 25,800
	<b><u>Contractual Services</u></b>				
10.10.4100.00	Audit	\$ 7,000	15,000	15,000	18,000
10.10.4135.00	Other Contractual Services	\$ 11,054	30,000	12,700	21,800
10.10.4145.00	Printing & Advertising	\$ 6,185	16,000	13,000	12,000
10.10.4150.00	Professional Services	\$ 40,387	91,500	91,500	131,000
10.10.4180.00	Travel & Training	\$ 129	15,500	1,200	15,000
	<b>Total Contractual Services</b>	\$ 64,754	\$ 168,000	\$ 133,400	\$ 197,800
	<b><u>Commodities</u></b>				
10.10.4310.00	Computers & Software	\$ 5,067	22,500	22,500	4,000
10.10.4385.00	Supplies - General	\$ 7,242	7,500	8,500	4,000
10.10.4400.00	Supplies - Office	\$ 583	-	1,000	1,000
	<b>Total Commodities</b>	\$ 12,892	\$ 30,000	\$ 32,000	\$ 9,000
	<b><u>Other Charges</u></b>				
10.10.4530.00	Election Expenses	\$ 29,084	22,200	29,083	-
10.10.4540.00	Insurance	\$ 35,961	57,300	57,300	77,750
10.10.4560.00	Memberships & Subscriptions	\$ 29,134	38,400	38,400	47,800
10.10.4570.00	Miscellaneous	\$ 245,685	636,500	1,200,000	885,000
	<b>Total Other Charges</b>	\$ 339,864	\$ 754,400	\$ 1,324,783	\$ 1,010,550

**TOWN COUNCIL**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Capital - \$5,000/item min.</b>				
10.10.4830.00	Equipment	\$ -	-	28,000	54,000
10.10.4890.00	Other Improvements	\$ -	-	-	-
	<b>Total Capital</b>		\$ -	\$ 28,000	\$ 54,000
	<b>Total Budget Request</b>	<b>\$ 430,450</b>	<b>\$ 978,200</b>	<b>\$ 1,543,983</b>	<b>\$ 1,297,150</b>

**TOWN MANAGER**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Personnel Services</b>				
10.20.4001.00	Salaries	\$ 78,788	242,600	242,600	238,000
10.20.4002.00	Overtime	\$ -	0	0	500
10.20.4010.00	Payroll Taxes	\$ 5,860	18,050	18,050	18,100
10.20.4020.00	Unemployment Taxes	\$ -	2,150	2,150	2,150
10.20.4025.00	Workers Compensation	\$ 287	3,000	3,000	3,000
10.20.4030.00	Group Insurance	\$ 10,152	63,800	63,800	48,500
10.20.4035.00	Retirement Contribution	\$ 6,116	12,450	12,450	16,900
10.20.4040.00	Automobile Allowance	\$ -	6,000	6,000	6,000
10.20.4045.00	Cell Phone Allowance	\$ -	600	600	600
	<b>Total Personnel Services</b>	\$ 101,203	\$ 348,650	\$ 348,650	\$ 333,750
	<b>New Personnel</b>				
10.20.4001.00	Salaries	\$ -	-	-	140,000
10.20.4010.00	Payroll Taxes	\$ -	-	-	10,800
10.20.4020.00	Unemployment Taxes	\$ -	-	-	1,400
10.20.4025.00	Workers Compensation	\$ -	-	-	1,500
10.20.4030.00	Group Insurance	\$ -	-	-	43,800
10.20.4035.00	Retirement Contribution	\$ -	-	-	10,500
	<b>Total New Personnel</b>	\$ -	\$ -	\$ -	\$ 208,000
	<b>Contractual Services</b>				
10.20.4120.00	Employee Education				\$ 1,000
10.20.4135.00	Other Contractual Services	\$ 5,619	69,500	69,500	15,000
10.20.4140.00	Postage	\$ -	1,500	1,500	1,500
10.20.4145.00	Printing & Advertising	\$ 3,807	14,000	14,000	52,400

**TOWN MANAGER**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
10.20.4150.00	Professional Services	\$ 1,630	60,000	50,000	130,000
10.20.4170.00	Telephone & Internet	\$ 1,470	2,300	2,300	6,910
10.20.4180.00	Travel & Training	\$ 2,104	15,000	7,000	20,000
	<b>Total Contractual Services</b>	\$ 14,630	\$ 162,300	\$ 144,300	\$ 226,810
	<b>Commodities</b>				
10.20.4310.00	Computers & Software	\$ 8,952	10,000	10,000	11,530
10.20.4330.00	Fuel & Lubricants	\$ 385	1,000	1,000	890
10.20.4385.00	Supplies - General	\$ 2,753	10,500	9,500	12,000
10.20.4400.00	Supplies - Office	\$ 1,021	1,500	1,500	4,000
	<b>Total Commodities</b>	\$ 13,111	\$ 23,000	\$ 22,000	\$ 28,420
	<b>Other Charges</b>				
10.20.4540.00	Insurance	\$ 1,634	1,000	1,634	4,800
10.20.4560.00	Memberships & Subscriptions	\$ 2,328	6,300	11,300	15,000
10.20.4570.00	Miscellaneous	\$ 34,852	151,500	100,000	136,500
	<b>Total Other Charges</b>	\$ 38,814	\$ 158,800	\$ 112,934	\$ 156,300
	<b>Capital - \$5,000/item min.</b>				
10.20.4830.00	Equipment	\$ -	30,000	-	-
10.20.4840.00	Infrastructure	\$ -	-	-	15,000
10.20.4860.00	Vehicles	\$ -	-	30,000	-
	<b>Total Capital</b>	\$ -	\$ 30,000	\$ 30,000	\$ 15,000
	<b>Total Budget Request</b>	\$ 167,759	\$ 722,750	\$ 657,884	\$ 968,280

**TOWN CLERK**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.30.4001.00	Salaries	\$ 93,825	162,800	162,800	206,800
10.30.4002.00	Overtime	\$ -	-	-	500
10.30.4010.00	Payroll Taxes	\$ 6,943	12,600	12,600	15,950
10.30.4020.00	Unemployment Taxes	\$ -	2,150	2,150	2,100
10.30.4025.00	Workers Compensation	\$ 316	2,300	2,300	2,300
10.30.4030.00	Group Insurance	\$ 13,299	34,850	34,850	44,700
10.30.4035.00	Retirement Contribution	\$ 5,025	11,100	11,100	14,300
	<b>Total Personnel Services</b>	<b>\$ 119,407</b>	<b>\$ 225,800</b>	<b>\$ 225,800</b>	<b>\$ 286,650</b>
	<b><u>New Personnel</u></b>				
10.30.4001.00	Salaries	\$ -	-	-	5,000
10.30.4002.00	Overtime	\$ -	-	-	-
10.30.4010.00	Payroll Taxes	\$ -	-	-	390
10.30.4020.00	Unemployment Taxes	\$ -	-	-	-
10.30.4025.00	Workers Compensation	\$ -	-	-	-
10.30.4030.00	Group Insurance	\$ -	-	-	-
10.30.4035.00	Retirement Contribution	\$ -	-	-	-
	<b>Total New Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,390</b>
	<b><u>Contractual Services</u></b>				
10.30.4135.00	Other Contractual Services	\$ 4,096	15,300	10,000	10,500
10.30.4140.00	Postage	\$ 606	2,400	2,000	2,400
10.30.4145.00	Printing & Advertising	\$ 483	1,500	1,500	1,500

**TOWN CLERK**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
10.30.4150.00	Professional Services	\$ 27,251	52,500	45,000	53,500
10.30.4160.00	Rents	\$ 651	4,200	2,500	2,500
10.30.4170.00	Telephone & Internet	\$ 2,670	2,300	2,800	7,940
10.30.4180.00	Travel & Training	\$ 260	3,100	1,000	3,100
	<b>Total Contractual Services</b>	\$ 36,017	\$ 81,300	\$ 64,800	\$ 81,440
	<b>Commodities</b>				
10.30.4310.00	Computers & Software	\$ 7,220	7,000	7,220	25,825
10.30.4330.00	Fuel & Lubricants	\$ 836	2,300	2,300	2,700
10.30.4400.00	Supplies - Office	\$ 1,078	3,500	3,500	3,500
	<b>Total Commodities</b>	\$ 9,134	\$ 12,800	\$ 13,020	\$ 32,025
	<b>Other Charges</b>				
10.30.4540.00	Insurance	\$ 4,257	4,250	5,000	4,880
10.30.4560.00	Memberships & Subscriptions	\$ 443	1,000	1,000	1,000
10.30.4570.00	Miscellaneous	\$ 994	3,700	3,700	2,500
	<b>Total Other Charges</b>	\$ 5,693	\$ 8,950	\$ 9,700	\$ 8,380
	<b>Capital - \$5,000/item min.</b>				
10.30.4830.00	Equipment	\$ -	10,000	9,300	-
	<b>Total Capital</b>	\$ -	\$ 10,000	\$ 9,300	\$ -
	<b>Total Budget Request</b>	<b>\$ 170,252</b>	<b>\$ 338,850</b>	<b>\$ 322,620</b>	<b>\$ 413,885</b>

**FINANCE**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.40.4001.00	Salaries	\$ 62,014	118,200	118,200	93,700
10.40.4002.00	Overtime	\$ -	500	500	500
10.40.4010.00	Payroll Taxes	\$ 4,612	9,100	9,100	7,300
10.40.4020.00	Unemployment Taxes	\$ -	1,100	1,100	1,100
10.40.4025.00	Workers Compensation	\$ 274	2,400	2,400	2,400
10.40.4030.00	Group Insurance	\$ 8,172	31,300	31,300	15,780
10.40.4035.00	Retirement Contribution	\$ 4,020	7,600	7,600	6,800
	<b>Total Personnel Services</b>	\$ 79,091	\$ 170,200	\$ 170,200	\$ 127,580
	<b><u>Contractual Services</u></b>				
10.40.4120.00	Employee Education	\$ -	-	-	-
10.40.4135.00	Other Contractual Services	\$ 11,212	34,450	34,450	106,810
10.40.4140.00	Postage	\$ -	450	450	450
10.40.4145.00	Printing & Advertising	\$ 506	3,200	3,200	3,200
10.40.4170.00	Telephone & Internet	\$ 1,200	1,700	1,700	5,290
10.40.4180.00	Travel & Training	\$ 30	6,000	1,200	6,000
	<b>Total Contractual Services</b>	\$ 12,948	\$ 45,800	\$ 41,000	\$ 121,750
	<b><u>Commodities</u></b>				
10.40.4310.00	Computers & Software	\$ 3,032	6,050	6,050	5,700
10.40.4400.00	Supplies - Office	\$ 1,330	3,200	3,200	3,200
	<b>Total Commodities</b>	\$ 4,362	\$ 9,250	\$ 9,250	\$ 8,900



**FINANCE**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Other Charges</b>				
10.40.4540.00	Insurance	\$ 837	600	1,500	1,900
10.40.4560.00	Memberships & Subscriptions	\$ -	600	600	600
10.40.4570.00	Miscellaneous	\$ 550	4,500	9,300	4,500
	<b>Total Other Charges</b>	\$ 1,388	\$ 5,700	\$ 11,400	\$ 7,000
	<b>Total Budget Request</b>	<b>\$ 97,789</b>	<b>\$ 230,950</b>	<b>\$ 231,850</b>	<b>\$ 265,230</b>

**PLANNING**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.50.4001.00	Salaries	\$ 92,087	205,300	205,300	211,500
10.50.4002.00	Overtime	\$ -	-	-	-
10.50.4010.00	Payroll Taxes	\$ 6,803	15,700	15,700	16,200
10.50.4020.00	Unemployment Taxes	\$ -	1,800	1,800	1,900
10.50.4025.00	Workers Compensation	\$ 286	2,400	2,400	2,400
10.50.4030.00	Group Insurance	\$ 16,363	52,300	52,300	35,920
10.50.4035.00	Retirement Contribution	\$ 6,460	13,250	13,250	13,800
	<b>Total Personnel Services</b>	<b>\$ 122,000</b>	<b>\$ 290,750</b>	<b>\$ 290,750</b>	<b>\$ 281,720</b>
	<b><u>Contractual Services</u></b>				
10.50.4120.00	Employee Education	\$ -	-	-	1,000
10.50.4135.00	Other Contractual Services	\$ 47,090	153,600	100,000	156,400
10.50.4137.00	Contractual - Restricted Bill Back	\$ 87,779	120,000	144,000	150,000
10.50.4140.00	Postage	\$ 158	500	100	500
10.50.4145.00	Printing & Advertising	\$ -	2,500	200	500
10.50.4150.00	Professional Services	\$ 300	21,600	8,000	12,000
10.50.4170.00	Telephone & Internet	\$ 1,200	2,300	2,200	3,990
10.50.4180.00	Travel & Training	\$ -	5,500	1,000	6,500
	<b>Total Contractual Services</b>	<b>\$ 136,527</b>	<b>\$ 306,000</b>	<b>\$ 255,500</b>	<b>\$ 330,890</b>
	<b><u>Commodities</u></b>				
10.50.4310.00	Computers & Software	\$ 2,128	3,400	4,000	17,600
10.50.4400.00	Supplies - Office	\$ 1,643	7,800	3,000	4,000
10.50.4420.00	Supplies - Safety	\$ -	100	-	-
	<b>Total Commodities</b>	<b>\$ 3,771</b>	<b>\$ 11,300</b>	<b>\$ 7,000</b>	<b>\$ 21,600</b>
	<b><u>Other Charges</u></b>				
10.50.4540.00	Insurance	\$ 2,401	1,500	2,401	4,200
10.50.4560.00	Memberships & Subscriptions	\$ 30	1,600	1,550	2,030

**PLANNING**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Total Other Charges</b>	\$ 2,431	\$ 3,100	\$ 3,951	\$ 6,230
	<b>Capital - \$5,000/item min.</b>				
10.50.4830.00	Equipment	\$ 3,559	6,450	1,450	-
10.50.4890.00	Other Improvements	\$ 67,704	145,000	150,000	-
	<b>Total Capital</b>	\$ 71,263	\$ 151,450	\$ 151,450	\$ -
	<b>Total Budget Request</b>	<b>\$ 335,993</b>	<b>\$ 762,600</b>	<b>\$ 708,651</b>	<b>\$ 640,440</b>

**BUILDING INSPECTIONS**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.60.4001.00	Salaries	\$ 30,733	54,850	54,850	56,500
10.60.4002.00	Overtime	\$ -	500	500	500
10.60.4010.00	Payroll Taxes	\$ 2,351	4,200	4,200	4,450
10.60.4020.00	Unemployment Taxes	\$ -	500	500	550
10.60.4025.00	Workers Compensation	\$ 30	600	600	600
10.60.4030.00	Group Insurance	\$ (357)	9,950	9,950	2,000
10.60.4035.00	Retirement Contribution	\$ 1,302	2,350	2,350	2,400
	<b>Total Personnel Services</b>	\$ 34,059	\$ 72,950	\$ 72,950	\$ 67,000
	<b><u>Contractual Services</u></b>				
10.60.4135.00	Other Contractual Services	\$ 76,815	156,600	156,600	180,350
10.60.4140.00	Postage	\$ -	700	700	700
10.60.4145.00	Printing & Advertising	\$ 326	1,200	800	1,000
10.60.4150.00	Professional Services	\$ -	-	-	-
10.60.4170.00	Telephone & Internet	\$ 287	600	600	2,630
10.60.4180.00	Travel & Training	\$ -	500	500	500
	<b>Total Contractual Services</b>	\$ 77,428	\$ 159,600	\$ 159,200	\$ 185,180
	<b><u>Commodities</u></b>				
10.60.4310.00	Computers & Software	\$ -	2,000	2,000	5,270
10.60.4400.00	Supplies - Office	\$ 112	750	700	700
	<b>Total Commodities</b>	\$ 112	\$ 2,750	\$ 2,700	\$ 5,970
	<b><u>Other Charges</u></b>				
10.60.4540.00	Insurance	\$ 831	600	831	1,000
10.60.4560.00	Memberships & Subscriptions	\$ 175	300	200	200
10.60.4570.00	Miscellaneous	\$ 40	-	-	-
	<b>Total Other Charges</b>	\$ 1,046	\$ 900	\$ 1,031	\$ 1,200

**BUILDING INSPECTIONS**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Total Budget Request</b>	<b>\$ 112,645</b>	<b>\$ 236,200</b>	<b>\$ 235,881</b>	<b>\$ 259,350</b>

**POLICE**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.70.4001.00	Salaries	\$ 1,043,553	1,899,500	1,899,500	2,028,000
10.70.4002.00	Overtime	\$ 7,522	39,000	39,000	35,000
10.70.4003.00	Off-Duty Work	\$ 416	30,000	30,000	30,000
10.70.4010.00	Payroll Taxes	\$ 77,785	148,150	148,150	157,700
10.70.4020.00	Unemployment Taxes	\$ -	16,600	16,600	17,700
10.70.4025.00	Workers Compensation	\$ 32,589	142,500	142,500	142,500
10.70.4030.00	Group Insurance	\$ 152,063	362,700	362,700	365,500
10.70.4035.00	Retirement Contribution	\$ 57,347	103,000	103,000	111,500
	<b>Total Personnel Services</b>	\$ 1,371,275	\$ 2,741,450	\$ 2,741,450	\$ 2,887,900
	<b><u>New Personnel</u></b>				
10.70.4001.00	Salaries		-	-	61,378
10.70.4002.00	Overtime		-	-	2,000
10.70.4010.00	Payroll Taxes		-	-	4,875
10.70.4020.00	Unemployment Taxes		-	-	550
10.70.4025.00	Workers Compensation		-	-	3,500
10.70.4030.00	Group Insurance		-	-	21,900
10.70.4035.00	Retirement Contribution		-	-	3,450
	<b>Total New Personnel</b>	\$ -	\$ -	\$ -	\$ 97,653
	<b><u>Contractual Services</u></b>				
10.70.4120.00	Employee Education	\$ 373	12,000	-	3,000
10.70.4122.00	Maintenance - Buildings	\$ 5,466	4,500	5,436	2,000
10.70.4125.00	Maintenance - Equipment	\$ -	2,000	2,000	1,600
10.70.4130.00	Maintenance - Vehicles	\$ 4,152	17,500	17,500	21,850
10.70.4135.00	Other Contractual Services	\$ 59,949	75,500	75,500	131,200
10.70.4140.00	Postage	\$ 574	5,000	1,000	5,000

**POLICE**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
10.70.4145.00	Printing & Advertising	\$ 474	1,000	700	1,000
10.70.4150.00	Professional Services	\$ 20,001	37,500	30,000	20,400
10.70.4170.00	Telephone & Internet	\$ 21,249	37,700	30,000	54,540
10.70.4180.00	Travel & Training	\$ 872	24,000	10,000	24,750
	<b>Total Contractual Services</b>	\$ 113,109	\$ 216,700	\$ 172,136	\$ 265,340
	<b>Commodities</b>				
10.70.4310.00	Computers & Software	\$ 13,546	30,540	30,000	28,760
10.70.4330.00	Fuel & Lubricants	\$ 17,925	52,000	40,000	50,500
10.70.4385.00	Supplies - General	\$ 57,813	106,040	80,000	106,740
10.70.4395.00	Supplies - Lab	\$ 2,111	3,500	3,500	4,800
10.70.4400.00	Supplies - Office	\$ 3,093	9,500	8,000	12,000
10.70.4460.00	Uniforms	\$ 7,487	14,950	14,500	16,450
	<b>Total Commodities</b>	\$ 101,975	\$ 216,530	\$ 176,000	\$ 219,250
	<b>Other Charges</b>				
10.70.4520.00	Donations - Community Programs	\$ 825	9,000	2,000	4,500
10.70.4540.00	Insurance	\$ 64,984	76,600	76,600	91,200
10.70.4560.00	Memberships & Subscriptions	\$ 240	1,500	1,500	1,500
	<b>Total Other Charges</b>	\$ 66,049	\$ 87,100	\$ 80,100	\$ 97,200
	<b>Capital - \$5,000/item min.</b>				
10.70.4830.00	Equipment	\$ 10,172	8,700	11,000	7,500
10.70.4860.00	Vehicles	\$ 44,662	60,000	52,500	64,000
	<b>Total Capital</b>	\$ 54,834	\$ 68,700	\$ 63,500	\$ 71,500

**POLICE**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
<b>Impact</b>					
	<b>Commodities</b>				
10.70.4385.00	Supplies - General	\$ 46,600	46,600	46,000	7,850
	<b>Total Commodities</b>	\$ 46,600	\$ 46,600	\$ 46,000	\$ 7,850
	<b>Contractual Services</b>				
10.70.4135.00	Other Contractual Services	\$ 18,300	18,300	18,300	48,500
	<b>Total Contractual Services</b>	\$ 18,300	\$ 18,300	\$ 18,300	\$ 48,500
	<b>Capital - \$5,000/item min.</b>				
10.70.4830.00	Equipment	\$ 6,700	6,700	34,700	6,000
10.70.4860.00	Vehicles	\$ 60,000	60,000	52,500	64,000
	<b>Total Capital</b>	\$ 66,700	\$ 66,700	\$ 87,200	\$ 70,000
	<b>Total Budget Request</b>	<b>\$ 1,838,843</b>	<b>\$ 3,462,080</b>	<b>\$ 3,384,686</b>	<b>\$ 3,765,193</b>



**PUBLIC WORKS**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
10.80.4001.00	Salaries	\$ 32,961	57,300	57,300	34,500
10.80.4002.00	Overtime	\$ -	0	0	0
10.80.4010.00	Payroll Taxes	\$ 2,457	4,400	4,400	2,700
10.80.4020.00	Unemployment Taxes	\$ -	500	500	300
10.80.4025.00	Workers Compensation	\$ 468	3,000	3,000	1,800
10.80.4030.00	Group Insurance	\$ 3,428	7,900	7,900	5,000
10.80.4035.00	Retirement Contribution	\$ 3,039	4,100	4,100	3,200
	<b>Total Personnel Services</b>	\$ 42,352	\$ 77,200	\$ 77,200	\$ 47,500
	<b><u>New Personnel</u></b>				
10.80.4001.00	Salaries	\$ -	-	-	90,000
10.80.4002.00	Overtime	\$ -	-	-	-
10.80.4010.00	Payroll Taxes	\$ -	-	-	6,950
10.80.4020.00	Unemployment Taxes	\$ -	-	-	1,100
10.80.4025.00	Workers Compensation	\$ -	-	-	2,200
10.80.4030.00	Group Insurance	\$ -	-	-	21,860
10.80.4035.00	Retirement Contribution	\$ -	-	-	3,900
	<b>Total Personnel Services</b>	\$ -	0	0	126,010
	<b><u>Contractual Services</u></b>				
10.80.4122.00	Maintenance - Buildings	\$ 125	1,200	1,200	-
10.80.4125.00	Maintenance - Equipment	\$ 960	7,000	3,500	1,500
10.80.4130.00	Maintenance - Vehicles	\$ 0	750	750	750
10.80.4135.00	Other Contractual Services	\$ 1,767	7,900	5,000	2,800
10.80.4140.00	Postage	\$ -	200	200	200
10.80.4145.00	Printing & Advertising	\$ 362	200	362	400
10.80.4160.00	Rents	\$ -	2,500	1,000	2,500

**PUBLIC WORKS**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
10.80.4170.00	Telephone & Internet	\$ 4,560	3,400	5,000	7,020
10.80.4180.00	Travel & Training	\$ 39	1,500	500	1,000
	<b>Total Contractual Services</b>	\$ 7,813	\$ 24,650	\$ 17,512	\$ 16,170
	<b>Commodities</b>				
10.80.4310.00	Computers & Software	\$ 2,643	3,000	3,000	5,785
10.80.4330.00	Fuel & Lubricants	\$ 852	2,500	2,000	2,110
10.80.4385.00	Supplies - General	\$ 4,668	4,000	5,500	4,000
10.80.4390.00	Supplies - Janitorial	\$ 835	4,000	1,700	2,000
10.80.4400.00	Supplies - Office	\$ 543	500	750	1,500
10.80.4410.00	Supplies - Operational	\$ 1,432	3,000	3,000	3,000
	<b>Total Commodities</b>	\$ 10,973	\$ 17,000	\$ 15,950	\$ 18,395
	<b>Other Charges</b>				
10.80.4540.00	Insurance	\$ 4,755	7,000	7,000	6,000
10.80.4560.00	Memberships & Subscriptions	\$ -	300	300	300
10.80.4570.00	Miscellaneous	\$ 4	0	0	0
	<b>Total Other Charges</b>	\$ 4,759	\$ 7,300	\$ 7,300	\$ 6,300
	<b>Capital - \$5,000/item min.</b>				
10.80.4810.00	Buildings	\$ -	7,500	7,500	-
	<b>Total Capital</b>	\$ -	\$ 7,500	\$ 7,500	\$ -
	<b>Total Budget Request</b>	<b>\$ 65,897</b>	<b>\$ 133,650</b>	<b>\$ 125,462</b>	<b>\$ 214,375</b>

**BUILDINGS**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Contractual Services</u></b>				
10.82.4122.00	Maintenance - Buildings	\$ 14,676	26,000	26,000	26,000
10.82.4125.00	Maintenance - Equipment	\$ 791	8,000	3,500	14,000
10.82.4127.00	Maintenance - Infrastructure	\$ 6,576	8,000	8,000	14,500
10.82.4135.00	Other Contractual Services	\$ 41,878	56,700	56,700	72,000
10.82.4150.00	Professional Services	\$ 909	4,000	2,500	2,500
10.82.4160.00	Rents	\$ 313	4,500	2,000	1,500
10.82.4190.00	Utilities	\$ 23,002	29,000	31,000	34,000
	<b>Total Contractual Services</b>	<b>\$ 88,145</b>	<b>\$ 136,200</b>	<b>\$ 129,700</b>	<b>\$ 164,500</b>
	<b><u>Commodities</u></b>				
10.82.4390.00	Supplies - Janitorial	\$ 649	8,500	6,000	6,000
10.82.4410.00	Supplies - Operational	\$ 2,559	8,000	6,500	6,500
	<b>Total Commodities</b>	<b>\$ 3,209</b>	<b>\$ 16,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
	<b><u>Other Charges</u></b>				
10.82.4540.00	Insurance	\$ 18,500	18,500	18,500	20,800
	<b>Total Other Charges</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 20,800</b>
	<b><u>Capital - \$5,000/item min.</u></b>				
10.82.4810.00	Buildings	\$ 31,067	39,000	39,000	125,500
10.82.4830.00	Equipment	\$ -	-	-	6,000
	<b>Total Capital</b>	<b>\$ 31,067</b>	<b>\$ 39,000</b>	<b>\$ 39,000</b>	<b>\$ 131,500</b>
	<b>Total Budget Request</b>	<b>\$ 140,921</b>	<b>\$ 210,200</b>	<b>\$ 199,700</b>	<b>\$ 329,300</b>

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**CONSERVATION TRUST FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Conservation Trust	0	0	0	0	0	---	---	0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Total Cash Available \$ 88,100

Ending Fund Balance \$ 88,100

% of Total Budget      0.00%      0.00%      0.00%      0.00%      0.00%      0.00%      0.00%      0.00%

2019 Actuals              0

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Jul</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
		<u>Actuals</u>	<u>Budget</u>		
<b><u>CONSERVATION TRUST FUND REVENUES</u></b>					
30.01.3450.00	LOTTERY FUNDS	38,559	84,800	84,800	77,100
30.01.3960.00	INTEREST INCOME	0	100	100	100
	<b>TOTAL FUND REVENUES</b>	<b>38,559</b>	<b>84,900</b>	<b>84,900</b>	<b>77,200</b>
	<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>				10,900
	<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 38,559</b>	<b>\$ 84,900</b>	<b>\$ 84,900</b>	<b>\$ 88,100</b>

**Conservation Trust Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Capital - \$5,000/item min.</b>				
30.90.4840.00	Infrastructure	38,559	75,000	74,000	-
	<b>Total Capital</b>	\$ 38,559	\$ 75,000	\$ 74,000	\$ -
	<b>Total Budget Request</b>	<b>\$ 38,559</b>	<b>\$ 75,000</b>	<b>\$ 74,000</b>	<b>\$ -</b>

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**PARKS AND OPEN SPACE FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Impact Outlay	Debt Service	Total
Parks Fund	312,300	229,850	57,960	4,300	604,410	1,215,000	25,000	-	1,844,410
<b>Totals</b>	<b>\$ 312,300</b>	<b>\$ 229,850</b>	<b>\$ 57,960</b>	<b>\$ 4,300</b>	<b>\$ 604,410</b>	<b>\$ 1,215,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 1,844,410</b>

Total Cash Available \$ 7,451,920

Ending Fund Balance \$ 5,607,510

% of Total Budget	16.93%	12.46%	3.14%	0.23%	32.77%	65.87%	1.36%	0.00%	100.00%
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2019 Actuals 1,044,508

<u>PARKS AND OPEN SPACE FUND REVENUES</u>		<u>2020</u> <u>Jan - Jul</u> <u>Actuals</u>	<u>2020</u> <u>Proposed</u> <u>Budget</u>	<u>2020</u> <u>Estimated</u>	<u>2021</u> <u>Proposed</u>
34.01.3225.00	FISHING LICENSES	505	-	505	-
34.01.3420.00	GRANTS	-	250,000	60,000	190,000
34.01.3470.00	LARIMER COUNTY OPEN SPACE	96,538	144,000	210,800	147,560
34.01.3532.00	PARK FEES - BUILDING PERMITS	158,500	62,500	184,500	75,000
34.01.3550.00	CEMETERY CARE FEES	-	5,117	-	-
34.01.3567.00	PARK RESERVATION FEES	210	200	250	250
34.01.3740.00	PARK & OS - IMPACT FEES	332,774	148,000	394,862	179,100
34.01.3940.00	CEMETERY LOT PURCHASE	31,805	17,000	31,805	17,000
34.01.3960.00	INTEREST INCOME	20,012	47,700	25,012	22,000
34.01.3985.00	REIMBURSED EXPENSES	-	1,000	-	-
34.01.3970.00	MISCELLANEOUS	-	-	-	-
		<u>640,344</u>	<u>675,517</u>	<u>907,734</u>	<u>630,910</u>
34.01.3999.00	FROM WATER FUND	-	100,000	100,000	100,000
34.01.3999.00	FROM SEWER FUND	-	100,000	100,000	100,000
34.01.3999.00	FROM DRAINAGE	-	20,000	20,000	20,000
34.01.3999.00	TRANSFERS IN	-	220,000	220,000	220,000
		<u>-</u>	<u>220,000</u>	<u>220,000</u>	<u>220,000</u>
<b>TOTAL FUND REVENUES</b>		<u>640,344</u>	<u>895,517</u>	<u>1,127,734</u>	<u>850,910</u>
<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>					6,601,010
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>					<u>7,451,920</u>
<b>RESTRICTED FOR IMPACT ONLY (AS OF 12/2019)</b>			4,278,560		
<i>Less 2020 Budgeted Expenses:</i>					
Big T alignment and design work			(85,000)		
Lil T trail design work			(400,000)		
<b>RESTRICTED FOR IMPACT ONLY (AS OF 12/2019)</b>			<u>3,793,560</u>		



**Parks and Open Space Fund**

<b><u>Acct. No.</u></b>	<b><u>Account Title</u></b>	<b><u>2020 Jan - Jul Actuals</u></b>	<b><u>2020 Adopted Budget</u></b>	<b><u>2020 Estimated</u></b>	<b><u>2021 Proposed</u></b>
	<b><u>Personnel Services</u></b>				
34.90.4001.00	Salaries	\$ 107,596	200,900	200,900	222,400
34.90.4002.00	Overtime	\$ 330	5,100	5,100	1,500
34.90.4010.00	Payroll Taxes	\$ 7,971	15,900	15,900	18,500
34.90.4020.00	Unemployment Taxes	\$ -	1,700	1,700	2,200
34.90.4025.00	Workers Compensation	\$ 5,595	21,300	21,300	17,800
34.90.4030.00	Group Insurance	\$ 15,796	42,950	42,950	40,500
34.90.4035.00	Retirement Contribution	\$ 6,748	8,900	8,900	9,400
	<b>Total Personnel Services</b>	\$ 144,036	\$ 296,750	\$ 296,750	\$ 312,300
	<b><u>Contractual Services</u></b>				
34.90.4120.00	Employee Education	\$ -	-	-	-
34.90.4122.00	Maintenance - Buildings	\$ 9	9,000	4,000	8,000
34.90.4125.00	Maintenance - Equipment	\$ 740	10,000	4,000	10,000
34.90.4127.00	Maintenance - Infrastructure	\$ 10,762	28,000	27,000	128,000
34.90.4130.00	Maintenance - Vehicles	\$ 399	2,000	1,800	2,000
34.90.4135.00	Other Contractual Services	\$ 18,436	33,800	33,800	41,500
34.90.4140.00	Postage	\$ -	500	100	100
34.90.4150.00	Professional Services	\$ 10,136	18,000	18,000	35,000
34.90.4170.00	Telephone & Internet	\$ -	-	-	250
34.90.4180.00	Travel & Training	\$ -	2,000	-	1,000
34.90.4190.00	Utilities	\$ 2,007	4,000	4,000	4,000
	<b>Total Contractual Services</b>	\$ 42,488	\$ 107,300	\$ 92,700	\$ 229,850

**Parks and Open Space Fund**

<b><u>Acct. No.</u></b>	<b><u>Account Title</u></b>	<b><u>2020 Jan - Jul Actuals</u></b>	<b><u>2020 Adopted Budget</u></b>	<b><u>2020 Estimated</u></b>	<b><u>2021 Proposed</u></b>
	<b><u>Commodities</u></b>				
34.90.4300.00	Chemicals	\$ 13,154	17,000	17,000	17,000
34.90.4310.00	Computers & Software	\$ -	-	-	1,160
34.90.4330.00	Fuel & Lubricants	\$ 7,985	5,000	9,500	8,200
34.90.4385.00	Supplies - General	\$ 750	3,000	3,000	3,000
34.90.4410.00	Supplies - Operational	\$ 7,799	20,000	13,000	23,000
34.90.4420.00	Supplies - Safety	\$ 816	2,500	2,500	2,500
34.90.4430.00	Supplies - Training	\$ 744	2,500	2,500	1,000
34.90.4440.00	Supplies - Vehicles	\$ -	2,000	1,000	1,000
34.90.4460.00	Uniforms	\$ 764	1,000	1,000	1,100
	<b>Total Commodities</b>	\$ 32,011	\$ 53,000	\$ 49,500	\$ 57,960
	<b><u>Other Charges</u></b>				
34.90.4540.00	Insurance	\$ 2,802	1,700	2,802	4,300
	<b>Total Other Charges</b>	\$ 2,802	\$ 1,700	\$ 2,802	\$ 4,300
<b><u>Impact</u></b>					
	<b><u>Capital - \$5,000/item min.</u></b>				
34.90.4830.00	Equipment	\$ 6,011	15,000	15,000	25,000
	<b>Total Capital</b>	\$ 6,011	\$ 15,000	\$ 15,000	\$ 25,000
<b><u>Capital</u></b>					
	<b><u>Capital - \$5,000/item min.</u></b>				
34.90.4830.00	Equipment	\$ 96,360	63,000	50,500	-
34.90.4840.00	Infrastructure	\$ 71,483	650,000	250,000	1,215,000
	<b>Total Capital</b>	\$ 167,843	\$ 713,000	\$ 300,500	\$ 1,215,000
	<b>Total Budget Request</b>	\$ 395,192	\$ 1,186,750	\$ 757,252	\$ 1,844,410

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**STREET AND ALLEY FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Impact Outlay	Debt Service	Total
Streets Fund	411,760	1,987,640	145,800	9,200	2,554,400	800,000	713,000	-	4,067,400
<b>Totals</b>	<b>\$ 411,760</b>	<b>\$ 1,987,640</b>	<b>\$ 145,800</b>	<b>\$ 9,200</b>	<b>\$ 2,554,400</b>	<b>\$ 800,000</b>	<b>\$ 713,000</b>	<b>\$ -</b>	<b>\$ 4,067,400</b>

Total Cash Available \$ 13,348,432

Ending Fund Balance \$ 9,281,032

% of Total Budget	10.12%	48.87%	3.58%	0.23%	62.80%	19.67%	17.53%	0.00%	100.00%
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2019 Actuals 809,690

<u>STREET AND ALLEY FUND REVENUES</u>		<u>2020</u> <u>Jan - Jul</u> <u>Actuals</u>	<u>2020</u> <u>Proposed</u> <u>Budget</u>	<u>2020</u> <u>Estimated</u>	<u>2021</u> <u>Proposed</u>
36.01.3120.00	SALES TAXES - GENERAL	-	-	491,500	1,020,000
36.01.3124.01	USE TAXES - BUILDINGS	52,894	-	162,000	150,000
36.01.3124.00	SALES & USE TAXES - VEHICLES	733,888	-	1,217,500	724,500
36.01.3140.00	SPECIFIC OWNERSHIP TAXES	275,978	300,000	489,600	440,000
36.01.3176.00	HIGHWAY USERS TAXES	217,367	488,000	445,000	463,100
36.01.3420.00	GRANTS	-	1,426,650	1,226,650	1,066,666
36.01.3430.00	ROAD & BRIDGE - WELD	63,912	45,000	95,800	59,000
36.01.3435.00	ROAD & BRIDGE - LARIMER	41,185	40,000	91,911	82,000
36.01.3580.00	VEHICLE REGISTRATION FEES	29,430	50,000	48,000	40,800
36.01.3585.00	STREET MAINTENANCE FEE	92,742	348,000	92,742	-
36.01.3590.00	TRASH COLLECTION FEES	412,893	676,000	708,393	715,477
36.01.3790.00	TRANSPORTATION FACILITY DEVELOPMENT FEE - IMPACT	1,916,481	300,000	2,200,000	416,550
36.01.3792.00	TRAFFIC SIGNAL IMPACT FEE	2,231	5,000	4,000	4,000
36.01.3960.00	INTEREST	48,629	27,000	60,630	28,000
36.01.3999.00	TRANSFER IN	-	2,000,000	2,000,000	-
	<b>SUBTOTAL</b>	<u>3,887,630</u>	<u>5,705,650</u>	<u>9,333,726</u>	<u>5,210,093</u>
	<b>TOTAL FUND REVENUES</b>	<u>3,887,630</u>	<u>5,705,650</u>	<u>9,333,726</u>	<u>5,210,093</u>
	<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>				8,138,339
	<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>				<u>13,348,432</u>
	<b>RESTRICTED FOR TRANS. IMPACT BAL (AS OF 12/2019):</b>		<b>9,175,058</b>		
	<i>Less 2020 Budgeted Expenses:</i>				
	CDOT Project Contribution		(6,000,000)		
	WCR 50 Paving project		(2,050,000)		
	CDOT Phase 1		(250,000)		
	<b>RESTRICTED FOR TRANS. IMPACT ONLY (AS OF 12/2020)</b>		<u><b>875,058</b></u>		
	<b>RESTRICTED FOR IMPACT ONLY - SIGNALS (AS OF 12/2020)</b>		<b>266,940</b>		

**Street & Alley Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Personnel Services</b>				
36.90.4001.00	Salaries	\$ 138,988	248,400	248,400	301,760
36.90.4002.00	Overtime	\$ 255	9,500	9,500	6,000
36.90.4010.00	Payroll Taxes	\$ 10,261	19,400	19,400	23,100
36.90.4020.00	Unemployment Taxes	\$ -	2,150	2,150	2,800
36.90.4025.00	Workers Compensation	\$ 6,390	16,500	16,500	18,500
36.90.4030.00	Group Insurance	\$ 23,223	64,900	64,900	45,500
36.90.4035.00	Retirement Contribution	\$ 9,530	12,050	12,050	14,100
	<b>Total Personnel Services</b>	\$ 188,648	\$ 372,900	\$ 372,900	\$ 411,760
	<b>Contractual Services</b>				
36.90.4120.00	Employee Education	\$ -	3,000	-	-
36.90.4125.00	Maintenance - Equipment	\$ 7,268	20,000	15,000	20,000
36.90.4127.00	Maintenance - Infrastructure	\$ 197,243	428,000	428,000	840,000
36.90.4130.00	Maintenance - Vehicles	\$ 3,764	12,000	8,000	12,000
36.90.4135.00	Other Contractual Services	\$ 423,447	867,150	867,000	800,800
36.90.4140.00	Postage	\$ -	600	300	300
36.90.4145.00	Printing & Advertising	\$ -	3,200	3,000	3,000
36.90.4150.00	Professional Services	\$ 600	2,000	2,000	2,000
36.90.4160.00	Rents	\$ 1,747	5,000	3,000	5,000
36.90.4170.00	Telephone & Internet	\$ 1,978	5,000	5,000	4,540
36.90.4180.00	Travel & Training	\$ -	10,500	-	5,000
36.90.4190.00	Utilities	\$ 197,516	225,000	285,000	295,000
	<b>Total Contractual Services</b>	\$ 833,563	\$ 1,581,450	\$ 1,616,300	\$ 1,987,640
	<b>Commodities</b>				
36.90.4300.00	Chemicals	\$ 27,745	48,500	48,500	50,000
36.90.4310.00	Computers & Software	\$ 178	7,000	3,200	3,550
36.90.4330.00	Fuel & Lubricants	\$ 10,031	20,000	20,000	20,000
36.90.4385.00	Supplies - General	\$ 8,246	12,000	12,000	12,000
36.90.4400.00	Supplies - Office	\$ 725	500	725	600

**Street & Alley Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
36.90.4410.00	Supplies - Operational	\$ 9,054	15,000	15,000	27,000
36.90.4420.00	Supplies - Safety	\$ 6,392	10,000	9,500	10,000
36.90.4430.00	Supplies - Training	\$ 31	500	150	150
36.90.4440.00	Supplies - Vehicles	\$ 3,819	15,000	11,000	20,000
36.90.4460.00	Uniforms	\$ 837	2,000	2,000	2,500
	<b>Total Commodities</b>	\$ 67,059	\$ 130,500	\$ 122,075	\$ 145,800
	<b>Other Charges</b>				
36.90.4540.00	Insurance	\$ 3,489	2,200	4,800	6,800
36.90.4560.00	Memberships & Subscriptions	\$ 325	1,000	400	400
36.90.4570.00	Miscellaneous	\$ 6,842	2,000	8,000	2,000
	<b>Total Other Charges</b>	\$ 10,656	\$ 5,200	\$ 13,200	\$ 9,200
<b>Impact</b>					
	<b>Contractual Services</b>				
36.90.4135.00	Other Contractual Services	\$ -	144,000	144,000	144,000
36.90.4150.00	Professional Services	\$ -	50,000	-	350,000
	<b>Total Contractual Services</b>	\$ -	\$ 194,000	\$ 144,000	\$ 494,000
	<b>Capital - \$5,000/item min.</b>				
36.90.4830.00	Equipment	\$ 48,437	85,000	35,000	69,000
36.90.4860.00	Vehicles	\$ -	275,000	250,000	150,000
36.90.4890.00	Other Improvements	\$ 2,036,811	8,300,000	8,385,000	
	<b>Total Capital</b>	\$ 2,085,247	\$ 8,660,000	\$ 8,670,000	\$ 219,000
<b>Capital</b>					
	<b>Capital - \$5,000/item min.</b>				
36.90.4830.00	Equipment	\$ -	24,500	20,000	-
36.90.4840.00	Infrastructure	\$ -	-	-	800,000
	<b>Total Capital</b>	\$ -	\$ 24,500	\$ 20,000	\$ 800,000
	<b>Total Budget Request</b>	\$ 3,185,173	\$ 10,968,550	\$ 10,958,475	\$ 4,067,400

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
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**CAPITAL PROJECTS FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Capital Projects	-	10,200	-	-	10,200	4,400,000	-	4,410,200
Totals	\$ -	\$ 10,200	\$ -	\$ -	\$ 10,200	\$ 4,400,000	\$ -	\$ 4,410,200

Total Cash Available \$ 13,025,564

Ending Fund Balance \$ 8,615,364

% of Total Budget      0.00%      0.23%      0.00%      0.00%      0.23%      99.77%      0.00%      100.00%

2019 Actuals      9,567,069

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Jul</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
<u>CAPITAL PROJECT FUND REVENUES</u>		<u>Actuals</u>	<u>Budget</u>		
38.01.3122.00	USE TAX REVENUES - BUILDINGS	288,715	450,000	363,700	111,940
38.01.3124.00	USE TAX REVENUES - VEHICLES	-	-	-	-
38.01.3960.00	INTEREST	64,230	79,000	79,230	36,000
38.01.3985.00	REIMBURSED EXPENSES	-	-	-	-
38.01.3999.00	TRANSFERS TO TAX FUND	-	(15,000)	(65,000)	(85,100)
	<b>SUBTOTAL</b>	<b>352,946</b>	<b>514,000</b>	<b>377,930</b>	<b>62,840</b>
	<b>TOTAL FUND REVENUES</b>	<b>352,946</b>	<b>514,000</b>	<b>377,930</b>	<b>62,840</b>
	<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>				<b>12,962,724</b>
	<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>				<b>13,025,564</b>



**Capital Projects Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Contractual Services</b>				
38.90.4135.00	Other Contractual Services	\$ 3,093	9,700		10,200
	<b>Total Contractual Services</b>	\$ 3,093	\$ 9,700	\$ -	\$ 10,200
	<b>Other Charges</b>				
38.90.4570.00	Miscellaneous	\$ -	470,000		
	<b>Total Other Charges</b>	\$ -	\$ 470,000	\$ -	\$ -
	<b>Capital - \$5,000/item min.</b>				
38.90.4840.00	Infrastructure	\$ 13,518	2,000,000	100,000	4,400,000
	<b>Total Capital</b>	\$ 13,518	\$ 2,000,000	\$ 100,000	\$ 4,400,000
	<b>Total Budget Request</b>	<b>\$ 16,610</b>	<b>\$ 2,479,700</b>	<b>\$ 100,000</b>	<b>\$ 4,410,200</b>

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
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**TAX ALLOCATION EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Tax Allocation	-	-	-	440,000	440,000	-	-	440,000
Totals	\$ -	\$ -	\$ -	\$ 440,000	\$ 440,000	\$ -	\$ -	\$ 440,000

Total Cash Available \$ 440,000

Ending Fund Balance \$ -

% of Total Budget      0.00%      0.00%      0.00%      100.00%      100.00%      0.00%      0.00%      100.00%

2019 Actuals      129,991

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Jul</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
<u>TAX ALLOCATION FUND REVENUES</u>		<u>Actuals</u>	<u>Budget</u>		
TRANSFERS IN:					
60.01.3120.00	2534 TAX SHARING	115,117	265,000	265,000	215,000
60.01.3120.00	JOHNSONS CORNER TAX SHARING	-	150,000	150,000	-
60.01.3120.00	THOMPSONS RANCH	77,455	75,000	75,000	139,800
60.01.3960.00	INTEREST	-	100	100	100
	FROM CAPITAL FUND - BUILDING USE TAX	-	-	65,000	85,100
		<hr/>	<hr/>	<hr/>	<hr/>
		192,572	490,100	555,100	440,000
 <b>TOTAL FUND REVENUES</b>		<hr/>	<hr/>	<hr/>	<hr/>
		192,572	490,100	555,100	440,000
 <b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>					-
 <b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>				<hr/>	<hr/>
				440,000	

**Tax Allocation Fund**

<b><u>Acct. No.</u></b>	<b><u>Account Title</u></b>	<b><u>2020 Jan - Jul Actuals</u></b>	<b><u>2020 Adopted Budget</u></b>	<b><u>2020 Estimated</u></b>	<b><u>2021 Proposed</u></b>
	<b><u>Other Charges</u></b>				
60.90.4570.00	Miscellaneous	\$ 114,706	490,000	651,051	440,000
	<b>Total Other Charges</b>	\$ 114,706	\$ 490,000	\$ 651,051	\$ 440,000
	<b>Total Budget Request</b>	<b>\$ 114,706</b>	<b>\$ 490,000</b>	<b>\$ 651,051</b>	<b>\$ 440,000</b>

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**WATER FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Water Fund	676,850	1,094,580	379,900	921,100	3,072,430	19,235,000	-	22,307,430
<b>Totals</b>	<b>\$ 676,850</b>	<b>\$ 1,094,580</b>	<b>\$ 379,900</b>	<b>\$ 921,100</b>	<b>\$ 3,072,430</b>	<b>\$ 19,235,000</b>	<b>\$ -</b>	<b>\$ 22,307,430</b>

Total Cash Available \$ 25,220,614

Ending Fund Balance \$ 2,913,184

% of Total Budget	3.03%	4.91%	1.70%	4.13%	13.77%	86.23%	0.00%	100.00%
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2019 Actuals 8,294,188

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Aug</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
<u>WATER FUND REVENUES</u>		<u>Actuals</u>	<u>Budget</u>		
70.01.3440.00	GRANTS	-	1,000,000	295,000	325,000
70.01.3810.00	SALES OF POTABLE WATER	2,260,384	2,500,000	2,884,500	2,884,500
70.01.3815.00	SALES OF NONPOTABLE WATER	30,585	-	30,585	-
70.01.3820.00	WATER TAP FEE	827,537	804,625	871,730	965,550
70.01.3825.00	RAW WATER DEVELOPMENT FEE	730,714	100,000	800,000	816,294
70.01.3830.00	CONNECTION CHARGES	-	2,500	-	-
70.01.3840.00	HYDRANT/BULK WATER	18,767	18,000	18,767	18,000
70.01.3810.00	NON-POTABLE WATER SALES	-	-	-	-
70.01.3845.00	WATER LEASE	6,001	1,500	6,001	1,500
70.01.3850.00	WATER SHARE FEES	-	1,000,000	-	-
70.01.3852.00	WATER METER FEE	34,574	15,000	33,500	15,000
70.01.3960.00	INTEREST INCOME	95,531	126,000	112,180	95,000
70.01.3970.00	MISCELLANEOUS	161,898	125,000	162,200	125,000
70.01.3985.00	REFUND OF EXPENDITURES	1,798	-	1,798	-
<b>SUBTOTAL</b>		<b>4,167,789</b>	<b>5,692,625</b>	<b>5,216,261</b>	<b>5,245,844</b>
<b>TOTAL FUND REVENUES</b>		<b>4,167,789</b>	<b>5,692,625</b>	<b>5,216,261</b>	<b>5,245,844</b>
<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>					<b>19,974,770</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>					<b>\$ 25,220,614</b>

**Water Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
<b>Administrative Costs</b>					
<b>Personnel Services</b>					
70.12.4001.00	Salaries	\$ 66,089	105,300	105,300	103,650
70.12.4002.00	Overtime	\$ -	500	500	500
70.12.4010.00	Payroll Taxes	\$ 4,885	8,100	8,100	7,900
70.12.4020.00	Unemployment Taxes	\$ -	1,150	1,150	1,100
70.12.4025.00	Workers Compensation	\$ 61	2,500	2,500	2,900
70.12.4030.00	Group Insurance	\$ 10,331	22,000	22,000	22,300
70.12.4035.00	Retirement Contribution	\$ 4,668	7,500	7,500	6,950
	<b>Total Personnel Services</b>	\$ 86,033	\$ 147,050	\$ 147,050	\$ 145,300
<b>Contractual Services</b>					
70.12.4110.00	Billing & Administrative	\$ -	100,000	100,000	100,000
70.12.4135.00	Other Contractual Services	\$ 18,208	19,900	19,900	34,500
70.12.4140.00	Postage	\$ 635	1,200	1,200	1,200
70.12.4145.00	Printing & Advertising	\$ 6,058	22,000	22,000	15,500
70.12.4150.00	Professional Services	\$ -	2,400	2,400	2,400
	<b>Total Contractual Services</b>	\$ 24,901	\$ 145,500	\$ 145,500	\$ 153,600
<b>Other Charges</b>					
70.12.4570.00	Miscellaneous		230,000	414,000	386,400
	<b>Total Other Charges</b>	\$ -	\$ 230,000	\$ 414,000	\$ 386,400
<b>Operational Costs</b>					
<b>Personnel Services</b>					
70.90.4001.00	Salaries	\$ 193,311	339,000	297,000	343,800
70.90.4002.00	Overtime	\$ 7,593	10,000	10,000	10,000
70.90.4005.00	Compensated Absences	\$ -	6,000	6,000	6,000
70.90.4010.00	Payroll Taxes	\$ 14,632	26,600	26,600	26,850
70.90.4020.00	Unemployment Taxes	\$ -	2,970	2,970	3,100

**Water Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
70.90.4025.00	Workers Compensation	\$ 4,437	17,000	17,000	17,000
70.90.4030.00	Group Insurance	\$ 40,221	101,700	60,500	69,400
70.90.4035.00	Retirement Contribution	\$ 9,002	14,550	13,900	14,700
	<b>Total Personnel Services</b>	\$ 269,196	\$ 517,820	\$ 433,970	\$ 490,850
	<b><u>New Personnel</u></b>				
70.90.4001.00	Salaries	\$ -	-	-	23,000
70.90.4002.00	Overtime	\$ -	-	-	1,000
70.90.4010.00	Payroll Taxes	\$ -	-	-	1,850
70.90.4020.00	Unemployment Taxes	\$ -	-	-	800
70.90.4025.00	Workers Compensation	\$ -	-	-	1,100
70.90.4030.00	Group Insurance	\$ -	-	-	10,950
70.90.4035.00	Retirement Contribution	\$ -	-	-	2,000
	<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ 40,700
	<b><u>Contractual Services</u></b>				
70.90.4122.00	Maintenance - Buildings	\$ 2,614	15,000	7,000	46,000
70.90.4125.00	Maintenance - Equipment	\$ 74,493	70,000	100,000	94,000
70.90.4127.00	Maintenance - Infrastructure	\$ 91,588	95,000	105,000	89,000
70.90.4130.00	Maintenance - Vehicles	\$ 4,897	5,000	5,000	5,000
70.90.4135.00	Other Contractual Services	\$ 87,068	163,000	148,000	126,500
70.90.4150.00	Professional Services	\$ 102,520	160,000	140,000	150,000
70.90.4170.00	Telephone & Internet	\$ 2,750	600	4,000	5,480
70.90.4180.00	Travel & Training	\$ (75)	10,000	-	5,000
70.90.4190.00	Utilities	\$ 129,382	218,000	218,000	220,000
70.90.4195.00	Water Assessments	\$ 118,992	229,000	160,000	200,000
	<b>Total Contractual Services</b>	\$ 614,229	\$ 965,600	\$ 887,000	\$ 940,980



**Water Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Commodities</b>				
400-90000-4300	Chemicals	\$ 125,019	-	140,000	135,000
70.90.4310.00	Computers & Software	\$ 178	3,000	1,000	4,900
70.90.4330.00	Fuel & Lubricants	\$ 7,649	12,000	12,000	12,000
70.90.4340.00	Hydrants	\$ 6,752	15,000	15,000	15,000
70.90.4385.00	Supplies - General	\$ 5,158	10,000	10,000	14,000
70.90.4390.00	Supplies - Janitorial	\$ 679	1,300	1,300	1,300
70.90.4395.00	Supplies - Lab	\$ 12,100	12,000	13,000	18,000
70.90.4410.00	Supplies - Operational	\$ 38,841	170,000	55,000	60,000
70.90.4420.00	Supplies - Safety	\$ 1,667	3,000	3,000	3,000
70.90.4430.00	Supplies - Training	\$ 16	2,500	500	1,500
70.90.4440.00	Supplies - Vehicles	\$ 63	2,500	2,000	2,000
70.90.4460.00	Uniforms	\$ 3,041	2,500	3,100	3,200
70.90.4480.00	Water Meters	\$ 54,662	105,000	105,000	110,000
	<b>Total Commodities</b>	\$ 255,825	\$ 338,800	\$ 360,900	\$ 379,900
	<b>Other Charges</b>				
70.90.4515.00	Depreciation	\$ 225,872	355,000	355,000	410,000
70.90.4540.00	Insurance	\$ 27,152	44,700	44,700	48,700
70.90.4570.00	Miscellaneous	\$ 77,414	20,000	85,000	75,000
70.90.	Memberships& Subscriptions	\$ 559	1,000	1,000	1,000
	<b>Total Other Charges</b>	\$ 330,997	\$ 420,700	\$ 485,700	\$ 534,700
	<b>Capital - \$5,000/item min.</b>				
70.90.4840.00	Infrastructure	\$ 929,667	6,068,000	1,828,000	18,735,000
70.90.4860.00	Vehicles	\$ 29,847	35,000	30,000	-
70.90.4880.00	Water Shares	\$ -	750,000	275,000	500,000
	<b>Total Capital</b>	\$ 959,514	\$ 6,853,000	\$ 2,133,000	\$ 19,235,000
	<b>Total Budget Request</b>	\$ 2,540,694	\$ 9,618,470	\$ 5,007,120	\$ 22,307,430

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**SEWER FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Sewer Fund	635,200	1,167,750	237,960	312,600	2,353,510	25,352,000	-	27,705,510
<b>Totals</b>	<b>\$ 635,200</b>	<b>\$ 1,167,750</b>	<b>\$ 237,960</b>	<b>\$ 312,600</b>	<b>\$ 2,353,510</b>	<b>\$ 25,352,000</b>	<b>\$ -</b>	<b>\$ 27,705,510</b>

Total Cash Available \$ 20,509,699

Ending Fund Balance \$ (7,195,811)

% of Total Budget	2.29%	4.21%	0.86%	1.13%	8.49%	91.51%	0.00%	100.00%
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2019 Actuals 4,685,053

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
	<u>SEWER FUND REVENUES</u>	<u>Jan - Aug</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
		<u>Actuals</u>	<u>Budget</u>		
72.01.3410.00	GRANT	-	1,000,000	200,000	-
72.01.3775.00	SEWER - REGIONAL IMPACT FEE	-	-	-	400,000
72.01.3870.00	SEWER CHARGES	1,413,072	1,950,000	2,118,130	2,123,500
72.01.3880.00	SEWER TAP FEES	505,670	660,000	660,000	792,000
72.01.3960.00	INTEREST	14,497	81,000	16,500	7,200
72.01.3970.00	MISCELLANEOUS	10,046	1,000	8,400	2,000
72.01.3999.00	TRANSFERS IN	-	10,000,000	10,000,000	-
	<b>SUBTOTAL</b>	<b>1,943,285</b>	<b>13,692,000</b>	<b>13,003,030</b>	<b>3,324,700</b>
	<b>TOTAL FUND REVENUES</b>	<b>1,943,285</b>	<b>13,692,000</b>	<b>13,003,030</b>	<b>3,324,700</b>
	<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>				<b>17,184,999</b>
	<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>				<b>20,509,699</b>

**Sewer Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
<b>Administrative Costs</b>					
<b>Personnel Services</b>					
72.12.4001.00	Salaries	\$ 64,523	102,850	102,850	103,650
72.12.4002.00	Overtime	\$ -	500	500	500
72.12.4010.00	Payroll Taxes	\$ 4,772	7,900	7,900	7,900
72.12.4020.00	Unemployment Taxes	\$ -	950	950	1,100
72.12.4025.00	Workers Compensation	\$ 59	2,500	2,500	2,900
72.12.4030.00	Group Insurance	\$ 9,942	21,500	21,500	22,300
72.12.4035.00	Retirement Contribution	\$ 4,601	7,400	7,400	6,950
	<b>Total Personnel Services</b>	\$ 83,897	\$ 143,600	\$ 143,600	\$ 145,300
<b>Contractual Services</b>					
72.12.4110.00	Billing & Administrative	\$ -	100,000	100,000	100,000
72.12.4135.00	Other Contractual Services	\$ 8,880	10,800	-	30,300
72.12.4140.00	Postage	\$ -	1,100	1,100	1,100
72.12.4145.00	Printing & Advertising	\$ 6,058	13,000	-	15,500
	<b>Total Contractual Services</b>	\$ 14,937	\$ 124,900	\$ 101,100	\$ 146,900
<b>Other Charges</b>					
72.12.4570.00	Miscellaneous	\$ -	42,000	-	15,000
	<b>Total Other Charges</b>	\$ -	\$ 42,000	\$ -	\$ 15,000
<b>Operational Costs</b>					
<b>Personnel Services</b>					
72.90.4001.00	Salaries	\$ 158,747	296,900	248,200	312,300
72.90.4002.00	Overtime	\$ 6,153	10,000	10,000	10,000
72.90.4005.00	Compensated Absences	\$ -	6,000	6,000	6,000
72.90.4010.00	Payroll Taxes	\$ 11,989	22,800	22,800	24,400
72.90.4020.00	Unemployment Taxes	\$ -	2,570	2,570	2,900

**Sewer Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
72.90.4025.00	Workers Compensation	\$ 3,600	17,000	17,000	17,000
72.90.4030.00	Group Insurance	\$ 31,676	81,400	48,500	63,200
72.90.4035.00	Retirement Contribution	\$ 7,488	12,400	11,600	13,400
	<b>Total Personnel Services</b>	\$ 219,653	\$ 449,070	\$ 366,670	\$ 449,200
	<b><u>New Personnel</u></b>				
72.90.4001.00	Salaries	\$ -	-	-	23,000
72.90.4002.00	Overtime	\$ -	-	-	1,000
72.90.4010.00	Payroll Taxes	\$ -	-	-	1,850
72.90.4020.00	Unemployment Taxes	\$ -	-	-	800
72.90.4025.00	Workers Compensation	\$ -	-	-	1,100
72.90.4030.00	Group Insurance	\$ -	-	-	10,950
72.90.4035.00	Retirement Contribution	\$ -	-	-	2,000
	<b>Total New Personnel</b>	\$ -	\$ -	\$ -	\$ 40,700
	<b><u>Contractual Services</u></b>				
72.90.4122.00	Maintenance - Buildings	\$ 1,519	20,000	3,000	10,000
72.90.4125.00	Maintenance - Equipment	\$ 36,359	85,000	70,000	100,000
72.90.4127.00	Maintenance - Infrastructure	\$ 34,913	75,000	75,000	460,000
72.90.4130.00	Maintenance - Vehicles	\$ 1,568	3,500	3,000	3,000
72.90.4135.00	Other Contractual Services	\$ 109,893	180,000	180,000	195,000
72.90.4140.00	Postage	\$ 11	200	150	150
72.90.4145.00	Printing & Advertising	\$ -	200	150	150
72.90.4150.00	Professional Services	\$ 77,265	555,000	350,000	10,000
72.90.4160.00	Rents	\$ 3,227	5,000	5,000	5,000

**Sewer Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
72.90.4170.00	Telephone & Internet	\$ 7,171	6,800	8,500	9,050
72.90.4180.00	Travel & Training	\$ -	7,500	750	3,500
72.90.4190.00	Utilities	\$ 108,111	220,000	220,000	225,000
	<b>Total Contractual Services</b>	\$ 380,038	\$ 1,158,200	\$ 915,550	\$ 1,020,850
	<b>Commodities</b>				
72.90.4300.00	Chemicals	\$ 97,844	140,000	140,000	145,000
72.90.4310.00	Computers & Software	\$ 178	2,000	1,000	3,210
72.90.4330.00	Fuel & Lubricants	\$ 10,119	9,500	13,000	13,000
72.90.4380.00	Supplies - Buildings	\$ 219	3,500	3,000	3,000
72.90.7385.00	Supplies - General	\$ 2,719	5,000	4,000	5,000
72.90.4390.00	Supplies - Janitorial	\$ 62	1,500	1,500	1,500
72.90.4395.00	Supplies - Lab	\$ 724	9,000	3,000	10,000
72.90.4400.00	Supplies - Office	\$ -	500	250	250
72.90.4410.00	Supplies - Operational	\$ 14,844	50,000	25,000	50,000
72.90.4420.00	Supplies - Safety	\$ 876	6,000	1,500	1,500
72.90.4430.00	Supplies - Training	\$ 16	2,500	500	1,500
72.90.4440.00	Supplies - Vehicles	\$ -	2,500	2,000	2,000
72.90.4460.00	Uniforms	\$ -	2,000	-	2,000
	<b>Total Commodities</b>	\$ 127,602	\$ 234,000	\$ 194,750	\$ 237,960
	<b>Other Charges</b>				
72.90.4515.00	Depreciation	\$ 128,668	205,000	215,000	235,000
72.90.4540.00	Insurance	\$ 16,460	44,100	44,100	47,100
72.90.4560.00	Memberships & Subscriptions	\$ -	500	500	500
72.90.4570.00	Miscellaneous	\$ 9,330	10,000	10,000	15,000
	<b>Total Other Charges</b>	\$ 154,458	\$ 259,600	\$ 269,600	\$ 297,600

**Sewer Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
<b>Capital</b>					
	<b>Capital - \$5,000/item min.</b>				
72.90.4810.00	Buildings	\$ -	30,000	20,000	8,000,000
72.90.4830.00	Equipment	\$ 38,336	55,000	63,000	183,500
72.90.4840.00	Infrastructure	\$ 781,987	10,754,000	3,060,000	17,168,500
72.90.4860.00	Vehicles	\$ 29,847	35,000	30,000	-
	<b>Total Capital</b>	\$ 850,170	\$ 10,874,000	\$ 3,173,000	\$ 25,352,000
	<b>Total Budget Request</b>	<b>\$ 1,830,756</b>	<b>\$ 13,285,370</b>	<b>\$ 5,164,270</b>	<b>\$ 27,705,510</b>

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**DRAINAGE FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Drainage Fund	274,550	156,300	10,330	13,000	454,180	1,743,750	-	2,197,930
<b>Totals</b>	<b>\$ 274,550</b>	<b>\$ 156,300</b>	<b>\$ 10,330</b>	<b>\$ 13,000</b>	<b>\$ 454,180</b>	<b>\$ 1,743,750</b>	<b>\$ -</b>	<b>\$ 2,197,930</b>
Total Cash Available								\$ 3,377,974
Ending Fund Balance								\$ 1,180,044
% of Total Budget	12.49%	7.11%	0.47%	0.59%	20.66%	79.34%	0.00%	100.00%
2019 Actuals	216,764							



		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Jul</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
<u>DRAINAGE FUND REVENUES</u>		<u>Actuals</u>	<u>Budget</u>		
74.01.3720.00	DRAINAGE IMPACT FEE	181,459	50,000	200,000	75,000
74.01.3860.00	DRAINAGE CHARGES	266,422	435,000	457,200	457,200
74.01.3960.00	INTEREST	10,728	25,200	12,978	5,400
74.01.3970.00	MISCELLANEOUS	-	-	-	-
74.01.3985.00	REFUND OF EXPENDITURES	-	-	-	-
<b>SUBTOTAL</b>		<b>277,150</b>	<b>460,200</b>	<b>470,178</b>	<b>462,600</b>
<b>TOTAL FUND REVENUES</b>		<b>277,150</b>	<b>460,200</b>	<b>470,178</b>	<b>462,600</b>
<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>					<b>2,915,374</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>					<b>3,377,974</b>

**Drainage Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
<b>Administrative Costs</b>					
<b>Personnel Services</b>					
74.12.4001.00	Salaries	\$ 48,559	78,500	78,500	68,300
74.12.4002.00	Overtime	\$ -	500	500	500
74.12.4010.00	Payroll Taxes	\$ 3,599	6,050	6,050	5,300
74.12.4020.00	Unemployment Taxes	\$ -	750	750	750
74.12.4025.00	Workers Compensation	\$ 47	2,500	2,500	2,500
74.12.4030.00	Group Insurance	\$ 7,156	17,300	17,300	13,300
74.12.4035.00	Retirement Contribution	\$ 3,463	5,600	5,600	4,900
	<b>Total Personnel Services</b>	\$ 62,824	\$ 111,200	\$ 111,200	95,550
<b>Contractual Services</b>					
74.12.4110.00	Billing & Administrative	\$ -	20,000	20,000	20,000
74.12.4135.00	Other Contractual Services	\$ 4,805	3,000	4,500	17,600
74.12.4140.00	Postage	\$ -	500	500	500
74.12.4145.00	Printing & Advertising	\$ 4,038	8,400	8,400	10,600
	<b>Total Contractual Services</b>	\$ 8,844	\$ 31,900	\$ 33,400	48,700
<b>Operational Costs</b>					
<b>Personnel Services</b>					
74.90.4001.00	Salaries	\$ 69,518	106,700	106,700	116,100
74.90.4002.00	Overtime	\$ 98	4,500	4,500	4,000
74.12.4005.00	Compensated Absences	\$ -	6,000	6,000	6,000
74.90.4010.00	Payroll Taxes	\$ 5,147	8,450	8,450	9,100
74.90.4020.00	Unemployment Taxes	\$ -	950	950	1,150
74.90.4025.00	Workers Compensation	\$ 2,076	17,000	17,000	14,000

**Drainage Fund**

<b><u>Acct. No.</u></b>	<b><u>Account Title</u></b>	<b><u>2020 Jan - Aug Actuals</u></b>	<b><u>2020 Adopted Budget</u></b>	<b><u>2020 Estimated</u></b>	<b><u>2021 Proposed</u></b>
74.90.4030.00	Group Insurance	\$ 9,409	26,450	26,450	22,750
74.90.4035.00	Retirement Contribution	\$ 4,599	5,550	5,550	5,900
	<b>Total Personnel Services</b>	\$ 90,848	\$ 175,600	\$ 175,600	179,000
	<b><u>Contractual Services</u></b>				
74.90.4125.00	Maintenance - Equipment	\$ -	2,500	2,000	2,500
74.90.4127.00	Maintenance - Infrastructure	\$ 59,983	95,000	90,000	60,000
74.90.4130.00	Maintenance - Vehicles	\$ -	1,500	1,000	1,000
74.90.4140.00	Postage	\$ -	200	50	50
74.90.4145.00	Printing & Advertising	\$ -	250	50	300
74.90.4150.00	Professional Services	\$ -	40,000	-	40,000
74.90.4160.00	Rents	\$ -	2,500	1,000	1,000
74.90.4170.00	Telephone & Internet	\$ 522	1,000	1,000	1,250
74.90.4180.00	Travel & Training	\$ 774	2,500	1,500	1,500
	<b>Total Contractual Services</b>	\$ 61,279	\$ 145,450	\$ 96,600	107,600
	<b><u>Commodities</u></b>				
74.90.4310.00	Computers & Software	\$ -	-	-	980
74.90.4330.00	Fuel & Lubricants	\$ -	1,000	750	750
74.90.4385.00	Supplies - General	\$ -	2,000	1,000	1,000
74.90.4410.00	Supplies - Operational	\$ -	6,500	3,000	3,000
74.90.4420.00	Supplies - Safety	\$ -	3,500	3,000	3,000
74.90.4430.00	Supplies - Training	\$ -	500	500	500
74.90.4440.00	Supplies - Vehicles	\$ -	750	500	500
74.90.4460.00	Uniforms	\$ 500	500	500	600
	<b>Total Commodities</b>	\$ 500	\$ 14,750	\$ 9,250	10,330

**Drainage Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Other Charges</b>				
74.90.4515.00	Depreciation	\$ 3,355	7,000	7,000	8,500
74.90.4540.00	Insurance	\$ 2,616	1,600	4,200	3,700
74.90.4560.00	Memberships & Subscriptions	\$ -	500	300	300
74.90.4570.00	Miscellaneous	\$ -	1,000	500	500
	<b>Total Other Charges</b>	\$ 5,971	\$ 10,100	\$ 12,000	13,000
<b>Capital</b>					
	<b>Capital - \$5,000/item min.</b>				
74.90.4840.00	Infrastructure	\$ 184,374	515,000	365,000	1,743,750
	<b>Total Capital</b>	\$ 184,374	\$ 515,000	\$ 365,000	1,743,750
	<b>Total Budget Request</b>	\$ 414,639	\$ 1,004,000	\$ 803,050	2,197,930

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
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**CEMETERY PERPETUAL EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Cemetery Fund	-	-	-	-	-	-	-	-
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cash Available								\$ 142,514
Ending Fund Balance								\$ 142,514
% of Total Budget	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2019 Actuals	0							

<b><u>CEMETERY PERPETUAL FUND REVENUES</u></b>		<b><u>2020</u></b>	<b><u>2020</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
		<b><u>Jan - Jul</u></b>	<b><u>Proposed</u></b>	<b><u>Estimated</u></b>	<b><u>Proposed</u></b>
		<b><u>Actuals</u></b>	<b><u>Budget</u></b>		
80.01.3940.00	CEMETERY LOT PURCHASE	6,905	903	7,000	900
80.01.3960.00	INTEREST INCOME	814	100	875	400
	<b>SUBTOTAL</b>	<b>7,718</b>	<b>1,003</b>	<b>7,875</b>	<b>1,300</b>
	<b>TOTAL FUND REVENUES</b>	<b>7,718</b>	<b>1,003</b>	<b>7,875</b>	<b>1,300</b>
	<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>				141,214
	<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>				<b>142,514</b>

**Cemetery Perpetual Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Jul Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b>Contractual Services</b>				
80.90.4150.00	Professional Services				
	<b>Total Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
	<b>Other Charges</b>				
80.90.4570.00	Miscellaneous				
	<b>Total Other Charges</b>	\$ -	\$ -	\$ -	\$ -
	<b>Transfers</b>				
80.90.4999.00	Transfers Out				
	<b>Total Trasfers Out</b>	\$ -	\$ -	\$ -	\$ -
	<b>Capital - \$5,000/item min.</b>				
80.90.4840.00	Infrastructure				
	<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -
	<b>Total Budget Request</b>	\$ -	\$ -	\$ -	\$ -

**TOWN OF JOHNSTOWN  
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**LIBRARY FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Library Fund	453,000	475,000	152,000	14,500	1,094,500	-	-	1,094,500
Totals	\$ 453,000	\$ 475,000	\$ 152,000	\$ 14,500	\$ 1,094,500	\$ -	\$ -	\$ 1,094,500

Total Cash Available \$ 6,839,364

Ending Fund Balance \$ 5,744,864

% of Total Budget      0.00%      0.00%      0.00%      0.00%      0.00%      0.00%      0.00%      0.00%

2019 Actuals      2,260,637



		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Aug</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
		<u>Actuals</u>	<u>Budget</u>		
<b><u>LIBRARY FUND</u></b>					
92.01.3730.00	LIBRARY FACILITIES FEE	307,376	20,000	294,748	215,000
92.01.3953.00	DONATION	-	3,500	9,500	3,500
92.01.3960.00	INTEREST INCOME	2,123	1,500	50,000	60,000
92.01.3970.00	MISCELLANEOUS	-	7,500	2,200	7,500
92.01.3985.00	WELD LIBRARY DIST.	83,885	824,716	827,171	703,095
92.01.3999.00	TRANSFERS IN - TOJ		1,022,660	1,022,066	883,500
	<b>SUBTOTAL</b>	<u>393,384</u>	<u>1,879,876</u>	<u>2,205,685</u>	<u>1,872,595</u>
<b>TOTAL FUND REVENUES</b>		<u>393,384</u>	<u>1,879,876</u>	<u>2,205,685</u>	<u>1,872,595</u>
<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>					4,966,769
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>					<u>\$ 6,839,364</u>
<b>RESTRICTED FOR IMPACT ONLY (Held by Town)</b>			1,168,192		

**Library Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Personnel Services</u></b>				
92.90.4001.00	Salaries	\$ 173,480			453,000
92.90.4002.00	Overtime	\$ -			
92.90.4010.00	Payroll Taxes	\$ 13,272			
92.90.4020.00	Unemployment Taxes	\$ -			
92.90.4025.00	Workers Compensation	\$ 362			
	<b>Total Personnel Services</b>	\$ 187,114	\$ 425,000	\$ 352,500	\$ 453,000
	<b><u>Contractual Services</u></b>				
92.90.4122.00	Maintenance - Buildings	-	300,000	1,360,000	380,000
92.90.4125.00	Maintenance - Equipment	-	-	-	-
92.90.4127.00	Maintenance - Infrastructure	-	100,000	-	-
92.90.4145.00	Printing & Advertising	-	20,000	20,000	32,000
92.90.4150.00	Professional Services	833	10,000	-	10,000
92.90.4170.00	Telephone & Internet	-	7,500	7,000	8,000
92.90.4180.00	Travel & Training	-	5,000	500	5,000
92.90.4190.00	Utilities	-	40,000	30,000	40,000
	<b>Total Contractual Services</b>	\$ 833	\$ 482,500	\$ 1,417,500	\$ 475,000
	<b><u>Commodities</u></b>				
92.90.4310.00	Computers & Software	-	15,000	-	5,000
92.90.4385.00	Supplies - General	-	3,000	58,000	87,000
92.90.4390.00	Supplies - Janitorial	-	2,000	1,000	3,000
92.90.4400.00	Supplies - Office	-	35,000	6,000	12,000
92.90.4410.00	Supplies - Operational	-	74,000	45,000	45,000
	<b>Total Commodities</b>	\$ -	\$ 129,000	\$ 110,000	\$ 152,000
	<b><u>Other Charges</u></b>				
92.90.4540.00	Insurance	-	5,000	3,500	5,000
92.90.4560.00	Memberships & Subscriptions	-	2,500	4,300	7,500

**Library Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
92.90.4570.00	Miscellaneous	-	545,915	1,000	2,000
	<b>Total Other Charges</b>	\$ -	\$ 553,415	\$ 8,800	\$ 14,500
	<b>Capital - \$5,000/item min.</b>				
92.90.4810.00	Buildings	-	-	-	-
92.90.4830.00	Equipment	-	-	-	-
	<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -
	<b>Total Budget Request</b>	<b>\$ 187,947</b>	<b>\$ 1,589,915</b>	<b>\$ 1,888,800</b>	<b>\$ 1,094,500</b>

**TOWN OF JOHNSTOWN  
ANNUAL BUDGET  
FY 2021**

**RECREATION CENTER FUND SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Rec Center Fund	-	600,000	-	-	600,000	-	-	600,000
Totals	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000
Total Cash Available								\$ 750,000
Ending Fund Balance								\$ 150,000
% of Total Budget	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%
2019 Actuals	21,482,071							

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2021</u>
		<u>Jan - Jul</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Proposed</u>
		<u>Actuals</u>	<u>Budget</u>		
<b><u>RECREATION CENTER FUND REVENUES</u></b>					
96.01.3999.00	TRANSFER IN	-	600,000	600,000	750,000
	<b>SUBTOTAL</b>	-	600,000	600,000	750,000
<b>TOTAL FUND REVENUES</b>					
		-	600,000	600,000	750,000
<b>UNRESTRICTED CASH BALANCE FORWARD (BEG. FUND BAL.)</b>					(0)
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>					<u>750,000</u>

**Recreation Center Fund**

<u>Acct. No.</u>	<u>Account Title</u>	<u>2020 Jan - Aug Actuals</u>	<u>2020 Adopted Budget</u>	<u>2020 Estimated</u>	<u>2021 Proposed</u>
	<b><u>Contractual Services</u></b>				
96.90.4135.00	Other Contractual Services	\$ 66,756	500,000	500,000	600,000
		\$ 66,756	\$ 500,000	\$ 500,000	\$ 600,000
	<b><u>Capital - \$5,000/item min.</u></b>				
96.90.4810.00	Buildings	\$ 8,127,649	12,000,000	8,500,000	-
		\$ 8,127,649	\$ 12,000,000	\$ 8,500,000	\$ -
96.90.4999.00	Transfer Out	\$ -	-	2,136,360	-
	<b>Total Budget Request</b>	<b>\$ 8,194,405</b>	<b>\$ 12,500,000</b>	<b>\$ 11,136,360</b>	<b>\$ 600,000</b>

TOWN OF JOHNSTOWN, COLORADO

2021 - 2030 Capital Improvement Plan - PROJECTS BY DEPARTMENT

DEPARTMENT	PROJECT NAME	FUND	FY '21	FY '22	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29	FY '30	TOTAL
Administration	Computers & Information Technology	Multiple Funds	\$ 15,000	\$ 65,000	\$ 20,000	\$ 20,000	\$ 70,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 75,000	\$ 25,000	\$ 350,000
Administration	Copier Replacement	General Fund					\$ 10,000				\$ 10,000		\$ 20,000
Administration	Parking Lot Overlays	General Fund			\$ 60,000		\$ 75,000		\$ 75,000			\$ 60,000	\$ 270,000
Administration	Facility Maintenance	General Fund	\$ 60,000	\$ 60,000	\$ 60,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 720,000
Administration	Vehicle Replacement	General Fund						\$ 32,000				\$ 34,000	\$ 66,000
Administration	Computer Software - Utilities/Financial	Multiple Funds		\$ 15,000						\$ 150,000			\$ 165,000
<b>Administration Total</b>			<b>\$ 75,000</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>\$ 95,000</b>	<b>\$ 230,000</b>	<b>\$ 127,000</b>	<b>\$ 170,000</b>	<b>\$ 250,000</b>	<b>\$ 165,000</b>	<b>\$ 199,000</b>	<b>\$ 1,591,000</b>
Planning	Comprehensive Plan & Updates	General Fund					\$ 60,000						\$ 60,000
Planning	Land Use Code Update	General Fund	\$ 155,000										\$ 155,000
Planning	GIS System Development	General Fund	\$ 12,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 147,000
Planning	Park, Trail, OS Master Plan	Parks & OS		\$ 60,000				\$ 40,000					\$ 100,000
<b>Planning Total</b>			<b>\$ 167,000</b>	<b>\$ 75,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 75,000</b>	<b>\$ 55,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 462,000</b>
Police	Copier	General Fund		10,000					10,000				\$ 20,000
Police	Radio Upgrades	General Fund	60,000										\$ 60,000
Police	Vehicle Replacement	General Fund	148,800	234,000	246,000	258,000	270,000	283,000	299,000	105,000	317,000	285,000	\$ 2,445,800
Police	UTV	General Fund		28,200									\$ 28,200
Police	Police Department Expansion	General Fund		150,000	800,000								\$ 950,000
<b>Police Total</b>			<b>\$ 208,800</b>	<b>\$ 422,200</b>	<b>\$ 1,046,000</b>	<b>\$ 258,000</b>	<b>\$ 270,000</b>	<b>\$ 283,000</b>	<b>\$ 309,000</b>	<b>\$ 105,000</b>	<b>\$ 317,000</b>	<b>\$ 285,000</b>	<b>\$ 3,504,000</b>
Parks	Park & OS Mowers	Parks & OS		\$ 20,000	\$ 65,000		\$ 25,000			\$ 25,000		\$ 75,000	\$ 210,000
Parks	Trail Development	Parks & OS	\$ 1,050,000	\$ 350,000		\$ 450,000		\$ 500,000		\$ 500,000		\$ 500,000	\$ 3,350,000
Parks	Regional Park Development	Parks & OS			\$ 500,000			\$ 200,000			\$ 250,000		\$ 950,000
Parks	Playground Improvements	Conservation Trust Fund/Park & OS	\$ 25,000	\$ 150,000	\$ 150,000	\$ 120,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 30,000	\$ 35,000	\$ 150,000	\$ 1,110,000
<b>Parks Total</b>			<b>\$ 1,075,000</b>	<b>\$ 520,000</b>	<b>\$ 715,000</b>	<b>\$ 570,000</b>	<b>\$ 175,000</b>	<b>\$ 850,000</b>	<b>\$ 150,000</b>	<b>\$ 555,000</b>	<b>\$ 285,000</b>	<b>\$ 725,000</b>	<b>\$ 5,620,000</b>
Water	Crew Vehicles	Water / Wastewater Fund		\$ 40,000		\$ 28,000		\$ 28,000		\$ 28,000		\$ 28,000	\$ 152,000
Water	Backhoe Replacement	Multiple Fund							\$ 160,000				\$ 160,000
Water	Generators	Water Fund	\$ 310,000	\$ 200,000									\$ 510,000
Water	Activated Carbon Feed	Water Fund	\$ 625,000										\$ 625,000
Water	Valve Exerciser	Water Fund		\$ 20,000									\$ 20,000
Water	Waterline Replacement/Expansion	Water Fund	\$ 1,060,000	\$ 150,000	\$ 250,000	\$ 125,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,735,000
Water	Instrumentation/SCADA	Water Fund	\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 50,000		\$ 250,000
Water	Hillsborough Ditch to Waterplant Design/Build	Water Fund		\$ 200,000	\$ 2,000,000								\$ 2,200,000
Water	Raw Water Acquisition	Water Fund	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 5,000,000
Water	Raw Water Piping Projects	Water Fund	\$ 200,000	\$ 200,000				\$ 500,000	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000		\$ 45,900,000
Water	South Water Tank Design/Build	Water Fund	\$ 16,000,000										\$ 16,000,000
Water	Water Treatment Plant Expansion	Water Fund	\$ 450,000	\$ 5,000,000									\$ 5,450,000
<b>Water Total</b>			<b>\$ 19,195,000</b>	<b>\$ 6,310,000</b>	<b>\$ 2,800,000</b>	<b>\$ 653,000</b>	<b>\$ 700,000</b>	<b>\$ 1,228,000</b>	<b>\$ 15,910,000</b>	<b>\$ 15,728,000</b>	<b>\$ 15,750,000</b>	<b>\$ 728,000</b>	<b>\$ 79,002,000</b>

TOWN OF JOHNSTOWN, COLORADO

2021 - 2030 Capital Improvement Plan - PROJECTS BY DEPARTMENT

DEPARTMENT	PROJECT NAME	FUND	FY '21	FY '22	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29	FY '30	TOTAL
Wastewater	Sewer Rehabilitation	Wastewater	\$ 150,000		\$ 200,000		\$ 200,000		\$ 200,000				\$ 750,000
Wastewater	Lagoon Rework	Wastewater	\$ 390,000										\$ 390,000
Wastewater	Vehicle	Wastewater		\$ 35,000			\$ 35,000			\$ 35,000		\$ 35,000	\$ 140,000
Wastewater	Instrumentation/SCADA	Wastewater	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 400,000
Wastewater	Low Point Design/Construction Build	Wastewater	\$ 8,250,000	\$ 7,000,000									\$ 15,250,000
Wastewater	Central Plant Design/Construction (Rebuild)	Wastewater	\$ 1,800,000	\$ 10,500,000	\$ 10,000,000								\$ 22,300,000
Wastewater	Sewer Interceptor Expansion & Design	Wastewater	\$ 13,258,500	\$ 28,000,000	\$ 5,000,000								\$ 46,258,500
<b>Wastewater Total</b>			<b>\$ 23,888,500</b>	<b>\$ 45,575,000</b>	<b>\$ 15,240,000</b>	<b>\$ 40,000</b>	<b>\$ 275,000</b>	<b>\$ 40,000</b>	<b>\$ 240,000</b>	<b>\$ 75,000</b>	<b>\$ 40,000</b>	<b>\$ 75,000</b>	<b>\$ 85,488,500</b>
Drainage	Drainage - Estes & Greeley	Drainage	\$ 2,700,000										\$ 2,700,000
Drainage	Storm Drains - Maintenance	Drainage	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 300,000	\$ 150,000	\$ 1,350,000
<b>Drainage Total</b>			<b>\$ 2,800,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 300,000</b>	<b>\$ 150,000</b>	<b>\$ 4,050,000</b>
Cemetery	Riding Mower	Parks & OS		\$ 20,000			\$ 20,000			\$ 20,000			\$ 60,000
Cemetery	Facility Barn	Parks & OS	\$ 35,000	\$ 35,000									\$ 70,000
Cemetery	Columbarium	Parks & OS			\$ 80,000			\$ 100,000				\$ 100,000	\$ 280,000
Cemetery	Cemetery Expansion	Parks & OS		\$ 150,000	\$ 100,000			\$ 100,000					\$ 350,000
Cemetery	Fence around front/north	Parks & OS		\$ 45,000				\$ 75,000					\$ 120,000
<b>Cemetery Total</b>			<b>\$ 35,000</b>	<b>\$ 250,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 880,000</b>
Streets	Curb & Gutter/Sidewalk Replacement	Street & Alley	\$ 145,000	\$ 105,000	\$ 105,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 135,000	\$ 1,210,000
Streets	Street Maintenance Program	Street & Alley	\$ 600,000	\$ 750,000	\$ 850,000	\$ 950,000	\$ 950,000	\$ 950,000	\$ 975,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 9,025,000
Streets	Bridge Repair & Maintenance	Street & Alley		\$ 100,000		\$ 100,000		\$ 100,000		\$ 100,000			\$ 400,000
Streets	Alley Overlay Program	Street & Alley		\$ 100,000		\$ 100,000		\$ 100,000		\$ 100,000		\$ 100,000	\$ 500,000
Streets	LCR 3 Design and Construction	Street & Alley		\$ 150,000		\$ 2,500,000	\$ 1,000,000		\$ 100,000				\$ 3,750,000
Streets	Charlotte Construction	Various Funds	\$ 400,000	\$ 2,500,000					\$ 100,000				\$ 3,000,000
Streets	2nd Street Bridge	Capital Projects Fund	\$ 1,000,000						\$ 3,750,000				\$ 4,750,000
Streets	I-25/Highway 60 Aesthetic Improvements	Capital Projects Fund	\$ 3,400,000										\$ 3,400,000
Streets	Embankment Mower	Street & Alley	\$ 44,000										\$ 44,000
Streets	Pickup/Utility Truck	Street & Alley		\$ 50,000				\$ 50,000				\$ 55,000	\$ 155,000
Streets	Plow Trucks	Street & Alley	\$ 150,000	\$ 75,000			\$ 175,000	\$ 80,000			\$ 175,000		\$ 655,000
Streets	Roller for Street Repair	Street & Alley					\$ 60,000						\$ 60,000
Streets	Street Sweeper	Street & Alley							\$ 285,000				\$ 285,000
Streets	VacTruck	Street & Alley		\$ 180,000							\$ 200,000		\$ 380,000
<b>Street &amp; Alley Total</b>			<b>\$ 5,739,000</b>	<b>\$ 4,010,000</b>	<b>\$ 955,000</b>	<b>\$ 3,765,000</b>	<b>\$ 2,300,000</b>	<b>\$ 1,395,000</b>	<b>\$ 5,050,000</b>	<b>\$ 1,610,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,290,000</b>	<b>\$ 27,614,000</b>
<b>TOTALS</b>			<b>\$ 53,183,300</b>	<b>\$ 57,402,200</b>	<b>\$ 21,191,000</b>	<b>\$ 5,496,000</b>	<b>\$ 4,145,000</b>	<b>\$ 4,353,000</b>	<b>\$ 21,994,000</b>	<b>\$ 18,508,000</b>	<b>\$ 18,372,000</b>	<b>\$ 3,567,000</b>	<b>\$ 208,211,500</b>





# Town of Johnstown

## TOWN COUNCIL CONSENT AGENDA COMMUNICATIONS

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**AGENDA DATE:** October 19, 2020

**SUBJECT:** 2020 Larimer County Tax Lien Certification

**PRESENTED BY:** Mitzi McCoy, Finance Director

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CRS 31–20–105 authorizes municipalities to collect all delinquent charges, assessments or taxes by certifying them to the county treasurer. The Town adopted Sections 7-64, 13-23,13-44, 13-142 and 17-287 of the municipal code by ordinance, that address the rights of the Town to collect utility charges and to collect past due, unpaid balances by placing a lien with the county treasurer to be collected with the real estate taxes.

Each year, Larimer County accepts a worksheet containing property numbers, and outstanding amounts due from municipalities that wish to have the County Treasurer collect the past due amounts. The county then adds the delinquent charges, assessments or taxes along with a 10% fee for processing to the property tax bill associated with the outstanding debt.

Municipalities take advantage of this opportunity and use it to collect a variety of outstanding debt owed to the City/Town for things such as utility bills, property abatements, special assessments, permits, etc. The Town of Johnstown has used it in the past primarily for utility bill collection and for property abatement collections.

Larimer County policy requires that all municipalities provide a resolution in order to certify liens each year. The Resolution attached was written in response to that policy.

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**FINANCIAL ADVICE :**  
N/A

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**TOWN OF JOHNSTOWN, COLORADO  
RESOLUTION NO. 2020-31**

**A RESOLUTION CERTIFYING VARIOUS LIENS TO THE  
LARIMER COUNTY TREASURER'S OFFICE FOR INCLUSION IN  
THE APPROPRIATE TAX BILL**

**WHEREAS**, the Town of Johnstown, Colorado (the "Town") is a Colorado home rule municipality, duly organized and existing under the laws of the State of Colorado and the Town's Home Rule Charter; and

**WHEREAS**, C.R.S. § 31-20-105 allows municipalities to "cause any or all delinquent charges, assessments, or taxes made or levied to be certified to the treasurer of the county and be collected and paid over by the treasurer of the county in the same manner as taxes are authorized" if authorized to do so by ordinance; and

**WHEREAS**, the Town adopted Section 7-64, Section 13-23, Section 13-44, Section 13-142 and Section 17-287 of the Johnstown Municipal Code by ordinance, addressing the rights of the Town to collect utility charges, hold the owner of the property responsible for unpaid utilities and collect unpaid balances by placing a lien with the county treasurer to be collected with the real estate taxes; and

**WHEREAS**, the Town has utility bills that have not been paid and desires to place a lien upon the real estate taxes.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE  
TOWN OF JOHNSTOWN, COLORADO, THAT:**

Section 1. The Town Council certifies that the accounts submitted to the Larimer County Treasurer are delinquent and should become as assessment on the property served together with an additional 10% for costs of collection.

Section 2. The Finance Director is authorized to submit the data in any format requested by the Larimer County Treasurer no later than October 30, 2019.

Section 3. Severability. In the event any title, section, paragraph, item, sentence, clause, phrase or word of this resolution is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining portions of the resolution which shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional were not originally a part of the resolution.

Section 4. Repealer. All resolutions, or parts of the same that are inconsistent with the provisions of this resolution, are hereby repealed to the extent of such inconsistency.

PASSED, SIGNED, APPROVED, AND ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_, 2020.

**ATTEST:**

**TOWN OF JOHNSTOWN, COLORADO**

By: \_\_\_\_\_  
Diana Seele, Town Clerk

By: \_\_\_\_\_  
Gary Lebsack, Mayor



# Town of Johnstown

## MEMORANDUM

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TO: Honorable Mayor and Town Council Members

FROM: Matt LeCerf, Town Manager

DATE: October 19, 2020

CC: Town Staff  
Local Media

SUBJECT: Town Manager's Report

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Upcoming Town Council 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):

- 11/02/2020 – Regular Town Council Meeting
  - 11/16/2020 – Regular Town Council Meeting
  - 12/07/2020 – Regular Town Council Meeting
- 

### **Administration, Finance, & Planning**

- *Chapman Reservoir* – The Town and Mountain View Farms own Chapman Reservoir. The parties are working with Warburg Farms Subdivision to clarify the hunting and fishing club permissions they have on Chapman Reservoir. We expect to have an agreement completed by the end of the year.
- *CARES Act Funding* – Regular meetings are taking place with both Larimer and Weld County and the respective municipalities from each county regarding CARES Act funding and ensuring that the funds will be expended by the end of the 2020 focusing on highest and best uses within each municipality and the county.
- *Chapter 13 Johnstown Municipal Code* – The updates to Chapter 13 which consists of the water, sewer, and storm water ordinances are in a final review by Staff. It would be merited to schedule a work session with the Council to go over the changes to Chapter 13 as the Chapter is being completely rewritten.

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- *2021 Budget* – Work is continuing on the 2021 Budget. The first public hearing is planned for November 16, 2020.
- *Comprehensive Plan* – The Steering Committee has been meeting regularly to provide final insight and input for the upcoming draft of the Comprehensive Plan update, which is anticipated to be available for public review in the next 2-3 weeks.
- *Community Outreach* – Planning Staff and Logan Simpson met with several Roosevelt students this week to get feedback for the Comprehensive Plan effort – they had wonderful input that will help shape that plan. The Planning Director met with the JDDA at their monthly meeting to update them on current Town projects, and discuss the façade grant program, and proposed updates to the Outdoor Vendor ordinance. Staff also hosted an informational/Q&A neighborhood meeting in regards to the proposed Podtburg Annexation and Zoning.
- *Planning & Zoning Commission* – PZC held four hearings on October 14<sup>th</sup> for two proposed annexation/zoning projects (Podtburg & Greybill); a Conditional Use Grant; and Filing 8 of Thompson River Ranch.
- *Municipal Court* – Court processed 77 tickets in the month of September.
- *Johnstown Cemetery Committee* – The Cemetery Committee has met a couple times since the end of September to work on drafting a set of Rules and Regulations for the cemetery. They also discussed setting the cost for a space in the columbarium.

## **Police Department**

### ***Training***

- *Department Rifle Training* – The department received in-service training for Patrol Carbine use and qualifications.
- *Narcotics K9 Use Training* – Members of the police department received in service training on search and seizure updates and use of the K9 for narcotics detection and patrol operations.

## **Public Works Department**

### ***Streets, Stormwater, & Parks***

- *Streets* – Crews recently placed 14 tons of hot asphalt in Carlson Farms at the intersection of Ballantine and Morrison. They added pedestrian crossing signs and painted a new crosswalk at the walking path by the pool in attempt to slow traffic down in that area. County Roads 46, 44 and 42 were each graded 3 times.
- *Sweeper* – Our new street sweeper is out and about! Staff have been trained and are excited to have this unit cleaning the streets.
- *Cemetery* – The columbarium has been installed. Crews along with Greeley Monument Company were on site to place on the new concrete slab. We will be adding a walkway to the street with fresh landscaping before winter arrives.
- *Parks* – A new streetlight was installed on Country Acres adjacent to Hays Park. This light was placed mid-block to help with illumination of the area. We continue disinfecting all park playgrounds at least three times per week.

- *Hydrant flushing* – Crews began hydrant flushing the first week of October. Our goal is to flush half the Town hydrants this month and finish the remaining hydrants next spring. A few non-working fire hydrants were found and have been fixed.
- *Senior Center* – A small water issue at the Senior Center cause minor flooding of the entry carpet and playing card area. A leaking toilet overflowed and spilled about 100 gallons of water. Staff was able to shut off the water and replace the toilet. Carpet cleaning was done to clean and sanitize the area.
- *Sewer System & Manhole* – DES has been hired to clean approximately 15,000 linear feet of sanitary sewer lines in Town. We hire DES every year to clean at least 1/3 of the Town sewer system. A new sewer manhole will be installed on Hwy 60 between Denver Ave and the railroad tracks. This new manhole will allow for better maintenance of our system in that area.
- *Lone Tree Pump House* – Work is underway on the upgrade of the Lone Tree Pump Station. These upgrades include three new 100 HP pumps to replace the outdated 75HP pumps. The higher HP pumps allow us to prepare for future expansion of this station. New electrical work is being done to move all electronics above ground to avoid failures due to flooding. SCADA system upgrades will also allow us to monitor the station from the water plant. Work is scheduled to be completed in early November.
- *Low Point* – A blower unit at the Low Point WWTP recently went down. This blower helps with the treatment process of the two sequencing batch reactors; a type of activated sludge process for the treatment of wastewater that we use at Low Point to treat the wastewater. There are two blowers that operate the SBR's with one additional backup. Our goal is to get all three blowers on alternating run times to reduce the burden on any specific blower.
- *Water Plant* – Water flows have started to drop. Some residents are still watering their lawns, but we expect this to continue to drop over the next two weeks. Currently we are treating around 2.5 MGD of water and we are hoping to lower these number to under 2 MGD.



# Town of Johnstown

## TOWN COUNCIL AGENDA COMMUNICATIONS

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<b>AGENDA DATE:</b>	October 19, 2020
<b>SUBJECT:</b>	Public Hearing for Conditional Use Grant – Smith Residence, 301 W. S. 1 <sup>st</sup> Street (Case #USR20-0002)
<b>ACTION PROPOSED:</b>	Consider Resolution 2020-30 approving the Conditional Use Grant for Smith Residence, 301 W. S. 1 <sup>st</sup> Street – use of an historically single-family structure as a single-family residence in the CB (Central Business) zone
<b>ATTACHMENTS:</b>	1 - PZC Agenda Memorandum 2 – Application 3 – Vicinity Map 4 – Resolution 2020-32
<b>PRESENTED BY:</b>	Kim Meyer, Planning & Development Director

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### AGENDA ITEM DESCRIPTION:

The Planning & Zoning Commission held a public hearing on September 30, 2020, regarding a Conditional Use Grant for the Smith Residence at 301 W. S. 1<sup>st</sup> Street, to grant the use of this structure as a single-family home in the CB (Commercial Business) zone, as required by Johnstown Municipal Code.

The structure had been used historically a single-family home, with a recent change to a commercial use in 2018. This change of use did not require any modifications to the existing structure. The request is to change the use back to residential.

The Planning & Zoning Commission voted unanimously to recommend approval of the Conditional Use Grant with conditions that require that existing commercial signage be removed from the property within one year, that the applicant work with the assessor's office to reclassify the property as a residential use, and that the grant may be subject to review upon legitimate complaint received by the Town.

### LEGAL ADVICE:

Resolution was prepared by the Town Attorney.

### FINANCIAL ADVICE:

NA

### RECOMMENDED ACTION:

Approve Resolution 2020-32 approving the Conditional Use Grant for the Smith Residence with conditions.

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P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141

**SUGGESTED MOTIONS:**

**For Approval**

I move that the Town Council approve Resolution 2020-32 approving the Conditional Use Grant for the Smith Residence.

**For Denial**

I move that the Town Council deny Resolution 2020-32 approving the Conditional Use Grant for the Smith Residence.

*Reviewed and Approved for Presentation,*

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Town Manager





# Town of Johnstown

## PLANNING & ZONING COMMISSION AGENDA MEMORANDUM

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<b>ITEM:</b>	<b>USR20-0002: Smith Residence</b>
<b>DESCRIPTION:</b>	Conditional Use Grant for use of a property in the CB (Central Business) zone as a single-family residence
<b>LOCATION:</b>	301 W. South 1 <sup>st</sup> St. (Parcel #105905423006)
<b>APPLICANT:</b>	Bonnie K. Smith, owner
<b>STAFF:</b>	Darryll Wolnik, Planner II
<b>HEARING DATE:</b>	September 30, 2020

---

### PROPERTY INFORMATION

The applicant, Bonnie Smith, is requesting a Conditional Use Grant to allow for a single-family residential use on the property located at 301 W. South 1<sup>st</sup> St. (*See exhibit A – Application Materials*), at the northwest corner of W South 1<sup>st</sup> St. (CO-60) and Raymond Ave. The property is .162 acres (7,040 square feet) and is located in the CB – Central Business zone. The surrounding properties are zoned CB as well.

The property is surrounded by a variety of uses. The property to the west is a detached single-family residence being used as a commercial office, complete with monument sign in the front yard. West-adjacent to that property is a detached single-family residence that is being used as such, though it is also in the CB zone. North-adjacent (rear) is an old grain silo and accompanying buildings. Currently, it is being converted into a residence by the owner. To the south and across W. South 1<sup>st</sup> St. is Johnstown Center, a commercial development which includes a grocery store, fast food restaurant, and strip mall on one side of Johnstown Center Dr, while a bank sits on the other side. The property directly across Raymond Ave. to the east is a detached single-family residence. Adjacent to that property is another similar structure and use, though the detached single-family residence further to the east along W. South 1<sup>st</sup> St. is operating as a commercial business.

An active spur line of the Great Western Railway runs behind this property, adjacent to the Hillsboro ditch, separating the CB zone from the SF-1 single-family detached zone.

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## HISTORY

The property in question was subdivided in 1902 as part of the original plat of Johnstown, and was annexed with that original plat. The property contains a single-family detached home that was built in 1905. There was no zoning until June, 1953, when the property was zoned “B” Residence, which allowed for the single-family residence built upon it. Zoning code was further updated in September, 1972. It was at this time the property received its current zoning designation of CB- Central Business. The property was replatted in 1999, condensing the original five (5) lots on the block into three (3).

The residence on the property was traditionally used as a single-family residence. It was not until May, 2018 that the residence was turned from a full-time residence to a commercial office.

## NOTICE

Notice was published in the local paper of widest circulation, the Johnstown Breeze, on Thursday, September 10, 2020. This notice provided the date, time, and location of the Planning and Zoning Commission hearing, as well as a description of the project. Notices were mailed to all property owners within 500 feet of the property in question. This notice included a map of the proposed project and surrounding area. Note that a community meeting was not held for this project at the request of the Planning & Development Director.

## PROJECT OVERVIEW AND ANALYSIS

The applicant is proposing to revert the use of the property back to single-family residential from commercial office. The structure is a 1,318 square-foot detached single-family residence, featuring one above-grade floor. There is a 280 square-foot attached garage accessible from Raymond Ave. The rear yard is fenced in, and it appears the north and west neighbors’ improvements are encroaching upon the property. This is not an uncommon occurrence in areas that were platted and built at the turn of the 20<sup>th</sup> century. It should be noted that the CB zone stipulates no minimum setbacks, building sizes, or lot sizes. In this way, the zone accounts for the unique nature of century-old development.

The structure was not altered from its residential state when the primary use was changed to commercial in 2018. The kitchen, bedrooms, and bathroom facilities still remain from the previous use. Per the applicant, the only thing required to utilize the property as a residence, other than this permit, is furniture. It should be noted, however, that the Weld County Assessor’s Office classifies this property as commercial, rather than residential. This classification changed for the 2019 valuation, as shown in Weld County records. Per the applicant, the classification of the property as

commercial was the impetus for the conditional use grant. Applicant stated she cannot sell the property as a residence because of the Assessor's classification of the property as commercial.

The property has one parking area, containing two (2) spaces for vehicles, in front of the garage accessible from Raymond Ave. There is additional space for on-street parking, if needed. Two entrances, one on W. South 1<sup>st</sup> St. and one on Raymond Ave., are accessible by paved walkway from the public sidewalk.

### **Comprehensive Plan Goals**

*Goal CC 1 – Walkable, mixed-use economic centers: Residential activity in centers*

Use of this property as a residence would provide additional housing within a walkable distance to Johnstown's historic downtown area.

*Goal DT 4 – Introduce complementary residential areas into the downtown area: Housing types and character*

Allowing this property to be used as a single-family residence will add to the housing mix in Johnstown's downtown area. This property has a smaller-sized residence on a small lot, creating an affordable and unique housing opportunity.

### **Staff Concerns**

Staff is concerned with the signage that is affixed to the house. There is an illuminated wall sign attached to the south side of the home, fronting onto W. South 1<sup>st</sup> St. This sign is commercial in nature and will need to be removed prior to staff support of this project. Any other signage located on site will also need to be removed. Staff would require removal of any commercial signage as a condition of approval.

### **RECOMMENDED FINDINGS AND MOTIONS**

Based on the application received and the preceding analysis for the Smith Residence Conditional Use Grant, located at 301 W. South 1<sup>st</sup> St., the Planning & Zoning Commission finds:

1. The property in question was historically used as a single-family residence.
2. Use of the property as a single-family residence will not negatively impact the surrounding area.
3. The proposed Conditional Use Grant will advance the goals set forth in the Johnstown Area Comprehensive Plan.

- 4. The proposed Conditional Use Grant is in substantial conformance with all applicable Johnstown regulations, standards, and codes.

and therefore, moves to recommend to the Town Council approval of the Smith Residence Conditional Use Grant, located at 301 W. South 1<sup>st</sup> St, with the following conditions:

- 1. Applicant have all commercial signage removed from the property within one (1) year of the final approval of this Conditional Use Grant
- 2. Applicant work with the Weld County Assessor’s Office to change the use classification back to residential within a reasonable timeframe.
- 3. That this Conditional Use Grant be reviewed upon legitimate complaint, at the sole discretion of the Town.

**Alternate Motions**

- A. Motion to Approve with No Conditions: “I move that the Commission recommend to Town Council approval of the Smith Residence Conditional Use Grant, located at 301 W. South 1<sup>st</sup> St., as presented. “
- B. Motion to Deny: “I move that the Commission recommend to the Town Council denial of the Smith Residence Conditional Use Grant, located at 301 W. South 1<sup>st</sup> St., based upon the following...”

Respectfully Submitted,

Planner:



Darryll Wolnik  
Planner II

Reviewed by:



Kim Meyer  
Planning & Development Director

*File Name: S:\PLANNING\2020 Land Use Projects\USR20-0002 CUG 301 S 1<sup>st</sup> Street Residential Use\Staff Report.docx*

**ATTACHMENTS**

- A        Application Materials and Conditional Use Grant Letter
  
- B        Vicinity Map



# Town of Johnstown

## LAND USE APPLICATION

Project Name: Request for Conditional Use Grant

Description: Change zone from CB to Residential for 301 W First South Street, Johnstown, CO 80534

Land Use:  Site Development Plan  Use by Special Review  Conditional Use Grant  Annexation

Subdivision:  Replat/Minor  Preliminary  Final  Combined Prelim/Final

PUD:  Outline/ODP  Prelim/PDP  Final/FDP

Zoning:  Establish Zoning  Rezone

Wireless:  Small Cell  EFR  Alt. Tower  Base Station  Tower/Other

Other:  Downtown Façade Grant

Site Address or Parcel #s: 301 W First South Street, Johnstown, CO 80534 - Parcel #: 105905423006

Applicant/Project Owner: BONNIE K SMITH

Applicant Address: \_\_\_\_\_

Email: blinvestments19@gmail.com Telephone: (970) 590-3827

Consultant /Representative: \_\_\_\_\_

Consultant Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Landowner Authorization to Proceed with Land Use Action: (Required)

The undersigned (1) affirms ownership or authorized representation thereof of the subject property, and (2) hereby authorizes the individuals or entities listed herein as "applicant" and/or "authorized representative" to represent me/us in all aspects of the land use process for the project being submitted with this application.  Please keep me informed of the status and progress of this project via email at the address below.  I do NOT want to be updated on this project. (To modify this request, contact [Planning@TownofJohnstown.com](mailto:Planning@TownofJohnstown.com))

Landowner(s): Bonnie K Smith

Email: blinvestments19@gmail.com Telephone: (970) 590-3827

Bonnie K Smith 08/24/2020  
Signature of Landowner Signature of Landowner

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8/24/20

**Kim Meyer** | Planning & Development Director

Town of Johnstown

450 S Parish Ave. PO Box 609 Johnstown, CO 80534

RE: Conditional Use Grant - **301 W First South Street, Johnstown, CO 80534**

Dear Kim,

I am the current owner of 301 W First South Street, Johnstown, CO 80534, and I am writing to request this property be established as a residential use to increase my ability to sell.

Please note, I am making no changes to the property, nor were there any changes made when it was transitioned from a residence to an insurance office prior to my purchase of this property.

The last known date this property was used as a residence was 05/09/2018, and the office use established only required a change of furniture but no interior changes whatsoever.

I do feel the property remains residential in character, and the ability to use this property as residential will not be detrimental to the surrounding neighborhood nor the nearby commercial district.

In conclusion, based on the above, I formally request a Conditional Use Grant to allow this property to be eligible for residential use.

Sincerely,

*Bonnie K Smith*

08/24/2020

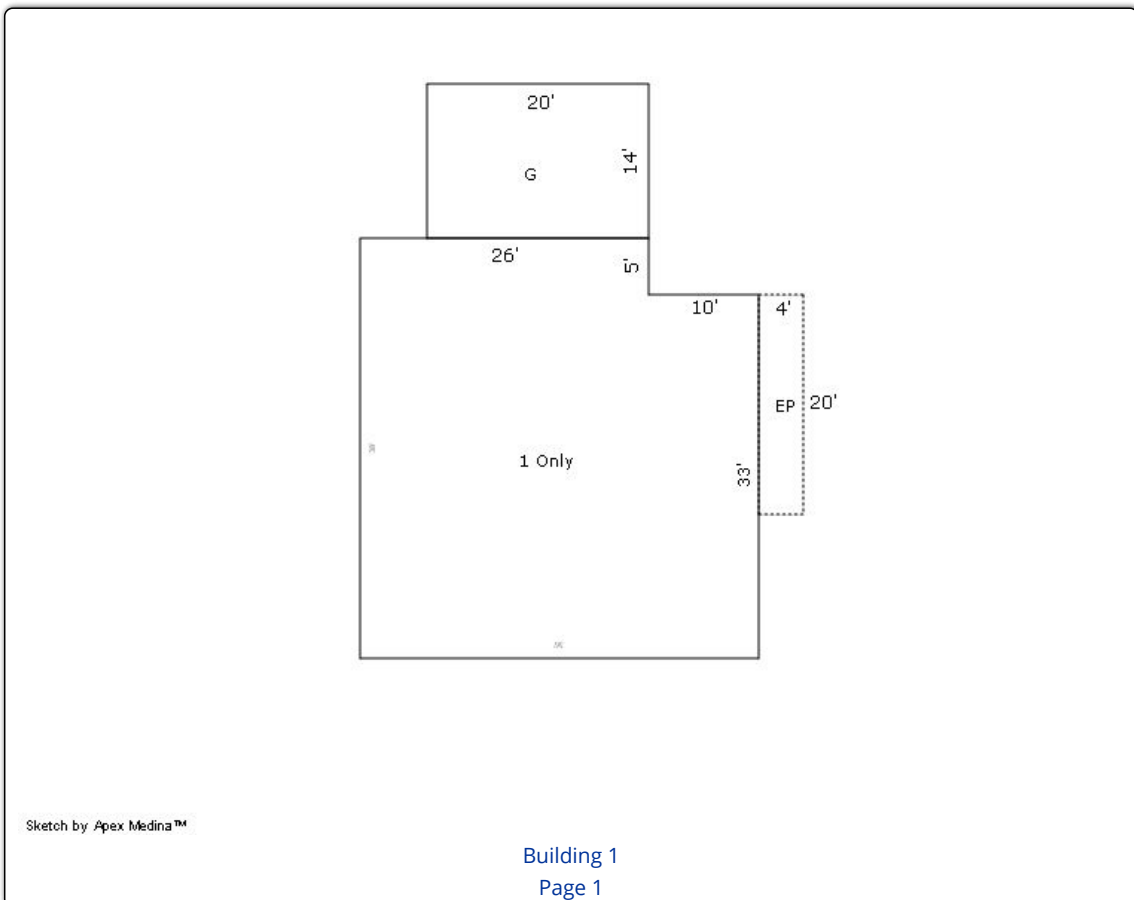
Bonnie Smith

Current Owner



Building 1

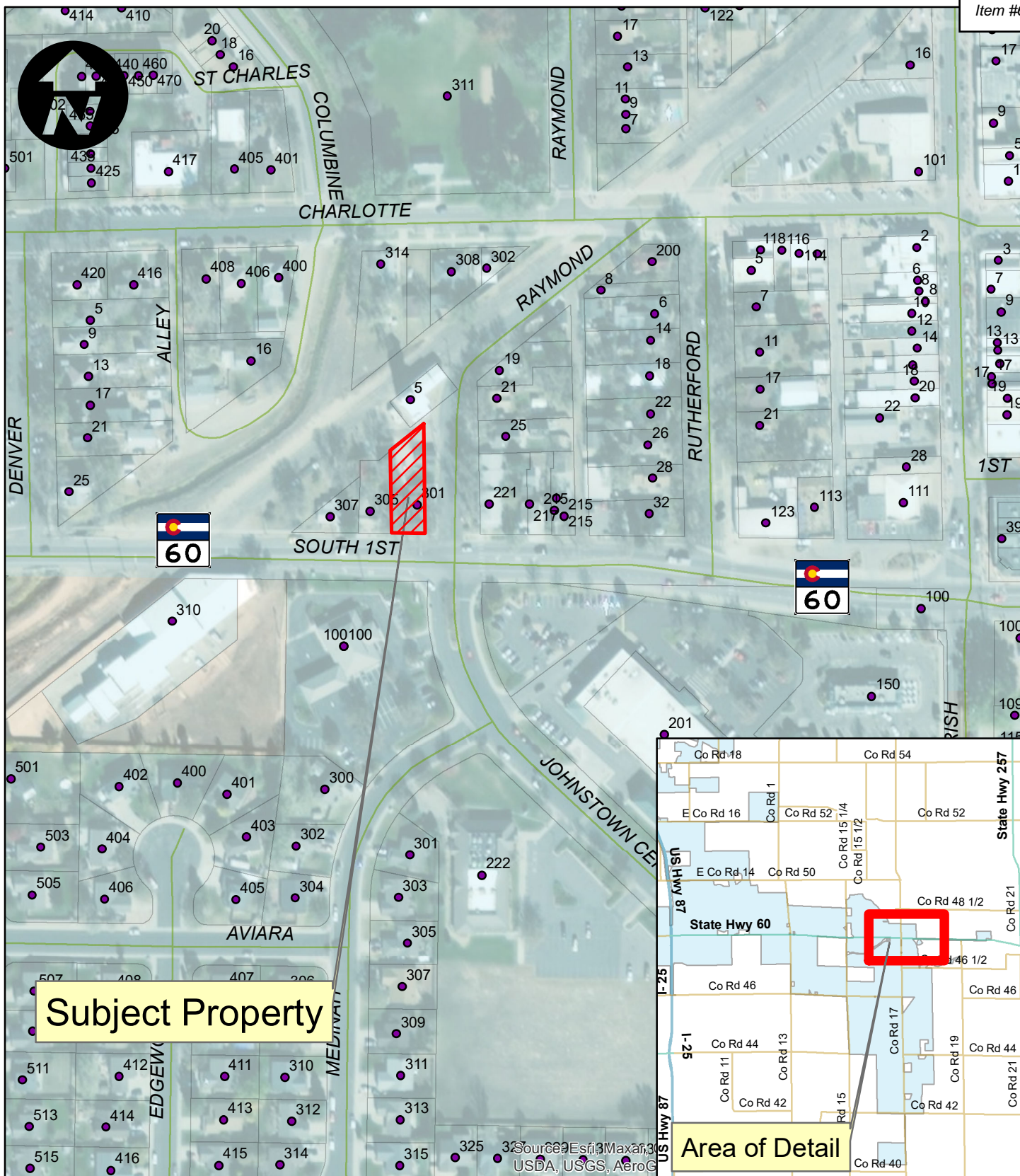
Sketch



Building 1  
Page 1



Item #6.



Subject Property

Area of Detail



**USR20-0002**  
**Smith Residence**  
**301 W. South 1st St.**

175 350

**TOWN OF JOHNSTOWN, COLORADO  
RESOLUTION NO. 2020-32**

**RESOLUTION APPROVING A CONDITIONAL USE GRANT FOR  
PROPERTY LOCATED AT 301 WEST SOUTH FIRST STREET PURSUANT  
TO ARTICLE VII OF CHAPTER 16 OF THE JOHNSNTOWN MUNICIPAL CODE**

**WHEREAS**, the Town of Johnstown, Colorado (“Town”) is a Colorado home rule municipality, duly organized and existing under the laws of the State of Colorado and the Town’s Home Rule Charter; and

**WHEREAS**, the Town Council is vested with authority to administer the affairs of the Town; and

**WHEREAS**, Bonnie Smith, the property owner, filed an application for a conditional use grant to allow single-family residential use of property located at Lot 1A, Block 4 of the Replat of Block 4 Town of Johnstown Subdivision, Town of Johnstown, County of Weld, State of Colorado, known by street address as 301 West South Street, and comprised of approximately .162 acres (“Property”); and

**WHEREAS**, the Property is located in the Central Business CB District; and

**WHEREAS**, Section 16-242(4) of the Johnstown Municipal Code (“Code”) provides that residential use may be permitted in the Central Business CB District upon approval of a conditional use grant as provided in Article VII of Chapter 16; and

**WHEREAS**, Article VII of Chapter 16 of the Code regulates conditional use grants, setting forth, among other matters, the petition process and the criteria for consideration of a conditional use grant; and

**WHEREAS**, on September 30, 2020, pursuant to Section 16-106 of the Code and after due notice, the Planning and Zoning Commission conducted a public hearing and recommended approval of the conditional use grant subject to certain conditions; and

**WHEREAS**, on October 19, 2020, pursuant to Section 16-106 of the Code and after due notice, the Town Council held a public hearing; and

**WHEREAS**, after considering the Planning and Zoning Commission’s recommendations and the factors contained in Section 16-105 of the Code, reviewing the file, and conducting such public hearing, the Town Council desires to approve the conditional use grant subject to conditions.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JOHNSTOWN, COLORADO, THAT:**

1. Approval of Conditional Use Grant. Bonnie Smith’s (“Applicant”) application for a conditional use grant for property located at Lot 1A, Block 4 of the Replat of Block 4 Town of Johnstown Subdivision, Town of Johnstown, County of Weld, State of Colorado, known by street address as 301 West South Street, and comprised of approximately .162 acres, is hereby approved subject to the conditions set forth below.

2. Conditions of Approval. The conditional use grant is approved subject to the following conditions:

- a. The Applicant shall have all commercial signage removed from the Property within one (1) year of the date of this Resolution;
- b. The Applicant shall work with the Weld County Assessor’s Office to change the use classification to residential within a reasonable timeframe; and
- c. This conditional use grant may be reviewed and, in Town Council’s discretion, terminated pursuant to Section 16-104 of the Code based upon, among other potential grounds, a substantiated complaint evidencing that the use is not compatible with the surrounding area.

3. Effective Date. This Resolution shall be effective on the date set forth below.

PASSED, SIGNED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2020.

**ATTEST:**

**TOWN OF JOHNSTOWN, COLORADO**

By: \_\_\_\_\_  
Diana Seele, Town Clerk

By: \_\_\_\_\_  
Gary Lebsack, Mayor



# Town of Johnstown

## TOWN COUNCIL AGENDA COMMUNICATIONS

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**AGENDA DATE:** October 19, 2020

**SUBJECT:** Roofing Contract Project

**ACTION PROPOSED:** Award a Roofing Contract to Front Range Roofing

**ATTACHMENTS:**

1. Estimate
2. CIRSA Estimate
3. Front Range Roofing Proposal
3. CIRSA Email

**PRESENTED BY:** Marco Carani, Public Works Director

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### AGENDA ITEM DESCRIPTION:

Enclosed for your review and consideration is a request to award a contract to Front Range Roofing for the repair of the roof at the Public Works Building. This request will require a budget amendment based on the cost and if the contract is approved, the budget amendment will be provided to Council at the end of the fiscal year. This budget amendment will be a net difference in the ending fund balance of the general fund due to the fact that reimbursement for this cost will be provided by CIRSA our insurance company.

The Public Works building suffered severe wind damage to the membrane on the roof in June 2020. Three sections of the roof are in need of repair, the center section which covers 11,814 square feet of surface area, the south section covers 1,398 square feet of surface area, and the north section covers 1,900 of surface area for a total of 15,112 square feet of surface area.

A claim was submitted to the Town's insurance carrier, CIRSA. A representative from CIRSA came on site to look at the damage, and their estimates came in at \$168,164.82. The Town requested quotes from three (3) vendors as required and only one responded to the request for a bid. Front Range Roofing has provided a bid in the amount of \$124,800. CIRSA did not require the Town to solicit any additional estimates as the quote received from Front Range Roofing is below the insurance companies projected estimate. The e-mail correspondence between the Town and CIRSA is included in this request as well as their estimate and the estimate from Front Range Roofing. CIRSA will be reimbursing us for the full amount of \$124,800. The project will

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also include a warrant for up to 2” size hail damage to help prevent reoccurrence of another claim.

**LEGAL ADVICE:**

N/A

**FINANCIAL ADVICE:**

While a budget amendment will be necessary, revenues associated with this expenditure will be paid out by CIRSA resulting in a no change to ending fund balances.

**RECOMMENDED ACTION:**

To award a contract to Front Range Roofing to repair the Public Works Building Roof.

**SUGGESTED MOTIONS:**

**For Approval**

I move to approve awarding a contract to Front Range Roofing with a pending and corresponding budget amendment to be provided by Staff prior to the close of fiscal year 2020.

**For Denial**

I move to deny awarding a contract to Front Range Roofing with a pending and corresponding budget amendment to be provided by Staff prior to the close of fiscal year 2020.

*Reviewed and Approved for Presentation,*

Town Manager



# Frontier Adjusters of Arvada/Thornton

P.O. Box 280283  
Lakewood, CO 80226  
Tel 303 242 8953  
Fax 866 255 3671  
Email rphillips@frontieradjusters.com  
HAAG Certification #201010137  
FLIR™ The Worlds Sixth Sense™

Insured: Town of Johnstown  
Property: 205 S 1st St Public Works 063  
Johnstown, CO 80534

Home: (970) 534-0247

Claim Rep.: Stevens, Craig  
Company: CIRSA  
Business: 3665 Cherry Creek Drive North  
Denver, CO 80209

Business: (303) 757-5475  
E-mail: craigs@cirsa.org

Estimator: Phillips, Rich Arvada Thornton  
Company: Frontier Adjusters Evergreen/Conifer  
Business: P.O. Box 280283  
Lakewood, CO 80226

Business: (303) 242-8953  
E-mail: rphillips@frontieradjusters.com

**Claim Number:** PC6011716-1

**Policy Number:**

**Type of Loss:** <NONE>

Date Contacted: 7/10/2020 12:00 AM  
Date of Loss: 6/16/2020 12:00 AM  
Date Inspected: 7/15/2020 12:00 AM

Date Received: 7/3/2020 12:00 AM  
Date Entered: 7/16/2020 12:53 PM

Price List: COFC8X\_JUN20  
Restoration/Service/Remodel  
Estimate: M92-200704



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This is a repair estimate only. Property owner is responsible for mitigation of damage, prevention of additional damage. Owner is responsible for repairs or securing a contractor/handyman to make repairs. The contractor or emergency services/dry out team is ABSOLUTELY responsible for contacting the owner of the unit, securing permission to work, and completing that work.

Overhead and profit is available if the owner uses a licensed general contractor, and employs 3 or more trades in the course of repairs.

This estimate of damage may not be complete. Opening up the job, or finding additional damage means supplemental or additional damage may require reinspection or reevaluation, once the job has begun. Owner/contractor should contact the above adjuster/appraiser, immediately upon discovery.

**Failure of the property owner or the contractor to notify the adjuster that further damage has been found or their numbers are different for the overall cost, may result in no added payments being made. If you believe your charges will exceed this estimate, you must notify the adjuster before proceeding to get approval or reinspected, otherwise, payment will be made based on this estimate total.**

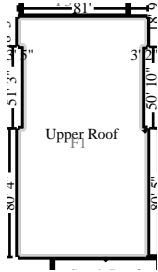
**The repair contractor or dryout firm is responsible for testing for asbestos, lead based paint, mold, biological growth, radon, or any other substance potentially on the job that may be hazardous to their employees, the homeowner, the business owner, or any involved parties.**

**The insurance carrier reserves the salvage rights to all salvage on any metal roof they replace, or on any carpet or hardwood flooring.**

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**M92-200704**

**Roof**



**Upper Roof**

11814.00 Surface Area  
475.17 Total Perimeter Length

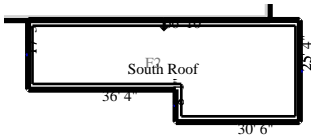
118.14 Number of Squares

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. Remove Rubber roofing - Fully adhered system - 60 mil	118.14 SQ	71.55	0.00	8,452.92	(0.00)	8,452.92
2. Rubber roofing - Fully adhered system - 60 mil	124.05 SQ	441.54	0.00	54,773.04	(8,215.96)	46,557.08
3. Remove Insulation - polystyrene board, 3"	118.14 SQ	40.44	0.00	4,777.58	(0.00)	4,777.58
4. Insulation - ISO board, 4" 3 inches coming off For 4 inches of polyiso per insulation code	118.14 SQ	385.66	0.00	45,561.87	(6,834.28)	38,727.59
5. Remove Cap flashing - large	475.17 LF	0.59	0.00	280.35	(0.00)	280.35
6. Install Cap flashing - large	475.17 LF	8.34	0.00	3,962.92	(594.44)	3,368.48
7. R&R Flashing - pipe jack - 6"	4.00 EA	63.55	0.00	254.20	(33.91)	220.29
8. Remove Exhaust fan - cone style 36" 6 blade, galvanized	3.00 EA	37.48	0.00	112.44	(0.00)	112.44
9. Install Exhaust fan - cone style 36" 6 blade, galvanized	3.00 EA	522.66	0.00	1,567.98	(0.00)	1,567.98
10. Detach & Reset Exhaust cap - through roof - up to 4"	8.00 EA	80.22	0.00	641.76	(0.00)	641.76
11. Remove Special Doors - Roof Hatch	1.00 EA	28.18	0.00	28.18	(0.00)	28.18
12. Install Special Doors - Roof Hatch	1.00 EA	328.91	0.00	328.91	(0.00)	328.91
13. Remove Heating and cooling unit - 5 ton, 140 MBH	1.00 EA	567.95	0.00	567.95	(0.00)	567.95
14. Install HVAC Technician - per hour	10.00 HR	98.00	0.00	980.00	(0.00)	980.00
Labor to lift, and install the roofing under the curb at the two Roof top units						
15. HVAC Technician - per hour	6.00 HR	98.00	0.00	588.00	(0.00)	588.00
Labor to lift and reset two exhaust fans for the engine work done in the shop below						
<b>Totals: Upper Roof</b>			<b>0.00</b>	<b>122,878.10</b>	<b>15,678.59</b>	<b>107,199.51</b>



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**South Roof**

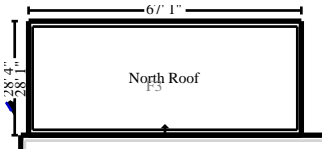


1398.05 Surface Area  
184.30 Total Perimeter Length

13.98 Number of Squares

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
16. Remove Rubber roofing - Fully adhered system - 60 mil	13.98 SQ	71.55	0.00	1,000.27	(0.00)	1,000.27
17. Rubber roofing - Fully adhered system - 60 mil 3 inches coming off For 4 inches of polyiso per insulation code	14.68 SQ	441.54	0.00	6,481.81	(972.27)	5,509.54
18. Remove Insulation - polystyrene board, 3"	13.98 SQ	40.44	0.00	565.35	(0.00)	565.35
19. Insulation - ISO board, 4" For 4 inches of polyiso	13.98 SQ	385.66	0.00	5,391.53	(808.73)	4,582.80
20. Remove Cap flashing - large	117.30 LF	0.59	0.00	69.21	(0.00)	69.21
21. Install Cap flashing - large	117.30 LF	8.34	0.00	978.28	(146.74)	831.54
22. R&R Flashing - pipe jack - 6"	6.00 EA	63.55	0.00	381.30	(50.86)	330.44
23. Remove Exhaust fan - cone style 36" 6 blade, galvanized	1.00 EA	37.48	0.00	37.48	(0.00)	37.48
24. Install Exhaust fan - cone style 36" 6 blade, galvanized	1.00 EA	522.66	0.00	522.66	(0.00)	522.66
25. Remove Heating and cooling unit - 2 ton, 80 MBH Detach and reset 2 Roof top units	2.00 EA	499.80	0.00	999.60	(0.00)	999.60
<b>Totals: South Roof</b>			<b>0.00</b>	<b>16,427.49</b>	<b>1,978.60</b>	<b>14,448.89</b>

**North Roof**



1900.77 Surface Area  
190.84 Total Perimeter Length

19.01 Number of Squares

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
26. Remove Rubber roofing - Fully adhered system - 60 mil	19.01 SQ	71.55	0.00	1,360.17	(0.00)	1,360.17
27. Rubber roofing - Fully adhered system - 60 mil	19.96 SQ	441.54	0.00	8,813.14	(1,321.97)	7,491.17
28. Remove Insulation - polystyrene board, 3"	19.01 SQ	40.44	0.00	768.76	(0.00)	768.76

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**CONTINUED - North Roof**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
29. Insulation - ISO board, 4" 3 inches coming off For 4 inches of polyiso per insulation code	19.01 SQ	385.66	0.00	7,331.40	(1,099.71)	6,231.69
30. Remove Cap flashing - large	122.84 LF	0.59	0.00	72.48	(0.00)	72.48
31. Install Cap flashing - large	190.84 LF	8.34	0.00	1,591.61	(238.74)	1,352.87
32. R&R Flashing - pipe jack - 6"	4.00 EA	63.55	0.00	254.20	(33.91)	220.29
33. Remove Exhaust fan - cone style 36" 6 blade, galvanized	3.00 EA	37.48	0.00	112.44	(0.00)	112.44
34. Install Exhaust fan - cone style 36" 6 blade, galvanized	3.00 EA	522.66	0.00	1,567.98	(0.00)	1,567.98
35. Detach & Reset Exhaust cap - through roof - up to 4"	8.00 EA	80.22	0.00	641.76	(0.00)	641.76
36. Remove Special Doors - Roof Hatch	1.00 EA	28.18	0.00	28.18	(0.00)	28.18
37. Install Special Doors - Roof Hatch	1.00 EA	328.91	0.00	328.91	(0.00)	328.91
38. Remove Heating and cooling unit - 5 ton, 140 MBH	1.00 EA	567.95	0.00	567.95	(0.00)	567.95
39. Install HVAC Technician - per hour Labor to lift, and install the roofing under the curb at the two Roof top units	10.00 HR	98.00	0.00	980.00	(0.00)	980.00
40. HVAC Technician - per hour Labor to lift and reset two exhaust fans for the engine work done in the shop below	6.00 HR	98.00	0.00	588.00	(0.00)	588.00
<b>Totals: North Roof</b>			<b>0.00</b>	<b>25,006.98</b>	<b>2,694.33</b>	<b>22,312.65</b>
<b>Total: Roof</b>			<b>0.00</b>	<b>164,312.57</b>	<b>20,351.52</b>	<b>143,961.05</b>

**General Conditions**

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
45. Dumpster load - Approx. 40 yards, 7-8 tons of debris This is for the insulation coming off, as well as associated debris. Roof membrane has dump fees built in.	5.00 EA	770.45	0.00	3,852.25	(0.00)	3,852.25
<b>Totals: General Conditions</b>			<b>0.00</b>	<b>3,852.25</b>	<b>0.00</b>	<b>3,852.25</b>
<b>Line Item Totals: M92-200704</b>			<b>0.00</b>	<b>168,164.82</b>	<b>20,351.52</b>	<b>147,813.30</b>

P.O. Box 280283  
 Lakewood, CO 80226  
 Tel 303 242 8953  
 Fax 866 255 3671  
 Email rphillips@frontieradjusters.com  
 HAAG Certification #201010137  
 FLIR™ The Worlds Sixth Sense™

**Grand Total Areas:**

0.00 SF Walls	0.00 SF Ceiling	0.00 SF Walls and Ceiling
0.00 SF Floor	0.00 SY Flooring	0.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	0.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
776.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
15,112.81 Surface Area	151.13 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



**Frontier Adjusters of Arvada/Thornton**

Item #7.

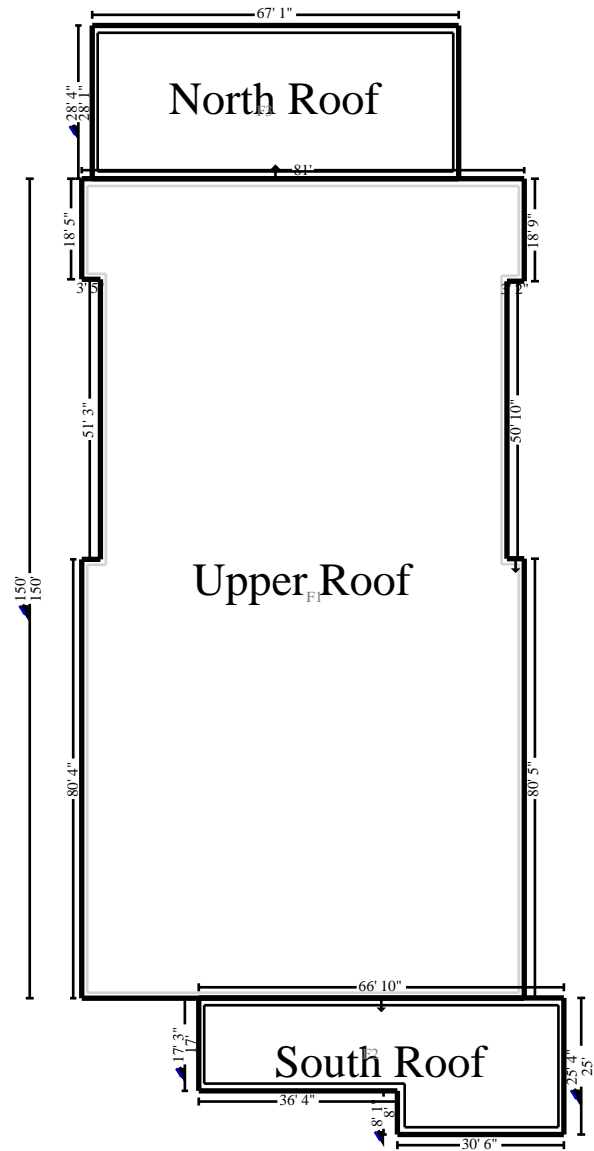
P.O. Box 280283  
Lakewood, CO 80226  
Tel 303 242 8953  
Fax 866 255 3671  
Email rphillips@frontieradjusters.com  
HAAG Certification #201010137  
FLIR™ The Worlds Sixth Sense™

**Summary for Commercial Building**

Line Item Total	168,164.82
<b>Replacement Cost Value</b>	<b>\$168,164.82</b>
Less Depreciation	(20,351.52)
<b>Actual Cash Value</b>	<b>\$147,813.30</b>
<b>Net Claim</b>	<b>\$147,813.30</b>
Total Recoverable Depreciation	20,351.52
<b>Net Claim if Depreciation is Recovered</b>	<b>\$168,164.82</b>

\_\_\_\_\_  
Phillips, Rich Arvada Thornton

**THE MUNICIPALITY/COUNTY IS A  
TAX EXEMPT ORGANIZATION  
SO NO TAXES APPLY**



Roof



September 18, 2020  
Attn: Don Gardener – City of Johnstown  
Reference: **City of Johnstown Public Works Re-Roof**

I would like to thank you for contacting Front Range Roofing for an estimate on the referenced project. Front Range Roofing Systems LLC (hereinafter referred to as "FRR") proposes to perform and furnish the labor, materials, insurance, supervision, equipment, and warranty (herein together referred to as the "Work") described herein for:

**BASE BID INCLUDES:**

**Roof Areas – 3 elevations.**

- Remove existing hail damaged membrane to existing insulation.
- Existing polyiso to remain in place.
- Mechanically attach new 1/2" Carlisle Securshield coverboard.
- Adhere Carlisle 115 Fleeceback White TPO over insulation.
- Flash penetrations per manufacturer requirements.
- Disposal fees & lifting equipment included.
- Damaged Insulation replacement @ \$4.75/sqft 1" thick.
- Provide 2-Year Front Range Roofing Systems Warranty.
- Provide Carlisle 10year / 72mph / 2" Hail Warranty.
- Permit & Tax excluded.

Base Bid: \$124,800.00

- B. **CONTRACT PRICE:** FRR shall perform the Work for (\$ Selected Above), in current funds. Payment of the Contract Price shall be paid as follows:  
Initial payment of \$ HALF within five (5) days of job start; additional payments due At Completion.
- C. **TERMS AND CONDITIONS:** The terms and conditions set forth on the reverse side are a part of this proposal.
- D. This Proposal is subject to revision or withdrawal by FRR for any reason until communication of acceptance and may be revised after communication of acceptance where an inadvertent error by FRR has occurred. This Proposal expires thirty (30) days after the date stated above if not earlier accepted or withdrawn.

By: Greg Farris - Owner / PM

**ACCEPTANCE**

The undersigned hereby accepts this Proposal and, intending to be legally bound hereby, agrees that this writing shall be a binding contract and shall constitute the entire contract.

Owner/Customer: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Diana Seele**

---

**From:** Craig Stevens <craigs@cirsa.org>  
**Sent:** Tuesday, September 29, 2020 2:31 PM  
**To:** Marco Carani; Don Gardner; Diana Seele  
**Cc:** rphillips@frontieradjusters.com  
**Subject:** RE: Johnstown PW Building ROOF

Hi,

Yes, the cost is within our estimated cost, so CIRSA is ok with the price. I will need the final invoice once the work is complete. Also, if you have a signed contract, please send that also.

Thanks,  
 Craig



**SAFERTOGETHER**  
**Craig Stevens**  
 Property Claims Specialist

800.228.7136 Main  
 720.605.5467 Direct  
 303.757.8950 Fax

---

**From:** Marco Carani <mcarani@townofjohnstown.com>  
**Sent:** Tuesday, September 29, 2020 12:40 PM  
**To:** Craig Stevens <craigs@cirsa.org>; Don Gardner <dgardner@townofjohnstown.com>; Diana Seele <dseele@townofjohnstown.com>  
**Cc:** rphillips@frontieradjusters.com  
**Subject:** RE: Johnstown PW Building ROOF

Were we good to proceed with repairs



Respectfully

Marco Carani | Director of Public Works  
 Town of Johnstown  
 p: 970.587.4664  
[mcarani@townofjohnstown.com](mailto:mcarani@townofjohnstown.com)  
[Facebook](#) | [Twitter](#) | [TownofJohnstown.com](http://TownofJohnstown.com)  
 450 S Parish Ave. PO Box 609 Johnstown, CO 80534

---

**From:** Craig Stevens <craigs@cirsa.org>  
**Sent:** Tuesday, September 22, 2020 7:54 AM  
**To:** Don Gardner <dgardner@townofjohnstown.com>; Marco Carani <mcarani@townofjohnstown.com>; Diana Seele <dseele@townofjohnstown.com>  
**Cc:** [rphillips@frontieradjusters.com](mailto:rphillips@frontieradjusters.com)  
**Subject:** RE: Johnstown PW Building ROOF

Looks like Don tried a few other vendors. The Front Range bid is lower than our estimate and acceptable in that regard. I'd just suggest confirming the code requirement topic and what alternate #1 is that references the City of Fort Collins.

Thanks!  
Craig



**SAFERTOGETHER**  
**Craig Stevens**  
Property Claims Specialist

800.228.7136 Main  
720.605.5467 Direct  
303.757.8950 Fax

**From:** Don Gardner <[dgardner@townofjohnstown.com](mailto:dgardner@townofjohnstown.com)>  
**Sent:** Tuesday, September 22, 2020 6:21 AM  
**To:** Craig Stevens <[craigs@cirsa.org](mailto:craigs@cirsa.org)>  
**Subject:** RE: Johnstown PW Building ROOF

I got them from  
Douglas roofing  
B&M Roofing and the only one that came back was Front Range

**From:** Craig Stevens <[craigs@cirsa.org](mailto:craigs@cirsa.org)>  
**Sent:** Monday, September 21, 2020 1:51 PM  
**To:** Marco Carani <[mcarani@townofjohnstown.com](mailto:mcarani@townofjohnstown.com)>; Diana Seele <[dseele@townofjohnstown.com](mailto:dseele@townofjohnstown.com)>; Don Gardner <[dgardner@townofjohnstown.com](mailto:dgardner@townofjohnstown.com)>  
**Cc:** [rphillips@frontieradjusters.com](mailto:rphillips@frontieradjusters.com)  
**Subject:** RE: Johnstown PW Building ROOF

Thanks! I noticed a few differences in the Front Range bid that I wanted to point out.

- The Front Range Roofing estimate is obviously a lot lower Cost, which is great, however, it appears the main differences are
  - o Front Range figures to leave the insulation board in place, whereas we assumed it would need removed/replaced... If this can be accomplished that is great for both 'avoiding filling a landfill' and for cost.
  - o Our estimate assumes the need to add an additional inch of insulation to meet code... Maybe the coverboard that Front Range is adding will provide the additional insulation R-value required to meet code?
- What is the Alternate #1 which says a proposal by City of Fort Collins?

Is the Town getting any other bids? You don't have to because of us, but I'd suggest getting the code requirement R-Value issue cleared up with the roofer(s) in order to get an accurate bid and avoid surprises later.

Thanks,  
Craig





**SAFER TOGETHER**  
**Craig Stevens**  
 Property Claims Specialist

800.228.7136 Main  
 720.605.5467 Direct  
 303.757.8950 Fax

**From:** Marco Carani <[mcarani@townofjohnstown.com](mailto:mcarani@townofjohnstown.com)>  
**Sent:** Monday, September 21, 2020 11:59 AM  
**To:** Craig Stevens <[craigs@cirsa.org](mailto:craigs@cirsa.org)>; Diana Seele <[dseele@townofjohnstown.com](mailto:dseele@townofjohnstown.com)>; Don Gardner <[dgardner@townofjohnstown.com](mailto:dgardner@townofjohnstown.com)>  
**Cc:** [rphillips@frontieradjusters.com](mailto:rphillips@frontieradjusters.com)  
**Subject:** RE: Johnstown PW Building ROOF



Respectfully

Marco Carani | Director of Public Works  
 Town of Johnstown  
 p: 970.587.4664  
[mcarani@townofjohnstown.com](mailto:mcarani@townofjohnstown.com)  
[Facebook](#) | [Twitter](#) | [TownofJohnstown.com](http://TownofJohnstown.com)  
 450 S Parish Ave. PO Box 609 Johnstown, CO 80534

**From:** Craig Stevens <[craigs@cirsa.org](mailto:craigs@cirsa.org)>  
**Sent:** Friday, July 31, 2020 12:32 PM  
**To:** Diana Seele <[dseele@townofjohnstown.com](mailto:dseele@townofjohnstown.com)>; Marco Carani <[mcarani@townofjohnstown.com](mailto:mcarani@townofjohnstown.com)>; Don Gardner <[dgardner@townofjohnstown.com](mailto:dgardner@townofjohnstown.com)>  
**Cc:** [rphillips@frontieradjusters.com](mailto:rphillips@frontieradjusters.com)  
**Subject:** Johnstown PW Building ROOF  
**Importance:** High

Hi Diana, Marco, and Don,

I received Diana's voicemail that the roof leaked last night. We inspected the roof with the engineer and Don yesterday. We will be including a full replacement of that building's membrane in the Hail claim we have open still. I'll be closing the wind claim and placing the roof replacement under the open hail claim PC6009689-1. This way there is no additional deductible for the Town. We will close the new wind claim with no payment.

So, if there is water damage inside the building, please mitigate it/clean it up and save any invoices for incurred costs for my review.

Also, it'll be a week or so till I have the engineer report about the proper scope of repair to comply with current code and the appraiser estimate, but I'd suggest getting started getting a few bids for the roof replacement. I'm attaching the Original roof guarantee so you can see their scope of work. Also attaching the photos taken by Front Range Roofing showing their core sample results.

The basic scope would include: tear off and replace the existing 60 mil, white EPDM membrane. This is a fully adhered membrane over ISO (insulation board). Tear off and replace the 2 layers of 1.5" thick each ISO board. (not sure if current building code will require any additional insulation; if it does, we'll find out through the engineer, or many roofers can gather that data from building departments).

Included in the scope would be to detach/reset the parapet cap flashing and power vents in order to install the membrane correctly. NOTE: we cannot pay to replace the metal that has dents as cosmetic damage is excluded. This would apply to the standing seam metal roofing, vents, and cap flashing. So, don't have the roofers price replacement of the standing seam metal roofing (unless you want a side bid option for Town's out of pocket expense). The hail scope of repair applies to all roof sections on this building that have the white EPDM membrane.

Diana: we can correct the hail claim overpayment on the Library with the new money that will be payable on this PW shop building. This way the Town will not need to write a check back to CIRSA, we can just subtract the overpayment from the new balance payable.

Let me know if you have any questions. My cell is 720-412-6966

Thanks,  
Craig



**SAFERTOGETHER**  
**Craig Stevens**  
Property Claims Specialist

800.228.7136 Main  
720.605.5467 Direct  
303.757.8950 Fax



# Town of Johnstown

## TOWN COUNCIL AGENDA COMMUNICATIONS

---

**AGENDA DATE:** October 19, 2020

**SUBJECT:** Ownership Transfer from Little Thompson Water District (LTWD) to the Town of Johnstown

**ACTION PROPOSED:** Approve the Intergovernmental Agreement with LTWD as Presented

**ATTACHMENTS:**

1. IGA Concerning Water Services between the Town of Johnstown and LTWD
2. Vicinity Map Identifying Parcels

**PRESENTED BY:** Matt LeCerf, Town Manager

---

### AGENDA ITEM DESCRIPTION:

Enclosed for your consideration is an Intergovernmental Agreement (IGA) between Little Thompson Water District (LTWD) and the Town of Johnstown to transfer water services from LTWD to the Town's ownership. The transfer of ownership will include five (5) properties shown on the attached map. This IGA and request for transfer is part of CDOT's improvements to the I-25 corridor and in essence will save CDOT money related to utility relocations. More specifically, as part of this project, the Town will contract to install new water and service lines that will service these properties. The total estimated cost for this project is \$425,000.

One of the properties to be serviced as part of this agreement, is located at the southeast corner of I-25 and Hwy 60 along the Frontage Road. As part of this cooperative agreement, CDOT has proposed to install a 4-inch line that runs along Hwy 60 to service this line. CDOT has also given us the option of increasing this line size, but the difference between the 4-inch line and 12-inch line would be responsibility of the Town of Johnstown. The estimated cost and balance between this project is \$95,000. To ensure the water distribution system meets and follows the Town's specifications as it pertains to development, Town staff recommends making this adjustment to increase the water line size. The remaining services will be fed from a new 12" line that creates a loop between Rocksbury Ridge and Carlson Farms Subdivisions.

As part of this agreement, the Town will also receive from Little Thompson Water District three (3) units of CBT water. Based on historical usage of these properties that will transfer into the Town's ownership, usage has been an aggregate total of 0.92-acre feet of water annually. Little Thompson providing three shares of Colorado Big Thompson Water at 0.35-acre feet per share (Town of Johnstown yield on CBT)

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provides 1.05-acre feet of water. There is no additional compensation that will be provided for the transferring of these shares based on existing agreements since this benefit both parties. It is expected that this project will begin sometime in early 2021. Engineering design for this project is being coordinated and paid for by CDOT's design consultants.

**LEGAL ADVICE:**

The agreement was reviewed by the Town Attorney.

**FINANCIAL ADVICE:**

The Town will realize additional revenue from water sales at these five properties.

**RECOMMENDED ACTION:**

Staff recommends approval of agreement as presented.

**SUGGESTED MOTIONS:**

**For Approval**

I move to approve the Intergovernmental Agreement concerning water services between the Town of Johnstown and Little Thompson Water District as presented.

**For Denial**

I move we deny the Intergovernmental Agreement concerning water services between the Town of Johnstown and Little Thompson Water District as presented.

*Reviewed and Approved for Presentation,*

Town Manager

**INTERGOVERNMENTAL AGREEMENT CONCERNING WATER SERVICES  
BETWEEN TOWN OF JOHNSTOWN AND LITTLE THOMPSON WATER DISTRICT**

THIS INTERGOVERNMENTAL AGREEMENT CONCERNING WATER SERVICES (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the TOWN OF JOHNSTOWN, a home rule municipal corporation of the State of Colorado (“Town”), and the LITTLE THOMPSON WATER DISTRICT, a Title 32 special district and political subdivision of the State of Colorado (“District”), collectively referred to as “the Parties.”

**WITNESSETH:**

**WHEREAS**, the Town owns and operates a potable water system, providing water service primarily to residents of the Town, and the District owns and operates a potable water system, providing water service to, among other areas, portions of Weld County that are adjacent, or in close proximity, to the Town; and

**WHEREAS**, the Colorado Department of Transportation (“CDOT”) is making improvements to Interstate 25 in Northern Colorado, which includes improvements to the interchange at Interstate 25 and State Highway 60; and

**WHEREAS**, for the regional interest and to control costs related to the Interstate 25 improvements, the District has requested that the Town assume water service for five properties that are currently served by the District, to wit:

- (i) real property with a street address of 4861 Highway 60 and legal description of PT SE4 2-4-68 LOT A AMD REC EXEMPT AMRE-3625 (.49R) (Parcel No. 106102400034);
- (ii) real property with a street address of 4855 Highway 60 and legal description of PT SE4 2 4 68 LOT B REC EXEMPT RE-5052 (Parcel No.106102400037);
- (iii) real property with legal description of PT SE\$ 2 4 68 LOT A REC EXEMPT RE-5052 (Parcel No.106102400036);
- (iv) real property with a street address of 22764 I-25 Frontage RD and legal description of 25735 NW4 11 4 68 EXC BEG 60’N & 141’E OF SW COR NW4 E809’ N125’ W809’ S125’ TO BEG (2.2A) EXC 2A GWS CO EXC UPRR RES (Parcel No. 106111000001); and
- (v) real property with a street address of 4822 W South 1<sup>st</sup> Street and legal description of PT NE4 11 4 68 SE 665 (Ridgeview Ranch Annex) (.45R) (Parcel No. 106111200024).

**WHEREAS**, the five properties shall be collectively referred to as “Properties” and singularly as “Property;” and

**WHEREAS**, upon the terms and conditions set forth in this Agreement, the District desires for the Town to provide the water service to the Properties and the Town agrees to provide the water service; and

**WHEREAS**, pursuant to the provisions of Article XIV, Section 18(2) of the Colorado Constitution and Sections 29-1-201 *et seq.*, C.R.S., government entities may cooperate and contract to provide any function, service or facility lawfully authorized to each of the cooperating or contracting entities; and

**WHEREAS**, to effectuate the foregoing, the Parties desire to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the mutual agreements, covenants, promises, representations, and warranties hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Recitals**. The Recitals are incorporated into the Agreement as if fully set forth herein.

2. **Water Service**. Upon the installation of a water meter acceptable to and funded by the Town, as described below, the Town agrees to provide water service to the Properties. For the first twelve (12) monthly water bills, the Town shall charge the in-town water rate for water service to each Property. Subsequent thereto, the Town shall charge the in-town water rate for water service to any of the Properties that have annexed into the Town and the out-of-town water rate to any of the Properties that remain outside the boundaries of the Town. The Town recognizes and agrees that the real property referenced above with a street address of 4855 and 4861 Highway 60 is not within the boundaries of the Town and shall thus be charged the in-town water rates for the first twelve (12) months.

3. **Water Exchange**. As consideration for the Town's agreement to provide water service to the Properties and to provide a viable supply of water to the Town to satisfy such obligation, the District agrees to convey to the Town three (3) units of the Colorado Big Thompson project water. The District agrees to pay the transfer fees to the Northern Colorado Water Conservancy District, if any, following initiation of the transfer by the District, and take the requisite action to effectuate the foregoing transfer. The water exchange shall be complete prior to the Town's installation of water meters at any of the Properties.

4. **Effective Date**. This Agreement shall be effective as to each Property on the date that the Town installs the water meter at such Property.

5. **Additional Documents or Action**. The Parties agree to execute any additional documents and take any additional action reasonably necessary to carry out the terms of this Agreement, including but not limited to excluding the properties listed as Weld County Parcel Numbers 106111000001, 106102400036, 106102400037, 106102400034, and 106111200024 from Little Thompson Water District.

6. **Condition Precedent.** The Parties recognize and agree that, to effectuate the purpose of this Agreement, the Town is required to enter into an agreement with CDOT providing for the construction of a water line to the Properties. This Agreement shall be effective, if at all, when the Town and CDOT execute such an agreement, and the execution of such agreement is a condition precedent to the rights and obligations provided herein. The Town shall notify the District when it enters into an agreement with CDOT and shall provide a copy of the executed agreement to the District.

7. **Notices.** All notices, demands, or other documents required or desired to be given, made or sent to either Party under this Agreement shall be made in writing, shall be deemed effective upon receipt and shall be personally delivered or mailed postage prepaid, certified mail, return receipt requested as follows:

TO DISTRICT:  
Little Thompson Water District  
Attn: District Manager  
835 E. Highway 56  
Berthoud, CO 80513

TO THE TOWN:  
Town of Johnstown  
Attn: Town Clerk  
450 S. Parish Ave.  
PO Box 609  
Johnstown, CO 80534

The addresses for notices may be changed by written notice given to the other Party in the manner provided above. Notice may also be sent via e-mail delivery and shall be effective upon confirmation of receipt of the email.

8. **Assignment.** This Agreement shall not be assigned without the prior consent of the other Party.

9. **Amendment or Modification.** No amendment or modification of this Agreement shall be of any force or effect unless in writing and signed by the Parties hereto.

10. **Waiver.** The waiver of any breach of any of the provisions of this Agreement by either Party shall not constitute a continuing waiver of any subsequent breach by said Party, concerning either the same or any other provision of this Agreement.

11. **Headings for Convenience Only.** Paragraph headings and titles contained herein are intended for convenience and reference only and are not intended to define, limit or describe the scope or intent of any provision of this Agreement.

12. **Choice of Laws and Venue.** This Agreement and the rights and obligations of the Parties hereto shall be governed by the laws of the State of Colorado. Venue for any claim, proceeding or action shall be in Weld County, State of Colorado.

13. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties related to the subject matter hereof and any prior agreements pertaining thereto whether oral or written have been merged or integrated into this Agreement.

14. **No Presumption.** Each Party acknowledges that it has obtained, or has had the opportunity to obtain, the advice of legal counsel of its own choosing in connection with the negotiation and execution of this Agreement and with respect to all matters set forth herein. In the event of any dispute, disagreement or controversy arising from this Agreement, the Parties shall be considered joint authors and no provision shall be interpreted against any Party because of authorship.

IN WITNESS WHEREOF, the Parties have executed this Intergovernmental Agreement Concerning Water Services the day and year first above written.

**ATTEST:**

**TOWN OF JOHNSTOWN, COLORADO  
a municipal corporation**

By: \_\_\_\_\_  
Diana Seele, Town Clerk

By: \_\_\_\_\_  
Gary Lebsack, Mayor

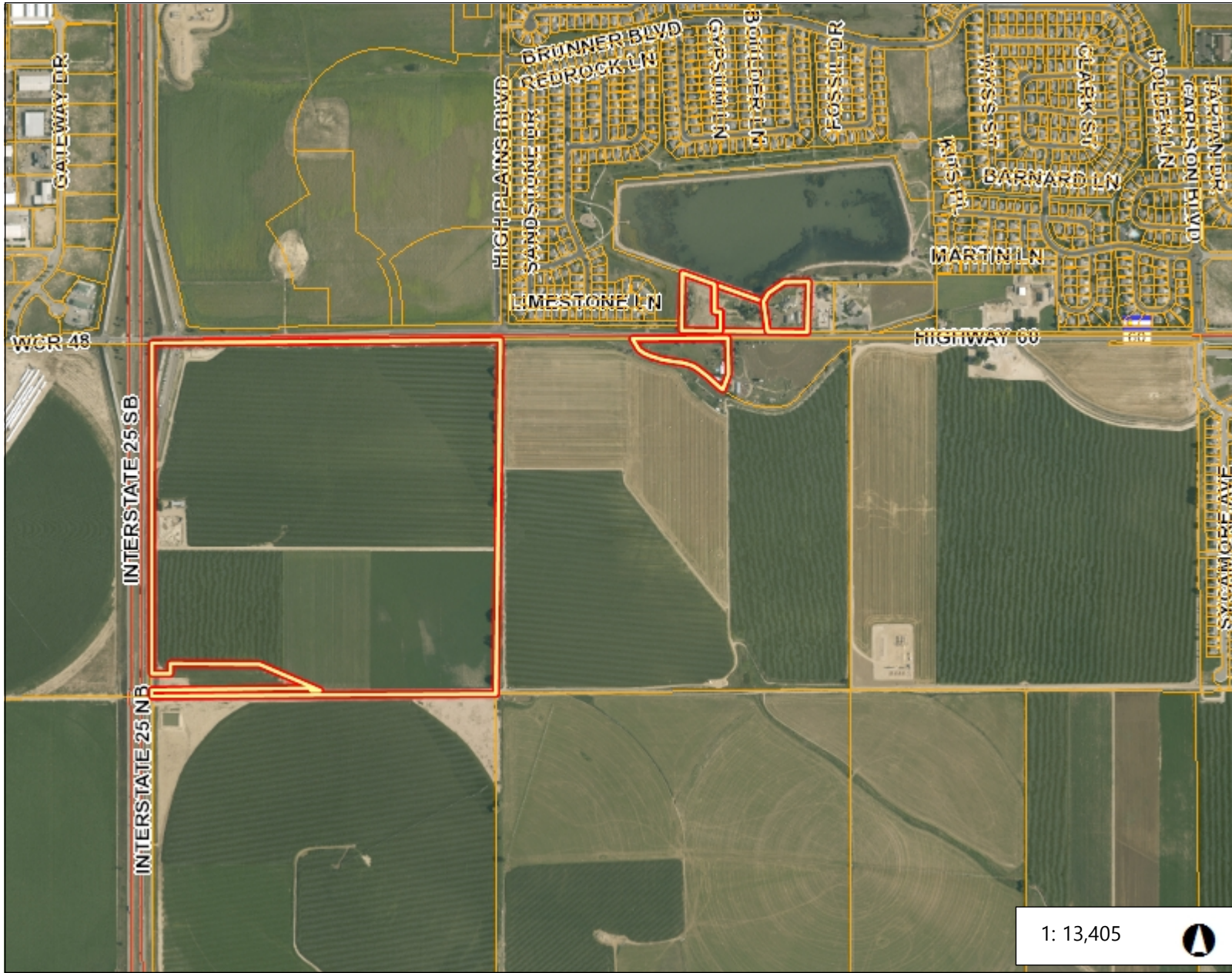
**ATTEST:**


**LITTLE THOMPSON WATER  
DISTRICT**

By: \_\_\_\_\_  
Amber Kauffman, Secretary


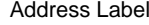


By: \_\_\_\_\_  
William Szmyd, Board President



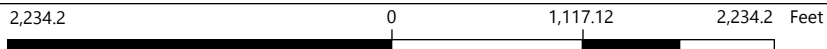


1: 13,405 



- Legend**
-  Parcels
  -  Address Label
  -  Highway
  -  County Boundary

**Notes**





# Town of Johnstown

## TOWN COUNCIL AGENDA COMMUNICATIONS

---

- AGENDA DATE:** October 19, 2020
- SUBJECT:** Intergovernmental Agreement for COVID-19 Test Funding in Larimer County
- ACTION PROPOSED:** Approve IGA for COVID-19 Testing between the Town of Johnstown and Larimer County
- ATTACHMENTS:**
1. Intergovernmental Agreement for COVID-19 Test Funding
  2. Intergovernmental Agreement for COVID-19 Testing (Larimer County and Colorado State University System)
- PRESENTED BY:** Matt LeCerf, Town Manager
- 

### AGENDA ITEM DESCRIPTION:

Enclosed for your review and consideration is an Intergovernmental Agreement (IGA) between Larimer County and the Town of Johnstown to support COVID-19 testing through December 30, 2020. Recently, communities have experienced an uptick in the amount of COVID cases documented through testing. This uptick has resulted in Larimer County Health Department along with the local municipalities meeting with the Colorado Department of Public Health and Environment (CDPHE), resulting in a request for an update by Larimer County to its mitigation plan.

One of the more notable challenges that the State has been experiencing are testing results which can take anywhere from 5-7 days based on the limited resources that are available. To be proactive, Larimer County has engaged with Colorado State University to contract for testing services with assurances that results will be delivered within 48 hours. Larimer County has made a request to all municipalities in Larimer County to support this initiative by providing a portion of their CARES Act allocation towards this cost. The allocation is based on proportional population split between each of the municipalities in Larimer County. The Town as part of their proportional representation, is being asked to commit \$2,574 of the \$79,913 allocated to Johnstown from the Larimer County distribution. After 2020, Larimer County would take the

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leadership roll in paying to cover the cost of these tests for any individual who may be tested in Larimer County through this system. The Town's proportional share is the lowest among all other municipalities and all municipalities are asked to participate. This demonstrates the Town as being a good partner and collaborative in the unified vision to help identify COVID and reduce the spread of the virus.

**LEGAL ADVICE:**

The agreement has been reviewed by the Town Attorney

**FINANCIAL ADVICE:**

The costs associated with supporting this program are reimbursable through the CARES Act.

**RECOMMENDED ACTION:**

Staff recommends approval of the IGA as presented.

**SUGGESTED MOTIONS:**

**For Approval**

I move to approve the Intergovernmental Agreement for COVID-19 test funding between the Town of Johnstown and Larimer County.

**For Denial**

I move to deny the Intergovernmental Agreement for COVID-19 test funding between the Town of Johnstown and Larimer County.

*Reviewed and Approved for Presentation,*

Town Manager

## INTERGOVERNMENTAL AGREEMENT FOR COVID-19 TEST FUNDING

This Intergovernmental Agreement, dated October 14, 2020 (the “Agreement”), is entered into by and between Larimer County, Colorado (“County”), and Town of Johnstown (the “Municipality”), located at 450 S Parish Ave, Johnstown, CO 80534.

### **Background:**

The County has entered into an intergovernmental agreement (“CSU-IGA”) with Colorado State University (“CSU”) to increase diagnostic testing for COVID-19 for residents of the County. The CSU-IGA is attached and incorporated herein as Exhibit A. The CSU-IGA outlines the processes and financial elements of the increased testing as agreed to between the County and CSU. The Municipality agrees, subject to the terms of the CSU-IGA, that it will pay for a portion of the County’s share of the cost of testing as follows:

#### **Section 1. Services.**

- 1.1 CSU will perform the testing services described in the CSU-IGA.

#### **Section 2. Compensation.**

2.1 CSU has entered into an agreement with the County and with the Colorado Department of Public Health and Environment to perform testing services and to increase their lab testing capacity. As part of that agreement CDPHE has agreed to pay for 50% (\$50.00) of each test for residents of Larimer County. Larimer County has agreed to pay CSU for the remaining 50% (\$50.00) for each test processed for residents of Larimer County.

2.2 The Municipality agrees to pay County a set amount of \$2,574.00 as its contribution toward securing the additional testing capacity and to help fund the County’s share (50%) (\$50.00) of each test administered for a resident of the County. All payments from the Municipality pursuant to this Agreement will be kept in a separate account and used to pay CSU for the administration of tests. Any money which is not used for testing by December 30, 2020 will be reimbursed to the Municipality, unless otherwise negotiated by the parties.

2.3 The County will invoice the Municipality for its full contribution of \$2,574.00 by October 23, 2020 and the Municipality shall pay within 21 days.

**Section 3. Contractual Relationship.** In the performance of all services to be rendered hereunder: no party shall be authorized or empowered to act as agent for the other party for any purpose and shall not on the other party’s behalf attempt to enter into any contract, agreement, warranty, or representation as to any matter. It is understood and agreed by the parties that the County is an independent contractor with respect to the Municipality and that this Agreement is not intended and shall not be construed to create an employer/employee or a joint venture relationship between the Municipality and the County. The County shall be free from the direction and control of the Municipality in the performance of the County’s obligations under this Agreement. To avoid any doubt, this Agreement does not intend to create any joint venture, partnership, “teaming” or joint collaborative arrangement between the County and the Municipality.

**Section 4. Meetings and Communication.** Throughout the term of this Agreement, the County shall regularly communicate with the Municipality regarding any Services or results.

**Section 5. Record Keeping**

5.1 The County understands that the Municipality intends to submit for reimbursement under the Corona Virus Relief Fund (CVRF) the expense incurred under this agreement to the Colorado Department of Local Affairs. The County will retain records of the CSU-IGA, this Intergovernmental Agreement, invoices received from CSU, and evidence of payment of said invoices. These materials shall be available to the Municipality upon request as documentation of the eligibility of the expense incurred by the Municipality.

**Section 6. Term and Termination.**

6.1 Project Period. The Agreement will be effective as of the latest of the execution dates set forth below, and continue at all times through December 30, 2020, unless terminated earlier below. This period may be amended by mutual written agreement of the Municipality and the County.

6.2 Extensions of Project Period. The parties may by mutual agreement in writing extend the project period.

6.3 Termination. Either party may terminate this agreement on ten (10) days prior written notice to the other. Upon termination, the County shall return any unused funds deposited by Municipality to the Municipality.

**Section 7. Notices.** All notices and other communications required or permitted under this Agreement shall be in writing and shall be sent by confirmed e-mail or facsimile transmission (FAX) to the number or addresses set forth below (in each such case notice shall be deemed given on the date of transmission), or by overnight air courier service or by registered or certified mail, return receipt requested, postage prepaid and properly addressed, to the addresses set forth below, or such other address as a party may hereafter provide notice of to the other:

If to the County:  
Tom Gonzales,  
Public Health Director  
1525 Blue Spruce Dr,  
Fort Collins, CO 80524  
970-498-6700  
gonzaltr@co.larimer.co.us

and

Frank Haug  
Larimer County Attorney's Office  
224 Canyon Avenue  
Fort Collins, CO 80521  
970-498-7450  
haugfn@co.larimer.co.us

If to the Municipality

Matt LeCerf  
Town Manager  
P.O. Box 609  
Johnstown, CO 80534  
970-587-4664  
mlecerf@townofjohnstown.com

**Section 8. Miscellaneous.**

8.1 Entire Agreement. This Agreement expresses the entire agreement between the parties. All prior negotiations, understandings, promises and agreements, oral or written, are superseded hereby.

8.2 Amendments. Any amendment to this Agreement or any exhibit or attachment to this Agreement must be in writing and signed by the parties. No waiver of any term or required performance of this Agreement shall be valid and enforceable unless in writing and signed by the authorized representative for the party granting the waiver. The waiver by any party of a breach of any term or required performance of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party or a breach of the entire Agreement.

8.3 Severability. If any of the provisions of this Agreement shall be determined to be illegal or unenforceable by a court of competent jurisdiction, the other provisions shall remain in full force and effect.

8.4 Force Majeure. No party will be responsible for delays resulting from causes beyond its reasonable control, including without limitation fire, explosion, flood, war, strike, or riot; provided that the non-performing party uses reasonable efforts to avoid or remove those causes of nonperformance and continues performance under this Agreement with reasonable dispatch whenever the causes are removed.

8.5 Interpretation. Words expressed in the singular number shall include the plural and vice versa, and words expressed in the masculine shall include the feminine and neuter genders and vice versa. References to “day” or “days” are to calendar days. The words “include,” “includes,” and “including” are deemed to be followed by “without limitation” whether or not they are in fact followed by such words or words of similar import. The headings contained in this Agreement and in the schedules and exhibits hereto are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement, including the meaning or intent of the provision that follows.

8.6 No Third-Party Beneficiary. Except as expressly provided herein, this Agreement is for the sole benefit of the parties and their permitted successors and assignees and nothing herein expressed or implied will give or be construed to give any person, other than the parties and such successors and assignees, any legal or equitable rights hereunder.

8.7 Counterparts. This Agreement may be executed simultaneously in one or more counterparts, and by different parties hereto in separate counterparts, each of which when executed shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

8.8 Immunity. No term or condition of this Agreement shall be construed or interpreted as a waiver, either express or implied of any of the immunities, rights, benefits or protections available to either party under the Colorado Governmental Immunity Act as now in effect or hereafter amended.

8.9 Funding Availability. The Municipality's and County's financial obligations under this Agreement are contingent upon the annual appropriation, budgeting and availability of specific funds to discharge those obligations, and that no change orders will be issued for the project unless appropriations exist to cover any increased costs to the Municipality and County. Nothing in this Agreement shall create a payment guaranty by either party or a debt or a multiple-fiscal year financial obligation under the Colorado Constitution or any similar provisions of the Municipality's charter or ordinances.

\* \* \*



The parties have each affixed their signatures below and enter into this Agreement as of the date first set forth above.

**Larimer County, Colorado**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Johnstown, Colorado**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## INTERGOVERNMENTAL AGREEMENT FOR COVID-19 TESTING

This Intergovernmental Testing Agreement, dated August 8, 2020 (the "Agreement"), is entered into by and between Larimer County, Colorado ("County"), and the Board of Governors of the Colorado State University System acting by and through Colorado State University (the "University"), located at Fort Collins, CO 80523-2002.

### Background:

The County through its Department of Health and Environment seeks to increase diagnostic testing for COVID-19 for residents of the County. They have requested that the University provide testing services for County collected samples. The County and the University have agreed to enter into this Agreement to memorialize the agreement of the parties with respect to testing services to be provided to the County by the University.

#### **Section 1. Services.**

1.1 The University agrees to perform the testing services described in the Scope of Work attached hereto (the "Services") and made a part hereof as Exhibit A, under the direction and supervision of Dr. Kristy Pabilonia.

1.2 All Services rendered pursuant to this Agreement shall be supervised by only duly qualified personnel having the necessary skills to supervise the performance of the Services (or their respective portion thereof) in the manner contemplated by this Agreement.

1.3 Within the Scope of Work, the parties will agree on a mutually acceptable workflow or protocol for receipt of samples from the County, return of results to the County and final disposition of samples. Additional matters may be addressed as well and the parties may with mutual consent up-date or modify the Scope of Work document. Generally, the test results will be returned within 72 hours of submission. However, the University reserves the right to notify the County that such testing returns may take longer due to backlogs or other unforeseen circumstances.

#### **Section 2. Compensation.**

2.1 The University has entered into an agreement with Colorado Department of Public Health and Environment to perform testing services and to increase their lab testing capacity. As part of that agreement CDPHE has agreed to pay for 50% of each test for residents of Larimer County. Larimer County has agreed to pay CSU for the remaining 50% for each test processed for residents of Larimer County. The tests shall be performed for \$100.00. The University will invoice the County for its share of the payment for each test processed for a resident of Larimer County.

2.2 Invoices will be presented to the County no more frequently than once a month. Payment is expected no later than 45 days after date of invoice. The University will not be responsible for billing any individual or insurance carrier.

**Section 3. Work Standards.** The University agrees at all times relevant hereunder: (i) to perform the Services by applying sound and accepted scientific principles and methodologies; (ii) to perform all Services (*A*) in a workmanlike and safe manner, and (*B*) in compliance with all applicable federal, state, and local laws and University rules, policies and regulations (collectively, "Laws"); (iii) to report any Results truthfully and accurately to the County in a prompt manner; (iv) handle all County

materials in a safe and lawful manner; and (v) without the County's written consent, not deviate in any material respect from the Scope of Work.

**Section 3. Facilities and Equipment.**

Except as may be otherwise provided below, the University shall provide all resources necessary or desired to perform and complete any Services required under this Agreement or as contemplated herein, including all personnel; and any physical facilities and equipment (collectively, "Facilities").

**Section 4. Contractual Relationship.** In the performance of all services to be rendered hereunder: no party shall be authorized or empowered to act as agent for the other party for any purpose and shall not on the other party's behalf attempt to enter into any contract, agreement, warranty, or representation as to any matter. It is understood and agreed by the parties that the University is an independent contractor with respect to the County and that this Agreement is not intended and shall not be construed to create an employer/employee or a joint venture relationship between the University and the County. The University shall be free from the direction and control of the County in the performance of the University's obligations under this Agreement, except that the County may indicate specifications, standards requirements and deliverables for satisfaction of the University's obligations under this Agreement. To avoid any doubt, this Agreement does not intend to create any joint venture, partnership, "teaming" or joint collaborative arrangement between the County and any other person employed by the University.

**Section 5. Meetings and Communication.** Throughout the term of this Agreement, the University shall regularly communicate with the County regarding any Services or results.

**Section 6. Use of Names and Marks.** Neither party obtains by this Agreement any right, title, or interest in, or any right to reproduce or to use for any purpose, the name, tradenames, trade- or service marks, or logos (the "Marks"), or the copyrights of the other party. Neither party will include the name of the other party or of any employee of that party in any advertising, sales promotion, or other publicity matter without the prior written approval of that other party. In the case of the University, prior written approval is required from the University Vice President for Research. In the case of the County, prior written approval is required from an authorized representative of the County.

**Section 7. Liability; Insurance.**

7.1 Each party hereto agrees to be responsible for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent allowed by law. Liability of the University and the County are at all times herein strictly limited and controlled by the provisions of the Colorado Government Immunity Act, C.R.S. secs. 24-10-101, *et seq.* as now or hereafter amended. Nothing in this Agreement shall be construed as a waiver of the protections of said Act.

7.2 No party shall be liable for any indirect, special, incidental, consequential or punitive loss or damage of any kind, including but not limited to lost profits (regardless of whether or not University knows or should know of the possibility of such loss or damages). The liability of either party under this Agreement shall not exceed the amount paid or payable to the University under this Agreement, except where such party's actions were willful or grossly negligent.

**Section 8. Term and Termination.**



8.1 Project Period. The Agreement will be effective as of the latest of the execution dates set forth below, and continue at all times through December 30, 2020, unless terminated earlier below. This period may be amended by mutual written agreement of the University and the County.

8.2 Extensions of Project Period. The parties may by mutual agreement in writing extend the project period.

8.3 Termination. Either party may terminate this agreement on ten (10) days prior written notice to the other.

8.4 Effect of Termination. The following provisions survive the expiration or termination of this Agreement: Sections 10.1

**Section 9. Notices.** All notices and other communications required or permitted under this Agreement shall be in writing and shall be sent by confirmed e-mail or facsimile transmission (FAX) to the number or addresses set forth below (in each such case notice shall be deemed given on the date of transmission), or by overnight air courier service or by registered or certified mail, return receipt requested, postage prepaid and properly addressed, to the addresses set forth below, or such other address as a party may hereafter provide notice of to the other:

If to the County:  
Tom Gonzales,  
Public Health Director  
1525 Blue Spruce Dr,  
Fort Collins, CO 80524  
970-498-6700

and

Frank Haug  
Larimer County Attorney's Office  
224 Canyon Avenue  
Fort Collins, CO 80521  
970-498-7450

If to the University:

Office of the General Counsel  
01 Administration Building  
0006 Campus Delivery  
Colorado State University  
Fort Collins, CO 80523-0006  
Tel: 970-491-6270

**Section 10. Miscellaneous.**

10.1 AT NO TIME SHALL ANY PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES SUFFERED BY ANY PERSON (INCLUDING ANOTHER PARTY) RESULTING FROM SUCH PARTY'S BREACH OF OR DEFAULT UNDER THIS AGREEMENT OR THE PROVISION, USE OR HANDLING OF ANY COUNTY MATERIALS.

10.2 *Entire Agreement.* This Agreement expresses the entire agreement between the parties. All prior negotiations, understandings, promises and agreements, oral or written, are superseded hereby.

10.3 *Amendments.* Any amendment to this Agreement or any exhibit or attachment to this Agreement must be in writing and signed by the University and the County. No waiver of any term or required performance of this Agreement shall be valid and enforceable unless in writing and signed by the authorized representative for the party granting the waiver. The waiver by any party of a breach of any term or required performance of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party or a breach of the entire Agreement.

10.4 *Severability.* If any of the provisions of this Agreement shall be determined to be illegal or unenforceable by a court of competent jurisdiction, the other provisions shall remain in full force and effect.

10.5 *Force Majeure.* No party will be responsible for delays resulting from causes beyond its reasonable control, including without limitation fire, explosion, flood, war, strike, or riot; provided that the non-performing party uses reasonable efforts to avoid or remove those causes of nonperformance and continues performance under this Agreement with reasonable dispatch whenever the causes are removed.

10.6 *Interpretation.* Words expressed in the singular number shall include the plural and vice versa, and words expressed in the masculine shall include the feminine and neuter genders and vice versa. References to "day" or "days" are to calendar days. The words "include," "includes," and "including" are deemed to be followed by "without limitation" whether or not they are in fact followed by such words or words of similar import. The headings contained in this Agreement and in the schedules and exhibits hereto are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement, including the meaning or intent of the provision that follows.

10.7 *No Third-Party Beneficiary.* Except as expressly provided herein, this Agreement is for the sole benefit of the parties and their permitted successors and assignees and nothing herein expressed or implied will give or be construed to give any person, other than the parties and such successors and assignees, any legal or equitable rights hereunder.

10.8 *Counterparts.* This Agreement may be executed simultaneously in one or more counterparts, and by different parties hereto in separate counterparts, each of which when executed shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

\* \* \*

The parties have each affixed their signatures below and enter into this Agreement as of the date first set forth above.

**Larimer County, Colorado**

By: Steve Johnson, Chair BOCC

Date: Sept. 15, 2020

**The Board of Governors of the Colorado State University System, acting by and through Colorado State University:**

By:   
Digitally signed by Diana Ehrlich  
Date: 2020.09.08 09:59:15 -06'00'

Printed Name: Diana Ehrlich

Title: Senior Contracting Officer

Date: September 8, 2020

Approved as to form  
Markus Hugg 9/11/20  
Assistant County Attorney

**EXHIBIT A**

STATEMENT OF WORK  
To Original Contract Number \_\_\_\_\_

**These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.**

**I. Project Description:**

This project serves to increase the COVID-19 capacity throughout Colorado. This project consists of purchasing additional laboratory equipment for the Colorado State University’s (CSUs) Clinical Laboratory Improvement Amendment (CLIA) Certified Veterinary Diagnostic Laboratory (VDL). Additionally, the project consists of testing samples for COVID-19.

**II. Definitions:**

1. CDPHE – Colorado Department of Public Health and Environment
2. CLIA – Clinical Laboratory Improvement Amendment
3. CSU – Colorado State University
4. VDL - Veterinary Diagnostic Laboratory

**III. Work Plan**

<b>Goal #1:</b> To increase COVID-19 testing capacity in Colorado.	
<b>Objective #1:</b> No later than the expiration date of the contract, test COVID-19 samples on additional equipment purchased.	
<b>Primary Activity #1</b>	The Contractor shall increase the testing capacity of the CSU CLIA certified VDL lab.
<b>Sub-Activities #1</b>	<ol style="list-style-type: none"> <li>1. The Contractor shall purchase additional laboratory equipment.</li> <li>2. The Contractor shall install additional laboratory equipment.</li> </ol>
<b>Primary Activity #2</b>	The Contractor shall test samples for COVID-19.
<b>Sub-Activities #2</b>	<ol style="list-style-type: none"> <li>1. The Contractor shall report test results to the submitter.</li> <li>2. The Contractor shall report test results to CDPHE.</li> <li>3. The Contractor shall track the number of tests completed.</li> <li>4. The Contractor shall track the turnaround time from sample receipt to results processing and patient notification.</li> </ol>
<b>Primary Activity #3</b>	The Contractor shall prepare a Final Report.
<b>Standards and Requirements</b>	<ol style="list-style-type: none"> <li>1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The contractor shall monitor documents and website content for updates and comply with all updates.</li> <li>2. Additional laboratory equipment is listed in Attachment #1 and is incorporated and made a part of this contract by reference.</li> <li>3. The Contractor shall report results within 72 hours of sample receipt. If the Contractor is unable to meet this reporting timeline the Contractor shall notify CDPHE.</li> <li>4. The Final Report shall include the following:</li> </ol>



## EXHIBIT A

	<ol style="list-style-type: none"> <li>a. Date of equipment instillation</li> <li>b. Number of samples tested for COVID-19</li> <li>c. The testing results, including indeterminate or unusable samples</li> <li>d. The sample processing turnaround time</li> </ol>	
<b>Expected Results of Activity(s)</b>	1. The State of Colorado will have an increased capacity to test samples for COVID-19.	
<b>Measurement of Expected Results</b>	1. Number of COVID-19 tests completed.	
		<b>Completion Date</b>
<b>Deliverables</b>	1. The Contractor shall email the CDPHE Contract Monitor and State Laboratory Director when the additional laboratory equipment has been installed.	No later than two (2) business days after instillation.
	2. The Contractor shall submit the Final Report via email to the CDPHE Contract Monitor.	No later than 12/20/20

**IV. Monitoring:**

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the *CDPHE Contract Monitor*. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic documentation as applicable

**V. Resolution of Non-Compliance:**

The Contractor will be notified in writing within (10) calendar days of discovery of a compliance issue. Within (15) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the *CDPHE Contract Monitor* and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.



# Town of Johnstown

## OWN COUNCIL AGENDA COMMUNICATIONS

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**AGENDA DATE:** October 19, 2020

**SUBJECT:** Support for Local Food Pantries

**ACTION PROPOSED:** Provide Funding to Three Local Food Pantries that Serve the Town of Johnstown

**PRESENTED BY:** Matt LeCerf, Town Manager

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### AGENDA ITEM DESCRIPTION:

As part of the response to the COVID-19 Pandemic, the Federal Government passed the Coronavirus Relief Fund (CARES) Act. The Town of Johnstown was fortunate to receive an allocation of this funding that came directly through the State of Colorado. This allocation was distributed among the counties and for Johnstown specifically, this is represented from an allocated based on population percentage within both Weld and Larimer Counties. In total, the Town's allocation from the two counties totals up to \$667,418.

The Council has previously the desire to help our local food pantries in the community which in turn, helps our residents during this difficult time of need. There are currently three food pantries in the community that are primary distributors to Johnstown families in need including the Milliken Presbyterian Church, Grace Community Church, and St John the Baptist Church. I have had the opportunity to discuss the potential of providing a small amount of funding dedicated directly to the food pantries to help support their efforts for the community and to be sure they would accept a donation. This is an eligible expense under the CARES Act and one that would provide significant benefit to those families in need. The funding associated with the CARES Act needs to be distributed and expended no later than December 30, 2020. If the funds are not expended by December 30, 2020, they must be returned to the Treasury Department. While the Town has incurred significant expenses due to the pandemic, including network improvements for telecommuting, micro-grant distributions for our local businesses, and PPE to name a few items, there are still funds available that could be used for this purpose.

The Community That Cares

[www.TownofJohnstown.com](http://www.TownofJohnstown.com)

P: 970.587.4664 | 450 S. Parish Ave, Johnstown CO | F: 970.587.0141



The purpose of this action item is to establish and determine if the Council is supportive of providing funding to the local food pantries. If supported by Council, Staff’s recommendation is that we provide each of these food pantries with an allocation of \$5,000 each that would be reimbursable through the CARES Act. The total aggregate cost expended would be \$15,000 and this would significantly help our local food pantries which have experienced a significant uptick from families in need and distribution of food during this difficult time.

**LEGAL ADVICE:**

Not Applicable.

**FINANCIAL ADVICE:**

The cost associated with supporting our local food pantries are reimbursable through the CARES Act.

**RECOMMENDED ACTION:**

Staff recommends approval of financial support for the three local food pantries that serve the Town of Johnstown.

---

**SUGGESTED MOTIONS:**

**For Approval**

I move to approve financial support to the local food pantries in the community with an allocation of \$5,000 for each panty, totaling \$15,000.

**For Denial**

I move to deny financial support to the local food pantries in the community with an allocation of \$5,000 for each panty, totaling \$15,000.

*Reviewed and Approved for Presentation,*

---

Town Manager