



Town of Johnstown

TOWN COUNCIL AGENDA COMMUNICATIONS

AGENDA DATE:	May 16, 2022
SUBJECT:	Agreement between the Town of Johnstown and the Johnstown Downtown Development Association (JDDA)
ACTION PROPOSED:	Consider the agreement between the Town of Johnstown and the JDDA
ATTACHMENTS:	1. Agreement Concerning Economic Development Between the Town of Johnstown and the JDDA
PRESENTED BY:	Sarah Crosthwaite, Economic Development Manager

AGENDA ITEM DESCRIPTION:

Enclosed for your review and consideration is the Agreement Concerning Economic Development Between the Town of Johnstown and the JDDA for FY 2022. This agreement has been updated to incorporate several changes requested on behalf of Council. As an overview the following edits have been made to the agreement since the last draft that was presented to Council on April 18, 2022:

- If this agreement is approved by Council, it will remain in effect until terminated; *see section 5*. Council will still need to appropriate and approve annually the fiscal contribution for the JDDA.
- In order for the JDDA to obtain funds throughout the fiscal year they must submit written requests including documentation that supports the funding amount request to the Town Manager.
 - The Town Manager will have the discretion to release funds to the JDDA, the amount will not exceed the appropriated fund amount that is set by Council annually.
- The JDDA will also meet the following annual requirements in order to receive financial support from the Town:
 - Annual Report due on or before January 31st
 - The annual report will summarize the previous year's activity and accomplishments along with a finalized budget for the current fiscal year; *see section 4(a) of the agreement*
 - Quarterly Reports due on or before the first day of the month of each fiscal quarter
 - The quarterly reports will summarize the previous quarters activity and financial activity; *see section 4(b) of the agreement*
 - Written Funding Request
 - On or before July 31 of each calendar year the JDDA shall provide the Town a funding request for the following fiscal year; *see section 4(c) of the agreement*

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- The funding request should guide Council in determining the Town's financial contribution for the following year
- Oral Presentation
 - During the last quarter of each calendar year the JDDA shall make an oral presentation to the Town Council; *see section 4(d) of the agreement*
 - The presentation will summarize the JDDA's activity for the current year and how they have met their strategic plans/goals

Town staff has worked with the JDDA to put this agreement together and ensure a procedural process exists as to how funds are appropriated each year and disbursed to the organization. As of current the JDDA has provided the required reports and documentation to fulfill the annual report and oral presentation. The JDDA will begin to submit quarterly reports to the Town and provide a written funding request for the following fiscal year (2023) by the deadline.

Town Council has budgeted \$15,000 for FY 2022 and has the discretion to determine the final contribution amount. If approved, the Town Manager will have the discretion to begin disbursing funds to the JDDA so long as their reporting requirements and funding requests are met/provided.

LEGAL ADVICE:

The Town Attorney drafted and reviewed the agreement as presented.

FINANCIAL ADVICE:

Funds have been appropriated for FY 2022 within the Town Council budget.

RECOMMENDED ACTION:

Approve the agreement between the Town of Johnstown and the Johnstown Downtown Development Association as presented.

SUGGESTED MOTIONS:

For Approval: I move to approve the agreement between the Town of Johnstown and the Johnstown Downtown Development Association as presented.

For Denial: I move to deny the agreement between the Town of Johnstown and the Johnstown Development Association as presented.

Reviewed and Approved for Presentation,



Town Manager

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