Finance Committee Meeting
Tuesday, November 17, 2020 - 5:00 PM
AGENDA

1. Call to Order
2. Approval of Minutes
    a. October 27, 2020 Special Finance
3. Bank to Book Reconciliation / Finance Director Report
    a. Bank to Book Rec Oct. 2020
    b. Director Report Nov. 17, 2020
4. CARES Act Funds - Update on unassigned balance and carryover to date
    a. Estimate for Electronic Permitting Software
    b. Estimate for Touchless Faucets
5. Budget 2021 - Continued review / Final prep
    a. Budget 2021 version 4
    b. Updated Carryover projections for Jan 1 available funds
    c. Balancing for final reading
    d. Contingency Project timeline for CIP's
6. Other Business
7. Adjourn

Special Finance Committee
Tuesday, October 27, 2020 - 5:00 PM
MINUTES

1. Call to Order

   Present - Benjamin Lee, Chip Dutcher, Cheryl Robertson
   Absent - None

   Staff present - Jim Lenner - Village Manager, Jack Liggett - Assistant Village Manager, Abe Haroon - Chief of Police, Dana Steffan - Finance Director, Bailey Klimchak - Village Planner, Jim Blair - Zoning Inspector, Marvin Block - Village Council, Teresa Monroe - Clerk of Council

   Public present - None

2. Action on Minutes

   a. October 20, 2020

ACTION:	Cheryl Robertson moved to Approve; Chip Dutcher seconded and all were in favor
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

3. Review / Approval of Community Cares Applications - Mayor and Staff Recommendations

   Review of applications received; $55,170 requested in second round of Community Cares Applications. Applicants awarded are American Legion, Johnstown P.D. Association, Build Licking County, Johnstown United Methodist Church, Malone's Shop 740 and Johnstown Youth Athletic Association. Money requested exceeds money available by $9,870; staff and committee recommend using the $10,000 set aside for the incubator study not going forward at this time to backfill the original $75,000 Community Cares Program increasing funds available to $85,000.

ACTION:	Benjamin Lee moved to approve round two application totals as listed and increase the Community Cares fund by another $10,000 from incubator space line item; Cheryl Robertson seconded and all were in favor.

AYES:	Lee, Robertson, Dutcher
NOES:	None
ABSTAIN:	None

Passed 3- 0

Mayor Dutcher noted that small businesses in need of help can also go to the Licking County Chamber of Commerce site because the County Commissioners gave them $500,000 and they are looking for grant applicants. Additionally the Licking County Foundation has money available for not for profit organizations; Mayor Dutcher said he thanked the County Commissioners for the money they have given.

4. Budget 2021 Line Items

Continued review of Budget 2021 line items; edits as necessary to version four.

5. Other Business

1. Edwards Road - The village was approached by the Monroe Township Trustees about partnering to resurface Edwards Road. Estimated life of the resurface is four to seven years, which will be a good temporary fix until 2029 which is the full re-build year.

Met with engineer; OPWC application would look as follows:

Total project cost $189,636.00
26% cash $49,305.36 on hand for the project to pay for village portion, includes engineering services (money from Budget Stabilization Fund)
50% Loan $70,165.32
50% Grant $70,165.32

Discussion on the need to mirror what the township will do on the loan/grant ratio. Jack Liggett said if this joint project gets awarded, it would likely limit the opportunity for one of the other two OPWC projects previously listed as priorities. Committee decision that resurfacing Edwards Road would be a great community benefit that is greatly needed.

ACTION:	Benjamin Lee moved to go forward with this project as stated; Cheryl Robertson seconded and all were in favor.
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None

ABSTAIN:	None

Passed 3 - 0

$20,000 is budgeted out of the Budget Stabilization Fund already for contingencies in 2021, an additional $40,000 will be budgeted from that fund for this project.

6. Adjourn

ACTION:	Benjamin Lee moved to Adjourn; Chip Dutcher seconded and the vote was as follows:
AYES:	Benjamin Lee, Chip Dutcher, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 6:15 pm

Bank / Account	Balance
Fifth Third Securities	3,199,478.22
Park General X9082	250,000.00
Park Payroll X9085	28,968.02
Water & Sewer X2587	210.63
Park Sweep X2608	13,645,305.16
Mayor's Court X9848	14,048.15
Total All Bank Accounts	**17,138,010.18**
Outstanding Checks	(145,359.48)
BALANCE PER BANK	**16,992,650.70**
Book Balance:	16,974,135.90
Variance:	**(18,514.80)**

Reconciling Items			
Q4 Unbooked Investment Income			
Fifth/Third Securities	$	3.65	*to be booked in January 2021*
Park National Bank	$	494.37	*to be booked in January 2021*
Water & Sewer Variances:			
Various posted receipts, did not clear bank	$	(1,451.05)	*timing*
Lockbox receipt cleared bank, not posted	$	2,095.70	*timing*
Batch #6984 received in bank, not posted	$	1,178.73	*will investigate in November*
Water Deposit received, not posted	$	150.00	*will investigate in November*
4 water deposits posted, but did not clear bank	$	(600.00)	*timing*
Water payment made to Mayor's Court account and posted in error	$	(47.25)	*will be corrected in November*
General Variances:			
check clearing variances	$	1.50	
Posted receipt too high	$	(10.00)	*will be corrected in November*
Home Depot pay by phone, not posted	$	(380.66)	*will be corrected in November*
Payroll Variances:			
OPERS employee deductions, will clear bank in next month	$	6,652.03	*timing*
OP&F employee deductions, will clear bank in next month	$	4,660.01	*timing*
Withholding taxes withheld, not yet submitted	$	6,246.43	*timing*
Aflac withholding, not yet submitted	$	35.91	*timing*
Police Foundation withholding, not yet submitted	$	75.00	*timing*
Ohio Deferred Compensation withholding, not yet submitted	$	405.00	*timing*
Medicare employer match	$	(994.57)	*timing*
Total Reconciling Items	**$**	**18,514.80**	
unidentifed variance	*$*	*(0.00)*	

Outstanding Checks	Check No.	Check Amount	Check Date
payroll	5824	$ 16.28	10/2/2020
payroll	5826	$ 1,430.70	10/16/2020
payroll	5829	$ 696.80	10/16/2020
payroll	5830	$ 76.00	10/16/2020
payroll	5833	$ 250.59	10/16/2020
payroll	5834	$ 1,926.62	10/30/2020
payroll	5835	$ 1,247.32	10/30/2020
payroll	5837	$ 3,138.14	10/30/2020
payroll	5838	$ 154.30	10/30/2020
payroll	5839	$ 16.28	10/30/2020
payroll	5840	$ 1,854.43	10/30/2020
payroll	5841	$ 59.68	10/30/2020
	13702	$134.51	8/4/2020
	13783	$9.90	9/8/2020
	13792	$70.17	9/8/2020
	13885	$10,954.86	9/24/2020
	13922	$134.51	10/5/2020
	13923	$119.04	10/5/2020
	13924	$134.51	10/5/2020
	13971	$64.99	10/15/2020
	13982	$4,374.24	10/15/2020
	13986	$390.79	10/22/2020
	13994	$157.60	10/22/2020
	14005	$150.00	10/22/2020
	14011	$17.51	10/22/2020
	14012	$352.20	10/22/2020
	14014	$1,441.80	10/22/2020
	14017	$248.94	10/22/2020
	14018	$253.09	10/22/2020
	14019	$9,716.88	10/22/2020
	14022	$262.17	10/22/2020
	14025	$6,000.00	10/22/2020
	14026	$4,000.00	10/22/2020
	14027	$5,200.00	10/22/2020
	14028	$8,000.00	10/22/2020
	14029	$6,500.00	10/22/2020
	14030	$994.57	10/29/2020
	14031	$11,170.00	10/29/2020
	14032	$2,500.00	10/29/2020
	14033	$5,000.00	10/29/2020
	14034	$4,000.00	10/29/2020
	14035	$30,000.00	10/29/2020
	14036	$2,500.00	10/29/2020
	14037	$450.00	10/29/2020
	14038	$6,797.98	10/29/2020
	14039	$449.00	10/29/2020
	14040	$1,560.00	10/29/2020
	14041	$56.04	10/29/2020
	14042	$149.39	10/29/2020
	14043	$607.75	10/29/2020
	14044	$1,804.26	10/29/2020
	14045	$421.17	10/29/2020
	14046	$2,567.26	10/29/2020
	14047	$317.04	10/29/2020
	14048	$168.80	10/29/2020
	14049	$120.00	10/29/2020
	14050	$507.95	10/29/2020
	14051	$1,287.50	10/29/2020
	14052	$637.00	10/29/2020
	14053	$376.91	10/29/2020
	14054	$120.60	10/29/2020
	14055	$1,241.41	10/29/2020

Total O/S Checks at 10/31/20:
$145,359.48

Village of Johnstown
Administrative Offices
www.johnstownohio.org

VILLAGE OF JOHNSTOWN, OHIO

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177
Fax: 740-967-6415

JOHNSTOWN

Finance Director's Report to Council
November 17th, 2020

1. Tax Revenue. Total Income Tax revenue collected through October 2020 was $1,814,691. This represents 82.3% of 2020 Budgeted Income Tax revenue of $2,205,000, and a 2.0% decrease from 2019 collections for the same period.

   The largest source of the Village's income tax revenue, withholding taxes derived from individuals working in Johnstown, increased 2.7% while individual returns decreased 7.1%, and business net profits decreased by 5.6% as compared to the same period in 2019. The larger gaps in collections are continuing to close as we approach the end of the year.

   The graph below illustrates the Village's YTD income tax revenue through October 31 each year from 2016 through 2020:

	2016	2017	2018	2019	2020
Withholding	$ 724,589	$ 790,577	$ 855,403	$ 942,468	$ 968,291
Individual	$ 549,762	$ 591,306	$ 695,969	$ 766,860	$ 712,705
Net Profit	$ 95,541	$ 172,425	$ 130,679	$ 141,576	$ 133,696
Total	**$ 1,369,891**	**$ 1,554,308**	**$ 1,682,051**	**$ 1,850,905**	**$ 1,814,691**

   Withholding taxes continue to increase every year since 2015; this can be attributed to an increase in the number of jobs and increased pay rates in Johnstown. While several companies have reported decreases in their withholding taxes from the prior year (e.g., Landmark Global $12k, Defense Finance $8k, Bleckmann $7k, Tech Int'l $5k), there were many that reported increases (e.g., Crow Works $8K, Franklin County $7K, Ghostwriter $7k, Franklin Township Board/Trustees $6.6K, ODOT $5k, Peoplease Corp $5K). Overall, the increases outweighed the decreases when compared with 2019.

   Individual income tax collections are higher when compared with 2016, 2017 & 2018, but down compared to 2019. Increases are related to both population and economic growth. The current year decrease is likely related to the COVID-19 pandemic and the delay of 2019 tax filing deadline.

   The 2020 Net Profit revenue is down primarily due to several companies reporting losses, including an $18K refund for Thirty-One Gifts, a $21k decrease at Porter Pizza Box, and a $13K decrease reported by Atrium Apparel Corp. These and other losses were partially offset by increases reported by: Apeks $23.6k, Key Cuts $6k, Coughlin Ford $5.6K, and numerous others.

2. Revenues and Expenditures. See attached spreadsheets for 2020 year-to-date revenue collections and expenditures.

Notes on Revenue:

General Fund, Permits Fines & Licenses – $43K was received in October for engineering deposits on Raccoon Creek Preserve (Centex/Pulte).

General Fund, Interest – Interest earned YTD is broken down as follows: Fifth Third Investments $21,381. Park National Bank $9,638.

Street Construction & Repair and State Highway & Improvement Funds are both slightly lower than budget. This is expected given the COVID-19 pandemic and related economic decline, as well as the temporary closure of the Bureau of Motor Vehicles. In the past two months, the Gas tax and motor vehicle registration revenues have significantly increased as compared to disbursements earlier in the year, which is a sign that these are ramping back up to pre-pandemic collections. I am projecting a $29,732 shortfall in Fund 2011 and a $2,380 shortfall in Fund 2021 at year-end.

Sewer Operating Fund $908,021, or 118% of the revenue budget has been collected through October. Of this, $240,195 was related to bulk sewer hauling for New Day Farms and Trillium Farms. Without these collections, we have received 87% of revenue budget.

Water/Sewer Improvements Fund has collected 100%+ of their respective budgets due primarily to Bond proceeds and sixty-four (64) new homes permitted YTD through October. Of the Bond proceeds, $5.77M was for Water Projects and $1.5M for Sewer Projects.

Enterprise Deposit Fund has collected 129% of budget due to a higher number of home sales/rental activity than was budgeted.

Notes on Expense:

General Fund, Recreation Dept is only 36% spent. $8k was budgeted for a ped counter which hasn't been purchased (this will be rolled into 2021 and re-appropriated), $5k was budgeted for river clean up and Raccoon Creek planning, $0 has been spent of those items. $6K was budgeted for miscellaneous expenses and none was spent. All unspent funds will roll into the 2020 carryover and will be available to appropriate in 2021.

General Fund, Zoning is 64% spent. $50k was budgeted for Design regs of which only $25K was spent to-date. $10K budgeted for Tree City, $0 spent (however most of this was spent in November).

General Fund, Economic Development is 60% spent. The remaining appropriated amount is slated for the Johnstown Community Improvement Corporation. I have attempted to contact the IRS to check on the status of our 1023 application; I will continue attempts. However, if we cannot receive the charitable status prior to YE, the money set aside in 2020 will be carried forward into 2021 budget.

Debt Service Fund. The bulk of these payments are scheduled to occur in December.

Capital Projects. Only 10% spent due to the increase in revenue for the Bond issuance. This increased the budgeted revenue by $1,360,000, and these funds will be spent throughout the year or re-appropriated in 2021.

Water & Sewer Replacement & Improvement Funds are barely spent due to the appropriations related to the new enterprise center on Duncan Plains Road. $360k is appropriated for Water lines, $930k is appropriated for sewer lines. Additionally, $5,75M in water projects and $1.5M in sewer projects were bonded and appropriated, to be spent in 2020 or re-appropriated in 2021.

3. BWC Rebate. We received a rebate of $19,070 in November. In April, the Village of Johnstown received $18,347.53, bringing the total rebate received to $37,417.53 in 2020.

4. Municipal Income tax case. Ohio municipalities have (partially) won the case in the Supreme Court. The Court upheld the centralized collection process, but struck down the provision that allows the state to take a fee portion from the local governments.

Respectfully Submitted,

Dana Steffan

Dana Steffan, CPA
Finance & Human Resources Director

Village of Johnstown Financial Report

Revenues

as of *10/31/2020*

A/C	Sub-Fund	2020 Expected Revenues	Actual Revenues	
1000	Real Estate Tax	$ 265,000	$ 263,070	99.27%
1000	Income Tax	$ 2,205,000	$ 1,814,691	82.30%
1000	Shared Taxes	$ 90,300	$ 86,144	95.40%
1000	Charges for Services	$ 150	$ 195	130.00%
1000	Permits, Fines, & Licenses	$ 218,700	$ 255,472	116.81%
1000	Interest	$ 9,000	$ 31,019	344.66%
1000	Miscellaneous	$ 66,348	$ 109,347	164.81%
1000	Other Financing Sources	$ -	$ -	
1000	**Total General Fund**	**$ 2,854,498**	**$ 2,559,939**	89.68%
2011	**Total Street Construction & Repair**	$ 373,500	$ 283,026	75.78%
2021	**State Highway & Improvement**	$ 23,890	$ 17,453	73.05%
2101	**Permissive Motor License Fund**	$ 45,000	$ 45,000	100.00%
2901	**Mayor's Court - Computer**	$ 1,000	$ 630	63.00%
2906	**Restricted Police Grants**	$ 2,000	$ -	0.00%
2907	**Right-of-Way Fund**	$ 30,000	$ -	0.00%
2909	**CARES Act Fund**	$ 258,142	$ 258,142	100.00%
5101	**Water Operating**	$ 765,375	$ 653,068	85.33%
5201	**Sewer Operating**	$ 769,375	$ 908,021	118.02%
5701	**Water Replacements & Improvements**	$ 5,933,000	$ 6,294,291	106.09%
5702	**Sewer Replacements & Improvements**	$ 1,720,000	$ 2,090,854	121.56%
5721	**Water Debt Service**	$ 227,833	$ 199,293	87.47%
5722	**Sewer Debt Service**	$ 381,151	$ 302,657	79.41%
5781	**Enterprise Deposit**	$ 40,500	$ 52,313	129.17%
9101	**Unclaimed Monies**	$ -	$ -	
9904	**Mayor's Court**	$ 80,000	$ 53,904	67.38%
	TOTAL ALL FUNDS	**$ 13,505,263**	**$ 13,718,588**	101.58%
	# Amended Appropriations			
			101.58%	
			percentage received to date	

	A	B	C	D	E	J
1	**Village of Johnstown Financial Report**					
2						
3	Expenditures					
4						
5	*as of*	*10/31/2020*				
6				**2020**	**Actual**	
7	A/C	**Sub-Fund**		**Appropriations**	**Expenditures**	
8	110	Police		$ 1,082,477	$ 857,439	79.21%
9	130	Street Lighting		$ 65,000	$ 53,253	81.93%
10	210	Public Health		$ 18,500	$ 18,500	100.00%
11	310	Recreation Department		$ 50,620	$ 18,280	36.11%
12	410	Zoning		$ 175,759	$ 113,134	64.37%
13	490	Economic Development		$ 27,000	$ 16,190	59.96%
14	710	Administration		$ 421,104	$ 307,570	73.04%
15	715	Legislative Activities		$ 91,636	$ 73,220	79.90%
16	720	Mayors Court		$ 83,828	$ 66,655	79.51%
17	725	Finance Department		$ 81,301	$ 68,075	83.73%
18	730	Lands & Buildings		$ 93,700	$ 81,965	87.48%
19	740	County Auditor (Property Tax Collection)		$ 7,000	$ 4,779	68.27%
20	745	State Auditor		$ 6,000	$ 6,000	100.00%
21	755/760	Income Tax Administration		$ 72,000	$ 56,728	78.79%
22		Other Uses of Funds & Transfers		$ 761,000	$ 644,105	84.64%
23	1000	**Total General Fund**		**$ 3,036,925**	**$ 2,385,892**	**78.56%**
24						
25		Street Maintenance & Repair		[redacted]		
26		Street Cleaning, Snow Removal				
27		Traffic Signs & Signals				
28		Sidewalks (Capital outlay)				
29	2011	**Total Street Construction & Repair**		**$ 456,803**	**$ 340,523**	**74.54%**
30						
31		State Highway Maintenance		[redacted]		
32		Street Cleaning, Snow & Removal				
33		Traffic Signs & Signals				
34	2021	**State Highway & Improvement**		**$ 13,700**	**$ 10,426**	**76.10%**
35						
36	2101	**Permissive Motor License**		**$ 45,000**	**$ 44,659**	**99.24%**
37						
42	2901	**Mayor's Court Computer**		**$ 1,200**	**$ 1,049**	**87.42%**
43						
46	2903	**Budget Stabilization Fund**		**$ 20,000**	**$ 18,084**	**90.42%**
47						
50	2905	**Leafy Dell Traffic Improvement Fund**		**$ 10,000**	**$ -**	**0.00%**
51						
52	2906	**Restricted Police Grant Fund**		**$ 1,000**	**$ 1,000**	**100.00%**
53						
54	2907	**Right of Way Fund**		**$ 38,000**	**$ 34,396**	**90.52%**
55						

	A	B	C	D	E	J
1	**Village of Johnstown Financial Report**					
2						
3	Expenditures					
4						
5	*as of*	*10/31/2020*				
6				**2020**	**Actual**	
7	A/C	**Sub-Fund**		**Appropriations**	**Expenditures**	
56	2909	**CARES Act Fund**		**$ 258,142**	**$ 120,917**	**46.84%**
57						
58	3101	**Debt Service Fund**		**$ 448,000**	**$ 71,570**	**15.98%**
59						
60	4901	**Capital Projects**		**$ 1,525,000**	**$ 258,562**	**16.95%**
61						
62	4902	**Capital Projects - US62**		**$ 182,883**	**$ 29,483**	**16.12%**
63						
64	5101	**Water Operating**		**$ 800,013**	**$ 582,988**	**72.87%**
65						
66	5201	**Sewer Operating**		**$ 797,529**	**$ 589,052**	**73.86%**
67						
68	5701	**Water Replacements & Improvements**		**$ 6,460,000**	**$ 565,203**	**8.75%**
69						
70	5702	**Sewer Replacements & Improvements**		**$ 2,690,000**	**$ 485,752**	**18.06%**
71						
72	5721	**Water Debt Service**		**$ 479,000**	**$ 25,819**	**5.39%**
73						
74	5722	**Sewer Debt Service**		**$ 395,100**	**$ 177,021**	**44.80%**
75						
76	5781	**Enterprise Deposit**		**$ 36,000**	**$ 27,057**	**75.16%**
77						
78	9101	**Unclaimed Monies**		**$ -**	**$ -**	
79						
80	9904	**Mayor's Court**		**$ 85,000**	**$ 54,389**	**63.99%**
81						
82		**TOTAL ALL FUNDS**		**$ 17,779,296**	**$ 5,823,841**	**32.76%**

OpenGov Inc. 955 Charter Street
Redwood City, CA 94063
United States

Created On:	10/28/2020		
Order Form Expiration:	11/30/2020	**Prepared By:**	Eric Fahrenkopf
Subscription Start Date:	12/1/2020	**Email:**	efahrenkopf@opengov.com
Subscription End Date:	12/30/2023	**Contract Term:**	37 Months

Customer Information

Customer:	Village of Johnstown, OH	**Contact Name:**	Jim Lenner	**Billing Contact:**	Jim Lenner
Bill To/Ship To:	PO Box 457, 599 South Main St. Johnstown, Ohio 43031 United States	**Email:**	jlenner@johnstownohio.org	**Email:**	jlenner@johnstownohio.org
		Phone:	(740) 967-3177	**Phone:**	(740) 967-3177

Order Details

Billing Frequency: Annual
Payment Terms: Net Thirty (30) Days
Description: See Billing Table Below

SOFTWARE SERVICES:

Product / Service	Start Date	End Date	Annual Term	Annual Fee
Permitting, Licensing and Code Enforcement — 2 Service Areas *AutoFill Interfaces, Esri ArcGIS, MAT / Assessor System & Flags*	12/1/2020	12/30/2020	Prorated	$932.85
Permitting, Licensing and Code Enforcement — 2 Service Areas AutoFill Interfaces, Esri ArcGIS, MAT / Assessor System & Flags	1/1/2021	12/30/2021	1	$11,194.15
Permitting, Licensing and Code Enforcement — 2 Service Areas AutoFill Interfaces, Esri ArcGIS, MAT / Assessor System & Flags	1/1/2022	12/30/2022	1	$13,500.00
Permitting, Licensing and Code Enforcement — 2 Service Areas AutoFill Interfaces, Esri ArcGIS, MAT / Assessor System & Flags	1/1/2023	12/30/2023	1	$15,000.00

Annual Subscription: See Billing Table

PROFESSIONAL SERVICES:

Product / Service	Description
OpenGov Deployment — One Time Fee	Product configuration, setup, and training described in the attached SOW

Professional Services Total: $12,870.00

Billing Table:

Amount Due	**Billing Date**
$24,997.00	December 1, 2020 ($12,127.00 Software Services + $12,870.00 Professional Services)
$13,500.00	January 1, 2021
$15,000.00	January 1, 2022

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") attached, or if no such SSA is attached, the SSA available at https://opengov.com/terms-of-service and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

Village of Johnstown, OH

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:

MARK CANTRELL PLUMBING, LLC.

142 E. PRATT STREET
JOHNSTOWN, OHIO 43031

PH: 740.965.1603 and 740.967.2000
FAX: 740.967.2201
EMAIL: staff@cantrellplumb.com

Budget - Proposal

DATE: November 12, 2020

CUSTOMER: **VILLAGE OF JOHNSTOWN**
ATTN: Teresa
ADDRESS: 599 S. Main Street
Johnstown, OH 43031
PHONE: 740.967.3177
EMAIL: tmonroe@johnstownohio.org

Scope of Work

Replacement of existing Lavatory faucet with the following:
- One Zurn Z6915 battery operated sensor faucet, chrome
- One grid strainer, chrome
- New supplies ONLY

Replacement of existing Kitchen sink faucet with the following:
- One Moen Essie battery operated sensor faucet, chrome
- New supplied ONLY
- Existing strainer and dwv lines to be left as is

Replacement of existing Bar sink faucet with the following:
- One Speakman Sensorflo SP-9107 battery operated sensor faucet, chrome
- New supplied ONLY
- Existing strainer and dwv lines to be left as is

Per Drinking Fountain:
- One Elkay ELZS8WSLP battle filling drinking fountain
  - First filter is included but all additional need to be provided by others (51300C-PROD)

Option to do ALL at once:
- This Option includes the following:
  - One Bar Sink Faucet
  - Two Kitchen Sink Faucets
  - Ten Lavatory Sink Faucets
  - One Drink Fountain

Qualifications:
- If any faucet, sink and etc. need new stops there will be additional charges.
- If any faucet, sink and etc. cannot be shut off will require additional charges.
- First set of batteries is included ONLY. All replacements is by others.
- IF ANY electric is wanted, required and etc. will be by others and NOT included by this contractor.
- All personal items are to be moved out of working area before this contractor begins
- All Utility communications, coordination, fees, charges, reviews and all etc. are by others.
- This Proposal is based on normal working hours.
- No Concrete or Gas Work is included
- This contractor does NOT include any access repair of carpentry, wall covering, drywall, flooring, access panels and etc. This is all by others and NOT included this contractor.

- This Proposal is based on all existing piping, all valves (including isolation) and all etc. being in good working order and in no need of repair/replacement. If any additional work needs done on existing there will be additional charges.
- No water line insulation is included in this Proposal
    - Freezing is NOT a warrantied liability of this contractor. It is the responsibility of General Contractor to ensure no freezing will take place. Conditioned space and etc.
- This Proposal is based on ONLY the scope of work specified above, if there is any scope of work needing done that is not specified above, there will be additional charges.
- ALL FAUCETS AND FIXTURES SUPPLIED BY OWNER:
    - ALL SPEC SHEETS FOR ALL FIXTURES WILL BE GIVEN TO THIS CONTRACTOR BEFORE ROUGH IN STARTS ON PROJECT.
    - ALL FAUCETS AND FIXTURES TO BE PLACED IN ROOM TO BE INSTALLED IN PRIOR TO THIS CONTRACTOR'S ARRIVAL, IF THEY ARE NOT, ANY TIME SPENT LOCATING/PLACING WILL BE CHARGED AT A RATE OF $70.00/HR. FOR A MECHANIC AND $40.00/HR. FOR A HELPER
    - IF ANY FAUCETS AND FIXTURES ARE DEFECTIVE, MISSING PARTS OR NOT LOCATED BY THE OWNER, TIME AND MATERIAL SUPPLIED BY THIS CONTRACTOR TO FINISH INSTALLATION WILL BE CHARGED ADDITIONALLY AT THE ABOVE RATE
    - THERE WILL BE NO WARRANTY GIVEN ON THE MATERIAL THAT IS NOT SUPPLIED BY THIS CONTRACTOR. IF THERE IS SERVICE NEED ON THE OWNER SUPPLIED ITEMS, THIS WILL BE CHARGED ADDITIONALLY AT THE ABOVE RATE AND WILL BE CHARGED A $70.00 TRIP FEE.
    - ALL WATER CLOSETS ARE FLOOR MOUNTED AND ALL FAUCETS ARE DECK MOUNTED
    - ALL TUB FILLER WILL HAVE INTERNAL MIXING. IF THIS CONTRACTOR HAS TO SUPPLY AND INSTALL MIXING VALVE THAT WILL BE ADDITIONAL
- All service lines will be stubbed within 5' of house for tie ins
- Payments as follows:
    - All invoices are due 15 days of receipt

We Propose to furnish the necessary labor, materials and equipment to complete the above outlined Scope of Work under customary standards for the sum of:

Lavatory Faucets – Each Budget:	$ 960.00	__________	Initial to Approve
Kitchen Sink Faucets – Each Budget:	$ 975.00	__________	Initial to Approve
Bar Sink Faucets – Each Budget:	$ 985.00	__________	Initial to Approve
Drinking Fountain – Each Budget:	$ 2,100.00	__________	Initial to Approve
All at Once Budget:	$ 14,050.00	__________	Initial to Approve

*Anything that is unusual or unexpected or differs from those items indicated in the plans or specifications provided by Customer or those ordinarily encountered and generally recognized as inherent in the work of the kind referenced herein, or due to interference by Customer or Customer's agents, may result in additional charges added to the Contract Price.

Terms: Invoices are due upon receipt. Job will be invoiced based on the progress payment schedule set forth above or agreed to in writing elsewhere. All proposals are based upon Approved Account with Mark Cantrell Plumbing LLC. An additional 1 1/2% will be added per month to invoices over 30 days. Alternate financing terms if agreed to by the parties are set forth in the attached Addendum A. **NO Monies** may be withheld on account of dissatisfaction by Customer or for purposes of retainage or back charging. If the account requires assistance in collection from an outside source the Customer will be liable for all costs charged or incurred including reasonable attorney fees.

Any additional contract documents will be based upon AGC/ASA STANDARD FORM CONSTRUCTION SUBCONTRACT, 640/4100 to the extent not in conflict with the terms hereof.

This Proposal constitutes an immediate and continuing request by Mark Cantrell Plumbing LLC that it be provided with a copy of the Notice of Commencement on this project from Owner, if applicable, and execution of this agreement constitutes acknowledgment by general contractor of this request.

All material is guaranteed to be as specified in the plans and specifications provided by Customer. All work is to be completed in a workmanlike manner according to standard practices in the industry. Any alteration or deviation from above plans and specifications requested by Customer that involve extra costs will be executed only upon written change orders signed by Mark Cantrell Plumbing LLC and Customer and will become an addition to the Contract Price. This Proposal and the performance hereunder are further contingent upon strikes, accidents, fire, flood and other acts of God, insurrection, war, concealed conditions, shortage of materials and/or any other delays not reasonably foreseeable and that are beyond our control. Customer is to carry Builder's Risk, fire, tornado, and other necessary insurance in sufficient amounts as are customary. Our workers are fully covered by Workmen's Compensation Insurance, certificates available upon request.

This proposal will remain in effect for (30) thirty days.

Mark Cantrell Plumbing LLC, makes no warranties other than those expressly set forth herein and specifically disclaims any and all other warranties, express or implied, including any warranties of fitness for a particular purpose or merchantability. The potential liability of Mark Cantrell Plumbing LLC shall be limited to costs of repair or replacement and it shall not be liable for any incidental, consequential or punitive damages, including lost profits. Customer shall defend and hold harmless Mark Cantrell Plumbing LLC from any claims by Customer's employees, agents or representatives or any third parties resulting from the acts of Customer or its agents, representatives, employees, assigns or other subcontractors.

Mark Cantrell Plumbing LLC, is not responsible for additional costs due to errors in the design of the project due to the architect/designer. Also, any modifications by the architect/designer, owner, builder or general contractor made subsequent to this Proposal that cause additional costs regarding the work contemplated by this Proposal may result in additional charges.

Acceptance of Budget - Proposal

The above Contract Price, Scope of Work and Terms are satisfactory and are hereby accepted. You are authorized to do the work as specified. Customer agrees to pay Mark Cantrell Plumbing LLC for the work performed for the sum(s) stated above together with any additional costs including but not limited to change orders, extra work, overages and/or escalated costs of materials. Payment will be made as outlined above or if approved, Addendum A. In the event Customer terminates this agreement, Customer shall be liable to Mark Cantrell Plumbing LLC for the cost of all work performed, authorized and/or for which materials are in place at the time plus 15% and costs incurred by reason of such termination.

This Proposal and all terms and conditions contained herein and any exhibit hereto, constitutes the entire agreement between the parties, and there are no agreements, understanding, restrictions, warranties, or representations between the parties other than those set forth or provided herein or in any exhibit hereto. No modifications or amendment to this agreement shall be valid unless they are in writing signed by Customer and Mark Cantrell Plumbing LLC If it is necessary for Mark Cantrell Plumbing LLC, to take any legal or other action to construe or enforce any term of this agreed Proposal against the Customer, contractor, owner, etc. Mark Cantrell Plumbing LLC, shall be entitled to payment (by the Customer, contract, owner, etc.) for all of its costs, including reasonable attorney's fees, incurred in such action. If there are any disputes arising out of this agreed Proposal, at the election of either party, such dispute shall be resolved through arbitration to be conducted pursuant to the Construction Industry Rules of the American Arbitration Association. Any such action to enforce or construe this Proposal shall be commenced within 90 days of completion of the Work. Any such action shall be filed and conducted in Franklin or Delaware County, State of Ohio. This agreement shall be governed by the laws of the State of Ohio without regard to conflict of law rules.

Signature:____ Date:____________________