

**RITTMAN CITY COUNCIL – AGENDA
SPECIAL MEETING
Wednesday, December 19, 2018 – 6:00 P.M.**

- 1. Roll Call**
- 2. New Business**
 - a. Ord. No. 8090 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Providing for the Compensation of Certain City Employees, Effective Date and Declaring an Emergency. Three Readings.**
 - b. Ord. No. 8091 An Ordinance of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Amending the Annual Appropriation Ordinance No. 8040, as Amended According to the Attached Sheet(s) and Declaring an Emergency. Three Readings.**
 - c. Resolution No. 8092 A Resolution of the Council of the City of Rittman, Wayne and Medina Counties and State of Ohio, Certifying that when a Municipal Obligation was Incurred Sums were Lawfully Appropriated in the Funds to Satisfy the Obligation and Sufficient Sums Currently Exist to Satisfy this Obligation According to the Attached Sheet(s) and Declaring an Emergency. Three Readings.**
 - d. Motion to Approve a 2.25% Wage Increase for the Non-Union Employees Effective December 31, 2018.**
 - e. Approval of Financial Report for November.**
- 3. Adjournment**

RECORD OF ORDINANCES

Ordinance No. 8090 Passed: _____, 2018

ORDINANCE NO. 8090

AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, PROVIDING FOR THE COMPENSATION OF CERTAIN CITY EMPLOYEES, EFFECTIVE DATE AND DECLARING AN EMERGENCY.

NOW THEREFORE, be it ordained by the Council of the City of Rittman, Counties of Wayne and Medina and State of Ohio, three-fourths of all members elected and appointed thereto concurring:

SECTION ONE.

The Municipal Employees shall have a pay range, established pursuant to the attached Exhibit "A" effective December 31, 2018.

SECTION TWO.

This Ordinance is hereby declared to be an emergency measure necessary for reason that these salaries and wages need to be established this calendar year for payroll purposes and shall go into immediate force and effect upon its passage.

Passed: _____, 2018

Mayor

Attest:

Clerk of Council

EXHIBIT "A"

POLICE DEPARTMENT

Part-time Police Officer	\$10.50 - \$18.50 per hour
School Crossing Guards	\$8.55 - \$10.25 per hour

MISCELLANEOUS CATEGORIES

Part-time clerk/typist		\$8.55 - \$15.00 per hour
Casual Employee		\$8.55 - \$14.00 per hour
Computer Technician	Annually	\$20,000.00 - \$47,840.00
Animal Control Officer		\$8.55 - \$15.00 per hour
Water Safety Instructor		\$8.55 - \$15.00 per hour
Facility Supervisor		\$9.00 - \$16.00 per hour
Life Guard		\$8.55- \$12.00 per hour

The above positions shall be compensated on an hourly basis with time-and-a-half paid as cash overtime for all time actually worked in excess of forty (40) hours per week in a seven (7) day work period.

Holiday pay shall be paid in accordance with Chapter 171.54 of the Codified Ordinances of the City of Rittman.

“Emergency” call-out pay shall be paid in accordance with 171.195 of the Codified Ordinances of the City of Rittman.

Compensatory time shall be accrued in accordance with chapter 171.197 of the Codified Ordinances of the City of Rittman.

Municipal Manager	Annually	\$63,939.00 - \$79,373.00
Manager’s Secretary	Annually	\$24,164.00 - \$32,596.00
Clerk of Council	Annually	\$ 7,360.00 - \$12,831.00
Police Chief	Annually	\$49,305.00 - \$72,300.00
Director of Service	Annually	\$44,135.00 - \$66,018.00
Director of Utilities	Annually	\$45,866.00 - \$70,100.00
Utilities Supervisor	Annually	\$36,642.00 - \$52,823.00
Park and Recreation Director	Annually	\$31,669.00 - \$53,500.00
Service Supervisor	Annually	\$36,642.00 - \$48,114.00
Finance Director	Annually	\$56,485.00 - \$72,722.00
Deputy Treasurer	Annually	\$31,525.00 - \$50,500.00
Tax Administrator	Annually	\$31,525.00 - \$47,500.00
Utilities Administrator	Annually	\$31,525.00 - \$45,429.00
Administrative Assistant to Council Clerk		\$11.00 hr. - \$15.50 hr.
Law Director (Solicitor)	Annually	\$22,933.00 - \$33,495.00

Chief of Fire Services	Annually	\$60,000.00 - \$85,000.00
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Firefighters shall be paid for training in accordance with Chapter 153.07 (a) of the Codified Ordinances of the City of Rittman at rate of \$9.76 per week.

For call-outs firefighters shall be paid in accordance with Chapter 153.07 (b) of the Codified Ordinances of the City of Rittman at the following rates:

FIREFIGHTER CERTIFICATION

	None	EMT-B	EMT-A	EMT-P
None		10-13	11-14	12-18
Vol FF	10-13	11-14	12-16	13-18
FF1	11-14	12-16	13-17	14-19
FF2	12-16	13-17	14-18	15-20

- The Fire Chief shall be paid for call-outs in accordance 153.07 (c) of the Codified Ordinances of the City of Rittman. In addition, the following EMS/Fire Officers will be paid the following salaries on the first pay day in December:

Assistant Chief	\$2,100.00 - \$2,600.00
Captain	\$1,500.00 - \$2,100.00
Lieutenant	\$1,200.00 - \$1,500.00

Overtime/Holiday pay – 1.5 x current rate.

- Holidays listed per City Ordinance.
- Over 40 hours in one week.

Safety Officer	\$1,624.00
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Station Duty Hours are paid Bi-Weekly.

On-Call Hours are paid Monthly.

Standby On-Call Rates

Emergency Medical Technicians shall be paid for stand-by on-call duty shifts in accordance with Chapter 153.06(a) of the Codified Ordinances of the City of Rittman at a rate of \$1.00 per hour.

EMS Holiday Pay

Any Member who works, or is on-call any of the following holidays shall be paid at a rate of 1.5 times their regular pay rate.

New Year’s Day	Thanksgiving
Easter	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year’s Eve
Labor Day	

Miscellaneous

The Chief of Rittman Emergency Medical Service shall be paid for runs in accordance with Chapter 153.06(b) of the Codified Ordinances of the City of Rittman.

Certain employees shall receive uniform and/or uniform allowances on an annual basis as follows:

Chief of Police - \$1,000.00 (maximum)

Part-time Police Officers - \$400.00 (maximum)

Part time officers will be given uniform allowances on a ratio comparative to the number of hours worked during the year as calculated by the Department Head and City Manager.

The initial uniform for any new Police Officer shall be furnished as per list on file in the office of the Municipal Manager. The City shall pay for only those items that are not reissued from existing stocks.

Uniforms shall remain the property of the Municipality and shall be returned to the City upon termination of employment.

RECORD OF ORDINANCES

Ordinance No. 8091 Passed: _____, 2018

ORDINANCE NO. 8091

AN ORDINANCE OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE NO. 8040, AS AMENDED ACCORDING TO THE ATTACHED SHEET(S) AND DECALRING AN EMERGENCY.

WHEREAS, certain appropriations are necessary for the continued operations of Municipal Services; and

WHEREAS, this Ordinance will provide for the efficient and lawful appropriations to fund Municipal Services; and

NOW THEREFORE, be it ordained by the Council of the city of Rittman, Counties of Wayne and Medina and State of Ohio, three-fourths of all members elected and appointed thereto concurring:

SECTION ONE.

That the annual Appropriation Ordinance is amended pursuant to the attached Exhibit "A".

SECTION TWO.

That a certified copy of this Ordinance be delivered to the Wayne County Auditor.

SECTION THREE.

That because of the immediate need for the appropriation of said funds, this Ordinance is hereby declared to be an emergency measure necessary for the public peace, health and safety and shall go into immediate force and effect upon its passage.

Ordinance No. 8091

Passed: , 2018

Passed: , 2018

Mayor

Attest:

Clerk of Council

		2018	2018						
FUND		Budget Revenues	Budgeted Expenses						
General Fund		2,571,918	2,981,047						
Emergency Med. Serv.		429,300	479,653						
Street Maint. & Repair		265,520	308,703						
State Highway		21,365	51,870						
Permissive Tax		0	0						
Permissive Tax II		49,765	31,500						
Police Pension		26,300	33,036						
Law Enforcement & Educ		215	0						
Law Enforcement		390	7,125						
Law Enforcement Assist. Grant		0	0						
Educ. & Recreation Assist.		0	0						
Cont Professional Training		3,740	3,740						
SAFER Grant		10,630	10,630						
Capital Improvements		829,251	1,119,008						
Fire Dept. Capital Impr.		265,400	289,191						
Debt Retirement		134,135	134,135						
Water		923,104	1,005,946						
Water Bond Retirement		0	0						
Sewer		1,242,860	1,252,425						
Sewer Surplus		281,497	398,582						
Sewer Revenue Bond Ret.		105,348	105,348						
Sewer Revenue Bond Reserve		0	0						
Solid Waste		457,670	426,018						
Storm Sewer		94,665	130,396						
Cemetery		6,670	16,000						
Recreation Trust		4,805	0						
Returnable Bonds		14,210	10,000						
		<u>\$7,738,758</u>	<u>\$8,794,353</u>						
		Personal	Other	Other Expenses					
		Services	Epenses	Total	Contractual Services	Supplies	Capitall Outlay	Debt	Total Other
General Fund									
Safety Service	Police	1,103,480	123,185	1,226,665	80,840	42,345			123,185.00
Safety Service	St. Lighting		25,925	25,925	24,485	1,440			25,925.00
Public Health & Welfare	Cemetery	68,220	8,610	76,830	3,980	4,630			8,610.00
Public Health & Welfare	County Health		21,241	21,241	21,241				21,241.00
Public Health & Welfare	Public Health	1,195	8,780	9,975	4,935	3,845			8,780.00
Leisure Time	Parks	123,255	15,760	139,015	7,855	7,905			15,760.00
Leisure Time	Recreation Center	216,025	145,440	361,465	117,740	26,630		1,070	145,440.00
Transportation	Street Maint. & Repair	85,660	20,035	105,695	15,330	4,705			20,035.00
Transportation	Veh. Maint.		0	0					-
General Govt	City Council	43,775	6,000	49,775	6,000				6,000.00
General Govt	Mayor & Adm.	185,341	171,225	356,566	155,750	15,475			171,225.00
General Govt	Finance & Income Tax	200,110	37,800	237,910				37,800	37,800.00
General Govt	Lands & Buildings	0	8,515	8,515	530	2,835	5,150		8,515.00
General Govt	Solicitor	40,525	10,105	50,630	10,105				10,105.00
General Govt	Other General	19,700	26,110	45,810	26,110				26,110.00
	Other Uses		265,030	265,030				265,030	265,030.00
Total General Fund		2,087,286	893,761	2,981,047	474,901	109,810	5,150	0	893,761
Other Funds									
210	EMS	338,533	141,120	479,653	43,050	22,710	40,580		141,120
220	Street Maint. & Repair	251,863	56,840	308,703	7,660	44,860		4,320	56,840
225	State Highway	8,190	43,680	51,870		27,680	16,000		43,680
230	Permissive Tax		0	0					-
235	Permissive Tax II		31,500	31,500	31,500				31,500
240	Police Pension	32,520	516	33,036				516	516
250	Law Enforcement & Educ.		0	0					-
251	Law Enforcement	7,125	0	7,125					-
255	Law Enforcement Assist. Grant		0	0					-
256	Cont Professional Training'	3,740	0	3,740					-
270	Educ. & Recreation Assist.		0	0					-
280	SAFER Grant	10,630		10,630					-
400	Capital Improvements		1,119,008	1,119,008			952,348	166,660	1,119,008
410	Fire Dept. Capital Impr.	171,990	117,201	289,191	29,785	15,820	69,880	1,716	117,201
500	Debt Retirement		134,135	134,135				134,135	134,135
600.610	Water	158,494	517,822	676,316	132,361	173,719		211,742	517,822
600.620	Water Supply	120,616	66,585	187,201	23,290	27,295	16,000		66,585
600.630	Water Dist.	117,267	25,162	142,429	1,585	19,440	4,137		25,162
650.610	Sewer	156,499	705,951	862,450	200,506	24,400		481,045	705,951
650.640	Sewer Plant Op	157,346	109,605	266,951	46,795	62,810			109,605
650.650	Sewer Coll. System	111,637	11,387	123,024	2,490	4,760	4,137		11,387
655	Sewer Surplus		398,582	398,582	122,460		269,625	6,497	398,582
656.610	Sewer Revenue Bond Ret.		105,348	105,348				105,348	105,348
680	Solid Waste	44,864	381,154	426,018	356,401	2,115	22,638		381,154
681	Storm Sewer		130,396	130,396	120,696		9,700		130,396
700	Cemetery		16,000	16,000			16,000		16,000
710	Recreation Trust		0	0					-
801	Returnable Bonds		10,000	10,000	10,000				10,000
Total Budget		<u>\$3,778,600</u>	<u>\$5,015,753</u>	<u>\$8,794,353</u>					
Total Water Fund (600.610, 600.620, 600.630)		396,377	609,569	1,005,946					
Total Sewer Fund (650)		425,482	826,943	1,252,425					

2018 APPROPRIATIONS AMENDMENT #15				
Fund		Department	Amount	Description
100	General	Cemetery	\$ 110	Increase in Appropriations for Vehicle Fuel
100	General	Tax	200	Increase in Appropriations for Income Tax Refunds
400	Capital	Street Maintenance	31,430	Increase in Appropriations for Safe Routes to Schools (Sidewalks)
650	Sewer	Sewer	865	Increase in Appropriations for Personnel Services
680	Solid Waste	Solid Waste	7,100	Increase in Appropriations for Personnel Services
2018 ESTIMATED RESOURCES AMENDMENT #6				
400	Capital	Street Maintenance	31,430	Increase in Estimated Resources for Safe Routes to Schools Grant

RECORD OF ORDINANCES

Ordinance No. 8092 Passed: _____, 2018

RESOLUTION NO. 8092

A RESOLUTION OF THE COUNCIL OF THE CITY OF RITTMAN, WAYNE AND MEDINA COUNTIES AND STATE OF OHIO, CERTIFYING THAT WHEN A MUNICIPAL OBLIGATION WAS INCURRED SUMS WERE LAWFULLY APPROPRIATED IN THE FUNDS TO SATISFY THE OBLIGATION AND SUFFICIENT SUMS CURRENTLY EXIST TO SATISFY THIS OBLIGATION ACCORDING TO THE ATTACHED SHEET(S) AND DECLARING AN EMERGENCY.

WHEREAS, certain certifications are necessary for the continued operations of Municipal Services; and

WHEREAS, this Resolution will provide for the efficient and lawful certifications to provide Municipal Services; and

NOW THEREFORE, be it resolved by the Council of the City of Rittman, Counties of Wayne and Medina and State of Ohio, three-fourths of all members elected and appointed thereto concurring:

SECTION ONE.

The Finance Director is authorized to draw warrants for the payment of Municipal expenses pursuant to the attached Exhibit "A" which is incorporated herein.

SECTION TWO.

That because of the immediate need for the certification and payment of said obligations, this Resolution is hereby declared to be an emergency measure necessary for the public peace, health and safety and shall go into immediate force and effect upon its passage.

Ordinance No. 8092 Passed: _____, 2018

Passed: _____, 2018

Mayor

Attest:

Clerk of Council

OFFICE OF THE CITY MANAGER
CITY OF RITTMAN
30 N. MAIN ST.
RITTMAN, OH 44270
PH. (330) 925-2045 FAX (330) 925-2066
e-mail: cmann@rittmann.com



PURCHASE ORDER AND CERTIFICATE

PO. NUMBER RG031859

REQ. NUMBER

PO. DATE 12/06/18

SHIP VIA

TERMS NET ZERO

SHIP TO:

CITY OF RITTMAN
30 N. MAIN ST.
RITTMAN, OH 44270

TO:

TREASURER OF STATE
JEFFREY M. HISEM, ODOT
1980 WEST BROAD STREET, 1ST FL
COLUMBUS, OHIO 43223

ACCOUNT NUMBER	AMOUNT
400.800.55400	\$31,439.67

QUANTITY	UNIT	DESCRIPTION	PRICE/UNIT	AMOUNT
		SAFE ROUTES TO SCHOOLS	31439.67	\$31,439.67

Is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate the amounts shown below required to meet the contract/order have been lawfully appropriated for such purposes. This amount is in the treasury or in process of collection to the credit of the indicated funds, free from any obligation or certificate now outstanding.

TOTAL: \$31,439.67

TREASURER'S CERTIFICATE

It is hereby certified that the amount (\$ 31,439.67) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the Treasury or in process of collection to the credit of the 31,439.67 and free from any obligation or certification now outstanding.

PURCHASING AGENT

THIS ORDER NOT VALID UNLESS TREASURER'S CERTIFICATE IS SIGNED.

12/6/18
DATED

TREASURER

K.E. McCartney & Associates, Inc.
Engineers • Planners • Surveyors

December 3, 2018

Mr. Derek Feuerstein
City of Rittman
City Manager
30 North Main Street
Rittman, Ohio 44270

RE: D03 – SRTS - Rittman
Construction Estimate No. 3
PID No. 93552

Dear Mr. Feuerstein:

Enclosed, please find Estimate No. 3 for Smith Paving & Excavating, Inc. for the above referenced project. The pay application breakdown is as follows:

Estimate No. 2	\$ 31,439.67
ODOT Direct Pay (100% Federal)	\$ 31,439.67
Local Share – (City of Rittman)	\$
Less Retainage from Local Share	\$
TOTAL LOCAL SHARE – City of Rittman	\$ 31,439.67

We have reviewed and prepared this estimate for work completed and accepted through July 27, 2018. It is our recommendation that the City sign the "Local Let Summary & Payable Invoice" and send it to District 3 for processing.

Sincerely,
K.E. McCARTNEY & ASSOCIATES, INC.



Brian P. Sarratore
Construction Services Manager

Contractor Progress Payment Certification

Project Number:	CM-243	County/Route/Section:	D03 – SRTS - Rittman
PID:	93552	Federal Proj. Number:	E120 (572)
Contractor:	Smith Paving & Excavating, Inc.		
Estimate Number:	3 - Final	Estimate Date:	11/30/18

I, Dean D. Iger, a duly authorized representative of the **Smith Paving & Excavating, Inc.** for the reference Project, hereby verify based on personal knowledge or reasonable investigation and good faith belief that all items represented by this estimate were constructed in reasonably close conformity with the Contract Documents.

Pursuant to C&MS 109.09, execution of this document by the Contractor acknowledges full, fair and timely compensation for the work represented by this estimate. Any exception to the foregoing is listed below.

By execution of this document the Contractor certifies that all subcontractors and material suppliers will be paid monies due from this Progress Payment in accordance with C&MS 107.21.

Ref. No	Item	Quantity	Reason for exception


Contractor Signature


Title

12/3/11
Date



The City of Rittman Offices
30 North Main Street
Rittman, Ohio 44270
330-925-2045
www.rittmman.com

Derek Feuerstein
City Manager
derekfeuerstein@rittmman.com

Local Let Summary & Payable Invoice

Remit To: Smith Paving & Excavating, Inc.
4426 N. Old State Road
Norwalk, Ohio 44857

Invoice No. 3 - Final
Date: November 30, 2018
Agree. No. 26065
FAP No. E120(572)
Enc. No. 596091
PID 93552
Proj. No. 17N206

The City of Rittman certifies that the work identified in this invoice has been constructed in substantial compliance with the project plans and in no way represents any degree of duplication of payments that have been or will be received.

LPA's Signature [Signature] Date: 12/4/18

Please indicate Final Invoice by Initialing: DF

Payment Item	Participation %		Total Cost To Date	Previous Payments	Amount Due This Invoice
	State	Local			
Construction Cost			\$ 255,034.62	\$ 223,594.95	\$ 31,439.67
4SC7 (SRTS)	100%		\$ 255,034.62	\$ 223,594.95	\$ 31,439.67
Less LNTP (Local Share)		0%	\$ -	\$ -	\$ -
Totals			\$ 255,034.62	\$ 223,594.95	\$ 31,439.67

Total Max Amount for Project \$432,000.00

NOTE: Invoices cannot exceed the encumbered amount of \$262,986.40, without contacting your District LPA Coordinator.

The District has reviewed this invoice in accordance with the Departments written procedures and recommends payment of the amount shown above.

By: _____ Date: _____
District Approval

Ref. No.	Item No.	Description	Plan Qty. & Approved C.O.	Units	Unit Price	Extended Amount
1	201	CLEARING AND GRUBBING	1.00	LS	\$ 3,150.00	\$ 3,150.00
2	202	PAVEMENT REMOVED	298.00	SY	\$ 28.00	\$ 7,748.00
3	202	WALK REMOVED	927.80	SF	\$ 2.80	\$ 2,412.28
4	202	CURB REMOVED, AS PER PLAN	744.80	FT	\$ 9.25	\$ 6,889.40
5	202	CURB AND GUTTER REMOVED, AS PER PLAN	410.40	FT	\$ 9.75	\$ 4,001.40
6	202	REMOVAL MISC.: TIMBER LANDSCAPE WALL	56.80	FT	\$ 9.00	\$ 508.40
7	202	REMOVAL MISC.: LANDSCAPE STONE/BOULDER	6.00	EACH	\$ 65.00	\$ 390.00
8	203	EXCAVATION	274.00	CY	\$ 18.75	\$ 5,137.50
9	203	EMBANKMENT	18.00	CY	\$ 42.00	\$ 756.00
10	204	SUBGRADE COMPACTION	807.20	SY	\$ 1.00	\$ 807.20
11	608	4" CONCRETE WALK	14,793.25	SF	\$ 5.05	\$ 74,705.91
12	608	CURB RAMP, AS PER PLAN	1,533.45	SF	\$ 7.95	\$ 12,190.93
13	659	SOIL ANALYSIS TEST	-	EACH	\$ 50.00	\$ -
14	659	TOP-SOIL	258.30	CY	\$ 42.00	\$ 10,848.60
15	659	SEEDING AND MULCHING, CLASS 1	1,982.60	SY	\$ 1.30	\$ 2,577.38
16	659	REPAIR SEEDING AND MULCHING	111.70	SY	\$ 1.30	\$ 145.21
17	659	INTER-SEEDING	40.00	SY	\$ 1.30	\$ 52.00
18	659	COMMERCIAL FERTILIZER	0.50	TON	\$ 500.00	\$ 250.00
19	659	LIME	-	ACRE	\$ 450.00	\$ -
20	659	WATER	-	MGAL	\$ 20.00	\$ -
21	832	STORM WATER POLLUTION PREVENTION PLAN	1.00	LS	\$ 1,800.00	\$ 1,800.00
22	832	EROSION CONTROL	5,154.88	EACH	\$ 1.00	\$ 5,154.88
23	605	4" BASE PIPE UNDERDRAINS, AS PER PLAN	-	FT	\$ 5.00	\$ -
24	611	4" CONDUIT, TYPE F	238.10	FT	\$ 10.50	\$ 2,478.05
25	611	MANHOLE ADJUSTED TO GRADE	1.00	EACH	\$ 525.00	\$ 525.00
26	611	MANHOLE ADJUSTED TO GRADE, AS PER PLAN	1.00	EACH	\$ 1,450.00	\$ 1,450.00
27	452	6" NON-REINFORCED CONCRETE PAVEMENT, CLASS QC MS	739.60	SY	\$ 47.75	\$ 35,315.90
28	608	CURB, TYPE 6	301.40	FT	\$ 16.25	\$ 4,897.75
29	609	CURB, TYPE 6, AS PER PLAN	661.00	FT	\$ 34.50	\$ 22,804.50
30	609	COMBINATION CURB AND GUTTER, TYPE 2, AS PER PLAN	380.00	FT	\$ 48.00	\$ 18,240.00
31	630	GROUND MOUNTED SUPPORT, NO. 3 POST	372.50	FT	\$ 6.45	\$ 2,402.63
32	630	SIGN, FLAT SHEET	135.00	SF	\$ 16.50	\$ 2,227.50
33	630	REMOVAL OF GROUND MOUNTED SIGN AND REERECTION	14.00	EACH	\$ 45.70	\$ 639.80
34	630	REMOVAL OF GROUND MOUNTED POST SUPPORT AND DISPOSAL	14.00	EACH	\$ 30.50	\$ 427.00
35	644	STOP LINE	55.60	FT	\$ 6.25	\$ 347.50
36	644	CROSSWALK LINE	449.70	FT	\$ 13.00	\$ 5,846.10
37	644	YIELD LINE	24.00	FT	\$ 15.00	\$ 360.00
38	614	MAINTAINING TRAFFIC	1.00	LS	\$ 5,000.00	\$ 5,000.00
39	623	CONSTRUCTION LAYOUT STAKES AND SURVEYING	1.00	LS	\$ 5,380.00	\$ 5,380.00
40	624	MOBILIZATION	1.00	LS	\$ 3,500.00	\$ 3,500.00
41	SPEC	TRENCH DRAIN	35.00	FT	\$ 60.98	\$ 2,123.80
42	SPEC	REMOBILIZATION FOR EXTRA WORK AT HOME/WRITER INTERSECTION	1.00	LS	\$ 1,500.00	\$ 1,500.00

By Signing this Estimate, I acknowledge that the quantities represented are to the best of my knowledge accurate and represent the work performed by the Contractor to date.


Brian P. Saratore
K.E. McCartney & Associates
11/30/18
Date

Completed Previously		Complete This Period		Completed To Date	
Quantity	Amount	Quantity	Amount	Quantity	Amount
1.00	\$ 3,150.00	-	\$ -	1.00	\$ 3,150.00
222.40	\$ 5,782.40	75.60	\$ 1,865.60	298.00	\$ 7,748.00
464.00	\$ 1,208.40	463.80	\$ 1,205.88	927.80	\$ 2,412.28
704.15	\$ 6,513.39	40.65	\$ 376.01	744.80	\$ 6,889.40
206.20	\$ 2,028.95	202.20	\$ 1,971.45	410.40	\$ 4,001.40
48.00	\$ 432.00	8.60	\$ 77.40	56.60	\$ 509.40
2.00	\$ 130.00	4.00	\$ 260.00	6.00	\$ 390.00
274.00	\$ 5,137.50	-	\$ -	274.00	\$ 5,137.50
18.00	\$ 788.00	-	\$ -	19.00	\$ 788.00
738.90	\$ 738.90	88.30	\$ 68.30	807.20	\$ 807.20
14,605.00	\$ 73,755.25	188.25	\$ 950.66	14,793.25	\$ 74,705.91
1,310.60	\$ 10,419.27	222.85	\$ 1,771.66	1,533.45	\$ 12,190.93
-	\$ -	-	\$ -	-	\$ -
183.20	\$ 7,694.40	75.10	\$ 3,154.20	258.30	\$ 10,848.60
1,982.60	\$ 2,577.38	-	\$ -	1,982.60	\$ 2,577.38
106.00	\$ 137.80	5.70	\$ 7.41	111.70	\$ 145.21
7.10	\$ 9.23	32.90	\$ 42.77	40.00	\$ 52.00
0.47	\$ 235.00	0.03	\$ 15.00	0.50	\$ 250.00
-	\$ -	-	\$ -	-	\$ -
-	\$ -	-	\$ -	-	\$ -
1.00	\$ 1,800.00	-	\$ -	1.00	\$ 1,800.00
4,694.88	\$ 4,694.88	480.00	\$ 460.00	5,154.88	\$ 5,154.88
-	\$ -	-	\$ -	-	\$ -
100.00	\$ 1,050.00	136.10	\$ 1,429.05	236.10	\$ 2,478.05
1.00	\$ 525.00	-	\$ -	1.00	\$ 525.00
1.00	\$ 1,450.00	-	\$ -	1.00	\$ 1,450.00
709.00	\$ 33,854.75	30.60	\$ 1,461.15	739.60	\$ 35,315.90
277.00	\$ 4,501.25	24.40	\$ 396.50	301.40	\$ 4,897.75
367.40	\$ 12,675.30	283.60	\$ 10,128.20	661.00	\$ 22,804.50
392.00	\$ 18,616.00	(12.00)	\$ (576.00)	380.00	\$ 18,240.00
300.00	\$ 1,935.00	72.50	\$ 467.63	372.50	\$ 2,402.63
86.00	\$ 1,419.00	49.00	\$ 808.50	135.00	\$ 2,227.50
12.00	\$ 548.40	2.00	\$ 81.40	14.00	\$ 639.80
14.00	\$ 427.00	-	\$ -	14.00	\$ 427.00
55.60	\$ 347.50	-	\$ -	55.60	\$ 347.50
378.00	\$ 4,914.00	71.70	\$ 932.10	449.70	\$ 5,846.10
24.00	\$ 360.00	-	\$ -	24.00	\$ 360.00
1.00	\$ 5,000.00	-	\$ -	1.00	\$ 5,000.00
1.00	\$ 5,380.00	-	\$ -	1.00	\$ 5,380.00
0.90	\$ 3,150.00	0.10	\$ 350.00	1.00	\$ 3,500.00
-	\$ -	35.00	\$ 2,123.80	35.00	\$ 2,123.80
-	\$ -	1.00	\$ 1,500.00	1.00	\$ 1,500.00
-	\$ -	-	\$ -	-	\$ -
\$ 223,594.95	\$ 31,439.67			\$ 255,034.62	\$ 100.0%

TOTAL AMOUNT COMPLETED TO DATE
AMOUNT - DELIVERED MATERIALS

LESS PREVIOUS PAYMENTS

TOTAL AMOUNT DUE THIS ESTIMATE

ODOT Direct Pay (100% Federal)

City of Rittman (Local Share)

Retainage from Local Share

Amount Due - City of Rittman

Remit payment to:

Smith Paving & Excavating, Inc.
4426 N. Old State Road
Norwalk, OH 44857



Ohio Department of Transportation

Local Let Invoice Checklist

Local Agency	City of Rittman
PID Number	93552
LPA Contact	Derek Feuerstein
LPA Phone	330-925-2045

Local Agency Invoice must contain

Confirm accuracy of the following

√ = Approved

Local Review	1	Vendor Name: Smith Paving & Excavating, Inc.		✓
	2	Vendor Address: 4426 N. Old State Road Norwalk, Ohio 44857		✓
	3	Local Agency Name: City of Rittman		✓
	4	Project # D03-SRTS-Rittman		✓
	5	(Invoice) Billing Period Dates From: June 1, 2018 To: July 27, 2018		✓
	6	Invoice # 3 - Final Invoice Date: 11/30/18		✓
	7	Agreement # 26065		✓
	8	PID # 93552		✓
	9	Encumbrance # 596091		✓
	10	State Job # 438374		✓
	11	Work Performed - Description contained on invoice		✓
	12	Federal Payment Requested contained on invoice		✓
	13	State/Local Payment Requested contained on invoice		✓
	14	Total Payment Requested contained on invoice		✓
	15	Back up documentation attached (see below)		✓

Reviewed by Local: Signature: *[Signature]*

Date 12/4/18

Local Cost Review by LPA Construction Monitor

Confirm accuracy of the following

√ = Approved

District Review	1	Vendor Name		✓
	2	Local Agency Name		✓
	3	(Invoice) Billing Period Dates From - To		✓
	4	Invoice#		✓
	5	Agreement #		✓
	6	PID #		✓
	7	Encumbrance #		✓
	8	Work Performed - Description contained on invoice		✓
	9	Federal/State Split % contained on invoice		✓
	10	Direct Labor Costs totaled correctly on invoice (backup listed below)		✓
	11	Per contract, method of cost recovery selected (if the costs pertain to a project contract)		✓
	12	Fringe Benefits Costs Approved Rate by ODOT Office of External Audits(ing) (in effect)		✓
	13	Indirect Costs - Approved Rate % , Approval Period from / / to / / / De minimus		✓
	14	Other Direct Costs are contained on invoice		✓
	15	Total Costs requested for this period are correct		✓
	16	Appropriate back up documentation is attached to the invoice. (see below) Ensure totals match.		✓

Back Up Documents Needed for labor reimbursement:

- ☐ For Direct Labor costs: Employee timesheets
signed and dated in approval by both the employee and supervisor not to exceed 30 days after the pay period's end date) for all hours in the payroll period.
- ☐ Employee project detail (may be in addition to timesheet).
- ☐ Payroll register that details hours worked and salary or wage for same time period as timesheets.

Back Up Documents needed for reimbursement to a vendor or Right of Way

- Right of Way payment - Copy of paid invoice to vendor and cancelled check issued.
- Other vendor payment - Scanned copy of check issued or electronic verification from Local bank that check was issued



Ohio Department of Transportation
Local Let Invoice Checklist

Local Agency	City of Rittman	
PID Number	93552	
LPA Contact	Derek Feuerstein	
LPA Phone	330-925-2045	
District Review Performed by:	Name: Date:	

√ = Approved

LPA Coordinator		FINAL INVOICE	
	1	Invoice (Approved) Marked Final Y/N	Y
	2	Final costs that are 100% local cost are (clearly) identified	Y
	3	Local Signature and Date by Final Flag	✓
		<i>Derek Feuerstein</i> 12/4/18	

* Revised 10/10/20

CHANGE ORDER

PROJECT

D03 - SRTS Rittman
PID No. 93552
City of Rittman

C.O. # 1

DATE November 29, 2018

CONTRACTOR

Smith Paving & Excavating, Inc.
4426 N. Old State Road
Norwalk, Ohio 44857

OWNER

City of Rittman
30 North Main Street
Rittman, Ohio 44270

CHANGE ORDER DETAIL						
Ref. #	Description	Part Code	Quantity	Unit	Unit Price	Amount
	See Detail Sheet for All Items					
					Total	\$ (7,951.79)

Funding \ Participation Codes: 01 100% Project Funds
100% Federal)

EXPLANATION OF NECESSITY
See Attached Sheet for Explanation by Reference Number

CHANGE TO CONTRACT PRICE

Original Contract Price	\$ 262,986.40
Current Contract Price - Adjusted by Previous Change Order(s)	\$ 262,986.40
Increase \ Decrease Due to this Change Order	\$ (7,951.79)
New Contract Price - Including This Change Order	\$ 255,034.62

CHANGE TO CONTRACT TIME

Original Contract Completion Date	July 27, 2018
Contract Time (Days) Due to this Change Order	0 Days
Current Contract Completion Date	July 27, 2018

Recommended \ Approved By:	Signature	Date
ENGINEER \ CONST. MGR. K.E. McCartney & Associates Brian Sarratore, Proj. Mgr.	Recommended By: <i>Brian Sarratore</i>	12/3/18
CONTRACTOR Smith Paving & Excavating, Inc.	Approved By: <i>Michael Leggett</i>	12/3/2018
OWNER City of Rittman Derek Feuerstein, City Manager	Approved By: <i>Derek Feuerstein</i>	12/4/18

CHANGE ORDER DETAIL

PROJECT

D03 - SRTS Rittman
PID No. 93552
City of Rittman

C.O. #

1

DATE

November 29, 2018

CONTRACTOR

Smith Paving & Excavating, Inc.
4426 N. Old State Road
Norwalk, Ohio 44857

OWNER

City of Rittman
30 North Main Street
Rittman, Ohio 44270

Ref. #	Description	Part. Code	Quantity	Unit	Unit Price	Amount
2	Pavement Removed	01	53.00	SY	\$ 26.00	\$ 1,378.00
3	Walk Removed	01	113.80	SF	\$ 2.60	\$ 295.88
4	Curb Removed, As Per Plan	01	(78.20)	FT	\$ 9.25	\$ (723.35)
5	Curb and Gutter Removed, As Per Plan	01	(69.60)	FT	\$ 9.75	\$ (678.60)
6	Removal Misc.: Timber Landscape Wall	01	(4.40)	FT	\$ 9.00	\$ (39.60)
10	Subgrade Compaction	01	(31.80)	SY	\$ 1.00	\$ (31.80)
11	4" Concrete Walk	01	188.25	SF	\$ 5.05	\$ 950.66
12	Curb Ramp, As Per Plan	01	(14.55)	SF	\$ 7.95	\$ (115.67)
13	Soil Analysis Test	01	(2.00)	EA	\$ 50.00	\$ (100.00)
14	Topsoil	01	24.30	CY	\$ 42.00	\$ 1,020.60
15	Seeding and Mulching, Class 1	01	(127.40)	SY	\$ 1.30	\$ (165.62)
16	Repair Seeding and Mulching	01	5.70	SY	\$ 1.30	\$ 7.41
17	Inter-Seeding	01	(66.00)	SY	\$ 1.30	\$ (85.80)
18	Commercial Fertilizer	01	0.03	TON	\$ 500.00	\$ 15.00
19	Lime	01	(0.44)	ACRE	\$ 450.00	\$ (198.00)
20	Water	01	(12.00)	MGAL	\$ 20.00	\$ (240.00)
22	Erosion Control	01	(8,845.12)	LS	\$ 1.00	\$ (8,845.12)
23	4" Base Pipe Underdrains, As Per Plan	01	(1,344.00)	FT	\$ 5.00	\$ (6,720.00)
24	4" Conduit, Type F	01	136.10	FT	\$ 10.50	\$ 1,429.05
27	6" Non-Reinforced Concrete Pavement, Class QC MS	01	30.60	SY	\$ 47.75	\$ 1,461.15
28	Curb, Type 6	01	24.40	FT	\$ 16.25	\$ 396.50
29	Curb, Type 6, As Per Plan	01	(53.00)	FT	\$ 34.50	\$ (1,828.50)
30	Combination Curb and Gutter, Type 2, As Per Plan	01	(12.00)	FT	\$ 48.00	\$ (576.00)
31	Ground Mounted Support, No. 3 Post	01	72.50	FT	\$ 6.45	\$ 467.63
32	Sign, Flat Sheet	01	49.00	SF	\$ 16.50	\$ 808.50
35	Stop Line	01	(2.40)	FT	\$ 6.25	\$ (15.00)
36	Crosswalk Line	01	71.70	FT	\$ 13.00	\$ 932.10
37	Yield Line	01	(25.00)	FT	\$ 15.00	\$ (375.00)
41	Trench Drain	01	35.00	FT	\$ 60.68	\$ 2,123.80
42	Remobilization for Extra Work at Home \ Ritter Intersection	01	1.00	LS	\$ 1,500.00	\$ 1,500.00
Totals						\$ (7,951.79)

CHANGE ORDER DETAIL

PROJECT

D03 - SRTS Rittman
PID No. 93552
City of Rittman

C.O. #

1

DATE

November 29, 2018

CONTRACTOR

Smith Paving & Excavating, Inc.
4426 N. Old State Road
Norwalk, Ohio 44857

OWNER

City of Rittman
30 North Main Street
Rittman, Ohio 44270

EXPLANATION OF NECESSITY

- Ref. #

2-6, 10-20, 22-24, 27-32, 35, 36 &37:

The quantities for the above reference items have been determined from actual field measurements and/or calculations for the work completed and accepted on the project.
- Ref. #

41 - Trench Drain

During construction of the sidewalk, shallow drains for downspouts and sump pumps were encountered that could not be buried below the new sidewalk. It was determined that we would install 4" wide trench drains across the sidewalks. The contractor submitted a cost analysis for the additional work. The cost analysis was reviewed for conformity with the specifications and the costs are acceptable for the work being performed.
- Ref. #

42 - Remobilization for Extra Work at Home \ Ritter Intersection:

Prior to final acceptance, the City received complaints that pedestrians were crossing from the north side of the Home\Ritter intersection to the new sidewalk that was installed on the south side of this intersection. The sidewalk on the north side of the intersection stopped approx. 50' short of the intersection. Duue to safety concerns addressed at the final walkthrough, it was determined that sidewalk, curb ramp and pavement markings and signs should be installed to create a crosswalk at this location. The area was within the public right-of-way. ODOT confirmed that this area was also covered under the environmental document for the project. The contractor agreed to perform the additional work at the unit prices established for the reference items in the contract. Since the contractor had to remobilize to perform this work, it was agreed that the contractor would be reimbursed for the costs for remobilization to the project site. The contractor submitted a cost analysis for the additional work. The cost analysis was reviewed for conformity with the specifications and the costs were acceptable for the remobilization.

No additional time was necessary to complete the project by the original completion date.