

**August 18, 2025
Study Session
Study Session – 6:00 PM**

The City of Vandalia is committed to transparency and open meetings. A live broadcast of this meeting for viewing only is available via the Zoom app.

Join Zoom Meeting

<https://us02web.zoom.us/j/85288834157>

Meeting ID: 852 8883 4157

One tap mobile: 1-305-224-1968, 85288834157#

1. Presentations
 - A. Department Update Public Service (Mr. Borton)
2. Monday, August 18, 2025
 - A. Items on this evening's Council Meeting agenda (Mayor Herbst)
 - B. Ordinance: Update – PC 25-0008 – 600 Corporate Center – PUD – District & Prelim Plan (Mr. Cron)
 - C. Resolution: PD Patrol Vehicle Bid Award (Chief Sucher)
3. Tuesday, September 2, 2025
 - A. Resolution: Towing Agreement Bid – (Chief Sucher)
 - B. Resolution: OPWC grant funding for Pool & Randler (N) Ave Watermain Replacement & Resurfacing – (Mr. Borton)
 - C. Resolution: PPM Revision/Update – (Mrs. Hanf)
4. Discussion
 - A. July 2025 Financial Reports (Mrs. Carnes)
 - B. Legislative Calendar (Mayor Herbst)

5. Executive Session

These icons illustrate which strategic goals Council Actions align to



Opportunity

Be known regionally as a top-tier suburb through top-tier City services.



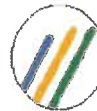
Safe & Secure

Invest in traditional public safety and community outreach to meet needs.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



Vibrant

Use amenities & growth mindset to create a warm & welcome environment.



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



Trust and Confidence

Transparent government to empower stakeholder engagement.



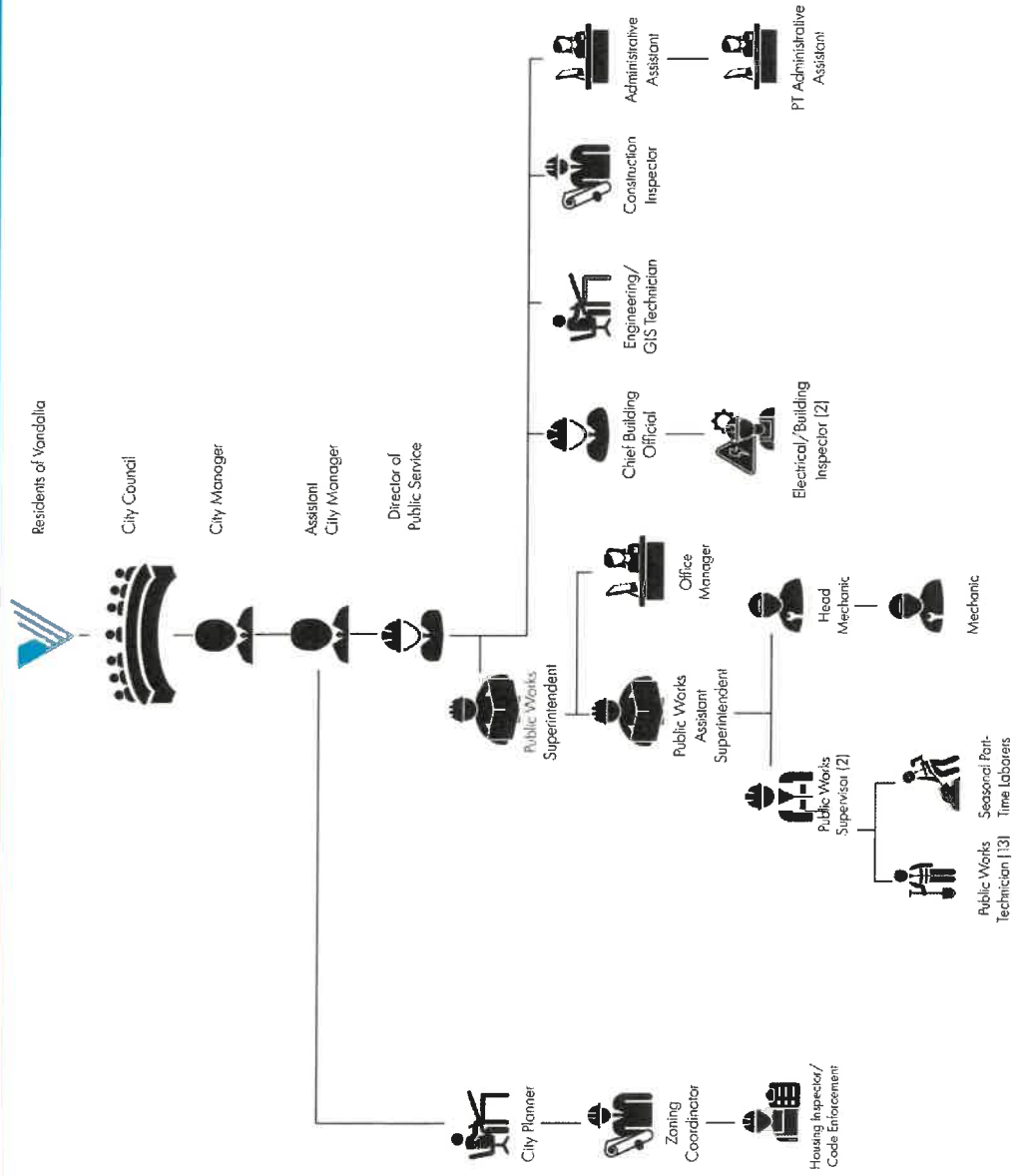
Sharpen the Saw

Refining practices and leverage technology to improve customer service.

2025 PUBLIC SERVICE UPDATE



PUBLIC SERVICE COMMAND STRUCTURE



DEVELOPMENT & ENGINEERING SERVICES

- Engineering and plan review
- Public Works project management
- Building plan review, permitting, & inspections
- Contract administration
- GIS & mapping
- Property maintenance
- Economic development
- Cemetery record management
- Blight abatement
- Construction stormwater inspection



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COMPLETED IMPROVEMENT PROJECTS

- Dog Leg Rd Water & Sanitary Extension Phase 2



- *Webster St Resurfacing

- 2025 Concrete Curb & Sidewalk Repairs

- *2025 Street Resurfacing



*received grant funding

WATERMAIN REPLACEMENT PROJECTS

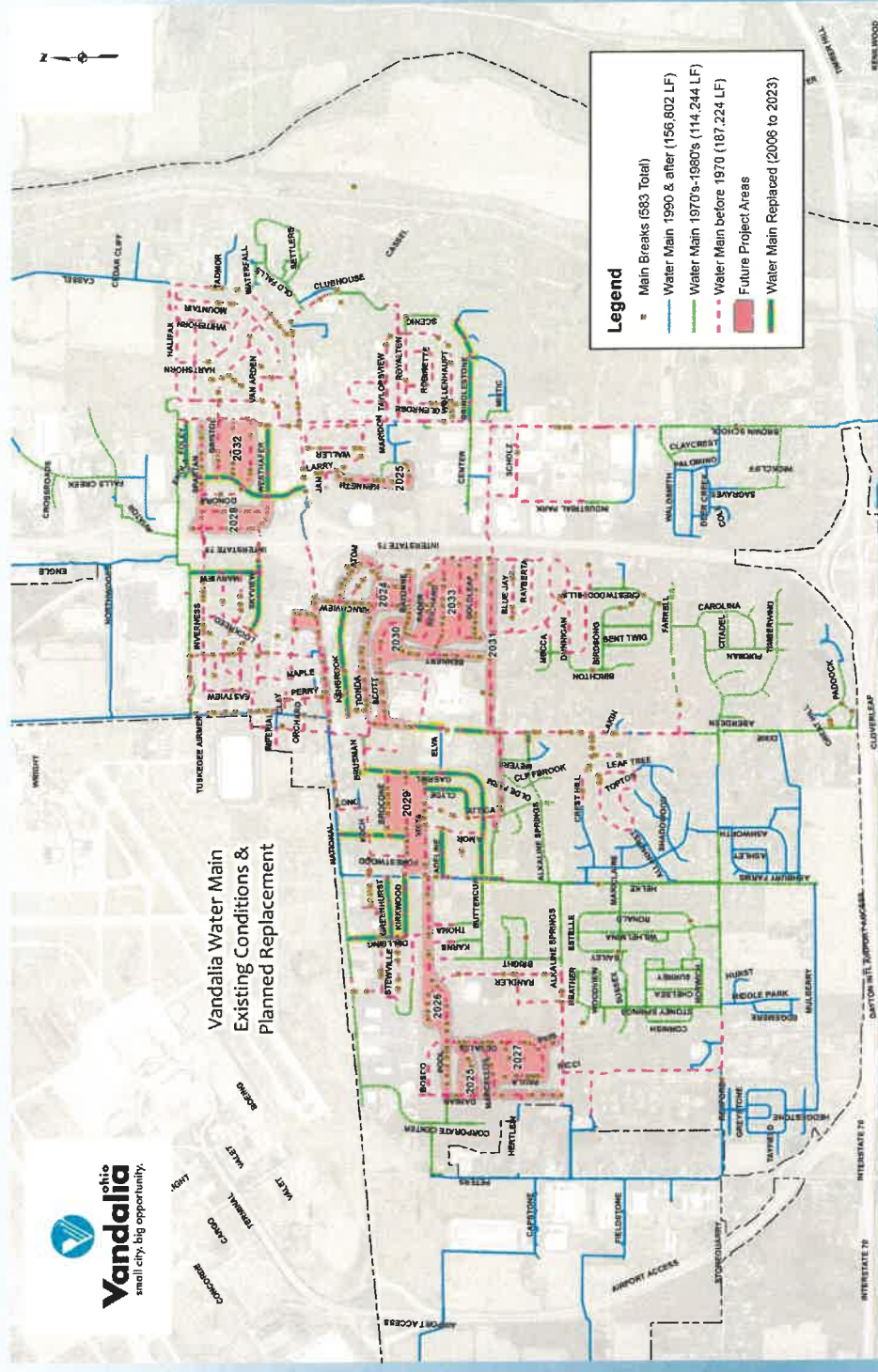
Current:

- *Tionda,
Mossview,
Ranchview Dr
- Kenneth Ave
- *Damian, Soter,
Romanus,
Desales (N)

Next:

- Pool & Randler (N) Ave

*received grant funding



ONGOING IMPROVEMENT PROJECTS

*Vandalia Bikeway Connector

- Connecting Vandalia to the Great Miami River Recreation Trail and vast regional trail system
- Expected comp.: September 2025



*received grant funding

*2025 Sanitary Sewer Cured-In-Place Pipe (CIPP) Lining

- Lining mains & lateral connections
- Expected comp.: November 2025



UPCOMING IMPROVEMENT PROJECTS

- ***Johnson Station Rd Bridge Replacement**
 - New bridge, in design, construction 2027
- ***DIA Northeast Logistics Access ("Ring Road")**
 - Roadway, drainage, and pedestrian improvements, in right-of-way acquisition, construction 2027-2028
- ***Poe Ave, Wyse Rd, Miller Ln Resurfacing**
 - Street resurfacing, RFQ for design soon, construction 2028



*received grant funding



GRANTS/FUNDING SINCE 2020



Project	Funding	Type
Vandalia Bikeway Connector	\$2,350,373	MVRPC CMAQ
Northwoods Blvd/Falls Creek Dr Improvements	\$400,000	OPWC
Gabriel St Reconstruction	\$398,832	OPWC
Foley/Enola Dr Reconstruction	\$400,000	OPWC
Webster St Resurfacing	\$717,131	MVRPC STP
Northwoods Blvd/I-75 SB Traffic Signal	\$349,940	ODOT / ODJC
Clyde Pl/Cyril Ct Reconstruction	\$400,000	OPWC
2023 Sanitary Sewer CIPP Lining	\$50,000	CDBG
Trench Shoring	\$12,000	OBWC
Electric Vehicle Charging Stations	\$320,000	AES Ohio
Johnson Station Rd Bridge Replacement	\$1,582,327	ODOT
Tionda/Mossvie/Ranchview Dr Watermain	\$900,000	OPWC
Poe Ave/Wyse Rd/Miller Ln Resurfacing	\$843,334	MVRPC STP
2025 Street Resurfacing	\$1,330,000	US HUD
2025 Sanitary Sewer CIPP Lining	\$50,000	CDBG
Damian/Soter/Romanus/Desales(N) Watermain	\$500,000	OPWC
2026 Sanitary Sewer CIPP Lining	\$50,000	CDBG
Five Year Total	\$10,653,937	

PUBLIC WORKS

- Snow & ice operations
- Roadway maintenance
- Water distribution system & meter reading
- Sanitary sewer collection system
- Storm sewer & drainage
- Traffic signal & signage
- Leaf collection
- Utility locates
- Vegetation control
- Cemetery operations
- Flags, banners, & winter decorations



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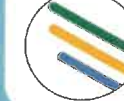
Fiscal Sustainability

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CITY INFRASTRUCTURE STATS

Streets	Water	Wastewater	Storm
• 86 street miles of roadway	• 90 miles of water main	• 77 miles of sanitary sewer main	• 81 miles of storm sewer
• 209 lane miles of roadway	• 864 fire hydrants	• 1,945 manholes	• 1,161 manholes
	• 2,128 water valves	• EPA requirement: <u>annually</u> inspecting 20% of sanitary mains	• 2,747 catch basins
	• EPA requirement: <u>annually</u> exercising 20% of valves		• EPA requirement: <u>annually</u> inspecting 20% of catch basins



STAFF CHANGES

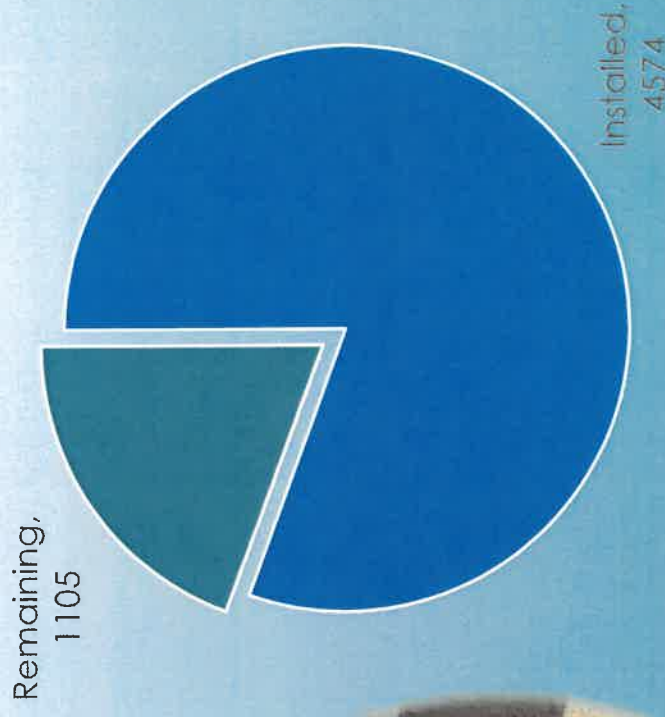
- Retirement of PW Technician **Joe Blosser** after 32+ years of service to the City and its residents/businesses
- Transfer of **Tonya Sparks** from PD Public Safety Specialist to PW Office Manager
- New hires of PW Technicians **Gage Shiflet** and **Matt Decker**



WATER METER REPLACEMENT

- Citywide a total of ~5,679 meters
- 5,500 meters purchased
- ~81% complete on installation
- Will be complete in 2026

Status as of 7/31/2025



NEW EQUIPMENT

16' Tilt Trailers



Mission Remote Terminal Unit
(Brindlestone LS)



Concrete Mixer
(skid steer attachment)



Preemption Systems
(Little York & Poe,
Webster & Wyse)



1-Ton Dump Truck #16
(finalizing upfit)



5-Yard Dump Truck #20
(awaiting delivery of chassis)

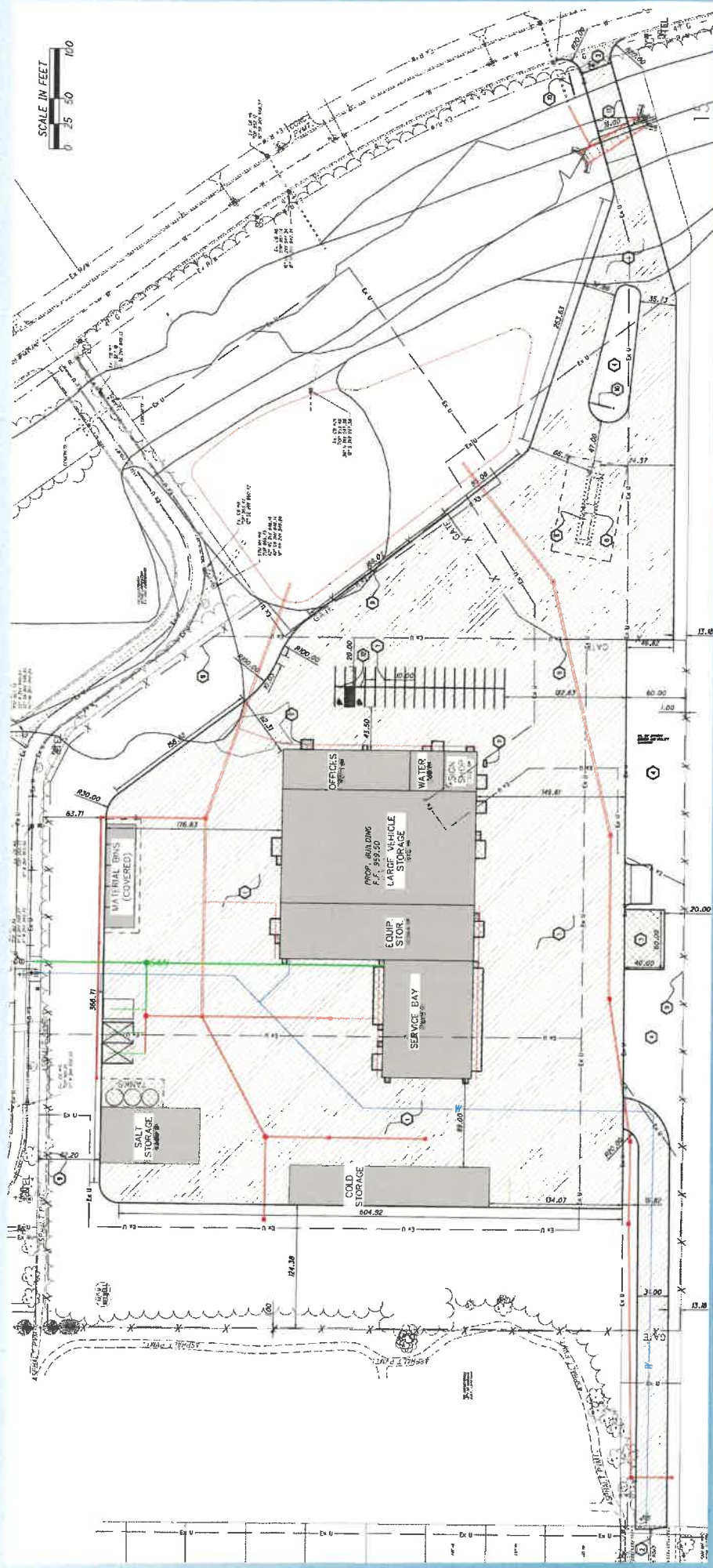


NEW PUBLIC WORKS FACILITY

- In final design
- Cleared land to allow for early work package of creek/culvert crossing for main access
- Plan to bid main project in late Autumn
- Main construction 2026-2027



NEW PUBLIC WORKS FACILITY – CURRENT DESIGN



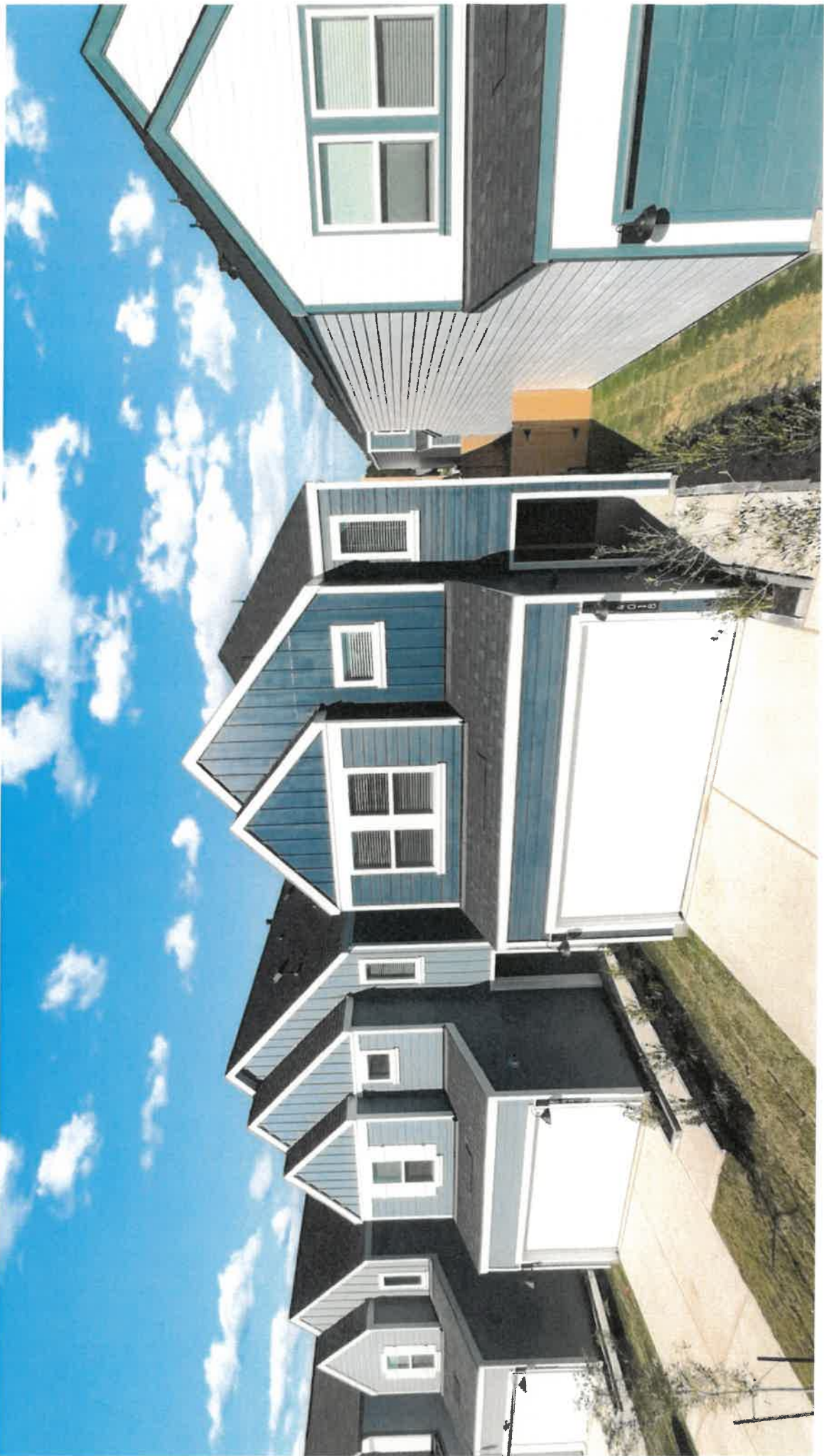
KIDS DAY AT PUBLIC WORKS











CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

ORDINANCE 25-19

AN ORDINANCE APPROVING A PLANNED UNIT DEVELOPMENT PRELIMINARY DEVELOPMENT PLAN AND ASSOCIATED ZONING MAP CHANGE FOR LAND GENERALLY LOCATED AT 600 CORPORATE CENTER DRIVE

WHEREAS, the proposed PUD Preliminary Plan for 600 Corporate Center Drive consists of approximately 14.514 acres +/- on one parcel of land being identified as parcel number B02 01018 0005 by the Montgomery County Auditor; and

WHEREAS, the parcel of land has the zoning classification of Office (O); and

WHEREAS, the Applicant, DR Horton on behalf of the Hague Corporation, has requested a Planned Unit Development Preliminary Plan to permit a single-family residential development with 72 new single-family residential structures, passive open space uses, and related amenities, said subdivision being referred to on a preliminary basis as The Towns at Cassel Grove, and;

WHEREAS, the Planning Commission held a public hearing on July 8th, 2025, following which they recommended approval of the Preliminary Development Plan and associated zoning map change;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. The Preliminary Development Plan known as The Towns at Cassel Grove dated June 12th, 2025, attached hereto and incorporated herein as Exhibit A, is hereby approved.

Section 2. The Development Standards for The Towns at Cassel Grove, attached hereto and incorporated herein as Exhibit B, shall apply to all parcels of The Towns at Cassel Grove, unless amended by legislative action of the Vandalia City Council.

Section 3. Pursuant to Section 1214.08(f)(2) of the Vandalia Zoning Code, the Official Zoning Map of the City of Vandalia is hereby amended to identify the subject property as being zoned PUD.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This ordinance shall take full force and effect from and after the earliest period allowed by law.

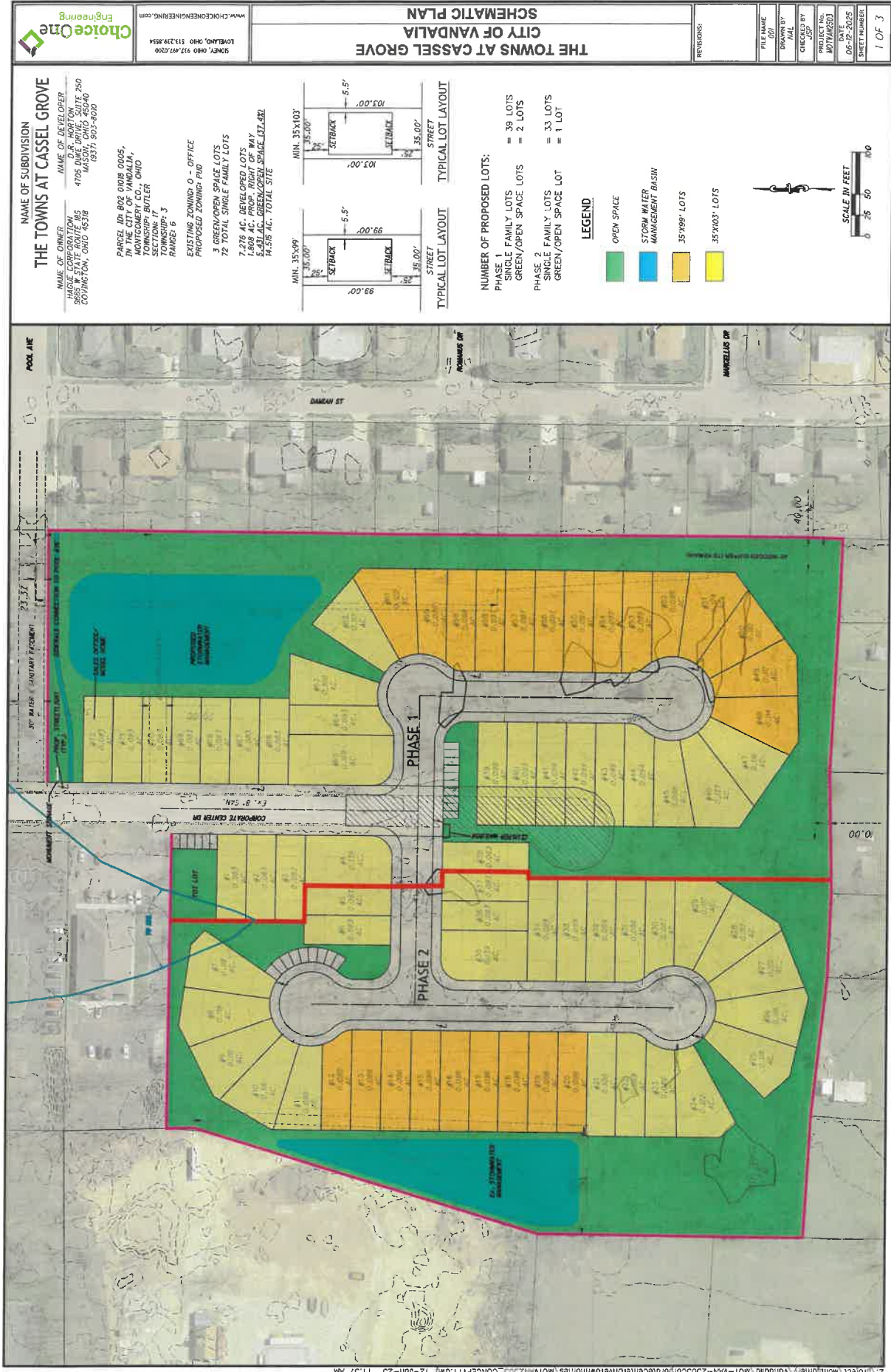
Passed this 2nd day of September, 2025.

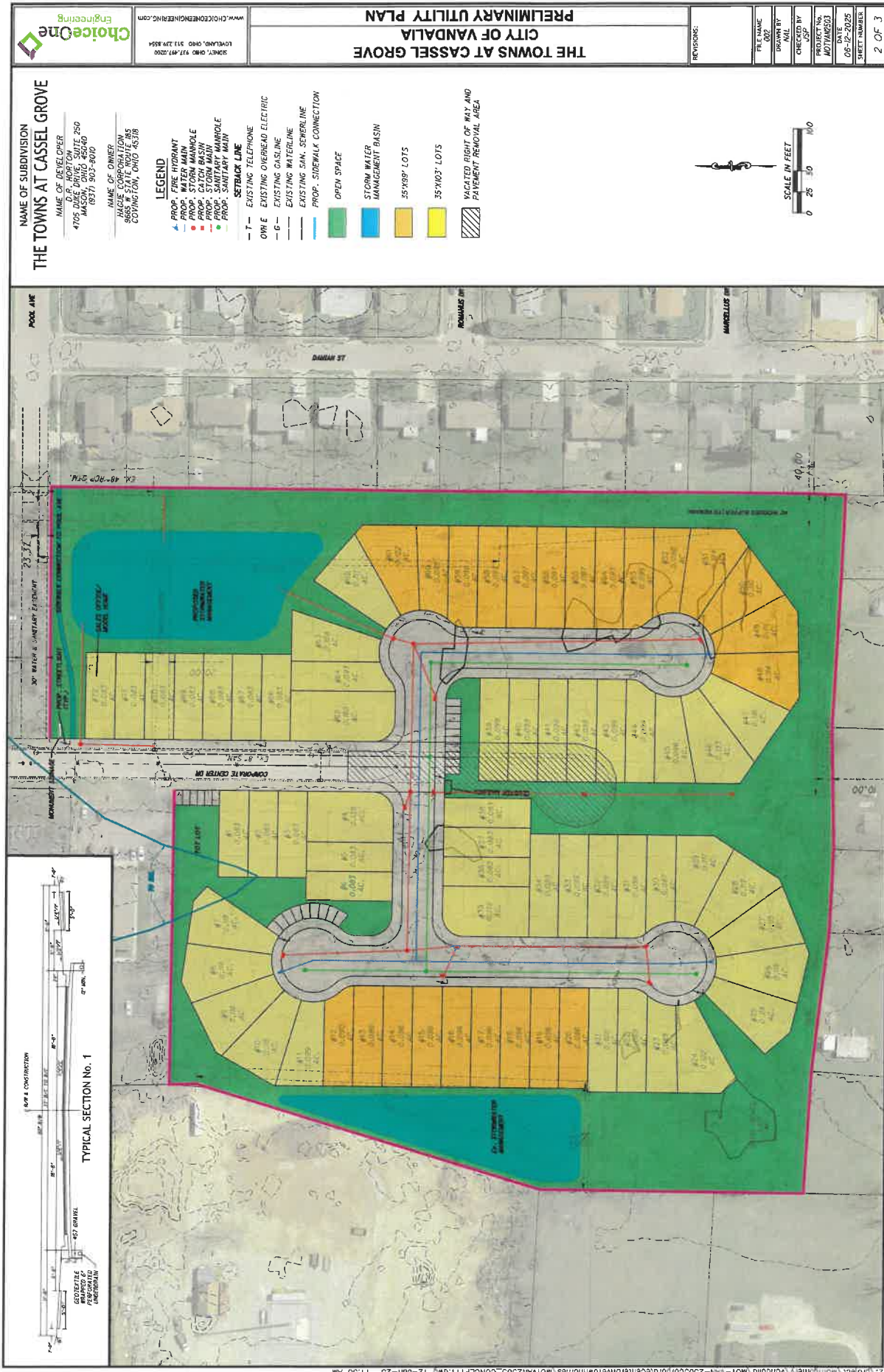
APPROVED:

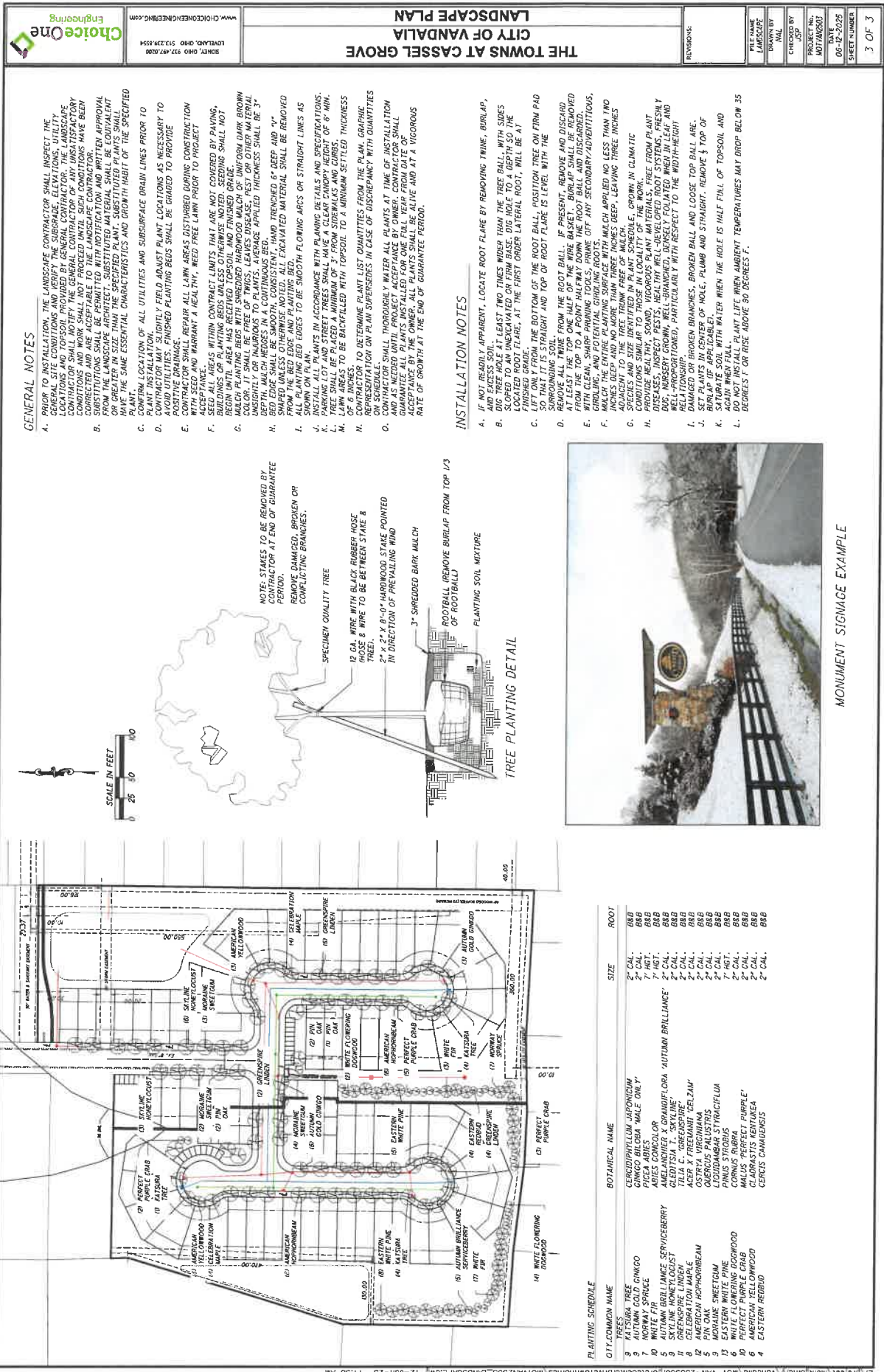
Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse
Clerk of Council







Ordinance 25-19 – Exhibit B

Development Standards

The following development standards will apply to the Towns at Cassel Grove Subdivision:¹

1. Permitted Uses

Permitted Uses shall be limited to the following:

- a. Single-Family Residential Housing (Lots 1-72 only)
- b. Passive Parks, Open Space, Outdoor Recreation, and Natural Areas
- c. Accessory Uses as permitted in the RSF-1 District²

2. Site Development Standards

SITE DEVELOPMENT STANDARDS – PC 25-0008							
Lots	Minimum Lot Area (Square Feet)	Minimum Lot Frontage (Feet)	Maximum Impervious Surface Coverage	Minimum Setbacks (Feet)			Maximum Building Height (Feet)
				Front Yard	Side Yard (Each Side)	Rear Yard	
1-72	3,465	35	65%	25	5.5	25	35
Reserve Lot A (Tot Lot)	5,000	55	N/A	25	10	N/A	N/A
Reserve Lots B-C (Open Space)	43,560	100	N/A	N/A	N/A	N/A	N/A

3. Site Development Standards

The following architectural standards shall apply to all residential dwellings constructed on Lots 1 through 72, inclusive, except as otherwise noted herein.

- a. Garages shall be designed to accommodate no fewer than two passenger vehicles.
- b. No two Dwelling Units with the same elevation and exterior color package shall be permitted on either side of each other and directly across the street for each other.
- c. In all other instances, and for all other aspects relating to architectural standards, the requirements of the RSF-2 district shall apply.

¹ All Lot Numbers and Designations (i.e. Lot 42, Reserve Lot A, etc.), as well as any preliminary road designations (i.e. Proposed Road A, etc.) shall refer to the approved Preliminary Development Plan for the Towns at Cassel Grove Subdivision, unless otherwise noted.

² Vandalia Zoning Code, Section 1224.01(d)(8)A.

4. Other Standards

- a. Lots 4 and 65 shall be oriented so that the driveway and primary façade of any residential dwelling faces to the south.
- b. Lot 35 shall be oriented so that the driveway and primary façade of any residential dwelling faces to the north.
- c. Lots 7-10, 24-29, 45-51, and 61-63, inclusive, being located along curves, knuckles, and/or cul-de-sacs, shall have frontage measured at a setback of 25' due to the curvature of the front property line.
- d. Standards not otherwise listed as part of the Development Standards for this Planned Unit Development shall conform to the standards of the RMF Residential Multi-Family district.

Proposed Conditions

Based on discussion during the July 21st 2025 Study Session, the following additional standards are proposed. If approved, the additional standards would be inserted into the text of this Exhibit as indicated.

Insert as item 4.e. under Section 4 - Other Standards:

- e. Patios, porches, and decks may extend up to 12 feet into the required rear yard building setback.

MEMORANDUM

TO: Kurt Althouse, City Manager
FROM: Michael Hammes, AICP, City Planner
DATE: July 14th, 2025
SUBJECT: PC 25-0008 – Planned Unit Development – 600 Corporate Center Drive

General Information

Owner(s): Hague Corporation
PO Box 218
Covington, Ohio 45318

Applicant: DR Horton
4705 Duke Drive, Suite 250
Mason, Ohio 45040
Jeff Puthoff, P.E.
Choice One Engineering

Existing Zoning: Office (O)
Airport Environs Overlay (AEO)¹

Proposed Zoning: Planned Unit Development (PUD)
Airport Environs Overlay (AEO)

Location: 600 Corporate Center Drive

Parcel(s): B02 01018 0005

Acreage: 14.494 acres +/-

Related Case(s): None

Requested Action: Approval

Exhibits: 1 – Application Materials
2 – Proposed Preliminary Plan
3 – Proposed Home Elevations
4 – Letters of Justification

¹ Portions of Proposed Lots 1, 2, and 7, as well as the proposed Tot Lot and the northwestern parcel of open space, are all in the 70 DNL area of the Airport Environs Overlay. The remainder of the site is in the 65 DNL area.

Application Background

Jeff Puthoff, P.E., of Choice One Engineering, on behalf of DR Horton, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves one parcel totaling 14.494 acres +/- located at the south end of Corporate Center Drive in the City of Vandalia. As proposed, the subject property would be rezoned from the O - Office district to a Residential Planned Unit Development. The property is owned by the Hague Corporation.

DR Horton seeks to develop the site as a residential subdivision. As proposed, the development would feature 72 single-family residential lots.

The applicant has proposed a Planned Unit Development for the site. A letter of justification has been submitted detailing their rationale for the proposed PUD. The approval of a PUD for this development would lock the site into the proposed layout, forcing the applicant (or their successor) to comply with the plan as approved by Council.²

The applicant seeks approval of both the Planned Unit Development itself, with development standards set forth herein, and a preliminary plan.

Current Zoning / Use

The site is in the O – Office zoning district, and was originally intended to facilitate new office structures or similar uses.

The property is currently vacant. As part of the proposed development, the current cul-de-sac of Corporate Center Drive would be vacated in favor of new public streets, as shown on the preliminary plan.

Staff notes that a small portion of the north end of the site is in the 70 DNL area of the Airport Environs Overlay. Among other restrictions, the 70 DNL area does not permit new single-family housing. The proposed development is designed to keep the building pads for all residential structures in the less restrictive 65 DNL area, where new single-family homes are permitted.³

The boundaries of the Airport Environs Overlay are determined using technical data and measurements of noise generated by and related to flight operations at the Dayton International Airport. Nothing in this proposed Planned Unit Development would result in a change to those boundaries.

² See also Zoning Code Section 1214.08. No development can commence unless and until a Final Plan is approved by Council, with said Final Plan conforming to the Preliminary Plan approved as part of this application.

³ With regard to the standards of the Airport Environs Overlay, the applicant's proposed preliminary plan and supplemental data constitutes an appropriate development plan compliant with Section 1220.02(i).

Surrounding Zoning / Uses

The surrounding area is a blend of business and residential uses. Several commercial businesses lay to the north, followed by Dayton International Airport. Residential properties along Peters Pike, Hertlein Lane, and Damian Street back up to the site on the other three sides.

Surrounding zoning districts are as follows:

Direction	District
North	O – Office, O/IP – Office / Industrial Park, HB – Highway Business
South	RSF-3 – Residential Single-Family Butler Twp R-3 – Single Family Residential
East	RSF-3 – Residential Single-Family
West	RSF-2 – Residential Single-Family Butler Twp R-3 – Single Family Residential

Proposed Structures

The applicant has provided sample elevations for the types of homes intended for this development, with DR Horton slated to be the homebuilder.

Homes proposed for the development would be a narrower townhome-style design, as shown in the attached elevations. In their letter of justification, the applicant describes the neighborhood as “...an urban ‘village’, with homes that offer attached townhome-like functionality but in a detached format...”⁴

The detached format described results in narrower lots with minimal side yards. The homes would be separate structures with their own individual lots and would be governed as single-family detached homes under the requirements of the zoning code (despite their similarity to attached townhome-style multi-family developments).

One such home, on proposed Lot 72, would be set aside as a model home and sales office.

One monument sign is proposed at the north end of the development, as shown. The sign would be required to meet the requirements of Chapter 1236 – Sign Standards.

The proposed plan calls for open space around the perimeter of the site and between Phases 1 and 2. A 40’ buffer area would be preserved along the eastern edge of the site, between this development and the neighboring homes on Damien Street. A small tot lot is also proposed at the north end of the development.

⁴ Applicant’s Letter of Intent

Land Use Density

The proposed Land Use Density for the site is based on the number of dwelling units per acre. In this instance, with 72 homes proposed on 14.494 acres, we have a gross density of 4.96 Dwelling Units per acre.

Section 1226.06 of the Vandalia Zoning Code requires that Planned Unit Developments shall not exceed 6 Dwelling Units per acre for single-family developments.

Proposed Roadways

The development would be served by three new cul-de-sacs, as shown. These roadways would connect to Corporate Center Drive. All proposed roadways will meet the City's standards for roadway design and construction.

While this development will not be connected to the adjacent neighborhood along Damian Street and Pool Avenue, there will be a pedestrian walkway to provide some level of connectivity.

Comprehensive Plan

The 2020 Comprehensive Plan designates this site as part of a Neighborhood Commercial area matching the east side of Corporate Center Drive.⁵ This designation was applied to parcels in the NB – Neighborhood Business, OR – Office Residential, and O – Office zoning districts, as well as undeveloped PUD parcels with similar use profiles.

Typically, businesses in the Neighborhood Commercial area provide services to nearby neighborhoods and adjacent residential areas.⁶ With no interconnectivity between Corporate Center and Pool Avenue, the potential for development that meets this standard is low. Further, the site has been vacant for more than 40 years, which also suggests a reduced potential for commercial development.

Due to the O – Office zoning, a multi-tenant office building might be suitable on this site. Recent market trends, both within the Miami Valley generally and in Vandalia specifically, have moved away from this type of development. While the O – Office zoning (and the Neighborhood Commercial designation) may have been more viable in decades past, they do not appear to represent the most appropriate use at present.

In this instance, with this specific pattern of facts, Staff finds that the proposed development would be consistent with the overall goals of the Comprehensive Plan, despite the noted inconsistency with the Neighborhood Commercial designation.

⁵ City of Vandalia Comprehensive Plan, Page 55.

⁶ City of Vandalia Comprehensive Plan, Page 57. In relevant part: "Neighborhood commercial is intended to serve residents in close proximity with a low intensity commercial product. Development should be small in scale and complement adjacent development patterns. These uses should serve the everyday needs of nearby residents and employees and can include boutique retail, convenience stores, pharmacies, and restaurants..."

Covenants and Restrictions

The development will be served by a Homeowner's Association operating under a set of covenants and restrictions. The reserve lots and other common areas will be maintained by this Homeowner's Association.

Development Standards⁷

The Planned Unit Development district is intended to allow for a flexible development that does not strictly adhere to the standards of one district. In this instance, the applicant proposes a development with narrow lots favoring a townhome-style structure.

The proposed site is divided into 72 buildable lots, each of which is intended for a single-family residential structure. Three additional areas are reserved for passive open space, outdoor recreation, or stormwater detention.

The following development standards will apply to the proposed PUD:

1. Permitted Uses

Permitted Uses shall be limited to the following:

- a. Single-Family Residential Housing (Lots 1-72 only)
- b. Passive Parks, Open Space, Outdoor Recreation, and Natural Areas
- c. Accessory Uses as permitted in the RSF-1 District⁸

2. Site Development Standards

SITE DEVELOPMENT STANDARDS – PC 25-0008							
Lots	Minimum Lot Area (Square Feet)	Minimum Lot Frontage (Feet)	Maximum Impervious Surface Coverage	Minimum Setbacks (Feet)			Maximum Building Height (Feet)
				Front Yard	Side Yard (Each Side)	Rear Yard	
1-72	3,465	35	65%	25	5.5	25	35
Reserve Lot A (Tot Lot)	5,000	55	N/A	25	10	N/A	N/A
Reserve Lots B-C (Open Space)	43,560	100	N/A	N/A	N/A	N/A	N/A

⁷ All Lot Numbers and Designations (i.e. Lot 42, Reserve Lot A, etc.), as well as preliminary road designations (i.e. Proposed Road A, etc.) shall refer to the approved Preliminary Development Plan for the Towns at Cassel Grove Subdivision, unless otherwise noted.

⁸ Vandalia Zoning Code, Section 1224.01(d)(8)A.

Development Standards (cont'd)

3. Architectural Standards

The following architectural standards shall apply to all residential dwellings constructed on Lots 1 through 72, inclusive, except as otherwise noted herein.

- (a) Garages shall be designed to accommodate no fewer than two passenger vehicles.
- (b) No two Dwelling Units with the same elevation and exterior color package shall be permitted on either side of each other and directly across the street for each other.
- (c) In all other instances, and for all other aspects relating to architectural standards, the requirements of the RSF-2 district shall apply.

4. Other Standards

- a. Lots 4 and 65 shall be oriented so that the driveway and primary façade of any residential dwelling faces to the south.
- b. Lot 35 shall be oriented so that the driveway and primary façade of any residential dwelling faces to the north.
- c. Lots 7-10, 24-29, 45-51, and 61-63, inclusive, being located along curves, knuckles, and/or cul-de-sacs, shall have frontage measured at a setback of 25' due to the curvature of the front property line.
- d. Standards not otherwise listed as part of the Development Standards for this Planned Unit Development shall conform to the standards of the RMF Residential Multi-Family district.

Phasing Plan

If approved, the applicant intends to construct this development in two phases. Development of Phase I would be anticipated in spring 2026, with homes beginning construction in fall 2026. The pace of sales would dictate the beginning of Phase II, but development is expected to start in mid-2027. Completion of both phases of the project is anticipated before the end of 2028.

Review and Recommendation

Planned Unit Development District Review Criteria

Recommendations and decisions on Planned Unit Development applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.⁹

1. The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed Planned Unit Development furthers the purposes of the code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

2. The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies. Staff notes that any inconsistencies with the Comprehensive Plan are justified given current conditions in the vicinity.

The Planning Commission agreed with the staff comment by a vote of 3-0.

3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed Planned Unit Development is necessary to accommodate the style of home intended for this site. The detached townhome-style structures proposed would not be feasible in a standard zoning district.

The Planning Commission agreed with the staff comment by a vote of 3-0.

4. The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services.

Mr. Plant and Ms. Cox agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

⁹ Vandalia Zoning Code, Section 1214.07(d) – Zoning Map Amendment Review Criteria

Planned Unit Development District Review Criteria (Cont'd)

5. The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Given the location and nature of the proposed development, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

6. The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Given the proposed preservation of green space as part of this development, Staff feels that the proposed Planned Unit Development complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

7. The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

8. The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Preliminary Plan Review Criteria

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body respectively finds that the preliminary plan does the following:¹⁰

¹⁰ Vandalia Zoning Code, Section 1214.08(d) – Planned Unit Development Review Criteria

Preliminary Plan Review Criteria (cont'd)

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies. Staff notes that any inconsistencies with the Comprehensive Plan are justified given current conditions in the vicinity.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

Ms. Cox agreed with the staff comment. Mr. Hussong and Mr. Plant disagreed. The Planning Commission disagreed with the staff comment by a vote of 2-1.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Preliminary Plan Review Criteria (cont'd)

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the preservation of natural vegetation in those areas, particularly to the east, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: Given the variety of home designs and their thematic similarities, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking lots or vehicular use areas are proposed, Staff feels that this review criterion does not apply. Guest parking spaces provided along common areas meet the code's requirements for such parking spaces.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

At its regular meeting of July 8th, 2025, the Planning Commission voted 3-0 to recommend **approval** of the proposed Planned Unit Development of the Towns at Cassel Grove.

During the same meeting, the Planning Commission also voted 3-0 to recommend **approval** of the proposed Preliminary Plan.

The recommendation of the Planning Commission on both items is hereby forwarded to Council for their consideration.

Proposed Condition:

1. Patios, porches, and decks may extend up to 12 feet into the required rear yard building setback.



Date: June 13, 2025

City of Vandalia Planning Commission

333 James E. Bohanan Memorial Dr.
Vandalia, OH 45377

Re: Rezoning Application – Parcel ID #B02 01018 0005 (Address: Corporate Center Drive)

Dear Members of the Planning Commission,

On behalf of D.R. Horton, I respectfully submit this application for the rezoning of Parcel #B02 01018 0005 from O - Office to PUD - Planned Unit Development. The proposed development thoughtfully transforms this long vacant 14.515-acre office site into a vibrant, high-quality residential neighborhood aligned with the goals outlined in the *Vision Vandalia Comprehensive Plan*.

Project Summary

The proposed community, The Towns at Cassel Grove, is designed to feature 72 single-family detached homes (4.96 lots per acre), creating a livable neighborhood while preserving 5.431 acres (37.4%) as open space. The site layout includes new public streets, greenspaces, and pedestrian connections to the adjacent subdivision, enhancing walkability with the nearby elementary school and city parks.

Our proposed homes, detailed in the attached presentation, fit on a 35' x 99' and 35' x 103' typical lot size. The homes will feature fee simple ownership, and the common spaces will be owned and managed by the Homeowner's Association (HOA). The single-family detached product for this location targets an empty nester or young urban professional seeking an alternative to the current housing options offered in the north Dayton marketplace. The lots have a 25' front yard setback, a 25' rear yard setback, and a 5.5' side yard setback. The proposed adjustment of the side yard setback from 7.5', as identified in the PUD code, to 5.5' is to support the creation of an urban 'village', with homes that offer attached townhome-like functionality but in a detached format – providing modern, walkable, community-oriented living.

Additionally, the proposed development includes maintaining a minimum 40-foot buffer with the existing woods along the eastern property line to provide a natural separation from the existing homes along Damian Street and Pool Avenue. This preserved greenspace will help maintain privacy, minimize visual impact and protect the character of the surrounding neighborhood. The current proposal includes sidewalk pedestrian connectivity to Pool Avenue but not a vehicular connection. All traffic from the neighborhood would be routed to Peters Pike or National Road from the existing Corporate Center Drive entrance.

Alignment with Vision Vandalia

The proposed rezoning directly supports several key policies and values articulated in the *Vision Vandalia Comprehensive Plan*:

- **Housing Choice and Diversity:** The plan identifies a growing need for “quality, affordable housing options for senior and young adult populations” (page 83). DR Horton proposes to offer single-family detached homes that fill the gap between larger traditional homes and higher-density multifamily units, making it ideal for both young professionals and empty nesters.
- **Efficient Land Use & Infill Development:** By redeveloping an underutilized parcel with existing infrastructure in place, the project addresses the Plan's call to “make more efficient use of land” and “align with the aspirations of the community” (page 40).



- **Open Space and Connectivity:** With over 37% of the site preserved as open space and integrated sidewalk access to neighboring residential areas, this development embodies the Plan's values of connected, green, and pedestrian-friendly neighborhoods (pages 34, 71, and 98-99).
- **Character and Identity:** The architectural design of the homes (see attached renderings) reflects the community's desire for neighborhoods with a distinct sense of place and cohesive aesthetic (pages 26–28). Streetscape treatments and open areas reinforce a welcoming, walkable identity in line with the Plan's broader city branding goals. These qualities reflect the City's aspiration to create "welcoming, family-oriented" communities (page 28).

Compatibility and Community Enhancement

This request recognizes that the market for office development on this parcel has diminished and that high-quality residential infill is a more viable and community-oriented use. Our project will strengthen nearby property values, provide diversified housing stock, and activate the corridor with attractive homes and thoughtful site design.

We believe this rezoning represents a responsible and forward-looking step for the City of Vandalia and look forward to the opportunity to collaborate with the city to realize this vision.

Thank you for your consideration.

Sincerely,

Aaron M. Horn

Aaron Horn

Land Acquisition

D.R. Horton | Cincinnati & Dayton Division

Attachments:

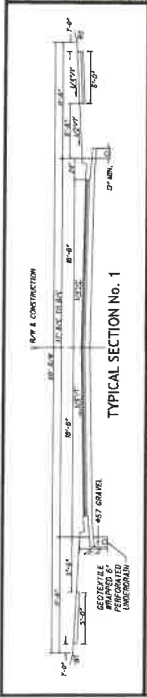
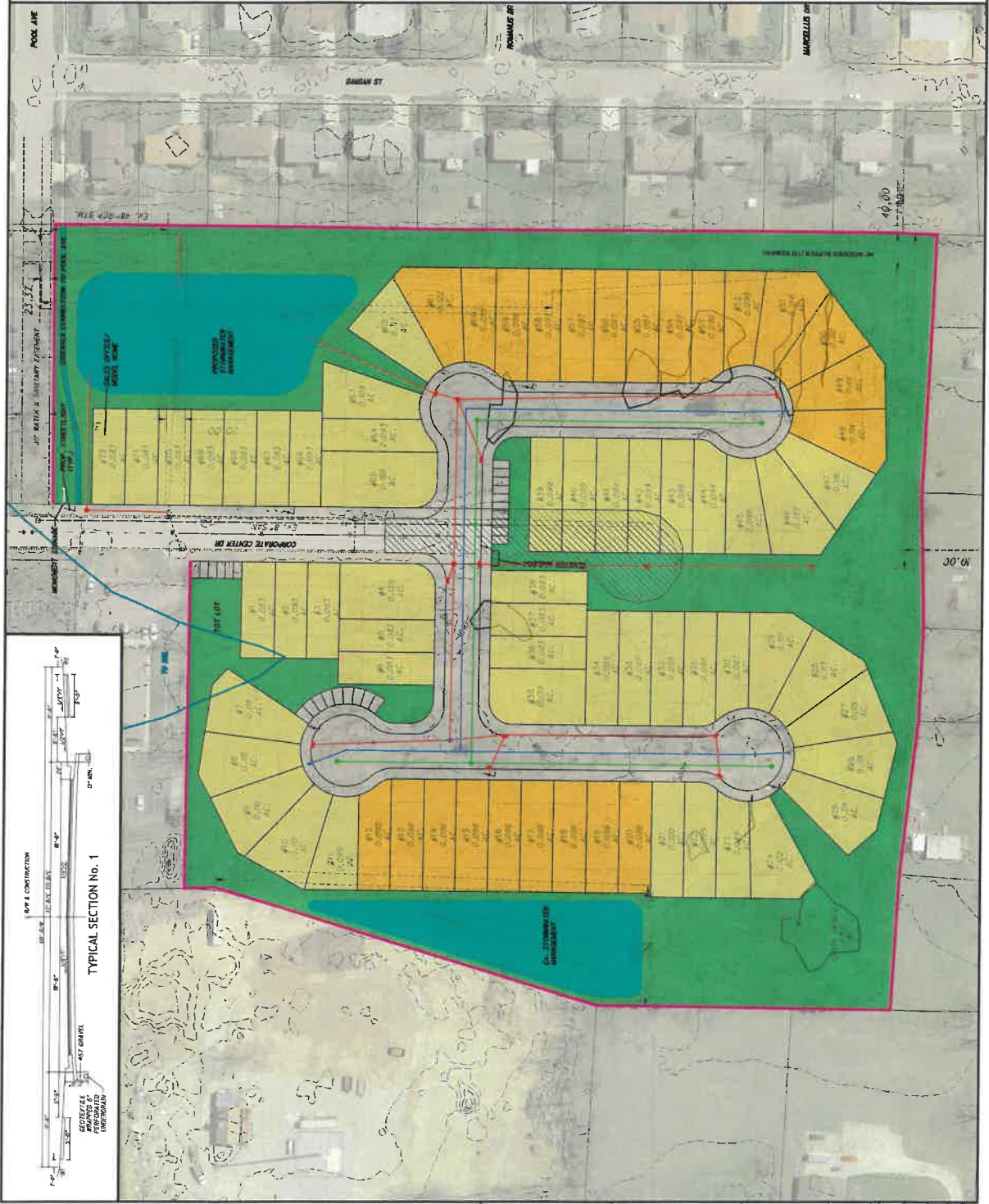
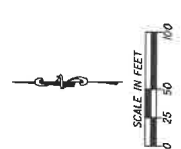
- Conceptual Site Plan
- DRH Presentation

NAME OF SUBDIVISION
THE TOWNS AT CASSEL GROVE

NAME OF DEVELOPER
HAGUE CORPORATION
4105 LUNGE DRIVE, SUITE 250
MANSFIELD, OHIO 44840
(337) 905-9000

NAME OF OWNER
HAGUE CORPORATION
4105 LUNGE DRIVE, SUITE 250
MANSFIELD, OHIO 44840

- LEGEND**
- ▲ PROP. FIRE HYDRANT
 - PROP. WATER MAIN
 - PROP. STORM MAIN
 - PROP. STORM MANHOLE
 - PROP. SANITARY MAIN
 - PROP. SANITARY MANHOLE
 - PROP. SANITARY MAIN
 - SETBACK LINE
 - T — EXISTING TELEPHONE
 - OW — EXISTING OVERHEAD ELECTRIC
 - G — EXISTING GASLINE
 - EXISTING WATERLINE
 - EXISTING SAN. SEWERLINE
 - PROP. SIDEWALK CONNECTION
 - OPEN SPACE
 - STORM WATER MANAGEMENT BASIN
 - 35'X89' LOTS
 - 35'X103' LOTS
 - VACATED RIGHT OF WAY AND PAVEMENT REMOVAL AREA

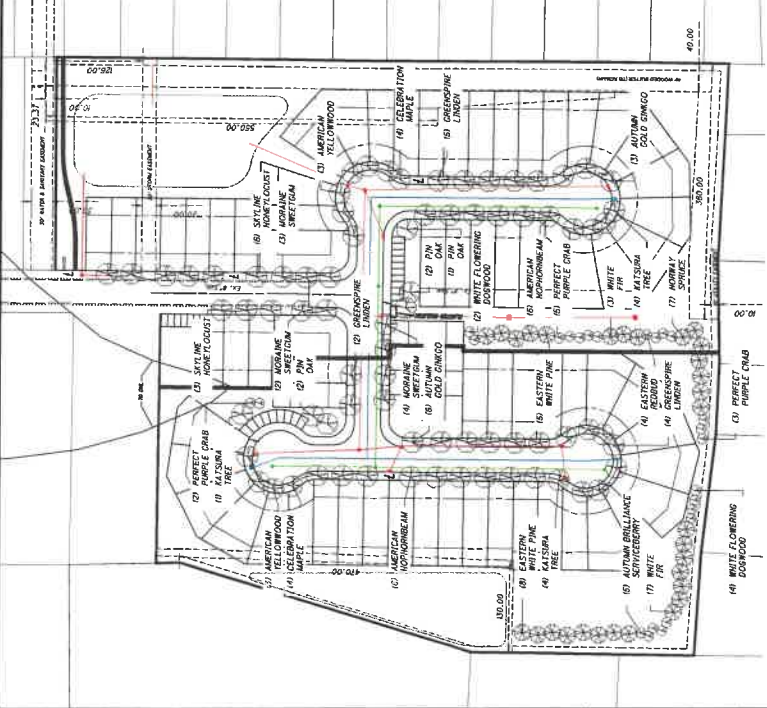


INSTALLATION NOTES

- [illegible]



MONUMENT SIGNAGE EXAMPLE



PLANTING SCHEDULE		BOTANICAL NAME		SIZE	ROOT
QTY.	COMMON NAME	TREES	SHRUBS		
9	AUTUMN GOLD GINKGO	9	DESODORIFLORUM LUTHERWY	2' CAL.	9B
9	WINTER SPURGE	9	CINCO BILORA "MALE ONLY"	2' CAL.	9B
9	WINTER SPURGE	9	PICEA ABIES	7' WGT.	9B
9	SKYLINE FERN	9	ADONIS CONCORDIA	7' WGT.	9B
9	SKYLINE FERN	9	ADONIS CONCORDIA "WILLIAMS"	2' CAL.	9B
9	GREENSPRING LINDEN	9	TILIA C. "GREENSPRING"	2' CAL.	9B
9	AMERICAN HOPBURN	9	GLADIOLUS T. "SKYLINE"	2' CAL.	9B
12	AMERICAN HOPBURN	12	OSTRYA VIRGINICA "VELZAM"	2' CAL.	9B
9	PIKE OAK	9	QUERCUS PALSTRIS	2' CAL.	9B
9	MORNING SWEETGUM	9	LIQUIDAMBAR STYRACIFLUA	2' CAL.	9B
13	MAHOGANY	13	CORDON ROBUS	2' CAL.	9B
10	WHITE FLOWERING DOGWOOD	10	MAHOGANY	2' CAL.	9B
10	PERFECT PURPLE GRAB	10	MALUS "PERFECT PURPLE"	2' CAL.	9B
6	AMERICAN YELLOWWOOD	6	CLADRASTIS VENTURA	2' CAL.	9B
4	EASTERN REDBUD	4	CERCIS CANADENSIS	2' CAL.	9B



D·R·HORTON®
America's Builder

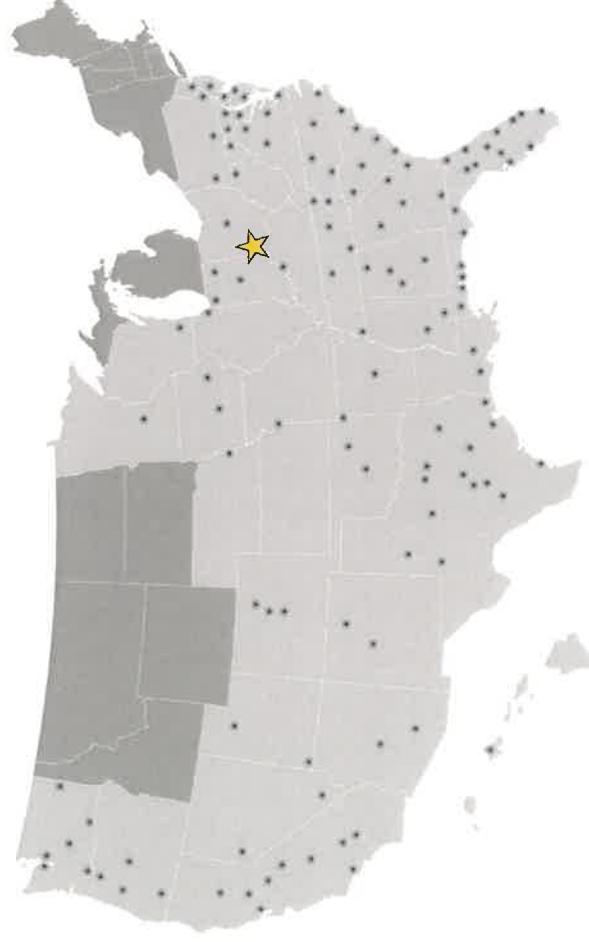


36

states

126

markets



23

AMERICA'S BUILDER

years as America's largest volume homebuilder

>1.1M

DELIVERED

homes since our inception in 1978

60%

% FIRST TIME HOME BUYERS

who used DHI Mortgage

85%

HOME SALES REVENUE

from the sale of single-family detached homes

\$372.5K

AVERAGE SALES PRICE

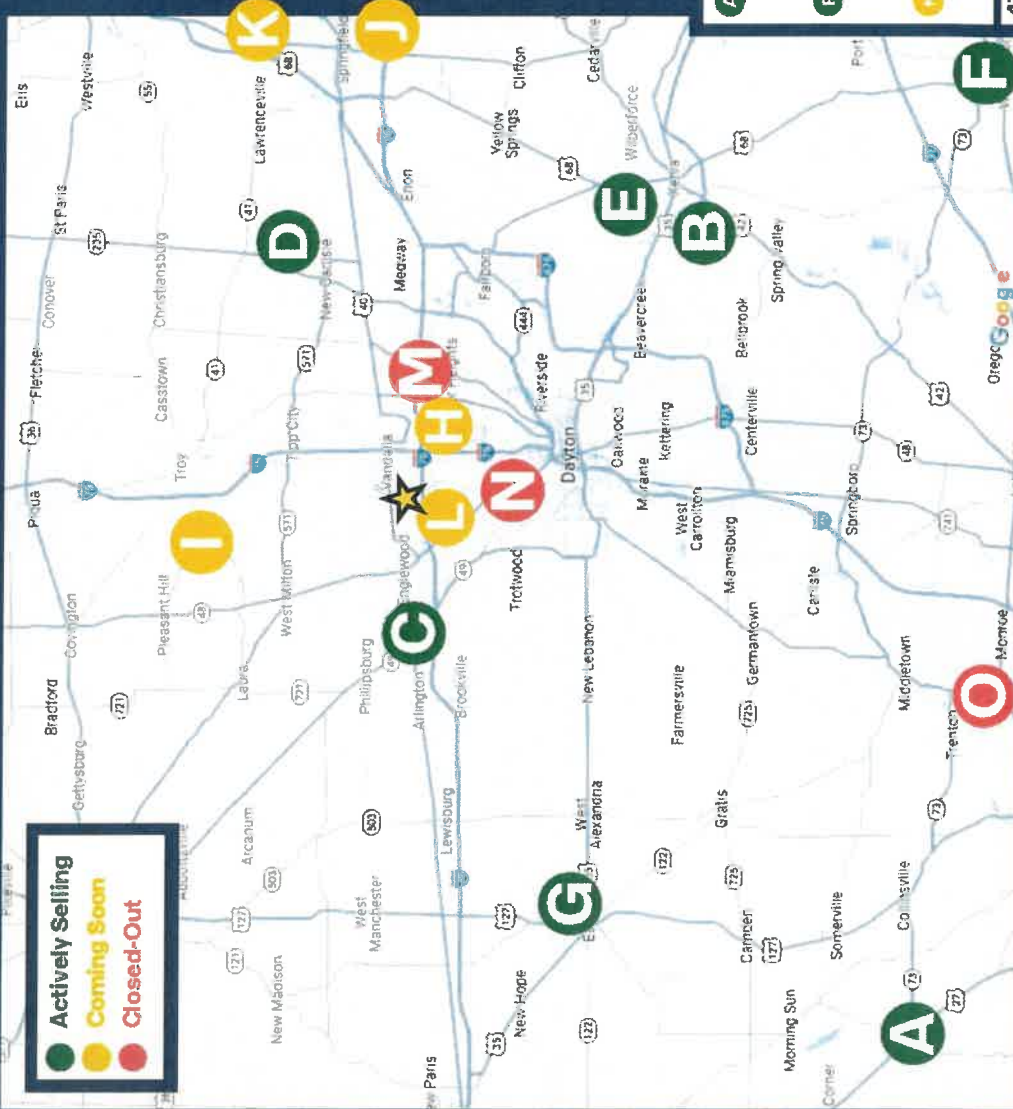
of homes closed during the quarter



Actively Selling

Coming Soon

Closed-Out



A Owls' Landing	B Edenbridge	C Wenger Village	D Reserve at Honey Creek	E Grandstone Trace
F Creekview	G Georgetown Village	H Canal Heights	I Reserve at Cliff Oaks	J Sycamore Ridge
K Liberty Place	L Yorkshire Reserve	M Carriage Trails	N Bartley Woods	O Elk Creek
Oxford, OH	Xenia, OH	Clayton, OH	New Carlisle, OH	Xenia, OH
Wilmington, OH	Eaton, OH	Huber Heights, OH	Troy, OH	Springfield, OH
Moorefield Twp, OH	Butler Twp, OH	Huber Heights, OH	Dayton, OH	Trenton, OH

4705 Duke Drive Suite 250, Mason, OH 45040



Wenger Village by D.R. Horton

4.9 ★★★★★ 45 Google reviews :



Owls' Landing by D.R. Horton

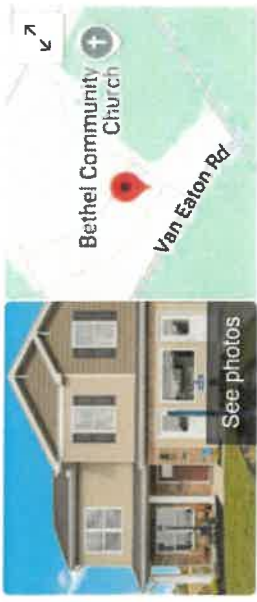
5.0 ★★★★★ 13 Google reviews :



Creekview by D.R. Horton

4.7 ★★★★★ 13 Google reviews

Home builder in Wilmington, Ohio



Edenbridge by D.R. Horton

5.0 ★★★★★ 84 Google reviews :

Home builder in Xenia, Ohio

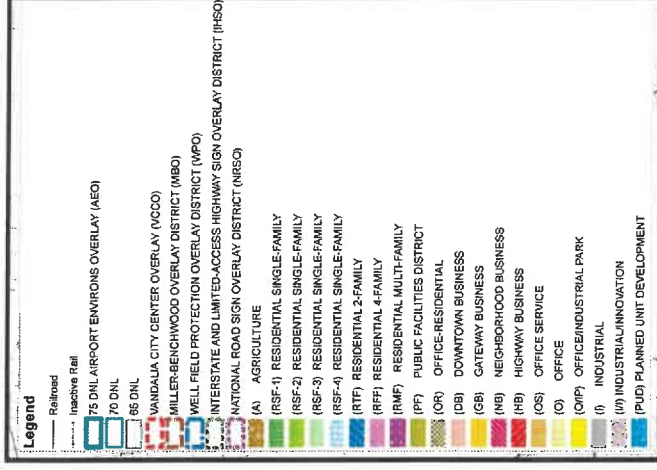
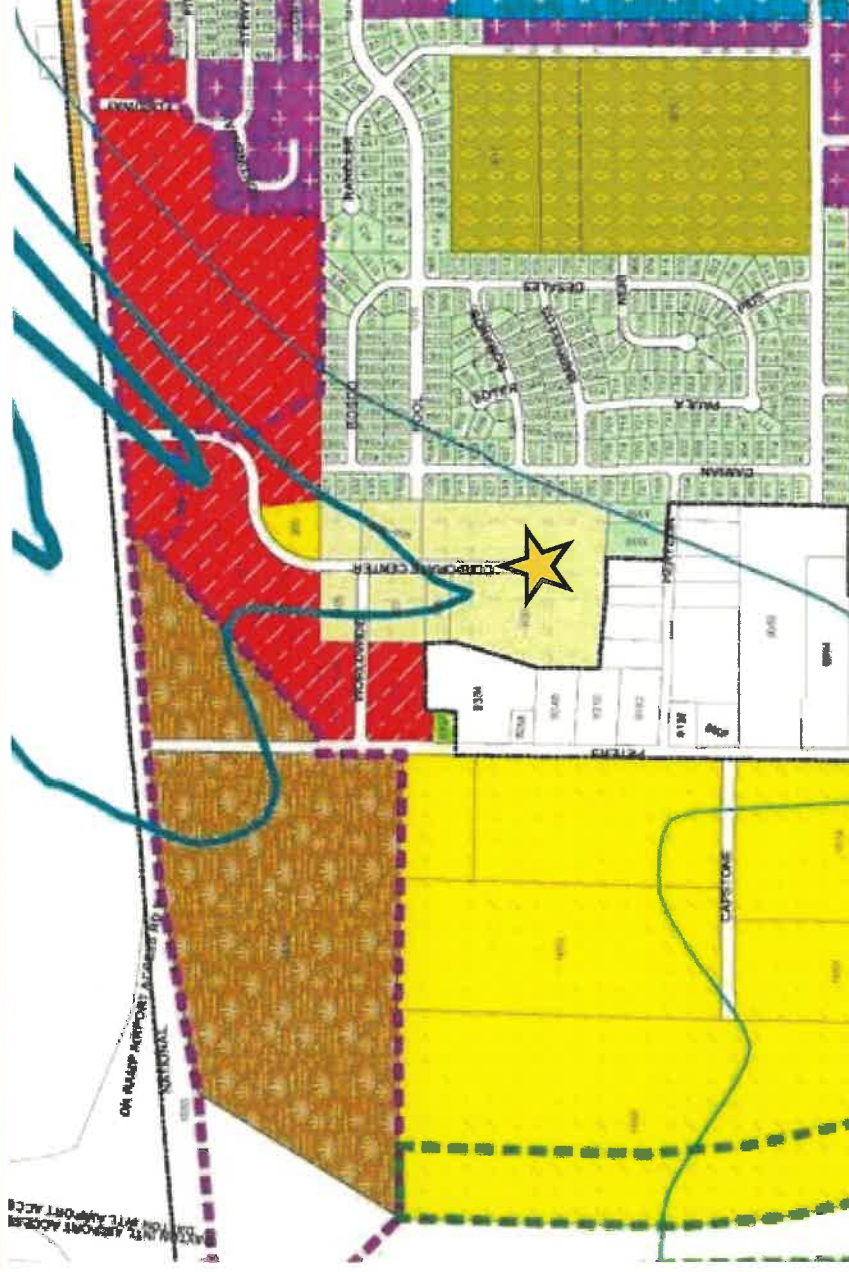


**Parcel ID #
B02 01018 0005**

**Address:
Corporate Center Drive**

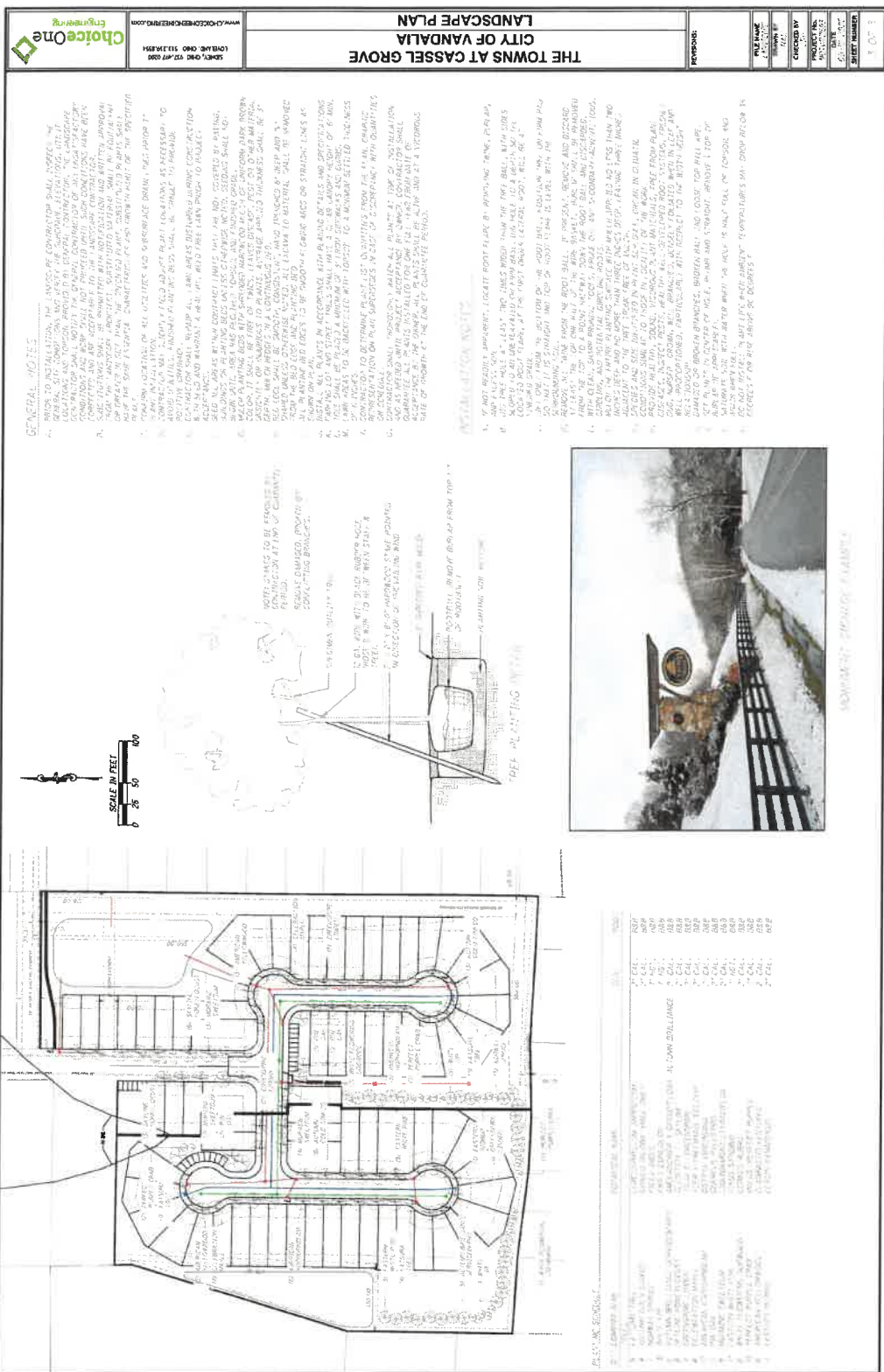


LAND USE



Existing Zoning - Surrounding Properties

Subject Property: Office (O)
North: Office (O)
South: Residential Single-Family (RSF-3)
East: Residential Single-Family (RSF-3)
West: Butler Township - R-3 Single-Family Residential District



Efficient Land Use & Infill Development:

By redeveloping an underutilized parcel with existing infrastructure in place, the project addresses the Plan's call to "make more efficient use of land" and "align with the aspirations of the community" (page 40).

Open Space and Connectivity:

With over 37% of the site preserved as open space and integrated sidewalk access to neighboring residential areas, this development embodies the Plan's values of connected, green, and pedestrian-friendly neighborhoods (pages 34, 71, and 98-99).



Character and Identity:

The architectural design of the homes reflects the community's desire for neighborhoods with a distinct sense of place and cohesive aesthetic (pages 26–28).

Streetscape treatments and open areas reinforce a welcoming, walkable identity in line with the Plan's broader city branding goals. These qualities reflect the City's aspiration to create "welcoming, family-oriented" communities (page 28).



PRODUCT IMAGES



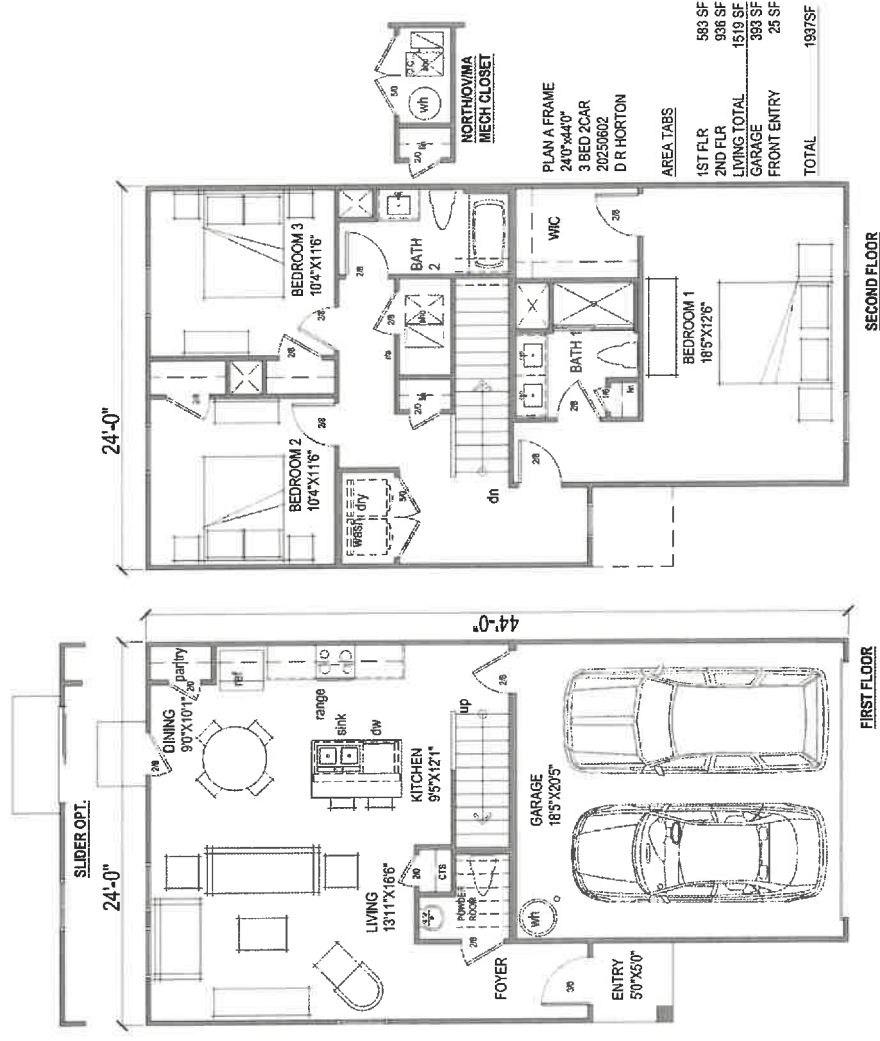
*Example renderings and images of single-family detached homes

PRODUCT IMAGES

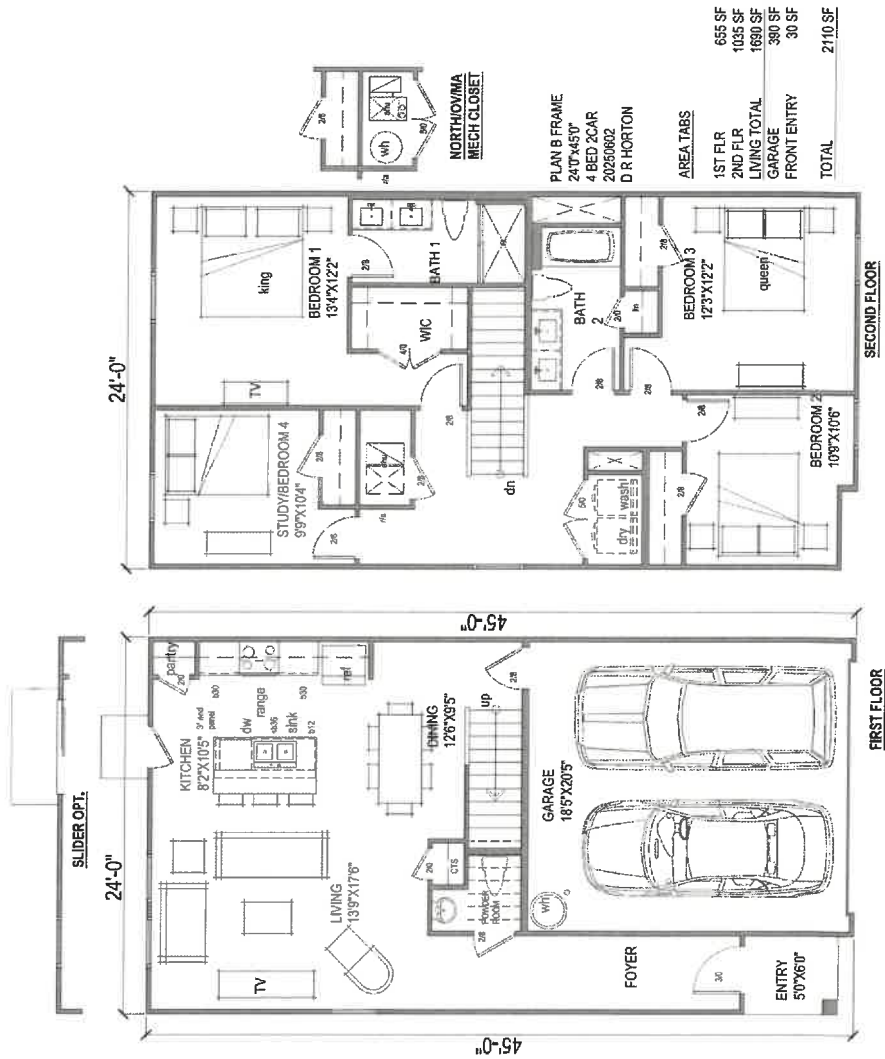


*Example renderings and images of single-family detached homes

FLOORPLAN - A
1,519 SQUARE FEET | 3 BED, 2.5 BATH



FLOORPLAN - B
1,690 SQUARE FEET | 4 BED, 2.5 BATH



Minutes of the City of Vandalia Planning Commission
July 8, 2025

Members Present:	Ms. Kristin Cox, Mr. Lucious Plant, Mr. Bob Hussong
Members Absent:	Mr. Dave Arnold
Staff Present:	Michael Hammes, City Planner Ben Graham, Zoning & Planning Coordinator Ben Borton, Director of Public Service Rob Cron, Assistant City Manager
Others Present:	Greg Thurman, John Seagraves, Rick Drake, Jovi Takhar, Boydon Boston, Steve Ponscheck, Ron Miller, Brian Wertz, Aaron Horn, Rob Smith, Ryan Lefeld, Trisha Cortes, Orlando Cortes, Don Donathan, Ed Burke, Missi Demoss, Nelson Demoss, David Whitlock

Call to Order

Ms. Cox called the meeting to order at 6:08 p.m.

Attendance

Ms. Cox noted that three members were present. Mr. Plant made a motion to excuse Mr. Arnold. Mr. Hussong seconded. The motion carried 3-0.

Approval of Minutes of the Planning Commission

Mr. Hussong made a motion to approve the May 13th, 2025 minutes. Mr. Plant seconded the motion. The motion carried 5-0.

Swearing in of Attendees Wishing to Speak at Meeting

The attendees were sworn in.

Old Business

Mr. Hammes confirmed that there was no Old Business on the agenda.

New Business – PC 25-0007 – PUD Amendment and Preliminary Plan – Redwood Phase III

Mr. Hammes introduced Case PC 25-0007. Todd Foley, of POD Design, and on behalf of Redwood Vandalia, requests a Major Amendment to an existing Planned Unit Development and approval of a revised PUD Preliminary Plan. The request involves two parcels totaling 27.59 acres +/-, located along the east side of Webster Street at Park Center Drive in the City of Vandalia. If approved, the proposed amendment would facilitate the construction of 59 multi-family residential units as part of Phase III of the Redwood Vandalia development. The property is owned by Redwood Vandalia.

Mr. Hammes described the history of the Redwood Vandalia PUD. He noted that the Redwood development was originally approved in 2019 as a mixed-use commercial and multi-family residential development. Phases I and II of the Redwood development feature 171 multi-family units. Phase I was completed in 2024, and Phase II is under construction.

Mr. Hammes explained that two additional parcels were set aside for commercial uses fitting the standards of the Office / Industrial Park district. Parcel 3, located south of Park Center Drive, was approved for an assisted living facility in 2022. That project was later cancelled. Redwood Vandalia now seeks to expand into a Phase III on this parcel.

Mr. Hammes discussed the proposed amendment to the Redwood Vandalia PUD. He explained that the applicant wished to add “Multi-Family Residential” as a permitted use on parcels 2 and 3. Because this change would increase the number of dwelling units in the development, it qualifies as a Major Amendment and requires Council approval. This change is the only change to the PUD standards proposed.

Mr. Hammes reviewed the revised Preliminary Plan for Phase III. He noted that the proposed residential buildings would be similar in architectural style and design to the homes built in Phases I and II. While the development would continue to primarily feature two-bedroom units, a limited number of one-bedroom and three-bedroom units are also included in the plan for Phase III. He also discussed signage along Park Center Drive, stating that a blade sign depicted in the proposal would be replaced by a permanent sign to comply with the City’s signage regulations. Importantly, Mr. Hammes clarified that the current Preliminary Plan applies only to Parcel 3, and any future development of Parcel 2 would require a separate plan amendment.

Mr. Hammes discussed the Comprehensive Plan. He explained that the area was designated as “Neighborhood Commercial”, owing to the proposed uses available at the time the plan was drafted. Had Phase III been proposed initially, rather than the assisted living facility or some related use, the site would have been designated “Medium Density Residential” to match the first two phases of the Redwood development. As such, the proposed Phase III is consistent with the goals of the plan, if not the specific designation.

Mr. Hammes reported that the development would be managed by Redwood as a rental community, so there would be no covenants or homeowners’ association.

Mr. Hammes noted that the standards that applied to the initial phases of the development would apply to residential development in this area, with the exception of a required buffer area at the southwest end of Phases I and II (since that buffer already exists).

Mr. Hammes reported that construction was expected in late 2026, following the completion of Phase II. The proposed phasing plan for this site would see construction completed in 2028.

Mr. Hussong asked about the density of Phase III, referencing the number of dwelling units and the different unit sizes. Mr. Hammes replied that the preliminary plan refers to dwelling units in the aggregate, with the calculation of density taking only the raw number of units into account. The Final Plan approval would be where the applicant would need to show specific utility capacities and designs.

Ms. Cox opened the public portion of the meeting, and invited the applicant forward.

Mr. Greg Thurman of Redwood Vandalia addressed the Commission on behalf of the applicant. He confirmed that the number of bedrooms in Phase III would be the equivalent of 59 two-bedroom units, and that the number of one-bedroom units would balance out the number of three-bedroom units.

Mr. Thurman reported that Phase I was 99% leased, with a waiting list for Phases I and II. With the decline of assisted living facilities following the COVID pandemic, the Provision Living agreement had been cancelled. With parcel 3 now available, the expansion of the Redwood development is now a viable option on this site.

Ms. Cox asked about parcel 2, which would also be approved for multi-family residential uses if the amendment is approved. Mr. Thurman replied that there were no plans for a Phase IV at this time, due to the topography of the site. If a small development is proposed for that site in the future, amending the PUD now would remove the need to seek a second amendment at that time.

Hearing no further public comment, Ms. Cox closed the public portion of the meeting.

Review Criteria

Ms. Cox explained that the Commission would discuss the Preliminary Plan review criteria. Major amendments rely on the criteria for either preliminary or final plans, depending on the amendment in question, so only one set of criteria would be reviewed.

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body finds that the preliminary plan does the following:

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies. Staff notes that any inconsistencies with the Comprehensive Plan are justified given current conditions in the vicinity.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the preservation of natural vegetation in those areas, particularly to the east, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: While the proposed structures for this development are similar in style to the other homes built in Subarea C, Staff feels that the updated exteriors provide sufficient variety to comply with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking lots or vehicular use areas are proposed, Staff feels that this review criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox reported that Staff recommended Approval of the proposed Major Amendment to the Redwood Vandalia Planned Unit Development. Mr. Plant made a motion to recommend approval. Mr. Hussong seconded.

By a vote of 3-0, the Planning Commission recommended **Approval** of the proposed Major Amendment.

Ms. Cox reported that Staff recommended Approval of the proposed Preliminary Plan for Phase III of the Redwood Vandalia development. Mr. Hussong made a motion to recommend approval. Mr. Plant seconded.

By a vote of 3-0, the Planning Commission recommended **Approval** of the proposed Preliminary Plan.

Ms. Cox noted that the recommendations of the Commission would next be reviewed at the Council Study Session on Monday, July 21st, 2025.

**New Business – PC 25-0008 – Planned Unit Development and Preliminary Plan
Towns at Cassel Grove (600 Corporate Center Drive)**

Mr. Hammes introduced Case PC 25-0008. Jeff Puthoff, P.E., of Choice One Engineering, on behalf of DR Horton, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves one parcel totaling 14.494 acres +/- located at the south end of Corporate Center Drive in the City of Vandalia. As proposed, the subject property would be rezoned from the O - Office district to a Residential Planned Unit Development. The property is owned by the Hague Corporation.

Mr. Hammes described the proposed subdivision, noting that the 72 homes in this neighborhood would be a detached townhome design. This affords homeowners the advantages of a single-family lot, with rear and side yards, while still providing a unique townhome aesthetic.

Mr. Hammes discussed the history of the site, explaining that the parcel was one of the few parcels in the City with the O – Office zoning. The parcel had been zoned to O – Office several decades ago, with the intent of building an office building or office complex. No such development ever happened, and a large-scale office development is less likely in 2025 than it would have been in decades past. The owners of the property had identified this Medium-Density Residential development had been identified as a viable alternative use.

Mr. Hammes discussed the Airport Environs Overlay (AEO) as applied to this parcel. He noted that the parcel was south of the 70 DNL area, which would prevent the construction of Single-Family homes. The 65 DNL area, which encompasses almost the entire site, permits Single-Family Residential development of the type proposed. There are no issues with the AEO that would prevent the proposed development.

Mr. Hammes described the lot design. He reported that the proposed lots had a minimum width of 35 feet. This is larger than the lot width for attached townhomes (22'), but narrower than the typical width for single-family homes in the RSF-4 district (55').

Mr. Hammes noted that one lot at the northeast end of the site would be reserved for a model home.

Mr. Hammes described the proposed green space, noting that the entire site would have an open space buffer between this development and adjacent properties. There would also be a buffer between Phases I and II of the development. A small tot lot is reserved at the northwest end of the site. A 40-foot buffer would be preserved to the east, between this development and the homes on Damian Street.

Mr. Hammes discussed the density of the proposed development. He explained that the development would have 4.96 dwellings per acre. The Zoning Code requires single-family residential PUDs to have fewer than 6 dwellings per acre. Attached townhomes would need to meet the multi-family standard of 12 dwellings per acre, making this development less dense than the alternative.

Mr. Hammes described the roadways proposed for the development. The existing cul-de-sac at Corporate Center Drive would be removed in favor of two side streets with three cul-de-sacs. The Fire Division has reviewed the layout, and has no objections to the proposed design with regards to emergency access. All roads would be public right-of-way.

Mr. Hammes added that there would be no road connection to Pool Avenue. A pedestrian walkway would be provided at the north end of the site, connecting this development to the existing neighborhood to the east.

Mr. Hammes discussed the Comprehensive Plan. He explained that the area was designated as “Neighborhood Commercial” due to the O – Office zoning, and that all O – Office parcels in the City were designated as Neighborhood Commercial. In this case, the parcel does not have the interconnectivity or access to fit the intent of the Neighborhood Commercial designation, and the business types intended for that designation would not be viable on this property. Further, the proposed Medium Density Residential use would be consistent with the Medium Density Residential neighborhood to the east. In closing, Mr. Hammes stated his view that the proposed development was consistent with the goals and intent of the Comprehensive Plan if not the specific designation.

Mr. Hammes listed the permitted uses for the site. Single-Family Residential homes would only be permitted on the numbered building lots. Passive open space uses would be permitted on all lots in the development, and accessory uses would be permitted as required by the code.

Mr. Hammes discussed the development standards for the development. He explained that the building lots would be 35 feet in width with 25-foot front and rear yards. Side yards would be set at a minimum of 5.5 feet, which would create at least 10 feet of distance between homes. Open Space lots would have different standards, locking them into at least 1 acre in size. The tot lot would be a 55-foot lot, as proposed.

Mr. Hammes explained that single-family residential PUDs generally include requirements for different home styles and colors, in order to encourage variety in designs and break up monotony. All garages would be required to accommodate two vehicles. Architectural Standards not set by the PUD would default to the standards of the RSF-2 district.

Mr. Hammes discussed the remaining standards for the development. Several corner lots would be oriented to match adjacent homes, and any lots on curves would have their frontage measured at the setback line as is standard for cul-de-sac lots. Other standards not set by the PUD (such as lot design) would default to the standards of the RMF district, owing to the size of the lots proposed here.

Mr. Hussong acknowledged that living near an airport is something that residents in this area are used to dealing with.

Mr. Hussong expressed concern over access within the development, given that there is only one path in and out of the development. In the event of an emergency, residents who need to leave might not be able to get past emergency equipment and first responders.

Mr. Hammes replied that the code did not require a second exit, based on the level of traffic expected from the development. Further, he noted that the vicinity did not lend itself to an additional exit. Mr. Hussong replied that the site does need to be developed, but that he wanted to make sure the issue with access to and from the site was being reviewed. Mr. Hammes confirmed that staff would review that issue and identify alternatives.

Mr. Plant asked about the target buyer for these homes. Ms. Cox invited the applicant to the podium.

Mr. Rob Smith, with DR Horton, addressed the Commission as applicant. He thanked the Commission for considering the application. He described DR Horton as “America’s Homebuilder”, and noted that the company was excited to expand into Southwest Ohio. The company has built communities in Clayton, Xenia, New Carlisle, Huber Heights, and new communities in Troy and Butler Township.

Mr. Smith added that the company had been in Ohio for five years. His office, based in Cincinnati, serves the Cincinnati and Dayton markets. The company staffs its offices with local employees who know the area and are familiar with the local community.

Mr. Smith explained that their initial proposal for this site involved traditional attached townhomes. The detached townhome product had seen some success in other markets, offering the best of both worlds, and the proposal was revised to offer this new type of home. The detached townhome offers the best of both worlds, with a townhome style of home and the private backyard.

Mr. Smith confirmed that his company would be willing to work with the City to expand the pedestrian walkway with bollards and other upgrades, so that the walkway could serve as an emergency access (or egress) if needed.

Mr. Aaron Horn, of DR Horton, added that the company had provided a packet of information about the development. He thanked staff for the detailed presentation.

Ms. Cox, echoing Mr. Plant’s earlier question, asked about the target audience for this type of home. Mr. Horn replied that these homes were targeted to buyers who want a smaller property to maintain and who may not want to share walls with their neighbors. Empty nesters and young urban professionals were mentioned as two target demographics. He added that families with dogs prefer having a fenced-in backyard (as opposed to a shared common backyard).

Mr. Smith added that some families may also take an interest in the site, noting that easy pedestrian access to nearby parks would benefit families with young children.

Mr. Plant asked about the idea of empty nesters buying homes with two stories. Mr. Smith replied that some empty nesters were comfortable with having a single staircase. He suggested that this unique product will find unique buyers who see that this product fits their lifestyle.

Ms. Cox asked about the location of the development and whether its isolated location or its proximity to the airport could cause problems. Mr. Smith replied that job growth in the area and proximity to the highway would highlight this as a safe, relatively affordable development in a strategic location.

Mr. Horn added that the neighborhood would be designed so as to set it apart from the adjacent properties. He discussed the green space provided in the plan and the pedestrian access to Pool Ave.

Mr. Hussong asked for clarification on the walkability. Mr. Horn replied that the Helke Park area, including recently upgraded pickleball courts, would be a major amenity for residents in this development.

Ms. Cox asked about buffering around the site. Mr. Horn referred to the Landscaping Plan, discussing the proposed plantings at the edges of the property. He noted that some areas were considered wetlands, which limited what they could plant. He pointed out that the plan called for preserving as much mature growth (including trees) as possible.

Mr. Smith added that a buffer area would be preserved along the east side of the development. His company's interest is in making every lot viable, so that they do not have unsold property.

Ms. Cox asked about the price point for the proposed homes. Mr. Smith replied that these homes in the current market would sell in the \$270,000 to \$310,000 price range. He reiterated his company's position that there is a market for homes in this price range.

Hearing no further questions from the Commission, Ms. Cox opened the public portion of the meeting.

Mr. John Seagraves of 3353 Hertlein Lane, addressed the Commission. He explained that he was one of several residents who negotiated the zoning to O-2 when the owner at the time wanted Industrial. There was work done at that time that was not allowed, and he and his neighbors have fought that for a long time. He added that he and his neighbors have septic systems.

Mr. Seagraves challenged the prices offered by the applicant. He argued that the property would be ideal for a medical office, and that medical companies in the region are eager to build new medical offices. He suggested that the owners of the property had not properly marketed the site, which is why it had not sold.

Mr. Seagraves argued that no empty nester would buy a home with a staircase.

Mr. Seagraves reported that he had not received a letter 40 years ago, and that he had not received a letter for this meeting. He thanked his neighbor for letting him know about the meeting. He added that his wife is in the hospital, and that he would be leaving once he concluded his remarks.

Mr. Seagraves stated that he had grown up in West Virginia, and that the proposed homes resembled "company homes".

Mr. Seagraves argued that the site had not been maintained, and that the City had not required them to properly maintain their land. When the current owner bought the property, they were aware that the land was zoned O-2.

Mr. Seagraves noted that he has emergency vehicles on his street every day.

Mr. Seagraves discussed water issues with the property. He said that the development of the site would send water into his backyard. As a real estate agent, he argued that the property would not be marketable.

Mr. Seagraves asked if the City had investigated the builder, arguing that the company has been involved in a number of lawsuits in other states.

Mr. Seagraves asked the Commission to turn down the application. He argued that the homes built on this site should match the homes on Damian Street. Any development on the site should match the current zoning.

Mr. Donnie Donathan of 515 Damian Street, addressed the Commission. He reminded the Commission that he had opposed a previous proposal for industrial zoning on this property, and that he opposes this rezoning. He displayed a petition of residents in the area who also opposed the development.

Mr. Donathan requested that Mr. Hammes stop receiving illegitimate proposals. He argued that the City should have rejected the application outright due to the number of homes proposed.

Mr. Donathan stepped away from the podium to refer to the displayed map of the proposed development. He argued that, if developed, the site would send a large amount of stormwater into his property and the properties of his neighbors. He reported that the area behind his home retained water due to poorly designed storm drains. He complained that the City had ignored his complaints about the issue.

Mr. Donathan argued that the current owners have not maintained the property, and that a new owner should be required to do so.

Mr. Donathan discussed drainage issues from 23 years ago along Pool Avenue and Damian Street.

Mr. Donathan argued that the stormwater for the development would flood his basement when the retention area overflows.

Mr. Donathan argued that Mr. Hammes should have rejected this proposal due to his stormwater concerns.

Mr. Donathan suggested that he could buy one of these homes for \$200,000 and rent it out as an Air BNB. He argued that no one would pay that much for homes near the airport and Tackett Trees.

Mr. Donathan stated that he wanted this development stopped. He stated that his petition featured over 30 signatures, and that he had prevented spouses and children from signing – one signature per address only.

Mr. Donathan argued that the Homeowners' Association would become bankrupt, and that kids could drown in the retention areas if no one maintains the site.

Mr. Donathan argued that he has an ownership interest in the fifty-foot area behind his house, because he had maintained it for fifty years.

Mr. Donathan asked for nice homes on the property, preferring homes that would sell for \$450,000.

Stepping away from the podium, Mr. Donathan encouraged the audience to sign the petition.

Hearing no further comments, Ms. Cox closed the public meeting.

Mr. Plant asked the applicant to address the stormwater concerns. Mr. Smith replied that he expected some concern from adjacent property owners about the stormwater. In general, his company intends to improve the site and the stormwater flow within the area. He introduced his engineer to address the details of their proposal.

Mr. Ryan Lefeld, with Choice One Engineering, addressed the Commission. The retention ponds proposed are there for stormwater management and treatment. The requirement is that stormwater is analyzed both before and after the proposed development, and that the development cannot release more stormwater than the current level of the site.

Mr. Lefeld reported that the development has to follow normal downstream flow for stormwater, and that no drainage can be directed into neighboring backyards or other properties.

Mr. Hussong asked about the Carriage Hills development in Huber Heights. Mr. Smith replied that his company had done a small part of that development.

Mr. Plant asked for clarification about the stormwater. Mr. Lefeld replied that stormwater may currently run over the ground into adjacent properties. Once the development is in place, water that comes from the development would be directed to the proposed ponds, which would then outlet into the storm sewer system. The storm water that normally goes into backyards would be intercepted before it reaches adjacent properties.

Ms. Cox asked if the roadway design would impact stormwater. Mr. Hammes replied that the roadways would be public roadways, and as such they would need to comply with City and Ohio EPA standards for stormwater. Mr. Lefeld added that the City has additional standards in their Stormwater Protection Plan that would govern the site.

Mr. Graham added that the roadways were designed to be wider than standard. Mr. Cron confirmed this, noting that the 37' width proposed is six feet wider than the usual 31' standard.

Mr. Plant expressed concern about the traffic flow within the development, noting that the design of the site may result in on-street parking that could restrict traffic flow.

Hearing no further comments, Ms. Cox moved on to the Review Criteria.

Planned Unit Development District Review Criteria

Recommendations and decisions on Planned Unit Development applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

- (1) The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed Planned Unit Development furthers the purposes of the code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (2) The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies. Staff notes that any inconsistencies with the Comprehensive Plan are justified given current conditions in the vicinity.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (3) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed Planned Unit Development is necessary to accommodate the style of home intended for this site. The detached townhome-style structures proposed would not be feasible in a standard zoning district.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (4) The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services.

Mr. Plant and Ms. Cox agreed with the staff comment. Mr. Hussong disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

- (5) The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Given the location and nature of the proposed development, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (6) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Given the proposed preservation of green space as part of this development, Staff feels that the proposed Planned Unit Development complies with this review criteria.

Mr. Hammes noted that the project is required to have no negative impact on the vicinity with regards to storm water management, and that the staff comment reflects that requirement.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (7) The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (8) The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Preliminary Plan Review Criteria

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body respectively finds that the preliminary plan does the following:

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies. Staff notes that any inconsistencies with the Comprehensive Plan are justified given current conditions in the vicinity.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

Ms. Cox agreed with the staff comment. Mr. Hussong and Mr. Plant disagreed. The Planning Commission disagreed with the staff comment by a vote of 2-1.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the preservation of natural vegetation in those areas, particularly to the east, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

Mr. Hussong asked for clarification on review criterion K. Mr. Hammes replied that the review criteria apply to all PUD proposals, regardless of type. Mr. Hussong noted that a business use would create more stormwater issues than the proposed residential use. Mr. Hammes confirmed that the aggregate stormwater from the site must be maintained or improved by the new use, whatever that new use might be.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: Given the variety of home designs and their thematic similarities, Staff feels that the proposed development complies with this review criterion.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking lots or vehicular use areas are proposed, Staff feels that this review criterion does not apply. Guest parking spaces provided along common areas meet the code's requirements for such parking spaces.

Mr. Hammes noted that the only additional parking proposed in this development would be street parking at the center of the development (near the cluster mailboxes), along the northwest cul-de-sac, and at the tot lot.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox reported that Staff recommended Approval of the proposed Planned Unit Development for the Towns at Cassel Grove. Mr. Hussong made a motion to recommend approval. Mr. Plant seconded.

By a vote of 3-0, the Planning Commission recommended **Approval** of the proposed Planned Unit Development.

Ms. Cox reported that Staff recommended Approval of the proposed Preliminary Plan for the Towns at Cassel Grove. Mr. Hussong made a motion to recommend approval. Mr. Plant seconded.

By a vote of 3-0, the Planning Commission recommended **Approval** of the proposed Preliminary Plan.

Ms. Cox noted that the recommendations of the Commission would next be reviewed at the Council Study Session on Monday, July 21st, 2025.

Mr. Donathan stepped to the podium and began to speak. Ms. Cox stated that the public portion of the meeting had closed. Mr. Donathan handed his petition to the chair, and reported that the City would be hearing from his attorney.

New Business – PC 25-0009 – Rezoning – 3675 Wyse Road

Mr. Hammes introduced Case PC 25-0009. Richard Drake, of Drake Architecture, on behalf of R&R Takhar Oil Company, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves three parcels totaling 5.219 acres +/-, located at 3675 Wyse Road in the City of Vandalia. As proposed, the subject properties would be rezoned from the O/IP - Office / Industrial Park district to the I – Industrial and HB – Highway Business districts.

Mr. Hammes explained that R&R Takhar Oil Company, a current Vandalia business, wished to consolidate its operations onto one property. They propose a new corporate office building, a fueling station with convenience retail, and a truck facility to maintain the company's fleet of fuel trucks.

Mr. Hammes added that the fueling station use would require Highway Business zoning, while the truck facility would require Industrial zoning.

Mr. Hammes described the surrounding zoning as a blend of I – Industrial and O/IP – Office / Industrial Park districts. The proposed Industrial zoning would fit well with the industrial parcels in the vicinity. Highway Business zoning is not present, but the location of the site near I-75 makes an HB zoning reasonable for this site.

Mr. Hussong asked about the volume of trucks stored at and serviced by the proposed truck facility. Mr. Hammes replied that the applicant was present and would be able to provide that information.

Mr. Hussong asked about access to the site. Mr. Hammes explained that there would be two curb cuts for the office parcel and one each for the truck facility and fueling station. An additional point of access may be established between the adjacent property and the fueling station, but that that arrangement would be negotiated between the two property owners.

Ms. Cox invited the applicant to the podium.

Mr. Richard Drake, of Drake Architecture, spoke on behalf of the applicant. In response to Mr. Hussong, Mr. Drake reported that Takhar Oil operates 50 vehicles servicing over 75 fueling stations. 8 to 10 trucks would be stored on this property at any one time.

Mr. Drake explained that the company needs additional office space to bring their entire operation together on one property. The fueling station would be a test store where they can showcase their operations and try new things.

Mr. Drake noted that he had lived in the area for years, and that he was surprised that this property had remained vacant for so long. This parcel is a natural fit for the proposed use, and a fueling station on this side of the highway would be successful.

Mr. Hussong asked if the flow of traffic at this site would be similar to the company's existing site. Mr. Drake confirmed that it would.

Ms. Cox asked if the area was already saturated with fuel stations. Mr. Drake replied that there were only three fueling stations in the vicinity, and none of them were on this side of the highway.

Hearing no further comments, Ms. Cox closed the public portion of the meeting.

Zoning Map Amendment Review Criteria

Recommendations and decisions on zoning map amendment applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.¹

- (1) The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed rezoning furthers the purposes of the code.

The Planning Commission agreed with the staff comment by a vote of 3-0.

¹ Vandalia Zoning Code, Section 1214.07(d) – Zoning Map Amendment Review Criteria

- (2) The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed rezoning is consistent with the City's goals and policies generally, and that it is not inconsistent with the Comprehensive Plan.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (3) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed rezoning is necessary due to changing conditions, namely the long-planned expansion of commercial uses along the Benchwood Road corridor.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (4) The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (5) The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (6) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (7) The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (8) The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox reported that Staff recommended Approval of the proposed rezoning from the O/IP – Office / Industrial Park district to the HB – Highway Business and I – Industrial districts, respectively. Mr. Plant made a motion to recommend approval. Mr. Hussong seconded.

By a vote of 3-0, the Planning Commission recommended **Approval** of the proposed rezoning.

Ms. Cox noted that the recommendations of the Commission would next be reviewed at the Council Study Session on Monday, July 21st, 2025.

New Business – PC 25-0010 – Conditional Use (Truck Facility) – 3675 Wyse Road

Mr. Hammes introduced Case PC 25-0010. Richard Drake, of Drake Architecture, on behalf of R&R Takhar Oil Company, requests Conditional Use approval for a Truck Facility in the I – Industrial district. The request involves two parcels totaling 1.814 acres +/-, located at 3675 Wyse Road in the City of Vandalia.

Mr. Hammes explained that the project involves a truck facility at the north end of the site. Truck facilities are conditional uses in the I – Industrial district. He noted that this particular truck facility would only service trucks owned by the company itself, and would not be open to the public as such.

Mr. Hammes added that there would be no amenities provided for truck drivers. The 9,000 square foot structure would be used for maintenance and repair of trucks.

Mr. Hammes pointed out that the applicant would need to improve Homestretch Road by widening the west side of the road to meet the requirements of the Thoroughfare Plan.

Mr. Hammes reported that Staff recommended three conditions. These were listed as follows:

1. No conditional use approval shall be effective for this site until the effective date of legislation approving the rezoning of this site to the I – Industrial district.
2. All parcels upon which the proposed conditional use shall be conducted must be consolidated before any building permit is issued for this site.
3. All required roadway improvements shall be completed to the standards of, and under the supervision of, the Director of Public Service.

Mr. Hammes explained that these conditions were not unusual for a facility of this type. Condition 1 requires that the site be rezoned to Industrial before the conditional use goes into effect. Condition 2 would require that the two parcels set aside for this use be combined. Condition 3 requires that all roadway improvements be installed according to the Director of Public Service's standards.

Mr. Richard Drake returned to the podium to speak on behalf of the applicant. He explained that the facility would have a small break room and restrooms for employees working on trucks, but will otherwise have no amenities for drivers.

Mr. Hammes pointed out that the plan included no provisions for large fuel tanks or equipment for loading fuel into the company's fuel tanker trucks. Mr. Drake confirmed that there would be no fuel products stored on-site. He added that any fuel trucks stored on-site would be stored empty.

Hearing no further questions, Ms. Cox closed the public portion of the meeting.

Ms. Cox noted that the current application is a much better use than previous proposals for this property.

Conditional Use Permit Criteria

Ms. Cox read the conditional use permit criteria into the record. The Planning Commission shall not recommend in favor of an application for a conditional use permit unless it finds the following:

- (1) The establishment, maintenance, or operation of the conditional use would not be detrimental to or endanger the public health, safety, morals or general welfare;

Staff Comment: Given that this facility would not be open to the public, Staff feels that the use would meet this criterion as proposed.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Conditional Use Permit Criteria (Cont'd)

- (2) The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or will not substantially diminish and impair property value within the neighborhood;

Staff Comment: Staff feels that the conditional use would not be injurious to the use and enjoyment of other property in the vicinity, nor would property values be negatively impacted.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (3) The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;

Staff Comment: The proposed conditional use does not appear likely to impede the development or improvement of any surrounding property.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (4) Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;

Staff Comment: The proposal includes provisions for adequate utilities, drainage, roadway improvements, and other necessary facilities.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (5) Adequate measures have been or will be taken to provide ingress and egress so designed to minimize traffic congestion in the public streets;

Staff Comment: The design of the site provides appropriate access to and from Homestretch Road. The proposed conditional use is not expected to significantly impact traffic conditions on either roadway.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (6) The conditional use will be located in a district where such use is permitted and that all requirements set forth in this code and applicable to such conditional use will be met.

Staff Comment: Staff feels the conditional use will be located in a district where such use is conditionally permitted, and all requirements set forth in the code applicable to this use have been or will be met.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox reported that Staff recommended **approval** for the proposed conditional use of a Truck Facility in the I – Industrial district with the following conditions:

1. No conditional use approval shall be effective for this site until the effective date of legislation approving the rezoning of this site to the I – Industrial district.
2. All parcels upon which the proposed conditional use shall be conducted must be consolidated before any building permit is issued for this site.
3. All required roadway improvements shall be completed to the standards of, and under the supervision of, the Director of Public Service.

Mr. Plant made a motion to recommend approval of the proposed conditional use, with the conditions as laid out by Staff. Mr. Hussong seconded the motion.

By a vote of 3-0, the Planning Commission recommended **Approval** of the proposed conditional use permit with three conditions.

Ms. Cox noted that the recommendations of the Commission would next be reviewed at the Council Study Session on Monday, July 21st, 2025.

Communications

Mr. Hammes noted that the reorganizational meeting would be held at the first meeting with all five members present - including a new member who would fill the current vacancy. Mr. Hammes also wished Mr. Arnold a speedy recovery.

Mr. Hammes confirmed that the July 22nd meeting had been cancelled for lack of an agenda. He added that he expected to have at least one application for the meeting on August 12th.

Mr. Hammes reminded the Commission of the joint Planning Commission / BZA training scheduled for July 29.

Mr. Hammes (belatedly) welcomed Mr. Hussong to the Planning Commission, and thanked him for volunteering to serve.

Adjournment

Ms. Cox asked for a motion to adjourn. Mr. Hussong made the motion. Mr. Plant seconded the motion. The vote passed 3-0.

Mr. Atkins adjourned the meeting at 8:40 p.m.

Acting Chairperson

The attached petition was hand-delivered to Chairwoman Kristin Cox during the July 8th, 2025 meeting of the Vandalia Planning Commission.

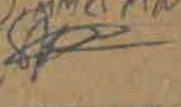
The petition consisted of three pages and is included in its entirety.

Michael Hammes, AICP
City Planner

^{Petition}
The following Residence signatures "Oppose"
The "Rezoning of 600 Corporate Center Drive,
Vandalia, Ohio 45377". Case PC 25-0008

From "Business District with restrictions" to
a "Townhouse Complex" of two (2) story single
homes. They will be made of wood siding. If
they are not sold, they will be used as "Rentals".
The plan calls for 72 units as well as a
retention pond. All of that to be built on
~~Eleven~~^{fourteen} acres. Currently "24" homes and "3"
businesses are on approximately "30" acres
adjoining this "opposed plan". Lots for the
units will be so small, on "1/4" (one quarter)
acres. Or less!

We the undersigned request the "Planning
Commission" to vote "NO" on the "rezoning
of 600 Corporate Center Drive."

Name	Address	Signature
Jenna Lewis	533 Damian	Jenna Lewis
Jeff Sinnerman	609 Damian St	
Matt 	703 Damian St	
Suzanne McCray	709 Damian St	Suzanne McCray
Donna P. Schreier	721 Damian St	Donna P. Schreier
Debbie Schreier	3315 Hertlein Lane	
Jordan Brater	3343 Hertlein Ln	
Brian Wertz		

Name	Address	Signature
Barbara Gentry	1106 Pool Ave Vandalia Oh	Barbara Gentry
Douglas Ray Pymman	621 Damian St	Douglas Pymman
C. Enghie Cash	527 Damian St.	C. Enghie Cash
GREG MARSHALL	6023 DAMIAN ST	Greg Marshall
Bradley Arnold	1105 Pool Ave.	NO
Michah S. Mullinix	521 Damian St	Michah Mullinix
Michah I Starks	3271 Hawthorne Lane	Michah Starks
Corey Main	9248 Peters Pike	Corey Main
Steve Baughman	508 Damian St.	Steve Baughman
TRISHA CORTES	1084 Pool Ave	Trisha Cortes
DONNA BUCKNER	574 DAMIAN ST	Donna Buckner
Jiles Lovedah	1077 Pool Ave	Jiles Lovedah
KELLY MADDUX	1072 POOL AVE	Kelly Maddux
JEFF HEINRICH	1064 POOL AVE	Jeff Heinrich
MICHELLE ARBAN	1053 POOL AVE	Michelle Arban
Melissa Rambo	1061 POOL AVE	Melissa Rambo
DALE W. LUKENS	808 DAMIAN ST.	Dale W. Lukens
Luis & Kelly Bolivar	520 Damian St	Kelly Bolivar
MITCHELL N JACKSON	526 Damian	Mitchell Jackson
Cathy Donathan	515 Damian St	Cathy Donathan
SID HATHIN	1072 ROMANUSDA	Sid Hatin
Sharon King	802 Damiond	Sharon King

Petition

N Additional signatures of residences who oppose
rezoning of 600 Corporate Center Drive.
Case Number PC 25-0008

Name	Address	Signature
John Avul	1072 MALCOLM DR	John Avul
ED BURKE	2337 UPPER TRENT	Ed Burke

Memorandum



To: Kurt E. Althouse, City Manager
From: Brandon Sucher, Police Chief
Date: August 12, 2025
Subject: Bid Recommendation – Three Marked Patrol Vehicles

On Monday, August 11, 2025, at 10:00 am, Captain Krimm opened and read aloud the one (1) bid the city received to purchase three 2026 marked patrol vehicles. SSM Deborah Wright witnessed the bid opening. No members of the public were present for the opening of this bid. Currently we budget for vehicles the year prior to replacement in order to take delivery during the appropriate fleet rotation year and to manage unknown supply chain issues.

Advertising of the Notice to Bidder letter was initiated on July 23, 2025 and the Division sent packets to Beau Townsend Ford, Smedley's Chevrolet, Statewide Ford, Middletown Ford, and Lebanon Ford. The city posted the bid specifications on the city website. At the time of this memo, there are no state bids available for review.

The only bid received was from Beau Townsend Ford. The purchase price per unit contained in the bid was \$49,000 per unit for a total cost of \$147,000 for three marked patrol vehicles. Beau Townsend also submitted the appropriate bid bond.

City Council budgeted \$180,000 for this 2025 capital purchase. The gross purchase price of \$147,000 is \$33,000 under budget. I recommend we award the bid to Beau Townsend Ford and purchase at the listed price.

BID AMOUNT - \$147,000

BUDGETED AMOUNT \$180,000

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
RESOLUTION 25-R-36

A RESOLUTION AWARDING THE BID AND AUTHORIZING THE PURCHASE OF THREE 2026 FORD UTILITY PATROL VEHICLES REQUESTED BY THE DIVISION OF POLICE FROM BEAU TOWNSEND FORD IN THE AMOUNT OF \$147,000 AS THE LOWEST AND BEST BID AND DECLARING THREE EXISTING PATROL VEHICLES BEING REPLACED SURPLUS PROPERTY

WHEREAS, Council has received a memorandum and bid tabulation dated August 12, 2025, from Chief Sucher recommending Council award the bid for three police patrol vehicles; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Deeming it to be in the public interest of the City, Council awards the bid for three 2026 Ford Police Utility Interceptor hybrid AWD patrol vehicles to Beau Townsend Ford at a unit price of \$49,000 and the total aggregate amount of \$147,000 as the lowest and best bid.

Section 2. Council authorizes the City Manager, or his designee, to execute any and all documents necessary and proper to finalize the purchase transaction for these vehicles.

Section 3. Council declares the three vehicles being replaced as surplus property and approves transferring them to another city department, placing them on GovDeals, or otherwise disposing of them by the City Manager as provided by law after delivery of the new vehicles.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This resolution shall become effective immediately upon its passage.

Passed this 18th day of August 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council

Memorandum



To: Kurt E. Althouse, City Manager
From: Brandon Sucher, Police Chief
Date: August 13, 2025
Subject: Bid Recommendation – Towing and Impounding Services

On Monday, August 11, 2025, at 10:00 am, Captain Krimm opened and read aloud the two (2) bids the city received for Towing and Impound services. SSM Deborah Wright witnessed the bid opening. A representative for Sandy's Towing was present for the opening of this bid.

Advertising of the Notice to Bidder letter was initiated on July 24, 2025 and the Division sent packets to Sandy's Towing, Englewood Truck Towing and Recovery, Busy Bee Towing, and Hollis Towing on the same date. The city posted the bid specifications on the city website. We received two bid submissions from Englewood Truck Towing and Recovery and Sandy's Towing.

Sandy's Towing offers a lower cost on passenger vehicle towing (\$145 versus \$195 at Englewood), flatbed towing (\$145 versus \$195 at Englewood), dead runs on passenger vehicles (\$60 versus \$97.50 at Englewood), passenger vehicle storage (\$30 per day versus \$35 per day at Englewood). Heavy towing rates were lower for Englewood towing (10k-15k GVW \$125 per hour versus \$175 per hour and towing over 15k \$225 per hour versus \$350 per hour). Very few tows requested by VPD are heavy towing. Both companies carry similar liability insurance thresholds and have the necessary storage and equipment availability to fulfill the towing and recovery needs of the Division of Police. Both companies offered towing services on vehicles owned by the Division of Police at no charge. Englewood's storage facility is more than five miles of the City of Vandalia while Sandy's Towing is located within the city limits. One of the bid specifications is that the storage facility used is within five miles of the corporate limits of Vandalia. Sandy's Towing is the only bid that met that standard.

Sandy's Towing is our current provider. We have had no issues with Sandy's Towing as they provide prompt and professional service.

Since this is a service contract and costs are paid by the customer, there are no city funds budgeted. I recommend the Towing and Impound Services contract be awarded to Sandy's Towing. This agreement will be for two (2) years and renewable for another two (2) years if mutually agreed to by both the City and Sandy's Towing.



To: Kurt E. Althouse, City Manager
From: Ben Borton, Director of Public Service
Date: August 12, 2025
Subject: OPWC Application – Pool & Randler (N) Ave Watermain Replacement

The Ohio Public Works Commission (OPWC) grant funding applications for the upcoming funding cycle are due by September 10, 2025. We intend to submit a single application this year for the Pool & Randler (N) Ave Watermain Replacement project.

This project includes the replacement of all watermain, fire hydrants, and residential service connections along Pool Avenue and the northern portion of Randler Avenue. Following the completion of the watermain work, the entire roadway will be milled and resurfaced.

As part of the application, an approved resolution authorizing submission is required. The preliminary engineer's construction cost estimate prepared is \$1,645,000. We will be handling the survey, engineering, contract administration, and inspection services in-house, with estimated in-kind contributions totaling \$40,000. These in-kind services are included in the overall project cost and count toward the local match. The **total project cost** for the application will be **\$1,685,000**.

To enhance the competitiveness of our application and increase the likelihood of funding approval, we will be **requesting \$500,000** (approximately 30% of the total cost), split equally between a \$250,000 grant and a \$250,000, 0% interest loan over 5 years.

Attached are a map of the project location and a copy of the preliminary engineer's estimate for your reference.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



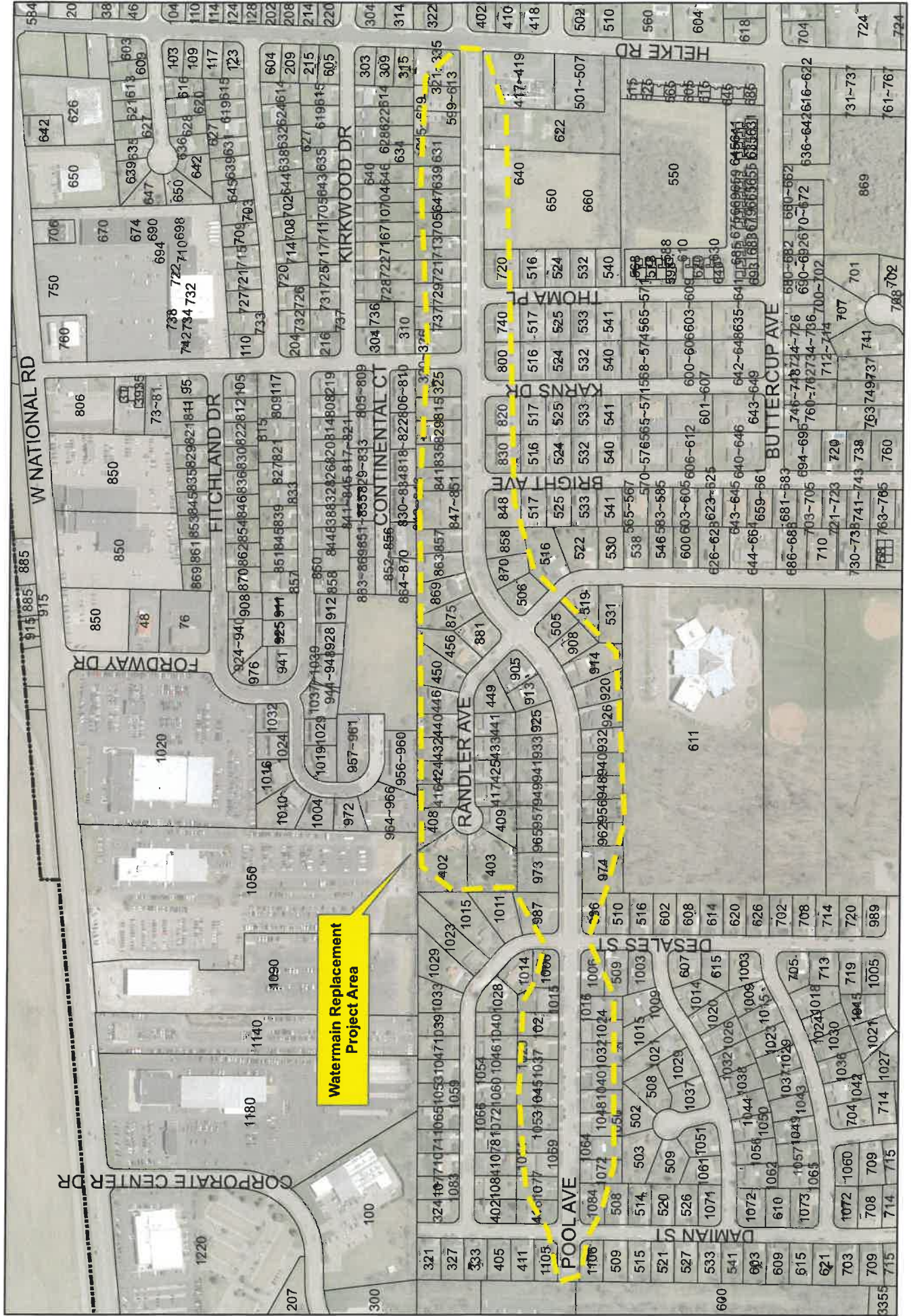
Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



0 200 400 Feet

Pool Randler Avenue Watermain Replacement



Pool & Randler (N) Ave Watermain Replacement

City of Vandalia



August 12, 2025

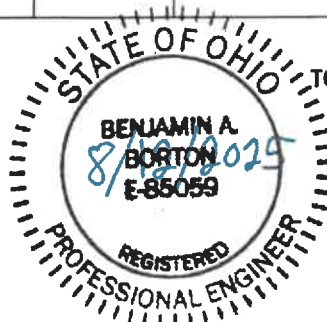
Engineer's Estimate

DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
Sawcut existing asphalt	LF	11385	\$1.68	\$19,126.80
1.5" Asphalt Planing	SY	19902	\$3.76	\$74,831.52
Remove existing Fire Hydrant & 6" valve	EA	7	\$849.00	\$5,943.00
3" - #448 Asphalt Intermediate Course PG 64-22	SY	2930	\$35.48	\$103,956.40
1.5" - #448 Asphalt Surface Course PG 64-22	SY	19902	\$11.89	\$236,634.78
Remove & Replace 4" Thick Sidewalk, as per plan	SF	2745	\$16.08	\$44,139.60
Remove & Replace 6" Thick Sidewalk or Drive Approach, as per plan	SF	380	\$20.07	\$7,626.60
Remove & Replace Curb and Gutter (including gravel base), as per plan, to match existing curb type	LF	770	\$60.85	\$46,854.50
New Accessible Curb Ramp incl. 2'x4' tactile pad	EA	4	\$1,514.55	\$6,058.20
Maintenance of Traffic	LS	1	\$21,867.48	\$21,867.48
6" DI Watermain Cl. 51, Complete and in place incl. restrained joints as required with gravel backfill	LF	264	\$115.41	\$30,468.24
8" DI Watermain Cl. 51, Complete and in place incl. restrained joints as required with gravel backfill	LF	5006	\$116.85	\$584,951.10
8" x 8" Cross	EA	3	\$1,022.70	\$3,068.10
6" Valve & Valve Box	EA	7	\$1,948.34	\$13,638.38
8" Valve & Valve Box	EA	18	\$2,765.47	\$49,778.46
6" Fire Hydrant Assembly incl. all fittings, anchor pipe, gravel drain, etc.	EA	7	\$6,112.17	\$42,785.19
8" x 6" Reducer	EA	8	\$477.05	\$3,816.40
8" x 6" Tee	EA	6	\$761.84	\$4,571.04
8" Plug	EA	0	\$548.10	\$0.00
8" x 4" Tee	EA	0	\$769.65	\$0.00
4" Valve & Box	EA	0	\$1,651.65	\$0.00
6" Hydro-Stop	EA	8	\$13,732.13	\$109,857.04
8" x 8" Tee	EA	1	\$894.30	\$894.30
8" 45 Degree Bend	EA	6	\$565.65	\$3,393.90
8" 22.5 Degree Bend or 11.25 Degree Bend	EA	6	\$576.45	\$3,458.70
12" x 8" Reducer	EA	0	\$762.30	\$0.00
6" 45 Degree Bend	EA	14	\$447.76	\$6,268.64
1" Water Service Connection, incl. tap and replaced to existing curb stop or meter pit (avg. length 18' of 1" copper service)	EA	94	\$1,842.87	\$173,229.78
Cut existing 6" water main & plug with concrete	EA	13	\$869.40	\$11,302.20
Seeding & Mulching, including a minimum of 4" of processed topsoil	SY	2105	\$17.33	\$36,479.65

TOTAL \$1,645,000.00

Ben Borton

Benjamin A. Borton, P.E.



Memo



To: Kurt E. Althouse, City Manager

From: Leann Hanf, Human Resources Manager

Date: August 12, 2025

Re: PPM Revisions

This memo serves as my recommendation to approve the revisions/updates that have been under review for the past year.

The City of Vandalia's Personnel Policy Manual (PPM) serves as a comprehensive guide for employees and supervisors, outlining workplace policies, procedures, and expectations. It addresses a broad range of topics—from hiring practices and employee benefits to workplace conduct and safety regulations—ensuring that all non-bargaining unit personnel in the organization operate under a consistent framework. This document functions as both a reference tool and a standard for decision-making, helping maintain fairness, transparency, and compliance with established organizational values. By having clear policies in writing, the City reduces ambiguity, supports consistent application of rules, and fosters a professional and respectful work environment.

Keeping the Personnel Policy Manual up to date is essential because employment laws, workplace norms, and societal expectations are constantly evolving. Legislative changes at the federal, state, and local levels can directly affect policies regarding wages, benefits, workplace safety, discrimination, leave entitlements, and other critical areas. Additionally, shifts in workplace culture—such as remote work trends, technology use, and diversity initiatives—require timely adjustments to ensure the City's policies remain relevant and effective. Regular updates help protect the organization from legal risk, maintain compliance, and ensure that employees are supported under policies that reflect current legal standards and best practices. This proactive approach reinforces the City's commitment to fairness, equity, and responsible governance.

**Montgomery County, Ohio
Resolution 25-R-XX**

**A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL OF THE
CITY OF VANDALIA**

WHEREAS, the Council of the City of Vandalia has previously adopted a Personnel Policies and Procedures Manual; and

WHEREAS, in order to provide for certain changes, it is necessary to revise this manual;

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA,
MONTGOMERY COUNTY, OHIO THAT:**

Section 1: The amendments to all sections of the Personnel Policies and Procedures Manual as set forth in Exhibit A which is attached hereto and made a part of this Resolution are hereby approved.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3: This resolution shall become effective immediately upon its passage.

Passed this 2nd day of September, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council

City of Vandalia

Personnel Policies & Procedures



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INTRODUCTION

The Vandalia Personnel Policies and Procedures Manual has been established in accordance with the provisions of the Vandalia City Charter.

This policies and procedures manual has been adopted by the Vandalia City Council. Amendments to these policies and procedures, except for those established by the Civil Service Commission and Appeal Board, may be made only by formal action of the City Council. Any employee may submit proposals for additions, changes or amendments to this manual. Such proposals must be submitted in writing to the City Manager's Office for consideration.

These policies and procedures apply to all full-time employees of the City. Some policies apply to part-time, seasonal and temporary employees, and this is noted within those policies. Certain employees of the City are covered by collective bargaining agreements. In cases where a conflict exists between the collective bargaining agreement and the policies set forth in this manual, the collective bargaining agreement provisions shall prevail and the employee shall be bound by those provisions. In all other instances, the policies in this manual shall apply to those employees.

As Chief Administrative Officer of the City, the City Manager administers programs adopted by the City Council as well as the procedures in this manual.

The Charter also establishes the Vandalia Civil Service Commission and Appeal Board (hereinafter referred to as the Board). In accordance with the Charter's provisions, Sections 7.7 through 7.13, the Board's function is twofold. First, it is totally and solely responsible for ensuring that appointments to Vandalia's classified civil service are based upon merit and fitness. Second, it hears appeals in cases of disciplinary action, transfer, reduction in rank or removal from both classified and unclassified services. The rules, regulations and/or bylaws established by the Board for its own governance are not subject to review or amendment by the City Council. These rules may be changed only by action of the Board.

DEFINITIONS

Appointing Officer. The City Manager appoints all employees to the classified and unclassified service.

Appointment. The filling by a Department Head or Division Chief of a position with an individual properly authorized by the Appointing Officer. Appointments include several types: temporary, seasonal, part-time, probationary, and career.

Board. The Vandalia Civil Service Commission and Appeals Board.

Career Status. Having successfully completed an initial probationary period, a full-time employee then achieves career status.

Chief Examiner. Appointed by the Board, to serve in both a secretarial and advisory capacity, for the purpose of carrying out the duties of the Board.

Civil Service Commission and Appeal Board. An appointed Board consisting of three (3) members as so provided in Section 7.6 of the Vandalia City Charter.

Classified Service. The classified service shall comprise all positions not specifically included in the Charter in the unclassified service. There are two classes: the competitive class and non-competitive class.

Class or Classification. A group of positions in the city service sufficiently alike in duties, authority, and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay can be equitably applied to all of these positions.

Council. The Council of the City of Vandalia.

Demotion. The movement of an employee from a position in one class to a position in another class having a lower salary range. This can be the result of voluntary employee action, as a result of city employee cutbacks or as a result of disciplinary action.

Department Heads. The Director of a Department.

Dismissal. Involuntary separation of service with cause.

Full-Time. Employees who are scheduled to work the maximum normal work week. This is normally forty (40) hours per work week.

Holiday. Those 24-hour day periods (12 midnight to 11:59 p.m.) as specifically designated in these rules Section 800 or later established by City Council.

Immediate Family. Mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, stepfather, stepmother, stepsister, stepbrother, stepchild. The Human Resources Manager may extend the definition of immediate family to include a family member other than those specifically named as may be required by law.

Job Description. The written description of a class, containing a title, statement of duties, authority and responsibilities and the minimum qualifications for the class.

Layoff. A separation from the service because of a shortage of funds or materials, abolishment of a position, or for other reasons not reflecting discredit on an employee and for reasons outside of his/her control.

Paid Administrative Leave. A temporary, non-disciplinary leave from duty, during which an employee remains in a paid status but is relieved of all work responsibilities. This leave is typically used when it is in the best interest of the City and/or the employee to remove the employee from the workplace during an internal investigation, safety concern, administrative review, or other compelling circumstance.

Part-Time Employees. Appointments requiring less than full-time work. Such employees will not be subject to the policies and procedures unless specifically included.

Personnel Action. Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or any other action affecting status of employment.

Personnel File of Personnel Records. Those individual records of an employee's work history maintained by the City Manager's Office.

Probationary Period. A period during which an employee must demonstrate, by actual performance of the duties, their fitness for the position to which they have been appointed.

Promotion. The movement of an employee from a position in one pay grade to a higher pay grade.

Provisional Employee. When the appointing officer finds it essential to fill a vacancy, and an eligible register for such vacancy does not exist, or because no one on the appropriate list is willing to accept the appointment, the City Manager may authorize the temporary filling of the vacancy by provisional appointment. No provisional appointment shall be made or payment for services rendered without the prior approval of the Human Resources Manager and/or the City Manager.

Public Safety Personnel. Employees who work in the Department of Public Safety.

Re-appointment. Movement of a current employee that does not classify as a transfer, reclassification or promotion. Employee must compete with other candidates, if applicable.

Re-classification. Results from a change(s) in an established position that necessitates raising or lowering the pay range of the position, or moving it to another class at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such position.

Re-employment. The appointment of an individual who previously held classified status and who resigned in good standing or was laid off.

Seasonal Appointment/Employees. Limited to seven consecutive full calendar months to provide additional employees during a particular season.

Seniority. See Continuous Service Date in Chapter 700.

Suspension. The temporary separation of an employee from his/her duties without pay.

Temporary Appointment/Employees. Limited to 120 days to prevent undue delay or interference when a short-term increase in workload requires additional employees. Positions are included in the unclassified service.

Transfer. Movement of an employee from one position to another position of the same class or of another class having the same maximum salary range. Employee must demonstrate possession of the same or comparable skills/qualifications.

100. CLASSIFIED AND UNCLASSIFIED SERVICE

100.1 Explanation

City of Vandalia employees work in either the unclassified or classified service. Each service is defined in Article VII, Section 7-8, 7-9 and 7-10 of the City Charter as follows:

- A. Unclassified Service. The unclassified service is exempt from competitive examination and includes:
- All Officers elected by the people
 - All Department Directors and their Assistants
 - The Manager
 - Boards and Commissions Members
 - Clerk of Council
 - Secretary to Manager, Secretary to each Department Head, and Secretary to each Board and Commission
 - Unskilled Labor
 - Persons appointed to fill vacancies in elected offices
 - All Officials and Employees appointed by the Council
 - Seasonal and Temporary Employees
 - Any office or position requiring peculiar and exceptional qualifications
 - Clerk of Courts
- B. Classified Service. The Classified Service comprises all positions not specifically included by City Charter in the Unclassified Service. Classified service includes:
- Members and Officers of the divisions of Police and Fire, but not their Chiefs.
 - Employees of any utility operated by the city who must hold a vehicle operator's license – other than a chauffeur's license – for the performance of their duties.
 - Inspectors – Including plumbing, heating, electrical, sanitary sewer and other inspectors required in municipal operations.
 - Skilled labor.
 - Office staff, mechanics and all other positions not specifically included by the Charter in the unclassified service.

Two classes further designate positions in the Classified Service: competitive and non-competitive.

- a. The competitive class includes all positions whose merit and fitness can be determined by competitive examination.
- b. The non-competitive class includes all positions that require peculiar or exceptional qualifications of a technical, scientific, managerial, professional or educational character, as determined by the Human Resources Manager.

100.2 Placement of Positions

The City Manager shall, in accordance with Section 100.1 above and pursuant to the rules established by the Board, assign each City position to either the "unclassified" or "classified" service.

200. EMPLOYMENT PROCEDURES

200.1 Filling Vacant Positions

All appointments to Classified City positions will be made on the basis of merit and fitness in accordance with the procedures set forth by the Vandalia Civil Service Commission. The purpose of this directive is to document the process used for the filling of open positions through the hiring of new employees and by the movement of present employees within the organization.

Open positions (for both classified and unclassified) are posted on the City's website and are emailed to all employees. All internal and external candidates are required to apply online at the City's website. Announcements of job openings should specify the position title, a description of the work involved, the salary range and the required and desired qualifications, along with any other pertinent information.

Temporary, part-time, seasonal, and Unclassified positions do not require Civil Service hiring procedures.

200.2 Temporary and Part-Time Appointments

Where budgeted, and with the advance approval of the City Manager, Department Heads and Division Chiefs may make temporary, seasonal or part-time appointments within their departments and divisions.

1. Seasonal or temporary employees are those hired to work for specific seasons, as interim replacements, to supplement the work force on a temporary basis, or to help with a specific project. Assignments to this category are of a limited duration. Employment beyond any initially determined period does not imply a change in employment status. Temporary or seasonal employees remain temporary or seasonal unless they are notified in writing of a change. While temporary or seasonal employees receive all legally-mandated benefits (such as workers' compensation), they are ineligible for all the City's other benefit programs unless expressly provided.
2. Part Time employees typically work no more than 30 hours per week. Under extenuating circumstances and with the Human Resources Manager's approval, part-time employees may occasionally work more than 30 hours per week and will be compensated at the overtime rate of one and one-half times their regular pay rate for any hours over 40 in a week.
3. Seasonal, Temporary, and Part-Time employees shall work no more than 1,560 hours per calendar year.

200.3 Physicals and Drug Testing

All full-time, part-time, and seasonal/temporary position candidates must undergo a complete pre-employment physical and urine drug testing. This exam will be conducted by a provider appointed by the City of Vandalia and will be paid for by the City. The provider must certify the candidate's ability to perform the essential functions of the job for which they are applying with or without reasonable accommodation.

300. EMPLOYMENT AND PROMOTION

300.1 Applications

All candidates for city employment shall apply online, and all information requested on the forms shall be provided by each applicant. Applications will only be accepted during the period in which a position is advertised. Additional information that may be necessary to evaluate the applicant may also be required as part of the application. Proof of education, experience or other information provided on the application may be required.

The Human Resources Manager may establish a deadline for receipt of additional pertinent information to supplement or expand upon a candidate's application for employment. Failure to provide this information may result in the rejection of the individual's application to take the scheduled examination. All statements made on the application form, as well as information provided by any supplemental resume, are subject to investigation and verification. All applications, resumes and attachments, when submitted to the Human Resources Department, shall become the property of the City of Vandalia.

300.2 Life of Applications

Employment applications must be kept on file per the applicable City of Vandalia Records Retention Schedule. If an applicant is hired, their application becomes a permanent document, per the City of Vandalia Records Retention Schedule.

300.3 Promotions

Only qualified career status city employees are eligible to compete for promotional positions. Vacancies in promotional positions in the classified competitive service, which are not filled by transfer, re-instatement, or reduction, shall be filled by competitive examinations. Dishonesty, including making a misleading statement or omission of any information or fact, on any employment application documents or during the hiring process, regardless of when discovered, is disqualifying and dischargeable.

400. PROBATIONARY PERIOD

400.1 Purpose

The probationary period is an integral part of Vandalia's selection and screening process. Department Heads use the time to observe new employees' work, to train and aid them in their new positions and to reject those whose work performance fails to meet required standards. An employee's appointment is not complete until they have completed a probationary period. Probationary employees may be discharged without right of appeal at any time during this period.

400.2 Duration

All full-time new hires, as well as re-hires, are subject to a probationary period of twelve full months of actual service. Any paid or unpaid leave in excess of 90 days during the probationary period will not be counted as part of the probationary period. All transfer or promotional appointments are subject to a probationary period of six full months of actual service. Seasonal, temporary, or part-time employees appointed to full-time positions may not use any portion of their seasonal or temporary service as part of the probationary period.

400.3 Action at the End of Probationary Period

Prior to the end of an employee's probationary period, their Department Head or Division Chief must take one of the following actions, depending upon the class of position. The City Manager must approve or disapprove any of these recommendations.

A. Full-Time Appointments.

1. Affirm that the employee's service has been satisfactory and recommend that they be awarded career status.
2. Dismiss the employee.

B. Transfer.

1. Affirm that the employee's service has been satisfactory and recommend that they continue in their new classification.
2. If a vacancy exists, and with the approval of both department heads and the city manager, recommend that the employee be returned to their previous classification.
3. Dismiss the employee.

C. Re-appointment.

1. Recommend that the employee continue in their new classification.
2. If a vacancy exists, and with the approval of both department heads and the city manager, recommend that the employee be returned to their previous classification.
3. Dismiss the employee.

D. Re-classification.

1. Recommend that the employee continue in their new classification.
2. Dismiss the employee.

E. Promotion.

1. Recommend that the employee continue in their new classification.
2. If a vacancy exists, and with the approval of both department heads and the city manager, recommend that the employee be returned to their previous classification.
3. Dismiss the employee.

Reasons for termination will be carefully documented and placed in the employee's personnel file. In the event of termination during or at the end of the probationary period, the employee will receive payment for all accumulated vacation, floating holiday and comp time as provided in Chapter 800.

Upon notification of their probationary release, employees will be relieved from their duties immediately.

500. THE CLASSIFICATION PLAN

500.1 Purpose

The Classification Plan groups all positions in City service into classes, based upon each position's duties and responsibilities. It provides accurate descriptions and specifications for each class and standardizes their range of duties and responsibilities. The classification plan is:

- A. An information source for prospective city employees and a tool to be used during their selection.
- B. An orderly method of promotion and guide for employees' use in preparing themselves for promotion.

500.2 Adoption and Maintenance of Plan

The City Manager, with approval from City Council, adopts and maintains the Classification Plan. They also allocate new positions to an appropriate class and make revisions as changing conditions warrant.

500.3 Amendment of Plan

Any career status employee or Department Head or Division Chief may submit a written request for a Classification Plan amendment to the City Manager. Upon receipt of such a request, or upon their own initiative, the City Manager may conduct a classification study if, in their opinion, a study is warranted. If the study reveals conditions that warrant an adjustment in the classification plan, these changes may be made by the City Manager. Written notification of any Classification Plan amendment will be forwarded to the affected employees.

500.4 Job Description

Job descriptions serve as Classification Plan tools and do not limit or modify Department Heads' ability to assign, direct and control the work of employees they supervise.

- A. Content of Job Description. Each job description lists the class title, a description of the position's normal duties and responsibilities and the minimum qualifications a person needs to perform the work successfully.
- B. Interpretation of Job Description. Definitions in a job description are descriptive and not restrictive. They are intended to indicate the kinds of positions to the several classes as determined by general duties and responsibilities and are not to be construed as declaring the special duties or responsibilities of any position.
- C. Minimum Qualifications Statement. Personal qualifications commonly required of an employee in any class such as good citizenship, honesty, loyalty, sobriety, industry, amenability to supervision and suggestions to superiors for improvement of service and willingness to cooperate with associates will be implied as required qualifications for every class, even though such traits may not be specifically mentioned in the specifications. The desirable minimum qualifications set forth by class specification will relate to reasonable standards of experience and training required at the time of original appointment of a new employee.

A Department Head or Division Chief may significantly change the duties of an employee under their supervision for no more than 120 consecutive days without a position reclassification. If an employee's duties are changed to a higher classification for more than 30 days, additional compensation will be paid.

500.5 Use of Class Titles – Working Titles

The Class Title is the official title of every position allocated to the class for the purpose of personnel actions. It will be used on all payroll and official records and reports relating to the position. For purposes of public contact, any working title desired and authorized by the Department Head or Division Chief may be used.

600. COMPENSATION PROGRAM

600.1 Purpose

The purpose of this program is to establish and maintain a competitive compensation program that allows the City of Vandalia to attract and retain a diverse pool of well-qualified, professional, and effective public servants. The Compensation Program applies to all classifications that are included on the General Services Pay Plan (defined below) and excludes all classifications that are represented by a collective bargaining agreement.

600.2 General Services Pay Plan (GSP)

- A. Structure. The General Services Pay Plan applies to all classifications (positions) that are included on the General Services Pay Plan Table. Each position classification on the General Services Pay Plan is assigned a pay grade with corresponding pay range, based on a comparison to the broad external marketplace for similar jobs. The ranges of the structure are reviewed periodically and adjusted to the market.
- B. Plan Maintenance. The ranges of the GSP structure are reviewed periodically and adjusted to the market. The City Manager may propose modifications of the GSP to City Council. Reasons for adjusting the pay plan may include but are not limited to:
- A job title change
 - The creation or elimination of a position
 - Restructuring
 - Updated duties and responsibilities as documented in the position description or corresponding point factor analysis
 - Adjustments relating to inflationary considerations
 - Annual or periodic update to pay ranges
 - External market rates and hiring trends
 - Considerations of internal equity across the City workforce
 - Other factors as deemed appropriate by the City Manager

The following shall apply to current employees as of December 6, 2021: Employees with an hourly rate in excess of the maximum rate listed in the General Services Pay Plan shall be held at their current hourly rate ("redlined") and will not be subjected to a reduction of their hourly pay rate.

- C. Starting Pay. The starting rate of pay for any position on this salary structure is determined by the City Manager following a recommendation by the Department Head and the Human Resources Manager in consultation with the Director of Finance. The starting rate must be within the appropriate salary pay grade range as listed on the General Services Pay Plan and is determined by an analysis of several factors:
- Budgeted funds available
 - A candidate's overall experience, record, formal education, professional certifications, specialized skills or abilities, etc.
 - Salaries of current incumbents in the same or similar positions
 - The candidate's present salary
 - External market rates and hiring trends
 - Other factors as deemed appropriate by the City Manager.

- D. Merit Pay Increases. Employees on the General Services Pay Plan may receive pay adjustments based on their performance. Generally, employees with exceptional performance may be rewarded with merit increases. Employees with marginal performance may not be granted an increase. The City Manager has the latitude to grant lump sum salary actions or other pay adjustments to any City employee during the year as appropriate, including retroactively.
- E. Frequency of Merit Salary Increases. It is the intention of the City to allow for employees to be eligible for merit increases not less frequent than every 12 months. Timing of increases is mainly dependent upon what kind of evaluation an employee is placed on. Below is a guideline that can be used to determine an employee's eligibility for an increase.
1. New Hires (12 month probationary period)
 - a. General Performance Appraisal. Upon completion of their initial 12-month probationary period, full-time employees are reviewed and become eligible for career status. If granted career status, the employee is given a merit salary increase. Each year, on the anniversary of the employee's initial hire date (Continuous Service Date) they will be reviewed and may be considered for a merit salary increase. In the case of a reappointment or promotion in which an employee takes on new job duties, thus serving a six-month probationary period, their annual review date will be adjusted to reflect the date they began in their new classification.
 - b. Management Appraisal. Employees with a January 1st evaluation date are eligible for a full, non-prorated increase at the end of their 12 month probationary period *if* they were not eligible for an increase during the first January 1st evaluation cycle following their hire date due to probationary status. Following their full, non-prorated increase at the end of their probationary period, these new hires are then eligible for a prorated increase at the next occurrence of their January 1st evaluation cycle.
 2. Transfers (6-month probationary period, no change in pay grade)
 - a. General Performance Appraisal. When an employee transfers positions and their evaluation date changes to the date of the transfer, resulting in a gap of more than 12 months between pay increase eligibility, the supervisor may, at their discretion, grant a higher percentage increase at the new evaluation date to compensate for the extended wait time.
 - b. Management Appraisal. In the event of a mid-year transfer where an employee on a management evaluation cycle laterally moves from one position to another, they will remain on a January 1st evaluation cycle and will be eligible for a full, non-prorated increase at the end of their six-month probationary period if they were not eligible for an increase during their January 1st evaluation cycle. Following the increase at the end of their probationary period, these employees are then eligible for a prorated increase at the next occurrence of their January 1st evaluation cycle.
 3. Promotions (6-month probationary period, change in pay grade)
 - a. General Performance Appraisal. When an employee is promoted, their evaluation date resets to the promotion date, making them eligible for another increase after 12 months in the new position.
 - b. Management Performance Appraisal. In the event of a mid-year promotion where an employee on a management evaluation cycle moves to a higher pay grade, they will remain on a January 1st evaluation cycle and will be eligible for a prorated increase at the end of their 6-month probationary period if they were not eligible for an increase during the January 1st evaluation cycle immediately preceding their promotion. Following the increase at the end of their

probationary period, these mid-year transfers are then eligible for a prorated increase at the next occurrence of their January 1st evaluation cycle.

600.3 Performance Evaluations

Supervisors will assess how well a subordinate employee performed during the preceding evaluation period. The following timelines shall apply:

New Hires (Both Unclassified and Classified, Full-Time Staff in Memo format only):

- 90 days
- 180 days
- 270 days

Unclassified Staff:

- Evaluation Period: January 1 – December 31 (aligned with fiscal year and budget)
- Evaluations completed by January 31 of the following year

Classified, Full-Time Staff:

- Evaluation Period: Annually from date of hire – anniversary
- Evaluations completed within one month of anniversary

Part-Time Staff:

The City recognizes that part-time employment often involves variable shifts, schedules, and unpredictable tenure, particularly for new hires. While the guidelines below outline the recommended timing for performance appraisals, supervisors are encouraged to use their best judgment and make every effort to complete a review at some point during a part-time employee's tenure, even if it does not align exactly with the suggested timelines.

- **Part-Time (Ongoing) Employees**
 - Initial Review: 90 days after hire (or after starting a new role) to set expectations and address any early issues.
 - Regular Reviews: Annually (once per year)
- **Seasonal & Temporary Employees**
 - End-of-Assignment Review: At the conclusion of their seasonal or temporary employment
 - Mid-Assignment Check-in: If their assignment is longer than 3–4 months

600.4 Overtime & Other Methods of Compensation

- A. Definition of Overtime. Those hours in excess of 40 hours worked in a work week are compensated at one and one-half times the employee's regular rate of pay. For payroll purposes in computing hours worked, 15-minute intervals rounded to the nearest 15 minutes are used. It is the City's policy to minimize the need for overtime work. When employees are directed to work time beyond their normal work week, they will be compensated for that time either in overtime pay, or - with the approval of the Department Head and in cases where no additional overtime condition would be created within the department - in compensatory time.

- B. Overtime Eligibility. For the purpose of implementing an overtime policy, all employee classifications are divided into two categories; those receiving no overtime compensation (FLSA Exempt, Salary), those employees who are eligible for overtime (FLSA Non-Exempt, Hourly). Overtime eligibility is determined by laws outlined in the Fair Labor Standards Act (FLSA). Non-Exempt Employees must track accurately and completely all hours worked beyond their normal workweek on their bi-weekly time sheets.
- C. Comp Time. FLSA Non-Exempt employees may earn compensatory time (Comp Time) for hours worked in excess of their regularly scheduled 40-hour workweek. Comp Time is accrued at a rate of 1.5 hours for each hour of overtime worked, or fraction thereof, in lieu of overtime pay. Employees may accrue up to 80 hours of Comp Time per calendar year, including any carryover from the previous year. At the end of the calendar year, employees may elect to carry over up to 40 hours of unused Comp Time into the next calendar year. Any remaining unused Comp Time will be paid out on the second payroll in January at the employee's hourly rate of pay – as of their final pay in the year in which it was incurred.

All Comp Time leave requests are subject to supervisory approval. Supervisors retain the right to deny leave requests when granting such leave would result in an adverse impact on City operations or the delivery of services.

- D. Flextime. For time worked in excess of their scheduled workweek, FLSA Exempt employees will be permitted to earn, on an hour-for-hour basis, up to 80 hours of Flextime annually that can be used as additional time off. At the end of the calendar year, employees may choose to be paid out for up to 40 hours of Flextime.

Fire Captains may accrue up to 108 hours of Flex Time annually. At the end of the calendar year, Fire Captains may choose to be paid out for up to 54 hours of Flextime.

No flextime hours are permitted to roll over from one year to the next. The time during which an employee chooses to take their flex time must be approved in advance by their supervisor with due regard to the employee and for the needs of City service.

All flextime leave requests are subject to supervisory approval. Supervisors retain the right to deny leave requests when granting such leave would result in an adverse impact on City operations or the delivery of services.

- E. Compensation for Work on Holidays. Full-time employees receive their regular rate of pay for the paid City holidays. An overtime-eligible employee who actually works a holiday will receive additional compensation at the time and one-half rate for all hours worked.
- F. Emergency Call-Out Pay. When overtime-eligible employees are called to work because of unforeseen emergencies, they are paid at their overtime pay rate. Each Emergency Call-Out is compensated at a minimum of two hours.
- G. Distribution of Overtime. Department Heads will distribute overtime to those employees in the classification for which overtime work is required. Departments will keep ongoing records to ensure that each employee is offered overtime work on a rotating basis with other employees. Should no employee in a classification voluntarily accept overtime, the Department Head, Division Chief, or designee will require employees to work overtime. Failure to work overtime as required will result in discipline, up to and including termination.

700. CONTINUOUS SERVICE DATE

700.1 Definition of Continuous Service Date

The Continuous Service Date is the date a new employee is appointed to probationary status in the career service. Time spent in the unclassified service as a seasonal, temporary, or part-time employee is not included for the purpose of determining an employee's continuous service date.

700.2 Use of Continuous Service Date

The Continuous Service Date is used for determining vacation accumulation, sick leave accumulation and all other matters involving length of service.

700.3 Adjustment of Continuous Service Date

Employees who leave City service for military service receive credit for that service upon returning to City employment. Service credit also accumulates during authorized leaves of absence with pay.

700.4 Restoration of Service Credit

An employee who has been re-employed after a layoff or who resigned in good standing and is rehired within two years receives Continuous Service Date credit for their previous time in the career service. The City Manager will consider other situations concerning restoration of the previous time accumulated on a case-by-case basis.

700.5 Determination of Retirement Benefits

For purposes of determining retirement, the City follows the guidelines and Continuous Service Date established for individual employees enrolled in the Ohio Public Employee Retirement Service or Ohio Police & Fire Pension Fund.

800. Employee Benefits

800.1 Accrued Leaves

Certain paid leaves are accrued over time by each employee. Such accrued leave time includes vacation, floating holidays, and sick leave. It is the employee's responsibility to be aware of the time available for their use at any given time. The City provides the accrued time information to each employee on their bi-weekly paycheck stubs. Employees who request and use leave time in excess of accrued time available to them will be subject to loss of pay and possible disciplinary action. Employees on leave of absence without pay do not accrue leave time unless otherwise required by law.

800.2 Proration of Benefits for 24-48 Full Time Fire Captains

Accrued leaves, paid holidays and other benefits are based upon a ratio of actual hours worked in relation to a standard 40-hour work week. Benefit specifications for Full Time Fire Captains assigned to a 24/48 schedule are set forth in the Vandalia Division of Fire General Operating Guidelines and may be amended only with written documentation and signed approval by both the Fire Chief and the City Manager.

800.3 Holidays

A. The following are observed as holidays (non-working days) for City employees:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day (effective 1/1/2026)
7. Thanksgiving
8. The Friday after Thanksgiving
9. The Day before Christmas
10. Christmas Day
11. Floating Holidays – Employees accrue one and one quarter day of Floating Holiday time per calendar quarter from the date they complete the first six months of their probationary period. No floating holiday leave accrues during the first six months of a new employee's initial probationary period. Employees, thus, are eligible for five floating holidays per calendar year. Use of this leave must be approved by the supervisor in advance and taken by December 31 or otherwise forfeited.

All Floating Holiday leave requests are subject to supervisory approval. Supervisors retain the right to deny leave requests when granting such leave would result in an adverse impact on City operations or the delivery of services.

There are three exceptions to this rule, as follows:

- a. Public Works Department and Facilities Maintenance personnel may carry up to 16 hours of this leave into the next year to be used no later than the last day of February.
- b. Sworn public safety personnel may either use floating holidays or receive compensation at year's end for any unused balance.

- c. In lieu of Floating Holiday time, full-time Fire Captains accrue 24 hours' pay from the date they complete the first six months of their probationary period.

- B. **Terminal Floating Holiday Pay.** Employees who leave City service will be paid for Floating Holiday Time accrued but not taken. Floating holiday payment will not be released in cases where litigation or criminal action is pending involving theft of City property or until the employee returns any City property they may have or pays any funds due.
- C. **Holidays Falling on Saturday or Sunday.** When a holiday falls on Saturday, the preceding Friday is observed as a holiday. When a holiday falls on Sunday, the following Monday is observed as a holiday. If either of these alternate days is already a designated holiday, the City Manager determines the weekday upon which the holiday is observed.
- D. **Holiday Compensation.** An employee who works on a holiday is compensated as provided in Section 600.4 (E). Holidays occurring during paid leaves of absence will not be charged against such leave. To be compensated for a holiday, an employee must have worked, or be on a paid authorized leave of absence, the work day preceding and the work day following the holiday.

800.4 Vacation Leave

- A. Employees may not carry over vacation accrual from any other entity. Vacation accruals are calculated off of an 8-hour work day, and spread equally across 26 pays in a calendar year. Vacation time is allotted as follows:
 - 1. **First Five Years of Employment** – 12 days (or 96 hours) per year.
 - 2. **Sixth Through Ninth Year** – Following an employee's fifth anniversary with the City, 15 days (or 120 hours) of vacation leave is earned per year.
 - 3. **Tenth Through Fifteenth Year** – Following an employee's ninth anniversary with the City, 18 days (or 144 hours) of vacation leave is earned per year.
 - 4. **Sixteenth Through Twentieth Year** – Following an employee's fifteenth anniversary with the City, 21 days (or 168 hours) of vacation leave is earned per year.
 - 5. **Twenty-First Through Twenty-Fifth Year** – Following an employee's twentieth anniversary with the City, 24 days (or 192 hours) of vacation leave is earned per year.
 - 6. **Beginning the Twenty-Sixth Year of Service** – Following an employee's twenty-fifth anniversary with the City, 26 days (or 208 hours) of vacation leave is earned per year.
- B. **Approval of Vacation Leave.** All vacation leave requests are subject to supervisory approval. Supervisors retain the right to deny vacation leave requests when granting such leave would result in an adverse impact on City operations or the delivery of services.
- C. **Vacation time shall be used in the following manner:**
 - 1. **Maximum Accumulation.** Vacation leave may accrue to a maximum of 45 days. Vacation accumulated in excess of these amounts will be deducted at the end of each calendar year. Employees will only receive cash payment for their vacation accrual if they are leaving employment with the City.
 - 2. **Terminal Vacation Pay.** Employees who leave City service are paid for accumulated vacation leave. In no case shall payment be made for more than the maximum accumulation unless otherwise approved by the City Manager. Further, vacation payment will not be released in cases where litigation or criminal

action is pending involving theft of City property or until the employee returns any City property they may have or pays any funds due.

3. **Alternate option.** At their discretion, Department Directors, or their equivalent, as determined by the City Manager, may carry over or request payment for vacation accrued but not used that exceeds their 45-day maximum accrual on an annual basis. The leave must be accrued during the current calendar year—a method recognized by OPERS as the Last In, First Out—LIFO method. Therefore, per OPERS requirement, the leave that is considered to be earnable salary is the leave accrued to date in the current calendar year, less any leave used to date in the same calendar year. Selection of this option must be made in writing to the City Manager by November 1 of the year in which the hours have been accrued. In no instance shall the option be exercised for more than five days of accrued vacation.

D. Vacation Leave Donation

1. **Purpose.** This program was established to help career status, full-time employees. It is to be used in cases of serious illness of an employee in which the employee has filed for disability retirement and has exhausted all paid leave time including sick, vacation, comp time and personal leave. This program will not, however, supersede or replace other retirement or disability programs.
2. **Process.** When an employee has applied for disability retirement and is within 80 hours of exhausting their paid leave, they may submit a written request to the City Manager, through their Department Head, asking to participate in the vacation donation program. The employee should attach a copy of their completed application for retirement and must waive their right to learn the identity of any employee who donates vacation time to them.
 - a. The City Manager will, within five working days of receiving the request, review the circumstances of the vacation leave donation request. Consideration will be given to length of employment, previous leave use and circumstances of current illness, as well as other factors.
 - b. Should the City Manager approve the request for vacation leave donation, the affected employee's department head will circulate a memo first to the affected employee's department and then to all City departments, outlining the circumstances of the need. Employees may voluntarily donate a portion of their own vacation leave, one day at a time.
 - c. Up to 10 days of vacation leave may be given to the employee for use as paid leave.
 - d. The following guidelines will be used for vacation leave donations:
 - 1) Employees must donate vacation leave in 1-day increments of their available vacation time, one day at a time. Vacation leave donations will be submitted on regular city Application For Leave forms and designated as "donated vacation leave." Employees will submit leave forms to their Department Head or Division Chief, who will submit them to the affected employee's Department Head or Division Chief for attachment to the affected employee's timesheet(s) in the order in which they are received.
 - 2) Vacation leave hours donated will be paid at the recipient's regular hourly rate and will not be counted as leave used by the donating employee for evaluation purposes.
 - 3) The donated vacation leave will be used in place of the recipient's regular work schedule and can be used retroactively should they exhaust all paid leave time prior to time being donated.
 - 4) Under no circumstances may the donated leave time exceed the amount approved by the City Manager, nor may it be used after the employee has exhausted all unpaid FMLA leave time. Further, no payments may be made after the employee's final pay

date as certified with OPERS or OP&F. Any unprocessed, unused donation forms will be returned to the donor.

- 5) The employee, while using donated vacation leave, will be ineligible to accrue any other regular leave from the City.
- 6) If the affected employee uses all donated hours and needs additional time, they may request that their situation be reevaluated by the City Manager. The City Manager will then determine whether an additional donation will be made.
- 7) It is important to note that due to bookkeeping procedures, any employee donating time will not be able to retrieve the donated vacation leave.

E. **Prior Service Credit.** For purposes of vacation accumulation, employees will be credited for actual service time earned as a Full-Time employee with another governmental entity, including municipality, county, township, public education institution or state. To be credited for the service time, the employee must supply the City with written proof of previous applicable service no later than 90 days after the appointment and credit will be awarded retroactive to the first day of employment. Vandalia employees who retire and return to work at the City of Vandalia on a full-time basis are not eligible for prior service credit toward vacation accumulation.

800.5 Sick Leave

- A. **Policy.** For the purpose of this policy, immediate family is defined as: mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, stepfather, stepmother, stepsister, stepbrother, stepchild. The Human Resources Manager may extend the definition of immediate family to include a family member other than those specifically named. Employees may use Sick Leave for the following purposes:
1. Incapacity due to illness or injury, or exposure to a contagious or communicable disease.
 2. Serious illness or injury of a member of the employee's immediate family which requires the presence of the employee.
 3. Employees will be required to use their available sick leave while taking FMLA (for themselves or a family member).
 4. Physician visits for employees or their immediate family members which cannot be scheduled during off-duty hours.
 5. Sick Leave may not be used as vacation or extra time off.
 6. The Human Resources Manager retains the right to request a physician's note as proof of illness or injury prior to compensation for sick leave.
- B. **Notice of Use of Sick Leave.** When the use of sick leave becomes necessary, the employee or some member of their household must notify their immediate supervisor or department office by telephone or message no later than one hour before the normal starting time in departments operating on a 24-hour schedule and within one-half hour after the normal starting time in all other departments. An employee who has taken Sick Leave may not work a secondary job the same day as having taken off Sick. Violation of this policy will result in disciplinary action up to and including termination. Part-Time employees may only use sick leave on a day they were already scheduled to work in the event of unforeseen illness or injury for themselves or a family member.
- C. **Rate of Accumulation.** Sick leave with pay is accumulated from the first day of employment and available for the employees' use at the rate of one and one-fourth days for each full calendar month of City service, equaling 15 days per year. Part-Time employees accumulate sick leave at the rate of 4.6 hours of sick leave for each

completed 80 hours of service. This accumulated leave will be added to a Part-Time employee's leave bank twice a calendar year: July and December.

- D. **Transfer of Sick Leave From Previous Public Employers.** Any current employee who is eligible to accrue sick leave, who has been separated from previous public service employment, and who has been hired by the City of Vandalia since 2007, may be permitted to transfer their unused, uncompensated sick leave balance up to the maximum sick leave accumulation permitted by the Personnel Policies and Procedures or applicable Collective Bargaining Agreement. Such employment with the City of Vandalia must have taken place within ten years of the date on which the employee was last separated from the previous public service (that time frame may be tolled if the employee held public office during that time). To obtain the transfer of sick leave, the employee must provide written confirmation from the employee's prior public employer detailing the employee's unused, uncompensated sick leave balance at separation.
- E. **Accrual of Sick Leave.** When an employee accumulates more than 1,250 hours sick leave, those hours more than 1,250 accrued but not used during that calendar year will be paid annually at the rate of 1 hour pay for every three hours of accrued sick leave. The leave must be accrued during that calendar year – a method recognized by OPERS as the Last In, First Out – LIFO method. Therefore, per OPERS requirement, the leave that is considered to be earnable salary is the leave accrued to date in the current calendar year, less any leave used to date in the same calendar year. This payment will be made each January, based on the December 31 sick leave balance of the previous year.
- F. **Sick Leave Conversion.** An employee who leaves the City of Vandalia for the purpose of retirement and is eligible to receive retirement compensation under OPERS or the OP&F will receive, at their final pay rate, 50% of their accumulated sick leave time, up to 1,250 hours. The employee must retire under a state retirement system (OPERS or OP&F) at the time they terminate employment to be eligible for this benefit. The beneficiary(ies) of a deceased employee who was eligible to retire at the time of their death, but had not done so, will receive any payment due under this subsection.
- G. **Borrowing Sick Leave.** Under unusual circumstances and when all other forms of leave are exhausted, employees may borrow up to 10 days of sick leave in advance of earning them with the prior written approval of the City Manager. Should the employee then quit or retire, the equivalent amount of compensation will be deducted from their final check.
- H. **Certification of Illness.** After the loss of three workdays for a single illness or injury, an employee is required to submit a physician's statement confirming the illness and the anticipated date of return to work. The Department Head or Division Chief may, however, at their discretion, require a physician's statement, including diagnosis, at any time.
- I. **Transitional Duty.** Sick leave will terminate when the employee is able to return to either full or limited service. An employee returning from sick leave may be asked to provide a physician's release for approval by the Department Head and/or City Manager. In the case of release to limited service, the physician's certification must include an estimate of length of need for limited service as well as a prognosis for full recovery. Transitional duty will be granted in increments of 10 work days and only where applicable work assignments exist as determined by the Department Head. Transitional duty will not be granted for more than 40 work days for a single illness or injury unless otherwise required by law. Final judgment on the employee's ability to perform their

essential duties with or without accommodation rests with the Department Head or Division Chief in consultation with the City Manager.

J. Sick Leave Donation.

1. **Purpose.** Sick leave donations are reserved for full-time employees and their immediate family members. It is to be used in cases of the terminal illness of an employee or a member of their family in which the employee exhausts all other paid leave time including sick, vacation, comp time and personal leave. This program will not, however, supersede or replace other retirement or disability programs. For the purpose of this section, "terminal illness" is defined as an illness that includes a physician's certification that the patient has a life expectancy of fewer than six months.
2. **Inclusion.** For the purpose of this policy "immediate family" is limited to the employee's spouse and children. The employee's parents may also be considered "immediate family" under certain circumstances, at the discretion of the City Manager.
3. **Process.** When an employee is within 80 hours of exhausting their paid leave and anticipates the need for additional time, they can submit a written request to the City Manager, through their Department Head, asking to participate in the donation program. The memo should include detailed necessity for the leave and a doctor's statement including the anticipated amount of time needed.
 - a. Should the City Manager approve the request for sick leave donation, a memo will be circulated to all City departments outlining the circumstances and employees will be requested to voluntarily donate some of their own sick leave. Unless otherwise requested by the affected employee, their identity will be confidential at this stage.
 - b. Any sick leave donated will be placed in a sick leave bank. Should the employee return to work before exhausting the donated hours, the remaining time, up to 80 hours, will be given to the employee for use as sick leave. Any hours left in the bank will be used in subsequent donation situations.
 - c. The following guidelines will be used for sick leave donations:
 - 1) Employees must donate sick leave in 8-hour increments of their available sick time up to a 40-hour maximum at any one time. Sick leave donations will be submitted on regular city leave forms and designated as "donated sick leave."
 - 2) Sick leave hours donated will be paid at the recipient's regular hourly rate and will not be counted as a "sick leave use" by the donating employee for evaluation purposes.
 - 3) The donated sick leave will be used in place of the recipient's regular work schedule and can be used retroactively should they exhaust all leave time prior to time being donated.
 - 4) The employee, while using donated sick leave, will be ineligible to accrue any other regular leave from the City.
 - 5) The affected employee can use donated sick leave on an intermittent basis with the prior approval of the City Manager.
 - 6) If the affected employee uses all donated hours in the bank and needs additional time, they may request that their situation be re-evaluated by the City Manager. The City Manager will then determine whether an additional donation will be made.
 - 7) Any employee donating time will not be able to retrieve donated sick leave. If the recipient does not use the donated time, it will be kept in the sick leave bank.

800.6 Injury Leave

- A. **Purpose.** Injury leave is a supplement to Worker's Compensation, is intended to lower the City's Worker's Compensation costs, and is aimed at avoiding possible monetary loss from an injury or serious occupational disease received on the job or arising out of employment with the City.
- B. **Policy.** Injury leave will not be deducted from an employee's sick leave credit and will be paid only after an employee's worker's compensation claim has been received and approved.
- C. **Procedure.**
 - 1. When an accident or injury occurs in the course of City employment, it is the employee's responsibility to report the injury to their supervisor as soon as reasonably possible and complete the appropriate paperwork provided by the City. The completed forms must be filed with the supervisor and the City Manager's Office within 24 hours of the injury's occurrence. In case of severe, incapacitating injuries, a supervisor will complete the paperwork. The supervisor will report any injury to the City Manager's Office as soon as possible; never later than the end of the work shift during which the injury occurred.
 - 2. Upon receipt of an injury report, the supervisor will review the form and complete applicable supervisory paperwork to provide an opinion as to whether the injury was the result of job-related activity. They will forward the fully completed paperwork to the City Manager's Office immediately.
 - 3. If professional medical attention is required as a result of an injury, the employee must also complete a Bureau of Worker's Compensation (BWC) FROI-1 form.
 - 4. If a loss of work time occurs because of an injury and the workplace injury has been affirmed by the supervisor, the lost time will be reported and paid as injury leave. If, however, the workplace injury is not affirmed by the supervisor, injury leave will be denied, lost time will be charged as sick leave, and the City will contest any related BWC claim.
 - 5. Should the BWC allow an employee injury claim, which had previously been denied and contested by the City, all erroneously charged sick leave credit will be reinstated and any subsequent absence resulting from the original injury will be considered as injury leave.
- D. **Length of Injury Leave.**
 - 1. **Full-time employees.** Injury leave is granted in 10 work day increments (80 work hours) unless the employee has recovered enough to perform their work and terminates their leave prior to this time. Any subsequent time off for follow-up treatment associated with a certified workplace injury will be counted as Injury Leave. To allow sufficient time for necessary investigation and review, requests for injury leave--for each additional ten work days or 80 work hours--should be made two work days prior to the expiration of the previous ten-day period. Injury leave will not be granted for more than 40 work days (320 work hours). Beginning with the 321st hour of leave, temporary total disability benefits will be initiated. In the event of unusual or extenuating circumstances, prior written approval for an extension may be granted by the City Manager.
 - 2. **Part-time and seasonal employees.** Injury leave is granted in five-day increments (40 hours) up to a maximum of ten days' leave. Payment will be based upon the average number of hours worked during the current season for each day on injury leave. For example, eight hours worked consistently on Monday would be paid at eight hours for Monday, etc.
- E. **Termination of Injury Leave**

1. Injury leave will terminate when the employee is able to return to either full or limited service. An employee returning from injury leave must have a physician's release approved by the Human Resources Manager. In the case of a release to limited service, the physician's release must include a prognosis for full recovery (i.e. perform all essential functions with or without accommodation). Final judgment on the employee's ability to perform their duties rests with the Department Head or Division Chief in consultation with the City Manager.
2. An employee may elect to use accumulated vacation or sick leave upon expiration of allotted injury leave.

800.7 Other Leaves of Absence with Pay (Bereavement, Jury, Etc.)

A. Full Time employees will be granted a leave of absence with pay for the following:

1. **Death in Family.** Up to five days per calendar year of leave with pay will be granted because of the death of an immediate family member.
 - a. In the event of multiple deaths in the same calendar year, employees may make a request to the City Manager for additional time off. This request may only be made if they have no bereavement days remaining. The City Manager will, at their discretion, grant or deny additional paid time off for the purpose of bereavement. The additional time off beyond five days per calendar year will be counted against the employee's sick leave balance.
 - b. **For the purpose of this policy, immediate family is defined as:** mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian, stepfather, stepmother, stepsister, stepbrother, stepchild. The Human Resources Manager may extend the definition of immediate family to include a family member other than those specifically named.
2. **Jury Duty.** Time off for jury duty will be paid. The employee's salary will either be reduced by the amount of compensation they receive for jury service, or they must turn over the jury funds to the Finance Director.
3. **Court Appearances.** Appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority and not arising from city employment will be accommodated, as necessary. Employees will be permitted to use applicable accrued leave time for this purpose or may schedule shift trades as approved by their supervisor.

800.8 Leaves of Absence Without Pay

If a Department's operation will not be seriously handicapped by the temporary absence of an employee, a Department Head or Division Chief may grant a leave of absence without pay for a period not to exceed 60 calendar days unless otherwise required by law. Leaves of absence without pay must be approved by the City Manager. Requests for unpaid leaves of absence must be in writing and must demonstrate justification for approval of the request. Unpaid leaves of absence may be extended for 60 additional days if, in the opinion of the City Manager, such extension is not detrimental to the operation of the City or a particular Department or Division. Such leave will not be approved for an employee who is accepting or working employment outside the City service.

800.9 Temporary Military Leave

This leave (and extended military leave described in 800.10 below) is granted in accordance with Ohio State Law (ORC 5923.05), and the City will follow that state law:

- A. Permanent employees who are members of the Ohio organized militia or other reserve components of the United States armed forces, including the Ohio National Guard, are entitled to a paid military leave of absence of up to 22, 8-hour days or 176 hours (for a public safety employee, 17, 24-hour days or 408 hours) within the Federal Fiscal Year (October 1 – September 30) when they are performing in the uniformed services.
- B. To qualify for paid leave, the employee must present their field order prior to reporting for training or duty.
- C. To receive their pay, the employee must complete a Military Leave Pay Form. For the purpose of computing vacation or sick leave, temporary military leave will count as full service with the City.

800.10 Extended Military Leave

- A. Extended Military Leave is given to those permanent employees who are called or ordered to the uniformed services for longer than 22 days for each year when they are performing service in the uniformed services because of an executive order issued by the President of the United States or an act of Congress. During the military service period, designated in the executive order or act of Congress, an employee is entitled to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:
 - 1. The difference between the employee's gross monthly wage or salary with the City of Vandalia and the sum of the employee's gross uniformed pay and allowances received that month or;
 - 2. Five hundred dollars (\$500).
- B. No city employee shall receive payments while on Extended Military Leave if the sum of their gross uniformed pay and allowances received in a pay period exceeds the employee's gross monthly wage or salary with the City of Vandalia (or if the employee is receiving paid temporary military leave under 800.9 above).
- C. Employees on Extended Military Leave will receive retirement credit for time spent in military service.
- D. Employees on Extended Military Leave will continue to accrue paid leave (i.e. sick, vacation, floating holiday).
- E. Replacements for employees on Extended Military Leave will be hired with permanent status but are subject to layoffs when the absent employee returns.
- F. When employees return from Extended Military Leave, they will receive any wage adjustments and step increases that would be due as though they had been actively on the payroll.
- G. In order to receive the pay, the employee must complete a Military Leave Pay Form. The Military Leave Pay Form shall include a copy of the executive order issued by the President of the United States or an act of Congress authorizing the call to order to the uniformed services.

800.11 Maternity Leave

- A. When a Career Status employee determines she is pregnant, she should:
 - 1. Notify her Department Head or Division Chief of the estimated due date.
 - 2. Give her Department Head or Division Chief as much notice as possible prior to leaving work; and
 - 3. Give her Department Head or Division Chief at least two weeks' notice prior to returning to work.
- B. Total Maternity Leave shall continue for a period not to exceed 12 work weeks (60 workdays) unless an extension is required by law. The employee may use any applicable accumulated paid leave time during her maternity leave; otherwise, maternity leave is unpaid.

800.12 Parental Leave with Pay

Employees are eligible to use up to five days of parental leave, per calendar year, at the time of their child's birth or adoption. Parental leave, along with other types of leave outlined in this section, will be used concurrently with FMLA if FMLA is being utilized.

800.13 Family and Medical Leave Act

To be eligible for leave under the provisions of the Family and Medical Leave Act (FMLA), an employee must have worked for the City at least 12 months and worked at least 1,250 hours during the previous 12 months.

- A. **Leave Entitlement.** Eligible employees are entitled to twelve work weeks of leave in a 12-month period for:
1. The birth of a child and to care for the newborn child within one year of birth.
 2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
 3. To care for the employee's spouse, child, or parent who has a serious health condition.
 4. A serious health condition that makes the employee unable to perform the essential functions of his or her job; or
 5. Any qualifying emergency or exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty." Also, eligible employees who are the spouse, child, parent, or next of kin of a covered service member with a serious illness or injury may take up to 26 work weeks of leave during a single 12-month period to care for the service member (military caregiver leave).

The City uses a rolling 12-month period measured backward from the date an employee uses any FMLA to calculate the amount of FMLA leave available to an employee. Each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

After five consecutive days of absence due to illness, the City will inquire with employees to see if FMLA paperwork is needed.

- B. **Employed Spouses.** Spouses who are both employed by the City are entitled to a combined total of 12 work weeks of FMLA leave for the birth or adoption of their child or for the placement of a child in their home for foster care, and/or to care for a parent (but not a parent-in-law) who has a serious health condition.
- C. **Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employees' job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, "continuing treatment" refers to a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

- D. **Intermittent Leave.** Employees may use FMLA leave in one block of time. When it is medically necessary, employees may take FMLA leave intermittently in separate blocks of time or on a reduced schedule by working less hours each day or week.
- E. **Use of Appropriate Accrued Leave.** All FMLA leaves are without pay, except to the extent paid leave is available. The City will require an employee to use all available paid leave (such as sick leave, compensatory

time, floating holidays, or vacation leave) concurrently with FMLA leave (i.e., the paid leave counts against the 12-week entitlement) prior to going on unpaid FMLA leave.

- F. **Notice and Certification.** Employees who find it necessary to use FMLA leave must provide at least 30-days advance notice when the need is foreseeable. If 30 days' advance notice is not practicable, then the employee must provide as much notice as is practicable and must comply with the required call-in procedure. When leave is needed for planned medical treatment, the employee will attempt to schedule treatment so as not to unduly disrupt City operations. Employees must notify the City if the requested leave is for a reason for which FMLA was previously taken or certified. They may also be asked to provide:
1. Medical certification completed by a health care provider supporting the need for leave because of a serious health condition affecting the employee or an immediate family member.
 2. Second or third medical opinions and periodic recertifications at the City's expense.
 3. Periodic reports during FMLA leave regarding their status and intent to return to work.
- G. **Maintenance of Health Benefits.** FMLA leaves are without benefits, except that group health insurance for employees with City group health insurance will be continued during FMLA leave with the same terms, conditions, and employee contributions applicable to employees who are actively at work. Arrangements will be made for employees to pay their health care premiums while on leave. Should an employee fail to return to work after FMLA leave, the City may take steps to recover health care premiums it paid on the employee's behalf while on unpaid FMLA leave.
- H. **Job Restoration.** Employees must inform the City of the date they will be able to return to work, no later than one week in advance, whenever practicable. An employee on FMLA leave due to the employee's own serious health condition must, as a condition to return to work, submit a medical certificate releasing the employee to return to his or her job. Upon return from FMLA leave, an employee will be restored to his or her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Further, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to prior to using FMLA leave.
- I. **Employee Notification.** The City will designate the leave as FMLA or not and so notify the employee. If the employee disagrees, he or she should inform the City immediately. If the employee is eligible, the City will notify the employee of any additional information required, the amount of leave counted against the employee's leave entitlement and the employee's rights and responsibilities. If the employee is not eligible, the City will provide the reason.
- J. **Limitations and Enforcement.** All leaves which may be available or taken under the Family and Medical Leave Act are subject to the restrictions, limitations and conditions provided in that law and any valid regulations promulgated under it. An employee who believes his or her FMLA rights have been violated may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

K. **Prevailing Law.** Should discrepancies appear between the provisions of FMLA and this policy or other sections of this manual, the requirements of the federal law will prevail.

800.14 Recreational Facilities Use Benefits

- A. Cassel Hills Swimming Pool (Family) Passes and Cassel Hills Golf Course Discounts (Individual) are issued as follows:
 - 1. To members of Council (unless the Council member chooses to have a pass to the Vandalia Recreation Center instead, as provided below)
 - 2. To Full Time Employees
 - 3. To Part Time Fire and EMS personnel who work regular schedules
- B. The swimming pool privileges, only, are extended to the immediate family living in the same household or to the Council member's or employee's child who is a full-time student and receives the majority of their financial support from the Council member or employee.
- C. The City will provide an annual adult resident or business Vandalia Recreation Center Individual Membership as follows:
 - 1. To Full-time employees
 - 2. To Council members who choose to have a resident VRC pass in lieu of passes to Cassel Hills Swimming Pool AND a Cassel Hills Golf Course Discount.
- D. All memberships expire on Dec. 31 of the year in which they are issued. The value of this membership may be applied to a family membership. In addition, the City will provide an individual exercise pass for each full-time employee's exclusive use. All other Recreation Center expenses incurred will be the employee's responsibility.
- E. Abuse or violation of the rules and regulations at any facility may result in the suspension of an employee's facility use privileges.
- F. Employees will pay for all lessons, fees, and other related charges at the regular rates.
- G. Employees will need valid passes to gain admittance at each facility. These passes are non-transferable.
- H. All passes must be relinquished upon termination of employment, prior to the payment of the final paycheck.
- I. An employee who leaves the City of Vandalia for the purpose of retirement and is eligible to receive retirement compensation under the Ohio Public Employee Retirement System or the Ohio Police and Fire Pension Fund and who has served at least 20 years of full-time service with the City of Vandalia will receive lifetime recreational facility passes under the same rules and conditions as regular full-time employees.

800.15 Tuition Reimbursement

- A. **Job Related Training.** Employees may be eligible for reimbursement of up to \$2,000 in tuition, books and other fees for specialized training that will enhance their knowledge and skills related to their current job duties. To be considered for reimbursement, employees must submit a written request and obtain prior approval for the training from their Department Director. Approval of training will be at the Director's discretion and dependent upon budget, workload, staffing, and other factors.
- B. **Degree Programs.** Employees pursuing undergraduate or graduate degrees related to their current job duties from a regionally accredited college or university only, may be eligible for annual reimbursement of up to \$5,000 for 80 percent of their tuition, books, and fees. Employees desiring to be considered for this benefit must

notify their department director in writing by June 1 each year prior to their planned enrollment in a degree program.

- C. **Reimbursement.** Reimbursement for training falling under either Sections A or B above will be made for a grade of C or better when a letter grading system is used; for a "pass" on a pass/fail system; or for other evidence of satisfactory completion of training if a formal grading system is not used. Copies of paid tuition, fees, textbook receipts, and grade/completion reports must also be submitted in order to receive reimbursement.
- D. **Maximum Annual Reimbursement.** In no case will the annual combined reimbursement amount from Sections A and B above exceed \$5,000.
- E. This section does not apply to training or education suggested, recommended, or required by an employee's department director or supervisor to enhance an employee's skills as necessary for their job duties/performance. Those costs (training or education suggested) will be paid upfront from the applicable department's training budget. In cases of required or recommended "pass/fail" training, however, the employee may be required to sign a prior agreement, stating that they will reimburse the City in the event they fail to successfully complete the training.

900. HEALTH AND WELFARE PROGRAM

900.1 Types of Coverage

Vandalia health and welfare benefits include medical, prescription drug, dental and vision care coverage; group life and indemnity insurance and accidental death, dismemberment, loss of sight and permanent disability coverage.

900.2 Eligibility and Premiums

- A. **Health Care**. All full-time employees may enroll in the City's Health Care Program when they begin their probationary period. Employees working a qualified amount of hours as defined by the Affordable Care Act, may be eligible for enrollment in the City's Health Care Program.
- B. **Premiums**. Any health care premiums will be deducted from employees' biweekly wages. A deceased City employee's family will be provided this insurance at no cost for six months following the employee's death, or until the employee's retirement provides insurance, whichever occurs first.
- C. **Stipend for Waiving Insurance**. Eligible Employees not enrolled in the City's Medical Insurance will receive a payment incentive during the first quarter of the calendar year proceeding the benefit year in which they have waived coverage. This amount is determined on an annual basis by the City Manager's Office.
 1. **Eligible Employees**. Employees eligible to receive this benefit include:
 - Employees who have waived coverage for 12 consecutive months (January – December).
 - New hires will receive a prorated amount based on their month of hire.
 2. **Ineligible Employees**.
 - Employees who enroll in medical insurance during the previous coverage year.
 - Mid-year qualifying life events where the employee chooses to waive Medical Insurance.
 - Employees whose spouse also works for the City.
 - Employees who leave the City's employment mid-year.

Final Decision on pay-off will be at the Human Resources Manager's discretion.

900.3 Basic Group Life Insurance

Full-time employees are eligible for group life insurance coverage in the amount of \$60,000. This is a City paid benefit and no cost to the employee.

900.4 Accidental Death & Dismemberment: Loss of Sight and Permanent Disability Coverage

All full-time employees are eligible to participate in an Accidental Death, Dismemberment, Loss of Sight and Permanent Disability group insurance program. Coverage in the amount of \$12,000 is paid for by the City. Employees may elect to purchase additional coverage - up to \$150,000 - for themselves and/or their spouse.

900.5 Coverage During Leaves of Absence

- A. Employees on leaves of absence with pay will have their health and welfare plan continued.
- B. An employee on leave without pay, upon recommendation by the Department Head or Division Chief and approval of the City Manager and Human Resources Manager, may continue enrollment, provided they pay the entire health care premium. This subsection does not apply to employees on unpaid FMLA Leave. See FMLA Policy.
- C. Suspended and maternity leave employees will continue to be covered by the health and welfare plans.

900.6 Fitness for Duty

The Department Head or Division Chief may, at any time, refer an employee for a complete fitness for duty exam at their discretion. Cost for the initial exam and/or any prescribed testing will be borne by the City of Vandalia and will not apply to the employee's health care coverage.

900.7 Additional Information

This is a brief summary of the health and welfare plans for general information. All rights, benefits, limitations, and conditions of participation in these plans are governed by the formal plan documents which are available from the Human Resources Department.

1000. RETIREMENT PROGRAM

1000.1 Coverage

On the first day of employment, all full-time employees must enroll in either the Ohio Police and Fire Pension Fund or the Ohio Public Employees Retirement System.

1000.2 Eligibility

- A. All sworn full-time officers of the Public Safety Department, whether on Probationary or Career Status, must participate in the Ohio Police and Fire Pension Fund.
- B. All other full-time employees, whether on Probationary or Career status and any part-time employees must participate in the Ohio Public Employees Retirement System unless exempted by being a full-time student or member of the Ohio Teachers' Retirement System.
- C. Elected officials, though exempt from mandatory membership, may also apply for membership in OPERS.
- D. Employees may take up to four hours of City-paid leave to meet with OPERS or OP&F for a retirement planning consultation.

1000.3 Contributions

- A. Employee Contributions. The employee's rate of contribution toward their respective retirement system is established by the State of Ohio and is subject to periodic changes. This amount will be deducted from their payroll and is State and Federal tax deferred. Per OPERS, Full-Time employees' contributions are deducted pre-tax, and Part Time employees and elected officials' contributions are deducted post-tax.
- B. Employer Contributions. The City will pay the employer rate and will abide by the rules of the respective retirement systems.

1000.4 Coverage During Leaves of Absence

Retirement contributions will be continued for employees on leaves of absence with pay. Retirement contributions for employees on leaves of absence without pay will be suspended until they return to work.

1000.5 Retire/Rehire Policy

The City Manager may "rehire" retired Department Directors (Assistant City Manager, Finance Director, Parks & Recreation Director, Public Service Director, Police Chief, Fire Chief) who may have met the age and service requirements of their respective retirement system. It shall be the sole discretion of the City Manager as to which management employees are offered to be rehired.

- A. Leave Balances. Rehired employees shall have all accrued, unused paid leave balances (e.g. sick leave, vacation, personal time) carried forward to the new rehire date. Said balances may be used by the employee after re-hire and he or she may convert those balances at final retirement in accordance with the relevant provisions of the Personnel Policies and Procedures.
- B. Salary Reduction. Rehired employees shall be subject to a 12.5% reduction in salary. Such salary reduction shall become effective two months from the date of re-employment.
- C. Merit Increases. Rehired employees shall not be eligible for cost-of-living increases but shall be eligible for lump sum merit payments within the percentages as authorized by Council for annual merit increases for all employees.

- D. Performance Evaluations. Rehired employees shall be deemed "at will" employees of the city. The City Manager will evaluate said employees' performance annually and determine their retention. Rehired employees' annual evaluation shall be based on the rehire date.
- E. Retention. At the conclusion of five years in retire-rehire status, the City Manager shall evaluate the appropriateness of retaining the employee beyond the five years. (Ordinance 19-01)

1100. DISCIPLINARY ACTION AND SEPARATION POLICY

1100.1 Disciplinary Action

The principal objective of discipline is to correct an employee's actions or behavior in order to improve their performance and efficiency. A record of all formal disciplinary actions (from written warnings to dismissals) will be kept on file by the City Manager's Office.

It is the general policy of the City of Vandalia to practice a progressive system of discipline, depending upon the severity of an employee's infraction. The City reserves the right to skip any and all discipline steps and impose whatever form of discipline it determines is appropriate (including proceeding immediately to dismissal for a first offense or skipping demotion, for example). The City will manage each case individually, and nothing in this policy should be construed as a promise of a specific progressive disciplinary process for every situation.

- A. Verbal Warning.
- B. Written Warning. A Supervisor, the Chief of Police or Fire, a Department Head or the City Manager may determine the need for a written warning to communicate a deficiency or problem to an employee. A copy will be placed in the employee's personnel file after review with them. The employee must acknowledge receipt of the written warning in writing.
- C. Suspension. A Supervisor may suspend any employee for the remainder of the day, without pay. In such cases, the suspended employee will meet with the Department Head or Division Chief and their Supervisor on the next working day before returning to service.

The City Manager – or Department Heads and Division Chiefs, with the approval of the City Manager – may suspend an employee without pay for as many as 30 working days. All such suspensions will be recorded in the employee's personnel file and a copy forwarded to the employee, the City Manager and the Board.

- D. Demotion. The City Manager, Department Heads and Division Chiefs may demote an employee in pay or to a lower classification. Upon approval of the City Manager, the Department Head or Division Chief will notify the employee, in writing, of the reasons for the demotion and provide notification to the Board.
- E. Dismissal. Only the City Manager may dismiss an employee from employment. A dismissal notice—including the reason for dismissal-- will be provided in writing to an employee either in person or by mail to their last known address. A copy will also be filed with the Civil Service Board.

1100.2 Reasons for Disciplinary Action

An employee's inability to perform the duties of their position; their improper conduct or any improper use of their position could result in disciplinary action or dismissal. The following actions exemplify behavior requiring disciplinary action or dismissal. The list is not to be considered all-inclusive but rather a guideline to give employees a better understanding of inappropriate behavior.

Any officer or employee of the City may be disciplined or dismissed if they:

1. Are incompetent, negligent and inefficient in the performance of their duties.

2. Are dishonest including intentionally falsifying their time sheet, employment application, or other employment-related documents (this includes material omission of information from such records).
3. Have abused or attempted to abuse approved absences such as sick leave, military leave, funeral leave or injury leave; fraudulently obtaining or attempting to obtain worker's compensation or other benefits.
4. Have stolen City property, or theft or any attempted theft.
5. Have threatened to, attempted to or used political influence in securing a position, leave of absence, transfer, change of grade and pay or character of work.
6. Have been willfully or wantonly negligent, or guilty of brutality or cruelty to an inmate or prisoner in custody.
7. Workplace violence of any kind. Threatening an employee, officer, or citizen with injury to person or property.
8. Are purposely abusive in their conduct or language toward the public or other City officers or employees.
9. As an employee of the city, fail to conduct their private and professional life so as to avoid bringing discredit upon the city by scandal, spectacle or ridicule.
10. Immoral or indecent conduct during work hours.
11. Are absent without authorization. An employee absent from duty without authorization for three days automatically terminates their services as of the last day of active employment.
12. Falsely make any type of official report or knowingly enter or cause to be entered any inaccurate or false information on the books, records or registers of the City.
13. Have knowingly violated the City Charter, Personnel Policy and Procedure Manual or Civil Service Rules and Procedures.
14. Displays conduct subversive to the good order and discipline of their Department or Division.
15. Are careless or negligent of City property.
16. Participate in unauthorized use of City vehicles or equipment.
17. Are under the influence of alcohol or any drug of abuse while performing City services; violation of the drug and alcohol policy.
18. Have been judged guilty of any felonious, immoral or criminal law of the United States or any state or subdivision, or that involving a major misdemeanor.
19. Have actively participated in an illegal employee strike.
20. Fail to obey or comply with a direct order from a supervisor or the City Manager.
21. Knowingly violate departmental policy or procedures.
22. Are found to be physically or psychologically unfit to perform required duties with or without reasonable accommodation.
23. Willfully or negligently causes injury to themselves or others, destroys or damages City property and/or disregards traffic regulations.
24. Knowingly violate workplace safety policies and procedures or create unsafe conditions which could place other employees in jeopardy.

1100.3 Resignations

An employee may resign from service by presenting their written resignation to their Department Head or Division Chief. To resign in good standing, an employee must give at least two weeks' notice, unless the Department Head or Division Chief agrees to a shorter period because of extenuating circumstances.

1100.4 Layoffs

Should a City employee be separated from active service through no fault of their own, they will be considered laid off. The affected employee will be given at least 10 work days' notice of the pending layoff. The procedure for layoffs is as follows:

- A. Order of Separation. The City Manager will prepare a list of classifications in which layoffs will occur. Preference for retention within a job classification is based upon job performance.
- B. Offer of Reassignment. An employee who is to be laid off will have the following reassignment rights: Their lay-off notice will include a listing of job openings currently available within the City. If they can demonstrate that they meet the minimum qualifications for the job, the employee will have the right to transfer or be reassigned to one of those openings.
- C. Recall Eligibility. Employees who are laid off are eligible for recall to any job opening for which they can demonstrate that they meet the minimum qualifications for the job. Written notice shall be given laid off employees of all job openings created for a period of two years after the effective date of layoff.

Minimum Qualifications as used in this section indicate that the employee must meet the stated qualifications for the position and, further, can achieve a minimum passing score on any test that may be required.

1200. GRIEVANCE PROCEDURE

1200.1 Policy

It is Vandalia's policy to provide an effective process whereby all employees may have their problems and complaints considered in a prompt and responsive manner. It is the City's policy to make every effort to determine acceptable solutions at the lowest possible level of supervision.

For this reason, employees with problems or complaints should first take up the matter orally with their immediate supervisor. This process should be kept informal. If a satisfactory agreement can be reached, no further action need be taken.

Department Heads or any other employees that work directly under the supervision of the City Manager should first take up the matter by contacting the Mayor. The Mayor, upon consultation with the Law Director will determine how to process the problem or complaint, such as determining whether to require written statements, conduct an investigation or a hearing. The Law Director shall advise City Council of any allegation against the City Manager. The decision of the Mayor on how to handle the matter shall be final and binding on the employee. (Ordinance (20-27) Passed 10/5/2020)

1200.2 Grievance

A grievance will be considered to exist when an unresolved problem, complaint, misunderstanding or disagreement exists between an employee and their supervisor.

1200.3 Procedure

- A. Written Grievance. An employee who has a grievance that they have been unable to resolve orally or they feel may need formal action should prepare a written, signed statement of the grievance. All facts of the situation should be detailed, as well as the remedy they are seeking.
- B. Submittal to Department Director or Division Chief. The employee should submit a copy of the written grievance to their Department Director or Division Chief within five days of the onset of the matter causing the grievance. Within seven days, the Department Director or Division Chief and/or their representative will provide a written response to the employee. Grievances about evaluations and resulting pay decisions under the City's pay plan may not proceed beyond this step.
- C. Appeal to City Manager. If the employee is not satisfied with the answer from the Department Director or Division Chief and wants to pursue the grievance further, they will file a notice of appeal with the City Manager within three working days after receiving the answer from the Department Director or Division Chief. Upon receipt of the appeal, the City Manager will schedule a meeting between the Department Director or Division Chief and others he may deem appropriate. Within five work days after this meeting, the City Manager will render a decision.

The decision of the City Manager will be final and binding upon the employee, the supervisor and the Department Director or Division Chief involved.

In the event of disciplinary action, transfer, reduction in rank, or removal, employees are entitled to appeal the actions of the City Manager to the Civil Service Commission & Appeal Board.

1300. GENERAL EMPLOYMENT POLICIES

1300.1 Equal Employment Opportunity

The City of Vandalia is an equal opportunity employer. As such, the City will not discriminate against any employee or applicant for employment on the basis of race, color, age, religion, sex, pregnancy, sexual orientation, gender identity, national origin, veteran or military status, genetic information, or disability with respect to recruitment, hiring, training, promotion or other terms and conditions of employment. All employees are required to comply with this policy. Retaliation against any employee who brings a complaint under this rule is prohibited and will subject the retaliator to discipline, up to and including discharge.

1300.2 Americans with Disabilities Act (ADA)

This policy applies to all Part-Time and Full-Time employees. The City of Vandalia complies with all regulations as set forth in the Americans with Disabilities Act (ADA) and all applicable state and local laws. The City prohibits discrimination against qualified individuals with a disability with regard to employment, job assignment, promotion or other terms or conditions of employment. Those with disabilities as defined under applicable state and/or federal law who need reasonable accommodation as defined under applicable state and/or federal law must notify Human Resources or the City Manager's Office about the disability and the accommodation they need. The City will provide a qualified individual with a disability with reasonable accommodation, except where such accommodation would create undue hardship on the City. Although the City may make pre-employment inquiries into the ability of an applicant to perform job-related functions and may ask an applicant to demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions, the City will not require a medical examination (as defined under the ADA) until after extending a conditional offer of employment. Information obtained by the City regarding the medical history or condition of any employee shall be collected and maintained on separate forms and in separate medical files and shall be treated as a confidential medical record, except as otherwise provided under the ADA.

1300.3 Safety in the Workplace

This policy applies to all Part-Time and Full-Time employees. The Occupational Safety and Health Act of 1970 (OSHA) clearly states the common goal of safe and healthy working conditions. The safety and health of employees continues to be the first consideration in any operation. It is the intent of the City of Vandalia to comply with all laws regarding safety and health. To do this we must constantly be aware of conditions in all work areas that can produce injuries. Cooperation in detecting hazards, and in turn, controlling them is essential.

The prevention of occupationally induced injuries and illnesses is of such consequence that it may be given precedence over operations when necessary. City management will strive to provide mechanical and physical facilities required for personal safety and health.

A safety and health program conforming to the best management practices has been implemented. For continued success, the program must embody the proper behaviors toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be preserved.

Our objective is to reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal should be nothing less than zero accidents and injuries.

All employees must promptly report all injuries, no matter how slight, to the City and complete all necessary or requested documents.

1300.4 Safety Glasses Program

To support safety practices, the City of Vandalia offers Full-Time employees assistance in purchasing prescription safety glasses. Employees required to wear safety glasses for their position are eligible for the Safety Glasses Program. To participate, employees should bring their active prescription to Vandalia Optometry. If they don't have a current prescription, they must schedule an eye exam with either their physician or Vandalia Optometry before purchasing glasses. With a valid prescription, employees can order safety glasses, and Vandalia Optometry will bill their vision insurance. If the employee is not enrolled in the City's Vision plan, they should submit the prescription to their own vision insurance provider. The City will contribute up to \$150 towards the remaining balance after insurance payment. The employee is responsible for any amount exceeding the City's contribution.

Employees may take advantage of this program every other year.

1300.5 Identification Cards

The City of Vandalia recognizes the importance of all employees presenting proper identification upon request.

Vandalia employee identification cards will be issued by the City Manager's Office to all full-time city employees. Non-uniformed personnel who interact with the public should have an identification card readily available. Department Heads and Division Chiefs are responsible for collecting identification cards from employees leaving City employment. All identification cards issued by the City remain the property of the City and must be returned upon termination.

Lost or stolen cards must be reported immediately to the employee's supervisor.

1300.6 Boot and Tool Reimbursement Policy

- A. Boot Reimbursement. Employees in the following classifications shall be eligible for a reimbursement of \$225 once during each calendar year for the purchase of boots/work shoes to be worn while performing the duties of their job. This policy applies only to the following positions:

- Assistant Golf Course Superintendent
- Assistant Public Works Superintendent
- Building Inspector
- Chief Building Official
- Construction Inspector
- Custodial Supervisor
- Custodian
- Director of Parks & Recreation
- Director of Public Service
- Electrical Inspector
- Engineer
- Engineering / GIS Technician
- Facilities Superintendent
- Golf Superintendent

- Maintenance Technician
- Mechanic
- Mechanic – Facilities Maintenance
- Mechanic – Golf
- Part-time Public Works Technician
- Property Maintenance Inspector
- Public Works Superintendent
- Public Works Technician
- Zoning and Planning Coordinator

and any other classification deemed necessary by the City Manager. Each Department Director, with verification by the Human Resources Manager, shall provide specifications for said boots by administrative policy.

- B. Tool Reimbursement. Employees in the following classifications shall be eligible for a reimbursement of \$500 once during each calendar year for the purchase of tools to be used while performing the duties of their job: Mechanic, Mechanic – Golf, Mechanic – Facilities Maintenance, and any other classification deemed necessary by the City Manager. Each Department Director, with verification by the Human Resources Manager, shall provide specifications for said tools by administrative policy.

Reimbursement shall be conducted through the processes established by the Director of Finance.

1300.7 Motor Vehicle Violations

This policy applies to all Part-Time and Full-Time employees. A City of Vandalia employee will notify their Department Head within 24 hours of any misdemeanor/felony conviction they receive or any administrative actions of the Bureau of Motor Vehicles against them, including but not limited to six-point warning letters, driver's license suspension or driver's license cancellation.

Consequences of such actions will be governed by Section 1100 of the Personnel Policies and Procedures Manual.

1300.8 Anti-Nepotism Policy

This policy applies to all Part-Time and Full-Time employees. The City of Vandalia does not prohibit the employment of members of the same family. Members of an employee's family will be considered for employment on the basis of their qualifications, though employment of family members within the same department is strongly discouraged.

After February 1, 2005, no person shall be hired, reappointed, promoted or transferred to a position or department where they would supervise or receive direct supervision from the following:

- Spouse or former spouse
- Parent, including in-laws and step
- Child, including in-laws and step
- Grandchild, including in-laws and step
- Grandparent, including in-laws and step
- Brother, including in-laws and step or half
- Sister, including in-laws and step or half
- Aunt or Uncle

- Niece or Nephew
- Any other person residing in the same household as the employee.

Relationships established due to marriage after employment will also be subject to the terms of this policy.

Employment of family members may also be prohibited if the arrangement may create adverse impact on work performance, creates a conflict of interest, or creates the appearance of a conflict of interest. Final decisions regarding employment of family members and others rest with the City Manager.

1300.9 Technology Usage Policy

This policy applies to all Part-Time and Full-Time employees.

- A. **Scope.** This policy applies to all usage of technology owned or operated by the City of Vandalia ("City"); technology that is used in the course of conducting City business; and technology that accesses services or utilizes networks provided by, owned or operated by the City. The term 'technology' includes, but is not limited to: computer systems, network and wireless infrastructure, software applications and services, telecommunication services and equipment, electronically stored or transmitted information or data, electronic mail, internet, audio and video conferencing, scanning, copying, and printing ("technology").
- B. **Purpose.** The purpose of this Policy is to (i) maximize return on investment in City purchased or leased technology; (ii) to maintain security of the technology; and (iii) to ensure the safety, efficiency, and productivity of City staff while using the technology. The following sections provide guidance to City employees on the appropriate use of technology as it pertains to their employment.
- C. **General.**
 1. **Ownership.** The City's technology infrastructure, software, services, and any communication or information transmitted by, received by, or stored in the system is the property of the City. The City permits authorized individuals to use City technology in accordance with this Policy, but the City reserves all rights pertaining to the system including the right to add, change or remove any software, hardware, data, account, media, or electronic component from its electronic communication system at any time, for any reason, without prior notice.
 2. **Users of Technology.** Users of City technology include City employees, elected officials, volunteers, contractors, including independent contractors, and vendors.
 3. **Privacy Expectations.** Users of City technology should not have any expectation of privacy in anything they do on City technology or data composed, sent, received, displayed, stored, copied, password protected or deleted on City technology. The City may inspect or monitor its communication systems data and devices at any time at the City's sole discretion with or without notice. Users may not interfere with such inspection or monitoring in any way and should cooperate when requested to do so.
 4. **Records Retention on Electronic Communications.** Communication to and from public officials or public employees, including email, text messaging, and other forms of electronic communication, are subject to the Ohio Public Records Act, and in many cases may be made available to any person, including the media, upon request. Electronic communications in any format, including email and text messaging, are subject to City Personnel Policies and Procedures regarding Public Records and City or Department Records Retention Schedules.

5. Effects of Violations

- i. City Employees. City employees are expected to abide by this Policy and any violations may result in disciplinary action up to and including dismissal or loss of authorization of use of City technology. Failure by the City to discipline its employees or notify employees concerning prior violations of this Policy does not constitute a waiver of the City's right to impose discipline or use authorization for subsequent violations.
 - ii. Non-Employee Users. All users are expected to abide by this policy and any violations may result in termination of contractual obligation or authorization of use of City technology. Failure by the City to notify users concerning prior violations of this Policy does not constitute a waiver of the City's right to rescind contractual obligations or use authorization for subsequent violations.
6. Federal, State and Local laws and ordinances. Users should comply with all Federal, State and Local laws and ordinances when utilizing City technology. This includes using words, images, language, or references that might be considered obscene, derogatory, or racially, sexually, ethnically offensive, intimidating, or harassing due to its reference to race, sex, age, gender identity, sexual orientation, religion, national origin, genetic information, physical or mental disability, or any other class protected by Federal, State, or Local law or within City Policies or Ordinances.
7. Copyrighted Material. All users of City technology or users conducting City business should respect and comply with intellectual property laws, rules and regulations.
8. Disposal of Technology. Please refer to the Disposal of Surplus Property Policy for disposal of unused or waste technology (located on the Citywide Drive). The Division of Information Technology will assess equipment for any residual data that may be stored in equipment memory, flash, or internal hard drives and ensure data is securely deleted or destroyed prior to disposal.

D. Acceptable Use of Technology.

1. Authorized Users. City employees, elected officials, volunteers, contractors (including independent contractors), and vendors are authorized to use City technology systems and software as necessary to perform their duties. This authorization is a privilege, not an entitlement. Limited personal use of City technology is permitted, provided it is reasonable and does not interfere with work responsibilities, compromise system capacity, or violate City policies. Employees who use City technology for personal purposes do so at their own risk. Any misuse, including excessive or inappropriate personal use, may result in disciplinary action, up to and including termination or revocation of access.

Requests to grant, modify, or revoke access to technology systems and software shall be made to the Information Technology Manager. Non-routine revocation of an employee's access to technology systems and software may be effectuated by Department Directors after consultation with Human Resources.

Members of the general public, including authorized users performing tasks not necessary to their authorized functions, shall only be permitted to access City technology systems and software that are clearly designated for public use. Examples of public use technology include:

- vandaliaohio.org, vandaliaohio.gov, and other public websites.
- City-sponsored social media.
- Unsecured wireless networks provided as a service to visitors.

- Kiosks, public terminals or other self-service technology intended to facilitate government and citizen interaction.
2. Use of software. All software used by City-owned or issued technology will comply with the conditions outlined in the software license agreement provided with the software.

All City software purchases, including software subscriptions and cloud or hosted services, will be reviewed by Division of Information Technology staff prior to purchase. Division of Information Technology staff will provide support and lifecycle management for City purchased software.

Free software may be installed and used on City technology if it meets a legitimate business need, complies with software license terms, and is not pirated. Additionally, it must not compromise the security, integrity, performance, or reliability of City systems. The Division of Information Technology will evaluate and provide support for free software on a case-by-case basis, including lifecycle management as appropriate.

All software, whether City-owned or free, must be reviewed for security vulnerabilities that could pose a risk to City systems. If vulnerabilities are identified, the software must be patched, upgraded, or removed within a reasonable timeframe based on the severity of the risk.

Renting, loaning or unauthorized sale or duplication of City purchased software media and/or license keys is prohibited.

3. Coexistence of City and Non-City Technology. City employees, elected officials, volunteers, contractors, and vendors should ensure that no personal correspondence could reasonably be misinterpreted to be an official communication of the City.

Employees, contractors and vendors are permitted to use any City technology systems and software that are clearly designated for public use. Employees, contractors and vendors may access non-public City technology services from non-City owned devices through secure network connection methods provided and monitored by Division of Information Technology staff. Desktop computers and laptops used for this purpose must have functioning and up-to-date antivirus software installed.

Unless permitted elsewhere in policy or with the prior written authorization of the Information Technology Manager, employee-owned electronic devices should not be brought to the workplace and used in lieu of City owned devices. This includes, but is not limited to: monitors, printers, scanners, hard drives, removable media, personal computers, flash drives or similar devices.

Any violations of City policy that occur while using a combination of City and non-City owned technology are subject to the same remediation measures and disciplinary action as if it had occurred while using wholly City-owned technology.

4. Misuse of City Technology. Misuse of City technology may include utilizing City technology for purposes other than to the extent necessary to perform the functions of their tasks and that are not clearly designated for public use, is excessive or abuse of technology, resources or capacity.

Employees who use City technology for private, non-work-related purposes do so at their own risk and such use may subject the employee to disciplinary action up to and including termination of employment or loss of authorization of use of City technology. An employee's personal use that interferes with work responsibilities or that violates City policies is not permitted.

The following is a non-inclusive list of examples of misuse of the City's technology:

- i. Spreading "chain mail" or other frivolous bulk messages.
- ii. Engaging in any conduct that may be harmful, exploit or damage City technology, data or its security or those of another user, either within or outside the communication system.
- iii. Intentional or negligent physical damage or abuse to technology beyond normal wear and tear.
- iv. Communication that would misrepresent an identity or affiliation including using another's account, log-in identification or password.
- v. Browsing the Internet or downloading offensive or inappropriate material or data including, but not limited to, sex, illegal drugs, criminal skills, hate speech, or gambling, that is not related to City business or not authorized by City management.
- vi. Attempts to gain access to another employee's communications, files, data or documents without authorization.
- vii. Soliciting for commercial ventures, religious or political causes or viewpoints, outside organizations, or other non-work-related solicitations.
- viii. Vandalism or sabotage of technology including malicious modification or deletion of data.

E. Security

1. Passwords. Users may be assigned passwords, security codes, tokens, PIN numbers, and other security mechanisms to use and access City technology. Users are responsible for safe-guarding these security mechanisms and should not distribute them to any other person without proper authorization from the City.

All passwords, security codes, tokens and PIN numbers are subject to current City-wide best practices for password length, complexity, expiration and reuse.

Passwords, security codes and PIN numbers should not be written down or kept in a place that can be seen or easily accessed by others. Physical security tokens should not be left unattended or kept where they can easily be accessed by others.

If you suspect your account or password has been compromised, report the incident to the Division of Information Technology and change your password immediately.

2. Data Protection Responsibilities. City information, including electronic communications, website and social media data, should not be shared with other employees or the general public unless it is within the user's assigned City responsibility or if an approved records request is received by the designated public records custodian.

It is the responsibility and duty of any individual who has access to technology to protect City data resources in whatever form from unauthorized modification, destruction or disclosure.

Data collected and stored for City purposes may be subject to State or Federal law, as well as specific industry requirements for data security and protection including:

- FTC Safeguards Rule - covers personally identifiable pieces of confidential data such as social security numbers, date of birth, checking account information, credit card numbers, and driver's license numbers.
- Health Insurance Portability and Accountability Act (HIPAA) - protects the privacy of individually identifiable health information.
- Ohio Revised Code 1349.19 - protects residents of the State of Ohio from personal information disclosure that is believed to present a material risk of identity theft or fraud.
- Payment Card Industry Data Security Standard (PCI DSS) - covers credit card information.

Storing sensitive data on mobile devices such as laptops or cell phones or on removable media including, USB flash drives, CDs/DVDs, or memory cards, presents a considerable risk for loss or theft of data.

Removable media (memory cards, DVDs, flash drives, etc.) should not be thrown away or disposed of without first deleting all stored data or physically destroying the media beyond usability.

Any employee who suspects that City data has been compromised, lost, stolen or disclosed to unauthorized individuals must report the incident immediately to their supervisor and the Information Technology Manager.

3. Endpoint Security. All electronic devices that connect to City technology, including authorized personal devices, shall comply with current City-wide best practices for endpoint security. Examples of endpoint security measures include but are not limited to:
 - Installation and updating of anti-virus software.
 - Enforcing use of passwords or screen unlock PINs.
 - Enforcing use of encryption.
 - Installation of operating system and/or application security patches.
 - Installation of a software agent to monitor, report and enforce compliance with endpoint security best practices.
 - Securing or disabling unnecessary services or features.
4. Notification Responsibility. Employees have an obligation to report all security breaches, data loss, compromised credentials, lost or stolen equipment, and violations of this policy to their immediate supervisor and the Information Technology Manager.

1300.10 Cellular Telephone Use Policy

This policy applies to all Part-Time and Full-Time employees. City cellular telephone devices are a valuable tool for City of Vandalia employees to enhance their productivity while working away from their offices, to have access to valuable resources, and to streamline operations. The purpose of this policy is to set guidelines for City cellular devices, including

basic phones and smartphones. City cellular device users must comply with this policy, any applicable user manuals, applicable department/division policies and any other directives or policies involving City cell phones, as well as the City's Acceptable Use Policy, 1300.9. Upon receipt of a City-issued cellular device, employees must read this policy and any related operating procedures and acknowledge, in writing, their agreement to the policy terms. Any infraction of this policy may subject the violator to disciplinary action up to and including termination and possible criminal prosecution.

A. **Cellular Device Administrators.** The City's Information Technology Manager, or his designee, will work directly with the service providers to establish service, manage service plans, order devices and accessories, and handle communication issues, and when necessary, submit contract renewals and changes to the City Manager and City Council. All cellular device additions, deletions, and changes shall be submitted to the Information Technology Manager, or his designee, after receiving approval from their respective Department Director. Accessories and related items may be ordered without approval from the IT Manager as needed.

B. **Usage.**

1. City employees' daily work activities may require the use of cellular devices, such as:
 - Department Directors/Division Chiefs
 - Employees who perform field work
 - Those working in remote locations
 - Those responsible for facility maintenance and services
 - Those subject to after-hours or emergency call-out
 - Other functions as deemed appropriate by Department Directors.
2. Each Department Director will periodically review the need for all cellular devices used in their department and request changes as appropriate. It will be the responsibility of the Department Director to monitor ongoing cell phone use to ensure that phones are being used for appropriate business matters and investigate any unusual or questionable patterns, raising questions as necessary.
3. City cellular devices are the property of the City of Vandalia and are intended for official business use. Employees issued cellular devices are responsible for any loss or damage to the phones and equipment assigned to them. Employees are ultimately responsible for all charges incurred on the device assigned to them. Lost or stolen devices must be reported to the employee's supervisor and the Information Technology Manager immediately.
4. When an employee no longer has demonstrated a need for a cellular device or when the employee terminates employment with the department authorizing the use of the device, that employee shall return the device and all related equipment and accessories to that department.
5. Departments having employees who have infrequent need for a cellular device may utilize a shared cellular device. In such circumstances, the Department must establish stringent controls to account for possession of the device and authorization guidelines such as during travel or other special work-related events. The Information Technology Manager and Department Directors will be responsible for assuring accountability under this section.
6. City-issued cellular devices are to be used for work-related activities. While it is understood that occasional personal phone calls and device use may be necessary, personal use must be kept to a minimum. The use must not interfere with City business or the employee's job performance. Should personal calls placed on City of Vandalia cell phones result in additional costs to the City, such as roaming charges, long distance charges, directory assistance, data charges, and text messaging

charges, that do not qualify as legitimate business use, such charges will be reimbursed by the employee within 30 days of the billing date of the charges.

7. Employees assigned City-owned cellular devices to conduct City business should utilize the cellular device provided by the City. It is the general policy of the City of Vandalia that employees will not be reimbursed for charges billed to their personal cellular devices. Under limited and extraordinary circumstances, reimbursement may be made with the approval of the City Manager, the Department Director and the Director of Finance.

C. Safety.

1. An employee issued a City cell phone or using their personal cell phone for City business must exercise the utmost in caution and common sense when utilizing the phone while in a City vehicle. Whenever possible, drivers must use hands-free devices and pull to the side of the road in a safe manner when use of the cell phone is absolutely necessary, and particularly when dialing, accepting a call or checking voicemail messages. In no case should the phone be used during such maneuvers as backing, merging onto an interstate, while driving in heavy traffic in unfamiliar locales and the like. Necessary cell phone conversations while driving should be kept to a minimum and common sense should rule every instance of cell phone use inside a moving vehicle. Caution must also be taken to ensure that cell phone usage by passengers does not distract the driver.

1300.11 Remote Work Policy

The City of Vandalia, in its sole discretion, may allow employees temporarily to work remotely on a limited basis with prior, written (or email) approval from their Department Director and City Manager, provided their job duties and work performance are determined to be eligible for remote work. Employees may work remotely no more than 24 hours per pay period. Employees must work their regularly scheduled work hours remotely, unless the employees' manager or supervisor sets different remote hours. Employees must maintain regular contact with their supervisors and managers while working remotely.

Remote work may not disrupt the productivity of the employees, the employee's coworkers, the department, or the timely completion of all essential duties. Employees must remain focused and engaged with work throughout the workday, be fully available during normal business hours, and meet all performance expectations while working remotely.

The City may discontinue any or all remote work arrangements at any time, without any notice, at its sole discretion.

1300.12 Social Media Policy

This policy applies to all Part-Time and Full-Time employees. Social media refers to online platforms and applications that allow users to connect, share information, ideas, and content with others, creating virtual communities where people can interact and engage with each other through various forms of digital media like text, photos, and videos. The following are current examples of social media:

- Social networking and news sites (e.g., Facebook, X (formerly Twitter), LinkedIn, Snapchat).
- Video, photo, and other digital image sharing sites (e.g., YouTube, Flickr).
- Chat or discussion sites, bulletin boards, and online encyclopedias (e.g., Discord, Wikipedia).
- Blogs and websites.
- Virtual worlds, certain on-line multi-player games, and similar ways to communicate online.

A. Policy applies to work and non-work activity.

This policy applies to all City employees who use social media, regardless of the time or setting. It includes employees using social media in a personal capacity outside of work, on their own time, or through personal devices such as computers, cell phones, and cameras. Additionally, this policy applies to employees who are specifically authorized to use social media as part of their job responsibilities.

B. Why this policy applies to non-work activity.

The City of Vandalia fully respects all employees' free speech and other legal rights, including the right to comment on matters of public concern, and legitimate need for privacy. As a result, in general, what you do on your own time is your affair. However, there are some activities by an employee that can adversely affect the City's legitimate interest in delivering efficient or effective government services, or disrupt the workplace, regardless of whether an employee pursues the activity at work or during non-work time. (e.g. harassing posts on an employee's own time about a citizen's or another employee's race or sex).

Your communication on social media is publicly accessible and may be permanently recorded. Copies of your posts can be automatically stored on numerous computers and servers for many years.

Even when access to social media is limited or restricted, such as where an employee restricts access to all or part of their Facebook page or communicates in a password-protected chat room, the communications are still not completely private. They are not well protected from outsiders; nothing on the internet is truly private.

C. Personal use of social media.

The following are rules concerning an employee's personal use of social media to the extent it relates to the City of Vandalia:

1. You must keep the personal use of social media during working hours or with City equipment to a minimum. The City's computer system and access to the system are provided to employees to assist them in the performance of their jobs. Limited personal use of the City system is permitted, provided it:
 - a. Is kept to a minimum,
 - b. Does not interfere with an employee's work or the work of another,
 - c. Does not consume significant City resources, and
 - d. Complies with this policy and the City's Acceptable Use of Technology Policy.
2. You may not disclose confidential, non-public information belonging to the City that you received or learned about for purposes of performing your duties with the City. (e.g. an employee's or a citizen's date of birth, social security number, bank information, information related to confidential ongoing police investigation).
3. You may not post material that is threatening, harassing, obscene, or defamatory about the City or its employees, contractors, or citizens.
4. You may not post or publish intentionally defamatory statements or material that you know to be false, about the City or its employees, contractors, citizens, or services.
5. You may not use social media in a way that would violate published City policies concerning Equal Employment Opportunity, Harassment, Work Place Violence, Confidential Information, and Ethics and Standards of Conduct.
6. You may not use any logo or trademarks of the City in any way that would suggest you are speaking on behalf of the City.

7. If you identify yourself online as a City employee, you must make clear that your statements and opinions are your own and have not been reviewed or approved by the City.

Employees found to have violated any part of this policy may be subject to discipline up to and including termination.

D. Use of social media for business purposes.

The City may designate one or more individuals to communicate through social media on behalf of the City.

Each department shall provide a list of authorized individuals to the City Manager. Department Directors are responsible for submitting the names of those who are permitted to post on behalf of the City. This list will be reviewed on an annual basis.

Only those individuals expressly designated as an Authorized Social Media Representative are authorized to communicate or participate through social media on behalf of the City. Anyone else who engages in social media activity on behalf of the City is not authorized and will be subject to discipline.

1300.13 Electronic Timekeeping

This policy establishes a procedure for timekeeping and the use of time clocks as it relates to recording and tracking hours worked by non-exempt personnel to ensure full compliance with the Fair Labor Standards Act (FLSA). Exempt employees will be notified if they must comply with this policy for purposes of flex time.

A. Policy.

1. Official Time: Your time record must be accurate and complete. Employees are responsible for keeping an accurate and complete record of their hours worked. Depending upon the job or location, some employees use a time clock and some employees keep written time records on forms provided by the City. Your supervisor or the Payroll Department will inform you of the time keeping system that applies to you and train you to use it.
 - a. Your employee time record is an important legal document that is used for computing your pay. You must clock in when you begin work. (Do not clock in before you are ready to begin work.) You must clock out when your work ends.
 - b. Permission is required to work more than your scheduled hours. Non-exempt employees may only perform work during the times they have been scheduled to work by their supervisor. You may not work before your scheduled work time, during your meal period, or after your scheduling ending time, without obtaining the express permission of your supervisor.
 - c. Working off the clock is prohibited. You are responsible for making sure that your time record is a complete record of all your time worked. You must make sure that all the time you worked is recorded. You are prohibited from working during any time that is not recorded. You may not perform work before you clock in, after you clock out, or during your lunch break unless you first clock in. Anyone who violates these requirements may be subjected to disciplinary action up to and including discharge.

- d. No manager, supervisor, or any other employee in the City may instruct, or suggest, to you that you should not record some of your time worked, or that you perform work when you are not clocked in. No one, other than you, may clock you in or out, or otherwise record your time. Your supervisor may clock you out when you are away from your work place only if you grant the supervisor permission.
 - e. Report any problems immediately. If any manager, supervisor, or other employee instructs or suggests to you that you should not record some of your time worked, you must report it at once. If you have any reason to believe that your time record is inaccurate in any way, you must report it at once.
 - f. You may report these problems to the Human Resources Manager or the Finance Director.
 - g. The City will not take any action against you for your good faith reports under this policy.
2. Corrections to Official Time: Corrections to official time may be necessary due to malfunction, unexpected change in work hours, etc. All changes to official time shall be documented and logged within the electronic timekeeping system and must be approved by the employee's department director or their supervisory designee.
3. Rounding of Time: The City tracks work time in fifteen (15) minute increments using the 7/8 rounding rule in accordance with FLSA when calculating time. Rounding examples:
- Clocking-in or clocking-out at 7:53 through 8:07 rounds to 8:00
 - Clocking-in or clocking-out at 8:08 through 8:22 rounds to 8:15
 - Clocking-in or clocking-out at 8:23 through 8:37 rounds to 8:30; and
 - Clocking-in or clocking-out at 8:38 through 8:52 rounds to 8:45.
4. Daily Clock-in / Clock-out. All non-exempt employees working within a department / division using the electronic timekeeping system shall clock-in at the beginning of their scheduled workday and clock-out at the end of the workday. Under certain conditions (e.g., offsite training, beginning work at a different facility) the employee's supervisor (e.g., division manager, superintendent, department director) or designated administrative personnel may manually set the clock-in or clock-out time for the employee on that particular day [Note: This is meant to be a rare exception and not a normal occurrence.]. If a supervisor or manager manually sets a clock-in or clock-out time for the employee, the supervisor or manager must promptly notify the employee.

All non-exempt employees must clock-in at the beginning of their shift. Unless otherwise approved, employees may not clock-in more than seven (7) minutes before their shift begins.

Employees are not permitted to clock-out more than seven (7) minutes past the end of their shift without prior approval.

5. Lunch and Other Breaks:

- i. Regularly Scheduled Lunch and Other Breaks: Employees with a regularly scheduled lunch break do not have to clock-in / clock-out as the electronic timekeeping system will automatically deduct that time depending on the employee's work schedule. From time to time, employees may be requested to work through their lunch to complete a project or task. Supervisors must approve working through lunch and the appropriate administrative staff person or supervisor must manually adjust the time within the system. Employees also do not need to clock-in / clock-out for short breaks unless specified by department or division policy.
 - ii. Employees Without Regularly Scheduled Lunch or Other Breaks: Employees without a regularly scheduled lunch and / or other breaks shall be required to clock-in / clock-out for each occurrence.
 - iii. Minor Employees: Employees who are under the age of 18 may not work more than five (5) consecutive hours without a rest period of at least 30 minutes. Employees who are under the age of 18 shall be required to clock-in and clock-out before and after the rest period.
6. Falsification and / or Tampering: Any attempt by any employee to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination of employment. Clocking-in or clocking-out for another employee (e.g., "buddy punching") will be considered a serious offense, with both employees being subject to disciplinary action up to and including termination of employment. Anyone interfering with another employee's use of time clocks shall be subject to disciplinary action.
7. Timeclock Fob Assignment: The electronic timekeeping system uses a built-in radio frequency identification system to identify the timeclock fob that is assigned to one specific employee. Employees are not permitted to use any time clock fob other than the one assigned to them. Employees shall report a lost or missing time clock fob to their supervisor. Employees shall be charged for the cost of replacement of a lost or missing timeclock fob in accordance with procedures established by the Director of Finance. Employees must return their city items at the time of termination/resignation. Employees who fail to return all city items, including the time clock fob, risk facing potential litigation.
8. Conflicts: Departments / divisions may have more specific procedures for employees to follow as it relates to clocking-in and out. **Supervisors are directed to verify changes to record keeping and clock-in / clock-out procedures with the Human Resources Manager prior to implementation.** In the event a conflict arises between this policy and a recognized collective bargaining agreement, the procedures / rules agreed to within the agreement shall supersede this policy unless prohibited by law.

Review & Questions:

Employees shall be provided an acknowledgement of receipt and understanding of Finance Administration Policy on *Electronic Timekeeping*. Questions regarding this policy should be directed to the Payroll Specialist or Human Resources Manager.

1300.14 Travel Policy

This policy establishes procedures for City Officials and full-time employees to follow when planning for business related travel. All reimbursements for business-related travel shall be in accordance with the annual budget or approval of the City Manager. Employees and elected officials traveling at the City's expense are expected to exercise the same care in

incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

A. Requirements for Travel & Reimbursement

All individuals requesting overnight travel must submit the following documents to the Finance Department at least 30 days prior to the event.

1. Completed Pre-Trip Travel Authorization and Expense Report.
2. Completed Purchase Orders must be obtained prior to the employee registering for any meeting, conference, seminar or training, or obligating the city to any travel-related expenses (lodging, airfare).

B. Expense Report and Reimbursement

1. The expense reconciliation portion of the Travel Authorization and Expense Report must be completed and returned to Finance within 15 calendar days of the return date. All reimbursements submitted after this date will be made at the discretion of the City Manager.
2. Original, detailed receipts with employee and supervisor signatures must be attached for all City and employee incurred expenses with the exception of meals paid under the per diem method. Only itemized/detailed receipts will be reimbursed; if a receipt does not state what was purchased, then that item will not be reimbursed.
3. Reimbursements for authorized and documented expenses will be paid to the employee through accounts payable at the earliest possible check date. If the reimbursement totals less than \$50.00, petty cash may be used.
4. Reimbursement for any personal credit/debit card or cash expenses incurred by a traveler is permissible if a City credit card is not accepted or available. Detailed receipts for all City credit card, personal credit/debit card and/or cash expenses are required. The City Manager may deny reimbursement to employees for the use of a personal credit card and/or cash if the use is deemed unnecessary or unacceptable.
5. No reimbursement will be made for any related travel expenses that were not properly approved prior to the expenses being incurred.

C. Reimbursement Provisions

1. Mileage

- a. City-owned vehicles shall be used in place of private vehicles whenever practical, and travelers are encouraged to carpool to the same function. If a City vehicle is available, and a traveler chooses to use a personal vehicle, they will not be eligible for reimbursement.
- b. Travel by privately owned automobile is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the revised code and maintains a valid driver's license.
- c. An employee that receives a monthly car allowance is not eligible for mileage reimbursement.
- d. Reimbursement of mileage expenses are paid out at the IRS business standard mileage rate.
- e. All requests for mileage reimbursements must be submitted with the mileage reimbursement form maintained by the Finance Department.
- f. No other expenses incurred for the use of a personal vehicle will be reimbursed (i.e. gasoline, damages, service, or repairs).

2. Parking/Tolls. Travel related expenses for parking at the destination airport, hotel/conference center, and related tolls will be reimbursed with detailed receipts.
3. Airfare/Rail.
 - a. Travel by commercial transportation is authorized at the lowest available rate, including the cost of one checked bag.
 - b. City funds shall not be used to pay for unused reservations with commercial transportation unless the City Manager is satisfied that failure to cancel or use the reservation was unavoidable. City Manager authorization shall be required as supporting documentation.
 - c. Travel within the State of Ohio by airplane/train is prohibited.
4. Car/Taxi/Bus.
 - a. Automobile rental is authorized if it is more economical than any other mode of transportation, or if the destination is not easily accessible by any other mode of transportation. Rental must be authorized by the City Manager prior to the expense being incurred.
 - b. The City is covered by the Miami Valley Risk Management Association. All liability insurance and loss damage waiver for accidents arising out of the operation or use of the automobile should be accepted by the employee.
 - c. Any employees involved in an accident with a rental car must contact their Department Head within 24 hours to complete a "First Report of Loss" form.
 - d. The cost of taxi or bus service to and from terminals, along with reasonable local travel expenses, is reimbursable with a detailed receipt.
5. Meal Expenses. For any single day's travel, only the cost of meal(s) away from home or the office will be reimbursed – not to exceed the per diem rate allocated. Employees will not be reimbursed a per diem rate for any meals that would have otherwise been provided at the conference/meeting being attended. Employees must submit a copy of the entire agenda (including meal functions) for any training session or conference they plan to attend.
 - a. Meal expenses (including tips) require detailed receipts and are reimbursable up to the maximum per diem allowance per day as published in the IRS guidelines.
 - i. Tips/Gratuities are reimbursable up to 20% on an appropriate food receipt. No tip or gratuity will be reimbursed for alcoholic beverages.
 - ii. Taxes will only be reimbursed for an appropriate food receipt. No taxes will be reimbursed for alcoholic beverages.
 - iii. No meals included or covered by the registration fees for the conference will be included in the maximum daily per diem.
 - iv. For out-of-town or overnight travel, meal per diem payments will be provided to the employee in advance.
 - b. The per diem method will be reimbursed up to the maximum per diem allowance per day as published in the IRS guidelines if the employee does not have a City purchasing card.
 - i. For the first and last day of travel, a traveler is limited to 75% of the applicable per diem rate for meals and incidental expenses. If the traveler leaves prior to 9:00 a.m. and the traveler returns after 6:00 p.m. on the first and last day, the traveler is eligible for 100% of per diem for those days.

- ii. Partial per diem will be reimbursed as provided for in the IRS guidelines – Publication 463.

6. Lodging Expenses.

- a. Travelers will be reimbursed at the actual reasonable single room rate. The reasonableness of the hotel will be determined by the City Manager. Reimbursement will be made for the actual and reasonable cost-plus taxes per night.
- b. Travelers are required to inquire with the hotel prior to incurring expenses regarding the availability of a state tax exemption due to the tax-exempt status of the City. Tax exempt forms are available from the Finance Department.

7. Travel Incidental Expenses. All necessary and reasonable miscellaneous expenses are reimbursable, if accompanied by a receipt and approved by the City Manager.

8. Non-Reimbursable Expenses. "Non-reimbursable travel expenses" should not be purchased using a City purchasing card. These expenses include (but are not limited to):

- Alcoholic beverages
- Entertainment expenses
- Transportation, meals, lodging or any other cost incurred by a spouse, child or other person who accompanies the employee
- Incidental expenses, which include personal expenses incurred during travel that are primarily for benefit of the employee and not directly related to the official purpose of travel. Examples include but are not limited to; the purchase of personal hygiene items, magazines, movie rentals, beverages and snacks not included with the purchase of a meal, room service, and other similar expenses
- Travel insurance expenses
- The cost of traffic fines and parking tickets

9. Reimbursement to the City. If the traveler fails to properly provide a receipt or after document review it is determined that incurred expenses are not allowed under this policy, the traveler may not be reimbursed for the expense, or if required, the traveler will be invoiced for the unallowable expenditure.

10. Same Day Travel.

- a. Travelers are not required to complete and submit a pre-trip travel authorization and expense report for same day travel. However, a final report is required to be completed, including the necessary documentation and an approval signature by the department head only.
- b. Travelers are entitled to lunch if they leave prior to 11:00 a.m. and return after 1:00 p.m. at the rate denoted in Section 5(b)(ii).
- c. If a traveler elects to purchase a meal rather than avail themselves of a meal that is included in the conference/training registration, the cost of that meal is not reimbursable.

11. Final Determinations. Not all situations or events will be covered by this policy; all interpretations and final determinations of this policy will be decided by the City Manager. Questions regarding this policy should be directed to the Finance Director.

1300.15 Vehicle Allowance

Department Directors or other City Designees as determined by the City Manager are eligible for a monthly vehicle allowance or an assigned city vehicle to fulfill the requirements of their duties.

Employees assigned a city vehicle will not receive compensation for mileage or a vehicle allowance.

1300.16 Gratuities

Employees of the City of Vandalia shall not accept gifts, favors, rewards, or other benefits from any person, business, or organization when such benefits are granted either fully or partially as a result of their employment with the City of Vandalia.

Procedures for compliance with this policy are as follows:

- Gratuities given to the City of Vandalia or any employee will be returned to the provider with an explanation of the policy.
- If the provider is unknown, the item will be turned over to the general fund or to a charitable organization.
- No employee shall offer or give special privileges to any other person or agency in expectation of special benefits to themselves or the City of Vandalia.
- De-minimus holiday gifts from vendors that are provided to department heads or the City Manager may be accepted provided they are shared with all persons within the applicable department.

1400. Employee Rules of Conduct

1400.1 Violation of Rules

Employees of the City of Vandalia shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, or orders of the City of Vandalia, whether stated in this section or elsewhere.

1400.2 Duty to Report Violations of Rules of Conduct

The integrity, professionalism, and effectiveness of the City of Vandalia rest with the performance of its employees. The Rules of Conduct have been adopted in furtherance thereof. Illegal, unethical, or unprofessional actions by one employee can quickly undermine the esteem, reputation, and effectiveness of all. Therefore, it is incumbent upon any employee of the City of Vandalia who discovers that a fellow employee is in violation of the Rules of Conduct to inform the employee in violation. If the violation substantially undermines the integrity, professionalism, or effectiveness of the City of Vandalia, and the employee in violation fails to immediately disclose the violation to their supervisor, the employee discovering the violation shall immediately inform their own supervisor.

1400.3 Code of Ethics

This policy applies to all Part-Time and Full-Time employees. The proper operation of democratic government requires that actions of public officials and employees be impartial; that the government decisions and policies be made within the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics for all officials and employees appointed and employed by the City of Vandalia.

Guidelines:

- A. No employee shall use their official position for personal gain, nor engage in any business or transaction, nor shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of their official duties.
- B. No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City or shall use such information to advance the financial or other private interest of themselves or others.
- C. No employee shall accept any valuable gift or gratuity whether in the form of service, loan, item or promise from any person, firm or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall employees accept any gift, favor or item of value that may tend to influence an employee in the discharge of their duties, nor grant in the discharge of their employees duties any improper favor, service or item of value. Similarly, employees shall refrain from the opportunity to earn personal "credits" or "rewards" when making purchases on the City's behalf. This would include the opportunity to earn such benefits as airline frequent flyer miles, gasoline purchase credits, supermarket rewards and the like.
- D. Any employee offered a gift or favor who is not sure if its acceptance is a violation of the Code of Ethics should inform their supervisor of the gift/offer. The supervisor will make a decision or refer the individual to the highest level supervisor or the City Manager.
- E. No employee shall represent private interests against the interest of the City in any action or proceedings of which the City is part.
- F. State law provides specific restrictions regarding financial interest in companies which do business with public agencies. Employees who have any doubt concerning possible violation of these statutes are advised to consult their own attorney.

- G. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of their official duties. Any employee having doubt as to the applicability of a provision of this Code of Ethics to a particular situation should consult their Department Director.

Violations of this Code of Ethics may constitute a cause for suspension, removal from employment or other disciplinary action. Ethics violators are subject to criminal prosecution and penalties which include fines and incarceration; violations may be reviewed by the Ohio Ethics Commission and/or related agencies.

1400.4 Unbecoming Conduct

Employees of the City of Vandalia shall conduct themselves at all times, both at and away from work, in a manner that reflects positively on the City of Vandalia. Unbecoming conduct includes actions that bring the City of Vandalia into disrepute, reflect negatively on the employee, or impair the operations or efficiency of the City of Vandalia or the individual.

1400.5 Immoral Conduct

Employees shall maintain a level of moral conduct in their personal and professional affairs that aligns with the highest standards of integrity. Employees shall not engage in any incident involving moral turpitude that impairs their ability to perform their job or causes the City of Vandalia to be brought into disrepute.

1400.6 Truthfulness

Upon the order of the City Manager, their designate, or a supervisor, employees of the City of Vandalia shall fully and truthfully answer all questions specifically directed and narrowly related to the performance of their job duties or their fitness for employment.

1400.7 Fictitious Illness or Injury Reports

Employees of the City of Vandalia shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the City of Vandalia about sick leave, worker's compensation, other leave or benefits.

1400.8 Attendance and Readiness for Work

Employees of the City of Vandalia shall report to work at the time and place required by their assignment or schedule and shall be prepared to perform their job responsibilities.

1400.9 Neglect of Responsibilities

Employees shall not engage in any activity or personal business that could cause them to neglect or be inattentive to their job responsibilities. Employees shall keep themselves readily available to the public and colleagues as required by their position. No employee of the City of Vandalia shall intentionally avoid their responsibilities except for a legitimate purpose.

1400.10 Unsatisfactory Performance

Employees shall maintain sufficient competency to properly perform their job duties and assume the responsibilities of their position. Employees shall perform their work in a manner that maintains the highest standards of efficiency in carrying out the functions and objectives of the City of Vandalia. Unsatisfactory performance may be demonstrated by a lack of knowledge of job responsibilities, an unwillingness or inability to perform assigned tasks, failure to meet work standards, failure to take appropriate action within their responsibilities, or absence without leave.

1400.11 Employee Appearance and Dress Code

This policy applies to all Part-Time and Full-Time employees. The City of Vandalia shall establish general guidelines defining appropriate attire and appearance standards for City of Vandalia employees. All employees shall have a neat and professional appearance that reflects well upon the City of Vandalia. Appearance plays a key role in portraying the professionalism of our City government. This policy is necessary to create and to maintain a professional image of municipal operations for the public, while ensuring an appropriate and safe work environment. All employees of the City are expected and encouraged to exercise discretion and good taste in their matter of dress. Each employee's attire, grooming and personal hygiene should be appropriate to the work situation.

Each Department Director, subject to review by the Human Resources Manager, is authorized to develop and to implement additional policies or general orders relating to employee personal appearance and dress code, which shall not conflict with this policy.

Department Directors, their designee, or the Human Resources Manager shall be charged with investigating complaints or observations relating to potential infractions of this policy. Any employee who does not meet personal appearance and dress code standards or departmental policies may be subject to corrective disciplinary action.

No employee shall be permitted to perform their duties while wearing clothing, jewelry, tattoos, piercings, body modifications, or other body art that is offensive, detrimental, or distracting to the department, division, or City (for example, references to discrimination, violence, gangs or organized crime, an illegal act, racism, swastika, confederate flag, supremacism, affiliation with an extremist group, drug use, nudity, sexually explicit acts, sexually suggestive references, other derogatory material, obscenity, profanity, an attack based on a protected class or status, an attack of another employee or person, or see-through clothing).

If an employee is required to leave work in order to comply with this policy, it shall be recorded as unpaid leave.

A. Standards for Uniformed Personnel:

All employees who are provided with a City uniform shall report to work each day in a clean uniform. Uniforms, including City supplied t-shirts, shall not be altered (for example, cutting off sleeves) in any manner, excluding professional tailoring of uniforms. Any questions regarding City-provided uniforms should be directed to the appropriate Department Director or the Human Resources Manager.

Uniformed personnel shall not be permitted to wear hats (except for winter hats not bearing another organization's logo or name), shirts, or light jackets that are not provided by the City of Vandalia. City uniforms shall not be worn when the employee is off duty unless authorized by the Department Director or City Manager. Uniformed personnel are permitted to wear City uniforms when traveling to and from work. Uniformed personnel are permitted to wear City t-shirts, sweatshirts, and hats when not on duty, and are encouraged to exercise caution and discretion to maintain a professional image that does not bring ill repute to the City organization or any employee.

Shorts: After conferring with the Human Resources Manager, and upon verifying that it is safe and in the interest of the City to do so, Department Directors may permit certain uniformed personnel to wear shorts of an appropriate length and quality in the performance of their duties.

Updated Logos: Effective, January 1, 2024, all uniformed personnel shall be required to comply with the general brand guidelines that were established by the City Council in 2021 and updated logos when wearing City-branded clothing and uniforms.

B. Standards for Non-Uniformed Personnel:

Employees who are not provided with a uniform by the City are expected to be properly dressed for the type of work they are performing. Department Directors and supervisors are expected to set clear expectations and to enforce dress code and appearance standards for non-uniformed personnel. Employees are expected to dress in a manner that a reasonable third party would find acceptable in similar business establishments or situations. City of Vandalia employees are not permitted to wear the following:

- Baggy or poor fitting clothing;
- Jogging suits, sweat suits or other athletic wear (Except when otherwise approved by the Department Director or Human Resources Manager; e.g., fitness instructor, parade duty, participation in Corporate Challenge);
- Loose or unsafe footwear (e.g., Crocs, foam flip-flops);
- Torn, tattered, or worn-out clothing; and
- Distracting or provocative clothing.

Non-uniformed personnel are permitted to wear City t-shirts, sweatshirts, and hats when not on duty, and are encouraged to exercise caution and discretion to maintain a professional image that does not bring ill repute to the City organization or personnel.

Updated Logos. Effective, January 1, 2024, all non-uniformed personnel shall be required to comply with the general brand guidelines that were established by the City Council in 2021 and updated logos when wearing city-branded clothing. Any city logos that are applied to employee-owned clothing to be worn on-duty should be reviewed and approved by the Communications Manager to ensure brand conformity (or ordered through a vendor who has obtained the City's artwork and has been approved by the Communications Manager).

- C. Jeans. Department Directors may permit personnel to wear work appropriate jeans (e.g., those that fit; are of a plain design and cut; are not faded or distressed, do not contain holes, embroidery, sequins, bleaching, acid/stone washing) in the performance of their duties so long as it does not diminish the professional image of the organization. Department Directors reserve the right to revoke such permissions.
- D. Jeans on Fridays. Non-uniformed personnel who are normally not permitted to wear jeans, are permitted to wear work appropriate jeans on Fridays (e.g., those that fit; are of a plain design and cut; are not faded or distressed, do not contain holes, embroidery, sequins, bleaching, acid/stone washing) if it does not detract from the performance of their duties.
- E. Shorts. After conferring with the Human Resources Manager, and upon verifying that it is safe and in the interest of the City to do so, Department Directors may permit certain non-uniformed personnel to wear shorts of an appropriate length and quality in the performance of their duties (e.g., Air Show, parade or special event duty, field work).

- F. Temporary Relaxation of Dress Code Standards. Department Directors may occasionally allow employees to dress in a more casual fashion than is normally required. On these rare occasions, employees are expected to present a neat and work appropriate appearance.
- G. Employee Appreciation Events and Butler High School Spirit Week. Non-uniformed personnel are permitted to wear work appropriate jeans or shorts to employee appreciation events if it does not detract from the performance of their other duties on that day.

Non-uniformed personnel are permitted to wear appropriate Vandalia Butler City School District attire (e.g., t-shirts, sweatshirts, buttons) with jeans during Butler High School Spirit Week if it does not detract from the performance of their duties. Non-uniformed personnel may wear jeans during spirit week accompanied by Vandalia-Butler City School District color combination (i.e., purple and yellow).

The Department Director, at their discretion, may choose to relax certain dress code requirements for uniformed personnel during employee appreciation events or Butler High School Spirit Week.

H. Tattoos and Scarification.

Employees may display tattoos (including scarification) during the performance of their duties if it does not violate a work rule, policy, or cause a concern for safety in the opinion of the Department Director or Human Resources Manager.

- Prohibitions: No employee shall be permitted to perform their duties while displaying a tattoo or intentional scar that is offensive, detrimental, or distracting to the department, division, or City (for example, tattoos that reference discrimination, violence, gangs or organized crime, an illegal act, racism, swastika, confederate flag, supremacism, affiliation with an extremist group, drug use, nudity, sexually explicit acts, sexually suggestive references, other derogatory material, obscenity, profanity, or an attack based on a protected class or status). Tattoos are prohibited from being displayed on the head, ears, face, front or sides of the neck, chest, or hands (including the fingers) and must be hidden from view. A tattoo that resembles a wedding ring is permitted on the traditional finger on which a wedding ring is worn, so long as the ring tattoo does not violate any other section of this policy. Tattoos covering the majority of an employee's arms, commonly known as a "sleeve", cannot be displayed beyond the wrist and any further than the base of the hand.
- Cosmetics and Permanent Makeup: Tattoos resembling cosmetic or permanent makeup may be permitted if it does not violate any other part of this policy.
- Investigation of Complaints and Order to Cover a Tattoo: Upon receiving a complaint or observing a tattoo that may violate a city policy, a supervisor may order an employee to cover a tattoo. The employee shall comply with the order to cover the tattoo. The Department Director, in consultation with the Human Resources Manager, shall determine the appropriate manner for covering the tattoo. Costs associated with covering a tattoo will be at the expense of the employee (except when uniformed personnel are instructed to cover a tattoo with a normal uniform consisting of long sleeves, pants, or hat).
- Appeal: An employee may appeal against the order of a Department Director to cover a tattoo. In the case of an appeal, the Human Resources Manager shall evaluate the tattoo and issue a decision in accordance with this policy. The Human Resources Manager's decision shall be final.

I. Piercings, Other Body Art, and Modifications:

Piercings Permitted: Employees may display piercings, gauging, dermal piercings (i.e., transdermal implants), or subdermal implants during the performance of their duties if it does not violate a work rule, policy, or cause a concern for safety in the opinion of the Department Director or Human Resources Manager.

- Prohibitions: No employee shall have intentional abnormal modifications to any area of the body visible to the public while on duty (for example, tongue splitting or bifurcation, abnormal shaping of the ears, eyes, or nose; abnormal filing of the teeth).
- Appeal: An employee may appeal against the order of a Department Director to remove or to cover a piercing, or other body art or modification. In the case of an appeal, the Human Resources Manager shall evaluate the piercing or other body art or modification and issue a decision in accordance with this policy. The Human Resources Manager's decision shall be final.

J. Facial Hair:

Employees outside of the Department of Public Safety: Employees who are not assigned to the Department of Public Safety shall be permitted to grow and to maintain neatly trimmed and well-groomed facial hair.

Employees within the Department of Public Safety: Employees who are assigned to the Department of Public Safety shall comply with standards set by the appropriate Division Chief. If permitted by the Chief, employees shall be required to maintain neatly trimmed and well-groomed facial hair.

1400.12 Drug Free Workplace/Drug and Alcohol Policy

This policy applies to all Part-Time and Full-Time employees. Drug and alcohol abuse affects safety and job performance. To protect our employees, customers and the public, the City must have an environment free of alcohol and drug use. The City is committed to a workplace free from the effects of such abuse and issues the following Drug and Alcohol Policy.

A. Rules

1. No employee may use, sell, buy, distribute or possess any alcohol or illegal drugs, or un-prescribed (for the employee) controlled substances while on the job or during a meal or break period or while on City property (including parking lot and grounds) or while in a City vehicle. The penalty for this is discharge.
2. No employee may report to work, be at work, drive City vehicles, or be on City property under the influence of alcohol or illegal drugs, or un-prescribed (for the employee) controlled substances. The penalty for this is discharge. An employee who tests positive for drugs or has a blood alcohol level of .02 or above is considered "under the influence" and will be discharged.
 - a. A drug test is positive if it exceeds the concentration cutoffs then in effect as established by the Substance Abuse and Mental Health Services Administration.
3. The only exception to paragraphs 1 and 2 is the legitimate possession or use of prescription (for the employee) or over-the-counter medication. "Illegal drugs" includes all marijuana for purposes of this policy, even if prescribed, as marijuana is illegal under federal law. An employee must notify his or her supervisor or the supervisor's designee in writing if the employee has reason to believe the employee's prescription or over-the-counter medication could impair the employee's ability to perform the essential

functions of his or her job, including behavior. Impairment is just as serious when caused by medication. Failure to report will be treated as a violation under paragraphs 1 and 2.

4. Anyone involved in the illegal trafficking of drugs, or illegal conduct consistent with trafficking of drugs, on or off City premises or work time, will be discharged.
5. Any refusal under this policy to take a drug or alcohol test, to cooperate fully, or to sign any necessary papers in connection with such test, will result in discharge.
6. If an employee is unexpectedly called to work when the employee could reasonably have expected that he or she was free to drink alcohol, and has been drinking alcohol, the employee must inform his or her supervisor immediately. The supervisor will then decide the appropriate course of action. Employees who promptly report alcohol use under these circumstances will not be disciplined. Any employee who fails to report alcohol use as described in this paragraph will be subject to discharge.

B. Treatment

Employees are urged to seek professional help for a drug or alcohol related problem before disciplinary action is necessary. If the treatment requires a leave of absence, the leave will be governed by the leave of absence policy, and the terms of applicable health insurance and sickness policies. As a condition of this leave, the City may require the employee to sign a form authorizing the City to receive reports from the treatment program in order to ascertain whether the employee is cooperating and making reasonable progress in the program, including all applicable aftercare programs. An employee who has sought professional help and has obtained a leave of absence will be permitted to return to work if the employee passes a drug/alcohol test and has satisfactory medical evidence of fitness for work.

However, a drug or alcohol problem will not excuse any violation of City rules or standards, under this policy or otherwise. If an employee is subject to disciplinary action under the policy, the fact that the employee then declares a drug or alcohol related problem will not protect the employee from the prescribed disciplinary action, including discharge.

C. Testing

The City may require drug or alcohol testing or both under the following circumstances.

1. Applicants. All applicants will be tested. An applicant who fails that test will not be hired at the time but may reapply for employment after six months. If the applicant refuses to cooperate fully in taking the test, he or she will be denied further consideration for employment.
2. When there is reasonable suspicion of a problem. Reasonable suspicion includes, but is not limited to, reliable reports of a violation of this policy; the odor of alcohol or marijuana on an employee; an accident to which the employee might have contributed; unusual employee behavior, appearance or speech; or possession of drug paraphernalia.

3. After a positive test result. Any employee who returns to work after a suspension or leave related to a positive test or otherwise related to drugs or alcohol may be required to submit to unannounced drug/alcohol tests for an unlimited duration. Failing the test will result in discharge.
4. Post work-related accident. Any employee who is involved in a work-related accident that results in an injury or property damage, or reasonably could have, will be tested.

D. Commercial Vehicle Drivers

All U.S. Department of Transportation guidelines, rules and standards apply to the City's commercial vehicle licensed drivers.

1400.13 Tobacco Use Policy

This policy applies to all Part-Time and Full-Time employees. It is the policy of the City of Vandalia to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product as well as the use of smokeless tobacco and electronic cigarettes and applies to both employees and non-employee visitors of the City of Vandalia.

A. Policy.

- There will be no use of tobacco products within any City-owned facility or in city-owned vehicles at any time---except in designated tobacco-use areas.
- Supervisors may develop policies within their departments to provide for tobacco breaks in designated areas. Tobacco breaks must not interfere with work performance.

B. Procedure.

- Employees will be informed and reminded of this policy through signs posted in City facilities and vehicles, the Vandalia Personnel Policies and Procedures Manual, and orientation and reminders provided by supervisors.
- Visitors will be informed of this policy through signs and, if necessary, by notification of their host.
- The City will assist Full-Time employees who wish to quit tobacco use by facilitating access to recommended smoking cessation programs and materials.

Any violation of this policy will be handled through the disciplinary procedure outlined in Section 1100 of the Vandalia Personnel Policies and Procedures.

1400.14 Workplace Violence and Firearms Policy

This policy applies to all Part-Time and Full-Time employees. Acts or threats of physical or verbal violence (including intimidation and/or harassment and/or coercion) which involve or affect the City of Vandalia, its citizens or employees, which occur on City property or in the course of provision of employment will not be tolerated. Such conduct will be met with the strongest disciplinary action, up to and including termination, the use of law enforcement and the use of criminal prosecution measures.

Workplace violence includes acts or threats of violence. Examples of violence include, but are not limited to the following:

1. All threats or acts of violence occurring on City of Vandalia premises, regardless of the relationship between the City of Vandalia and the parties involved in the incident.

2. All threats or acts of violence occurring off City of Vandalia premises involving someone who represents the City of Vandalia.
3. All threats or acts of violence occurring off City of Vandalia premises involving a City of Vandalia employee if the threats or acts affect the legitimate interests of the City of Vandalia.
4. Any acts or threats resulting in the conviction of an employee or representative of the City of Vandalia or of an individual performing services or volunteer work on a contractual or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interest and goals of the City of Vandalia.
5. Specific examples of conduct, which may be considered threats or acts of violence include but are not limited to:
 - Physical assault (hitting, shoving, kicking or otherwise having unwelcome physical contact.)
 - Threatening harm to individuals, their family, friends, associates or property.
 - Verbal assault for the purposes of intimidation and/or coercion.
 - The intentional destruction or threat of destruction of City of Vandalia or personal property.
 - Upon witnessing a violent or potentially violent situation in the workplace, employees should immediately attend to their safety by leaving the area and reporting the situation as appropriate to a supervisor, or if deemed necessary, by calling 911.

A. Complaint and Investigation Procedure

In order to promote the prevention of threats and violent acts, the City requires employees to immediately report all threats and acts of violence to a supervisor. In addition, the City encourages employees to report other behavior that may indicate the potential for a violent act. Upon learning of a threat or other violent act, supervisors are required to immediately report the threat or other violent act to the City Manager's Office, so that an investigation can promptly be initiated. Employees are required to fully cooperate during the investigation of such an incident. Failure to cooperate in such an investigation may lead to discipline, up to and including termination.

In the event of an emergency, employees should call 911 to report the threat immediately.

B. Firearms

Firearms of any sort are strictly prohibited inside the buildings of any City of Vandalia property or in City of Vandalia vehicles, unless you are a law enforcement officer acting within the scope of your duties. Any employee who violates the City of Vandalia Firearms Policy shall be subject to discipline, up to and including termination.

C. Discipline

Upon completion of a thorough investigation, the City will assess disciplinary action, up to and including termination, against any employee that the City finds to have committed or threatened an act of violence or otherwise violated this policy. In addition, the City will pursue its right to criminally prosecute any person who commits or threatens an act of violence in violation of federal, state or local ordinances.

D. Right to Search/Inspect

To ensure the safety and well-being of all employees, citizens and others, the City of Vandalia reserves the right to inspect and/or search, in appropriate circumstances, all areas on or within any land, building, facility, or vehicle, leased or owned by the City, including personal belongings.

1400.15 Paid Administrative Leave

- A. **Purpose.** The purpose of this policy is to establish guidelines for placing an employee on paid administrative leave under specific circumstances, to ensure consistency, fairness, and compliance with applicable laws and organizational procedures.
- B. **Conditions for Use.** Paid administrative leave may be considered appropriate in the following circumstances, including but not limited to:
- Pending the outcome of an internal investigation involving alleged misconduct or policy violations.
 - When the employee's presence in the workplace may interfere with an investigation.
 - When there are concerns related to workplace safety or security.
 - During administrative or legal reviews affecting the employee's duties or status.
 - To allow time for fitness-for-duty evaluations when concerns arise regarding an employee's ability to perform essential job functions safely and effectively.
- C. **Authority to Place an Employee on Administrative Leave.** The following individuals have the authority to place an employee on paid administrative leave:
- City Manager (or designee)
 - Department Director or Human Resources Manager in consultation with the City Manager
- Supervisors or managers who believe administrative leave may be warranted must consult with the Human Resources Department prior to taking any action.
- D. **Duration and Conditions.** Administrative leave is intended to be temporary and shall be limited to the minimum amount of time necessary to address the situation. The leave may be extended with appropriate justification and documentation. Employees on paid administrative leave are expected to be available during regular work hours unless otherwise directed. Employees must not perform any work or enter City facilities without prior authorization during the leave period.
- E. **Notification and Documentation.** The employee shall receive written notice confirming the reason for the leave, the expected duration (if known), and any conditions or expectations during the leave period. A copy of the administrative leave notice shall be maintained in the employee's personnel file.
- F. **Status of Benefits.** While on paid administrative leave, the employee will continue to receive their regular salary and maintain eligibility for all employment benefits, including accrual of leave, health insurance, and retirement contributions, as if actively working.
- G. **Confidentiality.** All matters related to administrative leave, including the reasons and outcomes of any related investigation or review, shall be handled with the utmost confidentiality and in accordance with applicable laws and City policies.
- H. **Return to Work.** The employee will be notified in writing when the administrative leave ends and will receive instructions regarding return-to-work expectations or any further employment action, if applicable.

1400.16 Sexual and Other Harassment

- A. **Harassment Prohibited.** Harassment has no place at the City. It is against City policy, and may be a violation of the law. The City will not tolerate harassment.
- B. **Sexual Harassment.** No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject an employee to any unwelcome conduct of a sexual nature. This includes both unwelcome physical conduct such as touching, blocking, staring, making sexual gestures and making or displaying sexual drawings or photographs and unwelcome verbal conduct such as sexual propositions, slurs, insults, jokes and other sexual comments. It may also include conduct such as leering at other employees or displaying sexually suggestive material in a City building or workplace or during working hours. An employee's conduct will be considered unwelcome and in violation of this policy when the employee knows or should know it is unwelcome to the person subjected to it.

Our facilities may have some high noise areas, so there may be times when an employee must get the attention of another. To do so, employees are permitted to lightly tap the person on the shoulder if necessary. The City will not tolerate abuse of this, or any unwanted touching.

- C. **Other Harassment.** No one may harass anyone because of that person's race, color, religion, ancestry, national origin, age, veteran or military status, disability, sexual orientation, gender identity, or any other unlawful factor. Examples of conduct prohibited by this policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.
- D. **Making Complaints and Reporting Violations.** Any employee who experiences conduct believed to constitute harassment is encouraged to make a complaint to the City. You are not required to complain first to the person who is harassing you. If you prefer, you may complain directly to the supervisor of the harasser, to your own supervisor, a Department Director, Human Resources, or the City Manager. Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to one of the persons described above. No reprisal, retaliation, or other adverse action will be taken against any employee for making, in good faith, a complaint or report of harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.
- E. **Investigation of Complaints and Reports.** The City will promptly and thoroughly investigate any complaint or report of violation of this policy. Any behavior that would be considered sexual misconduct of a criminal nature will be investigated by a law enforcement agency. You may at any time inquire about the status of the investigation by asking the person to whom you complained or reported the incident.
- F. **Penalties for Violations.** The City will take prompt disciplinary and remedial action if its investigation shows a violation of this policy. Depending on the circumstances, a violation of this policy may result in a range of discipline up to and including discharge.

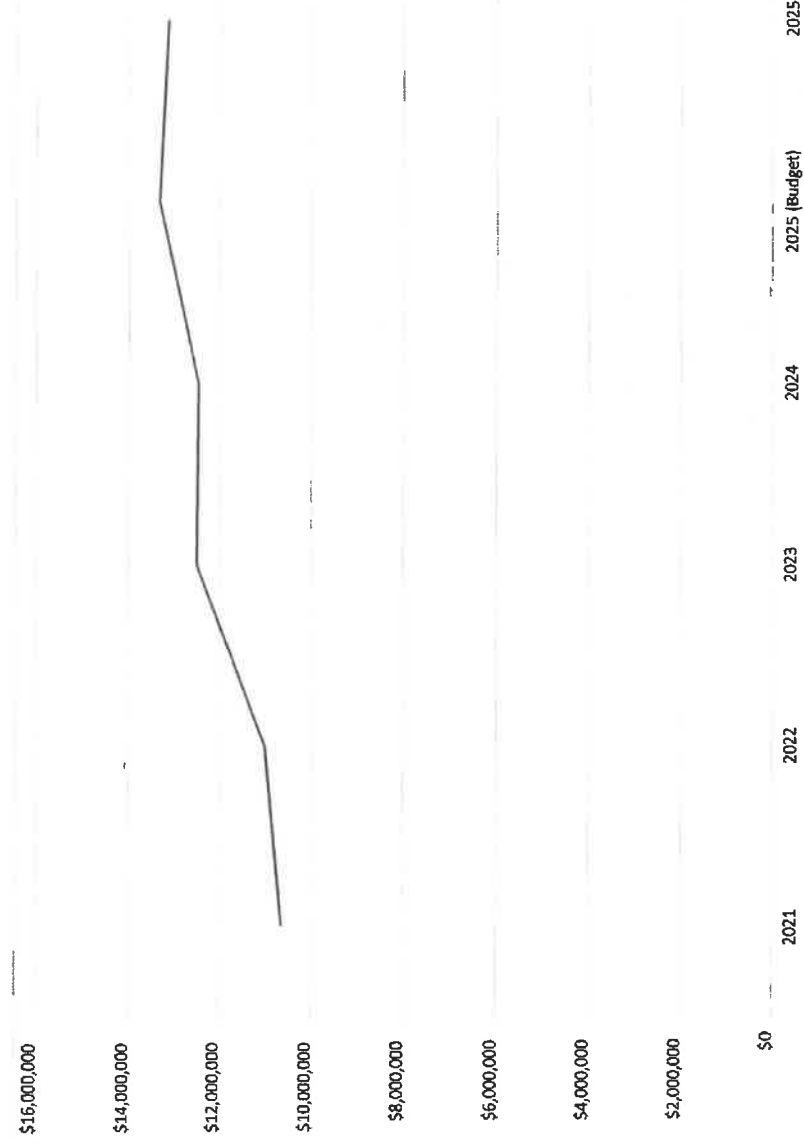
- G. **Additional Information.** If you have any questions about this policy, please contact the Human Resources Manager for additional information. If you have other questions or concerns about discrimination or harassment, you may ask the Human Resources Manager, or you may contact the Ohio Civil Rights Commission or the U.S. Equal Employment Opportunity Commission.

Financial Report

July 2025

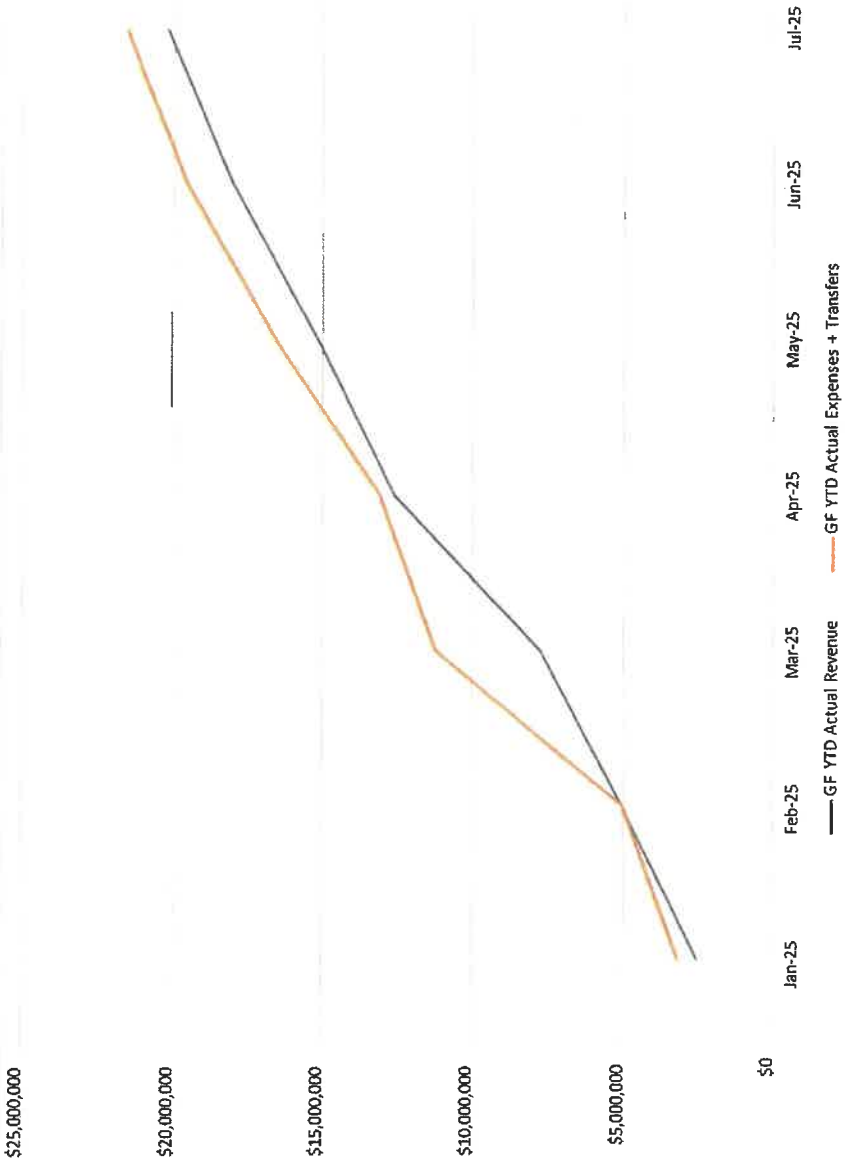
General Fund	Budget (YTD)	Actual (YTD)	Difference
Revenue			
Income Tax	\$ 12,830,708	\$ 13,495,177	\$ 664,469
Other	\$ 6,381,884	\$ 6,726,265	\$ 344,381
Total	\$ 19,212,592	\$ 20,221,442	\$ 1,008,850
Expenses			
Income Tax Refunds	\$ 291,667	\$ 347,167	\$ 55,500
Other	\$ 16,045,212	\$ 15,478,783	\$ (566,429)
Transfers	\$ 3,968,267	\$ 5,741,547	\$ 1,773,280
Total	\$ 20,305,146	\$ 21,567,497	\$ 1,262,351

YTD July Income Tax Revenue Collected (net of refunds)



— YTD July Income Tax Revenue Collected (net of refunds)

GF YTD Actual Revenue vs GF YTD
Actual Expenses + Transfers (July 2025)



FUND STATEMENT YTD JULY 31, 2025

Fund Description.....	Beg Yr Bal.....	Ytd Receipts..	Ytd Expenses..	Unexp bal.....	Encumbrances..	Unenc bal.....
110 GENERAL FUND	22,124,164.15	20,221,441.65	21,567,496.82	20,778,108.98	2,256,609.17	18,521,499.81
221 STREET FUND	1,257,083.13	1,684,704.00	691,908.14	2,249,878.99	1,964,368.37	285,510.62
222 STATE HIGHWAY FUND	346,272.75	101,223.55	103,970.28	343,526.02	17,302.95	326,223.07
224 PERMISS MOT VEH LIC TX FD	201,011.87	31,001.42	12,636.90	219,376.39	7,578.63	211,797.76
225 LAW ENFORCEMENT FUND	54,435.83	-	-	54,435.83	9,068.94	45,366.89
226 DRUG LAW ENFORCEMENT FUND	4,118.77	25.00	-	4,143.77	-	4,143.77
227 OMVI EDUCATION & ENFORCEMENT F	70,529.05	10,383.44	-	80,912.49	-	80,912.49
228 OMVI INDIGENT FUND	297,764.03	14,180.28	-	311,944.31	-	311,944.31
229 COMPUTER LEGAL RSCH FUND	95,291.93	67,220.95	73,990.10	88,522.78	11,898.62	76,624.16
230 INDIGENT DRIVERS IAM FUND	188,323.24	4,131.60	-	192,454.84	32.00	192,422.84
233 POLICE CPT FUND	55,911.52	35,683.10	-	91,594.62	-	91,594.62
234 9-1-1 SERVICE SYSTEM	-	40,874.44	-	40,874.44	-	40,874.44
238 AMERICAN RESCUE PLAN ACT	169,734.97	-	156,734.97	13,000.00	-	13,000.00
241 FEMA SPECIAL REVENUE FUND	3.23	-	-	3.23	-	3.23
242 STORMWATER SPECIAL REVENUE	194,053.66	338,898.54	372,576.49	159,375.71	221,233.04	61,873.39
244 ONEOHIO OPIOID SETTLEMENT	97,733.18	2,543.37	-	100,276.55	-	100,276.55
245 JOB CREATION AND REVITALIZATION	3,384,453.37	144,833.91	2,143,505.01	1,385,782.27	280.00	1,385,502.27
250 INFRASTRUCTURE	711,880.28	29,765.34	95,450.00	646,195.62	245,450.00	400,745.62
251 COURT PROJECTS SPECIAL REVENUE	57,068.28	127,770.99	105,709.16	79,130.11	19.14	79,110.97
255 EMPLOYEE RETIREMENT RESERVE	1,198,854.74	300,000.00	194,520.78	1,304,333.96	-	1,304,333.96
260 CRISIS INTERVENTION TRAIN FUND	-	-	-	-	-	-
325 CAPITAL IMPROVEMENT FUND	534,857.02	2,104,695.00	1,130,182.80	1,509,369.22	645,565.57	863,803.65
332 POLICE-FIRE-STREET CIP FUND	591,917.18	1,950,078.63	1,063,303.85	1,478,691.96	211,943.55	1,266,748.41
333 TIF CAPITAL PROJECTS FUND	540,492.94	55,734.30	16,514.49	579,712.75	39,972.62	539,740.13
336 STONEQUARRY CROSSINGS TIF FUND	42,750.24	4,231.35	2,228.80	44,752.79	26,868.59	17,884.20
337 GDBG FUND	150,063.03	-	85,395.07	114,539.57	14,604.09	950,300.03
339 FIRE EQUIPMENT FUND	259.34	-	-	259.34	-	259.34
340 GRWG FUND	167,610.29	-	-	167,610.29	-	167,610.29
360 FACILITIES IMP/MAINT RESERVE	2,143,935.50	1,630,200.00	205,377.44	3,568,758.06	1,579,656.98	1,989,101.08
436 G.O. DEBT SERVICE FUND	394,892.13	1,605,662.44	1,502,032.51	498,522.06	-	498,522.06
641 GOLF COURSE OPERATIONS FUND	3,091,376.09	713,088.08	1,066,919.85	2,737,544.32	1,549,137.46	1,188,406.86
643 CASSEL HILLS GOLF MEM. FUND	564.41	-	-	564.41	-	564.41
651 WATER FUND	3,795,776.37	2,503,898.11	2,610,831.81	3,688,842.67	3,379,219.21	309,623.46
652 SEWER FUND	3,143,816.70	2,688,053.90	2,256,967.59	3,574,903.01	1,784,062.99	1,790,840.02
822 HOSPITAL CARE TRUST FUND	35,998.89	4,457,656.63	1,488,480.33	1320,914.80	292,015.48	1612,930.23
	44,501,624.48	37,547,960.02	36,942,731.11	45,106,853.39	14,256,786.30	30,850,067.09

Negative fund balances ytd due to timing

GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES
JULY 31, 2025

	2024 JULY ACTUAL	2024 JAN-JULY BUDGET	2024 JAN-JULY ACTUAL	2024 JAN-DEC BUDGET	2024 % BUDGET	2025 JULY ACTUAL	2025 JAN-JULY BUDGET	2025 JAN-JULY ACTUAL	2025 JAN-DEC BUDGET	2025 % BUDGET
REVENUES:										
Income Taxes	1,391,370	11,474,750	12,929,435	19,671,000	66%	1,529,096	12,830,708	13,495,177	21,995,500	61%
Other Taxes	2,624	1,095,912	1,057,328	1,861,667	57%	3,734	1,203,251	1,095,209	2,062,716	53%
Intergovernmental	27,173	573,581	380,612	983,282	39%	33,001	1,123,538	943,052	1,936,350	49%
Licenses, Permits, and Fees	1,092	3,684	3,684	1,255,000	59%	316	733,542	809,105	1,257,500	64%
Fines and Forfeitures	1,101,191	732,083	746,343	4,185,941	61%	104,906	2,490,784	2,931,893	4,269,916	69%
Charges for Services	444,282	2,441,799	2,559,974	889,406	119%	417,970	824,769	939,353	1,413,890	66%
Other Revenue	135,483	518,870	1,056,252			117,721				
TOTAL REVENUES:	3,103,416	16,877,006	18,733,678	28,846,296	65%	2,206,694	19,217,592	20,221,442	32,935,872	61%
EXPENDITURES:										
Council/City Manager	202,508	3,017,752	3,517,887	5,173,289	68%	147,494	3,080,205	3,835,724	5,280,351	73%
Finance/Tax	208,604	976,619	1,025,394	1,588,490	65%	101,841	918,934	945,089	1,575,315	60%
Court	127,040	1,159,638	1,045,691	2,056,523	51%	136,159	1,282,698	1,063,501	2,198,911	48%
Police	417,701	3,838,049	3,390,244	6,579,513	57%	420,865	3,859,653	3,343,554	6,616,548	51%
Fire	316,925	2,235,514	2,192,689	3,866,596	57%	289,126	2,532,195	2,286,410	4,340,905	53%
Recreation	396,791	2,645,258	2,412,847	4,534,728	53%	370,312	2,817,140	2,526,012	4,829,383	52%
DES/Public Works	234,998	1,706,182	1,641,074	2,924,884	56%	85,697	1,762,402	1,751,137	3,021,415	58%
Non-Departmental	5,852	85,663	95,265	146,850	65%	5,964	83,563	74,524	143,250	52%
TOTAL EXPENDITURES	1,910,419	15,674,675	15,321,091	26,870,872	57%	1,557,458	16,336,879	15,825,950	28,006,078	57%
OTHER FINANCING SOURCES/(USES)										
Transfers In	-	19,111	-	32,761	0%	-	-	-	-	-
Advances In	-	-	-	-	-	-	-	-	-	-
Transfers Out	(228,297)	(5,282,799)	(3,452,122)	(9,056,227)	38%	(250,965)	(3,968,267)	(5,741,547)	(6,802,743)	84%
Advances Out	-	-	(555,000)	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES/(USES)	(228,297)	(5,263,688)	(4,007,122)	(9,023,466)		(250,965)	(3,968,267)	(5,741,547)	(6,802,743)	
TOTAL SURPLUS/(DEFICIT)	964,700	(4,111,348)	(594,565)	(7,048,042)		398,271	(1,092,553)	(3,346,055)	(1,872,949)	

POLICE-FIRE-STREET CIP FUND
STATEMENT OF REVENUES AND EXPENDITURES
JULY 31, 2025

	2024 JULY ACTUAL	2024 JAN-JULY BUDGET	2024 JAN-JULY ACTUAL	2024 JAN-DEC BUDGET	2024 % BUDGET	2025 JULY ACTUAL	2025 JAN-JULY BUDGET	2025 JAN-JULY ACTUAL	2025 JAN-DEC BUDGET	2025 % BUDGET
REVENUES:										
Intergovernmental	-	39,667	66,386	68,000	98%	-	39,667	245,689	68,000	361%
Other Revenue	-	21,488	171,754	36,823	466%	-	476,000	15,585	816,000	2%
TOTAL REVENUES:	-	61,147	238,140	104,823	227%	-	515,667	261,274	884,000	30%
EXPENDITURES:										
Police	22,689	171,240	155,959	293,554	53%	24,663	167,808	163,235	287,670	57%
Fire	9,020	141,766	94,573	243,027		24,960	153,658	175,793	263,413	
TOTAL EXPENDITURES	22,689	171,240	155,959	536,581	29%	49,623	321,465	339,028	551,083	62%
OTHER FINANCING SOURCES/(USES)										
Transfers In	228,297	1,513,772	1,624,893	2,595,037	63%	250,965	1,604,167	1,688,804	2,750,000	61%
Advances In	-	-	-	-		-	-	-	-	
Advances Out	-	-	-	-		-	-	-	-	
Police - Capital	(1,816)	(173,732)	(73,382)	(297,827)	25%	-	(182,933)	(161,937)	(313,600)	52%
Fire - Capital	(2,713)	(184,675)	(251,871)	(282,300)	89%	-	(218,167)	(237,042)	(374,000)	63%
Public Works - Capital	-	(638,535)	(595,500)	(1,094,632)	54%	(9,743)	(780,483)	(310,671)	(1,337,970)	23%
Fire - Debt	-	(146,665)	-	(251,425)	0%	-	(146,673)	-	(251,440)	0%
Public Works - Debt	-	(87,415)	(135,229)	(149,855)	90%	-	(117,064)	(14,626)	(29,252)	50%
TOTAL OTHER FINANCING SOURCES/(USES)	223,767	302,749	568,911	518,998		241,222	258,847	964,528	443,738	
TOTAL SURPLUS/(DEFICIT)	201,078	192,656	651,091	87,240		191,599	453,049	886,775	776,655	

GOLF FUND
STATEMENT OF REVENUES AND EXPENDITURES
JULY 31, 2025

	2024 JULY ACTUAL	2024 JAN-JULY BUDGET	2024 JAN-JULY ACTUAL	2024 JAN-DEC BUDGET	2024 % BUDGET	2025 JULY ACTUAL	2025 JAN-JULY BUDGET	2025 JAN-JULY ACTUAL	2025 JAN-DEC BUDGET	2025 % BUDGET
REVENUES:										
Memberships	-	4,667	7,750	8,000	97%	-	4,667	3,565	8,000	45%
Greens Fees	87,871	295,750	339,682	507,000	67%	88,961	322,000	321,388	552,000	58%
Cart Rentals	37,174	119,583	138,688	205,000	68%	36,615	131,250	127,235	225,000	57%
Merchandise Sales	3,653	14,583	15,685	25,000	63%	3,740	14,583	15,648	25,000	63%
Food and Beverage Sales	17,440	54,250	62,547	93,000	67%	17,288	59,500	61,279	102,000	60%
Rental Income	47	175	214	300	71%	65	175	186	300	62%
Other Revenue	4,438	13,125	17,021	22,500	76%	4,639	14,875	33,787	25,500	132%
TOTAL REVENUES:	150,622	502,133	581,587	860,800	68%	151,307	547,050	563,088	937,800	60%
EXPENDITURES:										
Personal Services	47,336	348,897	291,693	597,954	49%	50,936	341,335	298,472	585,145	51%
Contractual Services	17,821	104,917	77,396	179,857	43%	12,357	117,730	123,385	201,822	61%
Materials and Supplies	27,030	170,451	109,255	206,487	53%	6,894	122,023	90,010	209,182	43%
Other Expenditures	5,260	34,432	27,460	59,027	47%	5,884	34,432	28,528	59,027	48%
TOTAL EXPENDITURES	97,447	608,606	505,804	1,043,325	48%	76,071	615,519	540,395	1,055,176	51%
OTHER FINANCING SOURCES/(USES)										
Transfers in	-	1,344,583	-	2,305,000	0%	-	87,500	150,000	150,000	100%
Capital	(3,500)	(1,166,103)	(17,000)	(1,999,033)	1%	(1,206)	(148,750)	(526,525)	(255,000)	206%
TOTAL OTHER FINANCING SOURCES/(USES)	(3,500)	178,481	(17,000)	305,967		(1,206)	(61,250)	(376,525)	(105,000)	
TOTAL SURPLUS/(DEFICIT)	49,675	72,008	58,784	123,442		74,030	(129,719)	(353,832)	(222,376)	

2022 budgeted expenditures included \$56,473 of prior encumbrances.

WATER FUND
STATEMENT OF REVENUES AND EXPENDITURES
JULY 31, 2025

	2024 JULY ACTUAL	2024 JAN-JULY BUDGET	2024 JAN-JULY ACTUAL	2024 JAN-DEC BUDGET	2024 % BUDGET	2025 JULY ACTUAL	2025 JAN-JULY BUDGET	2025 JAN-JULY ACTUAL	2025 JAN-DEC BUDGET	2025 % BUDGET
REVENUES:										
Service Charges and Collections	322,562	1,450,343	1,988,996	3,343,445	59%	343,695	2,437,929	2,403,496	4,179,306	58%
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Water Tap-In Fees	-	3,450	-	5,915	0%	-	4,313	1,061	7,394	14%
Well Field Protection Fee	9,077	61,542	61,356	105,500	58%	8,813	61,542	61,109	105,500	58%
Rental Income	1,870	19,833	13,087	34,000	38%	1,926	14,583	13,480	25,000	54%
Other Revenue	2,880	12,250	30,488	21,000	145%	2,508	15,167	24,753	26,000	95%
TOTAL REVENUES:	336,389	2,047,418	2,093,926	3,509,860	60%	356,941	2,533,533	2,503,898	4,343,200	58%
EXPENDITURES:										
Personal Services	75,906	557,268	519,828	955,316	54%	61,771	555,134	509,431	951,659	54%
Contractual Services	130,139	1,027,380	813,822	1,761,222	46%	113,290	1,127,197	838,789	1,932,337	43%
Materials and Supplies	2,718	30,914	30,883	52,995	58%	3,618	41,592	36,579	71,300	51%
Other Expenditures	342	3,492	2,238	5,986	37%	1,491	583	8,620	1,000	862%
TOTAL EXPENDITURES	209,105	1,619,053	1,366,772	2,775,519	49%	180,170	1,724,506	1,393,420	2,956,296	47%
OTHER FINANCING SOURCES/(USES)										
Debt Proceeds	-	-	-	-	-	-	3,150,000	-	5,400,000	0%
Transfers In	-	-	-	-	-	-	-	-	-	-
Debt Payments	-	(157,342)	(88,487)	(269,729)	33%	-	(125,107)	(79,636)	(214,469)	37%
Capital	(59,523)	(1,258,060)	(1,330,593)	(2,156,675)	62%	(398,197)	(4,636,217)	(1,137,776)	(7,947,800)	14%
TOTAL OTHER FINANCING SOURCES/(USES)	(59,523)	(1,415,402)	(1,419,080)	(2,426,404)		(398,197)	(1,611,324)	(1,217,412)	(2,762,269)	
TOTAL SURPLUS/(DEFICIT)	67,761	(987,037)	(691,927)	(1,692,063)		(221,426)	(802,296)	(106,934)	(1,375,365)	

2022 budgeted expenditures included \$464,912 of prior encumbrances.

SEWER FUND
STATEMENT OF REVENUES AND EXPENDITURES
JULY 31, 2025

	2024 JULY ACTUAL	2024 JAN-JULY BUDGET	2024 JAN-JULY ACTUAL	2024 JAN-DEC BUDGET	2024 % BUDGET	2025 JULY ACTUAL	2025 JAN-JULY BUDGET	2025 JAN-JULY ACTUAL	2025 JAN-DEC BUDGET	2025 % BUDGET
REVENUES:										
Service Charges and Collections	81,188	514,543	527,952	933,503	57%	95,782	707,907	679,090	1,213,554	56%
Intergovernmental	-	-	1,717	-	-	530	-	2,416	-	-
Sewer Tap-In Fees	-	4,594	-	7,875	0%	-	5,972	849	10,238	8%
Wastewater Treatment Fees	227,812	1,535,844	1,483,075	2,632,875	56%	279,724	1,996,597	2,005,699	3,422,738	59%
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES:	309,000	2,084,981	2,012,744	3,574,253	56%	376,036	2,710,476	2,688,054	4,646,530	58%
EXPENDITURES:										
Personal Services	75,809	558,259	527,335	957,015	55%	63,417	558,349	507,460	957,169	53%
Contractual Services	96,225	947,703	718,902	1,624,635	44%	111,789	1,039,801	841,676	1,782,687	47%
Materials and Supplies	3,291	30,635	31,981	52,517	61%	1,069	30,816	31,154	52,828	59%
Other Expenditures	-	757	1,298	1,298	100%	-	583	-	1,000	0%
TOTAL EXPENDITURES	175,325	1,537,355	1,279,516	2,635,465	49%	176,274	1,629,649	1,380,290	2,793,684	49%
OTHER FINANCING SOURCES/(USES)										
Transfers In	-	-	-	-	-	-	-	-	-	-
Debt Proceeds	-	-	-	-	-	-	-	-	-	-
Debt Payments	-	(95,072)	(43,804)	(162,980)	27%	-	3,150,000	(44,949)	5,400,000	0%
Capital	(87,104)	(288,458)	(1,703,531)	(494,500)	344%	(10,648)	(3,738,020)	(831,729)	(129,480)	35%
TOTAL OTHER FINANCING SOURCES/(USES)	(87,104)	(383,530)	(1,747,335)	(657,480)		(10,648)	(663,550)	(876,677)	(1,137,515)	13%
TOTAL SURPLUS/(DEFICIT)	46,571	164,096	(1,014,106)	281,308		189,113	417,276	431,086	715,331	

2022 budgeted expenditures included \$275,096 of prior encumbrances.

COST RECOVERY
YTD JULY 31, 2025

Golf Course	2021	2022	2023	2024	2025
Revenues	514,652	491,098	593,683	581,587	563,088
Expenditure - Operating	454,273	466,589	510,156	495,625	540,395
Expenditure - Building Maint.	16,499	12,738	18,489	11,019	7,607
% Cost Recovery	109.32%	102.46%	112.30%	114.79%	102.75%
Expenditure - Capital	16,092	45,468	26,575	17,000	526,525
% Cost Recovery	105.71%	93.58%	106.93%	111.07%	52.40%
Recreation Center	2021	2022	2023	2024	2025
Revenues	509,814	642,123	604,281	713,910	756,542
Expenditure - Operating	743,487	825,807	840,028	942,336	994,383
Expenditure - Building Maint.	13,854	17,749	25,538	13,660	12,700
% Cost Recovery	67.32%	76.12%	69.81%	74.68%	75.12%
Expenditure - Capital	40,433	84,804	89,424	58,066	214,393
% Cost Recovery	63.90%	69.17%	63.28%	70.40%	61.94%
Cassel Hills Pool	2021	2022	2023	2024	2025
Revenues	79,872	93,197	84,897	99,430	97,567
Expenditure - Operating	95,825	84,484	105,759	108,918	122,596
Expenditure - Building Maint.	29,548	7,607	14,658	12,596	21,021
% Cost Recovery	63.71%	101.20%	70.50%	81.83%	67.94%
Expenditure - Capital	16,775	18,384	4,196	9,599	23,623
% Cost Recovery	56.19%	84.36%	68.13%	75.84%	58.34%

FUND STATEMENT YTD JULY 31, 2025

Fund Description.....	Beg Yr Bal....	Ytd Receipts..	Ytd Expenses..	Unexp bal....	Encumbrances..	Unenc bal....
110 GENERAL FUND	22,124,164.15	20,221,441.65	21,567,496.82	20,778,108.98	2,256,609.17	18,521,499.81
221 STREET FUND	1,257,083.13	1,684,704.00	691,908.14	2,249,878.99	1,964,368.37	285,510.62
222 STATE HIGHWAY FUND	346,272.75	101,223.55	103,970.28	343,526.02	17,302.95	326,223.07
224 PERMISS MOT VEH LIC TX FD	201,011.87	31,001.42	12,636.90	219,376.39	7,578.63	211,797.76
225 LAW ENFORCEMENT FUND	54,435.83	-	-	54,435.83	9,068.94	45,366.89
226 DRUG LAW ENFORCEMENT FUND	4,118.77	25.00	-	4,143.77	-	4,143.77
227 OMVI EDUCATION & ENFORCEMENT F	70,529.05	10,383.44	-	80,912.49	-	80,912.49
228 OMVI INDIGENT FUND	297,764.03	14,180.28	-	311,944.31	-	311,944.31
229 COMPUTER LEGAL RSCH FUND	95,291.93	67,220.95	73,990.10	88,522.78	11,898.62	76,624.16
230 INDIGENT DRIVERS IAM FUND	188,323.24	4,131.60	-	192,454.84	32.00	192,422.84
233 POLICE CPT FUND	55,911.52	35,683.10	-	91,594.62	-	91,594.62
234 9-1-1 SERVICE SYSTEM	-	40,874.44	-	40,874.44	-	40,874.44
238 AMERICAN RESCUE PLAN ACT	169,734.97	-	156,734.97	13,000.00	-	13,000.00
241 FEMA SPECIAL REVENUE FUND	3.23	-	-	3.23	-	3.23
242 STORMWATER SPECIAL REVENUE	193,053.66	338,878.54	372,574.49	159,357.71	221,131.04	(61,773.33)
244 ONEOHIO OPIOID SETTLEMENT	97,733.18	2,543.37	-	100,276.55	-	100,276.55
245 JOB CREATION AND REVITALIZATION	3,384,453.37	144,833.91	2,143,505.01	1,385,782.27	280.00	1,385,502.27
250 INFRASTRUCTURE	711,880.28	29,765.34	95,450.00	646,195.62	245,450.00	400,745.62
251 COURT PROJECTS SPECIAL REVENUE	57,068.28	127,770.99	105,709.16	79,130.11	19.14	79,110.97
255 EMPLOYEE RETIREMENT RESERVE	1,198,854.74	300,000.00	194,520.78	1,304,333.96	-	1,304,333.96
260 CRISIS INTERVENTION TRAIN FUND	-	-	-	-	-	-
325 CAPITAL IMPROVEMENT FUND	534,857.02	2,104,695.00	1,130,182.80	1,509,369.22	645,565.57	863,803.65
332 POLICE-FIRE-STREET CIP FUND	591,917.18	1,950,078.63	1,063,303.85	1,478,691.96	211,943.55	1,266,748.41
333 TIF CAPITAL PROJECTS FUND	540,492.94	55,734.30	16,514.49	579,712.75	39,972.62	539,740.13
336 STONEQUARRY CROSSINGS TIF FUND	42,750.24	4,231.35	2,228.80	44,752.79	26,868.59	17,884.20
337 CDBG FUND	(50,000.01)	-	85,395.01	(135,395.02)	14,604.99	(150,000.01)
339 FIRE EQUIPMENT FUND	259.34	-	-	259.34	-	259.34
340 OPWC FUND	(262,610.29)	-	-	(262,610.29)	-	(262,610.29)
360 FACILITIES IMP/MAINT RESERVE	2,143,935.50	1,630,200.00	205,377.44	3,568,758.06	1,579,656.98	1,989,101.08
436 G.O. DEBT SERVICE FUND	394,892.13	1,605,662.44	1,502,032.51	498,522.06	-	498,522.06
641 GOLF COURSE OPERATIONS FUND	3,091,376.09	713,088.08	1,066,919.85	2,737,544.32	1,549,137.46	1,188,406.86
643 CASSEL HILLS GOLF MEM. FUND	564.41	-	-	564.41	-	564.41
651 WATER FUND	3,795,776.37	2,503,898.11	2,610,831.81	3,688,842.67	3,379,219.21	309,623.46
652 SEWER FUND	3,143,816.70	2,688,053.90	2,256,967.59	3,574,903.01	1,784,062.99	1,790,840.02
872 HOSPITAL CARE TRUST FUND	25,908.88	1,137,656.63	1,484,480.31	(320,914.80)	292,015.48	(612,930.28)
	44,501,624.48	37,547,960.02	36,942,731.11	45,106,853.39	14,256,786.30	30,850,067.09

Negative fund balances YTD due to timing

Monthly Financial Variance Analysis: July 31, 2025

General Fund

Revenues

- Net income tax revenue collected YTD was \$13,148,010, and refunds issued YTD were \$347,166.55. Overall receipts, net of refunds, were up 5.48% as compared to July 2024, also net of refunds.
- Intergovernmental revenue is up YTD due to increase in funds received from the county, state grants, and ED/GE grants.
- Licenses, Permits and Fees is up YTD due to increase in land development fees and other permits and fees.
- Charges for Services is up YTD due to increase in cemetery revenue, weed cutting, ambulance service, and recreation programs.
- Other Revenue is down YTD due to a decrease in interest revenue received, reimbursements, and sponsorships.

Expenditures

- Council/City Manager expenditures are up YTD due increase in travel and transportation, data processing, and CRA Reimbursement to VBCSD.
- Non-Departmental expenditures are down YTD due to decrease in State/Local Fees, permits, licenses, property taxes, and technical supplies.
- Transfers Out are up due to budgeted transfers.

Police-Fire-Street CIP Fund

Revenues

- Intergovernmental is up YTD due to increase in state grants.
- Other Revenues is down YTD due to decrease in reimbursements.

Expenditures

- Police personnel expenditures are up YTD.
- Fire personnel expenditures are up YTD.
- Police Capital is up due to increase in office furniture & equipment, communications equipment, and vehicles.
- Public Works Capital is down due to timing.

Golf Fund

Revenues

- Except for other revenue, overall revenues are down YTD.
- Other Revenue is up YTD due to the sale of fixed assets.

- Transfers In is up YTD due to timing.

Expenditures

- Contractual Services is up YTD due to increase in equipment rental (golf carts), utilities and other services.
- Capital Expenditures is up YTD due to increase in machinery and services equipment and land improvements.

Water Fund

Revenues

- Service Charges & Collections is up YTD due to rate increases.
- Water Tap-In Fees are up YTD.
- Other Revenue is down YTD due to decrease in sale of water meters and sale of fixed assets.

Expenses

- Personal Services is down YTD.
- Materials & Supplies is up due to timing.
- Other Expenditures is up YTD due to increase in bank service charges.
- Capital purchases are down YTD due to timing.

Sewer Fund

Revenues

- Service Charges & Collections and Wastewater Treatment Fees are up YTD due to rate increases.
- Intergovernmental is up to due to increase in reimbursements/I&I funds from Tri-Cities.

Expenses

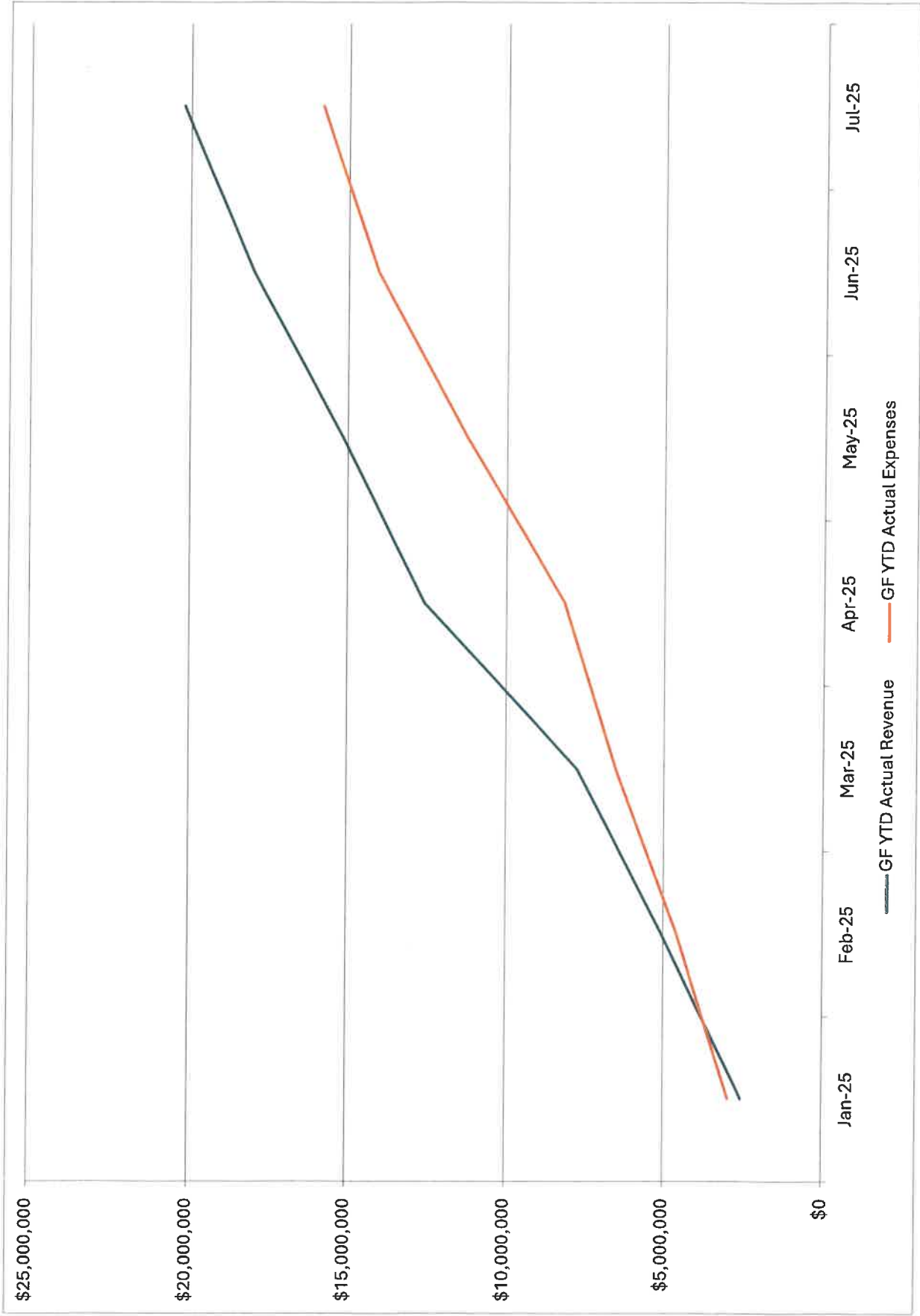
- Contractual Services is up YTD due to increase in communications, bank service charges, and payments to Tri Cities.
- Capital purchases are down YTD due to timing.

CITY OF VANDALIA
INCOME TAX REVENUE COMPARISON - NET OF REFUNDS
2025

PERIOD	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 FORECAST	2025 ACTUAL	Var. to Forecast over (under)	Var. to Prior Yr. over (under)	% VAR. TO FORECAST	% VAR. TO PY ACTUAL
JANUARY	1,476,154	1,700,956	1,787,561	1,952,195	2,140,560	2,179,733	1,802,384	(377,349)	(338,176)	-17.31%	-15.80%
FEBRUARY	1,252,025	1,126,039	1,155,865	1,392,230	1,380,442	1,455,843	1,609,902	154,059	229,460		
YTD	2,728,179	2,826,995	2,943,426	3,344,425	3,521,002	3,635,576	3,412,286	(223,290)	(108,716)	-6.14%	-3.09%
MARCH	1,478,428	1,337,796	1,362,275	1,643,196	1,672,288	1,732,835	1,885,429	152,594	213,141		
YTD	4,206,607	4,164,791	4,305,701	4,987,621	5,193,290	5,368,411	5,297,715	(70,696)	104,425	-1.32%	2.01%
APRIL	1,415,467	2,206,344	2,579,100	3,047,237	2,820,096	3,134,013	2,824,030	(309,983)	3,934		
YTD	5,622,073	6,371,135	6,884,801	8,034,858	8,013,386	8,502,424	8,121,745	(380,679)	108,359	-4.48%	1.35%
MAY	1,048,517	1,634,741	1,235,464	1,272,627	1,376,149	1,441,576	1,522,857	81,281	146,708		
YTD	6,670,591	8,005,876	8,120,265	9,307,485	9,389,535	9,944,000	9,644,602	(299,398)	255,067	-3.01%	2.72%
JUNE	1,396,201	1,393,164	1,506,028	1,597,652	1,826,375	1,827,320	2,007,718	180,398	181,343		
YTD	8,066,792	9,399,040	9,626,293	10,905,137	11,215,910	11,771,320	11,652,319	(119,001)	436,409	-1.01%	3.89%
JULY	1,589,480	1,239,270	1,370,798	1,593,382	1,248,932	1,567,051	1,495,691	(71,360)	246,759		
YTD	9,656,272	10,638,309	10,997,091	12,498,519	12,464,842	13,338,371	13,148,010	(190,361)	683,168	-1.43%	5.48%
AUGUST	1,237,765	1,461,277	1,475,294	1,396,583	1,313,679	1,558,786		(1,558,786)	(1,313,679)		
YTD	10,894,037	12,099,586	12,472,385	13,895,102	13,778,521	14,897,157	13,148,010	(1,749,147)	(630,511)	-11.74%	-4.58%
SEPTEMBER	1,493,925	1,398,308	1,793,560	1,423,183	1,874,328	1,892,973		(1,892,973)	(1,874,328)		
YTD	12,387,962	13,497,895	14,265,945	15,318,285	15,652,849	16,790,130	13,148,010	(3,642,120)	(2,504,839)	-21.69%	-16.00%
OCTOBER	1,229,632	1,172,064	1,641,209	1,697,616	1,502,056	1,801,436		(1,801,436)	(1,502,056)		
YTD	13,617,593	14,669,959	15,907,154	17,015,901	17,154,905	18,591,566	13,148,010	(5,443,556)	(4,006,895)	-29.28%	-23.36%
NOVEMBER	1,289,480	1,301,460	1,268,989	1,167,243	1,566,156	1,483,705		(1,483,705)	(1,566,156)		
YTD	14,907,074	15,971,419	17,176,143	18,183,144	18,721,061	20,075,271	13,148,010	(6,927,261)	(5,573,051)	-34.51%	-29.77%
DECEMBER	1,283,667	1,481,468	1,540,364	1,783,237	1,858,115	1,920,228		(1,920,228)	(1,858,115)		
YTD	16,190,741	17,452,887	18,716,507	19,966,381	20,579,176	21,995,500	13,148,010	(8,847,490)	(7,431,166)	-40.22%	-36.11%

Original Forecast \$21,995,500

**GF YTD Actual Revenue vs GF YTD
Actual Expenses (July 2025)**





TUESDAY, September 2, 2025 – 5:30 pm

Study Session

- Presentation: Healthcare Update - McGohan Brabender, Tricia Wahl & Kevin Hopf
- Presentation: Department Update Finance
- Resolution: Bid Award – Robinette Park Splash Pad
- Resolution: Emergency Operations Plan Revision
- Ordinance: PUD Mulberry Road – Copperfield Section 5
- Ordinance: PUD Major Amendment – 55 Foley Drive
- Ordinance: Supplemental
- Discussion: Agreement for Master Plan Division of Fire/Police Training Facility

Council Meeting

Communications, Petitions and Awards

- Introduction Director of Parks and Recreation Alicia McCracken, promotion date 7/27/25
- Introduction Recreation Superintendent Aaron Messenger, promotion date 8/11/25

Action Item

Resolution

- Bid Award – Robinette Park Splash Pad
- Emergency Operations Plan Revision
- OPWC grant funding for Pool & Randler (N) Ave Watermain Replacement
- PPM Revision/Update
- Towing Agreement Bid

Ordinance – First

Ordinance – Second Reading

- Sewer Use Update
- PC 25-0007 – 7100 Park Center Drive – Redwood Phase III (PUD Amendment & Final Plan)
- PC 25-0008 – 600 Corporate Center – PUD (District & Prelim Plan)
- PC 25-0009 – 3675 Wyse Road – Rezoning (O/IP to HB and I)

Ordinance – Emergency

- Supplemental

Variance/Conditional Use

- Conditional Use: PC 25-0010 – 3675 Wyse Road – Conditional Use (Truck Facility in the I District)

Executive Session - **Matters required to be kept confidential by federal law or regulations or state statutes.**

September 15, 2025

Study Session

- Presentation: Department Update – IT
- Resolution: Contract with AG's Office for collection of delinquent income tax balances
- August 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

- PUD Mulberry Road – Copperfield Section 5
- PUD Major Amendment – 55 Foley Drive

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing August

Executive Session

October 6, 2025

Study Session

- Resolution: 2026 Summer Schedule
- Resolution: Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- Contract with AG's Office for collection of delinquent income tax balances

Ordinance – First

Ordinance – Second Reading

- PUD Mulberry Road – Copperfield Section 5
- PUD Major Amendment – 55 Foley Drive

Ordinance – Emergency

Variance/Conditional Use

Executive Session

October 20, 2025

Study Session

- September 2025 Financial Reports
- Ordinance: Assessments July, August and September

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- 2026 Council Summer Schedule
- Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

- Assessments July, August and September

Variance/Conditional Use

Bill Listing September

Executive Session

November 3, 2025

Study Session

- Resolution: GSP & PT Pay Plan for 2026
- Ordinance: 2026 Budget

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

- 2026 Budget

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Executive Session

November 17, 2025

Study Session

- October 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- GSP & PT Pay Plan for 2026

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

- 2026 Budget

Variance/Conditional Use

Bill Listing October

Executive Session

December 1, 2025

Study Session

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Executive Session

December 15, 2025

Study Session

- November 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing November

Executive Session