

The Blue Letter

November 1, 2024

Honorable Mayor & Esteemed City Councilmembers:

Congratulations to Support Services Manager Anissa Kanzari who retired on October 31st after six years of dedicated service in the Police Division. Ms. Kanzari's duties as Support Services Manager included supervising the functions of the Division's Records and Communications Sections as well as coordinating police fiscal operations. During her tenure, she coordinated and overseen the training and implementation of Spillman Flex Software, a new Computer-Aided Dispatch (CAD) and Records Management System (RMS) for the Police Division in 2018. She coordinated the NexGen911 implementation and text-to-911 feature for the Communications Center. She was instrumental in selecting and implementing Emergency Medical Dispatching (EMD) protocols in the Communications Center to meet state requirements for all Public Safety Answering Points (PSAP). She also became an APCO trainer for EMD.

Anissa sat on the Spillman Flex Users Group to provide feedback to Motorola Solutions on updates and changes on software features. She implemented a rotating schedule change for the public safety specialists to adequately staff the Center during peak call volume and provide an improved employee schedule for work-life balance. Anissa was also part of the agency's peer support team and critical incident response team. She was key to updating practices and policies related to the dispatch and records sections. Anissa plans to spend her retirement enjoying golf, spending time with her adult children, caring for her parents, and judging domestic and international swimming competitions, including potential Olympic swim candidates.

We appreciate all the hard work, dedication, and commitment Anissa provided to the City of Vandalia during her employment. We wish her the absolute best success in retirement!

Open Enrollment for 2025 - Open Enrollment for 2025 medical, dental and health savings accounts will begin November 4th and will run through November 15th. All regular full-time employees working at least 40 hours are eligible to enroll or apply for benefits. Please contact HR Manager Leann Hanf if you need assistance enrolling or have any questions. I have included the Open Enrollment flyer and Open Enrollment Checklist.

Vandalia Recreation Center Veteran's Day Special – To show our appreciation to those who wore the uniform and served our country, the Vandalia Recreation Center is offering free admission for Veterans and their families. Veterans who are already VRC members will receive a free guest pass to bring someone with them. Veterans may enjoy any fitness class for free.

Monday, November 4, 2024, Study Session:

The Study Session will begin at **5:00 p.m.** There will be no City Council meeting following the Study Session due to lack of agenda items.

Study Session:

Presentation:

Proclamation - World Day of Remembrance - Mayor Herbst will present a proclamation to members of the Bicycle Committee proclaiming November 17, 2024, as World Day of Remembrance for Road Traffic Victims.

Monday, November 18, 2024, Items:

Resolution: OARnet Purchase Agreement for VMware Software – The IT Department is requesting City Council's approval of a 5-year purchase agreement with OARnet for VMware subscription licensing. VMware, recently acquired by Broadcom, has shifted from perpetual licenses to a subscription model, increasing costs. Although the new agreement is more than double our previous contract, OARnet's discounted rates remain the most cost-effective option. The total cost of the 5-year agreement is \$91,213.44, with the Year 1 payment retroactively covering July 31, 2024, to July 30, 2025. IT Manager Davey is recommending that city council waive formal bidding and approve a 5-year purchase agreement with OARnet for VMware subscription licensing for a total cost of \$91,213.44 to ensure continuity of our virtual infrastructure at the best available rates through OARnet. To cover the additional costs in 2024, IT Manager Davey is recommending a supplemental budget appropriation of \$8,103.64, which will be included in the budget appropriation request by Finance.

Ordinance: Supplemental – Mrs. Leiter will discuss a 2024 supplemental appropriation Ordinance for the following items:

General Fund:

Police - Administration:

- **\$400.10** – increase appropriations to account for costs related to a personal charge to a hotel for hotel reservations made in error by an employee on the city purchasing card. The employee reimbursed the city for the expense.

Police - Operations:

- **\$8,039** – increase appropriations to account for a donation to the Division of Police to apply to the purchase of furniture for an outdoor seating area at the Justice Center.
- **(\$17,500)** – decrease appropriations from the fuel account in the operations department within the General Fund to the Police-Fire-Street CIP Fund to purchase an E-bike and camera/audio. Both pieces of equipment were originally requested in the 2025 Capital Budget but were removed and the items were purchased in 2024.
- **\$6,660.48** – increase appropriations to account for costs related to repair work on two police vehicles that were recently damaged. The City's insurance provider will reimburse the costs.

Fire:

- **\$5,000** – increase appropriations to account for revenue received from the sale of ten (10) used Motorola portable radios to the Harrison Township Fire Department and reimburse the expense account in the General Fund.

- **\$100** – increase appropriations to account for costs associated with the purchase of candy to be used at fall 2024 events attended by the Division of Fire. A donation was received from the American Legion Auxiliary Post 668 to cover the costs of the candy.

IT:

- **\$8,103.64** – increase appropriations to account for costs related to VMware. The current VMware vendor was purchased by Broadcom and the licensing model changed from perpetual to a subscription. To obtain competitive pricing, the city must commit to a 5-year pricing agreement. The change in cost is significantly higher but is still quite a bit less than retail cost. The city's contract expired at the end of July; therefore, the new price went into effect beginning in August 2024 moving forward. The increase in cost was not included in the 2024 Budget, and part of the cost was offset by unused budgeted funds in other accounts.

Non-departmental:

- **\$400,000** – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund. The grant funds received from the State of Ohio were applied to the General Fund and will be transferred to the Capital Improvement Fund to be used as an offset for costs associated with the Robinette Park Improvements Project.
- **\$2,200,000** – increase appropriations to account for the transfer of funds from the General Fund to the Golf Fund to offset costs associated with the Golf Course Irrigation System Project.

OMVI E&E Fund:

- **\$38,529.93** – increase appropriations to account for the transfer of funds from the OMVI E&E Fund to the OMVI Indigent Fund. An internal audit was conducted, and it was determined that funds were posted to the OMVI E&E Fund and should have been posted to the OMVI Indigent Fund.

American Rescue Plan Act Fund:

Parks & Recreation – Parks:

- **(\$296,164)** – decrease appropriations in the Parks department and increase appropriations in the Golf Course Maintenance department. Additional outside funding was received to offset costs related to the Robinette Park improvements project; therefore, another need for use of the remaining ARPA funds has been identified and will be used to offset costs associated with the Golf Course Irrigation System Project.

Golf Course – Course Maintenance:

- **\$297,467** - increase appropriations in the Golf Course department. Additional outside funding was received to offset costs related to the Robinette Park improvements project; therefore, another need for use of the remaining ARPA funds has been identified and will be used to offset costs associated with the Golf Course Irrigation System Project.

FEMA Special Revenue Fund:

- **\$32,761.17** – increase appropriations to account for the transfer of funds from the FEMA Special Revenue Fund to the General Fund. The funds received from federal grants (fire prevention and safety and the 2024 Eclipse event) are required to be posted to the FEMA Special Revenue Fund and subsequently transferred to the appropriate fund the expenditures were originally expensed from.

Capital Improvement Fund:

Parks & Recreation – Parks:

- **\$366,000** – increase appropriations to account for costs related to the design services, and due to the removal of the ARPA funds originally earmarked for the Robinette Park improvements project, which have now been designated for use on the Golf Irrigation System Project.

Police-Fire-Street CIP Fund:

Street:

- **(\$717,132)** – decrease appropriations to account for the revenue and expense related to the Webster St resurfacing project. The city received a grant that was used to offset the expense and neither the revenue nor the expense was required to be processed through the city's finance software system.

Police - Operations:

- **\$17,500** - increase appropriations from the fuel account in the operations department within the General Fund to the Police-Fire-Street CIP Fund to purchase an E-bike and camera/audio. Both pieces of equipment were originally requested in the 2025 Capital Budget but were removed and the items were purchased in 2024.

CDBG Fund:

Non-departmental:

- **(\$50,000)** – decrease appropriations to account for an expense transfer from a multiple purpose department account code included in the CDBG Fund to the sewer department account code to properly apply the expense to the correct department affiliated with the project.

Sewer:

- **\$50,000** - increase appropriations to account for an expense transfer from a multiple purpose department account code included in the CDBG Fund to the sewer department account code to properly apply the expense to the correct department affiliated with the project.

Golf Fund:

Course Maintenance:

- **\$30,000** – increase appropriations to account for costs related to storm damage to power lines from the wellfield for the irrigation system.
- **(\$297,467)** – decrease appropriations related to costs associated with the Golf Course Irrigation System. The remaining funds in the ARPA Fund will be used to offset part of the total cost of the Irrigation System Project.

Ordinance: 2025 Budget and Budget Adjustment Items – This ordinance authorizes appropriations for FY 2025. The City's operating, capital, and revitalization budget is a policy document and fiscal plan that we use to set out anticipated revenue and expenditures for accomplishing a variety of public services over a given time. The 2025 budget is scheduled to be on the November 18, 2024, Council Meeting agenda for a first reading. Pending passage in a first reading, the budget is scheduled for a second reading and adoption on December 2, 2024.

Discussion Items:

Outfront Media Leases – The City acquired what is now Stonequarry from a farmer that had existing billboard leases. The leases original terms expired and are now year to year. It is unlikely that the City will develop land such that the signs will be an issue. Outfront Media has requested that we enter into long-term agreements.

Vandalia Pumpkin Smash, Saturday, November 9th - Prepare for a smashing good time at the Vandalia Sports Complex from 11:00 am to 1:30 pm. Grab your gourds and join us for a day of pumpkin-smashing mayhem. From gravity-defying drops to pumpkin bowling, it's a carnival of orange explosions and satisfying splatter. Unleash your inner pumpkin demolition expert and turn ordinary pumpkins into extraordinary memories. All pumpkin debris will be composted after the event. Free to attend, all ages are welcome.

Veterans Day Service, Monday November 11th - A Veterans Day Service will take place at the Veterans Memorial, in the Vandalia Sports Complex, at 11:00 am. This service will be led by the local Vandalia and Bulter Township Veterans Organizations. Councilmembers and employees are encouraged to attend.

Legislative Calendar - The calendar is included in your packets for your review.

The Council Study Session is on **Monday, November 4, 2024, at 5:00 pm**. The meeting will be an in-person meeting in the Council Chambers at 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. The meeting is open to Council, staff, and the public to attend in-person. The meetings will be accessible for viewing through Zoom. You may contact the City at 937-415-2256 or aswartz@vandaliaohio.org for the phone number and link to this meeting. Please note, in compliance with Ohio Revised Code, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The Study Session will begin at 5:00 pm, with no Council Meeting following, due to lack of agenda items.**

Please contact me directly with comments and questions.

Very Respectfully,

Mark Schwieterman
City Manager

CC: Board and Commission Members
All City Employees

Attachments:

1. PD Personnel Order – Retirement of SSM Anissa Kanzari
2. City of Vandalia 2025 Open Enrollment Overview; and
3. 2025 Open Enrollment Checklist
4. VRC Veterans Day Special
5. Pumpkin Smash



Personnel Order

TITLE: RETIREMENT OF SSM ANISSA KANZARI **NO. 24-27**

EFFECTIVE DATE: October 30, 2024

Support Services Manager Anissa Kanzari will retire on October 31, 2024, after 34 years in public safety, with six of those years with the Vandalia Division of Police. She previously served with the Clark County Sheriff's Office, Yellow Springs PD, Montgomery County Sheriff's Office, and Trotwood PD.

Ms. Kanzari's duties as Support Services Manager included supervising the functions of the Division's Records and Communications Sections as well as coordinating police fiscal operations. During her tenure, she coordinated and oversaw the training and implementation of Spillman Flex Software, a new Computer-Aided Dispatch (CAD) and Records Management System (RMS) for the Police Division in 2018. She coordinated the NexGen911 implementation and text-to-911 feature for the Communications Center. She was instrumental in selecting and implementing Emergency Medical Dispatching (EMD) protocols in the Communications Center to meet state requirements for all Public Safety Answering Points (PSAP). She also became an APCO trainer for EMD.

Anissa sat on the Spillman Flex Users Group to provide feedback to Motorola Solutions on updates and changes on software features. She implemented a rotating schedule change for the public safety specialists to adequately staff the Center during peak call volume and provide an improved employee schedule for work-life balance. Anissa was also part of the agency's peer support team and critical incident response team. She was key to updating practices and policies related to the dispatch and records sections.

Anissa plans to spend her retirement enjoying golf, spending time with her adult children, caring for her parents, and judging domestic and international swim competitions, including potential Olympic swim candidates.

We appreciate all the hard work, dedication, and commitment Anissa provided to the City of Vandalia during her employment. We wish her the very best success in retirement!

Issued by: Chief Kurt E. Althouse

Post: October 30, 2024

Remove: November 30, 2024

2025 Open Enrollment

2025 Highlights

- ❖ NEW Life and Voluntary Life will move to The Standard
- ❖ Deductibles on the HSA Plan will increase to \$3,300 Single and \$6,600 Family to meet IRS Minimums
- ❖ Health Savings Accounts moving to WealthCare Saver (through Navia). A new WealthCare Saver account will be opened for you and more instructions will be coming on options for your existing Health Savings Account
- ❖ Waiving insurance incentive increasing to \$2,000 annually (for payouts starting in 2026, for those who waive insurance for the entirety of 2025)
- ❖ Xplore site to benefit information all year long still available with new AI Chat feature



Important To Do Items

- ✓ Enrollment through Employee Navigator – log into Xplore and click on the Enroll Now button
- ✓ Update your beneficiaries (if applicable)

Open Enrollment Deadline: November 15th, 2024

OPEN ENROLLMENT

Open enrollment for the medical, dental and health savings account begins November 4th and runs through November 15th. The effective date for all changes will be January 1, 2024.

ELIGIBILITY INFORMATION

All regular full-time employees working at least 40 hours are eligible to enroll or apply for the benefits listed on the following pages as long as the eligibility requirements are met. If your spouse is employed and their employer offers coverage that is \$100 or less per month, they are *not eligible* for coverage under the City of Vandalia plan. If your spouse's coverage is in excess of \$100/month, a spousal coverage form must be completed by your spouse's HR department and returned to the City of Vandalia's Human Resources department.

MAKING CHANGES DURING THE YEAR

Please remember that the only time enrollment changes can be made outside of open enrollment is in the case of a qualifying event. Examples of qualifying events include but are not limited to: birth, adoption, death, divorce and marriage. It is your responsibility to notify HR of a qualifying event. Enrollment through Employee Navigator must be completed within 30 days of the event.

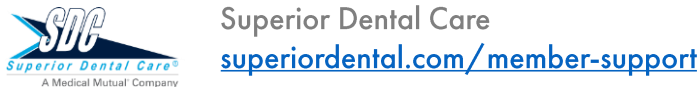
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Important Contact Information

Medical & Pharmacy:



Dental:



Vision:



Life & Disability:



FSA & HSA Administration



Xplore Benefits Site



<https://tinyurl.com/vandaliabenefits>



Tricia Wahl
Account Manager
twahl@mbbenefits.com
513-417-8093

Nick Bridgett
Benefit Specialist
nbridgett@mbbenefits.com
513-653-0384

McGohan Brabender Advocates:

Claims, Billing, Pre-Authorization Assistance:

Monday – Friday, 8 a.m. to 5 p.m. EST
Phone: 937.260.4300 or 877.635.5372
Email: mbadvocates@mbbenefits.com



Leann Hanf
(937) 415-2258
lhaf@vandaliohio.org

Disclaimer: This benefit overview only summarizes your benefit plans. If there is a discrepancy between the information in this overview and the official plan documents, the plan documents will always govern. While the company intends to continue these plans, it reserves the right to change, amend or terminate them at any time for any reason.

CHECKLIST | OPEN ENROLLMENT FOR EMPLOYEES

2025 Open Enrollment Guide	Completed
Review your current benefits plan and elections.	☐
Determine whether you or a family member is covered by Medicare.	☐
Review all benefit plan and election options on our Xplore Website! City of Vandalia Benefits	☐
Make a list of any questions you may have regarding benefit plans and options.	☐
Call or Email HR to answer any questions you may have regarding your benefit plans and options.	☐
Calculate how much each benefit plan option will cost you per paycheck.	☐
Evaluate how each benefit plan option covers your medical costs, including copays, coinsurance, deductibles, premiums and prescriptions.	☐
Review options such as flexible spending and health savings accounts.	☐
Login to your Employee Navigator account https://www.employee navigator.com FIRST TIME USERS - Use the Company Identifier CitOfVan2023 to log in RETURNING USERS – you created a username and password last year, you can use the same credentials to log in. There are “reset username” and “reset password” options for those who previously created an account.	☐
Confirm your beneficiaries are current and accurate.	☐
Confirm your email, address, and phone numbers are accurate.	☐
Walk through each benefit option & choose to either elect or waive.	☐
If you are enrolling your spouse, complete the spousal form & return it to HR by 11/30/2024.	☐
If you are enrolling a new dependent for the first time, send dependent documentation to HR by 12/31/2024. Dependent Documentation is as follows: Spouse (need <u>both</u> items listed below) 1. Marriage Certificate that has been filed with the courts (different from your marriage license) 2. Front page of your most recent federal tax return (1040) showing how you filed Child (need <u>one</u> of the following) 1. Child's birth certificate list you/your spouse as parent/legal guardian 2. Adoption/custody paperwork filed through the courts showing you/your spouse as legal guardian	☐
Celebrate! Your 2025 Elections are complete 😊	☐



**Vandalia
Recreation
Center**

Veteran's Day Special! Monday, November 11, 2024

Free admission will be offered to the Vandalia Recreation Center for Veterans and their families.

Veterans who are already VRC members will receive a free guest pass to bring someone with them.

Veterans may enjoy any fitness class FREE!



**The Vandalia Recreation Center
and the City of Vandalia
appreciate you, and
thank you for your service.**



vandalia^{ohio}
small city. big opportunity.



Vandalia
Recreation
Center



Vandalia Pumpkin Smash

Saturday, November 9 | 11:00am - 1:30pm

Sponsored by: MetroNet metronet[™]
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Prepare for a smashing good time at our Pumpkin Smash! Bid a gleeful farewell to your Halloween pumpkins in the most spectacular way possible. Grab your gourds and join us for a day of pumpkin-smashing mayhem. From gravity-defying drops to pumpkin bowling, it's a carnival of orange explosions and satisfying splatter. Unleash your inner pumpkin demolition expert and turn ordinary pumpkins into extraordinary memories. Let the smashing commence – it's the ultimate pumpkin farewell party! All pumpkin debris will be composted after the event.

Ages: All ages welcome

Fee: Free to attend

Location: Vandalia Sports Complex Baseball Concession Stand

