

THE BLUE LETTER

OFFICE OF THE CITY MANAGER



333 James E. Bohanan Drive • Vandalia, OH 45377 • (937) 898-5891

May 20, 2022

Honorable Mayor & Esteemed City Councilmembers:

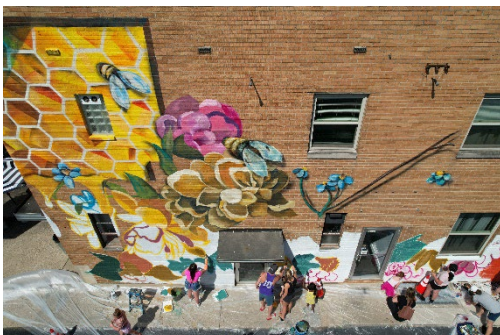
On Monday, Mayor Herbst issued proclamations in honor of Mr. Brady Schneider, Ms. Ashley Arnett, and Mr. Jackson Clark. These athletes will be completing in the Ohio Special Olympics Summer Games this June. The motto of the Special Olympics is, "But if I cannot win, let me be brave in my attempt." You could feel the excitement as families and communities rallied to lift each other up. This is the Vandalia way.

As a team, we must be purposeful in our approach to serving the community. To our corps of public servants, I say:

1. Live inspired.
2. There is always a way.
3. No more as-is. Change the World.
4. Anything is possible.



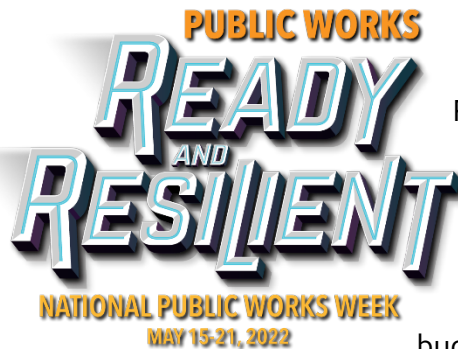
Garage Sale Weekend! Garage sale weekend is upon us. [A list of treasures is on the City website \(LINK\).](#) We have allowed Butler Township residents to register this year as well.



Community Paint Day! If you were one of the 50 people who helped us paint our first public mural – you already know that it was a blast! This is enhancing Vandalia's *cool factor*.

Electric Generation & Aggregation: The City has been getting a lot of requests for information regarding electric bills. I have enclosed some

information from Mrs. Holly Wiggins of AES. Mrs. Wiggins will come to the next meeting of City Council to share some information. Residents can use the [Energy Choice Ohio \(link\)](#) website to consider aggregation options.



Public Works Week! It is public works week. As a team and community, we are thankful for the hard work of the Public Works Division.

Financial Update: Income tax revenue is strong – and currently up 8.55% (\$553,570) from 2021. As of April 30, 2022, the amount collected YTD was \$7,027,091, and is 7% higher than the estimated YTD amount based on the budget.

National Police Week: May 15th – May 21st is National Police Week 2022. As a community, we are recognizing the sacrifice of Police Officers who have made the ultimate sacrifice while serving their communities. In many cases, households are leaving blue lights on their porches at night.



Public Safety Professionals of the Year! Recently, the Vandalia Lions and Lioness clubs honored and recognized Jason Lawler, Firefighter of the year; Derek Copp, EMS Paramedic of the year; Officer Rich Sommer, Police Officer of the year; and Public Safety Specialist Haley Rue as PSS of the year! were nominated and selected by a panel of their peers for these awards in 2021.

Congratulations Dennis Edwards! Public Works Technician Dennis Edwards will be retiring from the City of Vandalia on May 31st. I am thankful for his 25 years of service. He told me that he plans to spend a lot of time fishing and with his family. Best of luck!

Recruitment! There are several open recruitments including full-time Police Officer and Public Works Technician. This week, we established an eligibility list for Public Safety Specialist. Soon, we will be establishing eligibility lists or opening recruitments for Mechanic at Facility Maintenance, Firefighter/Paramedic/Inspector, City Planner, Zoning and Planning Administrator, and City Engineer. The City continues to have success recruiting applicants for the Part-Time Firefighter / Paramedic / EMT – I / EMT recruitment. There are several part-time vacancies as the City is



looking for summer help and has updated the part-time pay plan. Scan the QR code or visit VandaliaOhio.org/Jobs to view open recruitments.

Collective Bargaining: Last week, I reported that the union representing the Public Works employees filed a strike notice. I am pleased that our team of public servants instead decided to report to work. The City of Vandalia remains committed to reaching an agreement that is beneficial to both employees and taxpayers.

Senior Center Attendance! 721 people visited the Senior Center for various programs and activities between April 19 and May 2 for an average of 72.1 visits per operating day. The number of member daily visits continues to rise, and we are thankful for this enrichment.

Parks & Recreation Survey! The survey is hitting mailboxes and the consultant has reported more than 200 responses. The City must achieve about 375 responses to have a statistically valid sample of responses. Recipients of the survey will be given a one-day family pass to the Vandalia Recreation Center. There is some confusion regarding the instructions for redeeming this pass. I will send out a correction in the next week. The survey can be taken in paper form or online. Duplicate answers will be discarded as will any answers that are not validated from a matching address in the sample of randomly selected homes. In June and early July, we will be sending out an online survey for all users of our parks system.

Facility Infrastructure: The Facility Infrastructure Project roof work is underway at the Vandalia Recreation Center and Justice Center. Staging work will begin on the municipal center early next week.

Knights Inn Shooting – Flock Security System: Please see this update from Chief Althouse.

On Monday evening, May 2, officers responded to a shooting incident at the Knights Inn. Officers arrived to find one male victim with a minor injury to his shoulder. The other party involved was gone. The initial investigation revealed that after a road rage incident which began in Harrison Township, both parties ended up at the Knights Inn. According to the victim, he was attempting to leave the hotel parking lot when the suspect began shooting at his vehicle with a rifle. The victim returned fire with a handgun as he was trying to return to the hotel lot for cover. The victim did not know the suspect and was unable to obtain the suspect vehicle's license plate. Officers were able to identify a possible suspect vehicle using the newly installed Flock License Plate Reader system. The system recorded the license plate of a vehicle matching the description provided by the victim. Using this information, detectives were able to confirm the identity of the suspect and worked with the Adult Parole Authority to take him into custody. The suspect is currently incarcerated at the Montgomery County Jail on parole violation charges. VPD Detectives are still working on the investigation and criminal charges are pending for the shooting. Without the Flock system, it is likely we would not have identified or developed any suspect in this case.

Webster Street Resurfacing: Engineering for the Webster St. resurfacing project will begin this year and finish up in 2023. The project will be completed in 2024 at an estimated cost of \$979,414. Public Service Director Cron obtained a \$717,131 STP grant funding from MVRPC for this project. #nice

Gabriel Street: Sturm Construction continues to work on Gabriel Street. They have installed the new storm sewer and watermain. The new watermain has been installed and put into service. The old main will remain in service until all service connections are made. They are currently working on the sanitary sewer main installation and the service connection to the residents. Chad Baughman has been providing updates regarding access to this neighborhood for our emergency services departments.

Asphalt Patching: Asphalt patching has been a priority during this period. Crews have repaired several patches throughout the City using nearly 100 tons of asphalt including a large area on Dixie Drive near the library.

Department / Division Updates: Chief Follick and Chief Althouse have given great updates on their service areas at the last two study sessions. I have enclosed those presentations.

City Manager

Attachments:

1. Information Update - ACM Holloway – May 19, 2022;
2. Information Update - Director Leiter – May 18, 2022;
3. Information Update - Chief Follick – May 19, 2022;
4. Information Update - HR Manager Pruszynski – May 19, 2022
5. Information Update - Director Clark – May 19, 2022;
6. Information Update - Chief Althouse – May 19, 2022;
7. Information Update - Director Cron – May 19, 2022;

To: Dan Wendt, City Manager
From: Amber Holloway, Assistant City Manager
Date: May 5, 2022
Subject: Information Update



- On Friday, April 22, I presented two applications for ED/GE funding before the ED/GE committee. We will find out award recommendations this week.
- On Monday April 25:
 - Staff from DES, Fire and I met with a developer interested in property in Northwoods Business Park.
 - We held our quarterly Bicycle Advisory Committee Meeting.
- You, Missy, and I met with McGohan Brabender to discuss healthcare.
- You, Rob, and I met with Choice One Engineering to discuss the utility extension project for the area west of Airport Access Road.
- I attended the annual Arbor Day tree planting in Helke Park on Friday, April 29.
- On Friday, April 29, we announced our first mural project. Artist Tiffany Clark began painting on Monday May 2. We have been getting a lot of positive feedback about this project on our social media sites! We will hold a Community Paint Day for anyone interested in being a part of the project on May 14 from 10 am -1 pm.
- On Saturday, April 30, I volunteered for the Retreet Planting Day through Keep America Beautiful and MVRPC. This is a campaign to restore the tree canopy that was destroyed in the 2019 Memorial Day tornados. My team planted trees in Trotwood, Butler Township, and Vandalia. There will be a fall planting as well which we will be promoting to our residents, especially those who were in the direct path of the tornado.
- I, along with a number of staff members, attended the Culver's Ribbon Cutting on Monday May 2nd. This was a very nice event with a great turnout to welcome Culver's to

the community. They are wrapping up a few final details on landscaping now. The project should be complete very soon.

Communication Update

- Rich attended the Captains Meeting for the Corporate Challenge on Thursday. So far, we have had a good start to our recruiting efforts for the 2022 Vandalia Corporate Challenge. The Challenge runs from June 5 – 10. We have a few more planned employee pitches set to go to round out our team by opening day.
- Shred Day prep is well underway. Shred Day is Friday, May 20 from 9 a.m. to Noon. This past week we confirmed all of the details with our vendor and expect things to run very smoothly.
- We've had a good response thus far from people registering their garage sales for Garage sale Weekend. So far roughly 38 sales have been registered. We anticipate that number will climb close to 100 by the May 17 deadline. All of the registered sales will be included in an interactive map that will be posted on Wednesday, May 18.
- We have a meeting this week planned to discuss the Summer joint newsletter with Butler Township and the schools. Story ideas we are considering include the downtown mural at 115 E. National Road, the annual street resurfacing project, an online survey to support our parks and recreation master plan, and our Star-Spangled Celebration event.
- Rich will complete editing for Focus Vandalia on Tuesday. Upcoming episodes will focus on Council Goals, the Art Park's Images display opening, Shred Day, Garage Sale Weekend, the Star-Spangled Celebration, CampRec, and the City's annual resurfacing program.

To: Dan Wendt, City Manager
From: Amber Holloway, Assistant City Manager
Date: May 19, 2022
Subject: Information Update



- On Thursday May 5, I attended the ED/GE funding meeting where we were approved for \$525,000 in grant funds to support two prospective economic development projects.
- I attended First Friday coffee at the Library on Friday May 6 to talk about the mural and spread the word about Community Paint Day.
- On Monday, May 9:
 - I, along with Marie Davis of the DDC, met with a Vandalia company to discuss workforce.
 - I attended the Spring Council Retreat.
- On Tuesday, May 10, I met with two developers to discuss proposed developments in Vandalia.
- On Wednesday, May 11:
 - Rob and I met with a senior living developer to discuss a proposed development in Vandalia.
 - I met with a Vandalia business to discuss options for expanding parking.
- On Thursday, May 12, I attended the Tri-Cities Planning meeting.
- Saturday, May 14, we held Community Paint Day. We had more than 50 people show up to help us paint. The mural is now within just a few painting hours of completion. This project has been met with a lot of positive feedback and excitement from the community.
- On Monday, May 16, Staff from DES and I held our monthly development meeting.
- I met with a developer interested in property in Vandalia on Tuesday, May 17.
- Wednesday, May 18:
 - I attended the BusinessFirst! Meeting in Miamisburg.

- I submitted information to the DDN for the three-year anniversary of the Memorial Day Tornado.
- On Thursday, May 19:
 - I attended the Keller Williams Ribbon Cutting.
 - You and I attended Triad Technologies VIP Night.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: May 5, 2022

Re: Information Update - Period Ending May 6, 2022

1. YTD April 30, 2022, overall Income tax revenue is up 8.55% (\$553,570) from 2021. Withholding tax is up YTD 6.58% (\$304,769); individual tax is up YTD 42.32% (\$271,477); Business net profit tax is down YTD 1.89% (-\$22,676). The amount of income tax revenue budgeted for 2021 is \$17,675,000. The amount collected YTD was \$7,027,091, and is 7% higher than the estimated YTD amount based on the budget.
2. I attended a regularly scheduled council workshop.
3. Finance continues to provide data to the compilation team and auditors from Plattenburg and Associates for the 2021 Annual Report and audit.
4. Finance continues to gather and provide required information to assist bond counsel in the preparation to secure financing through the issuance of bonds for the Dog Leg Rd utility project.
5. I attended a meeting with representatives from the City and McGohan Brabender to discuss the City's healthcare plan for the upcoming year.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: May 18, 2022

Re: Information Update - Period Ending May 20, 2022

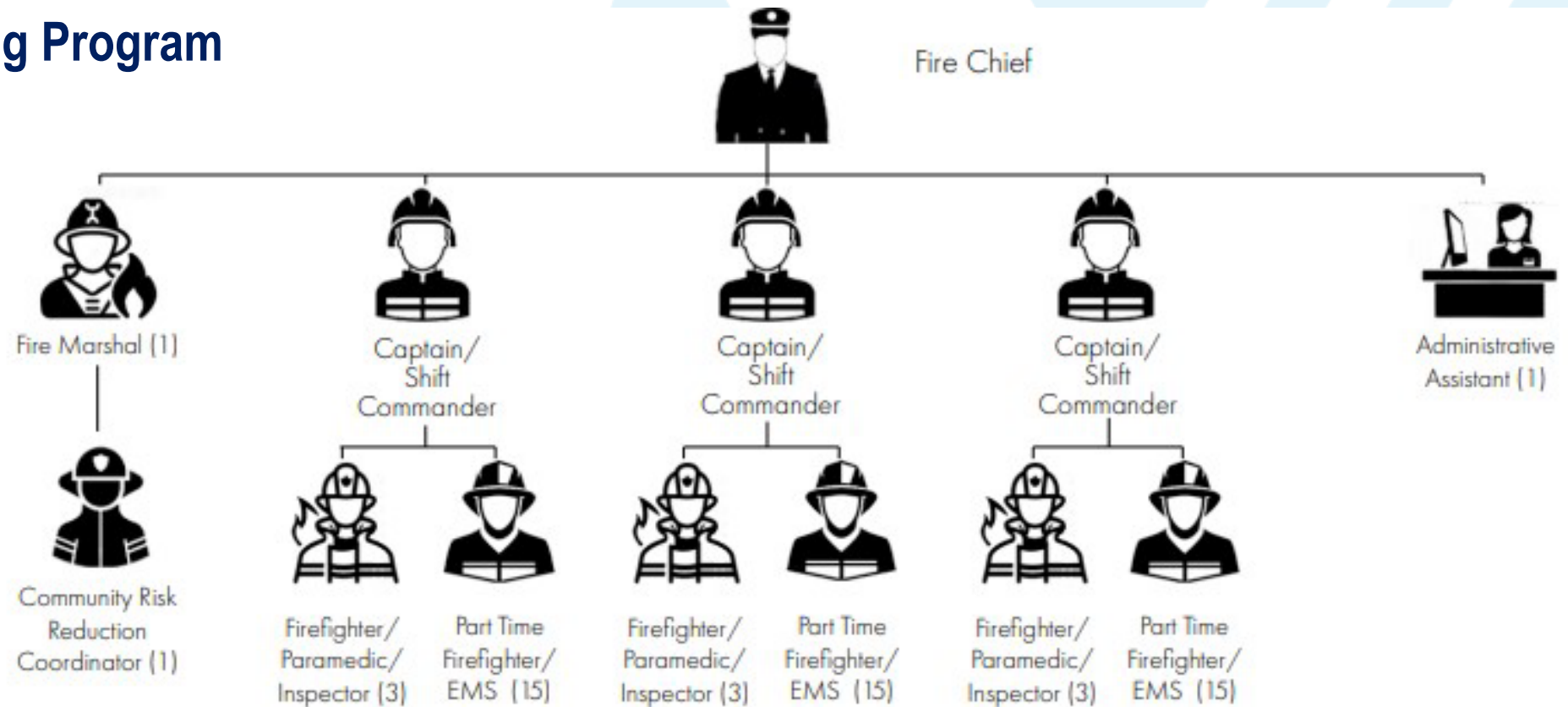
1. I appreciated the invite and attended the council retreat. The event was a wonderful opportunity to interact and connect with Council on a more personal level.
2. Finance continues to provide data to the compilation team and auditors from Plattenburg and Associates for the 2021 Annual Report and audit.
3. Finance continues to gather and provide required information to assist bond counsel in the preparation to secure financing through the issuance of bonds for the Dog Leg Rd utility project.
4. I attended a regularly scheduled council workshop.
5. I attended a TCA Finance Committee meeting where I presented the April 2022 YTD financial information.
6. Finance staff participated in the annual City-wide shred day.
7. I attended the Butler High School 43rd Memorial Program.



DIVISION OF FIRE UPDATE

Current Staffing

- **Daily Staffing**
 - Shift Commander
 - (3) FT Fire/Medic/Insp
 - (5) PT Fire/EMS
- **Joint Staffing Program**



DIVISION OF FIRE'S COMMITMENT



SMALL CITY BIG OPPORTUNITY

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

Improve life in Vandalia.

Fire/EMS Services Value Add.



SAFE & SECURE

Ensure Vandalia remains a safe and secure community by investing in both traditional public safety operations and creative outreach efforts to meet the evolving needs of our residents & visitors.



SHARPEN THE SAW

Commit to process improvements by purposefully refining practices and leveraging technology to improve internal & external customer service.



FISCAL SUSTAINABILITY

Leverage the operating position to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices



GOALS FOR 2022



- Recruiting & Retention
- First Tier Training
- Improve Visibility in Schools
- Community Risk Analysis (CRA)
 - Grant to perform
- Leverage Technology
 - New Data Management Software
 - Roll Out New TICS
 - Improve/Enhance Training
- Ladder In-Service



MONTGOMERY COUNTY FIRE CHIEF'S FIREFIGHTERS OF THE YEAR



- Mobile Vaccination Team
- 100+ Vaccinations Provided
- Still providing today
- First Department in Region to have MVT
- Model for the county
- Model for the county policies and procedures
- Strong Medical Direction



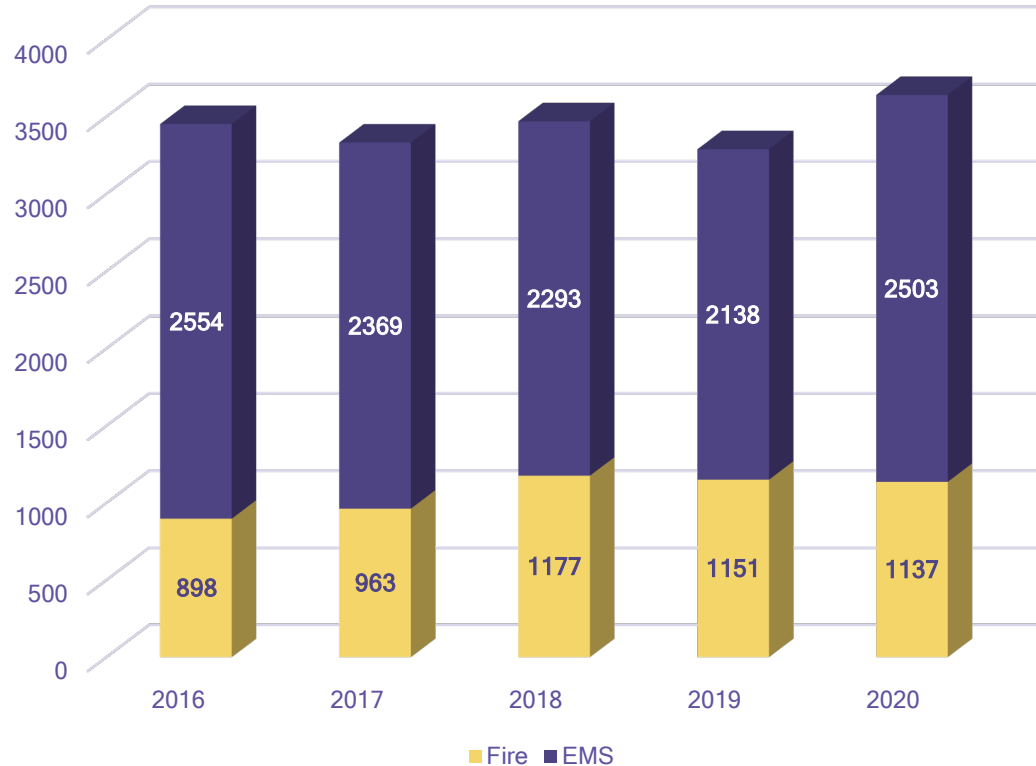
PUBLIC PROTECTION CLASSIFICATION PROGRAM (ISO)



- Vandalia ISO 3/3X (2015)
- ISO 3-only about 3644, top 15% in country
- ISO 3-221 in Ohio, top 22% in Ohio
- Continue to work to maintain, improve (2/2x)
 - Will be helpful with economic development moving forward.



CALLS FOR SERVICE (CFS)

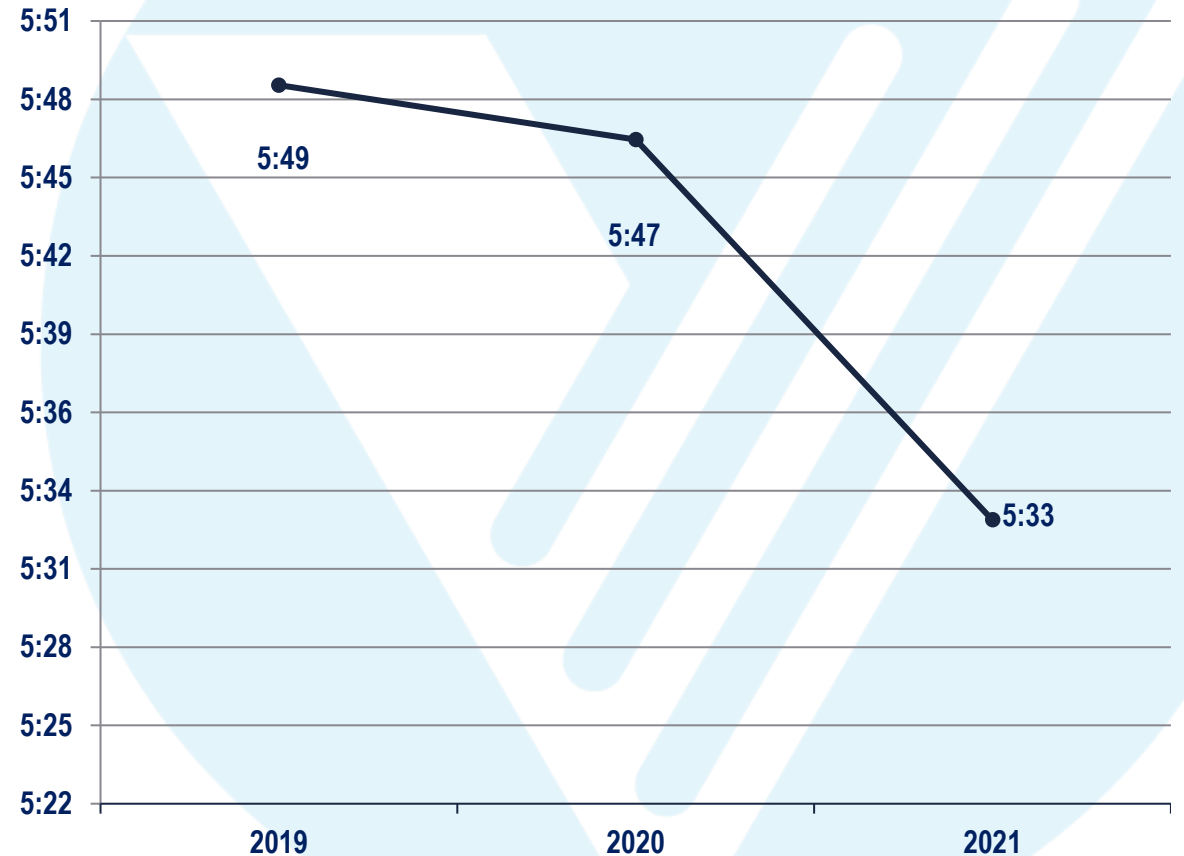


- Calls for service continue to increase.
 - Up 10% from 2019-2021
- EMS calls for service 70%
- Subtle increases in fire responses x5 yrs.
- 31% overlapping CFS

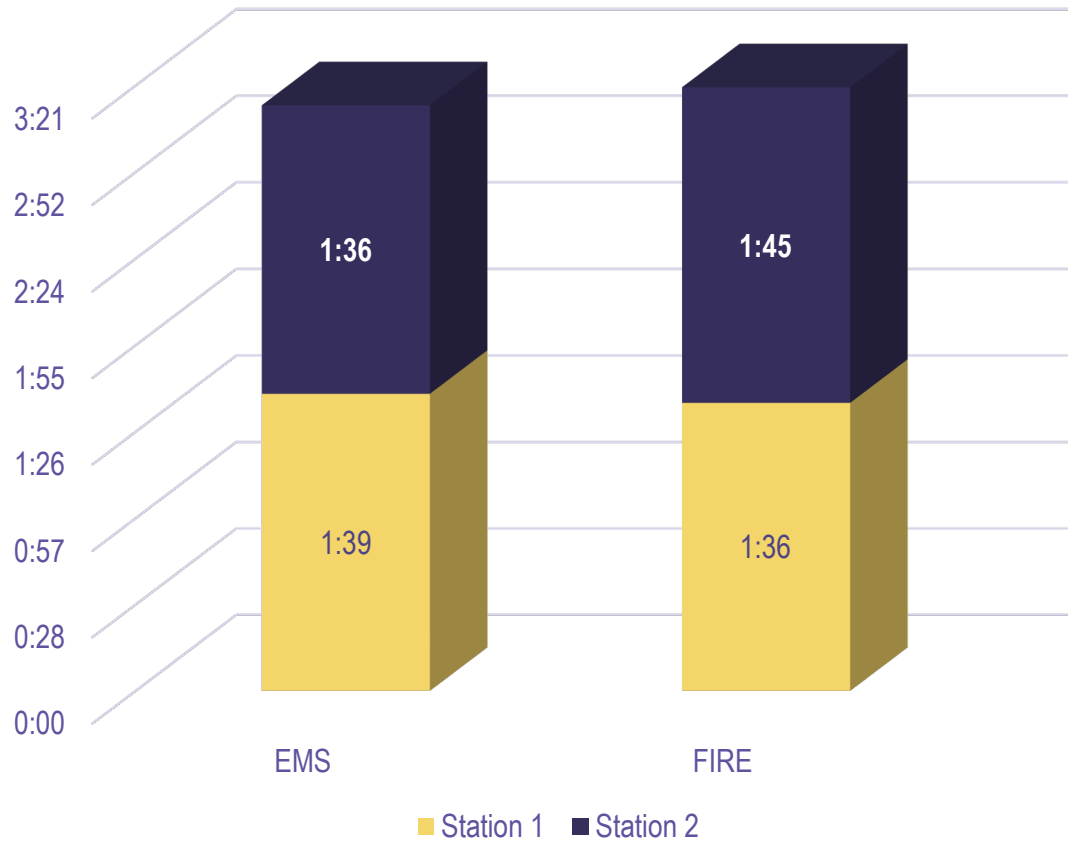


RESPONSE TIMES

- Definition of Response Time
 - Call handling
 - Turnout Time
 - Total Response Time
- Strategic Planning Goal (5:30)
 - National Standards
- What are we doing to reduce times.
 - Not Driving Faster!
 - Preemption



TURNOUT TIMES

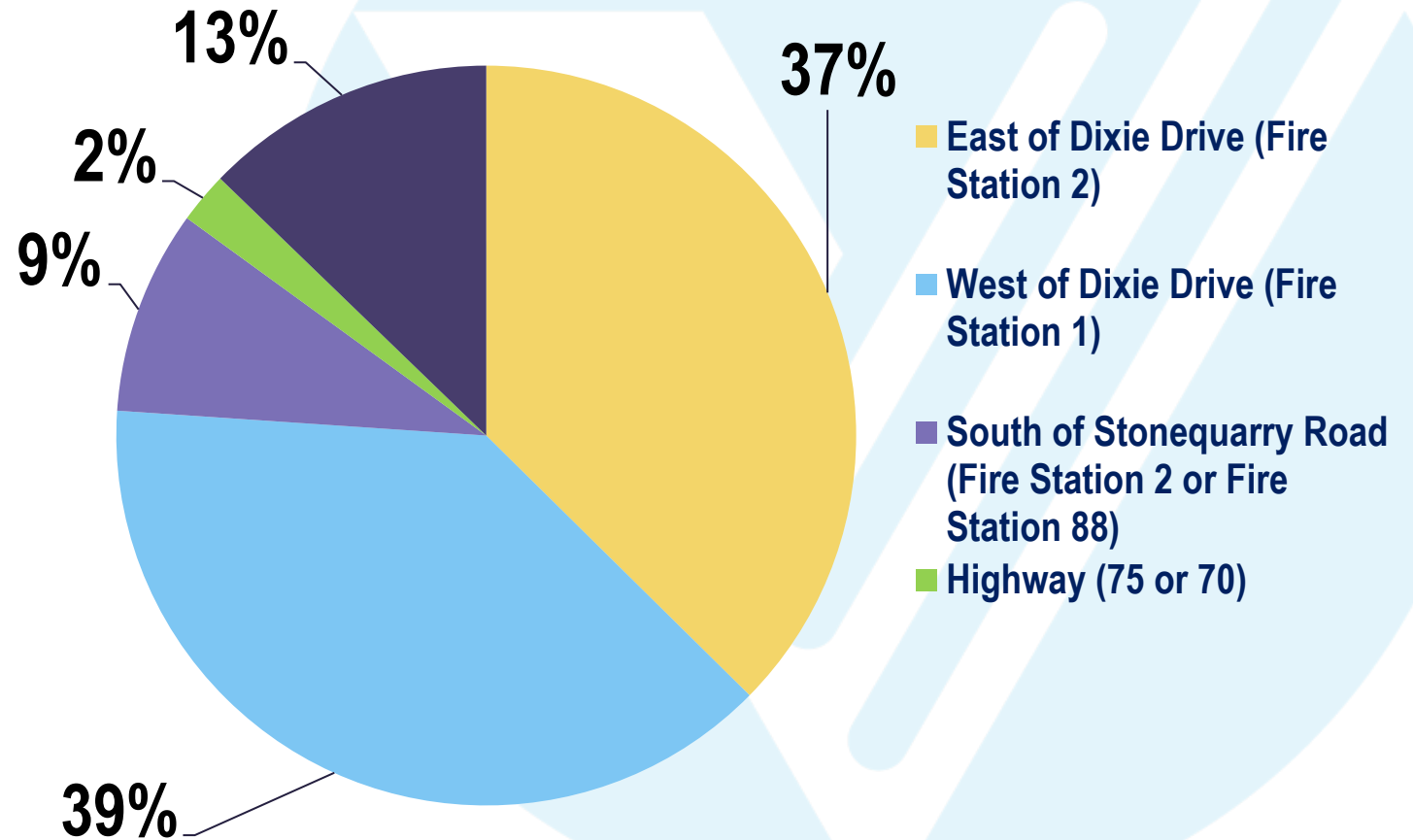


- Turnout time defined
- NFPA Target Times
 - 60 Seconds EMS
 - 80 Seconds Fire
- What are we doing to improve
 - Timers in Stations
 - Competitive Shift vs. Shift
 - “Sense of Urgency”



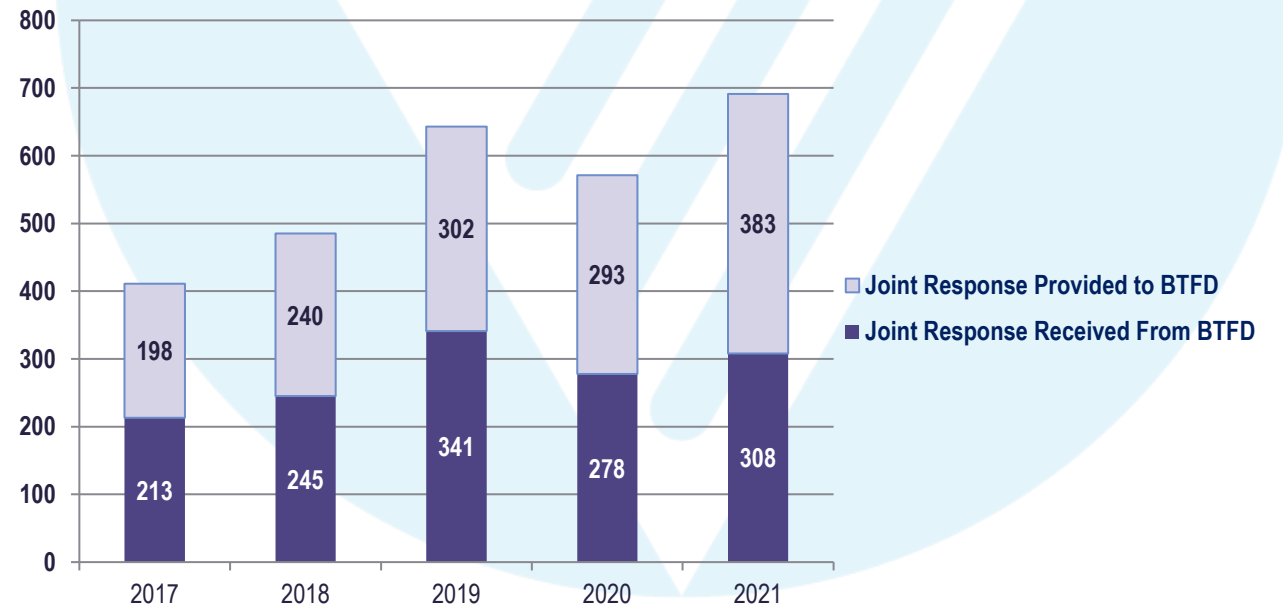
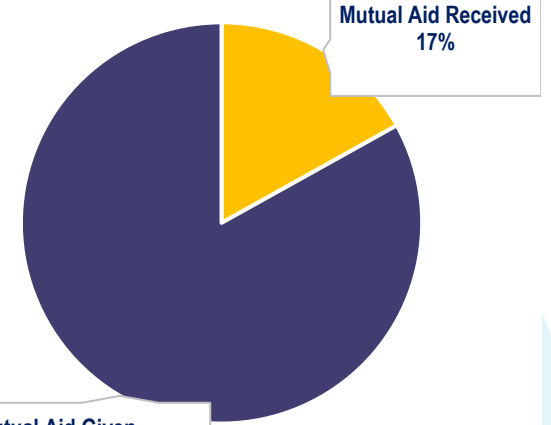
WHERE'S & WHEN'S

- East & West
 - Effect on response times
- Busiest times of day
 - 7a-7p (63%)
- Overlapping CFS (31%)
 - Two Fire Stations
 - Joint Response Plan



MUTUAL AID

- Mutual Aid key to deployment strategy
 - NFPA Best Practice (1710)
 - 15 firefighters to house fire
 - 28 firefighters to apartment fire
 - 43 firefighters to commercial
- Butler Twp. relationship continues to be positive.



FIRE OPERATIONS

- Fires in 2021 (23 dollar loss)
 - Average 4% total call volume (increase)
- Dollar Loss north of \$1,000,000 (highest in 5 yrs.)
 - 3 Residential Fire Losses
 - 1 Significant Commercial Fire Loss
 - Auto Fires Losses Add Up
- Fire Factors
 - Residential Cooking & Discarded Smoking Materials
 - Commercial Failure Equipment (Maintenance)
 - Messaging
- Customer Service & Fire Alarms larger % of call volume.
 - “Smells & Bells” calls
 - Automatic Fire Alarms (Smoke/CO Detectors)
- Two civilian casualties in 2021 (no FF)



EMS OPERATIONS

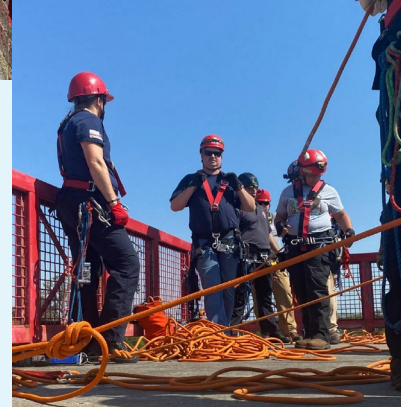
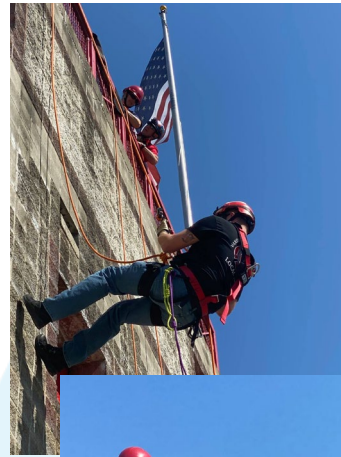


- 70% of call volume
 - Average 10 EMS calls/day
 - Average EMS call takes EMS unit & crew out of service for 1 ¼ hours.
- 50-70 years of age largest consumer
 - 53 yrs. average patients age
 - Slightly more men than women (close)
- Top 5 Calls for Service (EMS):
 - General Illness
 - Respiratory
 - Trauma,
 - DLOC
 - Cardiac
- Transports down last year (COVID?)
- Revenue flat @ ½ million
 - 76% patients transported
 - Billed \$1,623,687
 - Write off \$1,061,675
 - Average transport billed (\$933)
 - Average collection (\$300)



SPECIAL OPERATIONS

- 45 CFS in 2021
 - Hazmat, Extrication, Elevator Rescues, & Water Call Out
- Drone Calls Outs 2021
 - 19
 - Lost persons, Police Assists, Water Rescue, Fires
 - Deployed during Airshow Parade & 4th July.
- Specialized Training Focus in 2021
 - Fast Water Technician
 - Rope Technician
 - Ice Rescue



COMMUNITY RISK REDUCTION



- 800 buildings inspect annually
 - Creativity Self Inspections
- 280 inspected in 2021
 - Target Hazards Only in 2022
 - New construction taking up all of the time and efforts
 - Increase in fire losses over 3 years.
 - Commercial fire losses over
 - Brycer Implementation
- Community Outreach
 - COVID Impact
 - 100 hours in 2021 (700-800 average)
 - 1500 contacts (7500-8000 average)
- Firefighters of the Year (2021)





- Expanding Service Delivery Demands
- Stable Staffing & Deployment Model
 - Maintaining ISO Rating
 - Implementing Best Industry Practices
- Command Structure & Supervision
- First Tier Training
- Fire Prevention Work Load
- Supply Chain & Future Fleet Decisions



ECONOMIC DEVELOPMENT



- Larger Spec Facilities
 - 1.1 million sq' construction in 2022
 - Several million sq' possible in future
- Manufacturing/Storage hazardous of materials
 - Traffic (truck)
- Residential Developments
 - Assisted Living
- Comprehensive Plan
 - Multiple story developments



Current Staffing

- **Daily Staffing**

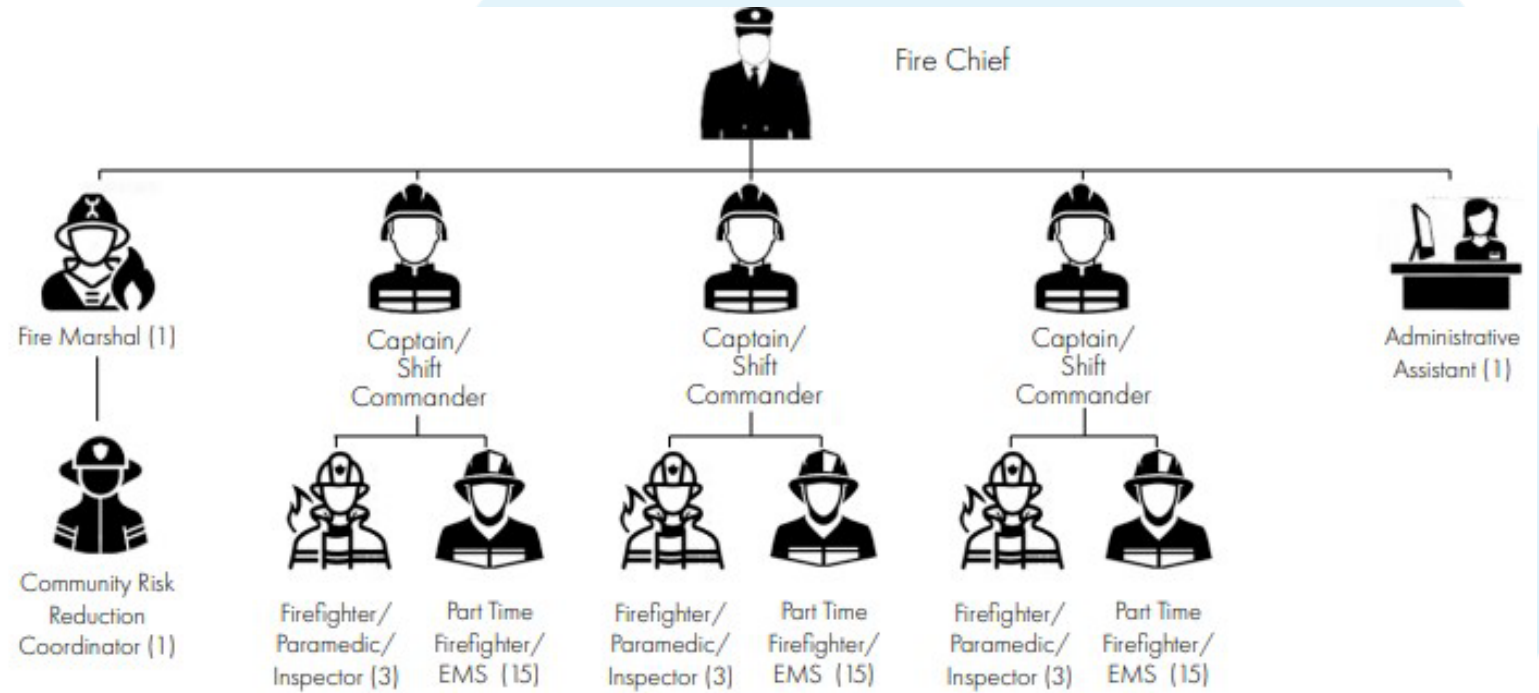
- Shift Commander
- (3) FT Fire/Medic/Insp
- (5) PT Fire/EMS

- **Desired Daily Staffing**

- 5-6 FT Fire/Medic/Insp
- 4 PT Fire/EMS
- Peak Staffing Positions
- Minimum Staffing Level

- **Joint Staffing Program**

- Loss of 88's
- Coverage South



STAFFING & DEPLOYMENT



- Staffing to meet demand
 - Population Projections (next slide)
 - Amount of Development & Historical Call Data
 - Meet Best Practices (NFPA guidelines)
- Full-time supplemented by part-time
 - Delivering minimum staffing levels
 - Staffing at least one firefighting vehicle more consistently
 - Staffing reserve EMS Unit (revenue)
 - Reduce the number of daily part-time positions
- Part-time program sustainability
 - 15 openings/year
 - 8.5 spots filled/year
 - Average length of stay PT employee 7.5 months
- New Posting (Hoping for Success)
 - Targeting “moonlighters”
 - Changed Pay Scale
 - Still Transient Positions

Moonlight with us!
City of Vandalia, Ohio
Part-Time Firefighter/EMT/Paramedic
The Vandalia Division of Fire is looking for firefighters, Firefighter/EMTs, and Firefighter/Paramedics for 12-hour & 24-hour shifts.

Starting rates of pay for Firefighter/EMT/Paramedics with FT experience
5 Years full-time experience.....\$22.25/hr.
4 Years full-time experience.....\$21.50/hr.
3 Years full-time experience.....\$20.75/hr.
2 Years full-time experience.....\$20.00/hr.
1 Year full-time experience.....\$19.25/hr.

Entry level part-time candidates will earn:
Firefighter/Paramedic.....\$18.50/hr.
Firefighter/EMT-I.....\$18.25/hr.
Firefighter/EMT.....\$17.00/hr.
Firefighter Only.....\$15.00/hr.

Flexible schedules available to accommodate school.

IMPORTANT
Applications will only be accepted through the City's online application system via the website at: VandaliaOhio.org/jobs. You may also scan the QR code below. Questions about the position may be directed to Human Resources Manager Missy Pruszyński, missy@vandaliaohio.org.

Process includes, but not limited to: examination of qualifications, interviews, extensive background investigation, physical and drug screening.
EEO and ADA compliant. Women and minorities are encouraged to apply.

 **Vandalia** ohio
small city. big opportunity.

City of Vandalia
Municipal Building
333 James Bohannon Memorial Drive
Vandalia, Ohio 45377
(937) 898-5891

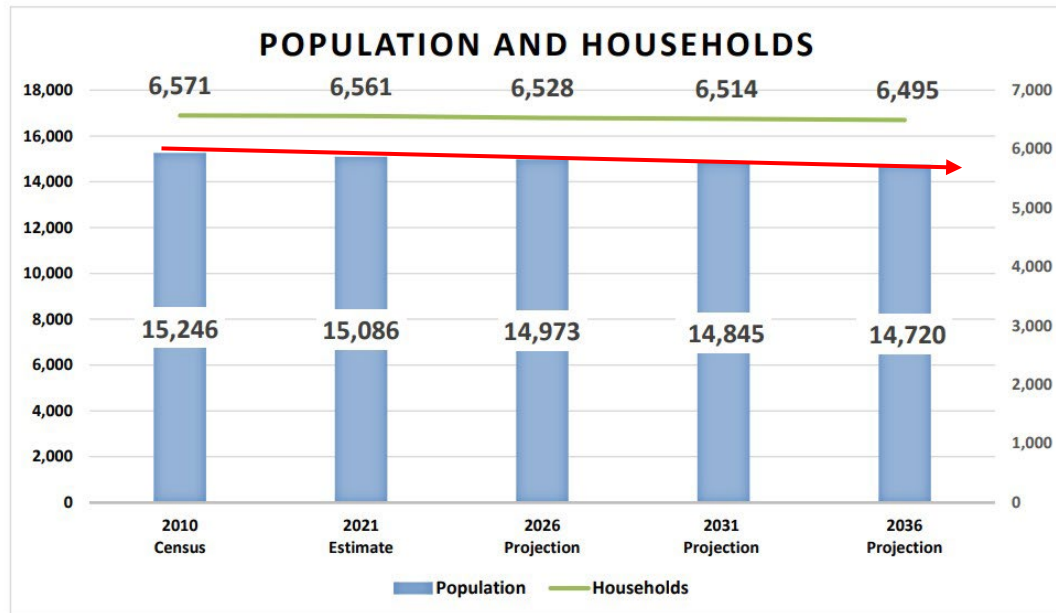
Vandalia Division of Fire
Fire Station #1
8705 Peters Pike
Vandalia, Ohio 45377
(937) 898-2261


Scan QR Code to apply



VANDALIA PAST PRESENT & FUTURE

What Will Vandalia Look Like?

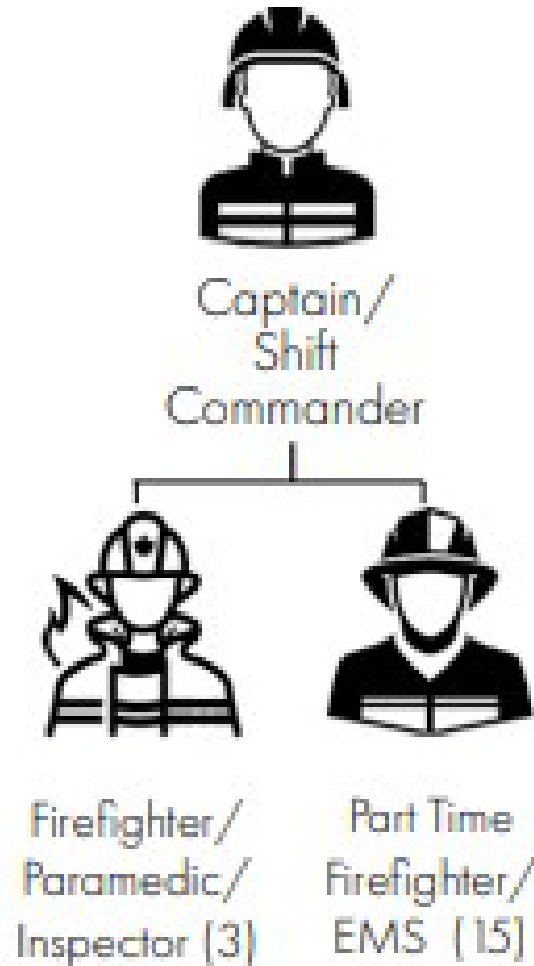


Note: Data from Pros Consulting and Park Master Planning Process & US Census

- Population Decreasing BUT?:
- Daytime Population Increasing
 - Development
 - Inflow (9976) Outflow (5928)
 - Busiest timeframe for VFD 07a-7p
- Housing Developments
 - Under Construction Now
 - Assisting Living Developments
 - Comprehensive Plan
- Aging Population
 - 35-54yrs. (52 average EMS patient)
 - 18-34yrs.



SUPERVISION

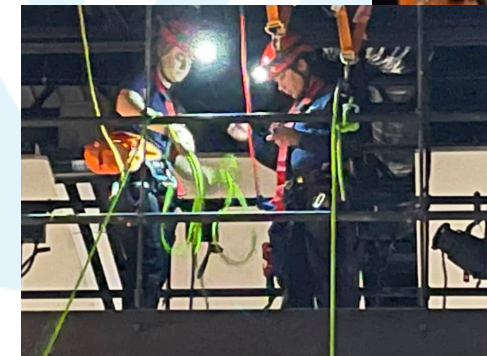
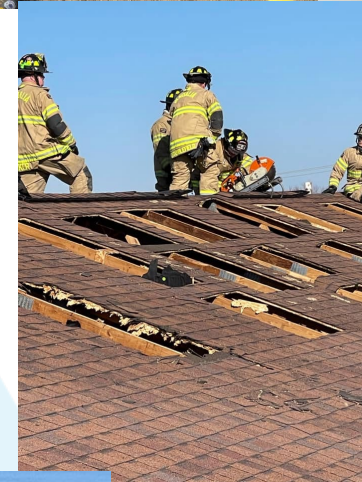


- **Span of Control**
 - Other Fire Department Structures in our RMG
 - Station 2
 - 10 w/peak position?
 - Flaws in FFIC
- **Risk Manager at Company Level**
 - Driving
 - Injury Prevention
 - Fire Ground Safety
- **Need Assistant Coach**
 - Mentor
- **Crew level trouble shooter**
- **Open line of communications**
- **Consistent Messaging (Training)**



FIRST TIER TRAINING

- Continuing Education Requirements
 - 40-80 hrs. EMT/Paramedic
 - 6 hrs. (24 hrs. teaching) EMS Instructor
 - 54 hrs. Firefighter
 - 24 hrs. Fire Inspector
 - 24 hrs. Fire Instructor
- Change in Training Philosophy
- Recruiting & Retention Tool
- Complexity of current & future problems.
 - Planes, Trains, Automobiles, Hazmat
- Staffing Model Drives Training
- Training Platform (Facilities)



FIRE PREVENTION WORKLOAD



- **New Construction**
 - Early Consultations
 - Plan Review (Revisions)
 - Site Visits
 - Inspections & Follow-ups
- **Work without permits**
 - Extensive consultations
 - Plan Reviews
 - Permit Inspections
 - Enforcement
- **Complaints & Referrals**
 - Fire Crews
 - Police, Housing, DES Inspectors
 - Customers
- **Annual Fire Safety Inspection**
- **Staffing Model**
 - Fire Marshal
 - CRR
 - Part-time Inspector
 - FT FF/Medic/Inspectors (why this doesn't always work)
- **Brycer & Self Inspections**



QUESTIONS





DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 5/19/2022
SUBJECT: INFORMATION UPDATE – PERIOD ENDING MAY 20, 2022

1. Crews were grateful this period for being fed dinner by City BBQ on May 8th and Chick fil A courtesy of Keller Williams in honor of Red Day on May 12th. Crews have been very busy and are always grateful for the thought and appreciation from the community and organizations.
2. On May 11th, Ladder 3 crews along with other organizations in the area participated in a Full-Scale Exercise hosted by Dayton Airport Fire. This exercise is required by the FAA every three years and prepares Airport Fire and surrounding responding departments for an airport disaster.
3. May 15th – May 21st is National Police Week 2022; the Division of Fire would like to recognize and thank the fallen officers who made the ultimate sacrifice while serving their communities.
4. Danco Lettering refreshed our old “Gator” trailer recently for our Fire Prevention Bureau to use. The trailer will now be used to easily and safely transport the Division of Fire’s new Safety Inflatable House, fire extinguisher training unit and other fire prevention props to a variety of public events.
5. The previously mentioned trailer was finished in time for the Fire Prevention Bureau to transport props and material to multiple events this past week. The Prevention Bureau participated in St. Christopher School’s annual field day, Demmitt Elementary School’s spring fling, and finally The Party in the Park at Helke Park. Crews were also able to bring equipment for touch a truck at the Helke Park event. The inflatable is getting some great use and has been a great addition to spread our fire safety message into the community.



DIVISION OF FIRE INFORMATION UPDATE

6. Crews have been participating in VEIS (Vent, Enter, Isolate, and Search) training at the Englewood training center this past week. This training has allowed crews to practice and strengthen their horizontal and vertical ventilation techniques. Thanks to Butler Fire for assisting us in covering the city while crews were out of the city performing this essential training.
7. May 15-21, 2022 is EMS week where EMT's and Paramedics are being recognized during week. The Division of Fire would like to thank our EMT's and Paramedics for the service they deliver every day to our community. Thanks to both Premiere and Kettering Health Care systems for providing lunches this week and for the recognition gifts.
8. The Division of Fire is glad to have Cory Brand sworn in as the newest full-time Firefighter/Paramedic member of the department. Cory has been a part-time member of the Division of Fire since May 2021. He was sworn in and then pinned while surrounded by his family, friends, and coworkers at the Monday May 16th City Council Meeting. Welcome to the VFD family Cory!



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 5/5/2022
SUBJECT: INFORMATION UPDATE – PERIOD ENDING MAY 6, 2022

1. On April 21st. Crews responded to a truck fire on National Rd. Due to a large diesel fuel spill as a result of this fire. The spill did make its way into the storm sewer system going into the Airport, so the Airport Fire and Dayton Regional HazMat were summoned to provide mutual aid assistance. The road was closed for a short time and cleaned up by our Public Works Dept. that afternoon.
2. The Division of Fire's new ladder truck build is definitely coming along. Our current update includes that the cab is on the full chassis and pump is in place. Next, will be the body and ladder device. The Division of Fire is getting excited as we are another step closer to completion.
3. The annual hydrant flushing scheduled to begin on May 2nd, has been postponed until the water tower maintenance at the Sports Complex can be completed. We still hope to be done in 2-3 weeks.
4. The Division of Fire continues to seek out part-time employees to fill multiple holes in our staffing schedule. The Division of Fire posted our new part-time pay scale and we hope to recruit additional part-time members. Additionally, we would like to attract those with experience to come "moonlight" with the Vandalia Division of Fire.
5. On April 30th, Brittany Trimbach with Coldwell Banker provided lunch to the crews. The crews are very appreciative for the thought and for the meal. Additionally, Ms. Trimbach plans to provide lunch to the on-duty crews each month for the remainder of the year.



DIVISION OF FIRE INFORMATION UPDATE

6. I would like to thank you for allowing me to present the “State of the Division of Fire” update to City Council on May 2nd. Items in this presentation included but was not limited to staffing and deployment, calls for service statistics, turnout and response times and an update on our post-COVID community risk reduction efforts. I’m looking forward to revisiting several of the challenges that we have identified.
7. The Division of Fire is glad to have Jacob Walters sworn in as the newest full-time Firefighter/Paramedic member of the department. Jacob has been a part-time member of the Division of Fire since September 2020. He was sworn in and then pinned by fiancé Ryan Ross at the Monday May 2nd City Council Meeting. Welcome to the VFD family Jacob!
8. On May 3rd, The Division of Fire is pleased to update that an arrest had been made related to the M-Power gym fire. This fire has been mentioned in previous updates as an ongoing investigation. Christopher Herbst was taken into custody by US Marshal Southern Ohio Fugitive Strike Team (SOFAST). This was a successful joint effort between the Vandalia Division of Police and Vandalia Division of Fire. Mr. Herbst is currently in custody at Montgomery County Jail pending further court action.
9. Crews with the Division of Fire were able to attend the district wide pep rally for all the Vandalia Butler Schools on May 3rd. The Division of Fire is happy to support our kids and encourage them to finish strong as the end of the school year is near.
10. On May 3rd. The Vandalia Lions and Lioness clubs honored and recognized the Division of Fire’s Firefighter and EMS Paramedic of the year. Jason Lawler, Firefighter of the year and Derek Copp, EMS Paramedic of the year were celebrated at their annual dinner. Congrats and thank you to these two for their dedicated service.



DIVISION OF FIRE INFORMATION UPDATE

11. Wednesday, May 4th was International Firefighters Day. The Division of Fire would like to recognize our own men and women who are dedicated to serving the Vandalia community as well as others around the world for their dedicated service.



City of Vandalia, Ohio

FINANCE – Administration Policy

3-9 Electronic Time Keeping

3-9.0 Purpose:

This policy establishes a procedure for time keeping 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) within departments where electronic time clocks are used. This policy shall apply to FLSA exempt employees where appropriate.

3-9.1 Scope:

The City of Vandalia payroll function is centralized in the Finance Department under the administration of the Finance Director.

This policy applies to all non-exempt personnel working within a Division and/or Department equipped with a computerized time clock management system as designated by the Finance Director.

Exempt employees and other employees shall follow procedures established by the Department of Finance in collaboration with the Human Resources Manager for documenting of time worked within their respective department or division.

3-9.2 Policy:

- A. Official Time:** The electronic timekeeping system as designated by the Finance Director and associated records generated by or through the system shall serve as the official recording means of hours worked by employees. All other means of recording time will be replaced by the electronic time keeping system. The records within the electronic timekeeping system are the official records the City will use when calculating hours worked. Any disputes over information within the system shall be addressed immediately with the employee's supervisor (e.g., division manager, superintendent, department director).
- B. 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.
- C. 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.

D. Prohibition of employment of minors under the age of 14: Persons under the age of 14 are not eligible for employment at the City of Vandalia.

E. Restrictions on working hours for minors 14 and 15 years of age:

No person under the age of 16 shall be employed:

1. during school hours except where specifically permitted by Ohio Revised Code 4109;
2. before 7 a.m. or after 9:00 p.m. after June 1st to September 1st or during any school holiday of 5 school days or more; or after 7:00 p.m. at any other time;
3. for more than 3 hours a day in any school day;
4. for more than 18 hours in any school week;
5. for more than 8 hours in any day when school is not in session; and
6. for more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

F. Restrictions on working hours for minors 16 and 17 years of age:

No person age 16 or 17 who is required to attend school shall be employed:

1. before 7:00 a.m. on any day that school is in session or before 6:00 a.m. if the person was not employed after 8:00 p.m. the previous night; and
2. after 11:00 p.m. on any night preceding a day that school is in session.

G. 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.].

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.

Under applicable wage and hour laws, employees may not be docked for clocking in up to seven (7) minutes after the beginning of their shift; however, they may be deemed tardy and in violation of workplace rules and subject to discipline. Employees who clock-in after this seven (7) minute period shall be docked pay in fifteen (15) minute intervals and may be subject to discipline. All non-exempt employees must clock-out at the end of their shift. Employees are not permitted to clock-out more than seven (7) minutes past the end of their shift without prior approval. Clocking in more than seven (7) minutes before their regular workday begins or clocking out more than seven (7) minutes after their shift ends without prior approval may result in discipline.

H. Lunch and Other Breaks:

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.

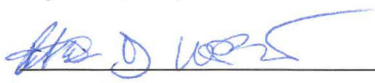
Employees Without Regularly Scheduled Lunch or Other Breaks: Employees without a regularly scheduled lunch and / or other breaks shall be required to clock-in / clock-out for each occurrence.

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.

- I. **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.
- J. **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 timeclock fob other than the one assigned to them. Employees shall report a lost or missing timeclock 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 shall be required to return the assigned timeclock fob to their supervisor prior their final paycheck being processed. Failure to return the timeclock fob to the employee's supervisor will result in the employee being charged for the cost of replacing the timeclock fob from the employee's final paycheck.
- K. **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.

3-9.3 Review & Questions:

Employees shall be provided an acknowledgement of receipt and understanding of Finance Administration Policy 3-9 on *Electronic Timekeeping*. Questions regarding this policy should be directed to the Payroll Specialist or Human Resources Manager.



4/26/22

City Manager
Date

Supersedes and Replaces All Prior Related Policies



City of Vandalia, Ohio

FINANCE - Administration Policy

3-9 Acknowledgement of Receipt - Electronic Time Keeping Policy for FLSA Non-Exempt Employees

Timeclock Fob Assignment

Employee Name: _____

Department / Division: _____

Timeclock Fob Identification: _____

Acknowledgement

I have received and I have read, or have had read to me, a copy of the City of Vandalia's Finance Administration Policy 3-9 on *Electronic Time Keeping*. I have had the opportunity to ask questions and understand that I may ask my supervisor, the Payroll Specialist, or the Human Resources Manager any questions I have at this time or in the future concerning this policy. I also understand that it is my responsibility to comply with this policy and that failure to comply with this policy may result in disciplinary action up to and including termination of employment.

Guidelines for Timeclock Fob Assignment and Use

- ❶ Do not use any timeclock fob other than the one assigned to you.
- ❷ You are responsible for the timeclock fob that is assigned to you.
- ❸ You are required to report a lost or missing timeclock fob.
- ❹ You will be charged for the cost of replacing a lost or missing timeclock fob in accordance with procedures established by the Director of Finance.
- ❺ Failure to return the timeclock fob to your supervisor will result in you being charged for the cost of replacing the timeclock fob from your final paycheck.

Employee acknowledgement of receipt and understanding of Finance Administration Policy 3-9 on *Electronic Time Keeping*:

Employee Name: _____

Employee Signature: _____ **Date:** _____



City of Vandalia, Ohio

FINANCE - Administration Policy

3-9 Acknowledgement of Receipt - Electronic Time Keeping Policy for FLSA Exempt Employees

Acknowledgement

I have received and I have read, or have had read to me, a copy of the City of Vandalia's Finance Administration Policy 3-9 on *Electronic Time Keeping*. I have had the opportunity to ask questions and understand that I may ask my supervisor, the Payroll Specialist, or the Human Resources Manager any questions I have at this time or in the future concerning this policy. I also understand that it is my responsibility to comply with this policy and that failure to comply with this policy may result in disciplinary action up to and including termination of employment.

Employee acknowledgement of receipt and understanding of Finance Administration Policy 3-9 on *Electronic Time Keeping*:

Employee Name: _____

Employee Signature: _____ **Date:** _____

Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: May 5, 2022

Re: Information Update - Period Ending May 6, 2022



1. Great news! Communications Manager Rich Hopkins has created a QR Code, above, for all City of Vandalia employment opportunities.
2. Wednesday, April 25 you, Amber and I attended an introductory meeting with McGohan Brabender. We discussed a timeline for the City's health care and voluntary benefit renewal schedule and we discussed short-term and long-term health care objectives.
3. A timekeeping policy has been created for the administration of the electronic time keeping mechanisms. Cameras will be installed near each time keeping device. Mr. Wendt included a copy of the Finance Administration Policy / 3-9 Electronic Time Keeping in the April 29 edition of The Blue Letter. As well, a copy is attached to this update.
4. Recruiting progress: This week we offered the Part-Time DES Administrative Assistant position to Jennifer Alfaro who plans to begin employment Monday, May 23. Staff held two interviews this week for the Public Safety Specialist position. Second round interviews will be held Thursday, May 12. Today postings went on the website for PartTime Fire Inspector and Full Time Public Works Technician. As previously reported, we have a number of vacancies and are working on several recruitment brochures for many positions including City Planner, Police Officer, Parks and Recreation Mechanic – Facilities Maintenance and several part-time positions. Attached are recruitment fliers for Full-Time Public Works Technician, Part-Time Firefighter / Paramedic / EMT – I / EMT and Part-Time Seasonal Maintainer II. Watch your inbox for upcoming employment opportunities!
5. Just a reminder ALL employee performance appraisals are being completed electronically. Additionally, I have been visiting various facilities to assist staff in rolling out the utilization of the electronic performance software and will continue to do as needed. A huge thank you to all city staff for their patience. You have all been great to work alongside.

6. I continue to work with Agile / Prism to establish a viable online application process for all seasonal and part-time candidates.
7. If you would like to browse City of Vandalia Employment Opportunities, the link is <https://www.vandaliaohio.org/422/Employment-Opportunities>.



To: Dan Wendt, City Manager
From: Steve Clark, Director of Parks & Recreation
Date: 05/5/2022
Re: Information Update – Period ending May 5, 2022

GOLF DIVISION

April was not a great month for rounds of golf at Cassel Hills Golf Course. We experienced 20 days during the month that play was affected by weather, with 9 days totally washed out. May has not started out any better but we are anticipating better weather beginning next week.

All leagues, including two new leagues on Monday and Tuesday evenings, have started but most have experienced significant rainouts thus far in their season.

Superintendent Marty Szturm and his seasonal staff are working to keep up with mowing, even in wet areas. Due to wet grounds, there have been four incidents of mowers getting stuck in wet turf areas.

SENIOR CITIZENS CENTER

Senior Center Coordinator Toni Williams participated in a zoom meeting with Montgomery County Jobs and Family Services along with transportation coordinators from Kettering and Washington Township on April 28. The purpose of the meeting was to discuss a six month extension of the current senior transportation contract. The extension will take the contract through December, 2022.

Toni sent an email to Senior Center program and activity sponsors indicating we are expanding the monthly Senior Newsletter and have opportunities for advertising in the publication. A few hours after sending the email Toni received the first ad space purchase commitment from Medigold.

A total of 721 people visited the Senior Center for various programs and activities between April 19 and May 2 for an average of 72.1 visits per operating day. The number of member daily visits continues to rise.

RECREATION CENTER

Goat Yoga is scheduled for Saturday, May 7 at Helke Park, weather permitting. The event has reached its maximum number of 60 participants. Good Green Earth Farm is facilitating the program. Art Park Yoga will be held on Monday, May 9 at 4:30pm with Cathy Hackett instructing. The class will be held during the usual Yoga class time so in case of inclement weather, class will be held inside the VRC Fitness Studio..

Tai Chi with Premier Health is being offered on Tuesday and Thursday mornings in the VRC Fitness Studio. This class is free thanks to our partnership with Premier.

Fitness floor numbers for 2022, through April, have improved by 4,713 visits over the same time period in 2021. The month of April had a 1,226 increase in visits over April 2021. We continue to see good trending in all areas of visits and usage at the VRC as total attendance for April was 14,616 compared to 11,016 in April of 2021.

Alicia McCracken and Sharon Hamby attended the Vandalia-Butler Chamber of Commerce Women in Business Conference on April 26 at Scene 75. Both reported that it was very beneficial to them personally and professionally to attend the event.

Our Annual Rose for Mom Essay Contest was once again a hit with local students. The 15 winning essays were celebrated on May 3 at the Butler High School Banquet room. Winning essays read their letters to the group and presented their Mom with a rose.

Earth Day Terrariums, a youth program, was held at the VRC on April 19. Eight participants learned about terrariums and made their own to take home as part of the class.

The VRC staff has implemented an Appreciation Station feature for members and guests to write an appreciation note on a sticky note and place it on the board. It is a great way for patrons to be able to communicate their appreciation for a class, instructor, VRC staff or whatever they may appreciate about the facility. (See attached picture)

RECREATION/ATHLETICS DIVISION

Preparations are underway for the opening of Cassel Hills Swimming Pool. A training session for SwimSafe Front Desk staff and Pool Managers will be held on May 17 with topics covering Rec Trac and money handling. SwimSafe personnel have been onsite preparing the pool for the May 28 opening and have replaced the outdated Virginia Graham Baker main drain covers in the deep well.

The 2022 Vandalia Corporate Challenge Captains Meeting will be held on May 5 at the VRC. We have 11 business teams registered to play in this year's event, which will be held June 5-10.

Adult Softball Leagues started play this week at Helke Park. We have 10 Men's Monday Night teams and 7 CoEd Friday Night teams participating at Helke Park this summer.

Opening day for our Youth Baseball/Softball program was held on April 23 at the Sports Complex. The day went very well with team pictures and games kicking off the summer season. Kona Ice did an outstanding job operating the concession stand and will only get better with time.

FACILITY MAINTENANCE DIVISION

The Annual Arbor Day Celebration, held at Helke Park on April 29, was once again very successful. We are very thankful for Mayor Richard Herbst taking the time to not only attend the event, but also speak to over 300 Helke Elementary students in attendance about the importance of trees in our community. Thank you also goes to Council Member Follick for attending and supporting the event again this year. Helke students assisted with the planting of a Sugar Hackberry tree and also received a bare root White Flowering Dogwood tree to take home and plant.

Facility Infrastructure Project roof work is underway at the VRC. The flat roof of the pool, gymnasium and west side are all in stages of replacement. Gutter replacement over the track windows and metal flashing on the brick/metal transition on the center wall is underway as well. Staff met with ESG to discuss the Justice Center roof replacement portion of the project. A storage box and trash dumpster have been staged on the west side of the Municipal Building in preparation for the lighting replacement work.

Plumbing work at various locations is being completed including a toilet replacement in the south soccer restroom building and a spigot replacement at the golf course maintenance building.

Rudy and I met with Vancon representatives to begin the design and cost estimating for a restroom facility at Robinette Park. We plan to submit this project for an ODNr NatureWorks grant as a partner project with Montgomery County Board of Developmental Disabilities Services.

Maintenance staff is planting commemorative trees this spring at various parks and facilities. Spruce trees will be planted first and then other species to finish the project this spring. More commemorative trees will be planted in the fall.

Facility Maintainer Andrew Christian and Administrative Assistant Debbie Doench attended the Arbor Day Foundation Tree City USA Awards Program hosted by the City of Springdale on April 22. The City of Vandalia received recognition for being a Tree City USA community for 8 years. Both Andrew and Debbie won a tree as part of the program. Both trees will be planted at a City location in the near future. Below is a picture of Andrew accepting the recognition plaque at the event.



Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: May 19, 2022

Subject: Information Update Ending May 20, 2022

1. During the past two (2) weeks, VPD officers made 21 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in one (1) traffic citation, 19 written warnings and one (1) verbal warning while working 16 additional enforcement hours.
2. CPO Wehner visited Vandalia-Butler Pre-School at First Light Church on May 11th during the morning and afternoon sessions. Officer Wehner covered several summer safety topics and afterwards each student was able to sit in a police cruiser and check out the equipment with the assistance of Officer Minnix. There were approximately 120 students present between both sessions.
3. Detective Krimm and CPO Wehner held an Explorer meeting on May 10th to cover firearm safety and operation. The Explorers were permitted to view and handle various weapons as they learned about them. This is in preparation for allowing the Explorers to participate in controlled shooting drills at the range. The Explorers are excited about this opportunity and we hope it draws more attention to the program.
4. CPO Wehner attended Morton Middle School on May 13th for career day. He spoke to four different groups about a career in law enforcement and his experiences that brought him to VPD. The police officer profession had one of the biggest draws of students for the present career professionals. Officer Wehner also used this as a great recruiting opportunity for the Explorer program.
5. CPO Wehner represented VPD during Spring Fling at Demmitt Elementary on Friday evening, May 13th. There was a large turnout of students and parents throughout the district. Everyone was able to check out the Crime Prevention Services' cruiser, get stickers, and have their picture taken. We look forward to attending this event next year.
6. Explorer Gavin Rieger and CPO Wehner attended Party in the Park at Helke Park on Saturday, May 14th. They took one of the new cruisers to display for this event and for the public to view the significant changes to VPD's cruiser style and design. The interest in the cruiser was almost non-stop with some children waiting in line to sit inside the cruiser and see all the equipment placed in the patrol vehicle. The public had a very positive response for the new design and look.
7. CPO Wehner and VBSD held the Third Grade Safety Patrol party for the students from Demmitt and Helke Elementary Schools today, May 20. All the students who

- participated in the program throughout the year were treated to free pizza and skating at Skateworld. Two lucky students from each school were selected to win a brand-new bicycle. The party and bicycles are made possible through donations from businesses throughout the City and we thank them for their continued support.
8. Lieutenant Sucher and I attended the annual Ohio Association of Chiefs of Police Conference in Columbus May 8-10. This year's keynote speaker was Gordon Graham, a nationally renowned risk management expert. Other seminars offered covered employment law matters in law enforcement, developments in collective bargaining, organizing resources for handling protests and riots, dealing with the "Arsonist in the Office" by *Fireproofing Your Agency*, Cleveland First - a presentation on missing persons revolving around the Cleveland abductions, and how to respond to and navigate during the loss of an officer in the line of duty.
 9. On May 11, Lieutenant Sucher and I attended a presentation with FD and City representatives on a public safety training facility as part of the Request for Qualifications (RFQ).
 10. On May 12, Lieutenant Sucher, you and I had second round interviews on two applicants for the public safety specialist position. Both candidates passed this interview and we begin processing the top candidate for the PSS opening.
 11. On May 16, I attended the Crisis Intervention Training (CIT) Steering Committee virtual meeting hosted by ADAMHS. The CIT Academy hosted by ADAMHS continues to have strong attendance and provide outstanding training for police officers from across Montgomery County on de-escalation skills and interactions with individuals suffering mental health crisis or illness. VPD's goal is to have all patrol officers and sergeants trained in CIT by year's end.
 12. I appreciate the opportunity to make a presentation to City Council and those attending last Monday night's Study Session. There are many exciting projects and activities that are in the process or being planned for the near future which allows the men and women of VPD to serve and provide top-quality service to our residents. I trust the information I shared enlightened Council and staff to the most recent achievements and developments at VPD.
 13. On May 18, I attended the Clark State Community College's Criminal Justice Advisory Board virtual meeting. This meeting provided the latest information on developments in the Criminal Justice college program and Clark State's Police Academy. Additionally, Clark State Community College was selected by the Ohio Peace Officers' Training Academy to be a host site for courses that qualify for the Continuing Professional Training (CPT) classes. The college will be hosting a *Public Safety Day* open house on May 21 from 9am to noon.
 14. I attended a virtual meeting for the Montgomery County Drug Free Coalition on Thursday, hosted by the Sheriff's Office. There was discussion on hosting a targeted enforcement blitz at a future date with a collaboration of police agencies.
 15. Lieutenant Walker and I attended the annual Vandalia-Butler High School Memorial Program on Friday at the Student Activity Center. This memorable program is a very special tribute to the men and women from our community who served in the military and some who paid the ultimate price to protect our freedoms. The high school students and staff always do an outstanding job remembering and honoring our true heroes in the military.

16. This past week was Police Memorial Week in honor of all our fallen officers and those who currently serve. In memory of our fallen officers, we parked a VPD patrol vehicle with a wreath at the corner of National Road and James Bohanan Memorial Drive. We wish to thank the many businesses and individuals who either stopped by or delivered special cards and/or food items to VPD during police week.
17. Detectives charged a 46-year-old Vandalia man with one count of Menacing after he made threats to cause physical harm to another Vandalia resident and his truck.

Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: May 5, 2022

Subject: Information Update Ending May 6, 2022

1. During the past two (2) weeks, VPD officers made 22 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in three (3) traffic citations, 16 written warnings, one (1) verbal warning and two (2) parking citations while working 16 additional enforcement hours.
2. On April 19, Lieutenant Sucher and Officer Wehner attended a virtual webinar related to commercial vehicle operators and prosecution of certain traffic offenses. This training is part of our efforts to enhance commercial vehicle enforcement.
3. Detectives charged a 29-year-old Riverside man with one count of burglary. The charge originated after officers obtained DNA evidence from the scene that identified the suspect in a residential burglary from September 2021.
4. Detectives charged a 51-year old Dayton man with animal abandonment and having an unlicensed dog. The male was observed on video abandoning his dog at the Animal Resource Center.
5. Detectives charged a 28-year old Dayton woman with grand theft for stealing a refrigerator and stove from a Vandalia apartment when she moved out of the rental.
6. Patrol officers arrested a 54-year-old Vandalia man for making threats to a subject via a third party. Detectives charged this male with one count of felony Violation of a Protection Order and a misdemeanor probation violation.
7. Property room custodians completed the spring purge. 309 items were either destroyed, donated, or auctioned. In conjunction with the purge, the DEA picked up over 82 pounds of prescription drugs taken in through the drug drop-off receptacle in the police lobby.
8. Detectives charged a 42-year old Dayton man with felonious assault. The male punched his girlfriend in the face causing serious fractures while in the Arby's parking lot.
9. On April 27, Officer Large was dispatched to an unresponsive male in a vehicle on Northwoods Boulevard near the Interstate 75 overpass. Officer Large attempted to remove the male from the vehicle to perform life-saving measures and the vehicle began to roll down an embankment. Officer Large was evaluated at an area

hospital for minor injuries and was released. The male was transported to a local hospital to be treated for a drug overdose.

10. Lieutenant Walker and Support Services Manager Anissa Kanzari attended the Motorola Summit conference April 26 through April 28 in Florida. Motorola is the parent company to Spillman, which provides our agency software for computer-aided dispatch (CAD), records management system (RMS), property/evidence management, and mobile reporting. The conference provides cost-effective training in the different applications of Spillman's software systems, as well as the opportunity to view demonstrations of new technology. One of the most beneficial parts of this conference is the ability to interact face-to-face with our customer service team from Motorola. This provides us the ability to work through any problems we are experiencing and provide suggestions for improvements.
11. Crime Prevention Officer Wehner attended the annual Ohio Crime Prevention Conference April 24-27, which included several sessions on new crime prevention techniques as well as networking with other officers from around the State. Officer Wehner was able to bring back what he learned and implement fresh ideas that benefit the safety and security of our community.
12. We celebrated our administrative professionals on April 27. The Montgomery County Police Chiefs' Association held a luncheon at Sinclair Community College to recognize our administrative professionals and thank them for the vital roles they play in our success.
13. Patrol officers completed Phase I of range training on April 28 & 29. This portion of training included successfully qualifying with on-duty, off-duty, and back-up firearms and intermediate weapons. Officers also tested and evaluated several handgun options in anticipation of replacement of Division-issued firearms in 2023. Officers will be completing electronic surveys to provide their feedback on the various handgun options.
14. VPD hosted the final of three continuing professional training (CPT) classes titled *Legally Confident – Tactically Confident*. Twenty-six officers from various agencies attended the final training day on May 2. All VPD officers have completed half of the mandatory 24 hours of CPT for 2022. The remaining CPT hours will be scheduled over the upcoming months.
15. The Vandalia Lions Club held an awards dinner at the Senior Citizens Center on May 3 to honor public safety employees from Vandalia and Butler Township. Officer Rich Sommer and PSS Haley Rue were nominated and selected by a panel of their peers for these awards in 2021. Lieutenant Walker presented them with a framed certificate from the Lions Club during the event.





16. Lieutenant Walker and Lieutenant Sucher attended a meeting on Wednesday with Air Show staff regarding parking changes and logistics for the 2022 event. This year's Air Show is scheduled for July 30-31.
17. Primerica Financial Services returned on Thursday, May 5, to hold their second employee financial wellness workshop. The presentation focused on how to make your money work for you and how to secure your financial future. The workshop was presented during each roll call throughout the day to include the employees who were unable to attend the first workshop held in April. Employee financial wellness is one of the ways we are expanding our employee wellness program.
18. Lieutenant Walker and I attended the annual breakfast and prayer service on May 5 held at First Light Baptist Church in recognition of the 2022 National Day of Prayer.
19. The VPD Honor Guard attended the Ohio Peace Officers' Memorial Ceremony on May 5. This ceremony is held at the Ohio Peace Officers' Training Academy where the Ohio Fallen Officers Memorial Wall is located in London, Ohio. Names of all Ohio officers killed in the line of duty are etched in the wall. The ceremony honors the sacrifice these officers made in service to their communities. On May 6, Division employees participated in the Montgomery County Law Enforcement Memorial Ceremony in Dayton at the Riverscape Pavilion. VPD Honor Guard members escorted family members of Lieutenant James Bohanan as they pinned a carnation on the FOP star during the ceremony in remembrance of his sacrifice. Lieutenant Bohanan was killed in the line-of-duty on December 31, 1969, during a search warrant execution on counterfeiters at a local hotel.
20. National Police Week is the week of May 15-21. In honor and remembrance of all fallen officers, VPD will stage a patrol vehicle and wreath at National Road and James Bohanan Boulevard. This week is also *Light Ohio Blue* week where businesses and residents are encouraged to install a blue light at their house or illuminate their property with blue lights to pay honor for all police officers who serve or have paid the ultimate sacrifice by giving their life while serving their communities.
21. Detective charged a 50-year old Vandalia man with felony domestic violence for assaulting his 16-year old nephew who lives with him.

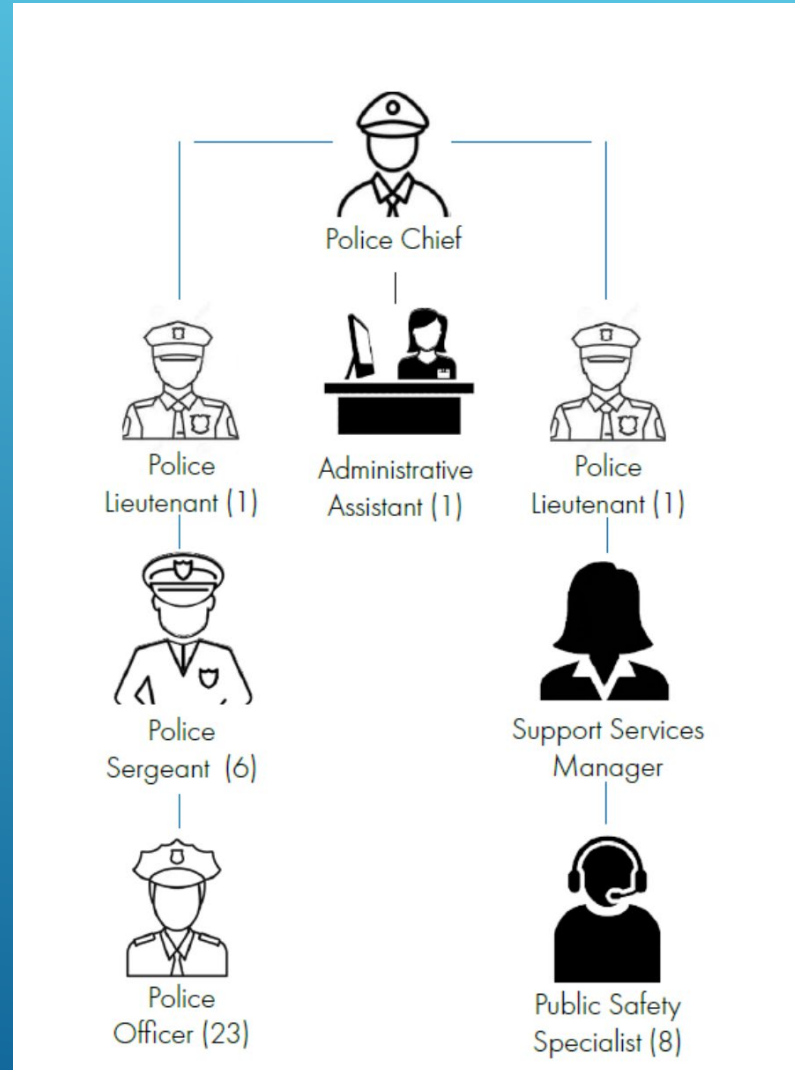
22. On Monday evening, May 2, officers responded to a shooting incident at the Knights Inn. Officers arrived to find one male victim with a minor injury to his shoulder. The other party involved was gone. The initial investigation revealed that after a road rage incident which began in Harrison Township, both parties ended up at the Knights Inn. According to the victim, he was attempting to leave the hotel parking lot when the suspect began shooting at his vehicle with a rifle. The victim returned fire with a handgun as he was trying to return to the hotel lot for cover. The victim did not know the suspect and was unable to obtain the suspect vehicle's license plate. Officers were able to identify a possible suspect vehicle using the newly installed Flock License Plate Reader system. The system recorded the license plate of a vehicle matching the description provided by the victim. Using this information, detectives were able to confirm the identity of the suspect and worked with the Adult Parole Authority to take him into custody. The suspect is currently incarcerated at the Montgomery County Jail on parole violation charges. VPD Detectives are still working on the investigation and criminal charges are pending for the shooting. Without the Flock system, it is likely we would not have identified or developed any suspect in this case.
23. On Wednesday morning, May 4, Huber Heights Police were involved in a vehicle pursuit of an armed robbery suspect. The pursuit went westbound on I-70, northbound on the Airport Access Road and exited to travel eastbound on National Road. The pursuit continued through town as the suspect vehicle went south on Dixie Drive from National Road. Huber Heights Police requested VPD to setup Stop Sticks if possible to help end the pursuit. A VPD officer was able to setup Stop Sticks on Dixie Drive at Mulberry Road; however, the attempt to deploy them was unsuccessful. The pursuit continued into Harrison Township before the suspect crashed the vehicle on Needmore Road at I-75 and was taken into custody. No Vandalia officers were involved in the pursuit.



VANDALIA DIVISION OF POLICE

May 16, 2022

ORGANIZATIONAL STRUCTURE



2021 VPD STATISTICS

- ▶ 13,309 calls for service
- ▶ 461 criminal arrests
- ▶ 3,600 traffic stops
- ▶ 1,154 traffic citations issued
- ▶ 3,049 traffic violation warnings
- ▶ 55 OVI arrests
- ▶ 265 traffic crashes investigated
- ▶ 693 alarm drops



- ▶ Had first ever, all-female shift during February 2021 (Facebook post had over 41k people reached, nearly 10k post engagements, and over 4,500 reactions).
- ▶ April 2021 – selected as Ohio's "Sharing the Best" Police Agency for our *Endangered Missing Adults and Children (EMAC)* Program.
- ▶ Increases in social media with over 6k Facebook followers and 396 Instagram followers.
- ▶ Sergeant Doug Nagel, Officer Kristin Thomas, and Officer Phil Shafer received the *Hundred Club Officer of the Year Award*, *Knights of Columbus Blue Coat Award*, and the agency's *Distinguished Service Award* and *Medal of Valor* for live-saving actions from an apartment fire.
- ▶ Hired Brandon Sucher as new administrative lieutenant.

HIGHLIGHTS OVER THE PAST YEAR



VPD REBRANDING





Opportunity

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

- ▶ Rebranding agency logo, patrol vehicles, uniform patch, badge, and forms for fresh, modern appearance.
- ▶ Enhancing recruitment at local police academies, higher education institutions, high school sports teams, church youth programs, and Explorer Program.
- ▶ Training all officers in Crisis Intervention with 40-hour class.
- ▶ Partnering with South Community, Inc. and Butler Township Police to provide a mobile crisis responder in the field with officers.
- ▶ Maintaining national accreditation through CALEA.





- ▶ Member of Montgomery County Bulk Smuggling Task Force with a full-time detective.
- ▶ Hosting quarterly meetings with local hotel management to address nuisance and criminal activity.
- ▶ Engaging with new students through Passport to Safety Program.
- ▶ Utilizing Flock Safety systems as a resource to combat criminal activity.



Safe & Secure

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



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



- ▶ Investing in upgrading HVAC system, roof, and interior aesthetics of Justice Building.
- ▶ Installing new fencing around west side of employee parking lot to protect city and employee vehicles.



Fiscal Sustainability

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

- ▶ Purchasing hybrid patrol vehicles to conserve fuel consumption and reduce engine hours.
- ▶ Implementing employee wellness program to reduce absenteeism and sustain employee attendance and longevity.
- ▶ Implementing Honor Guard Unit to promote and represent the City and agency at ceremonial events and officer deaths.
- ▶ Seeking grants for training and equipment purchases.
- ▶ Building volunteer chaplain program to provide emotional and spiritual support to the community and staff.





Trust and Confidence

Transparent government
to empower stakeholder
engagement.



- ▶ Engaging with the community through Pizza with the Police, story time with students, Coffee with a Cop, and a police department open house.
- ▶ Hosting and participating in a joint Citizens' Police Academy.
- ▶ Utilizing patrol vehicle and body-worn cameras for transparency.
- ▶ Meeting with local community and civic groups to speak about citizen concerns.





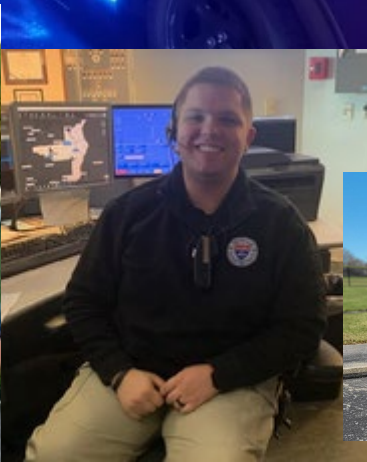
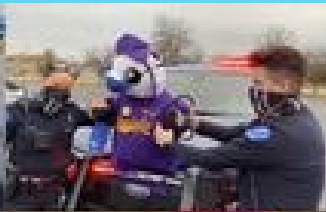
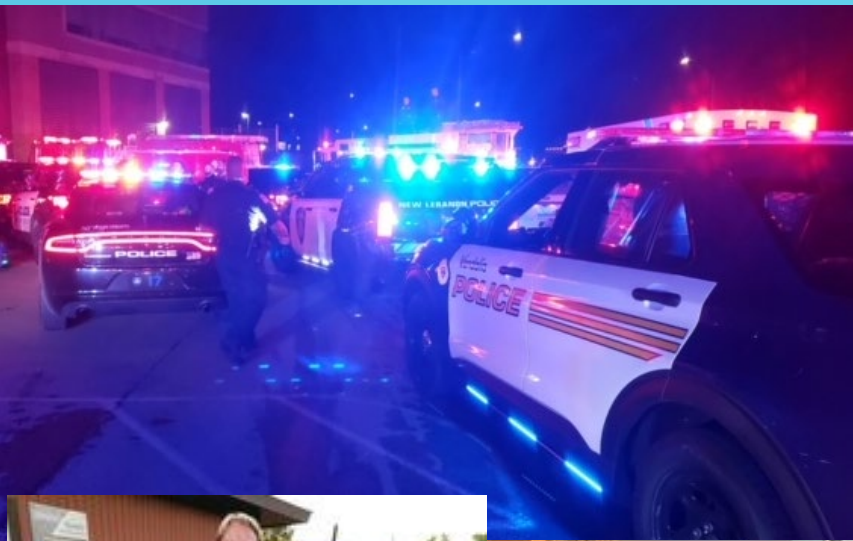
Sharpen the Saw

Refine practices and leverage technology to improve customer service.



- ▶ Providing 24 hours of Continuing Professional Training (CPT) for all sworn officers to meet state mandates.
- ▶ Providing eight hours of Continuing Professional Training (CPT) for all public safety specialists.
- ▶ Training all Vandalia officers in commercial motor vehicle traffic and safety laws to keep our roadways safe.
- ▶ Providing on-going, realistic scenario-based training for all police officers on the video-based MLO training simulator.
- ▶ Providing Emergency Medical Dispatching (EMD) to callers who are experiencing a medical emergency.
- ▶ Utilizing text-to-911 for callers as an option for reporting a complaint.





THE MEN AND WOMEN OF THE VANDALIA
DIVISION OF POLICE WISH TO EXPRESS OUR
SINCERE APPRECIATION TO CITY COUNCIL,
THE CITY MANAGER'S OFFICE AND THE
COMMUNITY FOR YOUR SUPPORT.





Public Works & DES Information Update

To: Dan Wendt, City Manager
From: Rob Cron, Director of Public Service
Date: May 5, 2022
Re: Information Update for April 23 – May 6, 2022

Development & Engineering Services

Sturm Construction continues to work on Gabriel Street. They have installed the new storm sewer and water main. The watermain has been hydro tested and samples have been sent to Pace Labs. Once we receive the results, the new main will be put into service and they can start making taps for new services to residents. The contractor was planning to start the sanitary sewer main replacement from Vista to Brocone this week, but the rainy weather has kept them away. The wet weather also causes more infiltration into the line which makes bypass pumping a challenge. Hopefully, next week the weather will be more cooperative.

The weather has also delayed the start of our concrete contractor. They have completed almost all of the saw cutting but the weather had delayed their crews on another project they are completing before they come to Vandalia.

Our Dog Leg Road Utility Expansion project has been advertised and is out for bid. Bids are due and will be opened on May 25th.

Amber, You and I met with Choice One Engineering to discuss the engineering for Phase Two of the west utility extensions. They will be providing us a proposal to perform the engineering and prepare construction drawings for this phase. Phase Two would extend water and sanitary sewer to our western corporation limits.

I met with Blake Simpson from ODOT to review the Scope of Services for the Webster Street Resurfacing project. Once the scope is set we can begin the selection of a firm to perform the engineering. Engineering will begin this year and finish up in 2023. The project will be sold by ODOT in the first half of 2024. The total project cost with engineering is estimated at \$979,414.00 and we will be receiving up to \$717,131.00 in STP funding from MVRPC.

We have heard from a couple residents that were affected on the Adeline Drainage project that was completed in early 2021 about the restoration in their rear yards. Chad Baughman has made contact with our contractor to set up a time to meet and discuss what they can do to satisfy the residents.

Chad has also contacted Coate Construction about touching up some of the yard restoration from the handicap ramps that were installed last winter. He has also contacted Brumbaugh Construction about re-working some of the yard restoration on Helke Road from that project as well.

The developer has cleared the site at 710 Deer Run Drive for their proposed facility. They have submitted site plans, storm water, and building drawings for review. We have returned comments and they are currently making revisions to their plans.

A Certificate of Occupancy was issued for an existing Banquet Center at 3119 Stop Eight Road.

Building review for the project at 710 Deer Run Rd. is completed and a footer and foundation permit can be issued once the site plan review is complete and a replat is done to remove the utility easements where Top Notch Ct. previously was. Pete Baldauf and I met with the site contractor this week to discuss the next steps, their schedule, and our requirements for abandoning the existing utilities on site.

DES staff and the Fire Department have also been reviewing site and utility plans for the proposed development at the end of Capstone Way. Meetings have been positive as we continue to work through the challenges of providing our top tier services to a development and building this size.

Chad Baughman provided information to the Census Bureau for their Boundary and Annexation Survey (BAS). We had one minor boundary change with transfer of property at the old Fire Station site to the City of Dayton.

Chad and I met with Darren Davey to discuss the layout of the proposed parking area for the IT Dept. at the Justice Center. We will layout the project for our concrete contractor to perform the curb work.

We welcomed Robert Martin as our new Electrical Inspector in DES on May 3rd. Robert comes with many years of experience from the Montgomery County Inspection Division.

Public Works

Asphalt patching has been a priority during this period. Crews have repaired several patches throughout the City using 40+ tons of asphalt including the large patch on S. Dixie Drive from a watermain break last winter. We also continue to monitor pot holes and patch as needed.

Several technicians attended a session on Mueller Fire Hydrant training. This training helps allow us to repair and maintain our hydrants in house.

We performed two burials at Poplar Hill Cemetery during this period. We have also begun preparation for pouring of monument foundations at Poplar Hill. Our goal is to have all outstanding foundations poured so that monuments can be set by Memorial Day.

Crews replaced another one of our solar lights in the median on N. Dixie Drive that was struck by a hit and run driver.

We drained the Sports Complex Water Tower for our contractor to perform the required inspection and cleaning as part of our water tower maintenance contract. We are currently refilling the tower and have sent samples to Pace Labs for testing of the water before being put back in to service.

Public Works employees were issued the new key fobs for the Executime time management system. Employees will begin using the key fobs for clocking in and out this week.

Our crews picked up and delivered the scissor lift to assist in the painting of the Mural on National Road.

Wally Ritchie and I attended the NAWA Technical Committee meeting on May 4th.

Wally met with Starr Markworth of MVRMA to discuss different training opportunities and setting up a program to coordinate.

We have advertised for the recruitment of seasonal employees to assist in our busy times during the summer.

We will also be advertising very soon for full time Public Works Technicians. We currently have three full time vacancies and are also missing another who is currently on military deployment.

One of the vacancies was created by the recent retirement of Mark Blosser. Mark's last day was April 29th. We all congratulate Mark on his retirement and thank him for his 26 years of dedicated service to the City of Vandalia.



Public Works & DES Information Update

To: Dan Wendt, City Manager
From: Rob Cron, Director of Public Service
Date: May 19, 2022
Re: Information Update for May 7-20, 2022

Development & Engineering Services

Sturm Construction continues to work on Gabriel Street. They have installed the new storm sewer and watermain. The new watermain has been installed and put into service. The old main will remain in service until all service connections are made. They are currently working on the sanitary sewer main installation and the service connection to the residents. Chad Baughman has been providing updates regarding access to this neighborhood for our emergency services departments.

DL Smith Concrete has begun the removing and replacing concrete curbs and sidewalks in preparation for this year's street resurfacing program. They have already completed a few streets including Corporate Center Drive and Koch Avenue. They are currently working in the Woodland Meadows and Foxboro Manor subdivisions.

We will open bids for the Dog Leg Road Utility Expansion project next Wednesday May 25th. Currently ten contractors have picked up bid packages. We continue to reach out to the property owners in attempt to obtain the required easements for this project.

We have a signed agreement in place for the Engineering and Design for the Airport Access Road NB Bridge Deck Rehabilitation. We have given LJB the notice to proceed with their work. We plan to submit this project to the Ohio Public Works Commission for possible funding in 2023.

We have also issued a notice to proceed with Choice One Engineering for the engineering and design of a new traffic signal at the intersection of Northwoods Boulevard and the I-75 SB ramps.

I have met with ODOT and we have completed our LPA Agreement and Scope of Services for the Webster Street Resurfacing project that we have been awarded funding through MVRPC. I am in the process of preparing a Request for Proposals for the engineering work for this project. We will have a recommendation for this work on an upcoming Council Agenda.

The contractor has begun site work at 710 Deer Run Drive for their proposed facility. They have submitted site plans, storm water, and building drawings for review. Building plans have been submitted and reviewed. They will need to abandon the existing utilities on the vacated Top Notch Ct. and prepare a record plan vacating the easements before issuing the permit to begin construction of the actual building.

Drawings have also been submitted for the proposed development at the end of Capstone Way. Building and site plans are currently under review.

We are very close to issuing the permit for Phase One of the Redwood Development buildings. Plans have been reviewed and approved and the permit can be issued once we receive confirmation that the record plan is recorded at Montgomery County.

I attended the MVRPC Technical Advisory Committee Meeting on May 19th.

Public Works

Asphalt patching has been a priority during this period. Crews have repaired several patches throughout the City using nearly 100 tons of asphalt including a large area on Dixie Drive near the library. We had to grind out a large area of concrete under this section of roadway.

We also continue to patch pot holes as we see them or if reported

We performed two burials at Poplar Hill Cemetery during this period. We also poured 14 monument foundations and set two military markers at Poplar Hill as well.

We performed water shut offs for delinquent customers during this period. There were 38 customers on the list this month.

The Sports Complex Water Tower was put back in to service once we received negative bacteria samples after refilling the tower. After this tower was put back in to service we drained the Inverness Tower for its cleaning. We are refilling this tower now and will be taking samples and plan to have it back in service next week. Our crews picked up and delivered the scissor lift to assist in the painting of the Mural on National Road.

With all of the different construction activity and development in the City we have performed 111 utility locates to date this month. This can be a very time consuming but critical service we provide to protect our utilities during excavations.

Wally Ritchie and I attended the Tri Cities Wastewater Authority Technical Committee meeting on May 11th.

We also received notification that Dennis Edwards will be retiring from the City of Vandalia effective May 31st. We would like to thank Dennis for his 25 years of service to the City of Vandalia and wish him the best of luck in his retirement.

We have advertised for the recruitment of Public Works Technicians with several vacancies available.

We have also advertised for the recruitment of seasonal employees to assist in our busy times during the summer.



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ENERGY AND PUBLIC UTILITIES
COMMITTEE NOTICE

To: Members of the Energy and Public Utilities Committee
From: Rob McColley, Chair
Date: May 12, 2022

Tuesday, May 17, 2022
10:30 AM
Finance Hearing Room

AGENDA

S. B. No. 193 Williams	Prohibit political subdivision lien for unpaid water charges	3rd Hearing, Proponent/Opponent/ Interested Party
Sub. H. B. No. 430 Cross	Regards property development	3rd Hearing, Opponent
S. B. No. 307 Rulli	Regards electric vehicle incentives, transport electrification	3rd Hearing, Opponent



McGOHAN BRABENDER ADVOCATE TEAM

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WE ARE GOOD, SMART PEOPLE FIGHTING FOR YOU.*

WHAT WE DO

At MB, advocacy is more than a department ... it's the foundation of our organization. Our knowledgeable problem-solvers are passionately committed to finding the right solution for every client, every time.

HOW IT WORKS

If you've contacted your physician or carrier and weren't satisfied with the response, our MB Advocates are there to step in on your behalf. We have direct access to senior-level representatives at our carrier partners. We know how to get to the bottom of issues like:

Explanation of Benefits

Provider Billing Questions

Coordination of Benefits

Pre-authorization Help

Enrollment Status

For speedier resolution, have your insurance card, copies of any correspondence and details from conversations you may have had with the carrier or physician, including names and dates, EOB and bills.

CONTACT US

Our MB Advocates are ready to assist you
Monday-Friday, 8 a.m. to 5 p.m. EST

p: 937.260.4300 or 877.635.5372

f: 937.499.1160

e: mbadvocates@mbbenefits.com



May is Mental Health Month

5 ways to improve your wellbeing:

Connect – Talk and listen. Be there. Feel connected.

Be active – Do what you can. Enjoy what you do. Move your body and improve your mood.

Take notice – Find the simple things that bring you happiness.

Keep learning – Encourage new experiences. Seek opportunities. Surprise yourself.

Give – Give your time. Mean your words.

Introduce these simple strategies in your life and you will begin to feel the benefits. If you need support with your mental health routine or if life problems are getting in the way of your mental health – call **EmployeeCare**, your Employee Assistance Program at **(937) 208-6626** or **(800) 628-9343** to schedule a free and confidential appointment.



City of Vandalia, Ohio

Part-Time Fire Safety Inspector

The Vandalia Division of Fire is looking for certified part-time Fire Safety Inspectors to perform routine annual fire safety inspections and help businesses operate safely.

The ideal candidate will have at least 3 years of fire inspection experience and exhibit strong customer service skills. The candidate must have current Ohio Fire-fighter and Fire Inspector certifications to apply. While certification as an EMT is not required, the candidate must have a current CPR/AED certification.

Position Details

- ✓ Starting Rate of Pay is \$20.00/hour.
- ✓ Flexible schedule, approximately 28 hours/week.
- ✓ No holidays or weekends.

IMPORTANT

Applications will **only** be accepted through the City's online application system via the website at: Vandaliaohio.org/jobs. You may also scan the QR code below. Questions about the position may be directed to Human Resources Manager Missy Pruszynski, missy@vandaliaohio.org.

Process includes, but not limited to: examination of qualifications, interviews, extensive background investigation, physical and drug screening.

EEO and ADA compliant. Women and minorities are encouraged to apply.



Vandaliaohio
small city. big opportunity.

City of Vandalia
Municipal Building
333 James Bohanan Memorial Drive
Vandalia, Ohio 45377
(937) 898-5891

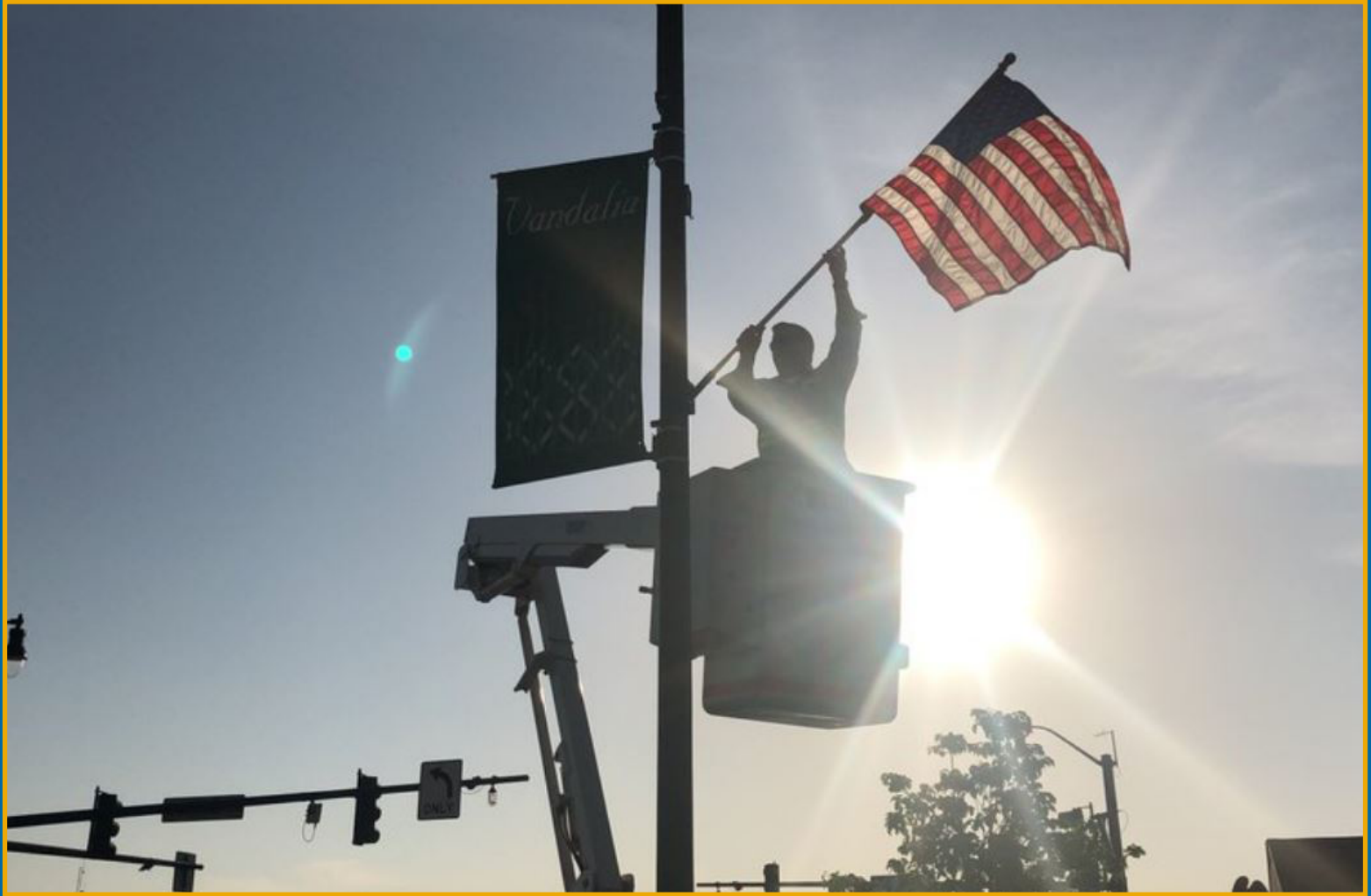
Vandalia Division of Fire
Fire Station #1
8705 Peters Pike
Vandalia, Ohio 45377
(937) 898-2261



Scan QR Code to apply

Public Works Technician

City of Vandalia, Ohio



vandalia^{ohio}
small city. big opportunity.





The [City of Vandalia](#) is optimally situated between the Dayton International Airport and the I-70 / I-75 interchange. Vandalia's corporate limits span 12.39 square miles with a population of approximately 15,000 (See: [Census QuickFacts](#)). Residents enjoy vibrant amenities, top-tier public services, affordable housing, and quality schools. The town has a robust and stable economy that is growing with businesses representing the industries of defense, aerospace, cyber, automotive, advanced manufacturing, and food processing. Located just 15 minutes from downtown Dayton and one hour from Cincinnati and Columbus, residents have ample access to quality universities and colleges. Each year the City hosts a series of gatherings and events in its parks, and plays a large role in helping make the Dayton Air Show a success.

Residents place a high priority on revitalizing the community and creating a downtown area as a community space for gathering and entertainment. Our community values our parks, public facilities, and seeks to improve active transportation options.



The Vandalia City Council has adopted the following 2022 Policy Goals to inform and to guide the execution of the City's mission in the coming year. Including:



Live

Small City Big Opportunity: Be known regionally as a top-tier suburb through top-tier City services. Enhance social and economic investment by promoting the City's high-quality services, well-performing schools, available workforce, escalating quality-of-life, and growing sense of place. Incentivize developments that improve life in Vandalia.



Safe and Secure: Ensure that Vandalia remains a safe and secure community by investing in both traditional public safety operations and creative outreach efforts to meet the evolving needs of our residents and visitors.



Enhance Infrastructure: Protect public assets and infrastructure by making calculated and deliberate investments in roadways, utilities, and park spaces.



Work

Fiscal Sustainability: Leverage the operating position of the City to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices.



Trust and Confidence: Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



Sharpen the Saw: Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.



Play

Vibrant: Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

CITY GOVERNMENT

The [Charter of the City of Vandalia](#) was adopted by the voters on April 7, 1959. Vandalia is a politically mature municipal organization that is committed to effective public service through professional management. The City prides itself on being a respectful and collaborative employer that demands excellence from its team.

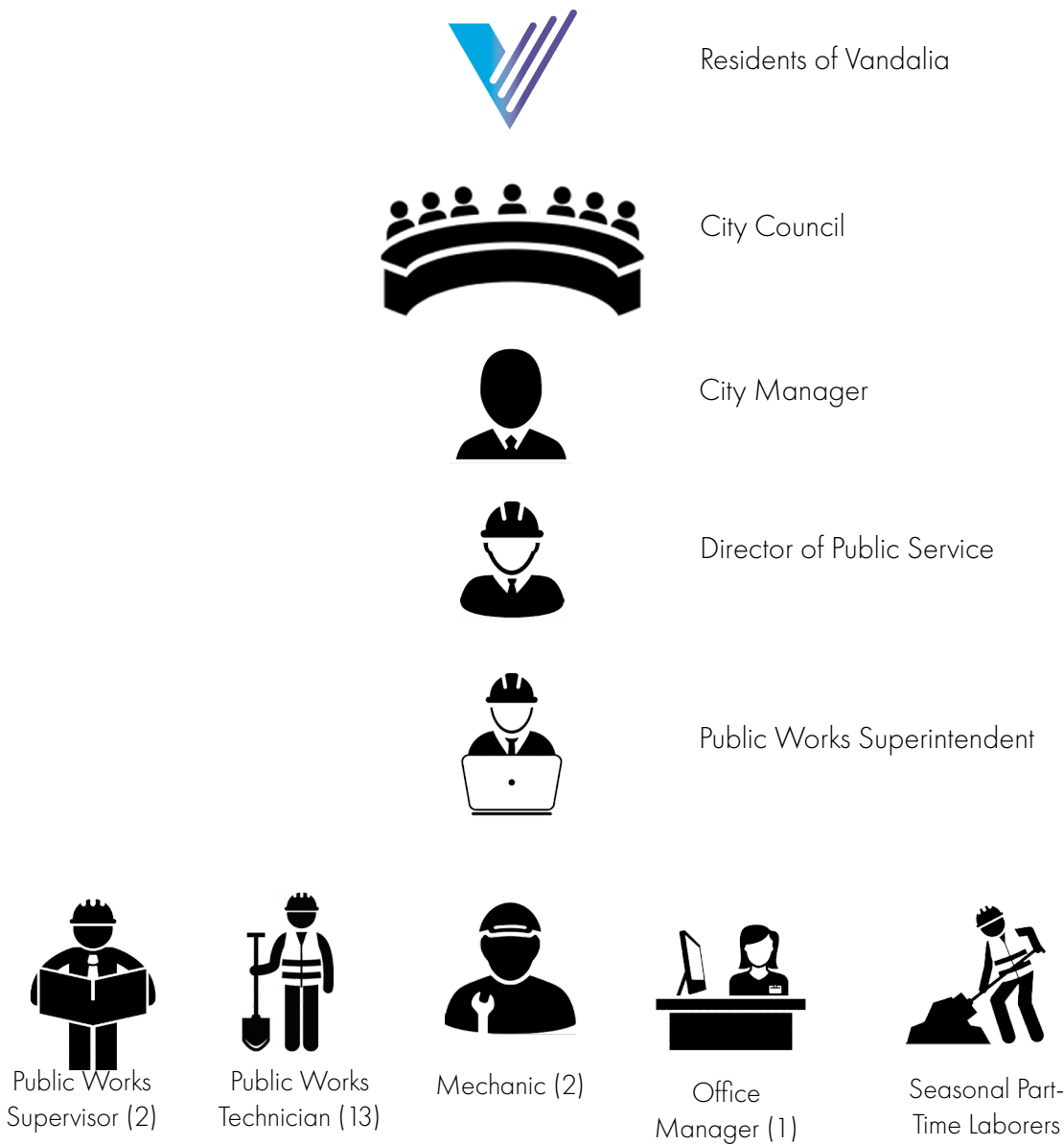
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$57 million, and an average full-time workforce of 234 full-time equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public.

Under the direction of the City Manager, the leadership team executes the policy directives of the Vandalia City Council including the day-to-day operations of police, fire, emergency medical services, and dispatch; water distribution, wastewater collection, and storm water utilities; public works and street construction; economic development, building and zoning, planning, and engineering services; and community enrichment through the Vandalia Recreation Center, Senior Center, Cassel Hills Golf Course, and numerous parks.

In 2020, City Council adopted the [Vision Vandalia Comprehensive Plan](#). There are many exciting anticipated developments in the coming years.

Learn more about City of Vandalia initiatives on the City's [YouTube Channel](#) and [Facebook Page](#).

COMMAND STRUCTURE



PUBLIC SERVICE DEPARTMENT

The Department of Public Service is staffed by dedicated and highly trained public servants who provide residents with efficient, honest, and courteous service through the divisions of Public Works and Development and Engineering Services. The department is led by our tenured Director of Public Service, Rob Cron.



PUBLIC WORKS DIVISION

The Public Works Division is responsible for general maintenance of 210 lane miles of roadways; leaf collection; fleet management and the City garage; maintenance, repair and replacement of water mains, sanitary and storm sewers; operation of Poplar Hill Cemetery; ice and snow removal; street sweeping; roadway painting; and sign and signal maintenance. The Public Works team is highly visible to our residents, businesses, and visitors. The City prides itself on ensuring a high level of customer service at every touchpoint with the public.

Full-time employees within the Public Works Division are represented by the Teamsters Local Union No. 957. The Employer and the Union entered into an initial [collective bargaining agreement](#) on April 20, 2020. The current collective bargaining agreement expired on December 31, 2021 and is currently under negotiation.

THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

The City of Vandalia is seeking several skilled technicians to join its Public Works team. Vandalia Public Works Technicians perform a variety of duties, as follows:

- Construction, maintenance and repair of streets, curbs and sidewalks, catch basins, manholes, water, sewer, street and storm drainage.
- Operation and maintenance of trucks and power construction and maintenance equipment - inspecting, maintaining, loading, and hauling and unloading trash, leaves, gravel, salt, asphalt and concrete.
- Mowing, trimming, plowing snow.
- Miscellaneous tasks: guardrail installation and repair, opening and closing of graves, pick-up and disposal of dead animals, collection of large trash, painting and installation of traffic control markings and devices, and all other duties as assigned.
- Responds to public emergencies and extreme weather events.

MINIMUM QUALIFICATIONS

Must be at least 18;

Must possess a high school diploma or GED;

Must possess a valid State of Ohio vehicle operator's license, valid Class A Commercial Driver's License with tanker endorsement preferred. Applicants must have a Class A Commercial Driver's License with tanker endorsement within six months as a condition of employment;

Must obtain satisfactory scores on all phases of the qualification process, including oral interviews, practical assessments, background check, physical exam and drug screen.

PREFERRED QUALIFICATIONS

Good attitude, strong work ethic, high level of customer service.

Those with any of the following will receive preference:

One to two years recent, successful employment in outdoor work, vehicle and equipment operations and / or the performance of heavy labor for extended periods of time. Construction, excavation, or previous related trade experience;

EPA water and wastewater certifications;

Recent successful public works experience;

Demonstrated knowledge of public works / utility construction and maintenance practices and materials used in street, water and sewer work; and

Demonstrated skill in operating tools and equipment such as tractors, backhoe, loader, paver, grinder, roller, trencher, bucket truck, skid loader, etc.

COMPENSATION AND BENEFITS

The City of Vandalia offers a generous and competitive compensation package in an effort to attract top-tier talent. The successful candidate can expect the following wage and benefit package:

- Base Salary: \$21.00 - \$22.73 per hour, depending on experience
- Ohio Public Employees Retirement System: Employer contribution of 14% of gross wage, Employee contribution of 10% of gross wage
- Health Insurance
- Dental Insurance
- Paid Leave:
 - Vacation: 12 – 26 days per year depending on service credit
 - Prior Service Recognition: The City of Vandalia will recognize prior full-time service at a qualifying political subdivision (i.e., city, township, county, school district, State of Ohio) for the purposes of calculating leave accrual in accordance with the current policy
 - Holiday: nine paid holidays per year
 - Floating Holiday: 1.25 days per full quarter-year after six months (5 days per year)
 - Sick Leave: 1.25 days per full calendar month (15 days per year)
 - Transfer of Sick Leave: The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's former employer(s)
 - Funeral Leave
 - Jury Duty Leave
 - Military Leave
 - Paternal Leave with Pay
 - Adoptive Parent Leave
- Life Insurance: employer sponsored benefit of \$60,000
- Accidental Death and Dismemberment Insurance: \$12,000 benefit
- Complimentary Recreation Passes
 - Individual Vandalia Recreation Center membership
 - Family Cassel Hills Pool membership;
 - Individual Restricted Pass to Cassel Hills Golf Course
- Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs with passing grade of "C" or better

APPLICATION AND SELECTION PROCESS

Applications will only be accepted through the City's online application system via the website at: VandaliaOhio.org/Jobs. Applications must include a résumé and a cover letter.

Applications will be reviewed as they are received and an initial round of interviews is anticipated the week of May 31. The recruitment of the Public Works Technician position will remain open until filled.

Vandalia is an Equal Opportunity Employer and Americans with Disabilities Act (ADA) Compliant. Women and minorities are encouraged to apply.



Public Works Seasonal Maintainer

City of Vandalia, Ohio

The City of Vandalia is accepting applications for Seasonal Employees to join the Public Works Team.

Candidates must be at least 18 and have a valid state of Ohio driver's license. Those with demonstrated successful experience in landscaping, light construction work and/or heavy equipment operation will be given first consideration.

Positions are seasonal, an average of about 30-40 hours per week, and the chosen candidates must be available to work 7:00 a.m. – 3:30 p.m. with the possibility of weekends during special events.

The hourly pay is \$15.00. As a seasonal employee, you will be able to contribute to the Ohio Public Employees Retirement System. This opportunity is ideal for a college student, retiree or as a supplement to another flexible part-time job.

Interviews will be conducted as well as an extensive background investigation and drug testing. Applications will only be accepted through the City's online application system via the website at: vandaliaohio.org/jobs.

The City of Vandalia is an equal opportunity employer and ADA compliant.



City of Vandalia
Municipal Building
333 James Bohanan Memorial Drive
Vandalia, Ohio 45377

www.vandaliaohio.org



Understanding generation prices:

- AES Ohio, along with other utilities in the state, participate in a market-based auction for generated electricity annually.
- The auction is conducted by an independent third-party with oversight by the Public Utilities Commission of Ohio (PUCO). The auction results are not within the control of AES Ohio. The auction outcomes are based on many factors including increased inflation and the rising price of natural gas. The pricing is based on market conditions on the day of the auction.
- The new generation rates will go into effect June 1, 2022 for one year.
- Customers who received their electric generation from AES Ohio (known as standard service offer or SSO) will see their generation rates increased by \$0.061 per kWh, from \$0.048 to \$0.109. Example: The current bill for a typical 1,000 kWh SSO customer is \$97.66, the new proposed bill will be \$158.61.
- In Ohio, customers can buy their electric generation from any PUCO-certified supplier.
- The market-based auction for generation is separate from the AES Ohio's investment and rates for transmission and distribution cases that are subject to PUCO approval.
- For more information on market generation pricing, payment assistance and other resources for customers, visit aes-ohio.com/generation-prices.

The State of Ohio has programs available based on household income and other eligibility requirements. Visit the [Ohio Department of Development](https://ohio.gov/development) for more information

- Customers can contact United Way 211 for utility bill payment assistance or help finding lower-cost options
- AES Ohio offers three pay agreement options available to help residential customers with past due balances. Go to our website to [Learn more](#).
- AES Ohio provides emergency relief funding to customers through the Gift of Power program, go to our website to [Learn more](#).