

#### OFFICE OF THE CITY MANAGER



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

January 21, 2022

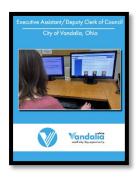
Honorable Mayor Herbst & Esteemed City Councilmembers:

This week, I met with a developer from Woodard, worked to generate momentum for our Downtown Blue-Ribbon Committee with Jamie Spencer at Beau Townsend, and I submitted a \$400,000 capital budget bill grant request for a stage (and appurtenances) at Art Park to Representative Plummer and Senator Antani. I held a face-to-face with Xerion Battery regarding their occupancy at 250 Northwoods and I met with our Fire Division about the merit-based compensation plan. Also, I talked through several developments regarding the fence improvements in front of St. Christopher, a new traffic signal at the I-75 southbound exit at Northwoods, and the City's pursuit of grant funding for National Rd. modifications with Randy Chevalley – the ODOT District 7 Deputy Director.

On Thursday night, Vice Mayor Dave Lewis, Assistant City Manager Amber Holloway, and I joined Montgomery County and the Dayton Development Coalition in recruiting a family-owned food producer (with worldwide annual gross revenues of more than \$675,000,000) to open a facility in Vandalia. We are short-listed with a few other potential locations. Vice Mayor Lewis's experience as a family businessman resonated with the representatives from the company and he brought great pride to the City.

After all of this, I am pleased to report that I still made it to *Doughnuts with Grownups* at the VBCSD preschool with my three-year-old son. Please consider the following updates:

Now Recruiting – Executive Assistant / Deputy Clerk of Council: I am holding an open recruitment to backfill Mrs. Pruszynski's position after she took over as the Human Resources Manager last week. The City seeks to recruit a collaborative servant leader who is a curious and active learner. The ideal candidate is a problem solver who has strong internal and external customer service skills. The successful candidate will exhibit a strong aptitude for organization and writing. Applications are being accepted at VandaliaOhio.org/Jobs. Please see and share the recruitment brochure (link).





**GOALS!** As a team, we must take an *organizational systems* approach to continuous and purposeful improvement. This year, City Council has established the 2022 Citywide Policy Goals. With these as the guidepost for informing how to best execute our service to the Vandalia community, each department and division has established goals for the year. As the 2022 Citywide Policy Goals inform our department and division goals – the department and division goals will be used to inform individual performance goals throughout our ranks. I have enclosed each set of department and divisions goals for your awareness. In the future these will be posed on the website.

**Congratulations to Chief Althouse** for taking the reigns as Vice President to the 2022 Board of Montgomery County Association of Police Chief's.

**Welcome Police Officer Matlock!** VPD's newest police officer, Connor Matlock, had his ceremonial swearing-in during this week's Council meeting. It was great to see and celebrate this passage with his family. Officer Matlock joined VPD on January 5 after serving four years with the Dayton Police Department. Office Matlock is a Vandalia-Butler graduate, has grown up in our community and resides in Butler Township with his wife and young son. His wife Chelsea is a teacher at Helke Elementary School.

Accident on Peters Pike: Kudos to our team for responding to the single vehicle, non-injury accident on Peters Pike this week. I am pleased to report that although the road was closed for several hours, our Police, Fire, Public Works, and CMO team coordinated with businesses, the schools, and the public to reduce the impact. In addition, I received a call from Superintendent O'Leary who complimented our team. Also – Mr. Magato get's the Best Post of the Week award for his juxtaposition of Chief Follick and The Stand. By all reports Chief Follick was not under the pole (that is an optical illusion) and he is also not in the picture on the right.

**Snow and Ice:** Park maintenance and building maintenance staff provided snow removal and ice control last Sunday and Monday at various facilities; additionally, Public Works crews were salting and plowing roadways. Crews used approximately 250-300 tons of salt.

**State of The City:** Communications Manager Hopkins will begin preparing the State of the City Video presentation for



the Chamber of Commerce and service organizations. This has been a very eventful year, and we'll have many great accomplishments to share to the business community. The video will debut at the upcoming Vandalia Butler Chamber of Commerce Annual meeting.

**The 2021 Employee Service Awards Event** is scheduled for Friday, February 25. The venue and time are to be determined – details forthcoming.



**Joint CommUNITY Newsletter:** The next a joint community newsletter with VBCSD and Butler Township is being developed and is tentatively scheduled to be released in mid-March.



**Live Fire Training:** On January 19th the Division of Fire participated in live fire training on Jackson Road. This was a great opportunity for crews especially newer members to get into a newer type construction single family home that we would typically respond to in Vandalia. We are thankful to the Fire Collaborative for sharing their acquired structures with us to accomplish this valuable training.

**W2 Forms:** The 2021 W2 forms will be mailed to Councilmembers, part-time employees, and distributed to full time employees by January 31st.

**Buckeye EcoCare:** A Temporary Certificate of Occupancy has also been issued for Buckeye EcoCare at 830 Scholz Drive. The Wendts are customers of this new-to-Vandalia business. #buylocal

**Electronic Filing Letters to Taxpayers:** The annual taxpayer letters explaining the procedures to electronically file the 2021 City Income Tax Return were mailed to residents. Taxpayers are encouraged to file all tax returns electronically through the Online Filing Tool. The City provides paper forms in the Income Tax Division office. The due date for the 2021 City Income Tax Return is April 18, 2022.

**Audit:** The 2021 audit has begun and representatives from Plattenburg and Associates are requesting documents and information; therefore, staff are busy gathering the appropriate information to email to the audit team. This is our first year back with the Plattenburg group after three years with the State Auditor's Office and Finance is looking forward to working with their staff again!

**Elected Official Training:** Miami Valley Cable Council is holding its annual Elected Official Training March 9, 2022 at Yankee Trace Golf Course in Centerville. The training event begins at 7:30 a.m. and includes lunch and training materials. This is a valuable training opportunity for staff, city boards and commission members, and elected officials. The Ohio Municipal League also offers trainings for municipal officials. I have enclosed the tentative agenda. More information is available online: <a href="https://www.omlohio.org/254/Municipal-Officials-Training-Seminars">https://www.omlohio.org/254/Municipal-Officials-Training-Seminars</a>.

Free COVID-19 Test Kits: Visit <a href="https://www.covidtests.gov/">https://www.covidtests.gov/</a> to order yours! Each home in the United States is eligible to request four at-home COVID-19 tests. In the event you are unable to obtain a free athome test kit, you can locate free testing sites near you on the U.S. Department of Health & Human Services website at <a href="https://www.hhs.gov/">https://www.hhs.gov/</a>.

The Parks & Recreation Master Plan process kicked off on January 11 with a Project Plan Review meeting. The next milestone will be on Wednesday, February 9 with a Project Team meeting followed by a tour of our parks with PROS Consulting and concluding with a Steering Committee meeting at 3:30pm. Community members will have ample opportunities to participate in the development of the plan through a virtual meeting, statistically valid survey, online convenience survey, and in-person events over the course of the year. The Community Virtual Meeting is scheduled for Tuesday, February 15 and the City will begin to advertise as the date draws near.



Commercial Truck Traffic: During the past two (2) weeks, VPD officers made 15 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two (2) traffic citations, and 13 written warnings while working 16 additional enforcement hours.

Public Service Director Cron participated with the Montgomery County Engineer's representatives in the selection of a firm to provide the preliminary engineering and detailed design of the DIA Northeast Logistics Roadway project. This will be the Northwoods Boulevard, N. Dixie Drive and Lightner Road Improvements. The city is partnering with Montgomery County Engineer Paul Gruner on this project. The project was awarded \$1,600,000 in TRAC grant Funding for the engineering and design. Six firms submitted Letters of Interest for the project. We have selected Carpenter Marty Transportation as the firm for the project. They have offices in Columbus and Cincinnati. Staff will have a meeting with them next week to go over the scope and expectations of the project. Currently, the City is pursuing a \$1.3 million appropriation for community spending from Congressman Turner to assist with acquisition of right of way to accelerate the project timeline.

**National Rd. Improvements:** The Montgomery County Transportation Improvement District has advised us of the following:

- Pavement markings and lane configurations for the winter have been set. Barrels were removed for snowplows except for the placement of barrels at Union Airpark Boulevard due to anticipated confusion of lane assignment with the concrete island and due to the temporary condition, we are in.
- Work will continue with signals and lighting.
- Coordination with AES is still occurring to get power.
- It is anticipated that the contractor will begin spring work around April 15th. They will finish signal and lighting work, the placement of the surface course and permanent pavement markings and any miscellaneous items.

V-B Team Police Initiative: On January 7, Officer Wehner and Lieutenant Sucher attended the first Vandalia-Butler "Team" Police Initiative meeting. Representatives of the Division's Recruitment Team, in conjunction with the Butler Township Police Department, met with the Vandalia-Butler High School boys and girls bowling team. The purpose is to establish relationships with student-athletes and encourage them to consider careers not only with their hometown agencies, but also in law enforcement. We will be meeting with all winter sports teams in the next month. The first engagement included approximately 30 students.

City – VBCSD – Butler Township Joint Meeting: The Vandalia Butler City School District, Butler Township, and the City of Vandalia thrive as a community when we are able to collaborate and work toward common goals. For this reason, we will hold a joint meeting between the jurisdictions on January 31, 2022 at 5:30 p.m. in the Butler Township Hall located at 3780 Little York Road. This meeting is open to the public. Please advise me of any items that you would like to add to the agenda. To date, the only item on the agenda refers to the gap in the sidewalk in Butler Township on Stonequarry Rd. between the Vandalia Recreation Center and Morton Middle School. This portion is in Butler Township and has stalled for several years. Previously, Vandalia Councilmember Farst facilitated a meeting that Superintendent O'Leary, Administrator Vogel, and I attended to help convince the property owners that dedication of the township right-of-way is beneficial to the property owners, the safety of students who walk to school,



and the community as a whole. I believe that this meeting helped to reinvigorate the project's momentum. In addition, Administrator Vogel, Superintendent O'Leary, and I plan to give general updates of mutual interest to the organizations.

**Regional Development:** Director Cron participated in a multi-jurisdictional meeting to discuss the development and roadway work currently going on and planned around the Airport. Representatives from the Montgomery County and the Miami County Engineer's offices, Montgomery County TID, Butler Township, Monroe Township and myself were on the meeting. The intent is to try to hold monthly meetings to keep all parties updated in the projects moving forward.

Cleanup: Park Maintenance staff have removed 80 parking timbers (railroad ties) from the golf course parking lot. Our plan currently is to not replace the parking blocks and monitor if we have any issues with patrons parking off of the asphalt lot. These are unsightly and do not align with the image that we wish to present. Public Works is removing the railroad tie wall and asphalt above the wall in the northwest portion of the parking lot in preparations for park staff to regrade this area and plant grass. The railroad tie wall and pathway were both in poor condition and no longer served a purpose. When completed this project will improve the aesthetics of this area. Next, the railroad ties will be removed from Helke Park. Staff is considering replacement options. Many thanks to Public Works for their cooperation in this improvement effort.

**Potholes:** Public Works Technicians continue to check for and patch holes throughout the City in between other projects. Crews are typically patching every day. Potholes can be reported to the City via the <u>Report a Concern</u> feature on the City website.



REPORT A CONCERN

Please contact me directly with questions and comments.

Your Partner in Service,

Dan Wendt City Manager

#### Attachments:

- 1. Information Update ACM Holloway January 20, 2022;
- 2. Information Update Director Leiter January 19, 2022;
- 3. Information Update Chief Follick January 20, 2022;
- 4. Information Update HR Manager Pruszynski January 20, 2022 5. Information Update - Director Clark – January 20, 2022;
- 6. Information Update Chief Althouse January 20, 2022;
- 7. Information Update Director Cron January 20, 2022;
- 8. Ohio Municipal League Training Agenda; and
- 9. Citywide, Department, and Division Goals.

CC

Board and Commission Members All City Employees



To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: January 20, 2022 Subject: Information Update



- I held a meeting with Premier Health on 1/11 to discuss ways in which they can potentially improve/expand service offerings to aid local employers.
- You, Rich, and I met to discuss additional brand implementation items.
- I attended a virtual meeting hosted by MVRPC to learn about the Age Friendly Community Designation.
- Zak and I met on 1/13 to review a Planned Unit Development submittal for a townhome development.
- I participated in the MVCC City Manager's conference call on 1/13.
- On Friday 1/14:
  - I attended the Business First meeting at the new Employment Opportunity
     Center in Dayton. In this meeting we heard from JobsOhio, the Employment
     Opportunity Center, and a Del Mar Encore fellow on the Silver is Gold program.
  - o I had a meeting with the County and DDC on an economic development lead.
  - Rich and I held a meeting with our project team from Wright State University.
     The team will work to develop a Resident Academy as part of their Master of Public Administration capstone work.
- The team from Development & Engineering Services and Fire held our monthly development meeting to review ongoing and proposed developments in the City.
- Staff from DES, Fire, and I held a meeting with a Vandalia company to meet new members of their leadership team.

- Rich and I held our monthly meeting on Thursday 1/20.
- Congratulations to Ted Baker on his well-deserved retirement! Ted is an exemplary leader, teacher, and public servant. Thank you, Ted, for your service!

#### **Communications Update**

- Next week we will resume production of our Focus Vandalia program. Among the topics for next month's episodes, Council goals, Vandalia firefighters named Firefighters of the Year, and programs at the Recreation Center.
- We begin work next week on preparing the State of the City Video presentation for the Chamber of Commerce. This has been a very eventful year, and we'll have many great accomplishments to share to the business community.
- We've submitted all the graphics for our soon-to-be released "My Vandalia" app, which will replace the community request tracker on our web site. We're excited to see the finished product sometime next month.
- We're working on a joint community newsletter with the Township and the Schools. The goal is to have one out by the middle of March.
- Twice in the last couple of weeks we've had the opportunity to use our HyperReach
  mass notification system, once for a water main break and again for the closure of
  Peters Pike. The system allows us to very easily map out areas of the City to send
  emergency notification messages.



# Memo

To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

**Date: January 19, 2022** 

Re: Information Update - Period Ending January 21, 2022

1. I attended a regularly scheduled council meeting.

- 2. The month of December and 2021 year have been closed and accounts balanced. Finance staff continues to work diligently on the various procedures, reports, etc. included with the end of year/beginning of year processing, and transition to new Finance software.
- 3. The 2021 W2 forms will be mailed to part time employees and distributed to full time employees (and Council) by January 31st.
- 4. Purchase requisitions are now being accepted for 2022.
- 5. Tax Form 1099G's were processed and will be mailed out to taxpayers with applicable credits on their income tax accounts by January 31st.
- 6. The annual taxpayer letters explaining the procedures to electronically file the 2021 City Income Tax Return were mailed to residents. We encourage taxpayers to file all tax returns electronically through the Online Filing Tool but will continue to provide paper forms for those who do not have access to a computer. The due date for the 2021 City Income Tax Return is April 18, 2022.
- 7. The 2021 audit has begun and representatives from Plattenburg and Associates are requesting documents and information; therefore, staff are busy gathering the appropriate information to email to the audit team. This is our first year back with the Plattenburg group after three years with the State Auditor's Office and Finance is looking forward to working with their staff again!
- 8. I attended a Tri-Cities Finance meeting. I presented the December 31, 2021 YTD financials.



#### DIVISION OF FIRE INFORMATION UPDATE

**TO:** DANIEL WENDT, CITY MANAGER

**FROM:** CHAD FOLLICK, FIRE CHIEF

**DATE:** 1/20/2022

**SUBJECT:** INFORMATION UPDATE – PERIOD ENDING JANUARY 21, 2022

- 1. The Division of Fire is hiring part-time employees. Current staff will be at the Rec Center for the City of Vandalia Job Fair on Thursday January 20<sup>th.</sup> Our staff will be able to answer questions and conduct in person applications and interviews during this event for anyone interested in shifted positions as a Firefighter EMT/Paramedic.
- 2. The Division of Fire would like to say, Thank You! As well as extend our appreciation to our Division of Police on January 9<sup>th</sup> in honor of National Law Enforcement Appreciation Day.
- On January 14<sup>th</sup>, I met with the Fire Prevention Bureau for our monthly meeting.
   These meetings allow for discussion and status updates of current and future projects within the Division of Fire's Prevention Bureau.
- 4. The Division of Fire is proud to be a part of presenting the "Kids Home Alone" course. This course was put on January 15th by the Vandalia Rec Center with the Division of Police and our Fire Prevention Bureau. This course is an opportunity for kids age 9 and up to learn life safety skills, such as first aid, calling 911, fire escapes, kitchen safety, among other skills to make them more confident being at home alone.

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#### DIVISION OF FIRE INFORMATION UPDATE

- 5. On January 19<sup>th</sup> the Division of Fire participated in live fire training on Jackson Road. This was a great opportunity for our crews especially newer members to get into a newer type construction single family home that we would typically respond to in the city. We are thankful to the Fire Collaborative for sharing their acquired structures with us to accomplish this valuable training.
- 6. The morning of January 19<sup>th</sup> crews were called to an auto accident on Peter's Pike.

  Once on scene, crews found a vehicle vs. utility pole. One patient involved was treated on scene. The pole sustained significant damage that caused a power outage to the west of Peter's Pike and resulted in the road being closed between National and Stone quarry for most of the day.

CEF/clj Page 2 of 2



To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: January 20, 2022

Re: Information Update - Period Ending January 21, 2022

1. Congratulations and best wishes to Ted Baker in his upcoming retirement. His absence in our organization and around the community will be conspicuous.

- 2. I attended the City of Vandalia Job Fair at the Vandalia Recreation Center last night along with Parks and Recreation Director Clark and Recreation Superintendent Kreill. Participating departments included the Recreation Center, Parks and Building Maintenance, Golf Course, Police Department, and Fire Department. Swimsafe representatives were also present.
- 3. We have several hiring processes in the pipeline. As for the Public Works Superintendent vacancy, three candidates have been identified and are scheduled for leadership assessments. First round interviews for three candidates for the Electrical Inspector position will be held Monday, January 24. The Executive Assistant vacancy was advertised Thursday, January 20, and the Public Safety Specialist recruitment brochure is in the draft stage. The Firefighter process is moving forward with three candidates scheduled to take the exam.
- 4. Save the date! The 2021 **Employee Service Awards** event is scheduled for Friday, February 25. We had nineteen employees reaching milestone anniversaries in 2021. The venue and time are to be determined stay tuned.
- 5. Miami Valley Cable Council is holding its annual Elected Official Training March 9, 2022 at Yankee Trace Golf Course in Centerville. The training event begins at 7:30 a.m. and includes lunch and training materials. This is a valuable training opportunity for staff, city boards and commission members, and elected officials.
- COVID-19 test kits are FREE. Visit <a href="https://www.covidtests.gov/">https://www.covidtests.gov/</a> to order yours! Each home in the United States is eligible to request four at-home COVID-19 tests. In the event you are unable to obtain an at-home test kit, you can locate free testing sites near you on the U.S. Department of Health & Human Services website at <a href="https://www.hhs.gov/">https://www.hhs.gov/</a>.



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 01/20/2022

Re: Information Update – Period ending January 20, 2022

Congratulations to Missy Pruszynski on her appointment to the position of Human Resource Manager. The Parks and Recreation Department is looking forward to working with her in this role. We are very proud that her time with our department helped prepare her for this position. Good luck Missy!

The Parks and Recreation Department would like to congratulate Ted Baker on his retirement after 33 years of service to the City of Vandalia as Chief Building Official. Ted was a tremendous resource for our department, always looking out for the best interest of the city. We have truly enjoyed working with Ted over the years and wish him nothing but the best in retirement.

The Parks & Recreation Master Plan process kicked off on January 11 with a Project Plan Review meeting. The next milestone will be on Wednesday, February 9 with a Project Team meeting followed by a tour of our parks by PROS Consulting and concluding with a Steering Committee meeting at 3:30pm. A Community Virtual Meeting is scheduled for Tuesday, February 15. Community members will be invited to participate in the virtual meeting to provide input to PROS.

#### RECREATION/ATHLETICS DIVISION

A total of 18 participated in the Kids Home Alone program, a collaborative effort between the Division of Police, Division of Fire and the Parks & Recreation Department. The educational program took place on January 15 at the Senior Center and covered the many different safety aspects when it comes to being home alone. Many thanks to the Police and Fire Divisions for participating in this great program.

Jeff Kreill is once again working with Montgomery County Career Technology Sport Management Instructor Zach Gueth to continue our partnership in 2022. The partnership includes students from CTC working on several program related projects during the course of the spring months.

Recreation Coordinator John Myers and his part time staff did a nice job working through a couple of situations that arose during the youth basketball program. Both situations were handled quickly and professionally and to the satisfaction of those involved.

#### **FACILITY MAINTENANCE DIVISION**

Rudy, Ted Baker, Pete Baldauf and I met with representatives from Vancon Construction to discuss a possible design build restroom facility for the Art Park. Vancon will provide us with a cost estimate in the coming weeks for review.

Park Maintenance staff participated in an online tree work safety course. The course provided excellent information concerning safety when working with trees in our parks.

Rudy, Chris Mastrino and I have reviewed the draft scope of work submitted by Energy Systems Group for the proposed Facility Infrastructure project. We will be meeting with representatives from ESG next week to finalize the scope of work for the project.

Park Maintenance staff have removed 80 parking timbers from the golf course parking lot. Our plan at this time is to not replace the parking blocks and monitor if we have any issues with patrons parking off of the asphalt lot. Public Works is removing the railroad tie wall and asphalt above the wall in the northwest portion of the parking lot in preparations for park staff to regrade this area and plant grass. The railroad tie wall and pathway were both in poor condition and no longer served a purpose. When completed this project will improve the aesthetics of this area. Many thanks to Public Works for their cooperation in this improvement effort.

Maintenance staff provided snow and ice control the evening of January 16 and into January 17 at city facilities (parking lots, drives and sidewalks).

Rudy has reviewed a list of trees suitable for use in tree planting in curb lawns/street trees for an upcoming meeting with City Planner Karto. We are excited to work with Zach on this project.

#### **RECREATION CENTER**

The annual Maintain Campaign, a program that encourages participants to maintain or improve their current health over the holidays was once again a success with a total of 56 participating. Hock's Pharmacy is the sponsor of this popular program. Many thanks to Nikki Speakman for her role in organizing participant information and tracking.

The next Premier Health presentation will be on February 21 and is titled "Stop the Bleed". The January Health Talk was cancelled due to the instructor being ill. Staff is looking to reschedule this presentation on "Living Will Health Talk".

Daily admissions at the VRC for December totaled 1550 paid admissions for a total of \$10,499. The December 5 year average revenue is \$8,276.

Sharon Hamby has been communicating with Superior Abrasives and the Dayton Auto Auction regarding Corporate Memberships to the VRC. She plans to follow up with both businesses in the coming days to see if they have any further questions.

Several staff took a field trip to the Lincoln Community Center in Troy to check out their new addition to the facility. This was also a great networking opportunity for our staff.

#### **GOLF DIVISION**

Staff continues to work with Vancon to coordinate the construction of the restroom building on the golf course. The holding tanks have been ordered and Vancon will begin installation of the tanks once they arrive. They plan to build the unit at their facility and bring it in in sections for the build..

Ben and Marty are working to get returning part time staff confirmed for the upcoming golf season. This will allow them to determine how many vacancies they have to fill prior to the season. This has been a challenge over the past several years, especially for the golf maintenance division.

#### SENIOR CITIZENS CENTER

Senior Center member Kris Williamson volunteers each January to contact all members who have not renewed their membership as a friendly reminder to do so. As a result of her efforts membership numbers continue to rise during the month of January. We are very appreciative of her efforts and commitment to the Vandalia Senior Center.

The Senior Center is only the second location in Montgomery County to get a Sinclair Class published for the spring term, March 17 through May 2. Sinclair had suspended classes a few years ago and have revamped the lifelong learning program. Jennifer Lorenzetti will be presenting history through photographs, which will be an 8 week course with a total cost of \$30 per person.

# Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: January 20, 2022

Subject: Information Update Ending January 21, 2022



- 1. During the past two (2) weeks, VPD officers made 15 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two (2) traffic citations, and 13 written warnings while working 16 additional enforcement hours.
- 2. On January 7, Officer Wehner and Lieutenant Sucher attended the first Vandalia-Butler "Team" Police Initiative meeting. Representatives of the Division's Recruitment Team, in conjunction with the Butler Township Police Department, met with the Vandalia-Butler High School boys and girls bowling team. The purpose is to establish relationships with student-athletes and encourage them to consider careers not only with their home town agencies, but also in law enforcement. We will be meeting with all winter sports teams in the next month. Our first engagement included approximately 30 students.
- 3. On January 12, I attended the Montgomery County Officer Memorial committee meeting. This year's officer memorial ceremony is scheduled for Friday, May 6 downtown Dayton at Riverscape's pavilion where 40 officers who have died in the line of duty will be memorialized.
- 4. On January 13, I attended the virtual board meeting for the United States Air & Trade Show. This year's show has a great line-up of performers and all chalets are sold out. The board anticipates a large attendance at this year's show.
- 5. On January 14, I attended the virtual committee meeting for the Montgomery County Re-entry Program education subcommittee. Our group continues to seek avenues to educate the public on the benefits of the Re-entry Program for those returning from prison.
- 6. VPD's newest police officer, Connor Matlock, had his ceremonial swearing-in by you during this week's Council meeting. Officer Matlock joined VPD on January 5 after serving four years with the Dayton Police Department. Connor is a Vandalia-Butler graduate, has grown up in our community and resides in Butler Township with his wife and young son. His wife Chelsea is a teacher at Helke Elementary School. We welcome Connor to our VPD team!!
- 7. We congratulate Ted Baker on his retirement after 31 years of dedicated service to the City. Ted has been instrumental in his role and always been a pleasure to work with through the years.

- 8. We congratulate Missy Pruszynski for her appointment as the City's new Human Resources Manager. Missy is known for her warm cheerful smile and greeting while working in the CMO. We look forward to working with her in her new role.
- 9. CPO Wehner participated in a Zoom meeting with various other area agencies, both law enforcement and civilian for the Handle With Care Program. We are proud to say Vandalia PD is ahead of the game and one of only three agencies who has completed everything required to be able to send notices to the schools if needed. Handle With Care is a joint effort between first responders and schools to notify the school of a student who may have experienced a traumatic situation.
- 10. CPO Wehner along with Scott Jacobs from VFD taught a "Home Alone" class sponsored by the Bruce Sucher Recreation Center. The class was hosted at the Senior Center and 18 juveniles attended the program of varying age categories. The participants all learned about first aid, home safety, what to do in case of an emergency, and several other categories. Everyone got to enjoy a pizza lunch together, providing time for staff members to spend one on one time with our youth.
- 11. Our Police Explorers were treated to dinner and a movie for their annual social gathering. CPO Wehner and Sergeant Lawson purchased chicken from Fricker's and played the classic Police Academy movie for everyone. We look forward to this every year as a chance for everyone to relax, celebrate the accomplishments throughout the year, and socialize together.
- 12. Detectives charged a 54 -year old Vandalia man for criminal trespass. The man was on the property and warned numerous times about trespassing.
- 13. Detectives charged an 18-year old female for aggravated menacing. The female had a baseball bat in her possession with intent to cause serious physical harm to another female.



#### **Public Works & DES Information Update**

**To:** Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

**Date:** January 20, 2022

**Re:** Information Update for January 8-21, 2022

#### **Development & Engineering Services**

Our concrete repair contractor, Coate Construction, has begun on the handicap ramp repairs in the Copperfield and Park Place subdivisions.

We have also had a contractor mow and take out all the trees on our property in Stonequarry Crossings at the north west corner of Peters Pike and Capstone Way. Clearing the property will make it shovel ready and more marketable for development. With the removal of the trees, it will also be easier to maintain until the property is sold and developed.

Chad Baughman has been able to start walking the streets and getting measurements for curb and sidewalk replacement on the streets we are looking to resurface this year. We have a tentative list of streets we are looking at but will re-evaluate once we have better numbers on the concrete work to see if we need to reduce or can add streets to the list.

The building department has issued a Certificate of Occupancy for New Vision Church at 950 Helke Road.

A Temporary Certificate of Occupancy has also been issued for Buckeye EcoCare at 830 Scholz Drive.

I participated in a multi-jurisdictional meeting to discuss the development and roadway work currently going on and planned around the Airport. Representatives from the Montgomery County and the Miami County Engineer's offices, Montgomery County TID, Butler Township, Monroe Township and myself were on the meeting. The intent is to try to hold monthly meetings to keep all parties updated in the projects moving forward.

I participated with the Montgomery County Engineer's representatives in the selection of a firm to provide the preliminary engineering and detailed design of the DIA Northeast Logistics Roadway project. This will be the Northwoods Boulevard, N. Dixie Drive and Lightner Road Improvements. We are partnering with Montgomery County on this project. The project was awarded \$1,600,000 in TRAC Funding for the engineering and design. Six firms submitted Letters of Interest for the project. We have selected Carpenter Marty Transportation as the firm for the project. They have offices in Columbus and Cincinnati. We will have a meeting with them next week to go over the scope and expectations of the project.

We will be conducting first round interviews for our Electrical Inspector position next week.

This week marks the end of an era in the Development and Engineering Services Department. Ted Baker is retiring form the City on Friday January 21<sup>st</sup>. Ted has been with the City of Vandalia as the Chief Building Official for over 33 years. I have had the pleasure to work with Ted for 30 of those years. Ted has also become a great friend to many of us here at the City. Ted has been a model of what a public servant should be. His service and dedication to the City has been remarkable and he will be greatly missed. Congratulation Ted!!

#### **Public Works**

Public Works crews have had a busy couple of weeks. We were out on two separate occasions last week, Sunday and Monday, salting and plowing roadways. We used approximately 250-300 tons of salt.

Crews also repaired five watermain breaks within three days during this period. On January 12<sup>th</sup> we made repairs at 808 Roxana Drive, 1021 Romanus Drive and 209 Ranchview Drive. On January 13<sup>th</sup> we repaired a main at 336 Ranchview Drive and on the 14<sup>th</sup> at 128 Westhafer Road.

We also performed water shut offs for delinquent customers during this period. We had 51 customers on the list this month.

Crew performed four burials at Poplar Hill Cemetery during this period including two on Saturday January 15<sup>th</sup>.

We continue to check for and patch holes throughout the City in between other projects. Crews are typically patching every day. If anyone sees a pothole on our roadways, please let us know.

We assisted in traffic control and road closures for two separate accidents during this period. On January 18th a semi lost its load of concrete slabs turning from the Airport Access Road on to westbound US40. We provided an arrow board and cones to detour traffic from westbound US40 through the airport until the materials were cleared.

On January 19<sup>th</sup> a vehicle struck a power pole at the corner of Capstone Way and Peters Pike. We provided barricades and "Road Closed" signs to close Peters Pike until AES crews were able to replace the pole.



## **2022 Municipal Officials Seminars**

## Tentative Agenda

Saturday, March 5 Cincinnati Marriott Northeast,

Saturday, March 12 Doubletree Columbus/Worthington

Saturday, March 26 Embassy Suites Rockside

8:30 am Registration

**9:00 am** Home Rule and Local Control

**10:00 am** Open Meetings/Public Records

11:00 am **Break** 

**11:15 am** City and Village Financing Procedures

12:30 pm <u>Lunch</u>

1:15 pm – 4:15 pm <u>City Officials Session</u>

1:15 – 2:00 pm Council Powers and Procedures

2:00 – 2:45 pm Bidding, Purchasing & Contracting

2:45 – 3:00 pm **Break** 

3:00 – 4:00 pm Liability of Municipalities and Municipal Officials

1:15 pm – 4:15 pm <u>Village Officials Session</u>

1:15 – 2:00 pm Council Powers and Procedures

2:00 – 2:45 pm Bidding, Purchasing & Contracting

2:45 – 3:00 pm **Break** 

3:00 – 4:00 pm Economic Development

## \*Same Program for Each Location\*

## 2022 Citywide Policy Goals

#### 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, 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.



#### **2022 Finance Department Goals**

#### <u>Stabilization - (Fiscal Sustainability) (Enhance Infrastructure)</u>

Provide accurate and timely information by using all available resources, streamlining processes, and monitoring revenue and expenditures to enhance compliance and reduce costs.

#### <u>Teamwork – (Vibrant)</u>

Promote teamwork within the department by building a sense of belonging and connection. Focus and celebrate individual accomplishments as a collaborative team and create goals together to improve internal and external customer service.

#### Communication -

Build relationships within Finance and other departments within the City. Maintain open communication by actively listening to various requests, clarify the information needed, and respond timely and appropriately.

#### <u>Versatility – (Safe and Secure) (Trust and Confidence)</u>

Prepare for uncertainty by maintaining flexibility and developing contingency plans in the event of an emergency. Continue to provide exceptional service to departments, customers and citizens by offering options to submit invoices and remit payment in the event electronic methods are not available.

#### Prioritization - (Small City Big Opportunity) (Sharpen the Saw)

Continue to provide superior customer service to both internal departments and external citizens by maintaining updated technology to increase efficiencies and reduce costs.



# **2022 GOALS**

## **SECURITY**

Focus: Safe and Secure / Trust and Confidence / Enhance Infrastructure

**SUPPORT** 

Focus: Sharpen the Saw / Vibrant

**SOLUTIONS** 

Focus: Fiscal Sustainability / Small City Big Opportunity

# **Initiatives**

## **SECURITY**

Network VLAN Enhancements
Firewall Policy Improvements
Backup Software Upgrade

#### **SUPPORT**

End User Training
Process Refinement
Asset Enhancements

## **SOLUTIONS**

Refresh VMware Servers
Upgrade Microsoft Apps
Enhance File Services
Implement Cloud Services
Pilot Thin Client Solutions

#### **SECURITY**

#### 1. Network VLAN Enhancements

We will continue to work on segmenting the departments and specialized functions of the network, thereby creating a more secure network. When fully implemented, our overall risk from a cyber security event will be minimized and compliance with various guidelines will be easier to achieve.

#### 2. Firewall Policy Improvements

As we implement the VLANs, we will evaluate each of the existing network policies and create a more restrictive set of policies to better protect departmental data and citizen information. This will include denying any communication that is not specifically granted.

#### 3. Backup Software Upgrade

Our backup solutions will be reconfigured to streamline the backup process. The Justice Center and Station 1 currently process live data, requiring backups of both locations. We will consolidate all data transactions to the Justice Center and utilize Station 1 as a backup location only. We will evaluate our current software, Quest Rapid Recovery, and compare it with Veeam Backup and Recovery.

#### **SUPPORT**

#### 1. End User Training

We will offer at lease two different courses to city employees in a small group setting, which will most likely include Microsoft Outlook and Microsoft Excel. These two applications have a broad range of features that often go unused. Our goal is to train at least twenty (20) employees.

#### 2. Process Refinement

Many of the current IT processes are not documented or are outdated. We will create updated procedures for:

- Disaster Recovery
- **b.** Add/Move/Delete Network Users
- Monthly Audits

#### 3. Asset Enhancements

We will examine ways to better use the resources we already have in new and creative ways. This includes taking an in-depth look at software features and capabilities and discovering new ways to use old equipment.

#### **SOLUTIONS**

#### 1. Refresh VMware Servers

As the production servers reach their end-of-life in the primary datacenter, we will upgrade them with current hardware and software. We will consolidate all of the servers to the Justice Center and use Station 1 as a backup site only.

#### 2. Upgrade Microsoft Apps

We will evaluate the SQL and Exchange servers and determine if we should continue to use onpremise servers or look at hosting all or part of the solutions in the cloud. Most likely, we will continue to host our own services. If that is the case, we will upgrade to the newest version of SQL and Exchange or configure them for a hybrid implementation.

#### 3. Enhance File Services

Our current file servers are running out of storage space (different than the SAN storage used for running servers.) We will implement new solutions that provide adequate storage and built-in replication, thereby easing the burden on the backup software.

#### 4. Implement Cloud Services

We will begin migrating Office 2016 and Office 2019 users to Microsoft 365. The solution allows for ongoing feature enhancements and fixes, easier collaboration with other users, and enables secure access from remote work locations as needed.

#### 5. Pilot Thin Client Solutions

We will implement thin client solutions for a few departments and evaluate the pros and cons over a standard workstation rollout, which is scheduled for 2023. If successful, the solution should ease the burden on IT and enable easier software upgrades for departments.

#### INFORMATION TECHNOLOGY DEPARTMENT

#### MISSION STATEMENT

To provide INFORMATION TECHNOLOGY services that focus on the SECURITY of business processes and citizen data, to provide SUPPORT for the technical functions of city departments and the flow of information, and to implement top-tier SOLUTIONS that enhance the lives of the citizens, employees, and visitors within the City of Vandalia.





#### INTEROFFICE MEMORANDUM

TO: DAN WENDT, CITY MANAGER
FROM: CHAD E. FOLLICK, FIRE CHIEF

**SUBJECT**: GOALS 2022

**DATE:** DECEMBER 8, 2021

Delivering "first tier" service remains the primary Mission of the Division of Fire. The Command Staff has worked to align the Division of Fire's 2022 goals with the newly established "Citywide Policy Goals".

#### 1. Safe & Secure

- a. Recruiting & Retention focus: Building a sustainable staffing model, re-imagine recruiting (creating home town heroes), and enhance retention.
  - Conduct part-time salary study.
  - Have a part-time compensation plan for consideration in 2023.
  - Develop the Fire Explorers program to create a sustainable source of parttime firefighters (Home Town Hero's).
- b. First Tier Training focus: Re-imagine fire/EMS training, "first tier" service is a by-product of "first tier" training. Establish Vandalia as an organization that is committed to providing "first tier" training. When you become a destination for "first tier, first class" fire, rescue, EMS training you create a destination for aspiring young fire/EMS professionals.
  - Overhaul the Division of Fire's "Candidate" training program.
  - Refocus the Division of Fire's Fire/EMS training to address generational learner and create training opportunities that address "tactical priorities".
  - Complete a master plan for the Public Safety Training Facility.
- Creative Outreach focus: Working through the CRR, provide schools with more frequent, non-emergency, positive interactions between school kids and firefighters.
- d. Analyze our Community Risks focus: Better understanding of the challenges and/or public safety threats that come along with being a "first tier suburb". Work to conduct a Community Risk Analysis in 2022.

#### 2. Sharpening the Saw

- a. Leveraging Technology to Improve Internal Processes focus: Transition to a new data management system in 2022.
  - Collecting data points that will assist us in developing a Community Risk Assessment. Determine where our outreach (Community Paramedicine) efforts should be focused.
  - Improve the flow of information internally, operational information (logs, street closures, & maintenance issues).
  - Improve tracking of non-emergency activities (outreach, pre-fire planning, & public events).
  - Improve tracking of Fire Safety Inspections & pre-fire planning data.
  - Improve flow of vehicle/facilities maintenance repair requests (scheduling, tracking, cost analysis).

#### 3. Enhance Infrastructure

a. Protect Public Asset focus: Properly train personnel on the operation (driving) of new 110' aerial ladder.



## Goals and Objectives for 2022

Prospective Strategic Goals 2023-2026

#### Goal 2022-1

- □ Goal: Promote excellence in service through continuing professional development for all sworn personnel.
  - Objective(s): The Division will schedule all sworn personnel to complete 24-hours of state-mandated, Continuing Professional Training (CPT), which includes topics on Diversity, Inclusion, Equity; Responding to Mental Health; Use of Force; Legal Updates; Officer Personal Wellness; Responding to Sexual Assaults; Domestic Violence; Law Enforcement Response to Mass Protests/Demonstrations; Standards for Law Enforcement Vehicular Pursuit; Investigation of Employee Misconduct; and Bias Free Policing.

Affected Section(s): Administration, Operations

#### Goal 2022-2

- Goal: Promote excellence in service through continuing professional development for all public safety specialists and civilian staff.
  - Objective(s): The Division will schedule all public safety specialists and civilian employees to attend current Ohio Public Records training, preferably with a focus on police records. Additionally, the Division will schedule and host up to three professional development training courses or seminars for public safety telecommunicators as ongoing Continuing Professional Training.

Affected Section(s): Communications, Records

#### **Goal 2022-3**

- ☐ Goal: Promote safe driving of Vandalia police vehicles and prevent employee-caused traffic crashes.
  - Objective(s): The Division will provide practical and documented refresher driver training for all members of the agency who operate city-owned vehicles. This is a biennial training requirement.

#### Goal 2022-4

- ☐ Goal: Increase the agency's community outreach and interaction through various programs and social media posts.
  - Objective(s): VPD will plan to host at least one open house at the Justice Center in 2022, host a Citizens' Police Academy, and schedule at least three community events, such as "Meet the Chief", "Coffee with Cops", and/or "Pizza with Police" in 2022. Weekly, the Crime Prevention Officer will develop and post a crime prevention tip or personal safety recommendation on Facebook, Instagram, and other social media outlets.

Affected Section(s): All Sections

#### Goal 2022-5

- □ Goal: Provide VPD employees with relevant and timely feedback on their work performance and status towards achieving and/or completing annual goals.
  - Objective(s): The City will train all Division supervisors on the new performance evaluation system software that will be utilized in upcoming years for employee feedback and annual performance evaluations.

Affected Section(s): All Sections

#### Goal 2022-6

- ☐ Goal: Research, evaluate, and recommend new duty firearms for sworn personnel.
  - o **Objective(s):** VPD range staff will research, test, and evaluate various brands and models of handguns with input from officers on the most reliable and practical duty weapon(s) scheduled for replacement in 2023.

Affected Section(s): Operations, Range Training staff

#### **Goal 2022-7**

- ☐ Goal: Acquire and implement new technology to investigate crimes involving electronic evidence.
  - Objective(s): VPD will select, train, and designate VPD personnel to handle and process electronic evidence for criminal investigations, including cell phones, laptops, tablets, memory storage devices, etc.

Affected Section(s): Operations, Criminal Investigations Section

#### Goal 2022-8

- ☐ Goal: Revitalize the Division's identity and focus current policing trends and service delivery to meet community expectations.
  - Objective(s): VPD will implement new branding and designs on patrol vehicles, uniforms, and various departmental forms to align with the City's recent rebranding. Additionally, VPD personnel will review the agency's Mission Statement, Mission Achievement Strategies, and Principles of Operation and determine any updates needed to meet current policing practices. VPD will enhance work areas with historic photos and quotes.

Affected Section(s): All Sections

#### Goal 2022-9

- ☐ Goal: Ensure a consistent delivery of quality customer service in VPD's Communications Center.
  - Objective(s): The Division will perform quarterly Quality Assurance/Quality Improvement (QA/QI) reviews of recorded communications, including emergency 911 calls, non-emergency calls for service, and public safety radio traffic, and provide feedback of reviews to all public safety specialists.

Affected Section(s): Communications

#### Goal 2022-10

- □ **Goal:** Acquire and implement modern technology for crime reduction and community safety.
  - Objective(s): The Division will acquire and utilize specialized technology to search for and track vehicles involved in criminal activity in collaboration with other law enforcement agencies during investigations.

Affected Section(s): Operations

#### Goal 2022-11

- ☐ Goal: Research and initiate an effective employee wellness program.
  - Objective(s): The Division will research various employee wellness programs that promote mental health, physical fitness, financial stability, spiritual well-being, proper coping skills, and healthy relationships and initiate implementation of a comprehensive plan to provide meaningful resources.

#### Goal 2023-A

□ Goal: Maintain CALEA advanced law enforcement accreditation.

 Objective(s): VPD will review all applicable CALEA standards and make all necessary preparations agency-wide to ensure a successful mock and on-site assessment. Achieve reaccredited status in November 2023.

Affected Section(s): All Sections

#### Goal 2023-B

☐ Goal: Obtain and train sworn personnel on new quality duty weapons.

 Objective(s): Staff will select and purchase new duty handguns for all sworn personnel. Range staff will provide adequate training to officers on new handguns that meet state-mandated qualifications and equip officers with proper holsters and accessories to carry these handguns.

Affected Section(s): Operations

#### Goal 2023-C

- □ Goal: Conduct a feasibility study on the expansion of Communications Center operations and services.
  - Objective(s): VPD will conduct and/or oversee a workload assessment of the Communications Center and develop recommendations needed for possible future expansion of the Communications Center operations and services.

Affected Section(s): Communications

#### Goal 2023-D

- □ **Goal:** Recruit and increase civilian volunteers to improve employee efficiency in daily operations.
  - Objective(s): The Division will recruit and increase community volunteers who can assist with completing various office tasks, data entry, records purge, and file organization to allow full-time personnel to focus more time on work tasks and requirements.

#### Goal 2023-E

- ☐ Goal: Identify training needs and innovative ideas in the design and future construction of a public safety training facility in cooperation with Division of Fire.
  - Objective(s): VPD will select key personnel from the training staff who will strategize in identifying future training needs for intregation in the design and development of a regional public safety training facility that will provide enhanced training opportunities for both VPD and VFD personnel.

Affected Section(s): All Sections

#### Goal 2023-F

- □ Goal: Collaborate with other local law enforcement agencies in sharing Criminal Justice Information (CJI) and identifiers for enhanced data collection.
  - Objective(s): VPD will seek to partner with other local law enforcement agencies to develop information sharing through our Motorola Spillman Flex CAD/RMS Software by linking with other agencies on the same or similar software platforms.

Affected Section(s): All Sections

#### Goal 2023-G

- ☐ Goal: Continue to address ongoing traffic safety concerns related to commercial vehicles and evaluate programs and tactics to reduce the impact of commercial traffic on City roadways.
  - Objective(s): The Division will continue to monitor commercial vehicle traffic on city roadways and evaluate the effectiveness of current practices. VPD will seek innovative ways to regulate and reduce the impact of commercial vehicles on city roadways by partnering with other entities such as the Ohio State Patrol, Ohio Department of Transportation, Montgomery County Traffic Improvement District, and city administration.

Affected Section(s): Administration, Operations

#### Goal 2023-H

- ☐ Goal: Enhance officer wellness program for improved employee performance.
  - Objective(s): The Division will seek to build on the current employee
    wellness program and make it more comprehensive by offering a variety of
    programs and options to improve employees' mental, physical, emotional
    and spiritual well-being and stability.

#### Goal 2024-A

- ☐ Goal: Review current crime trends in Vandalia and evaluate the need for specialized training on investigatory practices to address crime trends.
  - Objective(s): Supervisory and investigatory personnel will review and track current crime trends and determine strategies to combat these crime trends through specialized training, crime prevention efforts, and technology needs.

Affected Section(s): Operations, Criminal Investigations Section

#### Goal 2024-B

- ☐ Goal: Enhance Emergency Medical Dispatching services through integration of medical instructions into the Computer-Aided Dispatch (CAD) System.
  - o **Objective(s):** Communications personnel will research and identify software options that will integrate EMD instructions into the CAD system to provide efficiency in evaluating a patient's medical condition and instructions on caregiving until first responders' arrival.

Affected Section(s): Administration, Communications

#### Goal 2024-C

- □ Goal: Research and determine the feasibility of an effective internship program for future career opportunities.
  - Objective(s): The Division will examine other law enforcement agencies' internship programs and their effectiveness. Staff will seek to partner with higher education institutions with criminal justice programs to discuss how to design and establish an effective internship program for the benefit of current students and future law enforcement employees.

Affected Section(s): Administration, Operations

#### Goal 2024-D

- ☐ Goal: Enhance investigations to address local drug and vice complaints.
  - Objective(s): The Division will determine the feasibility of addressing citizen complaints of drug and vice criminal activity by partnering a full-time investigator with the Montgomery County RANGE Task Force.

Affected Section(s): Criminal Investigations Section

#### Goal 2025-A

- ☐ Goal: Develop an enhanced crime analysis process for tracking crime trends throughout Vandalia.
  - Objective(s): The Division will identify the needs for enhanced crime analysis and the feasibility for a trained crime analyst that tracks and identifies crime trends throughout the City with robust reports to staff.

Affected Section(s): Operations, Criminal Investigations Section

#### Goal 2025-B

- □ Goal: Review department paper forms for transition to electronic forms and reports.
  - Objective(s): The Division will review agency paper forms and determine the feasibility of transiting paper forms to electronic format for cost-savings and positive environmental impact.

Affected Section(s): All Sections

#### Goal 2025-C

- □ Goal: Evaluate and implement modern and effective recruitment methods and processes for identifying and recruiting quality applicants for future vacancies.
  - Objective(s): The Division will research effective and innovative recruitment ideas and processes for attracting quality applicants for future openings. This could include an updated recruitment video, partnerships with higher education institutions to develop career paths for college students, a mentoring program, innovative career presentations, and partnerships with minority organizations for a diverse applicant pool.

Affected Section(s): All Sections

#### Goal 2026-A

- □ **Goal:** Evaluate the need for an agency training coordinator to identify, strategize, and organize effective training opportunities for staff.
  - Objective(s): VPD leadership will assess the need to have a specialized agency training coordinator who will identify, organize and schedule various employee training classes to meet state-mandated requirements and coordinate hosting specialized training classes and seminars.

Affected Section(s): Administration, Operations

#### Goal 2026-B

- □ Goal: Research the feasibility of partnerships with private alarm companies to decrease officer response time.
  - Objective(s): The Division will evaluate and determine the feasibility of alarm companies entering alarm response calls directly into VPD's Computer-Aided Dispatch (CAD) system.

Affected Section(s): Communications Center

# **Public Service Department Goals**



Provide excellent quality service to our customers by utilizing all our resources, both internal and external, to ensure we have assisted in every way possible to help achieve their goals while maintaining compliance with City Policies, Codes and Standards.

Take advantage of any technological advances to improve our internal processes to become more efficient. Digital plan submission and review will be one of our first steps in achieving this goal. Our new Building Department software implementation will provide access to information for inspectors in the field. Analyze the current fee structure to adjust to the market and to help cover incurred expenses.

Strategically plan for infrastructure upgrades including streets, watermains and sewer mains to keep our community safe and secure. This will be done by budgeting accordingly and aggressively looking for opportunities to leverage our local dollars with outside sources of funding. Evaluate a rate and fee structure to adequately maintain our underground infrastructure.

Continue to use all resources available to mitigate the commercial truck traffic issues we are encountering. Take traffic counts to monitor trends and strategize to make changes through signage, roadway improvements, public outreach and coordination with the police department through enforcement methods.

Be aggressive in our property maintenance enforcement and target properties that may be available for rehabilitation through potential acquisition and revitalization

# **Public Service Department Goals**



- Take pride to ensure that our public spaces and infrastructure are maintained safely, and the appearance is of a top tier suburb. Keeping roadways clean and pothole free, signs maintained and upgraded, and greenspace properly maintained are items to focus on.
- During Snow & Ice events we will coordinate staff accordingly, respond immediately and work tirelessly to make Vandalia roadways as clean and safe as possible for the traveling public. Monitor our resources and keep adequately stocked for snow events.
- Respond to any emergency type situations in a timely manner including watermain breaks, sewer issues, flooding, and traffic control etc.
- Provide training opportunities for all staff on new technology, EPA requirements, safety including roadway safety and work zones, driving and equipment operation, trench safety and confined space.
- Evaluate our processes, our time management and efficiencies and look to improve. Compare to potentially outsourcing tasks to improve productivity.
- Provide quality fleet maintenance for all Public Works vehicles and equipment, DES vehicles and Fire equipment. Strategize to budget accordingly for equipment upgrades and replacement.



## 2022 DEPARTMENT GOALS

#### **Department Mission Statement**

• The Vandalia Parks and Recreation Department's Mission is to enhance the lives of our citizens and our community by providing quality and diverse facilities, program and services.

#### Goal #1: Parks & Recreation Master Plan

The director shall develop a consultant selection process and work with the city manager to make a recommendation to City Council on selected firm to lead the Parks & Recreation Master Plan project. The director shall provide recommendations of internal and external stakeholders for a project steering committee. The director will work in conjunction with the consulting firm throughout the project to develop a project plan with specific goals and a timeline for plan completion. The director shall actively work with Parks & Recreation staff to promote community participation and engagement in the master plan process (community surveys, interviews, workshops). The director shall work with the consulting firm to submit a final report to the city manager at the conclusion of the master plan process that will include a community needs assessment, park and facility inventory and assessments, programming recommendations, operational assessment, funding strategies and a 10-year capital improvement plan. Upon adoption, the master plan will provide the director with a roadmap to CAPRA Accreditation (Commission For Accreditation of Parks and Recreation Agencies). Accreditation will provide the Parks & Recreation Department with a management system of best practices to follow.

#### City Goals Focus:

- Small City Big Opportunity
- Fiscal Sustainability
- Trust and Confidence
- Sharpen the Saw
- Vibrant
- Enhance Infrastructure

#### Goal #2: Parks & Recreation Rates & Fees

The director shall work with the Parks & Recreation Management team to review rates and fee structures at Cassel Hills Golf Course, Vandalia Recreation Center (includes review of an all-inclusive membership and potential to be open to members 24 hours a day), Vandalia Senior Center, Cassel Hills Swimming Pool as well as all Recreation Programs and Activities. Rate and fee comparisons of similar facilities and amenities will be completed for consideration in the process. Any rates and fee structure recommended changes shall account for budgetary, capital, operating and maintenance needs of the City of Vandalia. Revenue goals will be established based on proposed new rates, along

with the financial impact and will be submitted to the city manager for review and consideration. The director will submit a final report and recommendation to the city manager for review and approval. All rate and fee structure will be proposed to City Council for consideration and possible adoption.

- City Goal Focus:
  - Fiscal Sustainability
  - Trust and Confidence

#### Goal #3: Develop and Foster Community Partnerships

The director shall work with Parks & Recreation Management team to leverage community partnerships that will improve amenities, enhance livability and provide fiscal sustainability. *Montgomery County Board of Developmental Disabilities Services* - Inclusive Playgrounds partnership exploration. *Dayton Montgomery County Public Library* - Little Free Library units in 4 park locations (Copperfield, Brown School Woods, Helke, Warner); Facility Sponsorship Opportunities with local businesses and organizations; SwimSafe Aquatic Staffing (work to ensure a safe and positive experience at Cassel Hills Pool and Recreation Center); Premier Health (grow Vandalia Recreation Center partnership and discuss Park improvement partnership opportunities); Youth Sport Organizations in the Community (Butler United Soccer, Wee Aviators Football, Butler Youth Baseball Club); Vandalia-Butler City School District (continue to grow facility use partnership).

#### • City Goal Focus:

- Safe & Secure
- Fiscal Sustainability
- Trust and Confidence
- Vibrant

#### Goal #4: Parks & Facilities Infrastructure Improvements

o The director shall work with Parks & Recreation Management team to ensure infrastructure improvements are made in the following areas: Cassel Hills Golf Course restroom building construction finalized and open to the public for the 2022 golf season; complete search for a firm to oversee golf irrigation system design process and provide cost estimates for turnkey project for future capital budget consideration. Park Playgrounds -Director to form a committee made up of community members to participate in the design and selection process. Director will solicit qualifications and proposals from playground companies to replace units at Sports Complex, Helke Park, and Robinette Park. Playgrounds to include new industry trends as well as conform to current ADA standards for inclusive play and sensory stimulation. Facilities Infrastructure Project (HVAC/Roof) - Finalize scope of project; coordinate presentation to Council; oversee implementation of project scope and assure completion of the project by the end of 2022. Landscaping improvements - The director shall ensure Facilities Superintendent develops an implementation plan to make landscape improvements at all park locations as well as city entry signs, streetscape and facilities. Recreation Center - Director shall ensure Recreation Superintendent and Recreation Facility Manager review facility usage data to determine future recommendations for renovations or expansion. Areas to include climbing wall, childcare areas, free weights, cardio equipment, gymnasium and special

events room. Director will submit a report to the City Manager for review and consideration.

- City Goal Focus:
  - Fiscal Sustainability
  - Sharpen the Saw
  - Vibrant
  - Enhance Infrastructure

#### Goal #5: Programs & Events

The director shall work with Parks & Recreation Department Management Team to review all current programs and events and develop potential new offerings that will enhance patron experiences and improve community wellness options. <u>Cassel Hills Golf Course</u> – The director will work with managing golf professional to hire an assistant pro position who will in turn implement and oversee junior leagues, lady's leagues, weekend morning events as well as instruction. <u>Recreation Center/Senior Center/Youth Sports/Cooperative Programs with Police and Fire</u>- The director will work with recreation superintendent and facility manager to study current program offerings and research industry programming trends. The director will also ensure that management team staff are researching securing various grants opportunities as well as funding options for all programs and events offered by the department.

#### City Goal Focus:

- Safe & Secure
- Fiscal Sustainability
- Vibrant
- Enhance Infrastructure

#### Goal #6: Community Wellness

The director shall work with Parks & Recreation Management team to develop community wellness initiatives that will provide positive health and well-being outcomes for our residents and visitors. This goal fits squarely into the National Recreation & Parks Association Pillar of Health & Wellness as wellness is essential for human development and fulfillment. Senior Center — The director will work with recreation superintendent to provide increasing opportunities for physical activity that will enhance healthy aging for members. Recreation Center — The director will work with recreation superintendent and facility manager to provide increasing opportunities for community health programs, activities, events and lifelong learning. Youth Sports — The director will work with recreation superintendent to evaluate current youth sport opportunities to implement healthy eating initiatives into the program curriculum. Clean and Hygienic Facilities — The director will work with management team to update all cleaning protocols to ensure the safety and well-being of all patrons and visitors to our facilities. This will also include the installation of touchless doorways, fountains, sinks and toilets at the Justice Center and Recreation Center.

#### • City Goal Focus:

- Safe & Secure
- Sharpen the Saw
- Vibrant