

THE BLUE LETTER



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

December 13, 2021

Honorable Mayor & Esteemed City Councilmembers:

I apologize for my delay in getting this Blue Letter to you! We have a lot of great things going on. First, I want to congratulate Parks & Recreation Director Clark on being **awarded \$100,000 grant for the Helke Park Playground** through the Community Development Block Grant (award letter enclosed). With your approval, this money will be leveraged alongside the American Rescue Plan Act funds to provide a total of \$325,000 worth of improvements at Helke Park. It is worth noting and celebrating that none of this money comes from our residents' property or local income taxes!

Congrats to Micki Weber who joined the full-time ranks in the Finance Department as an Administrative Assistant. Mrs. Weber will attend a future Council meeting so that you may meet.

The highlight of the week was passing the 2022 Operating, Maintenance, and Capital Budget. I would like to thank Finance Director Leiter and our departmental leadership for their months of hard work that leading up to this great work product. As our elected officials and policy setters, I want to thank you for your thorough and contemplative deliberation as we work to achieve our [2022 Policy Goals](#) and strive to enhance livability in Vandalia.

On Tuesday, I had the pleasure of building relationships with some of our businesses at the V-B Chamber of Commerce Jingle Mingle. Then, on Wednesday morning, I attended the Vandalia Police Division meeting, where I updated staff on ongoing and forthcoming City initiatives. **This year, our Police Officers and Public Safety Specialists raised \$1,300 for the V-B Food Pantry.** This donation was matched by Abbey Credit Union making the total donation \$2,600. *Pictured: Police Officer Fraley, John Wheeler of the V-B Food Pantry and Digital Cowboy, and Blanca Criner of Abbey Credit Union.*



Tree Lighting: Congratulations to the team on another successful tree lighting! We had an excellent turn out and the high spirits had everything starting to feel back to normal! *Pictured Right: Communications Manager Hopkins calls the countdown as the Hague sisters help Mayor Herbst light the City Christmas tree.*



Annual Calendar: The 2021 Annual Report/2022 Calendar has been sent to the printer. The delivery will take place on Saturday December 18.

Public Works Superintendent Recruitment: The City continues to receive quality applicants for the Public Works Superintendent vacancy that will be created when Mr. Steve Nickels retires at the end of the year. To learn more, please see the [recruitment brochure](#).

Brand Activation: The City continues to activate the new brand standards, which were rolled out earlier this year. This initiative was part of the [2020 Vision Vandalia Comprehensive Plan](#). As a team, we are working to roll out the new brand in metered and budget-conscious manner. We have finalized the Vandalia Police Division and Vandalia Recreation Center logos (pictured) and a Vandalia Arts Council Logo is forthcoming.



**Vandalia
Recreation
Center**

Small Business Relief Grant: City Council appropriated a portion of the American Rescue Plan Act to support small businesses affected by COVID-19. The City has issued seven grants totaling \$52,500 with three applications currently in the review process. The final day to submit was December 1, 2021.

Chief Althouse Speaks at Rotary Meeting: Thank you to Chief Althouse for giving a thorough and professional presentation on the accomplishments of the Vandalia Police Division last week at the Vandalia Rotary Club.



2022 Resident Academy - Wright State Capstone: In 2022, the City will develop its first Resident Academy with the help of some Wright State University Master of Public Administration students who will help with some of the research and leg work as part of their capstone course. This initiative links directly to our 2022 *Trust and Confidence* policy goal. This



approach will help the City to build on best practices and will save taxpayer dollars by farming out some of the research. Work on this project will run January 2022 through April 2022. I look forward to recruiting participants and setting an agenda for Fall 2022 – Winter 2023.

Performance Management: The City has completed the compensation study in conjunction with Clemans-Nelson & Associates, Inc. Enclosed are the policies that I have issued to guide the administration of the City's performance management system, merit pay program, general services pay plan, and policy on staffing and hiring. This initiative will ensure that the City is able to recruit and to retain a team of quality public servants, while ensuring objective accountability to the taxpayers. The study was conducted over several months and considered external market rates and point-factor measurements to ensure internal equity across departments and job types.

CPR Classes: The Fire Prevention Bureau reports an increase in community outreach requests especially for CPR classes. We look forward to adding value to our core services.

Bank Fees: The Finance Department continues to meet with banking institutions and vendors to lower costs related to merchant services and to provide more customer-friendly credit card payment options for residents and businesses.

Blaze the Elf: The Division of Fire has a visitor for the Christmas season. We seem to have an elf hanging around our fire stations keeping an eye on our crews. Our elf, Blaze, was named by our community and we are anxiously awaiting to see what Blaze gets into this season. We anticipate he will have some fun, mischief, and help to show the community about fire safety!



Job Fair! We are bringing back the City of Vandalia Job Fair, seeking the next crop of outstanding City workers to help propel us to new heights. The event will highlight part-time and seasonal positions but will also be an opportunity to promote other city positions if desired. The 2022 Job Fair will be held on Thursday, January 20th from 6:00-8:00pm in the gym at the VRC. Staff is currently working to finalize details including a marketing plan for the event.

Commercial Truck Traffic: During the past three weeks, VPD officers made 25 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 22 written warnings and one verbal warning while working 24 additional enforcement hours.



2021 Years of Service Awards

30 Years

John Ross VRC

20 Years

Pat Kingery VRC

15 Years

Doug Lowe P&R Garage - Custodian

Cailee Allen VRC

John Burkhardt Golf Operations

10 Years

Shelia Jackson VRC

Cathy Hackett VRC

Alex Brundrett VRC

Cristen Allen VRC

5 Years

Micki Weber P&R Garage - Office Asst

Ted Lewis Golf Maintenance

Denny Hoskins Golf Operations

Russ Muntz Golf Operations

Jeri Pace Golf Operations

Richard Garver Golf Operations

Kaylee Cornelison Golf Operations

Rachael McCray Golf Operations

Thomas Melat Golf Operations

Marvin Weikert Golf Operations

Natalie Blackwell VRC

Lacey Hedges VRC

Ryan Greene VRC

Karen Pedtke VRC

Part-time & Seasonal Employee Recognition! Our Parks & Recreation Department could not offer such a depth of enrichment and wellness services without our corps of part-time public servants. Here are our 2021 honorees.

CALEA Assessment: VPD successfully completed the 2021 web-based CALEA assessment. 25% of VPD’s policies and compliance documents were reviewed by a compliance service member to ensure VPD is meeting or exceeding CALEA standards of excellence. VPD has been accredited with the Commission on Accreditation for Law Enforcement Agencies, Inc. since 1992 and continues this Tradition of Excellence through updated policies and procedures to meet current policing practices and community expectations. VPD is proud to be one of approximately 5% of police agencies across the U.S. that are accredited.

Landscaping! Landscaping has been installed in the medians on Dixie, National, and in front of the Municipal Building.

Please contact me directly with comments and questions.

Your Partner in Service,

Dan Wendt
City Manager

Attachments:

1. Information Update - ACM Holloway – December 10, 2021;
2. Information Update - Director Leiter – December 10, 2021;
3. Information Update - Chief Follick – December 10, 2021;
4. Information Update - Director Clark – December 10, 2021;
5. Information Update - Chief Althouse – December 10, 2021;
6. Information Update - Director Cron – December 10, 2021;
7. Award Letter – Community Development Block Grant – November 30, 2021;
8. HR Personnel Administration Policy 2-5 on Performance Management System – December 6, 2021;
9. HR Personnel Administration Policy 2-6 on Merit Pay Program – December 6, 2021;
10. HR Personnel Administration Policy 2-7 on General Services Pay Plan – December 6, 2021; and
11. HR Personnel Administration Policy 2-8 on Staffing and Hiring – December 6, 2021.



To: Dan Wendt, City Manager
From: Amber Holloway, Assistant City Manager
Date: December 9, 2021
Subject: Information Update



- I participated in Public Works Technician interviews on 11/22.
- On Friday December 3, Zak Karto and I met with a Vandalia business considering expansion.
- On Monday December 6:
 - Rich and I met to discuss communication goals for 2022
 - I attended the I70/75 Development Association Holiday Social
 - I attended the City Council Workshop and Meeting
- I attended the Vandalia Butler Chamber of Commerce Jingle Mingle on Tuesday December 7. This was a very nice and well attended event.
- Our 2021 Annual Report/2022 Calendar has been sent to the printer. The delivery will take place on Saturday December 18.
- Wednesday December 1 was the final day to submit applications for the Small Business Relief Grant. We have issued 7 grants totaling \$52,500. There are 3 applications still in review.
- We have finalized the Vandalia Recreation Center logo with Kolar Design. We are also working with Kolar Design on finalizing the new Division of Police logo as well as the Vandalia Arts Council logo, all of which correspond with our citywide rebranding.
- In October, we pitched a project to the Wright State University Master of Public Administration students for their Capstone course. We recently found out that we have been selected by a team of students that will assist us in researching and ultimately developing a “Resident Academy”. Work on this project will run January 2022 through April 2022. We look forward to working with the MPA students on this project.



Information Update

To: Daniel D. Wendt, City Manager
From: Bridgette Leiter, Director of Finance
Date: December 8, 2021
Re: Information Update - Period Ending December 10, 2021

1. Staff would like to welcome and congratulate Micki Weber to the Finance Department! She is settling in her new role as Administrative Assistant beautifully and we are more than thrilled to have her join our team!
2. Kristen Carnes and I attended a council meeting.
3. I attended a NAWA Special Board Meeting.
4. Kristen Carnes and I met with several banking institutions and various third-party vendors to discuss available options for merchant services to lower costs and provide more convenient credit card payment methods to residents and customers.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 12/9/2021
SUBJECT: INFORMATION UPDATE – PERIOD ENDING DECEMBER 10, 2021

1. On November 19th Crews responded to a report of a rollover crash with an entrapment on south I-75. Upon arrival crews found that the occupant was able to self-extricate and only sustained minor injuries.
2. The day before Thanksgiving, Station 2 crew found that a member of the community bought their groceries at Kroger. The crew is very thankful to this citizen and proud to serve such a wonderful community.
3. During this reporting period the Division of Fire hired our last part-time employee for the 2021 year. We would like to welcome Firefighter/Paramedic Brian Faruki to our fire department family.
4. During the late evening on December 1, crews responded to a building fire at a church on Miller Lane. As events unfolded, our Prevention Bureau was able to determine that the fire was a confirmed arson fire. Currently, a suspect has been identified, evidence is being processed and the incident is still being investigated.
5. Crews responded to the intersection of National Road and Air Park Blvd on December 5th to a multi-vehicle accident. Two drivers were taken to the hospital with minor, non-life-threatening injuries.
6. The Division of Fire is always happy to participate in the City's Annual Tree Lighting event. The on-duty crew delivered Santa Clause himself to the event in what we consider to be the best ride, a fire truck!



DIVISION OF FIRE INFORMATION UPDATE

7. Over the past two weeks crews have participated in Mental Health First Aid. The Division of Fire hosted the training in the Police Division's training room and the class was provided by Montgomery County ADAMHS.
8. The Prevention Bureau is happy to report an increase in community outreach requests especially for CPR classes. We look forward to getting out and providing these prevention related services to our community.
9. Finally, The Division of Fire has a visitor for the Christmas season. We seem to have an elf hanging around our fire stations keeping an eye our crews. Our elf, Blaze, was named by our community and we are anxiously awaiting to see what Blaze gets into this season. We anticipate he will have some fun, mischief, and help to show the community about fire safety!



To: Dan Wendt, City Manager
From: Steve Clark, Director of Parks & Recreation
Date: 12/9/2021
Re: Information Update – Period ending December 9 , 2021

We received a verbal confirmation that our Montgomery County Community Development Block Grant request of \$100,000 for a Playground Replacement Project at Helke Park has been selected for funding. We are very excited about getting this project underway in 2022.

We also received notification from the Montgomery County Solid Waste District that our grant request for \$12,600 has been approved. These funds will be used to purchase recycled plastic picnic tables that will replace several older wood models in our current inventory.

The Parks and Recreation Department recognizes our part-time and seasonal employees for years of service on an annual basis. Employees are recognized for each five years of service they attain, beginning with 5 years. A list of the 23 honorees can be found at the end of this document. Fun Fact: counting the 2021 part-time service award winners, we've recognized a total of 204 employees in the Parks & Rec Department. 138 employees for 5 years; 31 employees for 10 years; 20 employees for 15 years; 9 employees for 20 years; 3 employees for 25 years; 2 employees for 30 years; and one employee for 55 years of service for a total of 204 recognitions since the inception of the program.

We are bringing back the City of Vandalia Job Fair, seeking the next crop of outstanding City workers to help propel us to unimaginable heights. The event will highlight part time and seasonal positions but will also be an opportunity to promote other city positions if desired. The 2022 Job Fair will be held on Thursday, January 20th from 6:00-8:00pm in the gym at the VRC. Staff is currently working to finalize details including a marketing plan for the event.

RECREATION/ATHLETICS DIVISION

The Annual Christmas Tree Lighting and Holiday Market was very well attended despite a little rain throughout the evening. We are very appreciative of the support of the community for this event as well as cooperation of all City Departments. Kudos to Aaron Messenger for planning and coordinating such a great event.

The winter session of our Vanta Esports program will take place from January 17 to April 3 and is for ages 9-14. Vanta Leagues is a youth Esports program that helps gamers get better at the games they love, all in a safe and moderated environment that makes learning fun.

The Optimist Youth Basketball Program has 169 kids participating this season. The first games of the season were held on Saturday, December 4. Our K-1 program will begin on January 8 and will be instructed by the Butler High School Boys Basketball team.

The Winter Program Guide is now available on the website. Programs and activities for January through April, 2022 are listed in the guide.

FACILITY MAINTENANCE DIVISION

Congratulations to Office Assistant Micki Weber on her new role with the city in the Finance Department. Micki did an amazing job for the Parks and Recreation Department and we appreciate her efforts during her time with our department. Our loss is definitely Finance's gain.

The Municipal Building landscaping project has been completed and provides a fresh new look to the facility. Maintenance staff removed the old plant material and prepared the areas for new plantings that were installed by a contractor last week. Ground cover plants will be planted in the spring to finish the project.

Landscaping of the two new medians (W. National and N. Dixie) has been completed. Installation of plant material, boulders and mulch were part of the project. Ground cover plants will be planted in the spring.

Rudy Wells and Micki Weber completed our Tree City USA renewal application and submitted to the Arbor Day Foundation for approval. We have been a Tree City USA Community since 2014.

Currently advertising for our vacant Part Time Office Assistant position. We plan to conduct initial interviews on December 16.

Maintenance staff did an outstanding job in preparing for the Annual City Christmas Tree Lighting event. They placed the tree and decorated it and also prepped the area for the event. Their efforts helped to make the event a huge success.

Supplies have been ordered to complete updates to the Human Resource Manager's Office. The plan is to start the project next week.

RECREATION CENTER

Our 19% promo continues to be popular. From November 17 to current we have sold \$25,098 in memberships and \$980 in gift cards. The promotional offer will run through January 5, 2022.

Winter CampREC will be held during the winter break for schools. So far, 36 kids are registered for the first week of camp and 31 for the second week.

Sharon Hamby has been working with Sherri Howard to get the Gratis VRC Membership memo out to city staff for 2022 memberships.

The Recreation Center will be open on Christmas Eve from 7:00 a.m. to Noon, closed on Christmas Day, New Years Eve from 6:00 a.m. to 6:00 p.m., closed on New Year's Day.

The Annual Glow Candy Cane Hunt will be held on Friday, December 17 at 6:30pm at the VRC. Thus far, we have 26 kids signed up for this fun event.

GOLF DIVISION

Over 175 rounds of golf have been played in the month of December thus far. Based on the long range forecast we are anticipating one of our best December's ever.

The Clubhouse will be hosting several holiday events in December including the Sister Cities Christmas Party. Each group will be responsible for securing their own catering option.

Golf Superintendent Marty Szturm is attending the Ohio Turfgrass Conference this week in Columbus.

SENIOR CITIZENS CENTER

The Senior Center hosted the Police Departments Annual Meeting on December 8. Toni worked with Lt. Sucher to secure the facility for the 2022 meeting as well.

Daily attendance at the Senior Center averaged 56 members per day for the period of November 29 to December 7.

Vandalia Parks and Recreation Department
Part Time/Seasonal Employee Recognition

2021 Years of Service Awards

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Rachael McCray Golf Operations

Thomas Melat Golf Operations

Marvin Weikert Golf Operations

Natalie Blackwell VRC

Lacey Hedges VRC

Ryan Greene VRC

Karen Pedtke VRC

Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: December 9, 2021

Subject: Information Update Ending December 10, 2021

1. During the past three weeks, VPD officers made 25 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 22 written warnings and one verbal warning while working 24 additional enforcement hours.
2. Detectives charged a 26-year-old Huber Heights man with five felonies, including Grand Theft, Vandalism, Receiving Stolen Property, and two counts of Forgery. The suspect stole a construction trailer and vandalized it in an attempt to conceal its identity. He also stole a license plate, forged a fraudulent check and uttered a check to purchase items.
3. Detectives charged a 30-year-old Vandalia man with felonious assault and domestic violence. The male punched his life-in girlfriend in the eye fracturing her orbital socket.
4. VPD successfully completed our 2021 web-based CALEA assessment on November 29. This year, 25% of VPD's policies and compliance documents were reviewed by a compliance service member to ensure VPD is meeting or exceeding CALEA standards of excellence. VPD has been accredited with the Commission on Accreditation for Law Enforcement Agencies, Inc. since 1992 and continues this Tradition of Excellence through updated policies and procedures to meet current policing practices and community expectations. VPD is proud to be one of approximately 5% of police agencies across the U.S. that are accredited.
5. On November 30, VPD civilian staff completed mandatory driver's training that is coordinated by our in-house driving instructors. Police officers and civilian staff go through driver's training every other year. The driving courses are designed to improve their driving skills according to their responsibilities. All police officers completed driver's training in May.
6. Detectives charged a 55-year old Kentucky resident with improper handling of a firearm in a motor vehicle after he was stopped for a traffic violation. The firearm was loaded and readily accessible in the passenger seat. He did not have a Kentucky or Ohio CCW permit.

7. On November 29, I attended a meet and greet with U.S. Navy Blue Angels representatives and other air show board members at Wright Bros. Aero in preparation for the 2022 CenterPoint Energy Dayton Air Show. This year's air show is scheduled for July 30 & 31. The Blue Angels will be the show's main headline performer team.
8. On November 30, Butler Township Police Chief John Porter and I met with VBHS Athletic Director Jordan Shumaker and Safety Director Bill Wertz to discuss plans for officer representatives from both agencies to meet with students on the various high school sports teams to highlight future career opportunities in the police profession as well as strengthen police-youth community interactions. Mr. Shumaker will be scheduling dates for these recruitment opportunities with the sports teams each season. We are excited about this opportunity to encourage our local youth to consider future careers where they can serve their community.
9. On December 1, VPD and Butler Township Police officials held our fourth meeting of 2021 with local hotel management to discuss trends and crimes occurring at these establishments. The Division holds these quarterly meetings with our hotels to foster cooperation to reduce crime and resources needed to combat these problems. We held three joint meetings this year with Butler Township to have a positive impact in our both Vandalia and Butler Township. Lt. Walker and Butler Township Police representatives covered a variety of topics and answered questions from the hotel representatives. Representatives from the Knight's Inn, Hawthorn Suites, and Super 8 Motel attended the meeting.
10. Last Friday, Officer Andy Wehner, Laurie Paskey and I attended the Chamber's First Friday Coffee in the Community Room to interact and connect with various residents and business owners.
11. Last week, CPO Wehner completed security and safety inspections at the three local Vandalia hotels in conjunction with fire department and city zoning representatives as part of the hotel application process. Officer Wehner completed reports for each hotel covering any safety and security issues that were observed and noted during his inspection and was provided to the hotel management.
12. On December 6, VPD range staff members made a presentation and a demonstration to City Council of the agency's MILO training simulator which provides officers the opportunity to enhance their critical thinking skills by putting them through various scenarios where they have to utilize de-escalation techniques and respond to threats with the appropriate level of force, if needed.
13. VPD is participating in this year's "25 Days of Rec Mas" with the Recreation Center. CPO Wehner provided giveaways from the PD to be included in each of the goodie bags given away throughout the month of December.
14. Six officers represented VPD in this year's "Shop With a Cop" in conjunction with Butler Twp. Police at Wal-Mart. Twenty children were assigned with various officers to purchase \$200 worth of clothes and toys. In addition to the items purchased for each child, each family was given a \$100 gift card to Cracker Barrel so they could enjoy a meal together this holiday season. All money and purchases were made possible by donations from throughout the Vandalia/ Butler Twp. community.

15. CPO Wehner and Police Explorer Rieger represented VPD at the Christmas Tree Lighting Ceremony at the Recreation Center. They handed out police stickers and other items to kids along with traffic safety magnets to the adults.
16. On November 30th the Police Explorers started training for First Aid and CPR. This is one of two classes taught by VFD to get each Explorer certified through the American Heart Association. We are excited to provide the training at no cost to the participants.
17. I appreciate the opportunity to attend the Chamber's Jingle Mingle this past Tuesday and network with individuals and representatives from various businesses throughout our community.
18. On December 8, VPD staff attended our annual division meeting at the Senior Center. CM Wendt addressed the Division as well as guest speaker Carla Urbanas and Det. Mike Hulbert. Carla discussed EMDR Therapy, which is a tool that can be used as part of VPD's officer wellness program and Det. Hulbert provided an overview of the Regional Peer Support Team. Thanks to Toni Williams at the Senior Center for hosting us.



Public Works & DES Information Update

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

Date: December 9, 2021

Re: Information Update for November 20 - December 10, 2021

Development & Engineering Services

The contractor for the Redwood Development has installed the base course of asphalt on the public section of Park Center Drive. They continue to work on the private section of roadway that leads back to their development.

The landscaping was installed in our two new medians on W. National Road and N. Dixie Drive.



We have a contractor extending sanitary sewer to two residential properties on Peters Pike. The property owners are covering all expenses associated with this work.

The Building Department has issued a Temporary Certificate of Occupancy for Suite 415 at 6640 Poe Avenue.

Staff has been working with the Police and Fire Department on the inspection of the three hotels within the City. These inspections are part of our new Hotel Registration Ordinance that took affect in October. The hotels will be required to apply for the registration each calendar year.

We have advertised for our Electrical Inspector position. This will fill our vacancy with Ted Baker's upcoming retirement and Peter Baldauf assuming his role as Chief Building Official.

Public Works

We have completed our annual leaf collection for this year. Crews made our four scheduled rounds of the entire as advertised plus one additional sweep of the City to pick up any late arrivals.

The Christmas lights along national Road were turned on the Friday after Thanksgiving.

Crews repaired a watermain leak on S. Dixie Drive that has been leaking for a while. We had a leak detection company come in to pinpoint the leak for us rather than excavating multiple holes in the roadway to find the leak.

We also repaired a fire hydrant on S. Brown School road near I-70 that was struck by a vehicle.

We performed our monthly water shut off for delinquent customers. There were 60 customers on the list this month. We also hydro excavated two curb boxes for access to the water shut-offs

We dug a test hole at the golf course to determine the depth of the bed rock at the proposed location for the new restroom facility.

Crews replaced the traffic island signs on Little York Road near Poe Avenue that were struck be a vehicle. This marks the sixth time this year these signs were damaged.

With leaf collection completed we will soon have all of our large trucks ready for snow and ice operations. We did have three trucks out on Tuesday evening this week applying salt to critical areas on our main roads.

Steve Nickels attended the Tri Cities Wastewater Authority Technical Committee meeting on December 8th.

You and I held second round interviews for Public Works Technicians.



BUSINESS SERVICES

COMMUNITY DEVELOPMENT

THE JOB CENTER

1111 S. Edwin C. Moses Blvd.
Dayton, Ohio 45422
www.mcoho.org

ADMINISTRATION BUILDING

451 W. Third Street
Dayton, OH 45422
www.selectmcoho.com

COUNTY COMMISSIONERS

Judy Dodge
Carolyn Rice
Deborah A. Lieberman

COUNTY ADMINISTRATOR

Michael B. Colbert

ASSISTANT COUNTY ADMINISTRATOR

Chris Williams

November 30, 2021

Dan Wendt, City Manager
City of Vandalia
333 James Bohanan Memorial Drive
Vandalia, OH 45377

PROJECT NAME: Helke Park Playground Project
GRANT NUMBER: B-21-UC-39-0004
APPROVED GRANT AMOUNT: \$100,000.00

Dear Mr. Wendt:

The City's request for financial assistance from the Community Development Block Grant Program (CDBG) has been approved at your full request of \$100,000. This project recommendation of \$100,000 is included as part of the FY21 Montgomery County Action Plan that was submitted to HUD for their review and acceptance.

Montgomery County's grant agreement with HUD is in place and funds are available to move forward with this project. Tawana Jones will contact you or your appropriate staff person to discuss the contracting process. **Please remember that work should not begin on your CDBG project until you have a certified contract with the County.** The County is not legally responsible for reimbursement of funds expended prior to a contract being executed.

Sincerely,

Tawana Jones
CED Operations Manager
Business Services-CED



City of Vandalia, Ohio

HUMAN RESOURCES - Personnel Administration Policy

2-5 Performance Management System – Classified and Unclassified Employees

2-5.0 Purpose:

The purpose of this policy is to establish a uniform philosophy and procedure for the performance management system and the conducting of performance evaluations for all employees. Performance Management is a process where an employee takes part in setting goals and expectations for their effort and accomplishments, then takes the initiative in managing their performance to meet those expectations.

The employee's immediate supervisor fulfills the role of coaching and developing the employee in their efforts and measures the employee's performance against goals and expectations.

The Performance Management System is essential for several reasons:

- Performance evaluation and discussion is an essential communication between an employee and his/her supervisor. Ideally, it is the giving and receiving of mutually constructive feedback between two people. It should be an honest exchange of views about how well the employee did with respect to goals, expectations and accomplishments as well as the day-to-day functional responsibilities. Also, to be discussed are the various behaviors and personal style characteristics that impact an employee's performance.
- The performance evaluation discussion serves as a guideline for development of an employee. The supervisor shall assess the employee's need for professional development, training or behavioral change.
- It provides a planning process intended to challenge the employee to set new goals and to reach new levels of performance for the long-range benefit of the employee as well as the City.
- It shall be used as a mechanism to determine an employee's merit pay adjustment.

The electronic performance evaluation is a formal document of discussion, which may provide a record for future reference in decisions involving assignments, layoffs, promotions or dismissals.

2-5.1 Policy:

On at least an annual basis, the employee and their supervisor should collaborate on the completion of the electronic performance evaluation. Instructions for completing the performance evaluation are included in this policy.

Important elements of the process, which a supervisor should ascertain include:

- The employee is given the opportunity for input to the process;
- Accomplishments during the current period are documented, reviewed and discussed; and
- Goals and expectations are set for future periods.

The Performance Management System is intended to be a guiding process—helping the employee by providing honest performance feedback as well as helping the City and the taxpayers by improving the performance and the efficiency of its employees.

2-5.2 Content:

Employee Self-Assessment

Employee is to complete the self-assessment section which is unrated and consists of three parts:

- 1) Answer the question "What are you proudest of from your performance over the last year?"
- 2) Answer the question "In what areas would you like to improve or grow the most?"
- 3) Employee will list three to five goals for the upcoming year. An attachment "*Writing S.M.A.R.T. Goals*" is available as an attachment to this policy and within the electronic performance evaluation system.

Job Goals/Objectives

In this section, employee will comment on each of their goals from the previous year. While weighting was suggested for each of the goals, the supervisor will set the actual weighting on each goal and then rate how well the employee reached each goal utilizing a five-point rating scale:

1. **Does Not Meet Expectations** - Performance is clearly below expectations. Corrective action should be taken.
2. **Partially Meets Expectations** - Performance is less than expected. There is a need for improvement.
3. **Meets Expectations** - Performance meets expectations. Employee performs in a satisfactory manner.
4. **Exceeds Expectations** - Performance is well above expected level.
5. **Far Exceeds Expectations** - Performance significantly exceeds expectations on a continuing basis.

Future Goals

The supervisor may set out in writing goals additional to those set by the employee for the upcoming year. The supervisor may also revise or deny some or all of the goals established by the employee. The goals/objectives should be discussed and weighted in some manner as to place importance on them.

Performance Assessment

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

- Department heads, division managers, Police Lieutenants, Fire Captains, and other unclassified staff:
 - Evaluation Period: January 1 – December 31 (aligned with fiscal year and budget)
 - Evaluations completed by January 31 of the following year

- Classified staff and part-time staff:
 - Evaluation Period: Annually from date of hire – anniversary
 - Evaluations completed within one month of anniversary

Supervisors shall utilize the five-point rating scale above in the following four competencies:

Quality of Work - Quality of work meets standard expectations. Has knowledge and skills to effectively perform job duties. Stays current and broadens knowledge and skills by using available resources. Seeks to learn and to develop appropriate job skills.

Time Management - Uses time effectively and efficiently. Prioritizes short and long-term tasks against business objectives.

Professionalism - Demonstrates appropriate behavior with others, well spoken, professional in appearance. Focuses on the needs of the customer-internal and external. Takes a positive approach with fellow employees and the public. Is not a source of interpersonal conflict. Attends activities and meetings as necessary. Communicates well, initiates communication, clear in communication style, constructive approach.

Accountability - Takes responsibility for actions and work; does not displace blame. Has knowledge of policies and procedures and follows them accurately. Adheres to security and safety rules and guidelines, completes required security and safety training. Maintains a safe and secure work environment. Is accountable for care and maintenance of equipment, if applicable.

Job/Categories – Managers/Supervisors

This section shall apply to managers and supervisors only. The two competencies to be rated by an employee’s immediate supervisor utilizing the five-point rating scale above are:

Leadership – Demonstrates strong leadership skills, leads by example and is respected by others. Understands and translates city-wide and departmental vision, mission and standards. Effectively manages and motivates employee, provides clear communication, direction and follow-up. Delegates responsibilities appropriately to staff. Follows up as necessary.

Decision Making - Makes thoughtful, timely and researched decisions within the scope of his/her authority.

Corrective Action and Discipline

The department head and human resources manager shall determine if the employee received any corrective actions or discipline in the evaluation period and determine the appropriate category(ies) in which to

document it the performance evaluation. This would include, but is not limited to, any corrective counseling, performance improvement plan results, completion of related trainings that were mandated by the employer, or disciplinary action (e.g. written reprimand, suspension, demotion, last chance agreement) that was received by the employee during the evaluation period.

An employee should not learn of a performance behavior or deficiency for the first time during their performance evaluation. It is the responsibility of the supervisor to provide routine feedback and constructive coaching during the evaluation period.

Miscellaneous

Some performance evaluations for certain employees may include other content that is required for his/her certification, licensure or departmental accreditation standards.

2-5.3 Procedure:

Generally, the evaluation is based on the written job description and any specific accomplishments, assignments and goals developed between the supervisor and employee. The steps in the evaluation process are set out in the online program. In summary they are:

The performance evaluation system is set up to notify the employee prior to performance evaluation due date. The employee will complete the employee self-assessment section.

The performance evaluation is then electronically forwarded to the employee's immediate supervisor for comment and rating. Once complete, the performance evaluation is electronically forwarded to the immediate supervisor's supervisor for review and approval. The Chief of Police and Chief of Fire shall sign off on all division evaluations and order any corrections prior to the supervisor reviewing the evaluation with the employee.

The immediate supervisor's supervisor generally should review the immediate supervisor's scoring and comments within approximately ten days. The immediate supervisor's supervisor may choose to deny the performance evaluation. If denied, the immediate supervisor's supervisor should document any changes he/she deems appropriate. The evaluation is then returned to the supervisor, who is generally provided five days to edit as advised. The evaluation is once again sent to the immediate supervisor's supervisor for approval.

Once final approval is provided by the immediate supervisor's supervisor, the supervisor is generally provided one week to meet face-to-face with the employee and to discuss the performance evaluation.

After a face-to-face discussion, the immediate supervisor signs the evaluation electronically as evidence that the review was conducted. The employee shall have access to sign, review and/or print the evaluation.

Either the employee or the supervisor may seek counsel during the process from the Human Resources Manager.

Employees have access to their performance evaluations through the electronic provider or they may request a copy from the Human Resources Manager.

It is important to note that the evaluation should be an opportunity for open, honest and helpful communication between the supervisor and the employee. **A formal face-to-face discussion between the employee and the supervisor regarding the contents of the performance evaluation is required.** For more specific, technical instructions on how to complete the electronic performance evaluation, contact the Human Resources Manager.

Signatures

In order to assure fairness, the employee shall always be the last person to sign his or her evaluation. No person shall modify the performance evaluation once signed by the employee, including electronically. By signing, the employee acknowledges receipt and review of the performance evaluation; however, their signature does not necessarily indicate agreement with its contents. If an employee refuses to sign his/her performance evaluation, the supervisor should note the refusal on the evaluation but that shall not otherwise affect the use or validity of the evaluation.

2-5.4 Training:

From time-to-time, training will be provided for supervisors and managers on the proper administration of performance evaluations. Employees who conduct performance evaluations will themselves be appraised on their thoroughness, accuracy, and timeliness with regard to their evaluations of others.



City Manager

12/06/2021

Date

Supersedes and Replaces All Prior Related Policies



City of Vandalia, Ohio

HUMAN RESOURCES - Personnel Administration Policy

2-6 Merit Pay Program

2-6.0 Purpose and Scope:

The purpose of this policy is to establish and to maintain a competitive compensation program that allows the City of Vandalia to attract and retain a diverse pool of well-qualified, professional, and effective public servants. The intention of the merit pay program is to ensure that wages are externally competitive, internally equitable, and to reward employees on the basis of their performance; while, protecting tax payer, fee payer, and utility customer interests by ensuring that employee wages align with the greater market. Wages are just one factor that is used to gauge the competitiveness of an employee's overall compensation.

The merit pay plan program applies to all classifications that are included on the General Services Pay Plan and excludes all part-time employees and classifications that are represented by a collective bargaining agreement.

2-6.1 Policy:

A. Salary Structure

The City of Vandalia has established a General Services Pay Plan. Each position classification is assigned a pay grade with corresponding pay range, based on a comparison to the broad external marketplace for similar jobs. The ranges of the structure are reviewed periodically and adjusted to the market.

B. Job Description

The job description is the basic element for any job included in the City's salary structure.

The description is prepared in collaboration between the department head, Human Resources Manager, and City Manager. It is reviewed for consistency, and ultimately approved by the City Manager. The job description documents the overall purpose of the position, the essential responsibilities assigned, and the required background and experience. It describes general as well as specific duties and tasks to the extent possible.

The job description also identifies the categorization of the position:

- Exempt, Non-Exempt
- Classified, Non-Classified
- Full-Time, Part-Time

C. Starting Pay

The starting rate of pay for any position on this salary structure is determined by the City Manager following a recommendation by the department head and the Human Resources Manager in consultation with the Director of Finance. The starting rate must be below or within the appropriate salary pay grade range as listed on the General Services Pay Plan and is determined by an analysis of several factors:

- Budgeted funds available;
- A candidate's overall experience, record, formal education, professional certifications, specialized skills or abilities, etc.;
- Salaries of current incumbents in the same or similar positions;
- The candidate's present salary; and
- External market rates and hiring trends;
- Other factors as deemed appropriate by the City Manager.

D. Merit Pay Increases

Within the annual operating and maintenance budget, City Council establishes an allowable amount, referred to as a "merit increase pool" to be used for merit salary actions and other pay adjustments. An analysis is conducted by the Human Resources Manager, Finance Director, and / or any other designee by the City Manager of the wage and salary adjustments being made in other comparable jurisdictions. From this analysis, the City Manager provides recommendations for a total merit increase pool, which may be appropriated by City Council in the annual operating budget.

Employees on the General Services Pay Plan may receive pay adjustments based on their performance. Generally, employees with exceptional performance may be awarded with merit increases. Employees with marginal performance, on the otherhand, may not be granted an increase. The City Manager has the latitude to grant lump sum salary actions or other pay adjustments to any City employee during the year as appropriate, including retroactivity, as long as the total annual merit increase pool is not exceeded. Unspent funds are returned to corresponding funds at the end of the budget year.

E. Performance Evaluation

A critical element of merit pay is performance evaluation. The employee's annual performance rating is the primary (but not only) tool used to determine the pay increase given to the employee. The evaluation process is explained in a companion policy (2-5).

F. Process Timetable

Salary adjustments for department heads, division managers, Police Lieutenants, Fire Captains, and other unclassified staff shall take place according to the following schedule:

OCTOBER - NOVEMBER

- HR Manager and Finance Director prepare an analysis of external marketplace, and internal contractual wage adjustments.

NOVEMBER - DECEMBER

- City Manager presents a recommendation to City Council for establishing a merit pool increase during the annual operating budget process.

JANUARY

- Managers conduct performance evaluations for department heads, division managers, Police Lieutenants, Fire Captains, and unclassified employees.
- The evaluation period for this group of employees shall be January 1 – December 31 of the prior calendar year – in alignment with the fiscal year and budget.

FEBRUARY

- City Manager determines merit-based increases.
- Department heads recommend other salary actions for subordinate employees.
- City Manager approves / amends / disapproves the recommendations.
- City Manager reports pay action changes to the Department of Finance.
- HR Manager and Finance Director assures that total plan is within approved merit pool.
- City Manager notifies employees and department heads of approved salary actions.

Salary adjustments for other classifications within the General Services Pay Plan shall take place following an annual evaluation.

Review & Questions:

Questions regarding this policy should be addressed to the Human Resources Manager.



City Manager

12/06/2021

Date

Supersedes and replaces all prior related policies (21-R-75, 12/6/2021).



City of Vandalia, Ohio

HUMAN RESOURCES - Personnel Administration Policy

2-7 General Services Pay Plan

2-7.0 Purpose:

The purpose of this policy is to establish and to maintain a competitive compensation program that allows the City of Vandalia to attract and to retain a diverse pool of well-qualified, professional, and effective public servants. The intention of the merit pay program is to ensure that wages are externally competitive and internally equitable; while, protecting tax payer, fee payer, and utility customer interests by ensuring that employee wages align with the greater market. Wages are just one factor that is used to gauge the competitiveness of an employee's overall compensation.

The General Services Pay Plan applies to all classifications (positions) that are included on the General Services Pay Plan Table and excludes all part-time employee classifications and full-time classifications that are represented by a collective bargaining agreement. The General Services Pay Plan replaces all prior pay plans entirely. Any pay ranges or classifications included in prior pay plans are deemed eliminated upon the adoption of the current General Services Pay Plan.

2-7.1 Plan Maintenance:

The City of Vandalia has established a General Services Pay Plan. Each position classification is assigned a pay grade with corresponding pay range, based on a comparison to the broad external marketplace for similar jobs. The ranges of the structure are reviewed periodically and adjusted to the market.

The City Manager may propose modifications of the General Services Pay Plan to City Council. Reasons for adjusting the pay plan may include but are not limited to:

- A job title change;
- The creation or elimination of a position;
- Restructuring;
- Updated duties and responsibilities as documented in the position description or corresponding point factor analysis;
- Adjustments relating to inflationary considerations;
- Annual or periodic update to pay ranges;
- External market rates and hiring trends;
- Considerations of internal equity across the City workforce; and
- Other factors as deemed appropriate by the City Manager.

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

2-7.2 Pay Plan Table:

General Services Pay Plan City of Vandalia			
Position	Wage Scale		
	Pay Grade	Minimum	Maximum
Police Chief	16	\$ 45.85	\$ 69.69
Fire Chief	16		
Assistant City Manager	16		
Public Service Director	15	\$ 43.40	\$ 65.96
Finance Director	14	\$ 40.94	\$ 62.22
Prosecutor	14		
Parks and Recreation Director	14		
Fire Captain	13	\$ 38.75	\$ 58.89
Police Lieutenant	13		
Human Resources Manager	12	\$ 36.55	\$ 55.56
IT Manager	12		
Chief Building Official	11	\$ 34.59	\$ 52.58
Public Works Superintendent	11		
Facilities Superintendent	10	\$ 32.63	\$ 49.60
Fire Marshal	10		
City Planner	9	\$ 30.15	\$ 45.82
Recreation Superintendent	9		
Electrical Inspector	9		
Building Inspector	9		
Assistant Finance Director	9		
Managing Golf Pro	8	\$ 27.66	\$ 42.04
Golf Superintendent	8		
Recreation Facility Manager	8		
Tax Supervisor	8		

Community Risk Reduction Coordinator	7	\$ 25.55	\$ 38.84
Communications Manager	7		
Executive Assistant / Deputy Clerk of Council	7		
Recreation Coordinator	6	\$ 23.44	\$ 35.83
Support Service Manager (Police)	6		
Engineering/GIS Technician	6		
Custodial Supervisor	5	\$ 21.10	\$ 32.17
IT Support Specialist	5		
Tax Agent	4	\$ 18.75	\$ 28.50
Senior Center Coordinator	4		
Administrative Coordinator	4		
Housing Inspector	4		
Payroll Specialist	4		
Administrative Assistant	4		
Mechanic-Golf	3	\$ 16.88	\$ 25.65
Finance Clerk	3		
Mechanic-Facilities Maintenance	3		
Maintenance Technician	3		
Tax Clerk	2	\$ 15.00	\$ 22.80
Finance Assistant	2		
Custodian	1	\$ 13.00	\$ 18.00

Updated: 11/9/2021

2-7.3 Review and Questions:

Questions regarding this policy should be addressed to the Human Resources Manager.



City Manager

12/06/2021

Date

Supersedes and replaces all prior related policies (21-R-75, 12/6/2021).



City of Vandalia, Ohio

HUMAN RESOURCES - Personnel Administration Policy

2-8 Staffing and Hiring

2-8.0 Purpose:

The purpose of this directive is to document the process used for the filling of open positions through the hiring of new employees and by the movement of present employees within the organization.

2-8.1 Procedure:

- 1) The Charter of the City of Vandalia designates the City Manager as the authority in charge of appointing and removing all directors of the departments and all subordinate officers and employees in the departments in both the classified and unclassified service. All employees are under the City Manager's direction, control and supervision, except as may be otherwise provided in the City Charter. The authority to fund a position comes from City Council, through budget appropriations and adoption of appropriate pay plans and collective bargaining agreements as may be proposed by the City Manager during the course of the year.

- 2) When a vacancy in an existing position occurs, the Department Director or designee will perform a needs assessment with the Human Resources Manager to determine whether to recommend backfilling the position to the City Manager. The needs assessment does not need to be a formal report; however, the parties should consider:
 - the position's overall contribution to helping the City and the department to achieve future goals and to meet anticipated needs;
 - whether the essential functions of the position, title or any part of the job description should be modified;
 - if the duties of the position should be reassigned or the position itself should be reclassified;
 - whether any change to a corresponding point factor analysis or General Services Pay Plan is required; and
 - the potential impacts of backfilling or attrition of the position in terms of overall effectiveness, efficiency, fiscal stewardship, and administrative sustainability.

The Human Resources Manager and the Department Director will issue a joint recommendation to the City Manager. Upon reviewing the recommendation, the City Manager will advise the Department Director of his/her decision of whether to backfill the position. If the position is to be backfilled, the Department Director will then initiate a hiring requisition with the Human Resources Manager, indicating the position to be filled. The Human Resources Manager and Finance Director or designee will review for compliance with the current General Services Pay Plan or appropriate collective bargaining agreement before forwarding the Request to Hire to the City Manager for approval (Note: A needs assessment will not be conducted for positions in the Vandalia Municipal Court).

3) Unclassified positions are generally filled from online applications complete with a cover letter, resume and references. The Department Director has considerable latitude in assessing, interviewing and selecting for unclassified positions. The Director will work with the Human Resources Manager to develop a slate of candidates. Interviews shall be conducted following the guidelines in Number 7 below, and the candidate selected should be the best fit for the job in terms of merit, overall qualification, and experience.

4) Recruiting is usually necessary to provide candidates for job openings. Open positions are posted on the City's website and are emailed to all employees. Employees and others are requested to apply online at the City's website. In addition to posting, advertising in local newspapers and various websites may be necessary. Human Resources shall develop a standard operating procedure on posting of positions in order to reach quality candidates with diverse backgrounds and to assure consistency.

Announcements of job openings should specify the position title, a description of the work involved, the salary range and the required and desired qualifications, along with any other pertinent information.

5) If the open position is a classified Civil Service position, reference should be made to the appropriate Rules and Regulations of the Civil Service Commission. If the open position is in the "competitive class," i.e., a tested position, the vacancy must be filled from among those certified candidates on a list provided by the Civil Service Commission. If a list does not exist, the Civil Service Commission will arrange and conduct a test, and subsequently certify a list. Temporary, part-time and seasonal positions do not require Civil Service testing.

6) All employment applications shall be processed online by the Human Resources Manager. If for some reason a person cannot complete the application process online, an applicant may do so by using a City workstation at the Municipal Building.

- Applications for open Civil Service regulated positions will be handled by the Chief Examiner of the Civil Service Commission. Such applications will only be accepted when an active recruitment has been posted and only for a designated time period. These applications will be processed and distributed in accordance with the procedures of the Civil Service Commission.

- Applications for non-Civil Service and part-time positions are accepted only when a job opening has been announced on the website. However, a job interest form may be submitted in advance of the opening so that potential applicants may be notified of future openings.

8) The Human Resources Manager or Assistant City Manager or other human resources designee shall be included in the initial interview process for all full-time positions. A final interview consisting of the Department Director and City Manager or his / her designee for all full-time positions.

9) After the City Manager has selected a candidate, the Department Director will inform the Human Resources Manager of the chosen candidate's name. The Department Director and the Human Resources Manager shall recommend a starting rate of pay any other pertinent information to the City Manager in accordance with Human Resources Personnel Administration Policy 2-6 on Merit

Pay Program or the appropriate collective bargaining agreement. The Human Resources Manager or Division of Police will initiate a background investigation and once successfully completed, will inform the Department Director and forward a hiring requisition to the City Manager.

- 10) The Human Resources Manager will prepare an appropriate letter offering conditional employment to the selected candidate. All offers will be coordinated with the Human Resources Manager in order to ensure consistency. All offers made to a candidate will be made contingent upon the successful completion of a drug screen and pre-employment physical.
- 11) Starting dates must be coordinated with the Human Resources Manager so that the candidate can complete the onboarding process and an orientation can be conducted in a timely manner.
- 12) Special processes apply to the staffing of Police Officer and Firefighter / Paramedic / Inspector positions may be described in the Civil Service Rules and Regulations.

Review & Questions:

Questions regarding this policy should be addressed to the Human Resources Manager.



City Manager

Date: 12/06/2021

Supersedes and Replaces All Prior Related Policies