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Report a pothole in seconds! Snap a photo and the app lets us know exactly where to send the crew!

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THE BLUE LETTER



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

January 20, 2023

Honorable Mayor Herbst & Esteemed City Councilmembers:

Thank you for another great week in service to the Vandalia community. We are gearing up for so many exciting transitions and adaptations that are going to improve the way that we serve. I put a heavy focus on setting clear performance goals that are specific, measurable, attainable, relevant, and timely. These goals account for a hefty portion of any managers' performance evaluations, and they are rooted in the 2023 Citywide Policy Goals. As the City Manager, it is my responsibility to execute the laws and policy directives that are passed by City Council, to manage our day-to-day operations, and to drive results from our corps of public servants to help Vandalia be a top-tier suburb through top-tier City services. This week at my Senior Staff meeting, I shared my goals that were set by Council and the goals that I have set for my team of direct reports. Without brining you too much into the day-to-day, I hope that this brief, 18-page list of goals by function gives you a bird's eye view of our strategic pursuit of the Citywide Policy goals and makes you excited for everything we are about to accomplish (see enclosure).

Welcome Public Works Technician Jack Brandenburg! Mr. Brandenburg started this week. He has a background with many years in the construction industry and is a Vandalia resident.



Division of Fire Meeting: This week, I had the pleasure of attending and speaking at the annual Division of Fire meeting. Congratulations to all of award winners and especially:

- Firefighter of the Year Part-time Firefighter/EMT Ben Wilson (pictured);
- EMS Person of the Year Part-time EMT David Todd;
- Officer of the Year: Part-time Fire Captain Mike Pinson; and
- Rookie of the Year: Part-time Firefighter/EMT Noah Van Doesburg.

I wish that I had a recording of the impassioned speech that Chief Follick shared with the Division of Fire during this meeting. As we

gear up to bring Fire Lieutenants to the ranks – culture change is happening. Let's build on the good – and work towards better days through better ways.



Focus Vandalia: Please watch this week's Focus Vandalia to get an update on the \$9 million infrastructure project. Thank you to Facilities Superintendent Rudy Wells and Building Inspector Chris Mastrino for their herculean effort to ensure that all of the contractors are meeting our standards across this huge, multi-facility project! Information will be coming out in the coming weeks about temporary service interruptions in the Vandalia Recreation Center and Aquatic Center.



Aldi Grocery Store Coming to Vandalia: The City has received plans for another grocery store inside the Vandalia corporate limits. Aldi has submitted a plan that is currently under review for a proposed development south of Culver's on Miller Lane. Since coming to the City of Vandalia, I have often heard residents state their desire for a second grocery store. Our team, and a resident who has a relationship with Aldi corporate helped to draw Aldi's attention to Vandalia. This will be a great addition to our community.

W-2 Forms: The 2022 W2 forms will be mailed to part time employees and distributed to full time employees (and Council) by January 31st.

Audit Season! The 2022 audit and compilation of the Annual Finance Comprehensive Report has begun.

The 2022 Employee Service Awards Lunch will be held Friday, February 24, 2023, from 11:30 a.m. until 1:00 p.m. at Cassel Hills Golf Course Restaurant.

Utility Expansion: The contractor moved back in this week on Dog Leg Road. The sanitary sewer lift station was delivered and set in the ground on Thursday. They will begin with the gravity sanitary sewer installation along Dog Leg Road.

EmployeeCare, our free employee assistance program, is available to you and those living under your roof, 24 hours a day, 7 days a week. You may contact the EmployeeCare staff confidentially, any time, at 208-6626.

IT Systems Administrator Recruitment: This recruitment is up on the website and I have enclosed the brochure.

VRC Daily Admissions: Daily Admission revenue for the year totaled \$181,949 up from \$112,121 in 2021. Membership revenue for 2022 totaled \$491,789 compared to \$478,785 in 2021. Total VRC revenue in 2022 is \$995,658 which is an increase from the 2021 total of \$833,263.

Hot Box Asphalt Recycler: Public Works has taken delivery of and received training on our new Hot Box Asphalt Recycler. We are excited to get this new piece of equipment in operation to improve our efficiency in asphalt repairs through the winter. We have a couple repairs to make in the golf course



parking lot where we repaired a water leak. This piece of equipment will reduce costs, reduce redundancy, and improve efficiency of public service.

Grant Applications: Public Works Superintendent Ritchie is working to submit grant applications through the Bureau of Workers Comp for trench shoring, and through the Ohio EPA for a water valve exerciser/locator that could also be used in fire hydrant flushing.

Golf in January! January play at the golf course has been phenomenal thus far with over 150 rounds of golf with 111 using a cart. Without the GPS geofencing technology on the carts this wouldn't have been possible (*Sharpen the Saw*).

New Picnic Tables: Park maintenance staff assembled ten (10) recycled product picnic tables that were purchased with grant funds from Montgomery County Solid Waste District. The tables will be placed in the shelters at Helke and Robinette Park.

Guilty Plea: Michael Auster pled guilty to a charge of felonious assault and received a sentence of six to nine years in prison for his involvement in shooting a 27-year-old female at the Knights Inn in October. Kudos for the great investigative work completed by patrol officers and detectives which helped secure this conviction.

White Cap: DES reports having the permit ready to issue for the interior alterations for the building at 3325 Stop Eight Road for White Cap.

The new banners on National Rd. look great.



There will be no Blue Letter next week. Please contact me directly with comments and questions. Very Respectfully,

Dan Wendt City Manager



CC:

Board and Commission Members All City Employees

Attachments:

- 1. Information Update ACM Holloway January 20, 2023;
- 2. Information Update Director Leiter January 20, 2023;
- 3. Information Update Chief Follick January 20, 2023;
- 4. Information Update HR Manager Pruszynski January 20, 2023;
- 5. Information Update Director Clark January 20, 2023;
- 6. Information Update Chief Althouse January 20, 2023;
- 7. Information Update Director Cron January 20, 2023;
- 8. 2023 Service Awards Flyer;
- 9. 2023 Citywide Policy Goals;
- 10. Mailer Vandalia Utility Rates;
- 11. IT Systems Administrator Recruitment Brochure;
- 12. Public Works Technician Recruitment Brochure;
- 13. 2023 Performance Goals Senior Staff.



To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: January 19, 2023 Subject: Information Update



- Parks and Recreation Director Clark and I met with Kolar Design on January 12 to review proposed designs for our parks and facilities signage.
- City Planner Hammes, Zoning & Planning Coordinator Graham and I met to discuss potential areas for improvement in the City's Zoning Code including, but not limited to, our regulations on Air Bnb's.
- I attended Austin Robertson's farewell reception. We are thankful for Austin's hard work and dedication in the IT Department.
- Staff from Development and Engineering Services, Fire, and I held our monthly development meeting. This week, Staff issued a full building permit for the Kendall Electric project.
- City Planner Hammes, Zoning & Planning Coordinator Graham and I met with a developer considering a multi-family development in the City on January 17.
- Parks and Recreation Director Clark, Communications Manager Hopkins, you and I met to review the proposed sign designs from Kolar Development and develop feedback.
- We held our annual Community Reinvestment Area Housing Council meeting on January 18th. This is the first step in our annual reporting process for properties receiving tax abatement.

Communications Updates

• The My Vandalia Newsletter was delivered during this update period. We have received some excellent feedback so far. Preparations for the next edition begin in March.



Information Update

To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: January 18, 2023

Re: Information Update - Period Ending January 20, 2023

1. I attended a council study session and meeting.

- 2. The month of December and 2022 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.
- 3. The 2022 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 2023.
- 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 2022 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 2022 City Income Tax Return is April 18, 2023.
- 7. The 2022 audit and compilation of the Annual Finance Comprehensive Report 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.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

DATE: 1/19/2023

SUBJECT: INFORMATION UPDATE – PERIOD ENDING JANUARY 20, 2023

- 1. On Friday January 13th, crews responded to the scene of a car vs. house on the east side of town. One minor injury was reported, the patient was able to be treated on scene with no transport necessary. The Division of Fire requested the City of Dayton Rescue Company to assist crews with shoring the structure.
- 2. Division of Fire crews had recently been training on Hose Movement this period and currently this week crews are joint training with Butler Twp. Fire to walk through and familiarize themselves with a new business, Sierra Nevada Hanger. VFD and BTFD joint respond together on many different calls, therefore crews from both departments collaborate on many trainings throughout the year.
- 3. On January 5th Patrick Fink joined the Division of Fire. Mr. Fink is retired from the City of Lewisburg and will be joining the Division of Fire's Prevention Bureau as a Part-Time Inspector. Welcome to the Fire Department Family Pat!
- 4. The Division of Fire held first round interviews on January 12th and 13th. These interviews are for the three new Lieutenant positions within the fire department. Once results are reviewed we will be moving on to the next step in the process of adding Lieutenants to our staffing.
- 5. On Tuesday January 17th, CRRC Scott Jacobs attended the City Council Meeting representing the Division of Fire, along with members of The Vandalia Division of Police and Butler Twp. Fire Department to accept a donation from the Vandalia Butler Foundation for the Passport to Safety program. Passport to Safety is a long running program for Kindergarteners entering the Vandalia Butler School system. Students are taught different



DIVISION OF FIRE INFORMATION UPDATE

kinds of age appropriate safety skills from the School, Fire Departments and Police Department.

CEF/clj Page 2 of 2



Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: January 19, 2023

Re: Information Update - Period Ending January 20, 2023

- 1. Thanks to Chief Follick for the invitation to the Division of Fire 2022 Awards Program held last Monday evening. This was a wonderful program that highlighted our Division of Fire staff and all the ways in which they went far above and far beyond their duties in 2022 to provide service to our community at a top-tier level. I am looking forward to the various ways in which the City of Vandalia Division of Fire continues to raise the customer service bar in 2023.
- 2. As of January 1, the city's new medical carrier is United HealthCare, our new vision carrier is EyeMed, and the city will continue their dental plan partnership with Superior Dental.

Just a few reminders to assist in the transition to our new healthcare vendors:

- In order to eliminate billing issues, present your new healthcare ID cards to all your providers immediately.
- If you have already been pre-certified for an upcoming procedure through Underwriters that procedure **must** be pre-certified through United Health Care.
- Create an account at www.myuhc.com to see if your current provider is in the Choice Plus UHC network. Just follow the "Find a Provider" prompt to "Employer and Individual Plans."
- To check coverage for your current medications, you can visit
 <u>www.whyuhc.com/choiceplus</u> and click on "Your Plan Options," then click on
 "Pharmacy Benefits," and chose "Flex Base 3 Tier."
- EyeMed offers a **Mobile App** tool! You can find this in the App Store.
- Just a reminder that our Superior Dental has several convenient tools and resources, including a **Mobile App**, to make it easy to manage our dental plan. For example, the Direct Connect tool provides easy access to ebills and the Find-A-Dentist tool allows us to find a NETWORK dentist in our area. There are many more features located at https://superiordental.com/employer-support.
- 3. Hiring update First round interviews for Fire Lieutenant were held last week and thirteen candidates moved forward to the assessment phase. Fire Lieutenant assessments are taking place this week and second round interviews will be held the week of February 6, 2023. The Full-Time Firefighter first round interviews are scheduled for the week of February 10. Park Maintenance Technician and Building Maintenance Technician first round interviews will take

place next week. Staff continues to sift through the Public Safety Specialist and Police Officer candidate pools. The ad for Public Works Technician is open for applicants until January 27, 2023. Today we posted an ad for an Information Technology Systems Administrator. This ad will remain open for applicants until February 17, 2023.

- 4. Mark your calendars The **2022 Employee Service Awards** Lunch will be held Friday, February 24, 2023 from 11:30 a.m. until 1:00 p.m. at Cassel Hills Golf Course Restaurant.
- 5. **Remember,** EmployeeCare, our **free** employee assistance program, is available to you and those living under your roof, 24 hours a day, 7 days a week. You may contact the EmployeeCare staff **confidentially**, any time, at 208-6626.
- 6. Looking for a healthcare advocate? Do you ever wish you had a personal health care assistant? Well...now you do! One of the top-tier services we now have access to is the McGohan Brabender Advocate Team! Feel free to reach out to the advocate team at mbbenefits.com Monday through Friday between 8:00 a.m. and 5:00 p.m.
- 7. If you would like to browse City of Vandalia Employment Opportunities, the link is https://www.vandaliaohio.org/422/Employment-Opportunities.



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 1/19/2023

Re: Information Update – Period ending January 19, 2023

We received notification earlier this week from the Montgomery County Solid Waste District that we have been awarded a Waste Reduction/Recycling Grant in the amount of \$22,287.65 for the purchase of three (3) Bigbelly Trash and Recycling Containers. Bigbelly smart waste and recycling systems for public spaces deploy smart, solar-powered, sensor-equipped waste and recycling stations that communicate their real-time status to streamline waste management operations. Customers experience up to 80% collection reduction in addition to cleanliness, operational, economic, and environmental benefits with the system. We plan to place units at the Art Park, Sports Complex and Helke Park. The units will all be custom wrapped (see pictures at end of report).

RECREATION CENTER

Insurance based memberships continue to be a vital revenue source for the VRC. We currently have 1335 members in this category with 500 of these members residing in Vandalia, 294 in Butler Township and 541 being non-residents. Insurance based membership visits for 2022 totaled 41,700, compared to 33,352 in 2021.

Daily Admissions are also a primary revenue source for the VRC. Daily Admission revenue for the year totaled \$181,949 which is a substantial increase from the 2021 total of \$112,121. Membership revenue for 2022 totaled \$491,789 compared to \$478,785 in 2021. Total VRC revenue in 2022 is \$995,658 which is an increase from the 2021 total of \$833,263.

We have a couple Premier Health partnership programs coming up in February at the VRC. The first Health Talk – Family & Friends CPR/AED Training will be held on February 1. The second Health Talk will take place on February 6 and is entitled Home Health Care in the Comfort of Home.

Facility Manager Alicia McCracken met with Facility Maintenance staff for an aquatic center walk thru to develop a project list for the upcoming HVAC/Roof project shut-down period. This required shut-down period will take the place of the annual maintenance shut-down typically taking place in August.

Premier Health will be conducting a free community health clinic on February 6 from 10:30am til noon at the VRC. These health screenings include blood pressure, blood sugar, total cholesterol, blood glucose, hemoglobin A1c as well as lifestyle coaching. To secure a spot email Alicia McCracken at amccracken@vandaliaohio.org.

The annual Maintain Campaign for VRC was once again very successful with 52 members completing the program over the holiday season. This program encourages members to maintain their current weight or even lose weight during the holiday season. All 52 members who successfully completed the program received a free t-shirt, compliments of Hock's Pharmacy.

GOLF DIVISION

January play at the golf course has been phenomenal thus far with over 150 rounds of golf with 111 using a cart. Without the GPS geofencing technology on the carts this wouldn't have been possible.

Golf Superintendent Marty Sztrum is working on the landscaping around the tee marker on hole number 7. Assistant Superintendent Tim Bailey is completing mechanical work on mowers and equipment.

SENIOR CITIZENS CENTER

Senior Center Coordinator Toni Williams completed and submitted the six-month VanTran report for Montgomery County Jobs and Family Services. Reports will now be moving to a January to December report instead of the six-month reporting period.

VanTran Driver Bob Riethman will be moving to Columbus so Toni is looking for a driver who can fill Bob's Tuesday volunteer driver schedule.

Senior Center member Kris Williamson volunteered her time to contact members who have not renewed their membership yet. As of January 17, a total of 411 of 654 members have renewed. A total of 19 members not renewing have moved and 15 members have passed away. Membership renewals will continue to trickle in over the next month or so as the numbers shared are fairly typical for this time of the year.

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

We received confirmation from SwimSafe Pool Management that Aaron Baker will be the Manager at Cassel Hills Pool this summer. Aaron and his family live in Butler Township and he is a teacher/coach in the Kettering Fairmont School District. He is also a former lifeguard at the VRC and Cassel Hills Pool. Jeff Kreill was instrumental in identifying Aaron as a potential candidate for the position. We plan to bring Aaron to the City Manager's Office for introductions in the coming weeks.

Kids Home Alone, our ultra-successful partnership program with the Vandalia Division of Fire and Division of Police, was held on January 14 at the Senior Center with a program maximum of 20 kids participating. Children learned lifelong safety skills, which included first aid, reasons to call 911, fire escape plans, kitchen safety, internet safety and how to problem solve out of the ordinary situations.

FACILITY MAINTENANCE DIVISION

Maintenance staff continues cleaning of Justice Center due to the recent sprinkler line break. All Park and Building Maintenance staff have been involved in the clean up process. The contractor continues to complete repairs as supplies become available.

Staff assembled ten (10) recycled product picnic tables that were purchased with grant funds from Montgomery County Solid Waste District. The tables will be placed in the shelters at Helke and Robinette Park.

The City Christmas Tree has been removed from the grounds at the VRC and hauled to the compost facility for recycling. Staff has also hauled over 50 trees from the Christmas Tree Drop Off site at the Sports Complex to the compost facility for recycling.

Thanks to the warm weather staff has been able to continue with landscape maintenance projects. Work includes sidewalk edging at the VRC, mulch applications in various landscape beds and cutting back ornamental grasses.

Maintenance staff transplanted a young commemorative tree at Helke Park. The new location for this tree was needed once the new row of trees was installed along Randler Ave.

New walk-off mats haven been placed at the entry doors at the Municipal Building. The new mats include the new city branding. Kudos to Mark Collins in working to get this project completed.

Example of Bigbelly Trash and Recycling Containers with custom wraps.







Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: January 19, 2023

Subject: Information Update Ending January 20, 2023



- 1. During the past two weeks, VPD officers made 19 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in one traffic citation, 18 written warnings and no verbal warnings while working 16 additional enforcement hours.
- 2. After the fire suppression system water line break on December 25 in the Justice Center, we were able to borrow a telephone system from the City of Englewood to handle our emergency and non-emergency phone calls. A team from Intrado successfully installed the system and communication operations resumed in VPD's Communications Center on Friday, January 6. VPD staff are researching a permanent replacement to the damaged phone system and hope to have it in place within the next three to four months. I want to express my appreciation to Sheriff Streck, the Regional Dispatch Center, and the City of Englewood for their assistance during this event. We are extremely thankful to have our public safety specialists back at VPD.
- 3. On January 14, CPO Wehner helped teach 20 children the *Home Alone Program* at the Vandalia Senior Center with Firefighter Jacobs. This program is for younger children who may be or are preparing to stay at home by themselves. The program is sponsored and scheduled by the Rec Center and Aaron Messenger.
- 4. Last Saturday evening, Lieutenant Sucher and I attended the 2022 Montgomery County Police and Fire Chiefs' Awards Banquet held at the National Museum of the United States Air Force. We congratulate the award recipients: Deputy Kory Caldwell from the Montgomery County Sheriff's Office; Officer Denise Smith from the Moraine PD; and Firefighters Brandon Workman and Daniel Wolfangel from the Dayton FD. I was honored to be installed as the president of the Montgomery County Police Chiefs' Association for 2023. A special thanks to Admin Assistant Shannon Green for assisting at the event with the guests' check-in.
- Detectives charged a 38-year old Riverside man with possession of methamphetamine after he was found trespassing at a vacant house on Poplar Creek Road by patrol officers.
- 6. Detectives charged a 43-year-old Vandalia man with one count of felony domestic violence. The man punched, elbowed, and held his hands over the mouth and nose of his live-in girlfriend and had a prior conviction of domestic violence. Officers were alerted to this incident by concerned citizens.

- 7. Michael Auster pled guilty to a charge of felonious assault and received a sentence of six to nine years in prison for his involvement in shooting a 27-year old female at the Knights Inn in October. Kudos for the great investigative work completed by patrol officers and detectives which helped secure this conviction.
- 8. We want to thank the Vandalia-Butler Foundation for their generous support of the *Passport to Safety Program*. CPO Wehner attended Tuesday evening's Council Meeting to accept the donation which will be handled through the School District's Finance Office. Officer Wehner and Firefighter Scott Jacobs have taught hundreds of incoming kindergartners lessons on school bus safety, stranger danger, fire prevention, avoiding hazards, and have promoted safety among our young students.
- 9. CPO Wehner, Lieutenant Walker and I attended the Miami Valley Crime Stoppers Awards Luncheon on January 18 at the Christian Life Center. This year's recipients included the Montgomery County Regional Agencies Narcotics and Gun Enforcement (RANGE) Task Force as the 2022 Unit of the Year. We congratulate all the investigators who serve on the R.A.N.G.E. Task Force, including VPD Detective Michael Hulbert who works part-time on the Task Force.
- 10. On January 19, I attended an Air Show Board meeting at Wright Bros. Aero. Ticket sales are on pace with last year's sales and organizers are looking forward to another great show planned for July 22-23, 2023. Additionally, you and I had the opportunity to meet Katie Mitchell who is the new Airshow Administrator and discuss with she and Kevin Franklin some preliminary parking changes to accommodate and assist with smoother traffic flow during the air show.
- 11. Today, I attended the monthly *Crisis Now* virtual meeting with representatives from RI International and Montgomery County ADAMHS Board to hear new information regarding the Crisis Call Center, Crisis Mobile Response teams, and the Crisis Receiving Center in Dayton.



Public Works & DES Information Update

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

Date: January 19, 2023

Re: Information Update for January 7-20, 2023

Development & Engineering Services

The contractor moved back in this week on Dog Leg Road. The sanitary sewer lift station was delivered and set in the ground on Thursday. They were on hold until this was delivered. Now they will begin with the gravity sanitary sewer installation along Dog Leg Road.

We are currently advertising two bid packages. One for our annual asphalt purchase for our utility repairs and to resurface cart paths at Cassel Hills Golf Course. The other project is the Airport Access Road NB Bridge Deck Concrete Resurfacing.

You and I met with Jason Oaks this week to discuss the latest traffic/turn counts that he performed for us. Jason will provide us with the analysis for a baseline of the activity observed. We can compare this to future data as new projects come on line to determine their effects of the commercial truck traffic through our National Road corridor.

Work is nearing completion on the development at 710 Deer Run Drive. Their utility work has been completed and the waterlines have been put in to service. They have installed the asphalt in the parking lots. They have installed both drive approaches. They have not yet installed the concrete island that we requested in the approaches but have installed temporary barriers until that work can be completed to prohibit left turns from their facility towards Old Springfield Road.

Work also continues on the Kendall Electric project at 769 Center Drive. They have made all corrections to the building plans and a permit is being prepared to issue.

We also have the permit ready to issue for the interior alterations for the building at 3325 Stop Eight Road for White Cap.

Public Works

Crews made two more watermain repairs during this period. We had a break on Paula Street and a service leak on Winding Hollow Trail.

We were able to still get asphalt to make the permanent repairs from the watermain breaks we had last month on Goldleaf Avenue., Rader Drive, Pool Avenue. Kenbrook Drive and Dixie Drive.

We were called in to salt bridges and critical areas on the evening of January 13th.

We are in the process of taking down all of the holiday decorations on the trees and light poles on National Road.

We have also installed our first set of new banners on National Road.



We have taken delivery of and received training on our new Hot Box Asphalt Recycler. We are excited to get this new piece of equipment in operation to improve our efficiency in asphalt repairs through the winter. We have a couple repairs to make in the golf course parking lot where we repaired a water leak. This will be a good training site for the new unit.

Walter Ritchie has been working on an submitted a couple grant applications for some equipment we are looking to purchase. One is through Bureau of Workers Comp for trench shoring and the other is for a water valve exerciser/locator that could also be used in fire hydrant flushing. That grant is through the Ohio EPA.

Jake Hayslett and I attended the Tri Cities Wastewater Authority Technical Committee meeting on January 11th.

We welcomed Jack Brandenburg as our newest Public Works Technician. Jack has a background with many years in the construction industry and is a Vandalia resident.

We continue to recruit for our Public Works Technician vacancies. We currently have an ad posted.

2022 Service Awards Luncheon

Help us to honor employees reaching milestone anniversaries in their employment.

Friday, February 24, 2023 11:30 a.m. - 1:00 p.m. Cassel Hills Golf Course Clubhouse

Lunch Provided



Who's being honored?

30 Years

Joe Blosser - Public Works
Rob Cron - Development and Engineering Services
Missy Pruszynski - City Manager's Office

25 Years

Rudy Wells - Parks and Recreation

20 Years

Bill Miles - Public Works Ben Walker - Division of Police

15 Years

Kimberly Brumfield - Court
Shaun Coatsworth - Division of Police
Brandy Collins - Court
Ed DiFalco - Court
Holly Estepp - Division of Police
Bryan Fine - Parks and Recreation
Cynthia Herbst - Court
Alicia McCracken - Parks and Recreation
Denise Mehall - Court
Doug Nagel - Division of Police
Zeb Ward - Public Works
Jennifer Wegley - Finance
Olga Williamson - Court

10 Years

Jeff Kreill - Parks and Recreation Deborah Wright - Division of Police

5 Years

Ben Lickliter - Parks and Recreation John Marshall - Parks and Recreation Steve Milliken - Division of Fire Mya Mitchell - Division of Fire Dan Morrow - Parks and Recreation





2023 Citywide Policy Goals

Approved December 5, 2022

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.

City of Vandalia 333 James Bohanan Drive Vandalia, Ohio 45377

PRSRT STD U.S. POSTAGE PAID DAYTON, OH PERMIT NO. 248



Vandalia utility rates are being adjusted.

Effective on the first utility bill in January, 2023, utility rates in Vandalia will be adjusted to meet emerging needs in the City's water, sewer and stormwater systems.



- ▼ To provide safe drinking water.
- ▼ To prevent accidental discharges of raw sewage.
- ▼ To address costs associated with regulatory mandates.
- ▼ To better prevent flooding during rain events.
- ▼ To perform deferred maintenance within the utility system.

For more details on Vandalia utility rates, check out the City of Vandalia website: www.vandaliaohio.org/utilities or use the QR code to visit the site. Questions? Call (937) 898-5891.



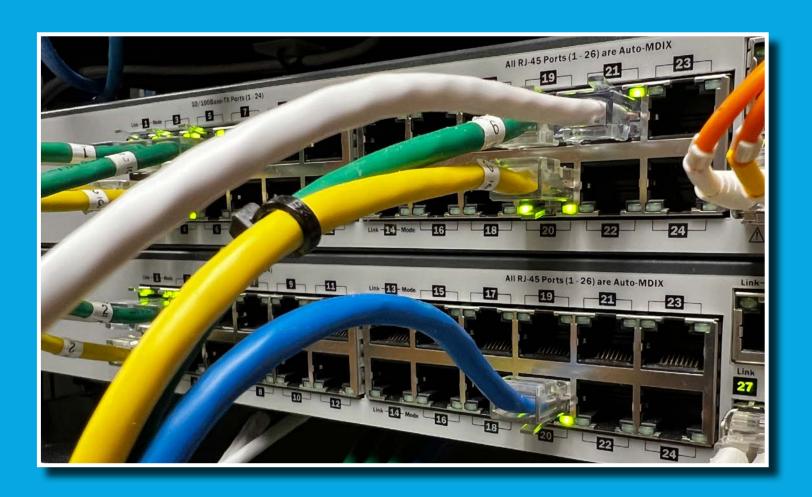






IT Systems Administrator

City of Vandalia, Ohio









THE COMMUNITY

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

Residents place a high priority on revitalizing the community and creating a downtown area as a community space for gathering and entertainment.

VANDALIA IS HOME TO



Ohio's best donut shop.





Ohio's greenest municipal golf course.



America's most active arts community.



Ohio's best Brew Pub.



Region's best Sports Complex.



Eleven amazing City parks.



Ohio's friendliest police department.



Ohio's favorite
"Soggy Doggy Dip."



Ohio's best municipal indoor waterpark.



Ohio's best indoor and outdoor pickleball courts.

The Vandalia City Council has adopted the following <u>2023 Policy Goals</u> to inform and to guide the execution of the City's mission in the coming year:

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.

CITY GOVERNMENT

The primary purpose of any City of Vandalia employee is to improve quality of life for residents. We seek to build a team of servant leaders who love and care about this beautiful community.

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

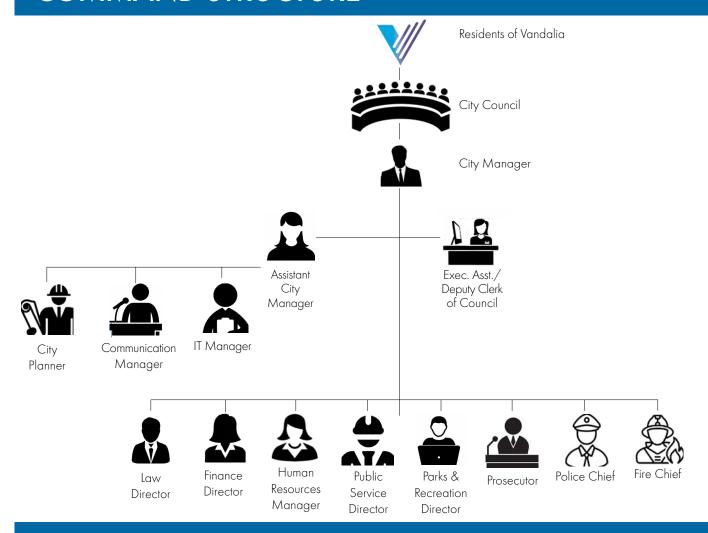
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$61 million, and 275 full-time-equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public. The IT Systems Administrator plays a crucial role in ensuring the safety, security and operationability of the City's expansive IT network.

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

In 2020, City Council adopted the Vision Vandalia Comprehensive Plan.

Learn more about City of Vandalia initiatives on the City's YouTube Channel and Facebook Page.

COMMAND STRUCTURE



IT DIVISION INFORMATION

The Information Technology Division is a part of the Vandalia City Manager's office.

Within the IT Division, there are three distinct job titles:

IT Systems Administrator

Responsible for servers and SANs; network applications; SQL & databases; Exchange email; switches & routers; firewalls; credit card machines; ACH and banking cloud applications; data migrations; multi-factor authentication; SeeClickFix; mobile apps; mobile forms; document management; data backups; security updates / patches; event logging & auditing; systems documentation; VPN & remote.

IT Manager

Responsible for project design & implementation; budgeting / forecasting; centralized IT purchasing; quotes / bids; contracts and warranties; disaster recovery; compliance (PCI, LEADS, HIPAA); drone PD & FD / photography; critical application support; phishing and security awareness; end-user training; reporting & statistics; records retention; policies & procedures; policy enforcement.

IT Support Specialist

Responsible for PCs / laptops / tablets; applications; printers & copiers; app and OS updates; TVs and cable TV; projectors and smartboards; AV equipment; tablets and smartphones; credit card machines; virus protection; vehicle wiring; vehicle GPS; police & fire MDTs; dash and body cameras; video redaction & editing; point of sale; website management; office applications; PTP wireless; timeclocks; 3D printing; desktop documentation.

Department Metrics

The IT Division manages 200 applications and web services; 400 email accounts; 280 computers; 80 tablets and smartphones; 100 application and data servers; average 800 Tickets/yr (Only about 25% of issues are ticketed) 40 network switches.

THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

Recruitment Note: Research from the Harvard Business Review indicates that some female and minority candidates may not apply for positions unless they have 100% of the stated qualifications. After meeting base qualifications, the City is recruiting for attitude, work ethic, potential - and a desire to improve our community. The expectation of a City of Vandalia employee is that you will learn and adapt to the needs of the community and our team. If this describes you, please apply.

General Description

The City seeks a 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 IT Systems Administrator is responsible for the overall health of servers, network applications, databases, and storage for all city departments; handles requests for server application installations and upgrades; manages server security and compliance; documents server and application configurations and interconnectivity; recommends hardware and software upgrades; manages and tests disaster recovery procedures; ensures timely and reliable data backups; manages VMware cluster; and maintains perimeter and interdepartmental firewalls.



Qualifications

Five (5) years of experience in computer, science, information technology, or a related field; two (2) years of database network, administration or system administration experience; bachelors degree in computer sciences, information technology, or related field, or any equivalent combination of education, experience and training, which provides required knowledge, skills and abilities; working knowledge of virtualization technology; strong knowledge of systems and networking software, hardware, and networking protocols; ability to maintain necessary background clearance to support state and federally connected database systems.

Licensure or Certification Requirements

Must possess a valid state of Ohio drivers license, and must remain insurable under the cities vehicle insurance plan.

Essential Functions of the Position:

Maintains Microsoft Windows servers, both physical and virtual, to ensure security and reliable service delivery. Keeps up to date on software and hardware vulnerabilities and pro-actively addresses weaknesses. Documents the configuration of data flow between servers, vendors, and cloud-based systems. Maintains detailed and complex operational and technical records. Installs, upgrades, and maintains department specific server applications. Works with IT department employees to design, recommend, and support hardware software solutions in a team environment. Managers user accounts (e.g., Active Directory) and email application services (e.g., Microsoft Exchange) both on-premises and in the cloud, as well as cloud-based productivity applications (Microsoft 365.) Responsible for database back up (e.g., D2D, Tape) and SAN replication. Manages server disk space and file services data growth.

Minimum Acceptable Characteristics:

Knowledge of office practices and procedures; city department, goals and objectives; city department, policies and procedures; workplace safety, practices and procedures; personal rules and regulations; computer, software, records, management; government, structure, and process; state, Federal, and local laws and or regulations; local geographical area; English, grammar and spelling; for science; computer programming; systems, analysis; data processing techniques and procedures, and; data security; database management. Skill in typing; data entry; word processing; computer operation; use of modern office equipment; motor vehicle operation; instructions and written, oral, picture form; interpret a variety of instructions and written, oral, picture, or schedule form; deal with problems involving several variables, within familiar contacts; define problems, collect data, establish facts, and draw valid conclusion; understand, interpret, and apply laws, rules, or regulations.

COMPENSATION AND BENEFITS

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

The IT Systems Administrator is a highly valued position with a pay range of \$33.53 to \$47.23 per hour.

Employer contribution to the Ohio Public Employee Retirement System;

Health, Vision, and Dental Insurance;

Paid Vacation, Sick Leave, Holidays, and Floating Holidays;

The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's qualifying former employer(s);

Funeral Leave, Jury Duty Leave, Military Leave, Maternal and Paternal Leave with Pay, Adoptive Parent Leave;

Life Insurance: employer sponsored benefit of \$60,000;

Accidental Death and Dismemberment Insurance: \$12,000 benefit;

Free Individual Vandalia Recreation Center Membership;

Family Cassel Hills Pool Membership;

Individual Restricted Pass to Cassel Hills Golf Course;

Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs.







Vandalia has an extensive computer network that is vital for the daily operation of all City departments.

APPLICATION AND SELECTION PROCESS

Applications will only be accepted through the City's online application system via the website at: <u>VandaliaOhio.org/Jobs.</u> Applications must include copies of any relevant certifications, a résumé, cover letter, and brief writing sample.

Application materials must be submitted ONLINE to <u>VandaliaOhio.org/Jobs</u>, no later than **Friday, February 17, 2023 by 5:00p.m.**

Questions about the position may be directed to HR Manager Melissa Pruszynski, missy@vandaliaohio.org, (937) 415-2258. The process for consideration for the position of IT Systems Administrator is:

- 1. Timely submission of application, Resume and Cover Letter. Deadline is 5:00 p.m. on Friday, February 17, 2023.
- 2. First Oral Interview
- Second Interview

Once a candidate has been identified, the pre-hiring process will begin. This phase of the process includes the following steps:

- 1. Thorough Background Investigation
- 2. Medical Evaluation (Drug Screening)



COMMITMENT TO NON-DISCRIMINATION

The City of Vandalia is firmly committed to equal employment opportunity based on skills, education, work experience, merit, and service to the public. The City does not discriminate based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression. This includes all City programs, activities, and hiring practices.

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



Public Works Technician

City of Vandalia, Ohio











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

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



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

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CITY GOVERNMENT

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

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

In 2020, City Council adopted the <u>Vision Vandalia Comprehensive Plan.</u> There are many exciting anticipated developments in the coming years.

Learn more about City of Vandalia initiatives on the City's YouTube Channel and Facebook Page.

COMMAND STRUCTURE



Residents of Vandalia



City Council



City Manager



Director of Public Service



Public Works Superintendent





Public Works Technician (13)



Mechanic (2)



Office Manager (1)



Seasonal Part-Time Laborers

PUBLIC SERVICE DEPARTMENT

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



PUBLIC WORKS DIVISION

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

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

THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

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

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

MINIMUM QUALIFICATIONS

Must be at least 18;

Must possess a high school diploma or GED;

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

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

PREFERRED QUALIFICATIONS

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

Those with any of the following will receive preference:

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

EPA water and wastewater certifications;

Recent successful public works experience;

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

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

COMPENSATION AND BENEFITS

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

- Base Salary: \$21.00 \$22.73 per hour, depending on experience
- Ohio Public Employees Retirement System: Employer contribution of 14% of gross wage, Employee contribution of 10% of gross wage
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Leave:
 - o Vacation: 12 26 days per year depending on service credit

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

APPLICATION AND SELECTION PROCESS

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

Applications will be reviewed as they are received with a deadline for submission of January 27, 2023. The recruitment of the Public Works Technician position will remain open until filled.

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



DEPARTMENTAL CORRESPONDENCE

TO:	Senior Staff
FROM:	Dan Wendt, City Manager
	-
DATE:	January 18, 2023



SUBJECT: 2023 PERFORMANCE GOALS

CITY MANAGER PERFORMANCE GOALS

Goal 1: Personnel Policies and Procedures – By October 1, 2023, the city manager shall update 50% of general administration, human resources, financial administration, and information technology policies. The city manager shall recommend and propose legislative actions for consideration by City Council when appropriate.

Goal 2: Process Improvement – By December 1, 2023, the city manager shall work with staff to refine current practices to improve internal and external customer experience. Examples of successful pursuit of this goal may include but not be limited to: modifications relating to residential and commercial permitting, resident issue reporting, building plan review, coordination between Development and Engineering Services and the fire marshal, human resources functions, payment processes, and website resources. The city manager is encouraged to utilize an outside efficiency expert if he feels it is necessary in certain areas. The city manager shall leverage technology to gain efficiencies and recommend legislative amendments for consideration by City Council as appropriate.

Goal 3: Downtown Development—By December 1, 2023, the city manager shall work with City Council, staff, and stakeholders to foment development of downtown in the key development areas outlined in the Vision Vandalia Comprehensive Plan. Examples of successful pursuit of this goal may include but are not limited to: conducting a market study of residential, commercial, and restaurant development opportunities; performing a request for qualifications and recommending a firm to begin the work of developing a Downtown Master Plan (possibly starting in 2023 and carrying into 2024); relationship building with landowners; presenting legislation for Council's consideration regarding the expansion of the downtown community reinvestment area (CRA) and establishment of a downtown tax increment financing district (TIF); and advising Council on strategic opportunities for direct investment (e.g., acquisition, demolition, collaboration, land swap).

Goal 4: Parks & Recreation Master Plan Implementation – During the evaluation period, the city manager shall work with staff to begin implementing the Parks & Recreation Master Plan. The city manager shall demonstrate programming and service improvements from evidence-based community feedback. The city manager shall provide updated capital and operational planning recommendations to address needs relating to capital improvements, park maintenance, and facility maintenance.

Goal 5: Public Works Facility Request for Qualifications – By August 1, 2023, the city manager shall conduct a request for qualifications and recommend an architectural firm for the purpose of designing and developing construction documents for a public work works facility on cityowned land on Stonequarry Rd. The city manager shall determine funding options and impact on debt schedule.

Goal 6: Commercial Truck Traffic – During the evaluation period, the city manager shall endeavor to combat the negative effects of growing commercial truck traffic. Successful pursuit of this goal may include and not be limited to: continuing planned improvements to roadways (e.g., Lightner / Dixie / Northwoods, multi-year projects); coalition building with peer governments and stakeholders; enforcement of traffic laws by the Vandalia Police Division; more frequent traffic counts as new developments become active; working with the Ohio Department of Transportation to develop acceptable plans to improve driver, pedestrian, and cyclist safety on National Rd. from Dixie Dr. to Ranchview Dr. by soliciting grant funds and proposing a "road diet" on National Rd. to discourage commercial truck traffic; and endeavoring to work with City Council, staff, and state elected officials to introduce legislation declaring US 40 a no through truck route from Airport Access Rd. to Ranchview Dr. (or some version thereof). This goal is meant to cross multiple evaluation cycles.

Goal 7: Bid Solid Waste Management Services – By July 1, 2023, the city manager shall conduct a full-scale request for proposal for residential curbside refuse and single stream recycling services. The city manager shall furnish a recommendation for consideration by City Council for services commencing on January 1, 2024.

Goal 8: Overpass & Gateway Development – By December 1, 2023, the city manager shall conduct a request for qualifications and recommend a firm to design improvements to the US-40 / I-75 overpass, among others if applicable. The proposal should include a multi-phase approach and included a budgetary recommendation for construction and landscaping. The city manager will ensure that all necessary studies are completed and work to ensure that initial construction is planned in subsequent years (e.g., 2026, 2027). [Note: To be determined pending direction from City Council.]

Goal 9: Active Transportation and Connectivity (estimated 5%) – By November 1, 2023, the city manager shall propose concrete actions to improve active transportation (e.g., walking, cycling) in Vandalia. The city manager shall work with the Ohio Department of Transportation to develop acceptable plans to improve driver, pedestrian, and cyclist safety on National Rd. from Dixie Dr. to Ranchview Dr. The city manager shall solicit grant funds to enact a "road diet"

on National Rd. and propose modifications to City Council. The city manager shall work with staff and neighboring jurisdictions to submit a Congestion Mitigation Air Quality (CMAQ) grant application to extend multi-use trails and bike lanes on US-40 to Englewood – with the goal of building out the project by 2030. Depending on the progress of the Downtown Master Plan, the city manager may begin the process of administering a request for qualifications for an Active Transportation and Connectivity Master Plan to be conducted in 2024 – 2025.

Goal 10: Citywide Policy Goals (estimated 5%) – By December 31, 2023, the city manager shall demonstrate how he has incorporated City Council's 2023 Citywide Policy Goals into the organization's work approach and service delivery.

ASSISTANT CITY MANAGER PERFORMANCE GOALS

Operationalize CMO Restructuring - By December 1, 2023 (and throughout the evaluation period), ACM Holloway shall onboard and mentor City Planner Hammes by helping him assimilate into the organization as a first-time supervisor. ACM Holloway shall work to refine zoning and property maintenance processes through City Planner Hammes and Zoning & Planning Coordinator Graham. By May 1, 2023, ACM Holloway shall demonstrate how Property Maintenance Inspector Millikin is successfully completing all of his assigned responsibilities (e.g., paperwork, use of Municity, after providing clear written direction and expectations) with efficiency and expediency. If Property Maintenance Inspector Millikin fails to expectations, ACM Holloway shall work with City Manager Wendt, Human Resources Manager Pruszynski, and Messrs. Hammes and Graham to develop and execute a formal performance improvement plan. During the evaluation period, ACM Holloway shall transition into the role of and provide oversight of the Information Technology Division.

Citywide Policy Goals - By December 1, 2023, ACM Holloway shall demonstrate how she has incorporated City Council's 2023 Citywide Policy Goals into her work approach and service delivery.

Commercial Truck Traffic - During the evaluation period, Assistant City Manager Holloway shall endeavor to combat the negative effects of growing commercial truck traffic. Successful pursuit of this goal may include and not be limited to: coalition building with peer governments and stakeholders; analyzing and communicating traffic count data; communicating the City's efforts to the public; and working with the Ohio Department of Transportation and Director Cron to develop acceptable plans to improve driver, pedestrian, and cyclist safety on National Rd. from Dixie Dr. to Ranchview Dr. by soliciting grant funds and proposing a "road diet" on National Rd. to discourage commercial truck traffic.

Congestion Mitigation Air Quality (CMAQ) Grant Application - By September 1, 2023, ACM Holloway and Director Cron shall actively participate in and assist with the preparation of a joint Congestion Mitigation Air Quality (CMAQ) grant application with neighboring jurisdictions to extend multi-use trails and bike lanes on US-40 to Englewood – with the goal of building out the

project by 2030.

Downtown Community Reinvestment Area Expansion & Tax Increment Financing - By July 1, 2023, ACM Holloway shall conduct all necessary studies and present legislation to City Manager Wendt regarding expansion of the per-1994 Downtown Community Reinvestment Area. By July 1, 2023, ACM Holloway shall conduct all necessary studies and present legislation to City Manager Wendt regarding the establishment of a Downtown Tax Increment Financing district.

Newsletter - Annual Report Upgrade - During the evaluation period, ACM Holloway shall oversee the production of the city's quarterly newsletter / recreation guide mailer. ACM Holloway and Communications Manager Hopkins shall endeavor to improve the product with each issue. ACM Holloway shall work with Communications Manager Hopkins, staff, and an outside designer if necessary to completely rehaul the annual report / calendar.

Brand Implementation - During the evaluation period, ACM Holloway work to implement the City's new brand in a fiscally responsible manner. Successful pursuit of this goal shall include but not be limited to: Development of practical and usable letterhead that can be modified in MS Word; Collaborating with Parks and Recreation Director Clark ensure that parks signs are designed, bid, funded, and installed by September 1, 2023; and Research and make recommendations relating to gateway arches (e.g., develop a budget, identify potential vendors, determine locations, create a project timeline).

Connectivity Plan RFQ - By the end of the evaluation period, ACM Holloway shall oversee a request for qualifications process for a firm to conduct a citywide connectivity plan in 2023.

PUBLIC SERVICE DIRECTOR PERFORMANCE GOALS

Citywide Policy Goals - By December 1, 2023, Director Cron shall demonstrate how he has incorporated City Council's 2023 Citywide Policy Goals into his work approach and service delivery.

Bid Solid Waste Management Services - By July 1, 2023, Director Cron shall conduct a full-scale request for proposal for residential curbside refuse and single stream recycling services. Director Cron shall furnish a recommendation for consideration by the city manager and City Council for services commencing on January 1, 2024.

Public Works Facility Request for Qualifications - By June 1, 2023, Director Cron shall conduct a request for qualifications and recommend an architectural firm for the purpose of designing and developing construction documents for a public work works facility on city-owned land on Stonequarry Rd. Director Cron and Superintendent Ritchie shall advise on the long-term needs of the Public Works Division to guide design of the facility. Director Cron shall work with Finance Director Leiter and City Manager Wendt to determine funding options and impact on debt

schedule.

Commercial Truck Traffic - During the evaluation period, the Director Cron shall endeavor to combat the negative effects of growing commercial truck traffic. Successful pursuit of this goal may include and not be limited to: continuing planned improvements to roadways (e.g., Lightner / Dixie / Northwoods, multi-year projects); coalition building with peer governments and stakeholders; frequent traffic counts as new developments become active; and working with the Ohio Department of Transportation and Assistant City Manager Holloway to develop acceptable plans to improve driver, pedestrian, and cyclist safety on National Rd. from Dixie Dr. to Ranchview Dr. by soliciting grant funds and proposing a "road diet" on National Rd. to discourage commercial truck traffic.

Congestion Mitigation Air Quality (CMAQ) Grant Application - By September 1, 2023, Director Cron and ACM Holloway shall actively participate in and assist with the preparation of a joint Congestion Mitigation Air Quality (CMAQ) grant application with neighboring jurisdictions to extend multi-use trails and bike lanes on US-40 to Englewood – with the goal of building out the project by 2030.

Utility Capital Planning, Bids, Grants - During the evaluation period, Director Cron shall work to systematically carry out planned capital improvements to the City's utility systems. Successful pursuit of this goal shall include but not be limited to: initiating the water meter replacement project, reporting progress, monitoring efficiency, and developing a plan / timeline for replacing all water meters; evaluating and updating the Public Service Department Capital Improvement Plan; developing a 10-year watermain replacement plan; completing the final design for the Dog Leg Road Phase 2 Utility Extension project, working with Finance Director Leiter to secure debt funding, securing all necessary easements for project, preparing specifications, bidding out the project, and awarding a bid; and preparing and submitting an OPWC grant application for the Tionda, Mossview and Ranchview watermain project that is planned for 2024.

Vandalia Bikeway Connector Easements - During the evaluation period, Director Cron shall secure the right of way easements necessary for the Vandalia Bikeway Connector project.

Communicate Public Service Achievements - During the evaluation period, Director Cron shall work with Communications Manger Hopkins to highlight/spotlight the achievements of the Public Service Department (e.g., actively developing content for the city newsletter, projects, personnel, achievements).

FINANCE DIRECTOR PERFORMANCE GOALS

Finance Administration Policies - Director Leiter and her staff shall research best practices, develop drafts, conduct interdepartmental reviews for feedback, submit policies for adoption by the city manager (and City Council when applicable), ensure that department personnel are

trained on updated Finance Administration Policies. Director Leiter is encouraged to seek guidance from Human Resources Manager Pruszynski in pursuit of this goal. To satisfactorily complete this goal, a complete written body of Finance Administration Policies must be signed by the city manager, departmental staff must be trained, policies must be disseminated to every employee, and it must be accessible on the server with other policies (e.g., general administration, human resources administration, information technology) by June 1, 2022.

Capital Improvement Plan (CIP) - Director Leiter, along with participation from departmental staff and the budgeting team, shall use the update CIP to guide capital planning in the 2024 (2024-2028 CIP) budget. Director Leiter shall improve upon the CIP that was developed in 2022 regarding narratives, priorities, alignment with Citywide Policy Goals, goal horizon, forecasts, and painting a broad picture of the needs in the organization. Director Leiter shall develop a process in which departmental staff can make direct entries via Incode to be used early in the budgeting process (e.g., August 2023).

Electronic Payment Collection – By July 1, 2023, Director Leiter and staff will implement a software solution that will enable taxpayers to remit monthly recurring payments via electronic funds transfer (EFT). Director Leiter will work with Assistant City Manager Holloway and Communications Manager Hopkins to communicate the new features to the business community and the public (e.g., via website page update, social media, Focus Vandalia, print newsletter, annual report). Fiscal Sustainability; Sharpen the Saw

Banking and Investment Services Fee Analysis and RFP - By October 1, 2023, Director Leiter will conduct an analysis and comparison of bank fees and investments with other financial institutions; if warranted, Director Leiter shall conduct a request for proposal (RFP); and transition banking services and safeguarding of assets (investments) to another institution. Director Leiter shall demonstrate and communicate the value of this transition. Fiscal Sustainability; Sharpen the Saw

Water Metering System Transition - Protocol Development - By November 15, 2023, Director Leiter shall demonstrate the Finance Department's successful assistance to and collaboration with the Public Service Department during the conversion and transition to the new water metering system. Director Leiter shall develop specific protocols that are appropriate for the improved technology and capabilities (e.g., notify residents of potential leaks, communicate pending onsite / remote shut offs, and other new policies, documenting when a meter is upgraded). Director Leiter shall work with Director Cron to decide and communicate who is responsible for what service areas. Director Leiter will work with Communications Manager Hopkins to communicate changes to the public (e.g., via website update, print newsletter, Focus Vandalia, social media platforms). Fiscal Sustainability; Sharpen the Saw

Utility Bill Payment Plan Contract and Adjustments - By March 1, 2023, Director Leiter shall develop a policy, procedure and applicable forms; submit drafts for administrative and legal review; make appropriate changes; cross train staff; and, receive approval for a policy and procedure relating to formalizing utility bill payment plan contracts for utility customers.

Director Leiter shall place an emphasis on helping utility customers maintain dignity, and ensuring that they can clearly and unequivocally understand all aspects of a utility bill adjustment process (e.g., rules, laws, procedures, start to resolution) and what is expected by the City of Vandalia of a utility customer during the repayment process. Director Leiter shall make recommendations to the city manager (e.g., administrative, legislative) for strategic changes to current practices. Director Leiter shall work with Communications Manager Hopkins to create a page on the city website with all relevant information regarding the policy, forms (including application), procedure, and Vandalia Codified Ordinances, and other information relating to repayment plans for utility accounts.

Analysis of Permissive License Plate Tax and Hotel Tax Opportunities - By April 1, 2023, Director Leiter shall research and conduct an analysis of adjustments that can be made to permissive license plate taxes, hotel taxes, and other revenue sources (i.e., not income tax or property tax). Director Leiter shall formulate recommendations based on several peer governments in the Dayton Metropolitan Areas and provide revenue forecasts.

Citywide Policy Goals - By December 1, 2023, Director Leiter shall demonstrate how she has incorporated City Council's 2023 Citywide Policy Goals into her work approach and service delivery.

Executime - Public Safety and All Other Employees - By March 15, 2023, Director Leiter shall ensure that the Police Division, Fire Division, and all other personnel are using Executime. Director Leiter shall work with Chief Althouse, Chief Follick, and other staff to ensure training, understanding, competency, and adoption.

FIRE CHIEF PERFORMANCE GOALS

Fire Division Restructuring - Fire Lieutenant Onboarding - By November 1, 2023, Chief Follick shall demonstrate successful restructuring of the Fire Division to incorporate the position of Fire Lieutenant as a first line supervisor. This is a major change within the organization. Many full-time firefighters have not worked with a full-time Fire Lieutenant. Chief Follick is encouraged to recognize that there will be a lack of understanding and certain role ambiguity among both full-time and part-time ranks in the transition. Chief Follick shall set clear expectations for Fire Captains and Fire Lieutenants. Chief Follick shall update standing orders, policies, and processes to define the roles of each fire officer and firefighter; implement appropriate training (including first line supervisor training); monitor progress and provide clear direction to ensure top-tier fire suppression and emergency medical services, et al. Policy Goal References: Safe & Secure, Trust and Confidence, Sharpen the Saw

Citywide Policy Goals - By December 1, 2023, Chief Follick shall demonstrate how he has incorporated City Council's 2023 Citywide Policy Goals into his work approach and service delivery.

SAFER Grant Application - By October 1, 2023, Chief Follick shall submit a SAFER grant application for the purpose of achieving a staffing model will better align fire service with NFPA 1710 standards. Chief Follick shall work with the city manager to determine the optimal contents of the application. Chief Follick shall work with the City's lobbyist so that he may advocate for funding on the City's behalf. Chief Follick shall provide outside review and model successful applications from other departments. Policy Goal Reference: Safe and Secure, Fiscal Sustainability

Community Risk Assessment - Chief Follick, in conjunction with the Community Risk Reduction Coordinator, shall identify risks and identify strategies for mitigating community risks in a multi-year plan; work to obtain grant funding for a full-fledged Community Risk Assessment Plan; participate in the Community Risk Reduction Conference; and identify strategies to improve the City's ISO rating. Chief Follick shall deliver a timeline for completing the Community Risk Assessment Plan. Policy Goal Reference: Safe and Secure, Sharpen the Saw

Commercial Fire Inspection -This goal has been reestablished for evaluation period 2023. By December 1, 2023, Chief Follick shall demonstrate marked improvement regarding the efficiency, effectiveness, and overall customer service approach to commercial fire inspection services. Chief Follick shall set clear expectations and drive performance from the Fire Marshal and any other personnel who are conducting inspections. In anticipation of growing economic development interests, Chief Follick shall collaborate with Chief Building Official Baldauf and Service Director Cron, and Division of Fire staff to leverage technology to improve processes and turnaround times. As an enforcement organization, an image of success for this goal includes striking the right balance of helping parties "get to yes," while appropriately upholding rules and regulations.

Public Safety Training Facility - This is goal has been reestablished for the 2023 evaluation period. By December 1, 2023, and in collaboration with Chief Althouse, Chief Follick shall demonstrate concrete progress in developing the Public Safety Training Facility Master Plan with the selected vendor. Chief Follick shall provide updates on the status of the project and funding sources at a public meeting as appropriate.

POLICE CHIEF PERFORMANCE GOALS

Citywide Policy Goals

By December 1, 2023, Chief Althouse shall demonstrate how he has incorporated City Council's 2023 Citywide Policy Goals into his work approach and service delivery.

CALEA Re-Accreditation -

By December 1, 2023, Chief Althouse shall oversee and complete the CALEA accreditation process as VPD has a Year 4 remote file review and the on-site assessment of VPD

operations. Chief Althouse shall meet with the assessors to explain VPD's policies and practices and provide them access to review VPD operations to ensure compliance with CALEA standards to achieve re-accreditation in November 2023.

Community Engagement -

During the evaluation period, Chief Althouse shall participate in community events to sustain positive police- community relations. Examples of successful pursuit of this goal shall include and not be limited to Pizza with the Police, a Division Open House, Faith & Blue events and activities, Coffee with a Cop, Chamber events, and presentations to civic groups, as requested.

Commercial Vehicle Enforcement

During the evaluation period and concluding on December 1, 2023, Chief Althouse shall use data to demonstrate improvement with regard to the Vandalia Police Division's enforcement of commercial truck traffic in town. Chief Althouse shall prioritize enforcement of no parking zones on ramps, speeding and moving violations by commercial trucks, and general enforcement on-shift by Police Officers. Chief Althouse is encouraged to incorporate enforcement of commercial vehicle traffic into the performance goals of the Operations Lieutenant and Police Sergeants and Police Officers who are assigned to patrol.

Police Sergeant Promotional Process and Civil Service List

Chief Althouse shall work with City Manager Wendt and HR Manager Pruszynski to develop a promotional process, refine all communications relating to the process, and conduct a competitive process that yields a suitable list of qualified candidates.

Communications Center - Butler Township

During the evaluation period, and by December 1, 2023, Chief Althouse shall endeavor to take the steps necessary to build a coalition, and to determine whether to assume the responsibilities of dispatching for Butler Township.

PARKS & RECREATION DIRECTOR PERFORMANCE GOALS

Citywide Policy Goals -

By December 1, 2023, Director Clark shall demonstrate how he has incorporated City Council's 2023 Citywide Policy Goals into his work approach and service delivery.

Drive Brand Compliance -

By May 1, 2023 and throughout the evaluation period, Director Clark shall work to ensure compliance with the City's brand guidelines. Director Clark shall ensure that flyers and advertisements created by staff use the appropriate colors and fonts. Director Clark shall work with staff and IT Manager Davey to ensure that teammates have the tools they need to create documents that comply with the City's updated brand guidelines.

Build Art Park Stage

By December 1, 2023, Director Clark shall work to secure a landscape design architect to assist in the design of the proposed improvements including the stage, stone benches, stage cover, lighting, network drops, seating expansion (if needed), security cameras, additional parking, and other amenities at Art Park. Director Clark will work with and delegate to Parks & Recreation staff, and work with IT Manager Davey regarding IT needs (e.g., publicly available WiFi).

Replace Playgrounds at Helke Park and Sports Complex -

By November 1, 2023, Director Clark shall leverage American Rescue Plan Act, Community Development Block Grant, and Vandalia Capital funds to replace the playgrounds at Helke Park and the Sports Complex. These replacements shall consider broader implications for the parks and their layout. Director Clark is encouraged to engage landscape architects to ensure optimal and adequate planning.

Park and Facility Signage Replacements -

By November 1, 2023, Director Clark shall work with Kolar Design to develop a park signage package that will incorporate the city brand and associated guidelines. The sign specifications will be similar to those of the gateway entry signs. Director Clark shall work with Kolar to develop bid and construction documents, conduct a competitive request for proposal, make a recommendation, seek final approval from the city manager and Council, ensure that all funds are available, and see that the project is completed during by November 1, 2023.

- City Goal Focus:
 - Enhance Infrastructure
 - Vibrant

Implement Parks and Recreation Master Plan -

Director Clark shall develop a strategy with Parks & Recreation staff and the city manager to address the major needs stated in the Parks and Recreation Master Plan. This plan shall include capital budgeting, programmatic updates and adaptations, and funding strategies. Director Clark shall provide routine updates of progress relating to the goals of the Parks and Recreation Master Plan throughout the evaluation period. By December 1, 2023, Director Clark shall demonstrate his staff's short-term accomplishments and plans to address mid-term and long-term needs.

City Goals Focus:

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

Facilities Infrastructure Project -

By December 1, 2023, Director Clark will complete the \$9 million roof and HVAC infrastructure project.

Golf Course Irrigation Project -

During the evaluation period, Director Clark shall work with staff and Technical Choice LLC to complete the golf irrigation system design, construction documents, and competitive request for proposal process that will provide cost estimates for a turnkey project. Director Clark shall work with Director Leiter to ensure that adequate debt financing is secured based on the engineer's estimate. Bids shall be completed in the summer of 2023 and constructed shall be scheduled to begin preferably in early 2024 or the fall of 2024 at the latest.

Design Robinette Park and Build Restroom -

Early in the evaluation period, Director Clark shall work with a landscape architecture firm to plan the layout for Robinette Park. Director Clark shall build and finish the restroom building by October 1, 2023. During the evaluation period, Director Clark will work to secure funding from community partners, and plan to build an inclusive playground, adequate parking, and splashpad in 2024.

Secure Grant Funding and Corporate Donations -

During the evaluation period, Director Clark shall seek grant funding opportunities to

address capital needs. Successful pursuit of this goal shall include receiving \$50,000 or more in outside funding via grants, donations, etc. (excluding funds that have already been committed).

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

Maintenance of Parks -

In 2023, the City of Vandalia will add two full-time Parks & Recreation Maintenance Technicians to the ranks. By October 1, 2023, Director Clark shall demonstrate how these additional resources have been deployed to improve the upkeep, attractiveness, and level of service in park spaces.

Succession Planning, Cultivate Leaders -

By December 1, 2023 and throughout the evaluation period, Director Clark shall demonstrate concerted effort to cultivate leaders and worthy successors within the Parks & Recreation Department. Director Clark should make efforts to identify restructuring opportunities, how duties are distributed, and who in the current ranks might be able to take on additional responsibilities. This goal should specifically address needs within the areas of parks and facilities, in addition to the department as a whole.

IT MANAGER PERFORMANCE GOALS

IT Administration Policies -

IT Manager Davey shall research best practices, develop drafts, conduct interdepartmental reviews for feedback, submit policies for adoption by the city manager, and ensure that department personnel are trained on formal Information Technology Administration Policies. Mr. Davey is expected to develop a complete or near complete body of necessary policies during this period. Mr. Davey is encouraged to seek guidance from Human Resources Manager Pruszynski and departmental leadership in pursuit of this goal. To satisfactorily complete this goal, a complete written body of Information Technology Administration Policies must be presented in the City's standard policy format, signed by the city manager, departmental staff must be trained, policies must be disseminated to every employee, and it must be accessible on the server with other policies (e.g., general administration, human resources administration, finance administration) by June 1, 2022.

Two Factor Authentication -

By October 1, 2023, IT Manager Davey shall implement implement two factor authentication (2FA) protocols for all desktops and workstations - starting with the most vulnerable areas (e.g., finance, areas where sensitive records are managed, point of sale systems). IT Manager Davey shall work with the Miami Valley Risk Management Association to ensure that solutions meet (or are almost certain to meet) forthcoming insurability requirements. During the process, IT Manager shall evaluate various 2FA solutions, evaluate advantages and disadvantages of options with outside organizations, consult 2FA protocols with the city manager and department leadership to understand service impacts and training needs, acquire and implement software and hardware, test, troubleshoot, evaluate effectiveness, and adapt.

Upgrade Workstations, Laptops, Windows Tablets -

By November 1, 2023, IT Manager Davey shall complete necessary upgrades to workstations, laptops, and Windows tablets including working with departmental leadership to assess current inventory and determine necessary upgrades; determining specifications and creating a bid / proposal; soliciting quotes; obtaining legislative authority for the city manager to negotiate and enter into a contract within funding limitations; ordering, scheduling, staging, configuring, installing workstations, laptops, and Windows Tablets; and collecting, refurbishing, reimaging, redeploying, and disposing of equipment when appropriate.

IT Systems Administrator Recruitment and Onboarding

By November 1, 2023, using the division of responsibilities and service gaps that were highlighted in a recent Information Technology Division update presentation, IT Manager Davey will endeavor to recruit, to recommend a suitable candidate, to train, and to capacitate an Information Technology Systems Administrator to improve service delivery of the division. Successful attainment of the goal will demonstrate true restructuring to address service delivery needs - rather than rebranding of positions and pay grades. The new IT Systems Administrator shall demonstrate assimilation and adoption of the IT Division's strong customer service focus. IT Manager Davey shall assess skills and facilitate cross training to ensure skills redundancies and continuity of services.

Backup Storage Upgrade

By November 1, 2023, IT Manager Davey shall evaluate the advantages and disadvantages of various backup and storage solutions, make recommendations to the city manager, acquire new hardware, repurpose Dell R730 servers for Veeam, implement new hardware, migrate data; and document updates and disaster recovery protocols and procedures.

Transition to Office 365 -

By October 1, 2023, IT Manager Davey shall transition all departments to Office 365 licensing including, procurement protocols, training, rollout, and determination of 365 solutions that will enhance service delivery (e.g., SharePoint, file sharing, web conferencing).

Implement Endpoint Cybersecurity Monitoring and Controls

Implement Endpoint Cybersecurity Monitoring and Controls

- a. Evaluate Intrusion Detection and Response (IDR) software offerings and select the best fit for Vandalia
- b. Solicit bids for IDR software or purchase software on a cooperative purchasing agreement
- c. Prepare any necessary council documents and secure council approval
- d. Coordinate installation of software with new computer purchase and rollout
- e. Train IT staff on the new software
- f. Use IDR software to identify security risks on the network (ongoing)
- g. Implement security fixes on endpoints to alleviate high cybersecurity risks (ongoing)
- h. Use IDR data to complete annual compliance requirements (HIPAA, PCI, LEADS, etc.) i.

Citywide Policy Goals

By December 1, 2023, IT Manager Davey shall demonstrate how he has incorporated City Council's 2023 Citywide Policy Goals into his work approach and service delivery.

Granicus - Full Functionality –

Mr. Davey shall work with Executive Assistant / Deputy Clerk of Council Swartz a to ensure that Granicus is fully functional and being used by staff. Demonstrated success of this goal shall include but not be limited to:

- 1. Staff achieving and performing uploads / approvals in the Peak Agenda system;
- 2. Granicus LiveManager Minutes Module and Granicus Encoder / Video being fully functional with agendas, minutes, and videos being listed in the correct part of the City website.
- 3. Updating Peak Agenda so that Citywide Policy goal icons can be incorporated into each piece of legislation.

HUMAN RESOURCES MANAGER PERFORMANCE GOALS

Personnel Policy Manual Update

Human Resources Manager Pruszynski shall research best practices, develop drafts in a standard format, conduct interdepartmental and legal reviews for feedback, submit policies for adoption by the city manager (and City Council with approval from the city manager), ensure that department personnel are trained on updated Human Resources Personnel Administration Policies. Mrs. Pruszynski shall research and suggest current policies to be deemed invalid by City Council when a new policy is adopted. Mrs. Pruszynski shall work with the city manager to determine whether a new policy should be implemented administratively or if it requires legislative action by City Council. Mrs. Pruszynski is encouraged to seek quidance from Senior Staff in pursuit of this goal as policies are developed. To satisfactorily complete this goal, a complete electronic written body of Human Resources Personnel Administration Policies must be signed by the city manager, departmental staff must be trained, policies must be disseminated to every employee, and it must be accessible on the server with other policies (e.g., general administration, human resources administration, information technology) by September 5, 2023. Approximately fifty percent (50%) of this goal shall be completed by May 1, 2023. with a substantial amount of the remaining work to be in process. Mrs. Pruszynski or the Human Resources Administrative Assistant shall be responsible for keeping printed (e.g., at each department location) and electronic personnel policy manuals update to date (including General Administration, Finance Administration, and Information Technology policies and updates).

Process Improvement -

By July 1, 2023, Human Resources Manager Pruszynski shall analyze (and write out) steps within current process ((e.g., hiring process and different requirements for all types of positions (FT classified, FT unclassified, civil service, public safety, PT), onboarding, injury reporting, new policy rollout and confirmation of receipt and understanding by employees, points of contact for employee inquiries relating to benefits)), propose modifications to improve efficiency, and demonstrate how she has worked with staff to refine and expedite current human resources practices and processes to improve customer service (i.e., internal and external). Mrs. Pruszynski is encouraged to approach processing this goal as if the rest of the team has no idea what any given process is - and spell it out step-by-step so that a third party can understand. Mrs. Pruszynski shall make information relating to processes and timelines available on the server for consumption by staff, and keep records of prior versions. Mrs. Pruszynski shall research other local government human resources website pages and make appropriate updates to the City of Vandalia website (e.g., upload current civil service lists; make downloads available for common forms, personnel policy manual, other relevant information). Mrs. Pruszynski will investigate the Agile / Prism onboarding module that the City currently pays for and develop a plan for implementing this tool during the

current or next evaluation period - to be determined.

Citywide Policy Goals

By December 1, 2023, the Human Resources Manager shall demonstrate how she has incorporated City Council's 2023 Citywide Policy Goals into her work approach and service delivery.

Mastery of Agile / Prism -

By June 1, 2023, Human Resources Manager Pruszynski shall master the Agile / Prism system and be the in-house expert who is able to provide effective training (herself) to staff that results in adoption by employees and departmental leadership. Mrs. Pruszynski shall demonstrate mastery of every function within the platform (e.g., employee, forms, requisition creation, performance, functions that are performed by Sherri Howard) that is currently deployed by the city; and, contemplate and implement additional ways to utilize the system if appropriate. Mrs. Pruszynski shall detect errors and inaccuracies, correct them, reduce the frequency in which errors occur, and develop automation strategies where possible. Mrs. Pruszynski shall work the Police Division to develop a standard operating procedure to ensure that the correct supervisors are prompted to review the appropriate subordinates. Mrs. Pruszynski shall develop a system for ensuring that performance evaluation processes are completed in a timely manner and are finalized by employees.

This goal aligns with the Sharpen the Saw and the Trust and Confidence City Wide Policy Goal

Research and Update Civil Service Rules -

By August 1, 2023, Human Resources Manager Pruszynski shall research, analyze, and understand the civil service rules of peer municipal governments; present drafts to and work through revisions with the city manager and Mr. Rosenthal; propose new rules for adoption by the Civil Service Commission and Appeals Board; and provide legislation to the city manager for nullifying the current rules prior to the Civil Service Commission and Appeals Board adopting revised rules. Mrs. Pruszynski is encouraged to evaluate Vandalia's current rules through a lens of potential incompleteness with regard to processes, stipulations regarding corrective disciplinary action, and a lack of standard forms and reports. The focus of the revision should be to promote efficient and equitable merit-based processes to identify and appoint a diverse slate of qualified candidates, while appropriately recognizing, supporting, and maintaining the deliberate discretion of the appointing authority as is stipulated in the Vandalia Charter.

Cultivate Human Resources Mentors -

By November 1, 2023, HR Manager Pruszynski shall demonstrate how she has worked to cultivate mentors who are public sector human resources professionals (e.g., at peer cities

with well-developed human resources functions). Mrs. Pruszynski shall report on development and learning based on her efforts in pursuit of this goal.

EXECUTIVE ASSISTANT / DDC PERFORMANCE GOALS

Citywide Policy Goals -

By December 1, 2023, Mrs. Swartz shall demonstrate how she has incorporated City Council's 2023 Citywide Policy Goals into her work approach and service delivery.

Public Records Training -

By May 1, 2023, Mrs. Swarts shall attend AOE Certified Public Records Training and represent City Council to master the requirements of elected officials and public offices, along with a review of the rights of the public records requester. Mrs. Swartz shall study and become competent in administering the City's public records request policies and procedures. By May 1, 2023, Mrs. Swartz shall complete Sunshine Laws Training as the City Council's designee, which will satisfy the requirements of R.C. 109.43 and will provide knowledge of the duty to provide access to public records and to enhance her knowledge of the open meetings law.

Obtain a Notary Commission

By August 2023, Mrs. Swartz shall apply for a notary commission, attend a three-hour online education class, and pass the necessary examination. Obtaining a notary commission will fulfill the licensure requirements under Mrs. Swartz's position description.

Purple Heart City

By October 1, 2023, Mrs. Swartz shall demonstrate progress in obtaining and achieving Purple Heart City status for the City of Vandalia. Successful pursuit of this goal includes and is not limited to:

- contact and coordinate with the local Purple Heart Chapter in our area to establish the City of Vandalia as a Purple Heart City;
- investigate costs associated with any signage, banners, such as highway signs or plaques for the City of Vandalia to display, and work with Communications Manager Hopkins to make recommendations;
- schedule the Purple Heart Chapter to present at a Council meeting in which a Proclamation will be presented to the local Purple Heart Chapter by City Council; and
- contact and coordinate with the local Veterans organizations such as the American Legion, AMVETS and the Veterans of Foreign Wars to attend the Council meeting.

Granicus / Peak Agenda Utilization -

By April 1, 2023, Mrs. Swartz shall demonstrate implementation of processes and utilization of the Granicus / Peak Agenda platform. Successful completion of this goal shall include and not be limited to:

- agendas and video indexing for all meetings in the appropriate place on the City website;
- training staff to upload documents;
- developing supporting materials;
- implementing Citywide Policy Goal Icons in each piece of legislation; and
- implementing an approval workflow and schedule for Department Heads, Deputy Clerk of Council, Finance Director, Law Director, and City Manager.