

THE BLUE LETTER

OFFICE OF THE CITY MANAGER



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February 25, 2021

Honorable Mayor & City Councilmembers:

I am not ready to say that the weather has broken for the season, but I am pleased with the climate as I prepare to move my family to Vandalia this weekend.

This week, Human Resources Manager Dewberry spread the advertisement for the Assistant Finance Director recruitment to the far reaches of the internet. I am excited to draw a well-qualified pool of candidates to our award-winning Finance Department. Early this week, I met with Finance Director Leiter to discuss progress with the ongoing migration to the Tyler Technologies Incode financial management software. I also joined Councilmembers Farst and Follick along with staff to discuss our branding efforts with Kolar Design. All I can tell you, is we are going to bring the "*cool factor*" while honoring the best of our traditions. Finally, Mayor Herbst and I attended the First Suburbs of Dayton meeting where we heard guest presentations from State Senator Niraj Antani and Montgomery County Auditor Karl Keith. I look forward to continuing discussions with Senator Antani's office with regard to finding a legislative solution to commercial truck traffic in Vandalia.

The highlight of my week was joining the Public Works Department for breakfast prior to their department meeting. I learned that Zeb Ward makes the best sausage and that RJ Elish is following in his father's footsteps – just like Tammy Wendeln. Public servitude is not a job but a vocation and it is a tradition that's worth being proud of. Let's rally to build each other up and do good things for our town.

I look forward to seeing you on Monday! Please consider reviewing the updates below:

1. **City Council Retreat:** City Council will hold a goal setting retreat on the **evening of Wednesday, May 12, 2021** in the Senior Center. I will provide a draft agenda and additional details in the coming weeks. Please consider calling me with topics that you would like to discuss so that our team can be prepared to maximize our time together.
2. **Annual Asphalt Purchase:** Bids were opened for the purchase of asphalt to be used by our crews for patching, paving at the Vandalia Art Park, completion of the Cassel Hills Golf Course cart path, and other small paving projects. Barrett Paving was the low bidder at \$68/ton for Type 1 surface asphalt and \$67/ton Type 2 base asphalt. Valley Asphalt submitted a similar bid at \$71/ton for Type 1 and \$69/ton for Type 2. As has been the practice in years past, I respectfully request that Council authorize the City to purchase asphalt from both companies. If granted, this would allow the City to advance the progress of projects on days when Barrett Paving is unable to deliver asphalt to the City because of scheduling conflicts.

3. **Police Uniforms:** In March 2019, the Division of Police utilized a bidding process to select a vendor for Police Officer uniforms, footwear, work gear, bullet-resistant vests, and duty equipment. Phoenix Safety Outfitters ("Phoenix") submitted the lowest and best bid. On April 15, 2019, City Council passed Resolution 19-R-26, awarding the bid to Phoenix for two years with an option for a two-year extension. Phoenix provided the City with updated pricing that is acceptable to the Chief of Police and will allow adequate purchases to be made for Police Division personnel. The 2021 budget includes \$23,500 for Police Officer uniforms, footwear, work gear, bullet-resistant vests, and duty equipment. As is permitted in our current contract and in accordance with normal purchasing practices, I respectfully request that City Council waive the competitive bidding process and extend the contract with Phoenix Safety Outfitters through April 15, 2023, not to exceed the 2021 budgeted amount.
4. **Dispatch Telephone System:** Intrado is the vendor that provides and maintains our 9-1-1 public safety telephone system. This emergency telephone communications system was purchased and installed in 2017 and regulates the 9-1-1 and non-emergency telephone calls along with text-to-911. On December 10, 2020, the City was notified by Intrado of an outstanding and unpaid annual maintenance agreement invoice from April 20, 2019. After review, the Police Division ascertained that the 2019 invoice was initially sent by Intrado to an incorrect City email account and was never received for processing. Fees for this service were budgeted in 2019 but were not spent. City Council will be asked to authorize payment of \$18,040.86 for the 2019 invoice utilizing the 2021 budgeted amount for this maintenance agreement. A supplemental request for additional funds will be requested in the future to pay for the 2021 invoice.
5. **Magnesium Chloride Purchase Information Item:** Public Service Director Cron has reported that the Public Works Department will need to purchase a second tank of Magnesium Chloride. The total cost will be over \$10,000 but less than \$25,000. Magnesium Chloride is a chemical that is applied to salt during snow & ice operations to enhance its effectiveness at lower temperatures.
6. **Boards and Commissions Appointment:** Council held a meet-and-greet with Mr. Matthew Bauer at the February 15, 2021 Study Session. Mr. Bauer is requesting appointment to the Community Reinvestment Area Housing Council and to the Housing Code Board of Appeals. Council will be asked to vote on his request for appointment on March 1, 2021.
7. **Recreation Center Exterior Maintenance Project:** The Vandalia Recreation Center is 20 years old. The rubber membrane on the flat sections of the roof is shrinking and pulling away from the walls, which is resulting in water infiltration in various locations. Immediate maintenance is required to extend the service life of these areas of the roof. Garland Roofing, via Omnia Cooperative Purchasing Program, has developed the scope of work for the project, has conducted a mandatory pre-quote inspection, and has obtained quotations from three local companies. The Harold J. Becker Company submitted the lowest and best quote for the project at \$17,700, which includes 380 lineal feet of repair area. The 2021 capital budget includes \$16,600 for the project. I recommend that the Parks & Recreation Department conduct the necessary maintenance; however, I am proposing that the \$1,100 overage be offset by deferring the purchase of one chemical pump that would have been purchased out of the same line item in the 2021 capital budget.

8. **21-R-11 Body Cameras:** The Division of Police budgeted for body camera replacements in 2021. The IT Department worked with Panasonic to put together quotes for 28 body cameras, spare batteries, chargers, and equipment. During the process, several licensing issues were discovered as well as some software updates that have become available and would improve video redaction and distribution. As a result, the IT Department submitted two proposals. The first proposal is for the body camera upgrade only, while the second proposal encompasses the body cameras, new software, and resolves the device licensing issues. While \$50,000 was budgeted for the project, the IT Department is recommending approval of the second proposal for a cost of \$60,025.30. As part of the 2021 budget, the Division of Police budgeted \$19,500 for new dash cameras. Instead of purchasing three new dash cameras this year, the IT Department is recommending that \$10,025.30 of those funds be used to cover the software and license upgrades. The equipment would be purchased through Arc Acquisitions.

9. **21-R-12 Legal Fees:** At our last study session, I shared the legal fee survey that Mrs. Pruszynski conducted. Based on the results of the survey and feedback from City Council, I am recommending that Council resolve to increase the hourly rate for legal direction by Pickrel, Schaeffer & Ebeling from \$155 / hr. to \$162.50 / hr. Unless otherwise directed, I intend to propose budgeting for legal direction at a rate of \$170 / hr. for 2022.

The March 1 Study Session and City Council Meeting will be a hybrid (in-person & remote) meeting in Council Chambers. Council and limited staff will attend the meeting in-person, in Council Chambers, in accordance with department of health directives relating to COVID-19. All other staff and the public will be invited to attend the Study Session and City Council Meeting remotely via Zoom meeting. The study session will begin at 6:00 pm followed by the City Council Meeting at 7:00 pm.

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt
City Manager