

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

February 19, 2021

Honorable Mayor & City Councilmembers:

Cheers to our cadre of Public Works Technicians and Parks & Recreation Maintenance Technicians who have kept our streets, parking lots, and sidewalks safe during this blustery week! Public Service Director Cron reports that over the course of six snow and ice events, our crews covered 5,719 miles while applying 825 tons of salt and 2,400 gallons of magnesium chloride. Our team put in the time and rose to the challenge for our community!

This week was as enriching as the last. I met with the Air Show board and I attended meetings of the Parks & Recreation Advisory Board and Civil Service Commission to get to know our resident volunteers. Also, I had the chance to sit down and have a virtual talk with Mary Garman, Chief Operating Officer for Miami Valley Hospital North, about the great things that Premier Health is doing in our community. Finally, I was so appreciative that Butler Township Administrator Erika Vogel met with me so that we could continue to build our relationship and discuss our bilateral efforts.

Please consider reviewing the updates below and the enclosed attachments.

2. Purchasing Procedure – Financial Administration Policy: Enclosed are the City's financial administration policies relating to purchasing. I have instructed all employees to study this policy and contact the Department of Finance with questions. There are no allegations of misuse of funds that I am aware of. The purpose of this directive is to ensure that all employees understand their role in protecting the Public's interests and to document that they have been informed.

Employees who suspect fraud or misuse of funds should report this to their supervisor, Finance Director Leiter, or to the Ohio Auditor of State via https://ohioauditor.gov/fraud/default.html.

- 2. Goal Setting Retreat: I propose that we meet in May for a goal setting retreat and have sent you list of possible dates. By that time, I will have three months at my post and I feel that I will be ready to make meaningful contributions to where we are going as a community.
- 3. Officer David Craine Distinguished Service Award: This week, Chief Althouse presented Officer Craine with the Distinguished Service Award for life-saving actions he performed while off-duty. On December 4th, Officer Craine was picking up a pizza in Tipp City and observed a man collapse. He quickly directed a bystander to call 911, evaluated the man, and determined

he had no pulse. Officer Craine immediately began chest compressions and continued until Tipp City EMS crews arrived and took over. The patient was revived while being transported to a local hospital. Tipp City Fire & EMS officials sent a letter to Chief Althouse complimenting and applauding Officer Craine's quick actions that ultimately saved this man's life.

- **4. Fire Division COVID-19 Vaccinations:** Approximately 25% of VFD employees have been vaccinated. As of February 1, VFD began to lift some restrictions in an effort to resume full company trainings, to allow EMT-Paramedic students to participate in clinical *ride-alongs*, and to schedule outreach programs (e.g., CPR, fire extinguisher training).
- 5. Tree City USA: Vandalia has been recognized as a Tree City USA Community for the 7th consecutive year. This week, I discussed the public tree planting program that is outlined in the Vision Vandalia Comprehensive Plan. Let's keep working to keep this place beautiful.
- 6. Cassel Hills Swimming Pool Survey: The City is partnering with a team of talented and professional Wright State MPA students to survey public opinion regarding what could be done at Cassel Hills Swimming Pool in the future. ACM Holloway, Director Clark, Superintendent Kreill and I met with the team of students this week. In the coming weeks, the City will publish the survey and advertise via social media, press releases, and a bulk mailing to residences. The mailing will include a post card that doubles as a free admission to the Vandalia Recreation Center in order to encourage participation and drive people to the VRC. If it pleases Council, I would like the students to have the opportunity to present the findings at a study session.
- **7. Joint Newsletter:** The joint newsletter with Butler Township and the Vandalia Butler School District is scheduled to be mailed during the first week of March.
- 8. Tri Cities North Regional Wastewater Authority: The Tri Cities Board, Technical Committee, and Finance Committee will be negotiating a possible renewal of the Veolia maintenance at the wastewater treatment plant. The current contract expires at the end of this year and Veolia has requested a 15% increase. I am working with Finance Director Leiter to determine the year-to-year impact that this increase may have on the City's fund balance and rates.
- g. Commercial Truck Traffic: Over the last two weeks, VPD made 10 traffic stops on commercial motor vehicles for traffic violations. VPD issued one traffic citation, six written warnings, and three verbal warnings. Half of the stops occurred on S. Brown School Rd.

10. Best in Snow: Today, I got a nice email from a resident who was very complimentary to Public Works Technician DeWayne Hopping's precision snow plowing. Mr. Hopping ensured that the elderly neighbors could access their mailboxes on Meadowview Ct. Mr. Hopping's value-added approach is a great model for our team.

Please contact me directly with comments and questions. Have a great weekend!

Very Respectfully,

Dan Wendt

City Manager

Attachments:

- 1. Purchasing Procedure Financial Administration Policy February 17, 2021
- 2. Information Update ACM Holloway February 18, 2021;
- 3. Information Update Director Leiter February 17, 2021;
- 4. Information Update Chief Follick February 18, 2021;
- 5. Information Update HR Manager Dewberry February 18, 2021;
- 6. Information Update Director Clark February 18, 2021;
- 7. Information Update Chief Althouse February 18, 2021; and
- 8. Information Update Director Cron February 19, 2021.

Requisitions:

- 1. All purchases must be made via purchase/requisition orders. Requisitions should be requested and approved by the Finance Director or designee before any purchase or contract is entered into.
- 2. Requisitions will only be processed for appropriation line items that have an available unencumbered balance; if the account is overdrawn an **appropriation transfer request** must be submitted to the finance department before the requisition.
- 3. Requisitions should be coded to the correct appropriation line item description. If there are any questions regarding correct coding, please contact the Finance Department.
- 3. Requisitions will need to be initiated by each department.

All requisitions will need to be entered into FINQ and approved by the department head or designee.

All requisitions will need to include the following information:

Main Tab

- Vendor (if vendor is not active in the system or information is incorrect see instructions below)
- Total amount
- Purpose (this information should include a general description of the equipment or services that are being purchased.)

Detail Tab:

- Code
- Quantity
- Unit
- Description
- Unit Amount
- Total Amount

Encumber Tab:

- Account Code
- Project Number
- Amount

Vendor Additions/Changes:

- 1. All Vendor addition requests must be made through the Finance department. Please contact Kristen Carnes for all vendor additions/changes.
- 2. Departments should also **obtain and submit** a signed W-9 for any new vendors to the Finance department. The form is available in the documents section of the Accounts Payable SharePoint page.
- 3. Annual P/ROs are to be issued for all contractual services (legal fees, rental agreements, etc.). These are not blanket purchase orders. The text of the purchase order should specifically state the contract/service you are receiving.
- 4. Annual BLANKET P/ROs may be issued not to exceed \$25,000 total blanket P/ROs per budget line item. The text of the blanket P/RO order will be a non-specific statement for goods and services (ie. blanket purchase order supplies; blanket purchase order automobile maintenance). Blanket P/ROs cannot be overspent by more than \$100. Blanket P/ROs must include ALL account codes that will have items charged to that P/RO.
- 5. Purchases exceeding \$10,000, but less than \$25,000 must have 2 written informal quotes, unless the vendor is a member of the Governmental Cooperative purchasing group. (Ordinance 20-23)
- 6. Purchases exceeding \$25,000 must be bid formally. (Ordinance 20-23)
- 7. P/ROs for capital expenditures not listed in the budget, must be approved by the City Manager.
- 8. Petty cash may be used for items less than \$50 (see petty cash guidelines).
- 9. As the Finance Department receives invoices for goods and services, these invoices will be sent to the appropriate department. The department head or their designee and a second employee MUST sign the invoice indicating that all goods were received and/or services furnished per P/RO. These signatures denote payment authorization for the invoice.
- 10. If bidding is necessary, after council has awarded the contract for the item/service bid, the department should issue a P/RO for the amount of the bid and attach a copy of the contract or state council action date for the purchase/service.
- 11. If there are any additions to the original contract, another P/RO must be issued stating that a change order has occurred and attach a copy of the quote for the change to the P/RO.
- 12. When issuing P/ROs for printing, overrun charges should be discussed with the printer BEFORE the P/RO is initiated. Overruns of more than 10% are unacceptable. Allowances for the cost of an overrun should be included on the P/RO.
- 13. Shipping charges MUST be included on all P/ROs, if applicable. Please ask vendors if shipping is included in the quote.

- 14. At the end of the year, all blanket P/ROs will be audited, each department MUST review ALL blanket P/ROs and determine which P/ROs need to be closed before the end of the year.
- 15. Accounts payable checks will be issued twice per month. Each department will receive an accounts payable check run schedule at the beginning of each year.

City of Vandalia purchasing card:

The PNC Purchasing Card is used exactly the same as a Visa credit card and is accepted at vendors just as a Visa credit card is accepted. You will be held responsible for all purchases made on your card. The card may not be used under any circumstances for personal use; it is strictly for making purchases on behalf of the City of Vandalia. As with all of the purchases made on behalf of the City of Vandalia, no purchase may be made without a purchase order already completed and approved for the purchase.

Sharing or Lending of Card:

Not all City of Vandalia employees will receive a purchasing card. There are specific employees designated in each department by the department head. Each individual who has authorization to make purchases on behalf of the City of Vandalia has their own purchasing card with their name embossed on it. There will be no sharing or lending of your card to another individual to make a purchase. If an individual needs to make an official purchase and they do not have a purchasing card, they must submit a written request to their supervisor who will make the purchase on behalf of their employee, do a purchase order for that specific item, or give them a number of a blanket purchase order already available for use. If you are caught sharing or lending your card, your purchasing privileges will be immediately suspended and your card permanently revoked.

Vendors and MCC Codes:

Your purchasing card is coded specifically for purchases that you are most likely to make. For example, if your department does not need to rent a car, then your card will not be valid at any rental agencies. However, if your department purchases building supplies, then your card would be coded to be valid at locations that supply these products. No purchasing cards for the City of Vandalia are valid at locations that either serve or sell alcoholic beverages.

Sales Tax:

The City of Vandalia is tax-exempt and does not pay sales tax. If a vendor requires a Certificate of Tax Exemption for their records, please contact Kristen Carnes in the Finance Department to obtain one. The Certificate of Exemption is not a blanket document; it is completed specifically for each vendor. If you make a purchase and sales tax is charged, you will be responsible for returning to the location to have the sales tax removed from the purchase. The corrected receipt or original receipt and credit must then be submitted for payment. No receipt that has sales tax on it will be accepted for payment and will be returned to you for immediate correction.

Receipts:

You will be required to turn all receipts into your supervisor within 24 hours of the purchase (the following Monday if the purchase was made on the weekend). The supervisor will sign and code the receipt and turn it into the Finance Department within 24 hours of receiving the receipt from you. If you lose your receipt, it is your responsibility to contact the vendor to obtain a new one. If you are unable to produce a receipt for a

purchase, you are still liable for the purchase and will be subject to the amount of the purchase being deducted from your paycheck. Failure to turn in receipts within these guidelines may result in your purchasing privileges being suspended and/or your card being permanently revoked.

Purchase Tracking:

Supervisors have the ability to review all purchases made by their department on the Internet. The Finance Department also uses this tracking and is reviewed daily to monitor all purchases made. Both your supervisor and the Finance Department will know when purchases have been made and will be expecting you to turn in a receipt within the required time period to match the transaction posted to the account.

Stolen or Lost Card:

If you lose your purchasing card or it is stolen, you are required to report it immediately to the Finance Department as soon as possible. If the loss occurs after business hours, you must report the loss as soon as the City re-opens. Failure to notify your supervisor and the Finance Department in the appropriate manner will increase the potential loss to the City and will result in your purchasing privileges being permanently revoked.

PETTY CASH

Petty cash may be used for any purchase \$50.00 or less.

Petty cash amounts for the following departments may not exceed \$500:

City Manager
Engineering
Police Department
Fire Department
Parks & Recreation Administration

The following departments/areas may have petty cash in excess of \$500 due to the nature of their operation and the necessity to have a portion of those funds to be used as imprest cash:

Finance

Golf

Court

Baseball

Soccer

At the end of the Baseball and Soccer season all imprest/petty cash will be redeposited in the appropriate fund.

As purchases are made with petty cash funds, a receipt MUST be obtained in order to receive reimbursement.

All receipts MUST be signed/initialed by any employee using petty cash funds and the Department Head.

In order to replenish expended petty cash funds, a Petty Cash Reimbursement Form must be completed. This form MUST be signed by the Department Head and sent to the Finance Department along with all receipts for purchases.

The petty cash receipts will be audited by the Finance Department. A reimbursement check will be issued with the next accounts payable check run.

DEPOSIT OF REVENUE - NON-RECREATIONAL AREAS/DEPARTMENTS

Per Section 9.38 of Ohio Revised Code "....a public official....or agent shall deposit all public moneys received by him with the treasurer of the public office or properly designated depository once every twenty-four consecutive hours".

A receipt should be issued in some form for all cash received.

- 1. Hand written receipt
- 2. Stamped "paid" invoice copy
- 3. EDP generated receipt
- 4. Cash register receipt

All funds received should have supporting documentation validating the appropriate amount of funds were received.

- 1. City/Departmental adopted fee schedule
- 2. City invoice
- 3. Intergovernmental statement
- 4. Cash register tape

Since funds MUST be deposited every twenty-four consecutive hours, use of a bank night deposit box may be necessary. If the night deposit box is used, deposit slips should be picked up on a timely basis (within two days). It is the responsibility of each department to reconcile any discrepancies with the bank.

The finance department makes deposits with the bank at 2:00 pm every day. Departments wishing to have their deposits made during this time MUST have their deposit in the Finance Office by 12:00 noon. Bank validated deposit slips will be picked up by the Finance Department the next day.

Each department/area should check the validated deposit slip for accuracy. It is the responsibility of each department to reconcile any discrepancies with the bank.

Each department/area must report all revenue to the Finance Department. This reporting procedure MUST include one copy of the bank validated deposit slip, and all supporting documentation (ie. receipts, detailed transaction journal, etc.). These reports should be submitted to Finance within 24 hours after receiving the validated deposit slip from the bank. The second copy of the bank validated deposit slip should be kept with departmental records. Each person responsible for making daily deposits must initial/sign the deposit slip before the deposit is taken to the bank.

Each department MUST keep all voided hand-written receipts; the original receipt as well as any copies must be kept on file until audited. EDP voided receipts should have adequate documentation as to why the transaction was voided.

UNDER NO CIRCUMSTANCES SHOULD ANYONE MAKE CASH PURCHASES WITH FUNDS RECEIVED.

FIXED ASSETS:

Introduction

This is the Fixed Asset Policy for the City of Vandalia. The asset management system is an accounting and management system that coordinates policies and procedures with various methods for recording and reporting monetary amounts associated with fixed asset acquisitions, transfers, and dispositions. The asset management system is an integrated module within the City's financial management package and is maintained independent from the financial data of the City.

The Finance Department of the City of Vandalia is required to maintain the records of the fixed assets and each department is required to verify the record of the fixed assets it controls or owns. Annually, a listing of all assets by department will be distributed by the Finance Department for verification to ensure accuracy of the financial records used to prepare the annual reports of the City.

Purpose

The asset management system is designed to facilitate:

- a. Financial statement information
- b. Control and accountability
- c. Accounting for depreciation
- d. Audit compliance

Goals

Asset management has been undertaken by the City of Vandalia to centralize asset records in the Finance Department. The goal of this policy is:

- 1. To help safeguard the City's investment in assets;
- 2. To establish responsibility for custody of fixed assets;
- 3. To provide financial data for reporting of fixed assets;
- 4. To provide informational data for insurance coverage purposes.

Reporting Thresholds

For purposes of budgetary reporting, **fixed assets** with a value of \$5,000 or more are classified as:

- A. Service equipment & vehicles
- B. Office furniture & equipment
- C. Infrastructure
- D. Land
- E. Buildings
- F. Improvements

For purposes of management control, insurance and appraisal, capital assets with a value of more than \$500 and less than \$5,000 are classified as **control assets**.

Reporting Policy

Capital asset purchases of \$5,000 or more with a useful life of five (5) years or more represent more than 90% of the total value of assets owned by the City of Vandalia. Assets having values under \$5,000, regardless of their useful life, will not be reported as a fixed asset on the financial reports of the city as they do not meet the reporting threshold. These assets are classified as a control asset and are tracked in the asset management system. Land and land improvements, buildings, and building improvements are always a fixed asset. Infrastructure assets, a particular type of fixed asset, should be reported using the definitions outlined below and the thresholds above.

The cost of an asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition of use. Ancillary charges include costs that are directly attributable to asset acquisition – such as freight and transportation charges, site preparation costs, and professional fees. The term "fixed asset" and "control asset" will be used for assets purchased and tracked in the asset management system that meet the reporting threshold established by the city.

The tracking and reporting of fixed and control assets will be achieved through the expenditures and project costing within the financial management system. The capital expenditures will be charged against the current budget appropriations. Any unfinished projects will be reported as construction in progress to be completed in future years.

Definitions

A fixed asset is defined as a financial resource that meets all of the following characteristics:

- 1. Tangible or intangible in nature, possesses physical substance or a contract agreement outlining a defined scope
- 2. Expected useful life of five (5) years or more; and
- 3. Having an identity in and of itself

Fixed Asset Classifications

- 1. **Land** includes all land parcels acquired for municipal or resale purposes.
- 2. **Buildings** includes all buildings (or structures which serve as buildings, such as permanently established trailers). Permanently attached fixtures installed during construction are considered a part of the building. The subsequent addition of equipment will be recorded as machinery and equipment. Major improvements, such as additions to the building, are capitalized.
- 3. **Improvements** includes improvements such as park facilities, parking lots, baseball fields, tennis courts, swimming pools, and infrastructures associated with city owned utilities (water and sanitary sewers).
- 4. **Office Furniture, Communications Equipment & Office Equipment** includes all office equipment such as typewriters, computers, printers, terminals, calculators, etc. which meets the criteria previously established for classification as a fixed asset and furniture and fixtures.
- 5. **Infrastructure** includes streets, sidewalks, curbs, culverts, bridges, storm sewers, water mains, sanitary sewer mains, etc.
- 6. **Vehicles** includes all motor vehicles that are licensed for on-road use such as automobiles, trucks, vans, all-terrain vehicles, etc.
- 7. **Machinery & Service Equipment** includes equipment such as tractors, mowers, backhoes, graders, vacuums, floor cleaners, golf carts, etc.

Fixed Asset Valuation

- 1. Purchase Cost fixed assets are valued at actual cost. The actual cost includes the purchase price as well as other costs incurred to prepare the asset for its intended use such as freight and insurance.
- 2. Estimated Cost when historical costs or actual costs are unavailable. Fixed asset costs are estimated by using the cost of similar items acquired around the same time.
- 3. Contributions gifts and donations are valued at fair market value at the time of the donation. Any donation or gift offered to the City will be accepted in the best interest of the City of Vandalia.
- 4. Grant fixed assets, acquired in whole, or in part with grant funds, will be controlled, and accounted for in accordance with the grant agreement and reporting requirements of the specific individual grantor.

Acquisition Cost

The following costs associated with the acquisition of a fixed asset are to be capitalized:

- 1. Purchase costs before trade-in allowance and less discounts; or a qualified appraisal of value at the time of acquisition if the asset is contributed.
- 2. Assembled costs if constructed by personnel of the governmental unit.
- 3. Professional fees of attorneys, architects, engineers, appraisers, surveyors, etc. which are necessary to make the asset functional (ready to be placed in service).
- 4. Site preparation costs such as clearing, leveling, filling, and demolition of unwanted structures.
- 5. Fixtures attached to a building or other structure.
- 6. Transportation and installation charges.
- 7. Any other expenditure required to put the asset into its intended state of use.

Additions & Modifications to Existing Assets

Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure, which is definitely an addition to an asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a fixed asset and the original acquisition cost adjusted. The addition of an air conditioning system to a building, equipment to outfit a new fire truck or a dump body to a truck chassis where none existed before are some examples. When modifications, which enhance the performance or life of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original and the modification. However, if the cost of the original cannot be determined, the asset value cannot be adjusted, correctly, and the modification will be considered a new asset.

Costs Subsequent to Acquisition

The distinction between an expense and a capital expenditure is not always readily apparent and may require careful consideration and analysis before a decision can be made. Proper routine maintenance is considered a normal operating expense necessary for the continued efficient operation of a fixed asset during its estimated useful life. Certain forms of routine maintenance activity require large expenditures but cost alone does not justify capitalization. For example, the replacement of a major pump in a plant which will allow the plant to continue to operate efficiently during its normal useful life is a maintenance expense and should not be capitalized.

Another important consideration is the determination of the property unit with which costs are associated. When a fully equipped fire pumper is recorded as a single fixed asset item in the asset management system, the replacement of the hose may represent a maintenance expense. However, if the hose is initially considered a separate property unit (a separate fixed asset in the system) then its replacement would be capitalized.

The following are major types of expenditures that should be capitalized:

- Additions Any additions to assets are capitalized because a new asset with a distinct useful life has been created which will increase the ability to provide service.
- Improvements (betterment) and replacements Represents the substitution of one asset, typically a better or improved asset, for another asset already in use.
- Reinstallations and rearrangements Costs associated with moving and reinstalling a fixed asset in a new location or rearrangement of fixed asset components which results in an improved operation should be capitalized.

Transfers of Fixed Assets

Transfer of property within the same fund is merely a change in location, department responsibility, etc. The transfer of an asset will not change the depreciation schedule. The fixed asset will be disposed by the originating department and acquired by the new department at its book value. An item will remain on the fixed asset list of the original department until the transfer is fully documented for the new department.

Transfers will be documented and recorded on an asset transfer form. The transferor department will complete the asset transfer form to report the transfer and send to the transferee department for signature and the transferee department will return to the Finance Department.

Disposals of Fixed Assets

Fixed assets are retired through several means including sale, trade-in, junked, etc. All disposals by any means must be reported on an asset disposal form to the Finance Department.

For sales of fixed assets, an asset disposal form should be prepared so that the historical cost of the sold asset can be removed from the asset management system. Proceeds from the sale of a fixed asset will be recorded as revenue and not applied against a replacement purchase for financial record keeping.

The city contracts with GovDeals.com for electronic bidding on the sale of fixed assets. Each department forwards an asset disposal form with a picture of the asset to the City Manager's office. The asset is placed on GovDeals.com. Upon sale of the asset, the asset disposal form and proceeds from the sale are forwarded to the Finance Department. The salvage value of the sold asset is recorded in the asset management system.

For trade-ins, an asset disposal form should be prepared so that the historical cost of the traded-in asset can be removed at the trade-in value for the financial records and the trade-in value added on to the purchase price of the new acquisition.

When theft of an item is suspected, the incident must be reported to the Police Department as soon as possible. The department will complete a police report and forward to the Finance Department for action.

Construction in Progress

Construction in progress refers to capital projects that are not substantially completed and not in use as a fixed asset. Substantial completion is defined as being equal to or greater than 90% complete and in use.

CIP expenditures include construction costs, contractor payments, interest costs (incurred applicable to period of construction) and other costs required to finish the project.

CIP is an accounting valuation of assets that are typically supported by capital projects to track and record construction expenses until such time as the asset is substantially completed and placed into service.

Depreciation

Depreciation expense should be measured by allocating the net cost of depreciable assets (historical cost less estimated salvage value) over their estimated useful lives in a systematic and rational manner. It is calculated for a category of assets, based upon the useful lives related to the category.

Depreciation will be calculated in the year of purchase and the year of disposal based on the number of months of ownership in the year of acquisition or disposal.

The Finance Department will be responsible for accurately reporting the date the fixed asset is placed in service. All depreciation is calculated using the straight-line method.

Salvage Value

It is the policy of the City of Vandalia to exhaust the usefulness of a fixed asset before its disposition; therefore, salvage value on all assets is considered to be insignificant and is generally not exceeded by the cost of disposition. An occasion may arise where an asset is disposed of prior to the exhaustion of its useful life. Since the book value is determined by the cost of the asset and spread over its useful life less salvage value, appropriate adjustments will be made to account for the proper gain or loss on the sale of the asset at the time of disposition.

Tagging of Fixed and Control Assets

All fixed and control assets will be assigned a unique asset number by the Finance Department that will not change during the time that the asset is the property of the City of Vandalia. After an asset is disposed, the asset number will not be reassigned to a newly acquired asset.

All assets, with the exception of the following categories, should be physically tagged by the originating department:

- Land
- Land Improvements
- Buildings
- Equipment of a sensitive nature, in cases where the tag might impair the functional ability of the asset
- Works of art
- Any other asset on which it is physically impossible to affix the tag

There may be cases in which a tag cannot be affixed to the asset; however, the asset number can be marked, etched, or imprinted on the asset. This should be done whenever possible.

A periodic physical inventory of fixed and control assets is necessary for accountability and management control. It confirms the reliability (or lack of reliability) that can be placed on the asset management system by verifying the actual existence of the items represented by the asset management reports.

A detailed report of all assets supplied by the Finance Department will be verified annually by each department and maintained by the Finance Department. If a discrepancy occurs between the asset management system and the departments' physical audit of assets, it will be resolved, and the proper adjustments will be made to the asset management system as the primary recordkeeping ledger of assets for the City of Vandalia. The fixed asset reports of the asset management system kept by the Finance Department will be given to the auditors when requested as the record of fixed assets maintained by the City of Vandalia.

CITY OF VANDALIA RETAINAGE REGULATIONS

Pursuant to Ordinance 93-06, adopted April 19,1993, for any project where it is determined to be in the City's best interest to retain funds, the following procedures will apply in lieu of Ohio Revised Code Chapter 153.

The City of Vandalia will pay the contractor at the rate of 90% of submitted and approved invoices (retaining 10%) for labor and material. For certain projects, the City reserves the right to retain at a greater than (or lesser than) 10% rate during the first half of the project and no less that 10% for the second half of the project if approved by the Finance Director and City Manager.

Upon successful completion of the project and full acceptance by the city, within 30 days retained funds will be paid to the Contractor.

To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: February 18, 2021 Subject: Information Update



- Kurt Althouse, Steve Clark and I held a meeting with Sunbolt Workstations on February
 We learned about some of the solar charging stations the company makes. These types of products may make good additions to our parks system in the future.
- I attended the "State of Commercial Real Estate" panelist discussion hosted by 170/75.
- You, Rich, and I participated in a meeting with Kolar Design regarding the rebranding.
- I participated in a meeting with IT and the Development and Engineering Services Department regarding the website redesign.
- I participated in the virtual Disaster Recovery Meeting held by MVRPC in follow up from the Memorial Day 2019 tornadoes. They introduced an initiative that will help those affected by the tornado plant trees to replace those lost. More information to come on this in the next few months.
- Rich and I held a kick off call with CGI for our video program. We will be meeting with our producer in March to start script writing. Filming will not begin until spring when things look livelier.
- I attended the TCA Planning and Development Committee meeting to review upcoming developments with TCA and the Cities of Tipp City and Huber Heights.
- Staff from Development & Engineering Services and I held our monthly development meeting.
- You, Steve Clark, Jeff Kreill, and I participated in a meeting with the students from Wright State University conducting their capstone project on Cassel Hills Pool.
- You and I met with Councilwoman Farst to discuss possible grant opportunities.
- Rob Cron and I met with a business owner looking to relocate to Vandalia.

- I participated in the IAFF Firefighter mediation meeting.
- Rich and I held our monthly meeting on 2/18.
- David Marlow has conducted zoning review of a building alteration and small addition at 900 S. Dixie Drive (former Premier Health/CompuNet building). This building will be the future home of Dixie Veterinary Clinic.
- Staff has begun research to find local examples of Complete Streets Policies to provide the Bicycle Advisory Committee on March 8. This is a short-term action item in the Comprehensive Plan.

Communications Update:

- The joint newsletter with the Township and School District is on track to be mailed out the first week of March.
- The VB Chamber of Commerce State of the City event is March 9th. The event will be held remotely via Zoom.
- The March articles for the Dayton Daily News community page will be a story on the need for volunteers in the Senior Center's VanTran program, and a column by Dan Wendt celebrating significant years of service milestones reached by some of our employees.
- Rich invited some local media to be a part of a unique celebration at GE Aviation on Friday, February 19. Doris Harakay is celebrating her 70-year anniversary working for the local company. We've had fun thinking about all the things that have happened here since she first reported to work at Leland Electrosystems on Wednesday, February 21, 1951.
- We shot the March episodes of Focus Vandalia on Wednesday. We will have an episode introducing Dan Wendt to the community, an episode focusing on the Division of Police CPR training, an episode discussing the use of snowplows, an episode on the 2021 Income Tax season, and an episode on employment opportunities for retirees in our parks and Recreation programs.

Monthly Economic Development Update

Project/Business		
Name	Location	Status
	913 Industrial Park	
AxoGen	Dr.	Work has resumed
		1 st permit issued;
		bldg. demolished,
		sewer work nearing
Chipotle	275 E. National Rd.	completion
		Submitted 2 variance
		requests. Will go
Culver's	6425 Miller Ln.	before BZA on 3/10.
Dixie Vet	900 S. Dixie Dr.	Permits in review
	970 Industrial Park	Construction
Heraeus Epurio	Dr.	underway
		Time Limited
		Occupancy issued;
		business open; work
Scene 75	6196 Poe Avenue	near complete
		Temporary
		Occupancy issued;
Triad Technologies	985 Falls Creek Dr.	Near Completion

Information Update

To: Dan Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: February 17, 2021

Re: Information Update - Period Ending February 19, 2021

1. I attended a regularly scheduled council workshop and meeting. Finance had one item on both the council workshop and meeting agendas, an Ordinance for the monthly assessments to the County for stormwater, refuse, water, sewer and weed cutting delinquent balances due. In addition, I presented the 4th quarter 2020 (end of year) and January 2021 financial reports.

- 2. YTD December 31, 2020, overall Income tax revenue was down 3.69% (\$635,062) from 2019. Withholding tax was up YTD 1.64% (\$210,071); individual tax down YTD 5.19% (\$75,793); Business net profit tax down YTD 25.90% (\$769,338). The amount of income tax revenue budgeted for 2020 was \$16,744,000. The amount collected in 2020 was \$16,594,510. Therefore, the amount collected in 2020 was only short approximately \$149,490 (.9%) of the budgeted amount.
- 3. YTD January 31, 2021, overall Income tax revenue is up 15.13% (\$223,891) from 2020. Withholding tax is up YTD 16.43% (\$200,925); individual tax down YTD 9.38% (\$17,479); Business net profit tax up YTD 57.57% (\$40,445). The amount of income tax revenue budgeted for 2021 is \$16,995,000. The amount collected in January 2021 was \$1,703,425. Therefore, the amount collected to date (10%) in 2021 is 2% over the budgeted amount (8%) for January.
- 4. I met with you and Chief Follick to discuss options to purchase/finance a new ladder truck and training facility.
- 5. I met with you, Steve Clark, Rudy Wells, Chris Mastrino and representatives from ESG to discuss options to finance a Citywide HVAC/roof replacement project.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

DATE: 2/18/2021

SUBJECT: INFORMATION UPDATE - PERIOD ENDING FEBRUARY 19, 2021

1. The Division of Fire would like to welcome you, Mr. Wendt as our new City Manager. We are looking forward to moving forward and working with you.

- 2. On January 26, Crews were dispatched to Scholz Drive on an automatic fire alarm. Crews arrived to find employees working to extinguish a fire within a dust collector in the plant. The fire was located and extinguished easily; damage was isolated to the dust collector. No one was injured and production at the facility has resumed.
- 3. Crews have completed our move out at Fire Station 3, the contractor has agreed to allow us some time to train in the facility prior to demolition. Crews have been rotating through the station to practice forcible entry and breaching techniques. We hope that the weather will improve in the next week so that crews can move to the roof and practice ventilation. We are working to shut off the utilities this week, the weather and the utility companies have not made this easy. We are being told that demolition will begin shortly after all of the utilities have been disconnected.
- 4. On Monday February 1, The Division of Fire held sperate command and career staff meetings. Items discussed in both meetings included but not limited to; Strategic Planning goals, budget items, capital projects, recent fire incidents, maintenance items, etc....
- 5. The Division of Fire would like to update a point referenced in our previous Information Update and pertains to the Continental Court apartment fire from January 18th. The Division of Fire, found, made contact, and was able to speak with the suspect referenced in the previous update. As a result, the Fire Prevention Bureau can continue to work on their investigation and ongoing issues with this structure. The suspect was arrested by VPD for unrelated outstanding warrants. Additionally, the Community Risk Reduction Coordinator was able to establish assistance with the regional GROW program (a drug rehabilitation program) for individuals involved in this incident. The Fire Marshal is working with the prosecutor to file charges related to these individual's negligence and for failing to report the fire in a timely manner.

DIVISION OF FIRE INFORMATION UPDATE



- 6. Due to COVID restrictions, the Division of Fire had to cancel our annual awards banquet. We have been recognizing our award winners using our social media accounts. We congratulate all our dedicated professionals on jobs well done!
- 7. Fire Prevention has re-established communication and a partnership with the Source Water Protection Area Fund Board. This partnership will allow the Division of Fire to expand resources related to the mitigation of potential environmental hazards through collaboration with other area stakeholders.
- 8. Fire Prevention attended the first quarterly hotel owners meeting this month. The purpose of these meetings is to establish relationships and communication with hotel owners to promote safety within the organization and business. Thanks to the Division of Police for coordinating and hosting this meeting.
- 9. The Division of Fire has vaccinated about 25% of its workforce, with only a few of our employees waiting for their second shot we anticipate that vaccinations will not be extended to fire/EMS personnel beyond February. As we begin to get more personnel and their families vaccinated, we have decided to begin lifting some of the restrictions we had in place as cases in Montgomery County surged around the holidays.

As of February 1st, the Division of Fire will:

- Resume full company trainings. Trainings where all on-duty crews (Vandalia and Butler) can participate.
- Allow for paramedic/EMT students clinical ride-along. All masking rules will be enforced.
- The Fire Prevention Bureau will begin to plan, and schedule requested outreach programs (CPR, Fire Extinguisher training, etc.).
- Our Fire Explorers will return to ride along, shift work, and training.
- The Fire Stations will remain closed to families, friends and the general public. Only essential staff and visitors will be scheduled.

We will continue to enforce social distancing, hand washing, PPE, daily disinfection protocols, masking, and daily health checks.

10. Since Full Company trainings have returned, the Division of Fire has spent the last few weeks using the weather to our advantage. Crews have been able to use now frozen local ponds to work on our ice rescue training skills. Additionally, crews have also been able to get in some forceable entry training at Stations 1 as well.

CEF/clj Page 2 of 2

To: Dan Wendt, City Manager

From: Shannetta Dewberry, HR Manager

Date: February 19, 2021 **Subject:** Information Update



HUMAN RESOURCES UPDATES

HR Recruiting/Hiring

- Maintenance Tech P&R Second interviews were conducted on 2/16/21 with candidates, and a decision will be made soon.
- **Public Safety Specialist** First round interviews were conducted over the past two weeks. Second round interviews will be set up in the upcoming weeks.
- **Police Lieutenant** Application packets were reviewed this week. The Civil Service Commission met to approve the Provisional Eligibility List.
- **Police Officer** The position will close on 2/22/21.
- Assistant Finance Director The position is posted and will run through 3/12/21.

MVRMA (Miami Valley Risk Management Association)

• Effective 2/15/21, MVRMA has decided to use Gallagher Bassett (A premier provider of claim service management) to handle their accident claims for MVRMA members. This change is effective as of February 15, 2021.

As always, please continue to stay safe and healthy!!



Department of Parks & Recreation Information Update

To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 2/18/2021

Re: Information Update – Period ending February 18, 2021

O We received official notification from Lauren Weyers of the Arbor Day Foundation that the City of Vandalia has met all requirements to be recognized as a 2020 Tree City USA Community. A formal recognition letter and press release will be sent directly to Mayor Herbst in the coming weeks. Congratulations to Rudy Wells and his staff for their efforts in meeting the requirements to be recognized as a Tree City USA Community for the 7th consecutive year.

RECREATION/ATHLETICS DIVISION

- Thank you for meeting with Amber Holloway, Jeff Kreill and myself, along with the three Wright State MBA Capstone Project students on February 15 to review and discuss the Cassel Hills Pool Survey. The meeting was very productive and we are anticipating a finalized survey in the coming days. Once everything has been approved by the City of Vandalia and Wright State, the survey will be distributed via social media platforms and through the City Website for community members to complete.
- o Jeff Kreill received notification from Steve Reed of the Optimist Club's intentions to conduct the 2021 Freedom Bike Tour. This event begins and ends at the Sports Complex on July 4th each year. Steve is hoping to add a 12 mile course to the 50K and 100K routes in order to attract riders not confident in completing the longer distances. The event did not take place in 2020 due to the COVID-19 pandemic.
- John Myers is working with Morton Middle School representative Scott Snyder to get the Middle School Tennis program organized for this spring. This program was successful in 2019 and cancelled in 2020 due to the COVID pandemic.
- Ocoking Classes continue to be popular. A recent Preschool Cooking Class had 9 participants in which healthy Valentine Day treats were made; A Kid's Cooking Class had 12 participants (maximum) with participants making a meal centered around heart health and Valentine's Day.

GOLF DIVISION

- Managing Golf Professional Ben Lickliter and I appreciate you meeting with us earlier this week to review the food service operations at Cassel Hills Golf Course. We have a plan in place for the upcoming 2021 golf season with a goal to develop a long term plan for the future of the restaurant side of the facility in the coming months.
- o Golf Mechanic Tim Bailey has been servicing course equipment in preparation for the 2021 golf season. He is currently performing maintenance work on Utility Vehicles.

RECREATION CENTER

 The VRC was able to open at 6:00am as scheduled on February 16 despite the snow storm overnight on Monday. We are very proud of the dedication of staff to allow this to happen. Facility Maintenance cleared

- the parking lots and walkways and VRC staff made it through the snow to open the facility. We are very lucky to have such a great team of employees that are dedicated to our mission.
- o The VRC will be continuing our partnership with Domino's Pizza for 2021. Owner Tristan Koehler provides financial support to the VRC each year in exchange for promotional rights inside the facility.
- Staff is working on plans for a Family Health and Fitness Day to be held on June. This first time event will have events and activities for the entire family.
- o Through January the VRC has 418 Insurance Based Memberships with Tivity Health, Optum Health and ASH. Total visits for these memberships in January totaled 2,542, which is down from 5,162 in 2020.
- o Payments through our electronic fund transfer (EFT) option were processed on February 15. A total of \$18,825 was collected as part of the process. We are currently carrying 19 suspended memberships due to member concerns over COVID. We did have 7 suspended memberships start back in February.
- O As a means to garner interest in the VRC we are offering a buy one get one 10-visit punch card for the next two weeks. The goal of this promotion is to get people into the facility and then become a member as we continue to work our way back from the COVID pandemics effects on VRC usage and membership.
- Aaron Messenger planned and coordinated several youth programs at the VRC over the past reporting period. The Kid's Night Out program for February was held on Friday the 5th with 21 kids participating; Playful Picassos Lil Valentines Party on February 3 had 6 preschoolers attend.

FACILITY MAINTENANCE DIVISION

- Second round interviews for our vacant Maintenance Technician position were completed on February 16. The top candidate of the four candidates interviewed will now move forward in the process. We hope to have an offer extended to the top candidate in the coming days.
- o Park Maintenance staff participated in the Tri-State Green Industry Conference, held virtually this year. Staff gained knowledge in tree and shrub care, turf care and additional topics pertinent to the services we provide to the City of Vandalia residents.
- A great deal of staff time and resources have been dedicated to snow and ice removal over the past week or so. Kudos to our dedicated staff for keeping facility parking lots and walkways cleared and safe for residents, patrons and employees.
- o Rudy met with a local structural engineer concerning the exterior steps at Cassel Hills Clubhouse. He confirmed the steps are structurally sound after gravel removal from under the stair area was completed. The gravel needed removed as the HVAC duct work, located under the stairs, had been crushed and failed to the point that air flow to the units was restricted. Staff will be performing some maintenance to this area based on the recommendations of the engineer.
- o Offseason maintenance projects at Cassel Hills Clubhouse are underway. Projects include some deep cleaning of HVAC diffusers and other routine yearly maintenance work.

SENIOR CITIZENS CENTER

- o Membership renewals at the Senior Center have been slow thus far in 2021 with only 349 members renewing to this point in time. The Senior Center typically has close to 700 members at this time of the year.
- o To prepare for the COVID reporting period of January 18 − 31, Toni logged visits to the facility each day. A total of 98 people came to the facility during this time period.
- Toni is working to once again offer Arts and Crafts classes at the Senior center. With the exception of monthly card making classes, the facility has not offered any art classes since October, 2020 due to a variety of reasons, including the COVID pandemic. As a result of her efforts, Becky Devor of Randall Residence will be teaching a spring wreath class in April and another project in October.

Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: February 18, 2021

Subject: Information Update Ending February 19, 2021



- 1. During the past two weeks, VPD officers made 10 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in one traffic citation, six written warnings, and three verbal warnings while working eight additional enforcement hours. Fifty percent of the stops occurred on South Brown School Road.
- 2. CPO Andrew Wehner and Sgt Chiles spent a day visiting and dropping off recruiting materials. They spoke to over 40 police recruits who are currently in the academy and looking to start a career in law enforcement. CPO Wehner met with VFD and building/code enforcement to discuss problem properties and property issues throughout the city. The Explorers held a meeting where they were treated with pizza and movie, courtesy of the Explorer fund. This was a rescheduled meeting from December which was canceled due to COVID. Officer Wehner attended First Friday Coffee with Chief Althouse and Lt Walker. This was a positive experience and opportunity to reach out to multiple businesses for upcoming events/ emergency contact updates.
- 3. Detectives charged a 62-year-old Vandalia man and a 46-year-old Dayton woman with Assault. This case stems from a group of people abusing narcotics and the two suspects attacked a female after an argument.
- 4. Detectives charged a 38-year-old Cincinnati man with felony domestic violence for assaulting his live-in girlfriend. It was his second offense. The incident was witnessed and called in by a local waitress.
- 5. On February 9th, I attended the monthly Chamber of Commerce board meeting with you as you transitioned to the board.
- 6. On February 11th, I attended the monthly Tri-Cities meeting with you as you transitioned to the board.
- 7. On February 12th, Lieutenant Walker and I attend a four-hour, on-line webinar training on Risk Management taught by Gordan Graham and hosted by the Police Executive Leadership College.

- 8. I attended an Air Show board meeting on Monday to discuss the attendance options for the 2021 Vectren Dayton Air Show and the performers who are scheduled for this year's event.
- 9. I presented Officer David Craine with the department's Distinguished Service Award this past Tuesday for the live-saving actions he performed while off-duty. On December 4th, Officer Craine was picking up a pizza in Tipp City and observed a man collapse. He quickly directed a bystander to call 911, evaluated the man, and determined he had no pulse. Officer Craine immediately began chest compressions and continued until Tipp City EMS crews arrived and took over. The patient was revived while being transported to a local hospital. Tipp City Fire & EMS officials sent a letter to me complimenting and applauding Officer Craine' quick actions that ultimately saved this man's life. Great job Dave!
- 10. Public Safety Specialist Noah Warner successfully completed his field training on Tuesday, February 16. He has been assigned to 1st watch (2300-0700) and will begin his first shift on Wednesday, February 16. Congratulations Noah!
- 11. Police department employees began their bi-annual CPR/AED/First Aid training. This four-hour recertification training is taught by members of the Vandalia Fire Department. We will conclude the training in March. This recertification is provided to all VPD employees but is mandatory for our Public Safety Specialists as part of their Emergency Medical Dispatch certification. Thank you to the fire department for their assistance!
- 12. Detectives charged a 49-year-old Germantown woman with two counts of Possession of Drugs-Fentanyl and one count of Possession of Drug Paraphernalia. This stems from a traffic stop where the female was driving an unregistered vehicle and was leaving the Super 8 Motel.



Public Works & DES Information Update

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

Date: February 18, 2021

Re: **Information Update for February 6-19, 2021**

Development & Engineering Services

We welcomed Becky Pelishek as our new Office Manager in The Development & Engineering Department. Becky is a Vandalia resident and we are glad to have her as part of our team.

The weather has stalled work on most outdoor projects this week. At the Chipotle site, most of the utility work relating to the watermain and sanitary sewer relocation has been completed. A few final things are needed to complete the sewer and testing of the watermain when the weather allows.

Work has also stalled temporarily due to the weather on the site work for the Redwood Development.

A press release was distributed by the Montgomery County Transportation Improvement District regarding change to the construction of the US40 Widening project. The release stated that two of the ramps at the US40 and Airport Access Road would be closed for a duration during the project. We have confirmed with them that this will only be the tow ramps leading in to and out of the Airport via Terminal Drive. The ramps on the south side of US40 access the Airport Access Road will remain open and traffic will be maintained throughout the project. The detour route for the closure will use Concord Drive. The dates given for the closure begin on July 12th, immediately following the Dayton Air Show, and lasting approximately two months.

We have received the proposal from LJB for the final design of the Vandalia Bikeway project. We will be reviewing this with Five River Metro Parks on our next step.

Amber and I met with a company that is potentially looking to move their operations to the Northwoods Business Park.

I have participated in the ongoing negotiations between Tri Cities Wastewater Authorities and Veolia regarding the renewal of the contract with Veolia for the maintenance and operation of the Treatment Plant. With the retirement of Dave Heckler, General Manager for TCA, in the next few months we are hoping to reach and agreement before he leaves.

With the approval to move forward with the Gabriel Street Reconstruction project, Chad Baughman has begun the preliminary engineering for the project. Chad is also working on the details and the location of the medians to be installed on West National Road and North Dixie Drive.

We have received drawings to begin the review for the Dixie Veterinarian Clinic at 900 South Dixie Drive.

We have issued a Certificate of Occupancy for the Barber Shop at 217 South Dixie Drive.

Ted Baker met with representative from the Fire Department and Police Department to discuss our combined efforts and best methods to address unsafe conditions encountered in several local apartment buildings, motels, and vacant structures.

Ted Baker and Chris Mastrino attended a virtual training on the Administration Chapter of the Ohio Building Code provided by the Ohio board of Building Standards.

I attended the monthly MVRPC Technical Advisory Committee meeting on February 18th.

Attached below is report of the Property Maintenance activity for 2020 and comparing to 2019. A few of the numbers are below the 2019 totals due to the Pandemic with staff working altered schedules and the extensions granted to some violations due to the sensitivity and hardships caused by the pandemic.

Summary of Property Maintenance Activity for 2020

Total complaints received, or violations witnessed by staff - 1,024 (1,162 -2019)

Top	6 vi	olations	reported
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	<u> 2020</u>	<u>2019</u>
1. Debris & Brush on property	265	218
2. Tall weeds or grass	263	355
3. Junk vehicles	130	120
4. R/W Tree Trimming	57	98
5. General Prop maintenance cleanup	71	80
6. Trash cans	47	62

Complaint follow up inspections 2,529 3,303

Enforce mowing and cleanup of properties

Mowing	<u>2020</u>	<u> 2019</u>
Mowed properties total	157	152
Different locations	44	49
Properties that were moved multiple times	22	28
Our cost to have mowed	\$10,675	\$ 8,180
Administrative Fees	\$13,550	\$9,850
Total Invoiced to owners	\$24,225	\$18,030

<u>Cleanup</u>

Our cost to clean up	\$6,632.67	\$9,540
Administrative fees	<u>\$1,025.00</u>	<u>\$ 900</u>
Total invoiced to owners	\$7,657.67	\$10,440

Properties cleaned up -13

Public Works

Crews have been extremely busy this period on 6 separate snow & ice events including working around the clock on this latest even earlier this week. In total they covered 5,719 miles, used 825 tons of salt, 1,352 gallons of fuel and 2,400 gallons of magnesium chloride.

We also performed five burials at Poplar Hill Cemetery during this period.

We repaired two watermain breaks during this period. One on North Perry Street and the other last Saturday on Vista Avenue.

We also had a fire hydrant that was struck by and vehicle and cause damage to the watermain which flooded Kenbrook Drive in the freezing temperatures. Kudos to our guys for wading through the freezing water to find the shut off valve for the fire hydrant. Once the water was shut down we spent the next few hours cleaning up the mess and salting most of Kenbrook Drive as it had frozen over from the water. The fire hydrant will be out of service until repairs can be made.

We performed monthly water shut offs for our delinquent customers during this period. We had 45 customers on the list this month.

We performed some clean-up work inside the Inverness Water tower after making some electrical repairs.

A lot of time was spent cleaning and making minor repairs to our snow equipment.

DeWayne Hopping attended a Driver's Training meeting with MVRMA. DeWayne serves as one of MVRMA's certified driver training instructors.

Steve Nickels and I attended the monthly Tri Cities Wastewater Authority Technical Committee meeting on February 10th.