## THE BLUE LETTER



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

July 29, 2022

Honorable Mayor Herbst & Esteemed City Councilmembers:

Happy Air Show weekend! This week, Lt. Ben Walker shared some updates regarding parking and

logistics changes in our Focus Vandalia video (LINK). This is going to be a great weekend, for celebrating our history of aviation, and one of the many great things that makes Vandalia unique. Please arrive at the Justice Center between 9 am – 1 pm to be shuttled to the show. Refreshments and beverages will be available for City of Vandalia guests throughout the day, lunch will be served at noon, and the feature show will run from 12 pm – 4:15 pm. Additional information about the air show can be found on the air show website including the schedule (LINK) and map (LINK).





**Gabriel St. Reconstruction Project:** Public Service Director Cron reported that the final course of asphalt is down. This \$750,000 project was a complete rebuild of the roadway including watermain, sanitary sewer and storm sewers. Thanks to the Ohio Public Works Commission, we were awarded nearly \$400,000 in funding for this project allowing us to stretch our local dollars for other projects.

Vandalia Bus – Greater Dayton RTA: The new bus will be on display at the August 15 meeting of City Council.





The August 1, 2022, Special Study Session will begin at 5:15 pm. The Special Council Meeting will begin at 6:00 pm. The meetings will be a hybrid (in-person & remote) meeting in Council Chambers. The meeting is open to Council, staff, and the public to attend in-person or virtually through Zoom (LINK). Participants must attend in-person in order to comment or vote.

Postponement Northwoods Business Park Conditional Use Application: The applicant for the Northwoods Business Park development has notified the city of its desire to postpone their application for building one until the City Council Meeting on September 9, 2022. The applicant has requested time to investigate additional modifications based on feedback from the recent Study Session. The applicant has also indicated that they may have a potential end user and that the applicant needs time to evaluate the impact to the current proposal (i.e., the request for the conditional use permit for building one). This postponement impacts the applicant's subsequent requests for rezoning and a conditional use permit for building two. The applicant has asked to postpone the application pertaining to building two until the Planning Commission Meeting following the City Council Meeting on September 9, 2022. The applicant has



small city. big opportunity.

agreed to pay for costs relating to advertising the meetings and notification requirements (approximately \$800). At this time, I do not have any specific information relating to the type of use (e.g., warehousing, manufacturing), possible changes to the current proposal, or who the end user may be. I do not have any indication as to whether a potential end user could be identified next month. It is somewhat common for applicants to request postponements of their own applications in response to feedback or other external factors (e.g., evaluating a potential end user). As this is an applicant-led and not a city-led application, this type of request is reasonable. In this case, postponement results in no adverse effect. In consideration of the City's prior accommodation of similar requests by other applicants, and the applicant's willingness to pay for readvertising and notification costs; it is appropriate and reasonable to postpone the agenda items as requested by the applicant.

**Economic Development Presentation:** Mr. Chris Franzmann of Squire Patton Boggs is an expert in municipal finance and laws pertaining to economic development incentives. I have invited Mr. Franzmann to present and provide an opportunity to answer any questions that Council may have regarding the advantages and pitfalls of economic development tools. This is in response to our previous discussion regarding the advantages of tax increment financing.

Boards and Commissions Applicant Meet and Greet: Council will hold a brief meet-n-greet with the applicants who have applied for the vacant positions on various Boards and Commissions. Michael Henry, who has requested appointment to the Bicycle Committee; Dan Faulkner, who has requested appointment to the Board of Zoning Appeals; Mike Johnston, who has requested appointment to the Board of Zoning Appealso; Danny Knife, who has requested appointment to the Golf Advisory Board;



Kevin Keeley Jr., who has requested appointment to the Planning Commission; and Craig Earhart, who has requested appointment to the Property Maintenance / Housing Code Board of Appeals.

#### **Special Study Session**

#### Monday August 1, 2022 Items

1. Items on this evening's Council Meeting agenda

#### **Discussion Items**

1. **Variance:** Front Porch – 354 Halcyon Ave. (Ms. Holloway)

The Applicant, Richard Runyon, has requested a variance to allow an 8' x 20' covered front porch in the RSF-3 zoning district. Per code, if a porch extends across more than 25% of the width of the facade the entire porch or deck shall meet the minimum building setback requirements for principal buildings. The front setback requirement is 30 feet, however the property in question was built to a 25-foot setback. The front porch is proposed to be 17 feet from the front property line. The Board of Zoning Appeals voted 4-0 to recommend approval of the variance.

2. **6o-Day Calendar -** The calendar is included in your packets for your review.

#### Monday, August 1, 2022 Council Meeting

#### **Action Items:**

1. **Boards and Commissions Appointments -** Monday night you will be asked to vote on the appointments during the Special Council meeting. After Council has made the appointments, I will administer the Oath of Office to appointments that are required.

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt City Manager

CC:

Board and Commission Members All City Employees

#### Attachments:

- 1. 2022 Citywide Policy Goals;
- 2. Finance Update, Director Leiter July 22, 2022;
- 3. My Vandalia App Flier;



- 4. Employee Appreciation Events Flier;
- 5. City Engineer Recruitment Brochure;6. Public Works Technician Recruitment Brochure;
- 7. Firefighter / Paramedic Inspector Recruitment Brochure; and
- 8. Part-time Firefighter Recruitment Brochure.





## 2022 Citywide Policy Goals

Approved November 15, 2021

#### 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.

## Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: July 21, 2022

Re: Information Update - Period Ending July 22, 2022

1. I attended a council study session and meeting where I presented the Finance department update and June YTD financials.

- 2. I appreciated the invite to join the small group tour of the Tri-Cities Wastewater Authority plant. Mr. Knife did an outstanding job presenting the information and demonstrating the process and I very much appreciated his time.
- 3. I attended a Tri-Cities Finance Committee meeting where I presented the Tri-Cities June 2022 YTD financials:

Year to date (2022) Revenues for sewer service are up YTD by 10% over 2021. Interest revenue is up YTD 413% to YTD 2021. Other rental revenue (billboard rentals) is up YTD over 2021 due to the 2021 payment not received until 2022. Refund/Reimbursement Revenue is up 3.87% over YTD 2021. Revenue was also received in May from federal grant funds and sale of fixed assets on GOV Deals.

Year to date (2022) Expenses (which includes Operating & Maintenance, Capital and Debt service payments) are down 21.2% over 2021 due to timing and the explanations below.

#### General Fund:

- 1. Full Time Wages decrease due to retirement/payout of employee in 2021
- 2. Fiscal Services increase from new account being created for fiscal services (previously taken out of data processing account)
- 3. Legal Services increase due to additional legal services necessary for various projects
- 4. Consultant Services increase due to timing

- 5. Data Processing decrease due to creation of new fiscal services account
- 6. Other Professional Services increase from disinfection chemical cost and timing of O&M fees
- 7. Repairs & maintenance increase due to primary clarifier emergency work and various needed repairs and maintenance
- 8. Insurance increase in 2022 premium
- 9. Office Supplies increase in technical and office supplies
- 10. O&M Reserve decrease from 2021 Smartfloe device upgrade
- 11. Refund/Reimbursements decrease in insurance reimbursement cost
- 12. Improvements decrease from 2021 emergency pipe replacement
- 13.OWDA Loan Payments decrease due to timing

#### Capital Improvement Fund:

- 1. Consultant services increase from disinfection chemical cost
- 2. Other professional services increase new office printer/scanner
- 3. Building/Land Improvements decrease from emergency interceptor pipe cleaning and replacement expenses in 2021

#### **Budget:**

#### Revenues

YTD actual sewer service revenue collected was 49.2% of the budgeted amount, and YTD actual interest revenue collected was 135.8% of the budgeted amount.

#### **Expenses (General Fund)**

YTD actual expenses were 42.2% of the budgeted amount partly due to timing, and the explanations referenced above.

#### **Expenses (Capital Improvement Fund)**

YTD actual expenses were only 2.85% of the budgeted amount partly due to timing, and the explanations references above.

Finance staff attended and appreciated the Pizza in the Park employee luncheon.

# Now there's a new and easier way to connect with the City of Vandalia!



Introducing My Vandalia, the fast, easy and free way to connect with the City for just about anything!





Request a "vacation house check."

Report property maintenance issues in an instant.

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

Ask a question or submit a general comment.

It's your direct access line to the City!

## Download the My Vandalia app today!







2022

# The Year of Employee Appreciation

(The Sequel)

Wednesday, June 15

Vandalia Sports Complex

Friday, July 22

Pizza in the Park

11:30 a.m. to 1:00 p.m.

Helke Park

Wednesday, August 10 Picnic in the Park

> 11:30 a.m. to 1:00 p.m. Vandalia Sports Complex

Friday, September 23 Employee Taco Bar

12:30 p.m. to 2:00 p.m.

Senior Center

Wednesday, October 26 Employee Donut Bar

7:00 a.m. to 9:00 a.m.

Vandalia Justice Center

Wednesday, November 16 Employee Pancake Breakfast

8:00 a.m. to 9:30 a.m.

Cassel Hills Golf Course Clubhouse

Monday, December 19 City Council Employee Appreciation Day

8:00 a.m. to 5:00 p.m.

Everywhere!





















## **City Engineer**

# City of Vandalia, Ohio











## THE COMMUNITY

The <u>City of Vandalia</u> is optimally situated between the Dayton International Airport and the 1-70 / 1-75 interchange. Vandalia's corporate limits span 12.39 square miles with a population of approximately 15,000 (See: Census QuickFacts). 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.



America's most active arts community.



Region's best Sports Complex.



police department.



indoor waterpark.



Ohio's greenest municipal golf course.



Ohio's best Brew Pub.



Eleven amazing City parks.



Ohio's favorite "Soggy Doggy Dip."



Ohio's best indoor and outdoor pickleball courts.

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:





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 road-ways, 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.

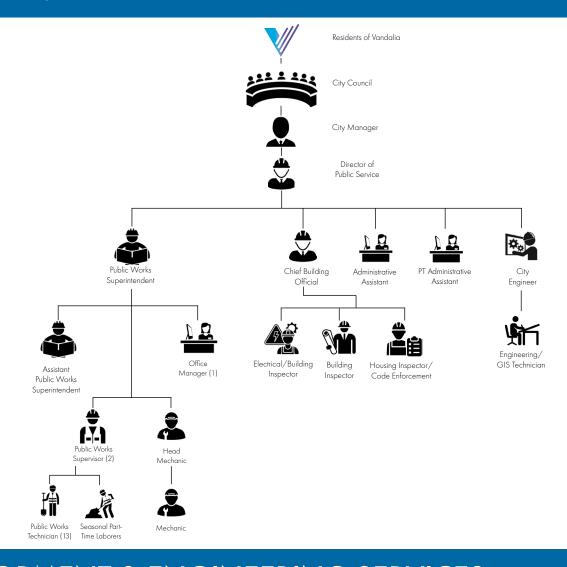
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$57 million, and 234 full-time-equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public. The City Engineer will play a crucial role in protecting the public's investment in infrastructure like treatment plants, roadways, bridges, parks, sewers, and water lines..

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**



## **DEVELOPMENT & ENGINEERING SERVICES**

The Development & Engineering Services Division is headquartered at 333 James E. Bohanan Memorial Drive. The division is responsible for project management and overseeing all public works construction projects including plan development, review, bidding, contract management and inspections, plan review of private developments including residential and commercial sites, storm water drainage including plan review and general complaints or concerns from property owners, providing review and analysis of traffic concerns and improvements.

The City of Vandalia is party to two joint venture agreements with neighboring jurisdictions for the purpose of water (i.e., Northern Area Water Authority with Tipp City) and wastewater (i.e., Tri-Cities North Regional Wastewater Authority with Tipp City and Huber Heights) for treatment, distribution, and collection. The City Engineer will routinely work with personnel from each of the partnering organizations to advise on technical matters and to achieve the needs of the respective utilities.

The Development and Engineering team is highly visible to our residents, businesses, and visitors. Image matters and we are looking for someone who will enhance the reputation of the City through incremental improvements of public spaces. The City prides itself on ensuring a high level of customer service at every touchpoint with the public.



## THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

#### **General Description**

The City Engineer position will be an addition to current staffing. The position has been vacant due to a retirement since 2015. This position will require strong leadership skills, as the City Engineer factors strongly in succession planning and will also be strongly considered for enhanced leadership positions within the department in the future.

The City seeks to recruit a positive leader who takes pride in enhancing livability for the residents of Vandalia. The City Engineer will be respon-

sible for providing technical expertise with respect to municipal construction, surveying projects, drainage, flood control, utilities (e.g., water, sanitary sewer, storm sewer), street, traffic control, street lighting, subdivision development, capital planning and other public works projects and programs. The City Engineer shall assure that the City complies with appropriate state and federal (e.g., ODOT, EPA, ODNR, Army Corps of Engineers, NPDES, etc.) regulations and accepted general engineering practices. The City Engineer will review public and private site plans, residential subdivision plans for compliance with all city codes, EPA requirements and any other requirements that must be met. They will also be part of the inspection process to ensure all utility installations and public improvements are installed to city standards. The position will also develop and /or approve engineering plans, calculations and prepare bid specifications and estimates for public works improvement projects. Works with various departments to write grant applications (e.g., CDBG, OPWC).

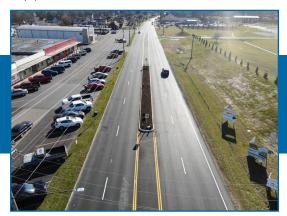


This position plays an essential role in maintaining the health, safety and well-being of residents of Vandalia. The City Engineer will serve as a professional role model for the City as we strive to be a top tier suburb that provides top tier services. The ideal candidate will serve on various boards and committees as the City's representatives including the Northern Area Water Authority (NAWA) Technical Committee, the Tri-Cities Northern Regional Waste Water Authority Technical Committee and the Technical Advisory Committee for the Miami Valley Regional Planning Commission (MVRPC). The successful candidate must be comfortable using a personal computer to conduct essential tasks (e.g., conduct purchases, verify payroll, compose documents, communicate work assignments).

#### Qualifications

Registered Professional Engineer (PE) in the State of Ohio or ability to obtain PE designation within one (1) year. Possession of a bachelor's degree in civil engineering from an ABET accredited university; five (5) or more years of related, preferably municipal, experience; two (2) years of experience in hydraulics or hydrology, traffic, civil engineering, and project management; one (1) year of supervisory / management experience preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Certified Stormwater Manager, Certified Professional in Storm Water Quality, Certified Erosion Sediment and Storm Water Inspector, or Certified Professional in Erosion and Sediment Control desirable. Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan.

The City Engineer is an unclassified, Fair Labor Standards Act exempt position. The new City Engineer will be subject to a one-year probationary period. The successful candidate will be expected to work the hours that are necessary for effective service.





## **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 City Engineer is a highly valued position with an annual salaryrange of \$76,024 to \$104,000.

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;

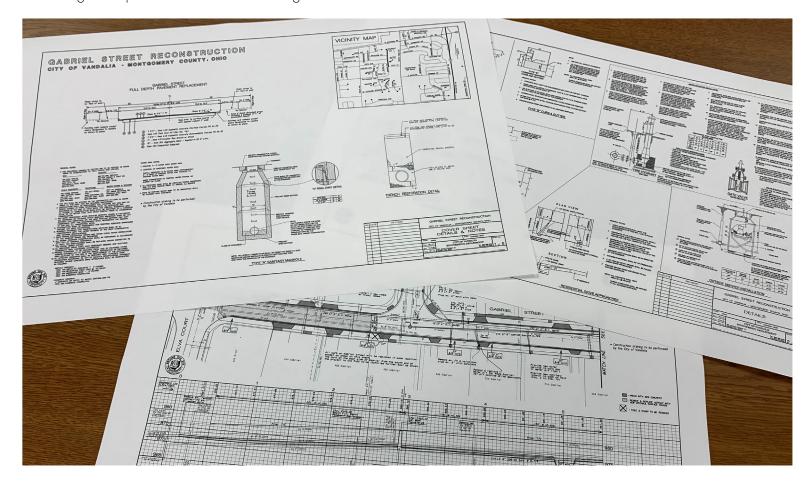
Family Cassel Hills Pool Membership;

Individual Restricted Pass to Cassel Hills Golf Course;

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

Paid training for required licenses and continuing education.





## **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 and a cover letter.

Application materials should be submitted ONLINE to VandaliaOhio.org/Jobs, by Friday, August 5, 2022 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 City Engineer:

- 1. Initial review of applicants will begin no later than August 8, 2022.
- 2. First Oral Interview
- 3. 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.



Vandalia Municipal Building



Municipal Building Reception Area

# 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:

#### 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, and 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 <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 \$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





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:
  - 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 via the website at: <u>VandaliaOhio.</u> <u>org/Jobs</u>. Applications must include a résumé and a cover letter.

Applications will be reviewed as they are received with a deadline for submission of July 22. 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.



# Firefighter/Paramedic/Fire Inspector 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. Our community values and supports our Firefighters, Police Officers, and Public Safety Specialists.



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:



#### 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 road-ways, 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 <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.

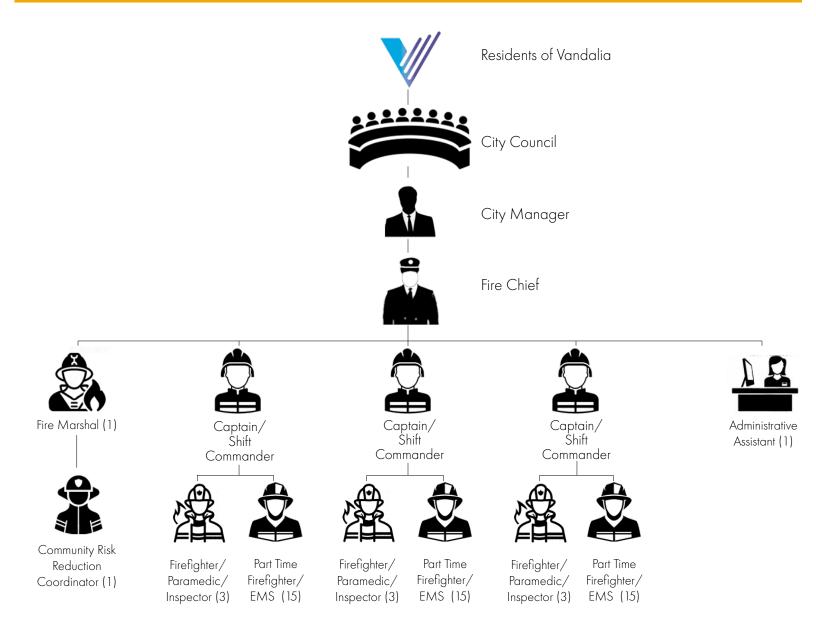
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$57 million, and 234 full-time-equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public 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 Vision Vandalia Comprehensive Plan.

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

## **COMMAND STRUCTURE**



## **DIVISION OF FIRE**

The Division of Fire is a combination, full-service fire department whose mission it is to provide superior fire, emergency medical, educational and prevention services to the residents we serve. By consistently delivering these services in a courteous, safe and professional manner we enhance the quality of life for the residents, business, and visitors of Vandalia. The Division of Fire is led by a lifelong Vandalian, Chief Chad Follick.

Delivering "first-tier" service remains the primary Mission of the Division of Fire. Chief Follick and the command staff have worked to align the Division of Fire's 2022 goals with the newly established "Citywide Policy Goals" including:

#### 1. Safe & Secure

- Recruiting & Retention focus: Building a sustainable staffing model, re-imagine recruiting (creating hometown heroes), and enhance retention.
  - Conduct part-time salary study.
  - Have a part-time compensation plan for consideration in 2023.
  - Develop the Fire Explorers program to create a sustainable source of part-time firefighters (Hometown Hero's).

## **DIVISION OF FIRE**

- b. First-Tier Training Focus: Re-imagine fire/EMS training, "first-tier" service is a by-product of "first-tier" training. Establish Vandalia as an organization that is committed to providing "first-tier" training. When you become a destination for "first-tier, first-class" fire, rescue, EMS training you create a destination for aspiring young fire/EMS professionals.
  - Overhaul the Division of Fire's "Candidate" training program.
  - Refocus the Division of Fire's Fire/EMS training to address generational learner and create training opportunities that address "tactical priorities".
  - Complete a master plan for the Public Safety Training Facility.
- c. Creative Outreach Focus: Working through the Community Risk Reduction Coordinator, provide schools with more frequent, non-emergency, positive interactions between school kids and firefighters.
- d. Analyze our Community Risks focus: Better understanding of the challenges and/or public safety threats that come along with being a "first-tier suburb". Work to conduct a Community Risk Analysis in 2022.

#### 2. Sharpen the Saw

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

#### 3. Enhance Infrastructure

a. Protect Public Asset focus: Properly train personnel on the operation (driving) of new 108' aerial ladder.



## FIRE DIVISION BACKGROUND

Formed in 1976, following a split from the Butler Township Fire Department, The City of Vandalia's Division of Fire started out as a volunteer fire department. Since that time the Division of Fire has been progressive in its approach to providing fire, rescue, and

emergency medical services, transitioning into a full-service, combination (part-time and full-time) fire department that delivers 24/7 service.

The Division of Fire is a full-service fire department, providing fire suppression, emergency medical service, specialized rescue, hazardous materials response, and inspection services to a community with "planes, trains, and automobiles." The Division of Fire protects two major highways, US 40, a large stretch of railroad, and provides automatic mutual aid to the Dayton International Airport.

The Division of Fire operates from two fire stations, with three advanced life support medic units, two rescue-equipped fire engines (one equipped as a heavy rescue), and a 110' aerial ladder (which is being replaced with a brand new Sutphen 108' aerial ladder in 2022). The "Safe and Stable" income tax helps the Division of Fire ensure that the tools and equipment carried on every fire/EMS unit are the best technology possible.





The Division of Fire considers itself a team, and the key to a successful team is preparation and training. The City is currently conducting a feasibility study to inform the development of a joint public safety training facility for the Division of Fire, Division of Police, and surrounding jurisdictions. The Division of Fire provides on-duty fire, EMS, and specialized rescue training to its personnel while on-duty. Team members should have no problem obtaining enough continuing education to submit for certification renewals.

The Division of Fire aggressively trains on progressive and cutting-edge firefighting tactics, high quality emergency medical care and aggressive, out-of-the-box specialized rescue skills.

Some examples of this training include:

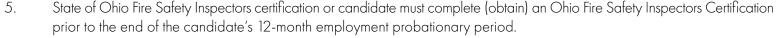
- Routine live fire training sessions, high quality firefighter training using digital fire simulations.
- High Quality CPR, patient assessment and advance patient management using the Division of Fire's computerized patient care mannequin.
- Hazardous materials operations and technician level training.
- Variety of technical rescue training (rope rescue, water/ice rescue, confine space, lost urban search and rescue, machine rescue and auto extrication).

## THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

The City seeks to recruit full-time fire service professionals who are energetic, ready to learn, and are looking to become a mentor and a leader on his/her shift. Candidates must be customer focused, and take pride in enhancing livability for the residents of Vandalia.

Candidates for the position of full-time Firefighter/Paramedic/ Fire inspector must have the following:

- Candidates must be 18 years old with a valid Ohio Driver's License.
- Candidates must be a United States Citizen/ Valid Permanent Resident Card. The city will not sponsor applicants for work visas, including H1B visas.
- 3. State of Ohio Firefighter (Level 2), Emergency Medical Technicians Certifications (minimum).
- State of Ohio Paramedic certification or candidate must be enrolled in a paramedic education program and will be expected to pass and obtain a state paramedics certification prior to
  - the end of the candidate's 12-month employment probationary period.

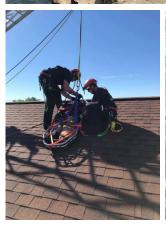


- 6. Emergency Vehicle Operator's Course (EVOC).
- 7. Candidate should have at least one year of recent, successful service, as a full or part-time Firefighter/EMT/Paramedic.

Additional consideration will be given to candidates with an Associate's Degree, two years of college credit, or more post-secondary education.













## **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:

Vandalia Firefighter / Paramedic / Inspectors are represented by the International Association of Firefighters and have a <u>collective</u> <u>bargaining agreement</u> between the union and the City. Full-time Firefighter / Paramedic / Inspectors work on one of three platoons on the 24 / 48 schedule.

Pay scale is established by Collective Bargaining Agreement (current scale 2021-2023)

2021	2022	2023
\$19.2978	\$19.7802	\$20.1758
\$20.0753	\$20.5771	\$20.9887
\$20.8847	\$21.4068	\$21.8349
\$21.7260	\$22.2692	\$22.7145
\$22.4715	\$23.0333	\$23.4940
\$23.2596	\$23.8411	\$24.3179
	\$19.2978 \$20.0753 \$20.8847 \$21.7260 \$22.4715	\$ 19.2978 \$ 19.7802 \$ 20.0753 \$ 20.5771 \$ 20.8847 \$ 21.4068 \$ 21.7260 \$ 22.2692 \$ 22.4715 \$ 23.0333

Employer contribution to the Ohio Police and Firefighter Pension System;

Health, Vision, and Dental Insurance;

Paid Vacation, Sick Leave, and a rotating paid Earned Day Off (EDO);

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;

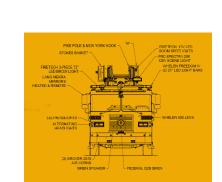
Accidental Death and Dismemberment Insurance: \$12,000 benefit;

Free Individual Vandalia Recreation Center Membership;

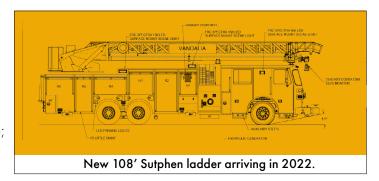
Family Cassel Hills Pool Membership;

Individual Restricted Pass to Cassel Hills Golf Course;

Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs; and Annual Firefighter Physical (provided to every career firefighter, at no cost to the firefighter).







## **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, and a cover letter.

The City of Vandalia offers full testing services (at NO cost to the candidate) for the position of Firefighter/Paramedic/Inspector through National Testing Network (NTN). To register with NTN and schedule a test, go to <a href="www.nationaltestingnetwork.com">www.nationaltestingnetwork.com</a>, select "Find Jobs", then select Firefighter jobs and sign up for City of Vandalia.

Questions about the position may be directed to Chad Follick, Fire Chief, at cfollick@vandaliaohio.org or (937) 898-2261.

The process for establishing a provisional eligibility list and appointing a Full-Time Firefighter/Paramedic/Inspector is:

- 1. Submission of application, Resume, Cover Letter and NTN Test.
- 2. First Oral Interview
- Practical Assessment
- 4 Second Interview

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

- 1. Thorough Background Investigation
- 2. Psychological Exam
- 3. Medical Evaluation (Drug Screening and Pension Physical)

## 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.



# Moonlight with usl

# City of Vandalia, Ohio Part-Time Firefighter/EMT/Paramedic

The Vandalia Division of Fire is looking for Firefighters, Firefighter/EMTs, and Firefighter/Paramedics for 12-hour & 24-hour shifts.

#### Starting rates of pay for Firefighter/Paramedics with FT experience

- 5 Years full-time experience.....\$22.25/hr.
- 4 Years full-time experience....\$21.50/hr.
- 3 Years full-time experience....\$20.75/hr.
- 2 Years full-time experience.....\$20.00/hr.
- 1 Year full-time experience.....\$ 19.25/hr.



#### Entry level part-time candidates will earn:

Firefighter/Paramedic	\$18.50/hr.
Firefighter/EMT-I	\$18.25/hr.
Firefighter/EMT	\$17.00/hr.
Firefighter Only	\$15.00/hr.

Flexible schedules available to accommodate school.



Applications will **only** be accepted through the City's online application system via the website at: Vandaliaohio.org/jobs. You may also scan the QR code below. Questions about the position may be directed to Human Resources Manager Missy Pruszynski, <u>missy@vandaliaohio.org.</u>

Process includes, but not limited to: examination of qualifications, interviews, extensive background investigation, physical and drug screening.

EEO and ADA compliant. Women and minorities are encouraged to apply.









City of Vandalia
Municipal Building
333 James Bohanan Memorial Drive
Vandalia, Ohio 45377
(937) 898-5891

Vandalia Division of Fire Fire Station # 1 8705 Peters Pike Vandalia, Ohio 45377 (937) 898-2261



Scan QR Code to apply