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FOR IMMEDIATE RELEASE

August 19, 2022

VANDALIA REVOKES OPERATIONAL PERMIT AT SUPER 8 MOTEL

Inspection uncovers multiple fire code violations, owners arrested in enforcement action

The City of Vandalia has taken the initial steps necessary to revoke the operational permit of the Super 8 Motel, located at 550 E. National Road. The action was taken after an inspection conducted on Monday, August 15, showed the facility had failed to correct multiple outstanding violations of the City's fire code. As a result of the inspection, the building has been declared an unsafe structure and the permit to operate will be revoked. As a part of this enforcement action, the motel's owners were placed under arrest Friday and charged criminally,

The building must be vacated and secured no later than Monday, August 22.

"We do not take actions like this lightly," said Vandalia Fire Marshal Jason Eckert. "We have worked with the hotel management for years, and these issues have not been addressed."

In September of 2021, the City of Vandalia passed an ordinance requiring all hotels and motels within the City to apply for an operational permit. Operators of a hotel or motel must adhere to specific requirements in order to obtain and keep an operational permit.

Eckert said the motel's fire suppression system lacks adequate water pressure and is not operational. The owners were required to install smoke detectors connected to a central line in each room. When a detector on a central line is activated, the front desk is alerted and the building can be quickly evacuated.

Inspectors found multiple rooms with no working smoke detectors, and other rooms with smoke detectors not linked to a central line.

"The bottom line is that this structure is not safe," Eckert said. "Our action today is necessary to protect the health, safety and well being of the people of Vandalia."

Vandalia City Manager Dan Wendt said the business owners have been cited multiple times for these violations, and had promised to rectify the situation. After the failed inspection on Monday, City officials made the decision to revoke the hotel's permit.

"The Super 8 Motel has repeatedly refused to comply with basic safety measures to protect their guests," Wendt said. "The conditions are unacceptable, and the city is revoking the Super 8's permit and working to shut down the establishment until it can stop habitually breaking laws in our town."

Media contact:

Rich Hopkins, Communication Manager, (937) 415-2251 (937) 371-5674









The most important priority of anyone in public service is ensuring the health, safety and welfare of the people. It is a responsibility that I take quite seriously.

Over the past couple years, the City has been working with a local business to correct some safety issues that we could not, in good conscience, allow to continue. This past week, an inspection at the business revealed that those issues have not been adequately addressed. As a result, City staff made the difficult decision to take administrative action to revoke the business' operating permit.

The Super 8 Motel is a three story structure with 94 rooms and a capacity to provide lodging for more than 180 people at any given time. An unchecked fire could very quickly have deadly results. For this reason, it is imperative that the structure have safeguards in place to prevent a tragedy.

The building's fire suppression system, however, is inoperable. There is not enough water pressure for the sprinkler system to operate. The owners of the motel have been required to install and maintain a smoke detector system that links every detector to a central location, so that any activated detector alerts management and the building can be quickly evacuated.

Despite numerous citations in the past, and an equal number of assurances that the deficiencies would be addressed, our inspectors discovered earlier this week that the motel still has rooms with inoperable detectors, and rooms with stand-along detectors not linked to a system. This was a situation we simply could not allow to continue.

Please know that this decision was not made lightly, and the City remains dedicated to working in concert with our business community to create an environment in which they can prosper.

Our staff will continue to work hard looking for creative solutions to problems involving code compliance. That effort, however, must be mutual.





CITY OF VANDALIA

MONTGOMERY COUNTY, OHIO

ORDINANCE NO 21-23

AN ORDINANCE CREATING CHAPTER 878. HOTEL/MOTEL OPERATION REGISTRATION, OF THE CODIFIED ORDINANCES OF THE CITY OF VANDALIA

WHEREAS, City staff, including the police chief, fire chief, building officials, city attorney and city Manager, have had ongoing discussion regarding hotel/motel operations; and

WHEREAS, after reviewing best practices from around the State, it was determined that requiring a permit process which allows the City to revoke the permit of an owner who refuses to take responsibility for their property is an effective tool in obtaining compliance with local regulations and helps promote safety and economic development in the City; and

WHEREAS, existing abatement processes for problem hotels/motels can often take years before problem buildings are closed and this legislation will allow the City to move faster to clean problem sites while still affording the property owner an appeals process before the permit is revoked; and

WHEREAS Council believes this type of regulation is in the best interest of the City of Vandalia;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

<u>Section 1.</u> Chapter 878, Hotel/Motel Operations Registration is hereby added to Title Two Business Regulations of Part Eight Business Regulation and Taxation Code, of the Codified Ordinances of the City of Vandalia as follows:

878 HOTEL/MOTEL OPERATIONS REGISTRATION

878.01 DEFINITIONS.

As used in this chapter:

- (a) "Hotel/motel" means any structure consisting of one or more buildings, with more than five sleeping rooms, that is kept, used, maintained, advertised, or held out to the public to be a place where sleeping accommodations are offered for pay to guests, including, but not limited to, such a structure denoted as a hotel, motel, motor hotel, lodge, motor lodge, bed and breakfast, or inn.
- (b) "Hotel/motel operation" means the occupancy of any guestroom or use of any hotel/motel facility.
 - (c) "Guest" means any person that occupies a guestroom.
- (d) "Guestroom" means a room offered to the public for a fee that contains, at a minimum, provisions for sleeping.

- (e) "Owner" means a corporation, firm, partnership, association, organization and any other group acting as a unit, or a person who has legal title to any structure or premises with or without accompanying actual possession thereof, and shall include the duly authorized agent or attorney, a purchaser, devisee, fiduciary and any person having a vested or contingent interest in the premises in question.
- (f) "Operator" means any person who works at a hotel/motel in a capacity to facilitate the offering of guestrooms to guests, including, but not limited to, front desk workers.
- (g) "Manager" means the general manager, shift manager, or any person in any supervisory position at the hotel/motel.
- (h) "Employee" means any person who earns qualifying wages, commissions or other type of compensation from the hotel/motel.
- (i) "Calls for service" means any and all calls, including but not limited to those to law enforcement or the Fire Division that result in a request that a representative be dispatched or directed to the hotel/motel, when those responses:
 - (1) Allege evidence of criminal activity;
 - (2) Result in an arrest, charge or citation; or
 - (3) Find an imminent threat to safety of persons or property.
- (j) "Calls for service ratio" means the number of calls for service divided by the number of rooms in service at the hotel/motel.
 - (k) "Director" means the City Manager or his/her authorized designee.

878.02 PERMIT REQUIRED.

- (a) No person shall engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on, in or upon any premises in the City, the operation of a hotel/motel without obtaining a permit in accordance with this chapter.
- (b) An application for a new permit may be submitted at any time to the Director. If the application is approved and a permit is issued, the permit shall take effect on the day of issuance, and shall expire on December 31st of the year in which it was issued.
- (c) A permit to operate a hotel/motel shall be renewed by the applicant at the end of each calendar year. The deadline for submitting an application for renewal shall be the first Monday of November of the year in which the permit is set to expire. Failure to renew shall result in expiration on December 31st. If a permit is successfully renewed, it shall be in effect for one calendar year, beginning on January 1st and expiring on December 31st of the same year.

878.03 APPLICATION FOR HOTEL/MOTEL PERMIT, NEW AND RENEWAL.

- (a) An application for a new permit, and/or for renewal of a permit, shall be made to the Director, upon approved forms, for a permit fee of one hundred dollars (\$100.00).
- (b) The application for a permit to operate a hotel/motel shall contain the following information:
- (1) Name of the applicant, including mailing address, telephone number, and email address. If the applicant is a corporation, firm, partnership, association, organization or other group acting as a unit the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation or organization, mailing address, telephone number, and email address of an individual who is the statutory agent, president, or managing individual, the state in which the company is incorporated or registered, and the entity or corporation number;
- (2) Name of the hotel/motel, including address, telephone number, and email address;
- (3) The legal owner or owners of the property, including mailing address, telephone number, and email address. If the property owner is a corporation, firm, partnership,

association, organization or other group acting as a unit, the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation or organization, as well as the mailing address, telephone number, and email address of an individual who is the statutory agent, president, or managing individual, the state in which the company is incorporated or registered, and the entity or corporation number;

- (4) If an owner of the property has executed a land contract, lease agreement, management agreement, or any other agreement separating the owner from control over the property and/or the hotel/motel, the applicant shall include a copy of said agreement along with the application;
- (5) The names and addresses of any other hotel/motels located in City that the applicant or property owner has any interest in, including, but not limited to, ownership, licensure, or management;
- (6) Name of the hotel/motel operator, including mailing address, telephone number, and email address:
 - (7) The number of guestrooms in service in the hotel/motel; and
 - (8) A letter of good standing from the City Tax Division.
- (c) The applicant must notify the Director of any change in information contained in the permit application within ten days of the change.
- (d) Any change in ownership of the hotel/motel, the building, or the business, change in operator, or change in name of the hotel/motel, shall void the current permit and shall require submission of a new application and the issuance of a new permit.

878.04 GROUNDS FOR DENIAL.

- (a) The Director shall issue a new permit, or grant the renewal of an existing permit, except as provided in divisions (b) or (c) of this section.
- (b) The Director shall deny any application for a new permit, or renewal of permit, if any of the following are shown to have occurred at the hotel/motel property:
 - (1) The applicant makes a material misrepresentation of fact on the application;
- (2) Any owner, applicant, operator, or manager of the hotel/motel is shown to have been convicted of the act of prostitution or soliciting for prostitution, or an act that would constitute a violation of the Ohio R.C. Chapters 2925 or 3719, on the premises of the hotel/motel in question, or any hotel/motel in which that individual has any interest in, including, but not limited to, ownership, licensure, or management;
- (3) The applicant or owner of the hotel/motel does not have a valid State of Ohio license as defined in Ohio R.C. 3731.03; and/or
- (4) The property on which the hotel/motel is located is not in good standing with the City Tax Division.
- (c) The Director may deny any application for a new permit, or renewal of permit, if any of the following are shown to have occurred at the hotel/motel property:
- (1) The hotel/motel has outstanding orders from the City Fire Division that have not been corrected:
- (2) The hotel/motel has been designated a chronic nuisance under Vandalia Code section 642.16.
- (3) The annual calls for service ratio for the hotel/motel is equal to or greater than 1.2 per room during the past twelve month period;
- (4) The owner, applicant, operator, or manager has not made a good faith effort to correct violations of Sections 878.04 and 878.09, or has obstructed or interfered with correction of the violations:
- (5) Any owner, applicant, operator, or manager of the hotel/motel is shown to have engaged in the act of prostitution or soliciting for prostitution, or an act that would constitute a violation of the Ohio R.C. Chapters 2925 or 3719, on the hotel/motel

premises in question, or any hotel/motel in which that individual has any interest in, including, but not limited to, ownership, licensure, or management; and/or

- (6) The hotel motel has been cited for violations of Ohio hotel extended stay laws more than three times in a twelve-month period.
- (d) Evidence of conduct under divisions (b) and (c) of this section need only be that of de facto violation of law. Evidence of conviction is not a prerequisite for denial unless specifically indicated.

878.05 OBJECTION, REVOCATION AND SUSPENSION OF HOTEL/MOTEL PERMIT.

- (a) The Director may object to a new permit application or a renewal application if it is determined that activities set forth in Section 878.04(b) or (c) are shown to have occurred at the hotel/motel.
- (b) At any time during the calendar year, the Director may revoke and/or suspend a hotel/motel permit if it is determined that activities set forth in Section 878.04(b) or (c) are shown to have occurred at the hotel/motel.

878.06 APPEALS, HEARING, AND REMEDY PROCESS.

- (a) Any person aggrieved by a decision of the Director with respect to denying the issuance or renewal of a permit, or revoking or suspending a permit, may appeal from such order to the Board of Zoning Appeals ("Board"). All appeals shall be perfected in the following manner:
- (1) The appellant must file a written notice of appeal with the Board, on a form approved by the Board, within ten days after receipt by him/her of the decision from which he/she appeals. The notice of appeal must have the name of the appellant and the address to which a copy of the final decision should be delivered. Appeals should be addressed to the Vandalia City Manager, Hotel Appeal, 333 James E. Bohanan Dr. Vandalia Ohio 45377.
- (2) The appellant must deposit with the Board a fee of two hundred fifty dollars (\$250.00), which sum shall be nonrefundable. Otherwise, the deposit shall be forfeited and placed into the general fund of the City.
- (3) Within five days after receipt by the Board of the notice of appeal, the Board shall cause a true copy of the notice of appeal to be docketed with the Chairperson of the Board.
- (4) Within thirty days after receipt by the Board Chairperson of the notice of appeal the Chairperson shall cause a meeting of the Board to be convened for the purpose of reviewing the decision being appealed. The Board may, or may not at its discretion. request additional evidence to be presented. The appellant and his/her designated counsel if applicable will be provided with at least fourteen days' prior, written notice of the date, time, and location of the hearing, which notice shall be served personally, by posting on the hotel/motel premises, by nationally recognized overnight mail carrier, or by certified mail to the address indicated in the notice of appeal. At the hearing the appellant shall be provided the opportunity to be heard in his/her defense either in person or by counsel and is allowed to produce witnesses and testify on his/her own behalf. A stenographic record of the hearing may be taken upon request. The hearing may be adjourned from time to time. For purposes of this section, the Board may administer oaths, take testimony, subpoena witnesses, and compel the production of books, papers, records and documents deemed pertinent to the subject of the appeal. The Board may affirm, reverse, or revise the decision being appealed in a written order. The Board shall serve a copy of its order to the appellant personally, by posting on the

hotel/motel premises, by nationally recognized overnight mail carrier, or by certified mail to the address indicated in the notice of appeal within ten days after the Board's hearing.

- (5) A ruling by the Board may be appealed by the appellant to the Montgomery County Common Pleas Court. The appeal must be filed within thirty days of the date of the Board's order.
- (b) An action to issue, deny, revoke, suspend or renew a permit may be stayed at the discretion of the Director should the affected party take specific steps to remediate problems outlined in the notice of denial, revocation and suspension that include but are not limited to some or all of the following actions as determined by the Director:
- (1) Completion of approved safety and security training, and/or training to identify criminal activity such as human trafficking;
- (2) Twenty-four-hour presence of special duty uniformed police or qualified security;
- (3) Voluntary providing a list of individuals who have been trespassed off the business property to the Police Division and agreeing that room(s) will not be rented to anyone whose name appears on the Master Trespass List maintained by the Police Division;
- (4) Installing functional access control doors and entryways where practicable with exterior building doors remaining locked or latched at all times and only accessible by guests and employees with a key card or other electronic means;
- (5) Owner/operator engaging in routine (hourly or as time permits) inspection of exterior doors to ensure they are not propped opened;
- (6) Providing hotel/motel staff with a designated hotel uniform or attire or other form of insignia such as a name plate, so they are readily identified as employees:
- (7) Installing and monitoring a Closed-Circuit Security Video (CCSV) system that is controlled by management and viewable by front desk personnel with recording capabilities to monitor strategic locations such as exterior entry/exit doors, parking lot areas, and common areas accessible to guests. Training all management and front desk employees in the operation and functionality of the CCSV system;
- (8) Routinely inspecting and testing all door locking mechanisms to ensure they are functional;
- (9) Installing and maintaining adequate lighting in all parking areas to illuminate guests' vehicles;
- (10) Having registered guests provide a government-issued photo identification card or other verifiable form of identification and document personal information on hotel registration records;
- (11) Recording registered guest's vehicle description and license plate and the number of total guests staying in a room;
- (12) Posting of visible signage in parking areas and exterior entry/exit doorways that prohibits loitering and require staff to routinely inspect these areas to enforce the "No Loitering" rules;
- (13) Maintaining operational telephones in each guest room to ensure the telephone is functional and can connect with an outside line;
- (14) Implementation of minimum age of twenty-one for check-in for lodging properties;
 - (15) Requirement of use of valid credit card at check in:
- (16) Installing and maintaining adequate working smoke detectors in all rooms and common areas;
- (17) Routinely inspecting and testing all smoke detectors to ensure they are functional;
 - (18) Routinely inspecting and confirming occupancy limits for rooms; and/or

- (19) Routinely inspecting and confirming compliance with applicable provisions regulating or prohibiting extended stays in hotels.
- (c) All potential remedies outlined in division (b) of this section must be approved by the Director.

878.07 AUTHORITY TO CONDUCT INSPECTIONS.

- (a) Upon display of the proper credentials, the City Manager or any officer or employee of the City of Vandalia police or fire division, building inspector, code enforcement officer, or County Department of Health shall be permitted to inspect the hotel/motel premises to ensure compliance with this chapter.
- (b) If the request for inspection described in division (a) of this section is denied, the City Manager or any officer or employee of the City of Vandalia police or fire division, building inspector, code enforcement officer, or County Department of Health may seek an administrative search warrant from a court of competent jurisdiction authorizing said inspection.

878.08 TRANSFER OF HOTEL/MOTEL PERMIT NOT PERMITTED.

- (a) No permit under this chapter shall be transferable to another person, corporation, firm, partnership, association, organization or other group acting as a unit.
- (b) No permit under this chapter shall be transferable to another hotel/motel name or franchise, or hotel/motel location or building.

878.09 HOTEL/MOTEL PERMIT.

The hotel/motel shall maintain the permit on the premises and shall display it in a prominent area that can be seen from the front desk.

878.10 SEVERABILITY.

In the event any section or provision of this chapter shall be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this chapter as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

878.99 PENALTY.

- (a) Whoever violates Section 878.02(a) shall be guilty of a misdemeanor of the first degree. Anyone who has previously been convicted of or pleaded guilty to an offense under this section shall be guilty of a misdemeanor of the first degree, and shall serve no less than thirty days in jail.
 - (b) Whoever violates Section 878.09(a) shall be guilty of a minor misdemeanor.
- (c) Violations of this Chapter shall be deemed a public nuisance. In addition, or in lieu of the above, the City may institute an appropriate action or proceeding at law or equity against the person responsible for the violation for the purpose of ordering that person:
 - (1) To restrain, correct or remove the violation; or
- (2) To prevent the occupancy of the structure that is not in compliance with the provisions of this Section.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3.	This	ordinance	shall	take	full	force	and	effect	from	and	after	the	earliest
period allowed by law													
Passed this 7th day of	f Sep	tember, 20	21										

APPROVED:

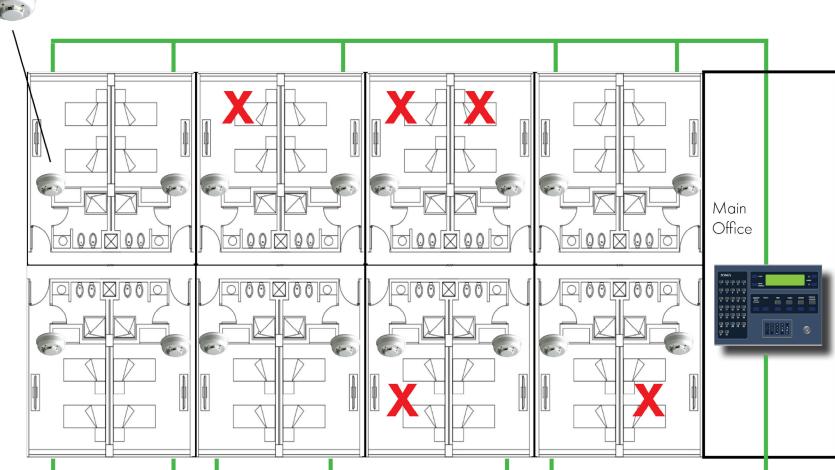
Richard Herbst, Mayor

ATTEST:

Daniel D. Wendt, Clerk of Council

Fire Alarm System





A Fire Alarm System links every smoke detector, so that when any one detector is activated, the main office is notified and the building can be evacuated. Rooms with stand-alone detectors are not linked into the system If they are activated, so only those within earshot can hear it. Rooms without a functioning smoke detector can burn undetected until it is too late. This can significantly delay an evacuation, costing lives. In this diagram, the rooms with green lines are connected, those with red X's are not.





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

August 19, 2022

Honorable Mayor & Esteemed City Councilmembers:

Revocation of Super 8 Hotel / Motel Permit: Above, I offer the press release, relevant ordinance, and supplemental graphic. The City of Vandalia has revoked the Super 8's Hotel / Motel Permit. If this is appealed by the permit holder, a hearing will be held by the Board of Zoning Appeals. Last year we worked together to create Vandalia Codified Ordinance 878 to ensure the health, safety and well-being of Vandalia residents and visitors. This morning, I accompanied many employees from the Fire Division, Police Division, and Development and Engineering Services Division to the Super 8. Guests were notified that the building is being condemned and were given a warning that they could be charged with trespassing on Monday. The City is also taking additional legal actions in the courts. This will be a long process. Communications Manager Hopkins will field all media and public information inquiries. I will update you with significant milestones.

Council and Staff Portraits: Mr. Justin Spivey will be at the City building on October 3 to take photos of select staff and all City Council members. The background of the photo will be a digital *Vandalia Blue*. I will provide you with a schedule. Please be prepared to have your picture taken prior to the October 3rd Council meeting.

Out of Office: I will be out of the Office on Friday August 26 and will return to work September 6. I will be out of state with little to no cellphone service. Assistant City Manager Amber Holloway will serve as the Acting City Manager during this time. Please work directly through her during this period. There will be no Blue Letter next Friday. ACM Holloway will issue a brief pre-Council meeting Blue Letter on September 2.

Welcome Ben Graham and Jake Hayslett! On Monday, Mr. Ben Graham will start work as the City's new Zoning and Planning Coordinator. He will be the staff representative to the Board of



Zoning Appeals, conduct and supervise property maintenance actions, *et al.* Also, Mr. Jake Hayslett will rejoin the Public Works Division as the Assistant Public Works Superintendent. Both of these gentlemen have the right work approach, attitude, ethics, and credentialing to improve quality of life in Vandalia. I am excited for them to get to work. I will bring them to an upcoming Council meeting.

End of Summer (2) Hours at Cassel Hills Pool: Cassel Hills Pool is now only open on the weekend through the end of the season (i.e., August 20-21, August 27-28, and September 3-5). The Annual Soggy Doggy event will be held on Monday, September 5 from 6-8pm.

Art Park Restroom! The metal roof has been installed on one side of the new restroom building at the Art Park. Vancon is also in the process of installing the interior wall and ceiling boards. The building is 80% complete at this time and we are hopeful the restrooms will be ready for the October 8 Fall Festival.

REVISED Employee Appreciation Event Flier: I have enclosed the updated employee appreciation event flier. The September 23 taco bar will run from 11:30 am – 1:00 pm in the Senior Center.

Facilities Infrastructure Project: Municipal Building roof work will be 100% complete as of Friday, August 19. Final walk through for roof projects at Justice Center, Senior Center, Recreation Center, Park Garage and Municipal Building will take place on September 7. The only roofing work remaining to be completed is the mechanical roofs at the Justice Center and VRC with this work taking place during the HVAC unit removal and replacement scheduled for the first quarter of 2023. Bipolar Ionization installation at Fire Station 1 is complete with plans to move to Station 2 next week and the Senior Center on August 30.

Customer Service and Saving Kittens: Per Chief Follick: [I] Want to give some "customer service kudos" to Fire Marshal Jason Eckert (filling in as the Shift Captain), full-time Firefighter/Paramedic Zach Holbrook, and full-time Firefighter/EMT Jacob Walters for "going above and beyond" with their customer service on Wednesday evening 8/17/22. The crew responded to an animal rescue on Stoney Springs Rd., after successfully rescuing Ms. Kitty from a tree, the crews were storing their ground ladder back on the ladder truck when a neighbor asked if the crew could assist him in removing a damaged mailbox at the curb in front of his home. The crew jumped right-in, used some equipment from the ladder to overcome a stubborn post and were able to get the post out of the ground. #ValueAddedService!

As a team – let's strive to <u>be the brand</u> and <u>do small things in great ways</u>.

Commercial Vehicle Traffick: During the past two (2) weeks, VPD officers made 18 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in 17 written warnings and one (1) verbal warning while working 16 additional enforcement hours.

Semi-trucks are parking along National Rd. west of Airport Access on the narrow shoulder that



was newly striped. This presents an obvious hazard. I have instructed Service Director Cron to reinstall the no parking signs so that VPD may enforce this safety issue.

Playground Replacement: The playground replacement project kicked off with a playground committee meeting on August 11. New playgrounds are being funded by funds from the American Rescue Plan (\$675k), a Community Development Block Grant (\$100k) that was secured by Director Clark, and a \$150k appropriation by City Council. We look forward to securing outside contributions from peer governments, non-profits, and corporate sponsorships in the future. The committee is comprised of several residents as well as representatives of the Montgomery County Board of Developmental Disabilities Services, Miami Valley Down Syndrome Association and Vandalia-Butler Schools. Superintendent Rudy Wells, Superintendent Jeff Kreill, and Facilities Manager Alicia McCracken are also part of the group. We are very excited about this project and look forward to providing our community with outstanding inclusive and accessible playgrounds at the Sports Complex, Helke Park and Robinette Park.

Silver Sneakers – Senior, Insurance-based Memberships on the Rise! Insurance based memberships at the VRC continue to increase as we have 1,109 active memberships as of the end of July (427 residents, 425 non-residents, 257 Butler Township residents). Total visits from January through July of this year equals 24,495 compared to 18,729 during the same period in 2021.

New Public Safety Specialist: We will welcome Ms. Tiffany Moore as our newest public safety specialist on August 31. Ms. Moore joins VPD after working seven years as a civilian dispatcher at the Montgomery County Regional Dispatch Center. She graduated with a bachelors' degree in Psychology from Wright State University.

Dog Leg Rd. Utility Extension Phase I: Outdoor Enterprise has been installing the 12" watermain on the Dog Leg Utilities project. They have all of the main installed through the property that is being developed at the end of Capstone Way. That section of main has been tested and is ready to be put in service. The have also installed watermain on the west side of the Access Road along the north side of the project. About 50% of the clearing work is done. Sanitary sewer work will start on Fieldstone Way in a couple weeks. There is a delay because of lag time in the arrival of manholes.

Dog Leg Rd. Utility Extension Phase II: Choice One Engineering has been working on the design of phase two of the Dog Leg Road Utility Extension. Soil borings were performed last week, and preliminary alignment has been designed.

Decorative Fence on National Rd.: This week the contractor began the demolition of the existing chain link fence and clearing of the trees for the installation of the black decorative fence at the northwest quadrant of I-75 and US40. Once the posts are removed, they will pour the concrete mow strip. Fence delivery is expected within the next two weeks.



IT Parking – Justice Center: Public Works Crews installed the gravel base and asphalt to complete the parking lot addition at the Justice Center on the west side near the Community Room. The work looks great, and it is nice to be able to do this in-house.

Foley & Enola Drive: Engineering and GIS Technician Chad Baughman and Director Cron have been developing construction drawings for the Foley and Enola Drive project. We plan to have the project out to bid soon and be ready to discuss the bid results at the September 19th Council Study Session.

Watermain Break Repairs: Public Works Technicians repaired two separate watermain breaks on Crestwood Hills Drive near Dunnigan Drive during this period. Crews were called in just after midnight on August 10th to repair the first break. Once repaired, and after the water was turned back on, another break occurred in the same proximity.

Storm Sewer Collapse at Crown Lift Trucks: We have installed approximately half of the 400 lineal feet of storm sewer at the end of Center Drive that runs through the Crown Lift Truck property. Public Works crews had to cross an existing gas main with our new pipe and had to order fitting to complete this. The fittings just arrived last this week. We should be able to complete the installation next week. We will then complete the asphalt and turf restoration.

Please contact me directly with comments and questions.

Your Partner in Service,

Dan Wendt City Manager

Attachments:

- 1. Information Update ACM Holloway August 19, 2022;
- 2. Information Update Director Leiter August 19, 2022;
- 3. Information Update Chief Follick August 19, 2022;
- 4. Information Update HR Manager Pruszynski August 19, 2022;
- 5. Information Update Director Clark August 19,2022;
- 6. Information Update Chief Althouse August 19, 2022;
- 7. Information Update Director Cron August 19, 2022;
- 8. Updated Appreciation Flier 2022;
- 9. My Vandalia App Flier;
- 10. City Engineer Recruitment Brochure;
- 11. City Planner Recruitment Brochure;
- 12. PT Parks & Recreation Employment Application;
- 13. Firefighter / Paramedic / Inspector Recruitment Brochure; and
- 14. 2022 Citywide Policy Goals.



To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: August 18, 2022 Subject: Information Update



Monday August 8:

- I met with a Vandalia business owner to discuss grant opportunities for redevelopment of their property.
- You, Missy, Bridgette, and I held a meeting with McGohan Brabender regarding healthcare.

Tuesday August 9:

- I met with a representative from Ohio Department of Development to discuss grant opportunities.
- Pete, Jason, and I met with Whitecap who is moving into the former ITT building.
 We met onsite to review items that needed addressed prior to moving in. The building will undergo renovation soon.
- I attended the Picnic in the Park employee appreciation event. This was a great event! Special thanks to Rich, Missy and Sherri Howard for their hard work!
- Jerry McDonald and I met with representatives from Jupiter Power to discuss a development proposal.
- I conducted the Zoning review of the rebuild at the True North Shell at 22 Ranchview Drive. Construction is set to begin next week.
- I had lunch with a representative from Manufactured Assemblies Corporation on Friday August 12.
- Steve Clark and I met with Kolar Design to discuss parks signage.
- I met onsite with AxoGen to discuss outstanding zoning matters. The company is wrapping up renovations to their building on Industrial Park Drive.

- I hand delivered TIF notices relating to proposed legislation to Vandalia-Butler City Schools and Miami Valley CTC.
- You and I met to review 2 pending BZA cases.
- We have hired a Zoning and Planning Coordinator. Ben Graham will start on Monday August 22. Ben holds a master's in Public Administration from Wright State University. We look forward to Ben joining the Vandalia team!

Communications Update

- Rich met with Erika Vogel and Mary Stephens to discuss the CommUnity newsletter. We are aiming for the newsletter to hit mailboxes the week of September 30. We will have stories about our Fire Open House, our Free Little Library, and the utility expansion project west of Airport Access Road.
- Justin Spivey will be at the City building on October 3 to take photos of key staff and all City Council members.
- Work has begun on the City's 2022 Annual Report/2023 Calendar.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: August 17, 2022

Re: Information Update - Period Ending August 19, 2022

1. Kristen and I attended a council study session and meeting.

- Members of the Finance Team attended the picnic in the park at the Sports Complex. We appreciated the invite and enjoyed the food, especially spending time with several retirees.
- I attended a NAWA Board meeting where I presented the NAWA June 2022 YTD financials:

Year to date (2022) Expenses (which includes Operating & Maintenance, Capital and Debt service payments) are down 2.5% over 2021 due to timing and the explanations below.

Explanations for differences in expense amounts from 2022 vs 2021:

Operating & Maintenance:

- 1. Utilities increase in 2022 expenses (Tipp City utilities)
- 2. Special Legal Fees increase due to Buckley King legal services for Robinson Pipe Cleaning case
- 3. Data Processing decrease from 2021 fixed asset software program
- 4. Other Contractual increase due to various maintenance costs, system support and fire security
- 5. Facility Cleaning/Maintenance increase due to purchases of facility maintenance items and replacement heater parts
- 6. Equipment Maintenance increase due to timing of various purchases of equipment maintenance items
- 7. Well maintenance decrease from timing of well maintenance repairs
- 8. Chemical Supplies decrease due to timing
- 9. Lab Supplies increase due to timing

Capital:

- Machinery & Service Equipment increase due to replacement operator computer
- 2. Motor Vehicle decrease from forklift in 2021
- 3. Water Treatment Plant- increase due to light switch replacement and control changes
- 4. Well Improvements increase for Well #10 pump & motor replacement and Well #3 rehab
- 5. Const-Sewer to RIV decrease from 2021 pipe cleaning and continued concentrate line rehab project
- 6. Well Construction increase due to additional funds for site location change

Budget:

Revenues

YTD actual water service revenue collected was 46.6% of the budgeted amount, and YTD actual interest revenue collected was only 29.4% of the budgeted amount.

Expenses

YTD actual expenses were 39.4% of the budgeted amount partly due to timing, and the explanations referenced above.

4. I attended a Core Beliefs meeting with representatives from the City and McGohan Brabender.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

DATE: 8/18/2022

SUBJECT: INFORMATION UPDATE – PERIOD ENDING AUGUST 19, 2022

- Earlier this month, our Community Risk Coordinator Jacobs spent a day holding a training at Heraeus. While on site, Heraeus employees were able to get beneficial hands-on fire extinguisher training.
- Crews were called to the intersection of Dellsing and National Roads for a 3-car accident.
 One patient with a minor injury was transported. The intersection was closed for a short time to allow Police and Fire to work and clear the accident.
- 3. The Division of Fire was happy to participate in the Employee Appreciation Picnic in the Park. Crews and admin. enjoyed a delicious lunch, conversations with other city employees and particularly at this event, being able to catch up with retired city employees.
- 4. August 10th our Fire Prevention Bureau was happy to assist in-coming Freshman at the High School with CPR training. The training is provided as part of Freshman Orientation.
- On August 16, crews were called to the intersection of National Rd and Dixie Dr. for an
 accident. The intersection was blocked for a short time and two minor injuries were
 transported to local hospitals by Vandalia and Butler Twp. medics.
- 6. Currently crews are out working through our annual hose testing. This is done every year to ensure that our hose is kept in good working condition for emergencies. Crews will be at both stations and the school parking lot over the next week finishing up this annual task.
- 7. Additional trainings opportunities have been happening this week. Fire Marshal Eckert secured building walk throughs for Axogen and Fed Ex this week. Crews have able to get inside these building to see layouts, safety concerns and changes to better aid them in an emergency situation.

DIVISION OF FIRE INFORMATION UPDATE

- 8. Fire Safety Inspections have been completed for all school facilities in the city. All and all a clean bill of health, as typical in our annual fire safety inspections the Community Risk Coordinator and the Fire Marshal will work with school janitors and facility maintenance to make any minor corrections that are necessary.
- 9. We were notified on Wednesday, by Sutphen, that they have run into some supply chain issues. They assure us that these issues are all minor in nature and that most should be resolved within the next 7-10days. They have asked to move back our pre-delivery inspection until September 1st (was supposed to happen on Monday 8/22). This may change our delivery, training period, and the debut of the ladder slightly, but it is not something that we want to rush. We will provide more information to everyone as we have it.
- 10. Want to give some "customer service kudos" to Fire Marshal Jason Eckert (filling in as the Shift Captain), full-time Firefighter/Paramedic Zach Holbrook, and full-time Firefighter/EMT Jacob Walters for "going above and beyond" with their customer service on Wednesday evening 8/17/22. The crew responded to an animal rescue on Stoney Springs Rd., after successfully rescuing Ms. Kitty from a tree, the crews were storing their ground ladder back on the ladder truck when a neighbor asked if the crew could assist him in removing a damaged mailbox at the curb in front of his home. The crew jumped right-in, used some equipment from the ladder to overcome a stubborn post and were able to get the post out of the ground. #ValueAddedService!

CEF/clj Page 2 of 2



Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: August 17, 2022

Re: Information Update - Period Ending August 19, 2022

- 1. Mark your calendars! Our next Employee Appreciation Event will be a taco bar Friday, September 23. Please note that the event will begin at 11:30 a.m. until 1:00 p.m. at the Senior Center. Please RSVP with Mrs. Sherri Howard by Thursday, September 15. Our August employee appreciation event was a great success! We invited retirees to a Picnic in the Park and had fifteen retirees in attendance. A flier with a list of upcoming Employee Appreciation events is included in this update for your review. So...mark your calendars!
- 2. Welcome Public Works Technician Nathan Bergman! Mr. Bergman began employment with the City of Vandalia August 8. He comes to us from Five Rivers Metroparks. Please stop by and welcome him to our Team.
- 3. I participated in a core beliefs meeting on August 8 with McGohan Brabender, City Manager Wendt, Assistant City Manager Holloway and Finance Director Leiter. We discussed organizational health care needs. A follow-up meeting will be held Tuesday, August 23 with the same team.
- 4. Recruiting updates: On our website you may have noticed over the last month we reposted for various positions including Mechanic Facilities Maintenance, Public Works Technician, and City Engineer. Currently we are processing candidates for Public Safety Specialist and Part-Time Firefighter / Paramedic / Inspector, and a Zoning and Planning Coordinator. As well, Wednesday, August 10 Civil Service Commission met and approved an eligibility list for police officer. Watch your inbox for additional upcoming employment opportunities!
- 5. Remember, EmployeeCare, our free employee assistance program, is available to you and those living under your roof, 24 hours a day, 7 days a week. You may contact the EmployeeCare staff confidentially, any time, at 208-6626. Included in this update you will find a brief orientation booklet on our Employee Assistance Program offered through Premier Health.
- 6. Do you ever wish you had a personal health care assistant? Well...now you do! One of the top-tier services we now have access to is the McGohan Brabender Advocate Team! Feel free to reach out to the **advocate team** at mbbenefits.com Monday through Friday between 8:00 a.m. and 5:00 p.m.

- 7. Just a reminder that our **Superior Dental** plan has several convenient tools and resources to make it easy to manage our dental plan. For example, the Direct Connect tool provides easy access to ebills and the Find-A-Dentist tool allows us to find a NETWORK dentist in our area. There are many more features located at https://superiordental.com/employer-support.
- 8. Amazing Care at our fingertips courtesy of TrueScripts! TrueScripts now offers TEXT & LIVE CHAT during normal business hours. Feel free to visit and register in the TrueScripts member portal at https://memberportal.truescripts.com/.
- 9. If you would like to browse City of Vandalia Employment Opportunities, the link is https://www.vandaliaohio.org/422/Employment-Opportunities or scan the QR Code at the top of this informational update.



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 08/18/2022

Re: Information Update – Period ending August 18, 2022

Our playground replacement project kicked off with a playground committee meeting on August 11. The committee is comprised of several residents as well as representatives of the Montgomery County Board of Developmental Disabilities Services, Miami Valley Down Syndrome Association and Vandalia-Butler Schools. Rudy Wells, Jeff Kreill, Alicia McCracken are also part of the group. We are very excited about this project and look forward to providing our community with outstanding inclusive and accessible playgrounds at the Sports Complex, Helke Park and Robinette Park.

RECREATION CENTER

Facility Manager Alicia McCracken and Administrative Coordinator Sharon Hamby will be representing the VRC at the Johnson Electric Health Fair on September 14. This is a great way to provide information about VRC memberships and wellness programs in a face to face setting with Johnson Electric employees.

Scoreboard installation in the gym at the VRC has been delayed as our lift is not large enough for the install. A larger lift will be required to complete the work so we are working to secure a new install date.

VRC daily admissions for July totaled 2,802 for a monthly revenue of \$18,712. This is an increase of \$2,277 over July 2021.

We are very thankful to our staff that assisted with various communications during the unanticipated facility closings of facilities and activities on Friday, August 5 due to the tragic event in Butler Township. Many part-time employees went above and beyond to ensure a smooth process for all affected by the closing and cancellation of programs.

Insurance based memberships at the VRC continue to increase as we have 1,109 active memberships as of the end of July (427 residents, 425 non-residents, 257 Butler Township residents). Total visits from January through July of this year is 24,495 compared to 18,729 during the same period in 2021.

GOLF DIVISION

Cassel Hills Golf Course hosted the Elements IV Interiors charity golf outing on August 13. The annual event had 91 golfers and beautiful weather.

The course experienced an irrigation leak on hole number 16 earlier this week. Tim Bailey was able to repair the issue during the evening hours.

Butler High School and Tippecanoe High School golf teams have started match play at Cassel Hills. We have had a match or multiple matches every day this week.

SENIOR CITIZENS CENTER

The Senior Center averaged 72 member visits per day for the period of August 2 to August 15. August 2 was the busiest day with 118 visitors.

<u>RECREATION/ATHLETICS DIVISION</u>

The members only event at Cassel Hills Pool on the evening of Sunday, August 7 had over 100 people attend. Aaron Messenger did a great job organizing and managing the event. We plan to do more of these types of activities at Cassel Hills Pool in 2023.

Cassel Hills Pool has moved to a weekend only schedule through the end of the season. The pool is opened on the weekends of August 20-21; 27-28 and September 3-5. The Annual Soggy Doggy event will be held on Monday, September 5 from 6-8pm.

Adult Fall Softball Leagues are set to begin play next week at the Sports Complex and Helke Park. We have 10 teams in the Men's Monday Night League and 6 teams in the Friday Coed League.

Opening day for Youth Soccer is set for this Saturday, August 20 at the Sports Complex. We continue to struggle finding referees for games. John Myers is working to locate current officials as well as those interested in getting certified to referee games.

Our NFL Youth Flag Football program is set to begin play on Sunday, September 11 at the Sports Complex. We currently have 113 kids registered to play which is slightly down from last season. We anticipate some late sign ups prior to teams being divided.

FACILITY MAINTENANCE DIVISION

Facilities Infrastructure Project: Municipal Building roof work will be 100% complete as of Friday, August 19. Final walk through for roof projects at Justice Center, Senior Center, Recreation Center, Park Garage and Municipal Building will take place on September 7. The only roofing work remaining to be completed is the mechanical roofs at the Justice Center and VRC with this work taking place during the HVAC unit removal and replacement scheduled for the first quarter of 2023. Bipolar Ionization install at Fire Station 1 is complete with plans to move to Station 2 next week and the Senior Center on August 30.

Facility Maintenance staff assisted in locating electrical circuits associated with the emergency generator supply at the Municipal Building. This work is part of the facilities infrastructure project.

Staff assisted in reviewing power supply options related to the possible installation of electric strike door security hardware in the Municipal Building.

The layout for Soccer fields at the Sports Complex have been finalized and lines painted for the upcoming season, which begins this Saturday, August 20. A second painting will take place prior to opening day.

The metal roof has been installed on the new restroom building at the Art Park. Vancon is also in the process of installing the interior wall and ceiling FRP board. The building is 80% complete at this time and we are hopeful the restrooms will be ready for the October 8 Fall Festival.

Seasonal staff are power washing concrete deck and walkway areas at several park facilities. The recent dry weather has slowed grass growth which allows staff to get to several projects that have been on the back burner.

Park Maintenance staff is currently adding topsoil along sections of the walking path at the Sports Complex that recently received asphalt overlays. This project improves the transition between pavement and grass.

The recent dry stretch of weather is creating a need for staff to water young trees and newly planted landscape areas, including the two newest medians on W. National and N. Dixie. We are currently watering 45 trees and all newly planted landscape plants.

Amber Holloway and I will be meeting with Kolar Design on August 22 to discuss project scope relating to facility and park signage.

Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: August 18, 2022

Subject: Information Update Ending August 19, 2022



- 1. During the past two (2) weeks, VPD officers made 18 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in 17 written warnings and one (1) verbal warning while working 16 additional enforcement hours.
- 2. On August 5, VPD responded to assist Butler Township Police Department on a shooting in a residential area off Brantford Road. The initial investigation revealed four individuals were shot and killed in their residences by an adult male suspect who resided nearby. Officers Coatsworth and Sommer responded to assist with scene security. I responded to assist Chief Porter as the law enforcement liaison to the victims' families immediately following the tragedy. Several VPD members also responded as peer support assistance to the initial responding first responders. In the following days, VPD increased patrol staffing to remain vigilant and provide our community a sense of security until the suspect was apprehended.

I participated in several joint press conferences with Chief Porter, Montgomery County Sheriff's Office, FBI and ATF during the week following the tragedy. I attended the viewings and funeral service for the Anderson and Knox families as well as the prayer vigil at the Student Athletic Center on August 8. Our continued prayers and thoughts remain with the victims' families as well as our first responders who worked this scene.

- 3. CPO Wehner was interviewed by a local girl scout who is actively working on her Gold Award Project which is the equivalent of an Eagle Scout. The interview and project is about frauds, scams, crime prevention, public attention/ awareness, and investigations into such crimes. This was a great opportunity to give some insight to what goes on behind the scenes and the steps our police department takes to fight and prevent crimes.
- 4. On August 10 & 11, VPD completed our Phase II range training. All sworn personnel participated in live-fire handgun and rifle drills at the Montgomery County Sheriff's Office range. The drills focused on grip and platforms to improve accuracy. The sessions ended with a friendly competition on accuracy and speed.
- We appreciate the opportunity to attend the Employee Appreciation picnic held at the Sports Complex on August 10 with other city employees as well as several retirees from the City. These employee appreciation events are a great way to build comradery among the various City departments and enjoy a time of food and fellowship.

- 6. I attended a virtual meeting for the Ohio Association of Chiefs' of Police Executive Board on August 10.
- 7. Ohio kicked off the Drive Sober or Get Pulled Over campaign on August 15th. This initiative focuses on impaired driving and violations typically associated with impaired driving through the Labor Day weekend. VPD participated in the press conference and group photo. VPD officers will participate in area OVI checkpoints and patrol officers will focus their traffic enforcement efforts to keep the roadways safe during this campaign. Extra enforcement hours are covered by a grant we benefit from as part of the area OVI Task Force.



- 8. On August 16, Lt. Walker made a presentation at the Senior Citizens Center about our Endangered Missing Adult and Child program (EMAC). The EMAC program provides public safety with identifying information on adults or children who are in danger of walking away from their home. This information can save valuable time if someone becomes missing or we encounter an individual who suffers from such conditions as Alzheimer's, Dementia, or Autism.
- 9. On August 16, after Lt. Walker's presentation, CPO Wehner coordinated with Dayton Airport Police and K9 handlers to give a demonstration during a Lunch and Learn Session at the Senior Center. This presentation was requested after being a hit last year with a large turnout. We packed the Senior Center again this year with 72 people in attendance. A big "Thank You" to Dayton Airport Police for making this possible and continuing to partner with the Vandalia community.







- 10. On August 15, Council passed Resolution 22-R-58 allowing the city manager to enter and sign a Memorandum of Understanding with the Vandalia-Butler School District to transfer the crossing guard services from the City to the School District with a stipend provided by the City to the School District. We extend our sincere appreciation to our long-time crossing guards who have faithfully provided services to make sure students safely cross the streets and arrive at school. We thank Jodi Moore, Cheryl Watson, and Jennifer Webb for their dedicated service to our community.
- 11. The first day for students at the Vandalia-Butler City Schools was August 18. Administrative staff and CIS personnel assisted road patrol with providing extra police presence at each school, including St. Christopher School, as students arrived.

12. We welcome Tiffany Moore as our newest public safety specialist who will start her position on August 31. Ms. Moore joins VPD after working seven years as a civilian dispatcher at the Montgomery County Regional Dispatch Center. She graduated with a bachelors' degree in Psychology from Wright State University and resides in Carlisle with her boyfriend who is also an emergency dispatcher.



Public Works & DES Information Update

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

Date: August 18, 2022

Re: Information Update for August 6-19, 2022

Development & Engineering Services

Outdoor Enterprise has been installing the 12" watermain on the Dog Leg Utilities project. They have all of the main installed through the property that is being developed at the end of Capstone Way. That section of main has been tested and is ready to be put in to service. The have also installed watermain on the west side of the Access Road along the north side of the project. They have preformed about 50% of the clearing work as well. They will begin the sanitary sewer work on Fieldstone Way in a couple weeks. They are still waiting on delivery of the manholes they need to start.

Choice One Engineering has been working on the design of phase two of the Dog Leg Road Utility Extension. Soil borings were performed last week and preliminary alignment has been designed. I walked the entire project with Choice One this week to review the alignment of the proposed utilities and address and concerns or potential conflicts with the project.

This week the contractor began the demolition of the existing chain link fence and clearing of the trees for the installation of the black decorative fence at the northwest quadrant of I-75 and US40. Once the posts are removed they will pour the concrete mow strip. Fence delivery is expected within the next two weeks.

Chad Baughman has been working on the construction drawings for the Foley and Enola Drive project. We plan to have the project out to bid soon and be ready to discuss the bid results at the September 19th Council Study Session.

The development at 710 Deer Run Drive continues to move along. They have begun pouring the slab for the building. The sanitary sewer work has been completed and they are working on underground fire line loop for this structure.

We have issued a footer and foundation permit for the proposed facility at the end of Capstone Way. Full building plans are still under review and we are awaiting a response from their engineers.

The permit is ready to be issued for new True North (Shell) project at 22 Ranchview Drive. A record plan was submitted and approved administratively to consolidate the two lots that the existing facility sets on.

Building plans have been submitted for the Provision Living facility that is proposed in the PUD on Park Center Drive near the Redwood Development.

The Redwood Development has submitted the right of way dedication plat for the public portion of Park Center Drive. This will be going to Planning Commission and City Council in an upcoming meeting for review and acceptance.

Staff continues to meet regularly with our software developer to keep the project moving forward for our integration to the cloud-based version of Municity. Implementation of the document storage software, Laserfiche, is nearly complete. While this process has been time consuming we are getting the software tailored precisely how we want it to meet our current and future needs.

Public Works

We repaired two separate watermain breaks on Crestwood Hills Drive near Dunnigan Drive during this period. Crews were called in just after midnight on August 10th to repair the first break. Once repaired, and after the water was turned back on, another break occurred in the same proximity.

We have installed approximately half of the 400 lineal feet of storm sewer at the end of Center Drive that runs through the Crown Lift Truck property. We had to cross an existing gas main with our new pipe and had to order fitting to complete this. The fittings just arrived last this week. We should be able to complete the installation next week. We will then complete the asphalt and turf restoration.

Our crews installed the gravel base and asphalt to complete the parking lot addition at the Justice Center on the west side near the Community Room.

We were called to investigate a water service leak at 8 Skyview Drive. The leak ended up being on the property owner's section of the service.

We continue to make asphalt repairs throughout the City as time permits between other projects.

We performed 88 utility locates to date in the month of August.

We have programmed the "School Zone" flashing lights in preparation for the start of school this week.

We have performed four first round interviews for Public Works Technician vacancies. We hope to schedule second round interviews next week.

Wally attended a meeting with EPA representative Richard Miller for an inspection of the Wastewater Treatment Plant with Danny Knife and representatives from Tipp City and Huber Heights.

Nathan Bergman joined us on August 8th as our newest Public Works Technician on Monday August 8th. Nathan has been working the past three years as a Park Technician with Five Rivers Metro Parks.

Thank you for the opportunity for all employees to attend the Employee Appreciation picnic in the ark event last week. It was great to see so many retirees attend.



The Year of Employee Appreciation

THE SEQUEL

Wednesday, June 15

Ice Cream Social

1:00 p.m. to 2:00 p.m. Vandalia Sports Complex

Friday, July 22

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

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

11:30 a.m. to 1:00 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

small city. big opportunity.

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

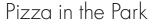
Cassel Hills Golf Course Clubhouse

Monday, December 19 City Council Employee Appreciation Day

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

Everywhere!





















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!





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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.

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City Engineer

City of Vandalia, Ohio











THE COMMUNITY

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

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

VANDALIA IS HOME TO



Ohio's best donut shop.



America's most active arts community.



Region's best Sports Complex.



Ohio's friendliest police department.



tment. 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.

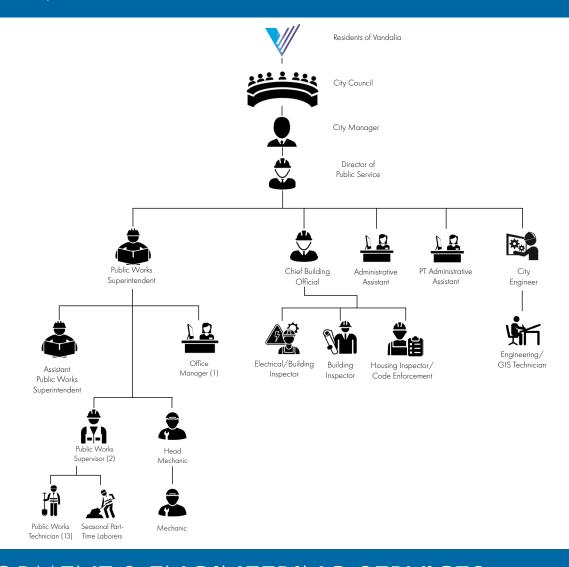
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$57 million, and 234 full-time-equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public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

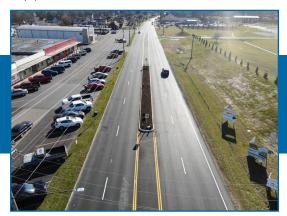


This position plays an essential role in maintaining the health, safety and well-being of residents of Vandalia. The City Engineer will serve as a professional role model for the City as we strive to be a top tier suburb that provides top tier services. The ideal candidate will serve on various boards 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;

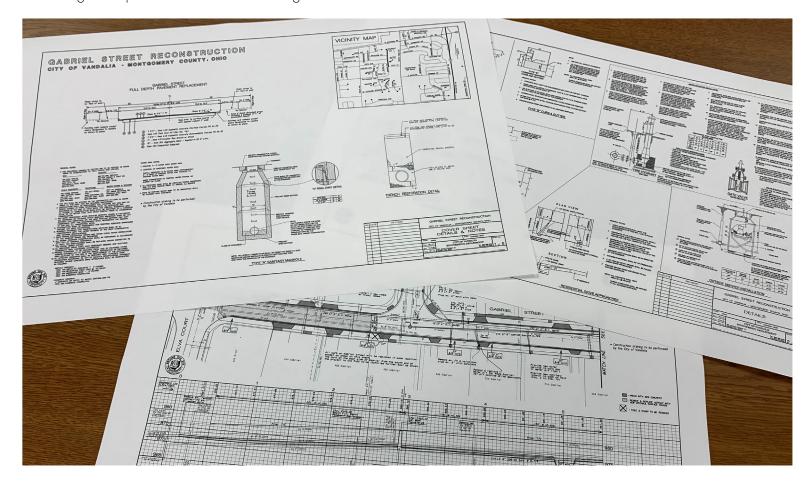
Family Cassel Hills Pool Membership;

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

City Planner

City of Vandalia, Ohio









THE COMMUNITY

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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.



Ohio's friendliest 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 roadways, utilities, park spaces.

Work



Fiscal Sustainability: Leverage the operating position of the City to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices.



Trust and Confidence: Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



Sharpen the Saw: Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.

Play



Vibrant: Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

CITY GOVERNMENT

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

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

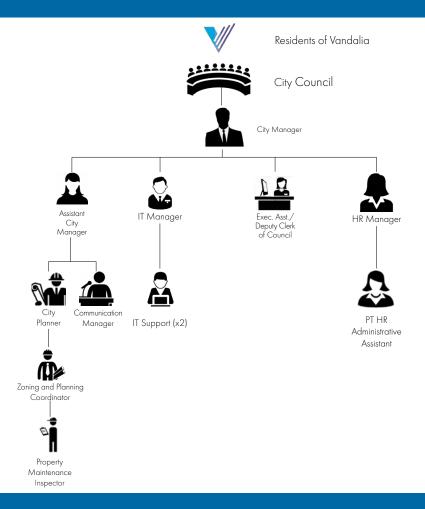
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Under the direction of the City Manager, the leadership team executes the policy directives of the Vandalia City Council including the day-to-day operations of police, fire, emergency medical services, and dispatch; water distribution, wastewater collection, 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



CITY MANAGER'S OFFICE

City Manager

The City Manager is the chief executive officer, public safety director, appointing authority and Clerk of Council. The City Manager is responsible for all departments and divisions except for the Vandalia Municipal Court.

The City Manager is an appointed professional manager and is the only direct employee of the City Council. City Council is directly accountable to Vandalia voters at the polls, which provides staff with legitimacy for executing the duties of their posts. The Vandalia City Council is composed of seven voting members including the Mayor and six Councilmembers. As such, Council establishes the City's policy goals, objectives, ordinances, resolutions, rates, and budgetary appropriations.

Assistant City Manager

The Assistant City Manager directs economic development, planning and zoning, public information, myriad of special projects, and conducts analyses to advise on how the team can meet the evolving needs of the community.

Human Resources Manager

The Human Resource Manager is the City's personnel officer and Chief Examiner of the Civil Service Commission and Appeals Board.

Communication Manager

The Communication Manager is the City's Public Information Officer (PIO).

City Planner

The City Planner develops land use plans and programs to build our community; to guide strategic growth; and to leverage Vandalia's strengths as a vibrant place to live, work, and play.

Zoning and Planning Coordinator

The Zoning and Planning Coordinator is responsible for administering the Zoning Code and managing the City's property maintenance functions.

Property Maintenance Inspector

The Property Maintenance Inspector is responsible for inspecting properties and identifying code violations

THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

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

General Description

The City Planner is an essential member of the City's economic and community development team. Under direction of the Assistant City Manager, the City Planner performs a variety of professional work in short-range and long-range planning; develops, administers, and makes recommendations relating to the City's comprehensive plan, professional studies, and other strategic planning efforts; participates in confidential economic development initiatives; gathers, interprets, and prepares data for studies, reports, and recommendations; elicits citizens' input on a variety of community issues related to physical and economic development; participates in community engagement events; responds to questions about zoning and planning; and administers the Zoning Code. The City Planner is responsible for and supervises the City of Vandalia's zoning and property maintenance functions. The City Planner develops, leads and participates in community development initiatives (e.g. streetscape, continuous canopy, façade improvement program, public art,



community cleanup, community pride events). The City Planner researches, reviews, and recommends periodic revisions to the Vandalia Zoning Code, is responsible for reviews of a variety of zoning permit applications and completes site plan review. The City Planner prepares and maintains the Vandalia Comprehensive Plan and related Policy Plans. The City Planner acts as the Staff liaison to the Planning Commission, Board of Zoning Appeals in the absence of the Planning and Zoning Coordinator, and Bicycle Advisory Committee. The City Planner researches and prepares grant applications to secure additional funding for certain community needs and projects.

Qualifications

An example of acceptable qualifications: Possession of a bachelor's degree from an accredited college or university in planning, public administration, geography, architecture, landscape architecture or other related field; two (2) years of related experience and/or training or any equivalent combination of education, experience, and training which provides the required knowledge, skills. and abilities. American Institute of Certified Planners certification desirable.

Licensure or Certification Requirements

Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan.

Essential functions of the position:

Prepares, maintains and implements Comprehensive Plan, market studies, and other program-specific policy plans (e.g., connectivity, active transportation). Researches and provides strategic direction for improving quality-of-life in Vandalia. Develops, leads, and participates in community development initiatives and events. Contributes to job creation, downtown development, and revitalization efforts.

Develops and maintains subject matter expertise in Vandalia Zoning Code and administrative processes. Administers the public hearing process and attends meetings, prepares reports for all cases before the planning Commission, and acts as secretary to the Bicycle Advisory Committee; supervises and guides preparation for Board of

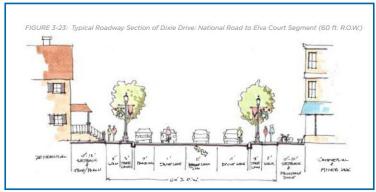


THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

Zoning Appeals (and attends hearings in the absence of the Zoning and Planning Coordinator): maintains records per department procedures; reviews and issues various permits (e.g., zoning, sign, occupancy); enforces and ensures compliance with zoning and subdivision codes and regulations; responds to requests for information and complaints from various City Departments and the public (e.g., zoning code violations, nuisance complaints); reviews and monitors various plans and applications (e.g., subdivision plans, replats); drafts zoning code, map, and regulation legislation; prepares community development plans; conducts code review, drafting, implementation, and ancillary research.

Supervises, manages, and leads the City of Vandalia's residential and commercial property maintenance functions through the Zoning and Planning Coordinator, and full-time-and / or part-time Property Maintenance Inspectors. Evaluates the performance of subordinate employee(s).

Corresponds with and advises architects, builders, attorneys, etc. regarding proposed developments and plans; responds to inquiries from the public regarding planning and regulations,; plans, organizes, coordinates and participates in long-range, short range, or current projects (e.g., researches, collects, and analyzes data, ensures planning projects comply with approved plans, prepares reports on planning topics, ensures demolition projects are in compliance with code); testifies for various tribunals (e.g., court, public hearings, board meetings).



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 Planner is a highly valued position with a pay range of \$33.74 to \$49.60 per hour.

Employer contribution to the Ohio Public Employee Retirement System;

Health, Vision, and Dental Insurance;

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

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

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

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

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

Free Individual Vandalia Recreation Center Membership;

Family Cassel Hills Pool Membership;

Individual Restricted Pass to Cassel Hills Golf Course;

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



APPLICATION AND SELECTION PROCESS

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

Application materials should be submitted ONLINE to <u>VandaliaOhio.org/Jobs</u>, no later than **Friday**, **September 2,2022 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 Planner is:

- 1. Timely submission of application, Resume, Cover Letter, and Writing Sample. Applications will be reviewed as they are received. Interviews likely during the week of Tuesday, September 6.
- 2. First Oral Interview
- Second Interview

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

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



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The four COOLEST projects you will work on in your first 36 months on the job...



Downtown Master Plan



Downtown Market Study



Connectivity Plan



Façade Improvement Program and Community Beautification



Today's Date	
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CANDIDATE PROFILE FORM

VANDALIA PARKS AND RECREATION DEPARTMENT
PART-TIME AND SEASONAL EMPLOYMENT

	17441 111412	THE SEASON RELIAN CONTRICTOR		
Last Name:		First Name:		
Address:		City / Zip:		
Home Phon	e:	Cell Phone:		
Email:		Do you text? Circle One: YES NO		
STUDENTS (ONLY: SCHOOL YOU ARE CURRENTLY ATTEN	DING:		
Expected Gr	raduation Date (Month / Year)	Dates of Availability to		
Please mark	your daily availability below, using the hours	of 6:00AM to 10:00PM.		
Sunday:		Thursday:		
Monday:		Friday:		
Tuesday:		Saturday:		
Wednesday				
Ages 15+ Ages 16+	Fitness Center Attendant Climbing Wall Birthday Party Host/Hostess Childcare Attendant Buildings Custodial Recreation Leader	Ages 17+ Front Desk Attendant VRC Ages 18+ Fitness instructor (Certification Required Facility Coordinator Gym Attendant	d)	
	VRC Custodial			
SEASONA	<mark>L POSITIONS - MONTHS VARY WITH</mark>	EACH POSITION		
Ages 14+		Ages 19+ (Age 21 Preferred)	Ages 19+ (Age 21 Preferred)	
	Youth Sports Official Sports Complex Concessionaire	Golf Snack Bar Attendant		
Ages 16+				
	Park/Facility Maintenance			
	Golf Maintenance Golf Cart Assistant			
	Summer Camp Counselor			

AQUATICS POSITIONS SWIMSAFE POOL MANAGEMENT	If you are interested in being a Lifeguard, Pool Manager, Swim Lesson Instructor, Swim Lesson Aide, Front Desk Attendant at Cassel Hills Pool, or Pool Maintenance, please contact JP Hader at SwimSafe Pool Management at: jp@swimsafepool.com or 513-919-4164.				
FIRE / EMS POSITIONS	If you are interested in a Part-Time Fire or EMS position please contact Candice Jacobs at cjacobs@vandaliaohio.org.				
<u>PUBLIC WORKS</u>	-	ted in a Seasonal Part-Time Public Works I deln@vandaliaohio.org.	Technician position, please contact Tammy		
		tions for your <u>top</u> <u>three</u> desired pos nake you the ideal candidate for thes	sitions as noted on page one. What se three positions?		
Please list your three m	-	•			
	of Service	Name of Company	Position Held		
1	· · · · · · · · · · · · · · · · · · ·		-		
	e City of Vandal	ia previously? YES / NO			
-			lying for employment with the City? they work or for what position(s) are		
SIGNATURE					
BY SIGNING HERE, I CERTIFY TH WILL SUBJECT ME TO DISQUALI			E, AND THAT ANY MISTATEMENT OF MATERIAL FACT		
** Please	turn in completed	Candidate Profile Form to the Vandalia R	ecreation Center Front Desk,		
	or email to She	rry McConnaughey at smcconnaughey@v	andaliaohio.org.		
City of Vandalia use ONLY i	in this area.				

If you are interested in the following Part-Time positons, please contact:

Firefighter/Paramedic/Fire Inspector City of Vandalia, Ohio











THE COMMUNITY

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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

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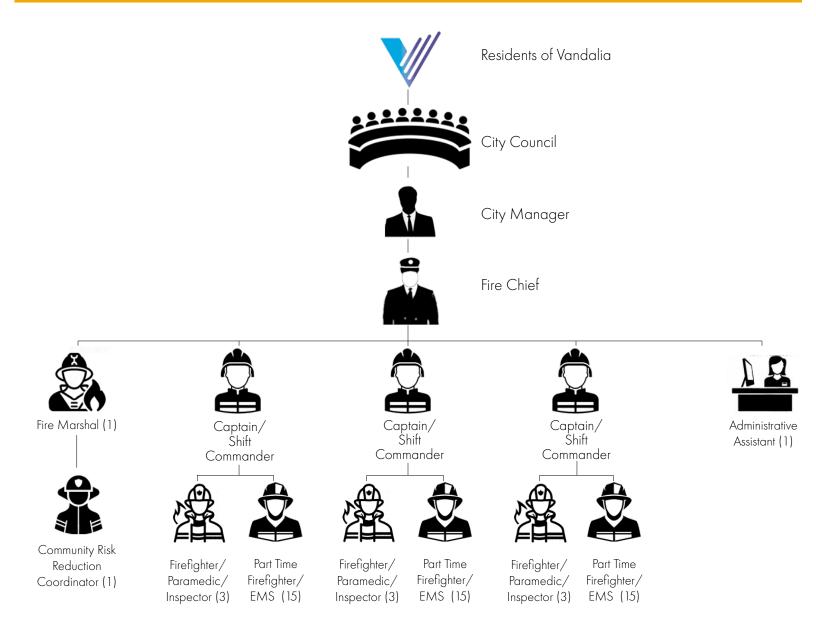
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In 2020, City Council adopted the Vision Vandalia Comprehensive Plan.

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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:

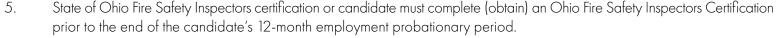
- Routine live fire training sessions, high quality firefighter training using digital fire simulations.
- High Quality CPR, patient assessment and advance patient management using the Division of Fire's computerized patient care mannequin.
- Hazardous materials operations and technician level training.
- 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.

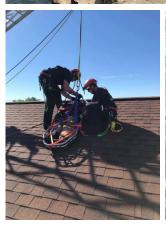


- 6. Emergency Vehicle Operator's Course (EVOC).
- 7. Candidate should have at least one year of recent, successful service, as a full or part-time Firefighter/EMT/Paramedic.

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;

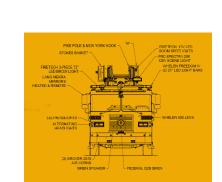
Accidental Death and Dismemberment Insurance: \$12,000 benefit;

Free Individual Vandalia Recreation Center Membership;

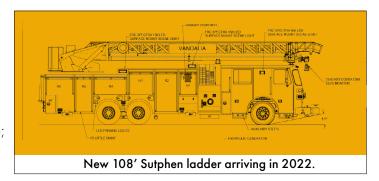
Family Cassel Hills Pool Membership;

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 www.nationaltestingnetwork.com, 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.





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.