

# 2022 4<sup>th</sup> Quarter Report

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DEERFIELD TOWNSHIP



# Finance

## Fourth Quarter-Budget Report

<u>Fund</u>	<u>Adopted Budget</u>	<u>Budget Amendments</u>	<u>Amended Budget</u>	<u>Expense 2022</u>	<u>Encumbrance s</u>	<u>Budget % Used</u>
General Fund	6,805,444	1,351,240	8,156,684	7,491,496	112,889	94%
Road and Bridge Fund	4,079,306	2,838,176	6,917,482	4,830,578	1,448,816	89%
Cemetery Fund	699,596	3,300	696,296	630,446	10,932	92%
WCSO Fund	4,410,308	262,272	4,672,580	4,328,978	285,481	98%
Park Fund	1,471,135	288,146	1,759,281	1,573,024	82,493	99%
Fire/EMS Fund	10,066,262	418,942	10,485,204	8,954,681	652,850	91%



# Finance

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<u>Investment Summary</u>				
Company Name	Total Investment	Y-T-D Interest Income		
Star Ohio	17,825,785.75	309,104.64		
Star Ohio Plus	-	-		
RedTree Investment Group	34,142,940.68	322,824.39		

# Finance

	Percentage	Current	2022	2021	Encumbered	
		Year	Y-T-D	Y-T-D	Balance	
		Appropriations	Activity	Activity		
Salary	37%	10,577,983	10,445,155	8,597,929	0	
Benefits	14%	4,042,697	3,973,076	3,182,419	99,382	
Purchase Service	42%	11,869,427	9,543,254	4,613,235	963,869	
Supplies	5%	1,298,542	1,169,224	744,580	96,484	
Miscellaneous	3%	778,051	806,644	671,934	16,723	
<b>Total Operating Budget</b>	<b>100%</b>	<b>28,566,700</b>	<b>25,937,353</b>	<b>17,810,097</b>	<b>1,176,458</b>	
Debt Payment		0	0	0	0	
Transfers/Advances		3,000,000	3,000,000	0	0	
Note Refunding		0	0	0	0	
Equipment		3,917,350	2,986,966	1,776,475	460,934	
<b>TOTAL EXPENSES</b>		<b>35,484,050</b>	<b>31,924,319</b>	<b>19,586,572</b>	<b>1,637,392</b>	

\* Report represents the total of all funds (General Fund, Road and Bridge Fund, Fire/EMS Fund, WCSO Fund, Park Fund, and Cemetery Fund)



# Finance

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## Fourth Quarter Supplemental Appropriations

• Fire Fund	220-0305-5570	Minor Tools and Equipment	\$13,000
	220-0305-5220	Health Insurance	\$68,000
	220-0305-5560	Vehicles	\$581,216
	220-0305-5640	Major Tools and Equipment	\$570,150
	220-0305-5411	Consultants/Special Projects	\$69,000
	220-0305-5580	Gas and Diesel Fuel	\$2,000
	220-0305-5220	Health Insurance	\$2,000
	220-0305-5210	Employer Retirement	\$2,216
• Road Fund	204-0200-5411	Consultants/Special Projects	\$10,000
	204-0200-5411	Consultants/Special Projects	\$30,000
	204-0200-5133	Road Salary	\$20,000
	204-0200-5213	Federal Payroll Taxes	\$500
	204-0200-5220	Health Insurance	\$4,000
• Cemetery	205-0405-5411	Consultants/Special Projects	\$10,000
	205-0405-5220	Health Insurance	\$3,000
	205-0405-5137	Cemetery Salary	\$15,000
	205-0405-5213	Contracts/Special Projects	\$1,737
• General Fund	100-0100-5220	Health Insurance	\$13,000
	100-0100-5411	Consultants/Special Projects	\$35,000
	100-0106-5220	Zoning Salary	\$10,000
• Park Fund	212-0500-5411	Consultants/Special Projects	\$40,000



# Planning and Zoning

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- Staff reviewed and approved two Minor PUD Modifications (two commercial).
- Staff issued 59 zoning certificates (24 residential and 35 commercial). It should be noted approvals include new homes, accessory structures, signage, additions, use verifications, and interior/exterior modifications.
- Staff performed final inspections on four residential properties and one commercial property for zoning compliance with approved plans.
- Staff received and investigated five formal complaints in the fourth quarter which resulted in one violation notice being issued to a property owner. It should be noted that four of the complaints received were either cleared prior to notices being issued, no zoning violation was found, and/or not zoning related and could not be addressed by the Planning & Zoning Department.
- The Board of Zoning Appeals did not review any cases/render a decision on any cases in the fourth quarter.

# Planning and Zoning

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## ZONING COMMISSION

The Zoning Commission did not review/render a decision on any cases in the 4<sup>th</sup> Quarter. It should be noted that Fifty West Brewing Company was scheduled for the November meeting but was continued in progress. In addition to Fifty West Brewing Company, the Take 5 Car Wash and Genesis of Montgomery were scheduled for the December meeting but it was canceled due to a lack of a quorum.



# Planning and Zoning

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There were a total of six zoning certificates issued to construct new residential dwellings (single-family). This figure is included in the total number of residential zoning certificates issued in the fourth quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Candlestone – 1 zoning certificate issued
- Brookwood – 2 zoning certificates issued
- Kensington – 2 zoning certificates issued
- Vintage Oaks – 1 zoning certificate issued



# Planning and Zoning

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Several residential subdivision plans are under review:

- Long Cove Lakes (formerly Foxview Lakes); 85 single-family dwelling units (Stage 2 – Final PUD Plan approved by the Township Zoning Commission)
- Losh Landing; 74 single-family dwelling units (Preliminary Plan approved by Warren County)
- Losh Landing North; 61 single-family dwelling units (Preliminary Plan approved by Warren County)



# Planning and Zoning

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Plans for several commercial projects were reviewed and approved during the fo quarter:

- Medimorph (New medical office at 9313 Mason-Montgomery Road)
- Lovesac (New retail use at 5595 Deerfield Boulevard)
- Tropical Smoothie Café (New restaurant use at 9321 Mason-Montgomery Road)
- Mr. Vapor (New retail use at 9986 Kings Automall Drive)
- First Watch (New restaurant being constructed at 5050 Deerfield Boulevard)
- Best Upon Request (New office use at 4605 Duke Drive)
- Candlewood Suites (New hotel use at 5070 Natorp Boulevard)



# Planning and Zoning

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Major GIS/IT projects for the 4<sup>th</sup> Quarter include the following:

- Master Sump Line Project
- Zoning Database Project
- Office/Email Authentication Migration Project
- Crowdstrike Project
- IT Support Request - 36
- Three zoning cases (Take 5 Carwash, 50 West, Genesis of Montgomery)
- Mapping Request (Kingswood Mowing, Resurfacing, CDBG, Snow Routes)
- OTARMA Risk Assessment
- Mitel Phone Support Request - 6
- Website Support Request - 13
- Activity Center Network Planning Solution
- Accounts & Maintenance
- SAN Upgrade Project
- Licensing/Renewals Critical Services (Veeam, Servers)
- Disaster Recovery, Business Continuity Plan and Network Security Policy



# Human Resources

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## New Hires

- 1 Part Time Fire
  - Lia Thomas– 10/30/22

## Projects

- Salary adjustments
- Vacation Accruals for 2023
- Employer provided insurance reporting
- Longevity
- HSA updates for 2023

## Resignations

### Part Time Fire

- Camden Christo –10/16/22
- Zachary Dapper – 10/25/22
- James Piron– 10/19/22
- Joel Wuerdeman – 11/09/22
- Caleb Lusby – 09/29/2022

## Workers Comp

0 new claims



# Warren County Sheriff

- Current Staffing is down by three deputies. Hiring and training are active for these positions.
- Deputy Bryan Kennedy was assigned to Deerfield Township.
- Sergeant John Smith was selected for Detective Sergeant and transferred to the main office.
- Deputy Kennon Coleman was promoted to Sergeant in December and took over Sergeant Smith's assignment.
- Since January 2022, there have been over 27,500 Calls for Service created for the township.



*In November, Deputy Katie Barnes presented information to SMOY school staff about how to respond to an active shooter incident.*

# Fire Department

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## **Unit Two:**

During the fourth quarter, we lost several part-time employees to other jobs. We also lost a career firefighter to another organization. Additionally, we have one career member who joined the Army and is absent from Deerfield until the spring of 2023. Crews have spent the vast amount of their time assisting in on-boarding on new career hires. Each of them is doing a fantastic job in learning our system.

## **Preemption Project:**

We have installed our station mounted preemption signal boxes in Station 57 and Station 58. The boxes will activate the preemption to clear the intersections prior to us getting into the apparatus. This will get traffic flowing prior to our units pulling off of the apron.

We are having issues with the new pumper's preemption which will have to be looked at by our installers. Once completed, this will wrap up our preemption project at which time all PO's will be closed out.



# Fire Department

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## Training Tower Update

The site work, footers, and slab were completed for the training tower. We also have the plans approved by Warren County.

The building is in the final stage of manufacturing and will ship to the site at the end of this month.

We still anticipate having the project completed by March 1, 2023.

We have a meeting in the upcoming week to discuss the logistics of the building and the shared space with the command staff of Hamilton Township.



# Fire Department

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## Training

We held an in-house hazmat technician course in October for our new career hires. This was done in partnership with the Greater Cincinnati Hazardous Materials Unit. This was an extensive 40 hour class that encompassed both classroom and hands-on training.



# Fire Department

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## **Quartermaster**

We received an Ohio BWC grant for \$15,000.00 to outfit all personnel with new structural firefighting gloves and particulate firefighting hoods. This will aid in our cancer prevention initiative. The gloves also provide improved dexterity and breathability as compared to models of the past.

Stigler Supply has been working on keeping our station supplies stocked with the aid of FF Bentley. Our central supply at Station 58 is where we keep our bulk items. This makes shipping and invoicing much easier for all parties involved.

## **Fire Equipment and Apparatus**

Captain Brinker and DC Miller conducted the final inspection and testing of our 2022 pumper. The unit is assigned to Station 56. The 2021 pumper went out for warranty repairs and has been re-allocated to Station 58. This has placed our 2011 pumper as our primary reserve truck.



# Fire Department

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## Significant Incidents

- October 29, 2022 crews responded mutual-aid into Liberty Township for a garage fire. Crews worked alongside of Butler County units for over an hour to bring the incident under control.
- November 2, 2022 crews responded mutual-aid into Morrow for a structure fire. Crews had a fire in the rear of a “Hoarder House” and worked extensively on extinguishment and overhaul.
- November 5, 2022 crews responded mutual-aid into West Chester for a structure fire. Crews had a well advanced fire on arrival and worked for over an hour and a half to aid in containment.



*(Crews working in West Chester)*

# Fire Department

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- November 26, 2022 crews responded mutual-aid into Sycamore for a trailer on fire in a trailer park. Crews had heavy fire conditions both on the exterior and interior of the trailer. Crews worked for an hour with Hamilton County units.
- November 26, 2022 crews responded mutual-aid into Sycamore for a garage fire. Crews had heavy fire conditions both on the exterior and interior of the condominium. Crews worked for two hours with Hamilton County units.



# Fire Department

Listed below are the fourth quarter's EMS 2022 calls entered into the Zoll EPCR System. Please note: the County has switched to a new EPCR and fire reporting system through ESO. The ESO program went in-service on 11/30/22. Below is data from the old EPCR system **from 10/1/22 - 11/29/22**. The total number of EMS responses in the new ESO system from 11/30/22 to 12/31/22 is 334 EMS calls. Combined, the overall total of EMS calls for the fourth quarter is 847. The amount of EMS calls is an increase of 99 calls from the previous year.

## Fourth Quarter EMS Stats From 10/1/22-11/29/2022

	Total		Total
Abdominal Pain / Injury	27	Illness Not Listed Here	39
Allergic Reaction	4	Injury Not Listed Here	6
Animal Bite	1	Lift Assist (Non Injury)	1
Assault/Fight/Rape	3	Mass Casualty Incident	1
Back Pain / Injury	17	Medical Alarm	3
Breathing Problems	41	Nature Unknown	1
Breathing Problems - 06	15	Non Breather	10
Burns	2	Obstetric Emergency	1
Chest Pain	31	Overdose	6
Choking	5	Poisoning / Ingestion	4
Dead Body	1	Seizures / Convulsions	18
Diabetic Problems	5	Stroke / CVA / TIA	18
Emotionally Disturbed Person	9	Structure Fire	1
Eye Problem	2	Suicide / Attempted Suicide	3
Fall - 17	50	Unconscious /	46
Falls	39	Unresponsive	
Head Pain / Injury	2	Unknown Medical Problem	47
Heart Problems	5	Unknown Type Accident	2
Hemorrhage / Lacerations	10	Vehicle Accident with Injury	37
		<b>Total</b>	<b>513</b>



# Fire Department

## Fourth Quarter Incident Count:

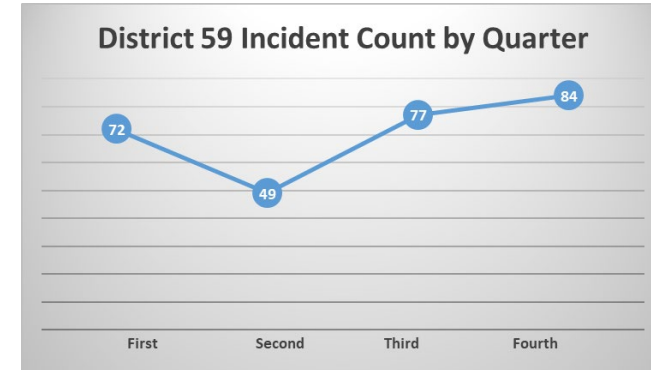
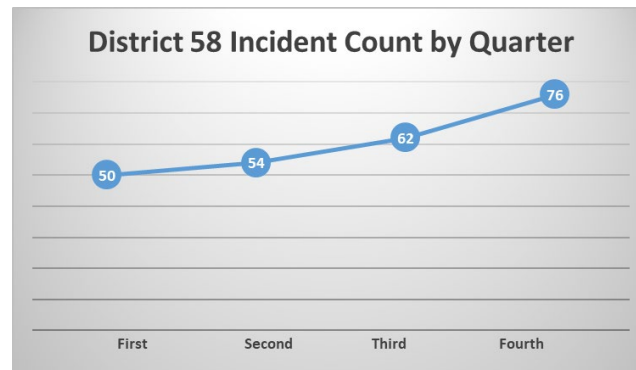
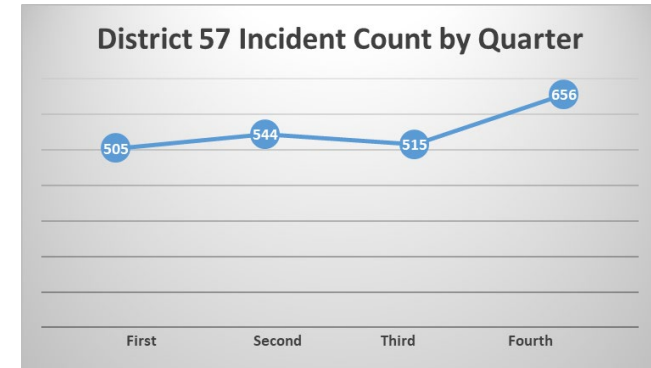
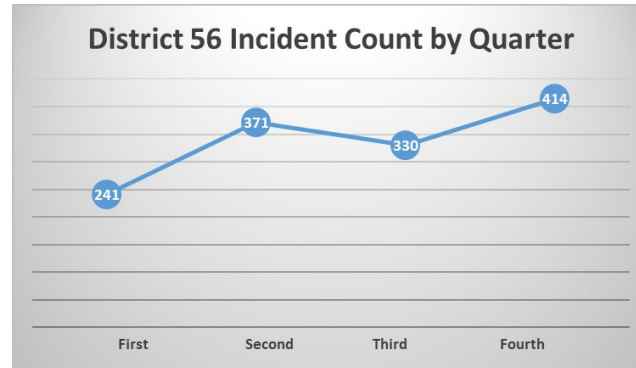
Total: 1496

Fire: 557

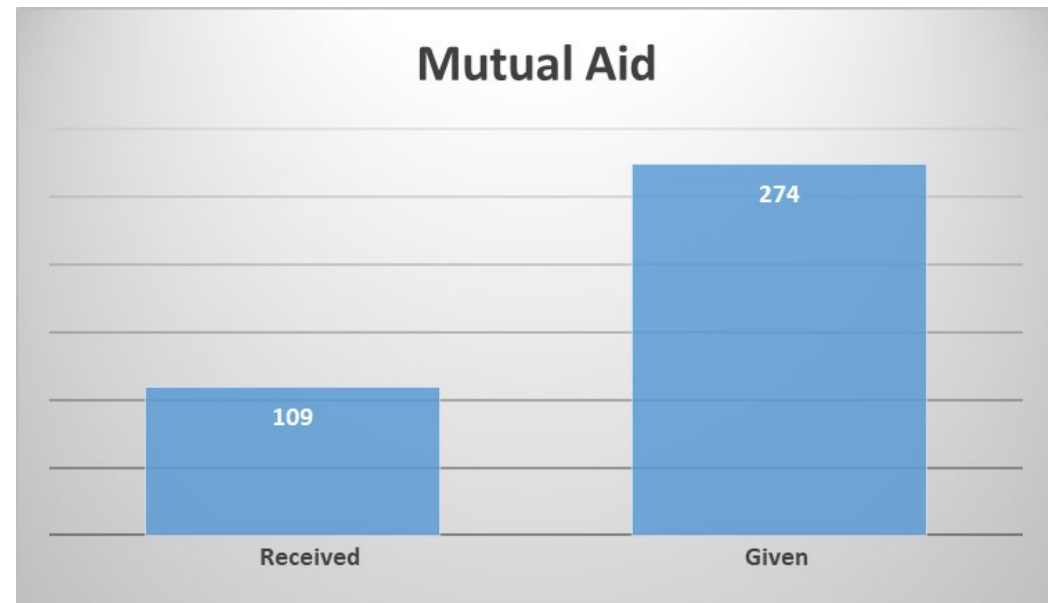
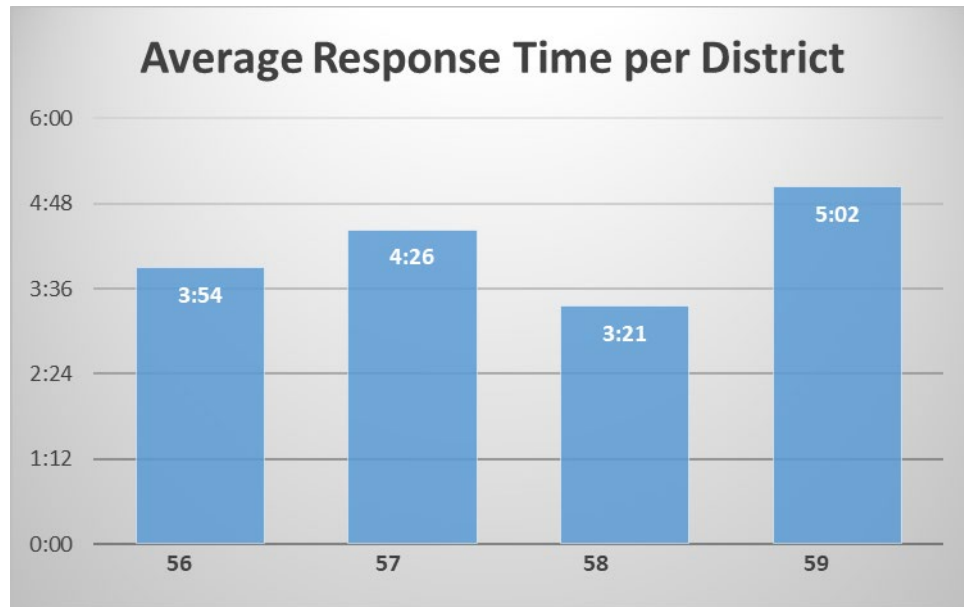
EMS: 939

**Year to Date 2022: 5,329**

**Year to Date 2021: 4,674**



# Fire Department



# Economic Development/PIO

We continue to gather information on the area's commercial real estate market. During the fourth quarter, staff met with representatives from the following companies and organizations to discuss our competitive position:

- Bayer Becker
- Cincinnati Regional Chamber
- Duke Energy
- Economic Development Group
- First Commonwealth Bank
- Kubicki Real Estate
- Golden Shovel Agency
- Jobs Ohio
- Journal News
- Miller Valentine
- Miami University
- Montrose Group
- Myers Y. Cooper Co.
- REDI Cincinnati
- Strauss Troy



# Economic Development/PIO

A key component of our program of work is the retention of existing businesses. These companies account for much of the growth in any community. By helping them, we keep business investment in the community and create job opportunities for residents. To identify companies considering expansion or relocation, we launched a business visitation program at the end of 2022. This includes existing and new businesses. During the fourth quarter, we met with representatives from seven local companies:

- Craig Capital
- First Financial Bank
- Hampton Inn
- Joint Chiropractic
- New Horizons
- Medimorph
- Total Body Performance





# Economic Development/PIO

The District of Deerfield continues to make headlines. At the end of 2022, the Cincinnati Business Courier published an article highlighting the project. It included details about PINS Mechanical, the latest tenant announced for this \$100 million-plus development.

The Deerfield PINS will be the first freestanding location for the brand, comprising 30,000 square feet across two floors lit by large skylights, each with outdoor balconies, and a parking lot designed so food trucks can pull right up to serve patrons. There will be a 40-foot-tall corkscrew spiral slide connecting the second floor to the first.

Construction on the second phase of The District at Deerfield will begin in the first quarter of 2023. Pins Mechanical Co. is expected to open in early 2024.



# Economic Development/PIO

## Public Information Projects – 4<sup>th</sup> Quarter 2023

- Helped representatives from SBDA organize a training seminar for entrepreneurs here at the Township Building
- Participated in the annual Holiday Celebration and Christmas Tree Lighting Ceremony at Deerfield Town Center
- Participated in the Chanukah Celebration and Menorah Lighting, also at Deerfield Town Center
- Assisted with the promotion of a new initiative organized by the Warren County Board of Commissioners and 4C for Children to expand affordable childcare
- Assisted with the promotion of a holiday lights recycling program organized by Warren County Solid Waste District
- Assisted with the promotion of a small business seminar organized by Greater Cincinnati SCORE
- Assisted with the promotion of the Warren County Township Association Annual Scholarship Program



# Economic Development/PIO

During the fourth quarter, the Economic Development Director represented Deerfield Township at the following meetings and events:

- Warren County Area Progress Council Economic Outlook Breakfast
- Women Walking West Gala
- REDI Cincinnati Community Partners Breakfast
- MAEDC Competitiveness Conference
- MAEDC Board of Directors Meeting
- MADE Gems of Excellence Awards Dinner
- OEDA Annual Economic Summit
- SBDA Board Winter Meeting



# Public Works - Road and Bridge

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*Quarter #4 milestones for the Service Department are detailed below.*

## **Road Work**

- Commenced last mow and weed removal operations along all township roads in October.
- Final brush pick-up completed in October.
- Inspected and made necessary repairs/replacements in Sign Zones (10 – made repairs).
- Repaired/rebuilt catch basins throughout Deerfield Township.
- Staff performed six (6) sweeps of all zoning signs throughout the 4th quarter.
- Service Crew members assisted our cemetery with several Funerals.
- Completed our guardrail inspection, staff made all necessary repairs.
- Responded to all drainage issues, potholes, and other miscellaneous calls from residents.
- Staffed weekend Township events throughout the 4<sup>th</sup> quarter.
- Removed and chipped 160 yards of brush for residents.
- Crews cleaned and removed debris from several culverts and bridges.
- Staff trimmed trees for snow plow trucks in various subdivisions.
- Prepared all trucks for winter weather – snow and ice control
- Set up and completed snow plow roadeo.
- Crews completed leaf pick up
- Crews cleaned 71 ramp hill side at Fields Ertel





# Public Works - Administration

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- Street Light Inspections – Staff inspected zones 8 for defective street lights. 7 streetlights were reported to be repaired.
- 2022 Resurfacing Project – Project was paid and closed in November.
- 2019-03 Kings Mills Improvement Project, Phase II – Ford Development Corp. began construction on November 14, 2022. New storm sewer and 24" water main was installed from College Street to Maple Street.
- 2022-02 Landscaping Maintenance Project – Staff prepared bid documents. Project is set to bid on January 30, 2023.
- 2022-03 CDBG Loveland Park Resurfacing Project. Project was awarded to Barrett Paving Material Inc. Barrett Paving resurfaced various streets in Block Group 2, Census Tract 320.10 in early November.
- 2022-07 Sidewalk Replacement Program – R.E. Middleton Construction began construction in early November. 1,331 square feet of sidewalk was replaced throughout the Township. Project was closed and paid at the end of November.
- 2022-08 Hazard Tree Removal Project – A1-Tree Care removed 18 hazard trees within the right-of-way throughout the Township. Project was completed in mid November
- 2023 Resurfacing Project – Staff has prepared estimate and Bid Documentations for project. Project is set to bid in February.
- Staff prepared documents and submitted for CDBG Funding for Block Group 2, Census Tract 320.10. Grant is scheduled to be awarded or declined in 2023.
- Staff is continuing to prepare Phase III and Phase IV of the Kings Mills Project for the OPWC grant.
- Continuing to collaborate with WCTID for the future construction of the pathway on Irwin Simpson, Western Row Safety Improvement and Columbia Rd. roundabouts.
- Completed safety training monthly for all service personnel (October, November, December).
- Staff has prepared the 2023 budget ready for review.
- Staff prepared new snow routes, updated books and GIS system.
- Service department snow safety class and in-house "Roadeo" completed in October, in preparation for the PWOSO "Roadeo".



# Deerfield Regional Storm Water District

***Quarter #4 milestones for the Deerfield Regional Stormwater District are detailed below.***

- Staff fielded 28 storm water calls (230 for the year) and received 3 Requests for Assistance (RFA) during 2021 Q4 (36 RFAs received in 2022).
- Staff managed 28 stormwater related improvements for the year, four of which were completed in Q4, with another 10 in various stages of design or construction.
- The Stormwater District contributed funding for Phase II of the Kings Mills Improvement Project. This will allow for all new storm sewers to be installed within the right of way.
- The final round of street sweeping was undertaken during the month of December. Over 20 tons of waste and debris was collected and kept out of the storm sewer system and our local streams.
- The District has moved from the study phase to engineering design for improvements to the Meadow Drive and Green Haven Way intersection. Engineering has also begun on improvements to the drainage infrastructure along Snidercrest Rd.
- In cooperation with Warren County, the District is moving forward with a plan study the drainage and drinking water issues affecting Loveland Park. Since this is the largest and most complex study the District has undertaken, the Board is being very deliberate with each step in the process to ensure that the end product will provide the necessary information.



# Service Department – Parks & Recreation

## **DeerfieldRec.com**

69 New Accounts  
(31 Res, 38 NR)

## **Online Registration**

131 Registrations  
(96 Res, 35 NR)

## **Recreation Programming**

42 Events/Programs  
9 Cancelled\*  
8,593 Participants\*\*

## **Volunteerism**

3 Events/ 14 Volunteers  
48 Volunteer Hours

## **Snyder House**

9 Private Rentals  
23 Local Non-Profit

## **Special Event Permits**

0 Applications  
0 Approved

## **Field Use Permits**

1 Request Submitted  
1 Pending

## **Memorial Donations**

0 Memorials

\*Cancelled Events/programs are included in the overall count. Cancellation reasons may vary – weather, staffing, low enrollment.

\*\* Missing participant count for Art Bar and Live Wreath Making Workshop. Live Wreath Making was sold out.



# Service Department - Parks

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- Staff continued to work on completing the Activity Center at Kingswood, including the playground and Ninja Course
- Service department continued to work with the Ohio River foundation on removal of invasive species at Kingswood Park
- Installed concrete pads for benches at Roberts
- Service Department worked on repairing and replacing drainage pipes around the parks
- Service department graded and maintained paths at Kingswood Park and Carter Park

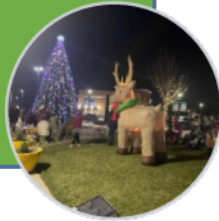




# Service Department – Recreation

- Summer Camp Curriculum for Cycle 5 continues to be developed by the Camp Director.
- Changes made to Parks website to reflect new programming and updated photos of Kingswood.
- 3 Parks and Recreation E-Newsletters published
- Changes continue to be made to website to stay current with changes to MyRec software
- Recreations Manager attended workshop and training through OPRA to further knowledge regarding planning programs and networking.
- Updated website to include upcoming and current park projects.
- 38 cemetery deeds approved by Trustees
- Program planning for 2023

## Programming Administration



- Hosted 3 special events in Kingswood Park: Int'l Cyclocross race, Kings Local Schools Cross Country meet, Sonder Oktoberfest 5k.
- Treat Street event at Deerfield Towne Center had 5000+ attendees. Service team handed out candy and assisted with traffic management.
- Coordinated with Fire Department to organize and handle registration for First Aid/CPR class.
- Partnered with WCSW to hold Fall Prairie Walk at Kingswood and community members assisted with milkweed seed pod collection.
- Deerfield Handmade Market had 1400+ attendees
- New Parents Night Out and Lego Club programs were well attended and well liked by participants.

## Recreation Programs



- Ohio River Foundation finished their invasive species efforts for the year. In Q4, they had 14 volunteers that removed 2200 invasive plants and vegetation.
- 38 social media posts were made.
- Community Garden Plots season wrapped up and end-of-season survey results were emailed to participants
- Secured a partnership with North Cincinnati Community Church to assist with Easter Egg Hunt in April

## Special Projects



# Cemetery Department

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Activity	Quantity	Amount
Opening/Closing	60	\$40,150
Disinterment	-	-
Grave Sales: Resident	12	\$24,000
Grave Sales: Non-Resident	25	\$55,000
Grave Sales: Cremation	1	\$600
Foundations	25	\$7,642
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		<b>\$127,392</b>