

2023 Fourth Quarter Report

DEERFIELD TOWNSHIP, OHIO



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Finance

Fourth Quarter-Budget Report

Fund	Budget		Amended	Expense 2023	Encumbrance	Budget %
	Adopted Budget	Amendments	Budget			Used
General Fund	5,280,729	4,960,171	10,240,900	9,230,786	300,790	94%
Road and Bridge Fund	4,767,309	2,019,772	6,787,081	4,454,894	296,922	96%
Cemetery Fund	889,692	33,622	923,314	685,223	700	74%
WCSSO Fund	5,408,452	382,838	5,791,290	4,854,402	481,445	92%
Park Fund	1,831,667	469,802	2,301,469	2,047,342	141,258	95%
Fire/EMS Fund	11,231,412	1,229,360	12,460,772	11,503,432	42,203	93%



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Finance

Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	14,821,354.66	695,568.91
RedTree Investment Group	35,157,040.58	1,065,599.57



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Finance

	Percentage	Current Year Appropriations	2023 Y-T-D Activity	2022 Y-T-D Activity	Encumbered Balance
Salary	38%	13,087,676	13,448,267	10,445,155	0
Benefits	13%	4,401,593	4,517,971	3,973,076	108,714
Purchase Service	43%	14,914,773	12,034,867	9,370,129	1,393,869
Supplies	4%	1,215,228	1,032,472	1,169,224	166,484
Miscellaneous	2%	805,425	800,448	806,644	26,223
Total Operating Budget	100%	34,424,695	31,834,025	25,764,228	1,695,290
Debt Payment		0	0	0	0
Transfers/Advances		0	0	3,000,000	0
Note Refunding		0	0	0	0
Equipment		3,413,959	2,254,747	2,444,906	480,934
TOTAL EXPENSES		37,838,654	34,088,772	31,209,134	2,176,224

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



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Finance

Fourth Quarter Supplemental Appropriations

• Road Fund	204-0200-5411	Contract/Special Projects	\$5,335
	204-0200-5225	Dental Insurance	\$274.84
	204-0200-5225	Gas and Diesel Fuel	\$118.12
• Park Fund	212-0500-5419	Contract Services	\$10,000
	212-0500-5220	Health Insurance	\$1,482.60
• Fire Fund	220-0305-5650	Vehicles & Mowing Equipment	\$16,500
	220-0305-5225	Dental Insurance	\$1,078.82
	220-0305-5226	Vision Insurance	\$15.20
• General Fund	100-0100-5226	Vision Insurance	\$25.36
	100-0100-5230	Life Insurance	\$5.30
• Cemetery Fund	205-0405-5225	Dental Insurance	\$146.16
	205-0405-5260	Workers Compensation	\$1,374.56



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Planning and Zoning

Staff issued 92 zoning certificates (49 residential and 43 commercial). It should be noted approvals include new homes, accessory structures, signage, additions, interior/exterior modifications, Minor PUD Modifications, and Zoning Verification Letters.

Staff performed final inspections on nine residential properties and one commercial property for zoning compliance with approved plans.

Staff received 11 formal complaints and investigated all of them in the 4th Quarter which resulted in eight violation notices being issued to property owners. It should be noted that three of the formal 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 (BZA) reviewed one case in the 4th Quarter. The BZA approved a sign variance for Home 2 Suites on Bardes Road.



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Planning and Zoning

Residential (Housing Starts)

There was a total of 26 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 4th Quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Long Cove Lakes – 2 zoning certificates issued
- Duke Crossing – 9 zoning certificates issued
- Losh Landing – 13 zoning certificates issued
- Vintage Oaks – 1 zoning certificate issued
- Snidercrest – 1 zoning certificate issued



Planning and Zoning

Residential (Subdivision Pipeline)

- Losh Landing North; 61 single-family dwelling units (Preliminary Plan approved by Warren County)
- Deerfield Crossing; 11 single-family dwelling units (under construction)

Commercial (New Businesses/Relocations)

- Pjynet Dermatology (New Medical outpatient clinic at 5184 Socialville-Fosters Road)
- Kid Clubhouse (New indoor entertainment use at 3187 Western Row Road)
- Goodwill (New retail use at 3990 Route 22 & 3)
- Care First Urgent Care (New medical outpatient clinic at 3187 Western Row Road)

Commercial (New Construction)

- 50 West (New Restaurant under construction at 5224 District Park)
- Pins Mechanical Company (New indoor entertainment use under construction at 5272 District Park Drive)
- Stockyards Bank & Trust (New bank under construction at 8191 Arbor Square Drive)
- The District at Deerfield (Mixed-Use Buildings and Parking Garage under construction along Parkway Drive)



Planning and Zoning

Major projects for the 4th Quarter include the following:

- IT Support Request 27
- Website Support & Maintenance 16
- Phone Support & Maintenance 13
- Exchange Licensing Purchases
- Account & Maintenance
- Doorbox 56 Project
- Canon & HP Printer/Copier Proposal
- Veeam Renewal
- Esri Renewal
- GIS Project & Maps
 - Stormwater GIS Project
 - Rezone Statistics
 - Snow Routes
 - Kings Mills Pathway Grant
 - CDBG
 - ZC 2023-332 Grunder Landscaping
 - Resurfacing



Human Resources

New Hires

- 1 new hire for Service
- Dylan Wray - 11/27/23

Projects

- Salary Survey
- Longevity
- United Way Campaign

Resignations/Terminations

Seasonal Workers

- 1 - Service Crew 10/14/23

Part Time Fire

- Johnny Cox - 10/12/23

Full Time Fire

- Brad Jenkins - 12/26/23
- Chris Posega - 11/25/23
- John French - 11/24/23

Full Time Service

- Xavier Paul - 12/19/23

Workers Comp

- 2 new claims
- both bodily fluid exposure



Warren County Sheriff

- Current Staffing is down by only one deputy. This line is being held for the future K9 position, and the selection process will occur in early 2024.
- A Financial Grant through the AKC to assist in the purchase of the new K9 is in the final stages and we should have an answer soon.
- We purchased Four (4) Dodge Durango vehicles to replace aging vehicles in our fleet. These vehicles have been delivered, but we are currently waiting on some equipment.
- Since January 2023, there have been over 28,500 Calls for Service created for the township.
 - Notable Statistics for 2023
 - Nearly 1,600 Calls for Service dedicated to the extra patrol of problem areas in the Township
 - Over 2,400 Traffic Stops for traffic violations in the Township
 - Reports Handled
 - Over 500 Traffic Crash Reports Generated
 - Over 2,000 Criminal and Non-Criminal Incident Reports Generated



Fire Department

Quartermaster

During the fourth quarter, a large year-end order of cleaning supplies was made to help carry us over into the first quarter of 2024. Furthermore, acknowledging the surge in sickness cases within the department throughout 2023 due to Covid and other factors, plans are underway to incorporate Lysol or a similar disinfectant into future purchases, fortifying our commitment to prioritizing the health and well-being of our team. Currently, members must blend solutions together to disinfect.

In commemoration of the 25th anniversary of dedicated service by DTFR, jackets were purchased for all department members. Regrettably, several of these jackets were either incorrect or undelivered. Presently, Captain Butler is actively overseeing the rectification process, ensuring that the company addresses all discrepancies promptly and accurately. No other major purchases for uniforms or gear were purchased in the fourth quarter.



(Mutual Aid - Liberty Township)



Fire Department

Fire Equipment

We are presently conducting a comprehensive needs analysis and seeking quotes for the procurement of new gas meters. The existing meters are reaching the end of their lifespan, rendering the acquisition of replacement parts increasingly challenging. Our aim is to finalize the process and submit a purchase order in February for the purchase of seven new gas meters.

As an integral part of the 2025 capital improvement plan, the acquisition of new SCBA remains a key focus. To ensure a comprehensive and precise selection aligning with DTFR's needs, we are initiating a committee comprising members from all three shifts. This committee will begin its work in March, recognizing that the thorough evaluation and determination of the most suitable SCBA for our department will span close to nine months. This meticulous approach underscores our commitment to investing in equipment that best serves the safety and operational requirements of DTFR.



(Structural collapse training - Socialville Foster)



Fire Department

Training

DTFR and the City of Mason Fire Department teamed up for two training sessions. Topics covered were standpipes and structural collapse. Members from both departments have shared a strong interest in more trainings being held jointly together. Currently D/C Todd and D/C Wyatt are working together to ensure that this takes place in 2024 and beyond while still making sure that adequate coverage is still provided for the stakeholders in the community.



(Department Hazardous-Materials Training)

October	(3-5)	Standpipe	(10-12)	Pediatric Emergencies	(17-19)	Ladder Ops	(24-26)	WAS
Nov.	(7-9)	Self Rescue / RIT	(14-16)	Cardiac / 12 Leads	(21-23)	WAS (Commercial)	(28-30)	Haz-Mat Operations
Dec.	(5-7)	Attached Garage Fire Tactics	(12-14)	EPCR / Reporting	(19-21)	Through the Lock	(26-28)	Haz-Mat Metering



Fire Department

Quarterly Incident Data:

EMS: 930

FIRE:398

Fourth Quarter total: 1,328

Year End Total Runs: 5,247

According to last year's data DTFR had a total of 5,329 runs in 2022. Therefore, the department had 1.54% total decrease in total runs in 2023,



Fire Department

District 56

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
368	451	474	490

Total: 1,784

District 57

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
546	623	528	520

Total: 2,217

District 58

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
174	188	206	187

Total: 755

District 59

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
102	119	140	131

Total: 492



Economic Development/PIO

Hotel Completes Major Renovation!

Congratulations to our friends at Candlewood Suites Cincinnati Northeast! Deerfield Township Board of Trustees President Julie Seitz joined GM Veronica Haheu and her team for a ribbon cutting to celebrate the completion of an impressive renovation. Hotel owner IHG made a significant investment to improve rooms and common spaces, creating an inviting environment for guests. Candlewood Suites offers a quiet residential-style stay with modern amenities and spacious suites that include large workspaces, separate lounge areas, and complimentary Wi-Fi.



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Economic Development/PIO

SONDER BREWING EARNS BUSINESS RECOGNITION!

Deerfield-based Sonder Brewing took home its second Gem of Excellence award at the MADE Chamber's 2023 Annual Gala. The company was recognized for hosting a fantastic business after-hours event earlier in the year. We congratulate Justin Neff and his team on this much deserved recognition! Congratulations to all of the nominees at this year's event, and many thanks to our friends at the MADE Chamber for recognizing one of our best companies.



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Economic Development/PIO

New Restaurant Opens on Mason Montgomery

It is always fun to see a family-owned business open in our community. Congratulations to Lili and Chen on the opening of Poke 96, a new poke and sushi restaurant located at 9540 Mason Montgomery Road. Stop by and enjoy some of your favorites including a fantastic sushi bar, delicious hand rolls, rice bowls, noodles, and other Vietnamese specialties. Customers can even build their own poke bowl!

Welcome to our community Poke 96. More info can be found at www.poke96.com. Even better, stop in sometime and discover this new Deerfield favorite!



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Economic Development/PIO

Township Launches New Program to Help Small Businesses!

The Deerfield Township Community Improvement Corporation, Warren County Small Business Development Center, and COhatch have joined forces to help you pursue your dream of starting a small business. Specifically, we are awarding twelve Boost scholarships to Deerfield Township residents. Each scholar receives FREE access for one year to meetings, team collaboration, networking, and programming at the COhatch facility in the Deerfield Towne Center. In addition, the Warren County SBDC will provide FREE classes on business planning and finance as well as business coaching services to all participants. Applications will be accepted throughout 2024. Apply now: <https://bit.ly/49A8rsY> and take advantage of this unique opportunity to start and sustain a small business!



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Public Works - Road and Bridge

Quarter #4 milestones for the Service Department are detailed below:

Road Maintenance

- Initiated the final mowing and weed removal cycle for all township roads in October.
- Completed final brush pickup for the season in October.
- Conducted inspections and completed necessary repairs/replacements within 10 designated sign zones
- Repaired or rebuilt catch basins throughout Deerfield Township
- Performed six comprehensive sweeps of all zoning signs throughout the quarter.

Community Support

- Service crew members provided valuable assistance during several cemetery funerals
- Staffed various township events throughout the fourth quarter
- Removed and chipped 140 yards of brush for resident requests
- Crews cleaned and removed debris from culverts and bridges, ensuring proper drainage
- Strategically trimmed trees to optimize snowplow operations in various subdivisions

Winter Preparedness

- Prepared all department vehicles for winter weather conditions, ensuring efficient snow and ice control
- Successfully conducted and completed a snowplow "Roadeo" to enhance winter response skills.

Fall Cleanup

- Crews efficiently completed the township leaf pickup program
- Addressed cleaning needs at the 71-ramp hill side located at Fields Ertel



Public Works - Administration

Maintenance and Inspections

- Streetlight inspections: Staff conducted final inspections in remaining zones, identifying and reporting 11 defective streetlights for repair.

Project Completion and Closeout

- 2023 Resurfacing Project: Successfully completed and closed out the project in November.
- 2023 Sidewalk Replacement Program: Project closed, and payment finalized by November.
- 2023 Hazard Tree Removal Project: A1-Tree Care removed hazardous trees within the township right-of-way. Project completed in mid-November.

Project Management and Planning:

- 2019-03 Kings Mills Improvement Project, Phase III: Utility work 50% completed. Barrett to start construction in January 2024.
- 2024 Landscaping Maintenance Project: Prepared bid documents for the project, scheduled for bidding in January 2024.
- 2024 CDBG Loveland Park Resurfacing Project: Prepared CDBG funding application for Block Group 2, Census Tract 320 10, with award or decline decision expected in January of 2024.
- Continued development of Phase IV for the Kings Mills Project in pursuit of OPWC grant funding.
- Collaborated with WCTID on future construction projects including the Irwin Simpson pathway, Western Row safety improvements, Columbia Road roundabouts, Bardes/Escort Drives and the Kingswood Connection Pathway
- Continued work with Kleingers Group for Phase I of the streetscape design. Also working on phases II -V.
- Reviewing and preparing for the pathway at Kingswood Park for 2024.

Safety and Training:

- Conducted monthly safety training sessions for all service personnel throughout October, November, and December.

Budget and Operations:

- Prepared the 2024 departmental budget for review.
- Developed new snow routes and updated related documentation within the books and GIS system.
- Held a service department snow safety class and an internal Roadeo in October to prepare for the PWOSO Roadeo.



Deerfield Regional Storm Water District

This report summarizes the key achievements of the Deerfield Regional Stormwater District during the fourth quarter (Q4) of 2023.

Resident Service

- Responded to 21 resident inquiries and requests for assistance (RFAs) related to stormwater issues, bringing the annual total to 24 RFAs.

Project Management

- Successfully oversaw 16 stormwater improvement projects throughout the year, with 5 projects completed in Q4.
- An additional 11 projects remain in various design or construction phases.

Infrastructure Improvements

- Contributed funding for Phase II of the Kings Mills Improvement Project, facilitating the installation of new storm sewers within the designated right-of-way.
- Conducted three rounds of street sweeping throughout 2023, collecting over 25 tons of waste and debris to prevent them from entering the storm sewer system and local streams.
- Completed storm sewer improvements at the intersection of Meadow Drive and Green Haven Way in the Woodfield Subdivision (Landen). This project is expected to significantly reduce the risk of street flooding during heavy rain events.

Planning and Development:

- Partnered with the Warren County Water and Sewer Department on a study to assess drainage and drinking water challenges in Loveland Park. The study is approximately halfway complete.



Service Department – Parks & Recreation

DeerfieldRec.com 71 New Accounts (34 Res, 37 NR)	Online Registration 176 Registrations (109 Res, 67 NR)	Recreation Programming 18 Events/Programs 1 Cancelled* 7,554 Participants**	Volunteerism 19 Volunteers 43 Total Volunteer Hours
Snyder House 9 Private Rentals 3 Local Non-Profit	Special Event Permits 2 Applications 2 Approved	Field Use Permits 14 Request Submitted 0 Pending	Memorial Donations 0 Memorial Donations Bulk Tree Donation for Roberts Park from Mrs. Gale Roberts

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



Service Department - Parks

- Service department conducted necessary playground inspections and repairs.
- Service Department removed and washed all pond fountains.
- The service department removed and washed all trashcans surrounding the ballfields at parks.
- Removed all soccer goals for grass reseeding.
- Service department trimmed and cleaned out flower beds and gutters.
- Service department assisted cemetery staff with funerals and foundations as needed.



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Service Department – Recreation

- Parks Director and Rec. Manager reviewed current policies, and noted policies that need to be updated. This will be an ongoing process.
- Recreations Manager reached out to Council on Aging to establish more programming for seniors in our community
- 2 Parks and Recreation E-Newsletters published
- Working with Warren County Conservation Collaboration to develop new programming for 2024
- 35 cemetery deeds approved by Trustees
- Camp director completed last cycle of curriculum
- Increase digital marketing efforts to increase awareness and participation in township events.
- Initiated development of Cost Recovery Model for field use and Activity Center rentals by gathering comps from surrounding communities
- Reviewed Special Event Permit requests for 2024

Programming Administration



- Parks Department partnered with OSU Warren County extension for Fall Wellness Walks in Kingswood Park.
- Parks collaborated with Deerfield Towne Center for both Treat Street, Holiday Lights, and Menorah Lighting events
- Camp Director organized 2 programs aimed at Junior High and High School aged community members.
- Parks Department partnered with Star Glazers, Terri Riddle Art and The Arts Alliance to expand holiday arts programming
- Fall Prairie Walk and Milkweed Seedpod collection was a success with community members learning about the pollinator gardens and native species planted in our prairie and garden beds. Community members gathered over 10 bags of milkweed seedpods used to provide more habitats for monarch butterflies

Recreation Programs



- Tennis, pickleball, and basketball resurfacing was completed with a ribbon cutting ceremony held in October
- Kings High School and CHCA hosted Cross Country Meets in Kingswood Park, and the Township also welcomed the 2-day international cyclocross race
- Developed and ran first annual Name the Snowplow Contest, which had good community participation
- Continued updates on Kingswood Activity Center, including hanging speakers on wall, and exploring potential vendors for acoustic paneling on the walls.

Special Projects



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Cemetery Department

Activity	Quantity	Amount
Opening/Closing	37	\$30,550
Disinterment	1	\$1,500
Grave Sales: Resident	19	\$38,000
Grave Sales: Non-Resident	25	\$55,000
Grave Sales: Cremation	8	\$4,800
Foundations	18	\$5,574
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$135,424

