2020 4th Quarter Report

DEERFIELD TOWNSHIP



<u>Administration</u>

- Worked to take final action towards abating a public nuisance property, Bestway Inn. Deerfield has continued to work with the property owner in attempt to abate the nuisance activities, since 2017. Non-compliance has resulted in a formal complaint being filed with Warren County Court.
- Worked to evaluate public safety concerns on King Avenue. Deerfield Township will be working with WCEO to have radar speed limit signs installed. Service crews also ordered new stop signs for replacement in Kings Mills Hamlet.
- Reviewed and approved the 2021 contract with the Warren County Sheriff's Office.
- Completed all 2021 Budgets
- Updated all Township Capital Improvement Lists for Roadway Infrastructure, Parks Infrastructure, and Pathway Systems.
- Work has continued to progress on the new Deerfield Township Civic Facility design. At the end of December we were beginning the DD phase of design. The new facility will maintain the "future public space" for use within the facility.
- Finalized necessary easements for Warren County, in regards to the Butler-Warren Widening Project



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Training

October -	Medical Sims	School Bus Extr.	Haz-Mat
November -	Crew Resuscitation	Elevator Emergencies	Structural Collapse
December -	2021 Protocol Update	RIC-Self Survival	Ice Rescue

As things slowed down due to the recent surge of COVID-19 cases, crews conducted much of their fourth quarter trainings inquarters. This was done to isolate crews from one another as much as possible. We have continued with our restroom training minutes. We have also continued with our bi-monthly department trainings that are to be handed out by the on-duty station officer. We still were able to conduct our EMS trainings with Lt. McElroy moving amongst stations.

The City of Mason Schools donated four buses for us to utilize for training. Our crews spent six days practicing extrication and stabilization techniques. Case towing moved the buses around for us.



Human Resources

New Hires

10 Part Time FF-EMT

- Anderson Abney
- Camden Christo
- Christian Clark
- Adam Gilpin
- Logan Howell
- Zechariah King
- Benjamin Louse
- Kenneth Peddicord
- Owen Schneider
- Anthony LaGory

1 Part Time FF-Medic

• Troy Mirick



Human Resources

Resignations

The following part time Fire Fighters resigned in the 4th quarter

- Anthony LaGory FF/EMT 11/25/20
- Kyle Wendling FF/Medic 12/01/20
- Brian Timmers FF/Medic 12/13/20

Workers Comp

- 1 new claim
 - Smoke Inhalation
 - Mask failed during training

Human Resources Projects

- Salary Adjustments
- Wellness Week
- 1095-C and 1094-C reports for Employer Provided Insurance reporting
- Onboarding 11 Part time FF's
- Interviews for Full Time FF hiring process
- 2021 Vacation Accruals



Service Department

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

PARKS

- Commenced monthly mowing and weed removal operations at all township parks during the 4th quarter.
- Staff built and installed new picnic tables at Kingswood park for the farmers market.
- Fall clean-up of all parks including mulching leaves at all Parks
- Completed all tree trimming to ensure the safe use of pathways and parking lots at all township parks.
- Staff repaired wind screens on baseball fields, tennis and basketball courts at Cottell park.
- Preformed weekly inspections on playground equipment and made repairs as needed.
- Staff made emergency repair to the roof at Carter park barn.
- Preformed winterization procedures on all water fountains and ballfield water lines located in our parks.
- Completed the Installation of several new pipes at Kingswood Park for the walking trail.
- Staff removed all trash cans and cleaned them at each park to ensure cleanliness.
- Repaired and Installed new archery targets at Carter Park as needed.
- Staff cleaned out all gutters on any park building located in the township.
- Cleaned and prepared all mowing equipment for winter maintenance.



Service Department (Continued)

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

Road Work

- Commenced monthly mowing and weed removal operations along all township roads during the 4th quarter.
- Performed drainage and pavement repairs at various locations in the Township.
- Inspected and made necessary repairs/replacements in the last two Signage Zones (9,10).
- Repaired/rebuilt 6 catch basins throughout Deerfield Township.
- Completed tree trimming along township roads.
- Completed 150 LF of pipe installation for residents.
- Collected and chipped 300 cubic yards of brush during the October, November and December.
- Staffed numerous funeral events in assisting the Cemetery Department.
- Staff performed three (3) monthly sweeps of all zoning signs throughout the 4rd quarter.
- Staff provided 3 Christmas tree drop off locations and chipped over 32 cubic yards of Christmas trees.
- Treated all township roads as needed for the removal of snow and ice.
- Staff collected residents bagged leaves from Nov.1 -Dec.4.



PW Administration

- Street Light Inspections Staff inspected zones 9 thru zone 2 for defective street lights. 18 streetlights were reported to be repaired.
- 2020-03 Landscaping Maintenance Project Project was completed by Degree Landscaping and was closed out.
- Landen Pathway project –Punch list work was completed and the project was closed out.
- 2020-06 Hazard Tree Removal Project –A-1 Tree Care successfully removed a total of 15 dead or hazard trees throughout the Township. Project was completed and closed out.
- Staff ordered two replacement Solar Panel Pedestrian Signals that were destroyed due to car accidents. Installation to take place in early January 2021.
- 2021 Resurfacing Project Staff has prepared estimate and Bid Documentations for project. Project is set to bid in January.
- 2021 Landscaping Maintenance Project Staff has prepared Bid Documentations for project. Project is set to bid in late January early February.
- Continuing to prepare for the Kings Mills Improvement project Utility meetings have been held, the project is moving forward.
- Secured \$750,000.00 from grant funding (OKI) for the Irwin Simpson pathway.
- Coordinating with TID for the future construction of the pathway on Irwin Simpson, Western Row Safety Improvement and Columbia Rd.
- Completed safety training monthly for all service personnel.
- Updated snow routes and maps for service trucks.
- Inspected and accepted streets throughout Deerfield Township. (Roberts Park, Afton Falls, Ashwood Estates Addition)
- Improved safety for emergency vehicles in White Pine and Columbia Trails by installing No Parking Signs. (Mapping)
- Continuing to update and plan for future projects in Deerfield Township.



Deerfield Regional Storm Water District – Administration

- Staff fielded 15 storm water calls and received 6 Requests for Assistance (RFA) during 2020 Q4.
- Staff managed 13 stormwater related improvements, of which 8 projects were completed with another 5 in various stages of design or construction.
- The Deerfield Township Trustees and Landen Farms CSA completed the construction of a detention basin near Irwin-Simpson Rd. and I-71. The detention basin will help to reduce flooding of properties along Meadow Dr.
- A storm sewer improvement project to relieve flooding of the Surrey Place cul-de-sac has been completed.
- CDM Smith has finalized engineering plans for a storm sewer project along Primrose Dr. and Aster Rd. in Loveland Park. Outreach to property owners in the project area is underway.
- Staff has begun to review draft stormwater, erosion control, and illicit discharge regulations. The District is partnering with the WC Soil & Water Conservation District, the WC Engineer's Office, and Strand Associates to develop regulations that can be administered in a consistent and enforceable manner.
- CDM Smith is finalizing an update of the Township's stormwater management plan and stormwater pollution prevention plans.



Fire EMS Department

Fire Equipment:

On November 3rd crews responded mutual-aid into Loveland for an apartment fire. Arriving second, our companies moved a hand line to the second floor to aid in extinguishment. Crews operated for just under an hour.

On November 15th crews responded to a MVC with entrapment, on its side with two people pinned. This was during a high wind event with wind gusts up to 50 MPH. Crews stabilized the vehicle and removed the roof to free both occupants.

On November 21st crews responded to a re-kindle structure fire at the old Semco plant in Hamilton Township. Crews worked for several hours hitting hot-spots and picking up hose.

Crews responded to South Shore Place on December 15th for a reported garage fire. Crews arrived to find a fully involved garage fire extending to the living quarters above the garage. Quick action by Engine 56 kept extension to a minimum.

On December 30th crews responded into Lebanon for a fryer on fire. Crews assisted with ventilation and utility control. Crews were released within an hour.

SCBA's:

FF Toth has been bench testing Waynesville Fire Department's SCBA's. They have purchased the computer program and are using our bench test equipment. We hope to have them up and running next year so they can do them themselves.

eMaint:

Our eMaint account is working extremely well. All data entry for work orders is now being entered by Mechanic Hess and Hacker. We are finalizing our report summaries with eMaint so we can extract the appropriate data for our annual report.

We added three new vehicles to eMaint this quarter. Two for public works and one for parks. We are having great success with John and Randy entering their data.

Est. 1803

Fire EMS Department

Pre-Incident Plans:

Lt. Brooks is continuing to manage our pre-incident planning program. Maps are now being updated through the new CAD and any issues that arise are forwarded on. Also, all pre-incident plans are entered into the new CAD as well as Active 911.

Quarter-Master Program:

We ordered our final uniform order in November. We also finished the RFP for our 2021 cleaning supply project that encompasses all township departments. We will know in the first quarter what our future will look like with cleaning supplies.

Incident Count through Q4 2020:

Year	EMS	Fire	Total
2018	3,096	1,451	4,547
2019	3,166	1,476	4,642
2020	2,882	1,383	4,265

Growth:

Fire:	-6.3%
EMS	-9.0%
Total	-8 .1%

Mutual Aid (this quarter):

- Received 75
- Given 161



- Total Incidents by district (this quarter):
 - District 56 288 runs
 - District 57 459 runs
 - District 58 42 runs
 - District 59 61 runs
- Third quarter average response times per district:
 - District 56 4:31
 - District 57 4:52
 - District 58 3:34
 - District 59 6:02



Unit Two Significant Incidents:

On November 3rd crews responded mutual-aid into Loveland for an apartment fire. Arriving second, our companies moved a hand line to the second floor to aid in extinguishment. Crews operated for just under an hour.

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New Medic Units:

During the fourth quarter, the two new medic units were placed in service at Station 56 and 57. The retrofitting of the ADU-136 Lumalier units started on our current fleet. However, the retrofitting was postponed due to the COVID outbreak at the Horton plant. The retrofitting will resume during the first part of the first quarter of 2021.





Deerfield Twp Fire Rescue 2020 Fourth Quarter EPCR Stats

	Total		Total
Abdominal Pain / Injury	25	Heart Problems	20
Allergic Reaction	8	Hemorrhage / Lacerations	22
Assault/Fight/Rape	4	Illness Not Listed Here	23
Back Pain / Injury	8	Injury Not Listed Here	9
Bike Accident	1	Lifting Assistance	1
Breathing Problems	58	Nature Unknown	8
Chest Pain	31	Non Breather	12
Choking	1	Obstetric Emergency	2
Dead Body	2	Overdose	17
Diabetic Problems	14	Poisoning / Ingestion	7
Drowning (Out of Water)	1	Seizures / Convulsions	25
Emotionally Disturbed Person	21	Stroke / CVA / TIA	17
Eye Problem	1	Suicide / Attempted Suicide	8
Falls	92	Unconscious / Unresponsive	46
Fracture / Sprain	3	Unknown Medical Problem	103
Gas Leak (Inside)	2	Unknown Type Accident	1
Head Pain / Injury	6	Vehicle Accident with Injury	34
		Total	633



Quarterly Expenditures:

Listed below are the fourth quarter's expenditures for EMS supplies and medications.

- AIRGAS (Oxygen cylinders Refills): \$933.37
- Bound Tree Medical (EMS Supplies and Equipment): \$1,610.26
- J&B Medical Supplies (EMS Supplies and Equipment): \$32.75
- Zoll Medical (Cardiac Monitor Equipment and Supplies): \$2,401.92
- West Chester Hospital Pharmacy (Drug Bag Exchange): \$1,210.00
- EMSAR (Second half of year inspections of cots and loading systems): \$3,160.08

Total: \$9,348.38



Quarterly Fire Prevention Activities:

- Annual Inspections 141
- Reinspections 46
- Building Department 28
- Plan Review 32
- Company Annual 8
- Company Reinspections 23

Covid-19 Pandemic:

During the fourth quarter, Deerfield Township has transported the most patients tested positive for the COVID-19 Virus since the start of the pandemic. For example, on the day before Thanksgiving, our medic units transported six positive patients in one tour. Whereas before, we were only transporting a COVID positive patient one to two times a month. We transported a total of 22 positive tested CODID patients.



Warren County Sheriff

- K9 Mako and Deputy Tuck were deployed for the first time in mid December. They have seen success right away. Mako and Tuck tracked a vehicle theft suspect more than two miles for West Chester Police and found the suspect hiding under a car. For those that don't know, two miles is long way for a dog to track consistently. Mako has also recovered narcotics several and time and a gun.
- We have several large investigations going on now in our detectives section.



Planning and Zoning Department

PUD Modifications

Staff reviewed and approved 5 minor PUD modifications (all commercial).

Zoning Certificates

Staff issued 169 zoning certificates (142 residential and 27 commercial). It should be noted approvals include new homes, accessory structures, signage, additions and interior/exterior modifications.

Inspections

Staff has performed final inspections on 25 residential properties and 1 commercial property for zoning compliance with approved plans.

Zoning Complaints & Violations

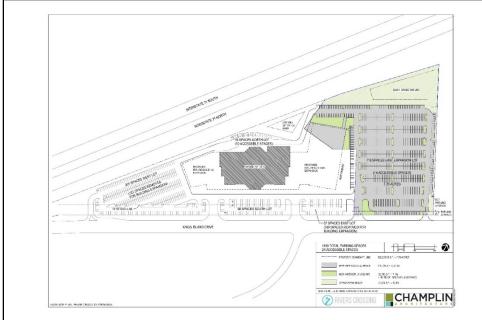
Staff received 11 formal complaints and investigated 5 in the 4th Quarter which resulted in 2 violation notices being issued to property owners. It should be noted 6 of the formal complaints received were either cleared prior to notices being issued, no zoning violation was found and/or not zoning related and could not be addressed by the Planning & Zoning Department.



BOARDS

BZA

The Board of Zoning Appeals reviewed three cases. The most significant project in the 4th Quarter was approving an area variance to allow Rivers Crossing Community Church to expand its parking on an adjacent lot (to be later joined/consolidated with the existing church property).





Commercial-New Construction

- Landen Self-Storage (2611 Route 22 & 3); Under construction
- Mini-Storage Depot (9720 Wilkens Boulevard); Under construction

Commercial – New Businesses/Relocations

- Optimize Eyebrows (New service use at 2914 Route 22 & 3)
- Retire Right Wealth Management (New financial institution use at 5506 Irwin-Simpson Road)
- ACV Auctions (New office use at 9435 Waterstone Boulevard)
- HJH Investments (New financial institution use at 5300 Kings Island Drive)



Residential (Housing Starts)

There were a total of 108 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:

- Hudson Hills 24 zoning certificates issued
- Legacy at Elliot Farms 18 zoning certificates issued
- Cross Creek 1 zoning certificate issued
- Kensington 17 zoning certificates issued
- Kerrisdale 31 zoning certificates issued
- Watercrest 10 zoning certificates issued
- Walnut Meadows 1 zoning certificate issued
- Long Cove 5 zoning certificates issued
- Loveland Park 1 zoning certificate issued



Residential (Subdivision Pipeline)

- Watercrest Subdivision (formerly known as Hampstead Green) at 7630 Columbia Road (Cincinnati Golf Center); 85 single-family residential dwellings; Under construction.
- Afton Falls Section 5; 13 single-family residential dwellings (Subdivision plat recorded on February 12, 2018).
- Foxview Lakes (aka Deerfield Village); 132 single-family dwelling units (Stage 1 Preliminary PUD Plan approved by the Township Board of Trustees).
- District at Deerfield (One Deerfield Place); 242 multi-family units at buildout; Under construction.



GIS/IT

Major projects for the 4th Quarter include the following:

- Email Migration Planning
- Cincinnati Bell Contract Services
- Public Works Maintenance Improvement Maps
- Station 59 IT Planning
- 3 BZA Variance Case
- Cemetery Mapping Configurations
- Snow Routes
- Backup Renewals
- Loveland Park Property Mapping
- Email Hygiene and Message Filtering Upgrade
- 6 Website Support Requests
- 30 IT Support Requests



Economic Development/PR

Social Media

Community Size Twitter Facebook LinkedIn Instagram YouTube Total Community	Q1 2020 2,153 4,320 193 329 7 6,995	Q2 2020 2,207 4,422 198 342 9 7,169	Q3 2020 2,253 4,569 202 381 9 7,405	Q4 2020 2,265 4,674 202 428 11 7,569
Deet Incorrections	01 0000	00.0000	02 2020	04 2020
Post Impressions	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Twitter	10,535	4,009	2,323	3,538
Facebook	70,438	84,712	130,814	78,957
LinkedIn	226	30	564	393
Instagram	1,649	3,231	1,771	765
YouTube	64	171	279	445
Total Community	82,912	92,153	135,751	84,098
Engagements	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Twitter	312	57	19	21
Facebook	2,683	3,792	4,598	2,908
LinkedIn	183	0	27	23
Instagram	58	109	59	40
YouTube	34	43	44	64
Total Community	3,270	4,001	4,747	3,056



<u>Cemetery Department</u>

Quarterly Metrics

Activity		Quantity	Amount
Opening/Closing		35	\$25,200
Disinterment		-	-
Grave Sales: Resident		3	\$6,000
Grave Sales: Non-Resident		25	\$55,000
Grave Sales: Cremation		4	\$1,200
Foundations		26	\$3,355
Grave Buy Back		-	-
Surplus Equipment Sale		-	-
	Cemetery Total:		\$94,880

Online Burial Search

• 0 data submissions from the public received

Service Department - Parks

Grants

• Duke Energy awarded the Township a \$5,000 Nature Grant for Kingswood

Complete

• Received Kingswood Maintenance Plan from Ohio River Foundation for acres where invasive species were removed in 2020.

In-Progress

- Roberts Park Parking Lot and Rain Garden is substantially complete waiting on the Spring weather to complete the grading and seeding, along with installation of a few backordered items.
- Fire Station 59 is on schedule and crews are working on blocking the bay walls and framing the office area walls.
- Phase 2 of the Kingswood Pollinator Pathway is underway and we are awaiting Spring weather to complete the installation of the prairie.





Service Department - Recreation

- •Continued working with PIO on Parks & Rec Marketing Plan; goals and strategies for 2021 identified
- •Cycle 2 Summer Camp Curriculum Completed
- •3 Customer Service procedure documents reviewed and updated
- •36 Cemetery Deeds processed and approved by the Board of Trustees
- Professional Development: Stephanie Gebele completed the first course, Strategic Thinking, in NRPA's Leadership Certificate program.

Programming Administration



- Partnered with the Deerfield Towne Center to offer the Treat Street Drive-Thru event for the community with an estimated 2,800 participants (800 cars).
- •Teamed up with Star Glazers to offer an athome Paint-Your-Own Pottery Kit; 13 families participated.
- •Carter Park StoryWalk on display for final month of the season in October
- Partnered with the Deerfield Towne Center to offer a virtual Holiday Sing-a-Long with Emmy Nominated Zak Morgan broadcast via facebook live.

Recreation Services, Events, & Programs



•A holiday mural and festive decorations dappled along the path transformed Kingswood into a Peppermint Forest which provided a safe, socially distant activity for the community and encouraged exploration of the park.

•A path at Cottell Park was turned into a Mural Trail with 3 interactive murals created by local artist and Deerfield resident David Jonathan Creative, encouraging the community to improve their physical health and emotional well-being by walking outdoors.

Special Projects



Service Department – Parks & Recreation

DeerfieldRec.com 26 New Accounts (11 Res, 15 NR)	Online Registration 46 Registrations (29 Res, 17 NR)	Recreation Programming 7 Events/ Programs Held	COVID-19 Cancellations 4 Events / Programs 2 Hosted Events
Snyder House 1 Private Rentals 16 Local Non-Profit	Special Event Permits 17 Requests for 2021	Field Use Permits 1 Request for 2021	Memorials 1 Tree Donation 1 Bench Donation

Finance Department

Long Term Obligation

Tax Increment Revenue Notes-Seri	es 2007 and 2011 Beginning Balance 11,663,356	Principal Due 11,663,356	Interest Due 478,356	Total P&I Due -
	Investm	ent Summary		
Company Name	Total Investment	Y-T-D Interest Income		
Star Ohio Star Ohio Plus	27,699,654.93 -	4,413.94		
RedTree Investment Group	15,619,065.34	55,122.10		

Finance Department

Supplemental Appropriations

Fire Fund

• 220-0305-5670 - Major Tools & Equipment - \$20,000

Park Fund

• 212-0500-5610 - Improvement of Sites - \$20,000

General Fund

- 100-0100-5620 Building Improvements \$3,190,893
- 100-0100-5620 Building Improvements \$101,706
- 100-0107-5213 Federal Payroll Taxes \$1,000.00

Road & Bridge Fund

• 204-020-5423 - Repairs & Maintenance - \$20,000

Park Fund

• 212-0500-5610 - Improvement of Sites - \$5,000

Planning and Zoning

• 100-0106-5138 - P&Z Salary - \$7,000.00

Coronavirus Relief Fund

- 231-0999-5418 Legal \$15,661
- 231-0999-5513 EMS Supplies \$31,316.84
- 231-0999-5640 Major Tools & Equipment \$34,800
- 231-0999-5132 Fire Salary \$2,167,418.31
- 231-0999-5132 Fire Salary \$186,720.60
- 231-0999-5640 Major Tools & Equipment \$12,300

TIF Funds*

- 344-0600-5811 Payment on Bonds \$5,630,000.00
- 344-0600-5911 Transfer Out \$5,539,007.78
- 347-0600-5911 Transfer Out \$1,502,905.78
- 349-0600-5911 Transfer Out \$663,743.80
- 366-0600-5811 Payment on Bonds \$3,915,000.00
- 366-0600-5911 Transfer Out \$3,972,540.20
- 944-0999-5911 Transfer Out \$8,215,912.84
- 945-0800-5911 Transfer Out \$11,000,849.73

*TIF accounts were dissolved in December 2020

Performance Indicators

Fund	Adopted Budget	Budget Amendments	Amended Budget	Expense 2019	<u>Encumbrances</u>	Budget % Used
General Fund	3,553,446	4,423,104	7,976,550	4,054,109	3,443,328	99%
Road and Bridge Fund	2,624,848	153,345	2,778,193	2,563,335	44,424	90%
Cemetery Fund	338,979	16,430	355,409	296,390	11,144	87%
WCSO Fund	4,322,274	109,840	4,432,114	4,200,300	130,668	98%
Park Fund	1,302,676	208,284	1,510,960	1,342,048	80,744	94%
Fire/EMS Fund	9,244,251	(1,377,601)	7,866,650	6,904,387	355,537	98%



Deerfield Township Fixed Cost Tracking

	Percentage	Current Year Appropriations	2020 Y-T-D Activity	2019 Y-T-D Activity	Encumbered Balance
Salary	51%	10,347,738	10,651,806	9,887,204	0
Benefits	14%	2,923,486	3,090,333	2,802,480	55,193
Purchase Service	27%	5,552,370	8,107,990	3,321,488	3,618,273
Supplies	5%	993,082	617,417	686,178	49,572
Miscellaneous	3%	644,964	738,855	634,086	9,956
Total Operating Budget	100%	20,461,640	23,206,401	17,331,436	3,732,994
Debt Payment		0	0	0	0
Transfers/Advances		2,500	0	0	0
Note Refunding		0	0	0	0
Equipment		5,015,133	9,970,646	921,843	386,551
TOTAL EXPENSES		25,479,273	33,177,048	18,253,279	4,119,545

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

