

2022 3rd Quarter Report

DEERFIELD TOWNSHIP



Finance

Third Quarter-Budget Report

<u>Fund</u>	<u>Adopted Budget</u>	<u>Budget Amendments</u>	<u>Amended Budget</u>	<u>Expense 2022</u>	<u>Encumbrances</u>	<u>Budget % Used</u>
General Fund	6,805,444	260,606	7,066,050	5,692,382	625,140	89%
Road and Bridge Fund	4,079,306	2,827,947	6,907,253	3,612,672	2,498,264	90%
Cemetery Fund	699,596	11,718	711,314	285,700	271,450	78%
WCSSO Fund	4,410,308	185,590	4,595,898	3,185,586	119,665	72%
Park Fund	4,082,202	471,724	4,553,926	3,286,309	914,326	92%
Fire/EMS Fund	10,066,262	1,563,058	11,629,320	8,382,760	1,006,289	79%



Finance

<u>Investment Summary</u>				
Company Name	Total Investment	Y-T-D Interest Income		
Star Ohio	17,663,354.15	146,673.04		
Star Ohio Plus	-	-		
RedTree Investment Group	33,999,450.97	171,101.60		



Finance

	Percentage	Current	2022	2021	Encumbered
		Year	Y-T-D	Y-T-D	Balance
		Appropriations	Activity	Activity	
Salary	50%	11,367,231	5,348,119	5,122,986	0
Benefits	15%	3,412,880	1,873,677	1,647,611	710,094
Purchase Service	27%	6,141,183	3,638,746	1,123,984	2,192,865
Supplies	5%	1,053,171	616,288	549,283	340,520
Miscellaneous	3%	612,898	500,378	503,669	111,156
Total Operating Budget	100%	22,587,363	11,977,208	8,947,533	3,354,635
Debt Payment		0	0	0	0
Transfers/Advances		0	0	5,000,000	0
Note Refunding		0	0	0	0
Equipment		5,194,461	3,326,164	428,166	746,749
TOTAL EXPENSES		27,781,824	15,303,372	14,375,699	4,101,384

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



Finance

Third Quarter Supplemental Appropriations

• Fire Fund	220-0305-5650	Vehicles/Mowing Equipment	\$965,000
	220-0305-5420	Uniforms	\$116,000
	220-0305-5411	Contract/ Special Projects	\$10,000
	220-0305-5650	Vehicles/Mowing Equipment	\$71,000
	220-0305-5640	Tools and Equipment-Major	\$45,000
	220-0305-5640	Tools and Equipment-Major	\$34,000
• Capital Projects	435-0700-5419	Contract Services	\$721,539
• Road Fund	204-0200-5411	Contract Services	\$25,000
	204-0200-5411	Contract Services	\$16,000
	204-0200-5411	Contract Services	\$16,000
	204-0200-5523	Maintenance Materials	\$81,000
• Sheriffs Fund	209-0300-5620	Buildings and Improvements	\$18,000
	209-0300-5650	Vehicles/Mowing Equipment	\$105,077
	209-0300-5580	Gas and Diesel Fuel	\$6,400



Planning and Zoning

- Issued 98 zoning certificates (62 residential and 36 commercial). It should be noted approvals include new homes, accessory structures, signage, additions, and interior/exterior modifications.
- Performed final inspections on 6 residential properties and 2 commercial property for zoning compliance with approved plans.
- Received 13 formal complaints and investigated 13 in the 3rd Quarter which resulted in four violation notices being issued to property owners. It should be noted that nine 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 reviewed one (1) case in the 3rd Quarter which involved a request for a reduced rear yard setback on a residential property.



Planning and Zoning

Issued a total of eight (8) zoning certificates to construct new residential dwellings (single-family). This figure is included in the total number of residential zoning certificates issued in the 3rd Quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Candlestone – 1 zoning certificate issued
- Brookwood – 3 zoning certificates issued
- Kensington – 1 zoning certificate issued
- Irwin-Simpson Road – 1 zoning certificate issued
- Long Cove – 1 zoning certificate issued
- Afton Falls – 1 zoning certificate issued



Planning and Zoning

Several residential subdivision plans are under review:

- Long Cove Lakes (formerly Foxview Lakes); 85 single-family dwelling units (Stage 1 – Preliminary PUD Plan approved by the Township Board of Trustees).
- Candlestone; 36 single-family dwelling units (Phase 1 subdivision plat recorded on March 1, 2021)
- 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

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

- Freddy's Steakburger (New fast food restaurant at 4047 Route 22 & 3)
- Athletico (New medical offices at 2150 Kings Mills Road)
- Bonchon Chicken (New restaurant use at 8467 Mason-Montgomery Road)
- Insurance Consultants of America (New office use at 9349 Waterstone Court)
- AON (New office user at 5181 Natorp Boulevard)
- Culmen Real Estate Services (New office use at 9349 Waterstone Court)



Planning and Zoning

Major GIS/IT projects for the 3rd Quarter include the following:

- Falcon CrowdStrike AV Solution Project
- Homeland Security Cameras
- SAN Project
- New Employee Setups
- Hardware/Software Accounts Review & Renewals (ESRI, Adobe, Microsoft)
- IT Support Tickets: 40
- Mitel Phone Accounts (WCSO)
- Zoning Commission Case 2022-267
- Master Sump Line Project
- Mapping Requests/Projects (District of Deerfield, POPS Concert, Davis Rd, Handmade Market, Character Areas)
- Website Updates/Employment Posts: 12
- Disaster Recovery, Business Continuity Plan, & Network Security Policy
- Evaluation of Office 365 Apps Plan
- Accounts & Maintenance
- Cottell & Kingswood Site Network Planning
- POE Switch Upgrade Trustee Room
- Budget Effort
- GIS Database Maintenance & Quarterly Layer Updates



Human Resources

New Hires - Administration

- Jennifer Highfill - Senior Finance Assoc- 07/18/22
- Sarah Kirby - Recreation Manager- 08/22/22



Lateral Transfer

- Stephanie Gebele - Recreation Manager to Finance Associate 8/22/22

New Hires - Fire

- Aaron Bryant – 7/25/22
- Zachary Camburn – 7/25/22
- Patrick Dixon – 7/25/22
- John French – 7/25/22
- Brandon Hills – 7/25/22
- Alysha Lawson – 7/25/22
- Tyler Polen – 7/25/22
- James Reist – 7/25/22
- Ian Smith – 7/25/22
- Bradley Jones – 9/4/22
- Sarah Markey – 9/4/22



Human Resources

Resignations - Part Time Fire

- Spencer Bultman – 7/29/22
- Tyler Council – 8/22/22
- Tanner Patterson – 9/22/22
- John French – 7/21/22 (hired FT)
- Brad Jones – 9/3/22 (hired FT)
- Sarah Markey -9/3/22 (hired FT)

Resignations - Full Time Fire

- Collin Mellendorf – 7/9/22
- Andrew Register – 8/6/22

Resignations - Administration

- Ana Ramanathan – 7/8/22
- James Ross – 8/11/22

Resignations – Seasonal

- 9 seasonal camp counselors - 09/17/2022
- Parks seasonal – Zach Eberle - 8/17/22



Human Resources

Workers Comp (3 new claims)

Claim 1

- Bicep injury
- Training
- Lost time paid

Claim 2

- Left leg pain
- Hit by vehicle
- Medical only

Claim 3

- Shoulder injury
- Lifting patient
- Medical only



Warren County Sheriff

- Deputies Phillip Green and David Sheppard began their assignments at Kings Local Schools as School Resource Officers (SRO)
- Current Staffing is down by three deputies. Hiring and training are active for these positions. One position is identified to be filled in November.
- Clerk position has been filled by Jennifer Kautz. She is available M-F 0800-1600 to fill public records requests, fingerprint processing, answer phones, and other administrative tasks.
- Deputy Tyler Wessling is assigned to Deerfield Township effective 10/23/2022. This fills one of the vacant positions caused by the Kings SRO assignments.
- Since January 2022, there have been nearly 22,000 Calls for Service created for the township.



Fire Department

Unit Two - We welcomed three new career Firefighter/Paramedics to our day unit in the middle of the third quarter. FF/PM's Lawson, Bryant, and Reist all come with diverse experience in both their personal life as well as professional lives. We look forward to working with these three individuals for some-time to come.

Preemption Project - We have wrapped up this project as far as intersections and vehicles are concerned. We have been experiencing issues with intersections that sit close to Station 57 on 22&3 and Station 58 on Kings Mill Road. A fix to this is to install station switch boxes that can be activated prior to getting into the vehicle. This will allow the intersection lights to receive preemption and begin to move traffic that oftentimes backs up in front of our buildings. We had enough money to cover this installation on our open PO's. After these installations, this will close-out the preemption project.

Training Tower - We have jointly signed off on this project, including the final layout as well as its color scheme. CUC – our general contractor – has begun site work at Marr Park to get the concrete pad laid. This will give us roughly eight weeks of cure time prior to the building being set on the site. Fabrication of the training tower has begun at WHP. We are on track to meet our newly established February 22nd acceptance date.



Fire Department

Training

We completed a two week recruit class for twelve new full-time hires. This is the third recruit class of the year. While each member we hired had significant experience in the fire service, it is imperative to onboard these individuals and ensure they understand the nuances of DTFR. This training was conducted at Station 57 as well as at the Warren County Career Center.

We had the opportunity to conduct an in-house Fire Apparatus Operator (FAO) and Aerial Tower Operations (ATO) course for both new and previously hired career members. As part of these programs, we have rewritten our Job Performance Requirements (JPR's) to operate our engines, rescue, and ladder. This will ensure consistency with operators for some time to come.



Fire Department

As part of the aforementioned courses, we conducted an Emergency Vehicle Operations Course (EVOC) course in-house. This is a cone course that participants must successfully complete prior to being released for over-the-road drive time. Each prospective FAO/ATO candidate must conduct a minimum of four hours of over-the-road drive time prior to being cleared to drive on emergency incidents. The JPR packets include all of the requirements for vehicle operations as well as pumping competencies.

We want to thank our Deerfield Public Works for allowing us to utilize the Townsley Road campus for training.

We had four personnel complete the Basic Emergency Rescue Technician (BERT) course at the Warren County Career Center. We are fortunate to have the ability to send multiple personnel to BERT each year. We also are a major supplier for both equipment and instructors for the BERT program. We look forward to this long term partnership with the Career Center.



Fire Department

Quartermaster - We spent a significant amount of time and capital outfitting our new career hires with uniforms and turnout gear. Each employee was outfitted with four complete uniforms and a new set of turnout gear. Their second set of turnout gear was spare from central supply. 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 - We have now received all of the portable equipment and fire hose for the new engine. The delivery date has been pushed back to the fourth quarter of 2022. The in-service training should be relatively easy since this is a copy of the three previous engines we have purchased going back to 2011. We have also finalized the contract on our 2023 rescue project. Captain Brinker and I attended the pre-construction conference at Ferrara to ensure the unit meets the long-term needs of our organization. We anticipate delivery of this unit in the fall of 2023. This obviously depends on supply chains. We have added all the extra needed equipment into our 2023 budget.



Fire Department

Significant Incidents - Third Quarter :

- On July 2, crews responded mutual-aid to Salem Township for a working garage fire. Ladder 57 and Battalion 56 assisted companies for approximately one hour.
- On July 3, crews responded mutual-aid into West Chester for a two-alarm apartment fire. Engine 56 and Battalion 56 worked with crews for over two hours prior to returning to service.
- On July 8, 2022 crews responded into Mason for a well advanced garage fire in a condo. Engine 58, arriving first, began extinguishing the fire. Ladder 57 and Battalion 56 also worked alongside units for over two hours.
- On August 19, crews responded for a vehicle that went over the retention wall and landed in the kid's pool at Camp Cedar. Crews immediately provided aid to the driver who suffered a medical emergency. Crews aided Case Towing in removing the vehicle from the pool. Fortunately, no one in the pool was injured.



Fire Department

On September 9, Rescue 57, Haz-Mat 302, and Battalion 56 responded into Lockland for a commercial building fire with hazardous materials runoff. Crews operated to boom the creek behind the occupancy then moved to the fire ground to decontaminate responders. Crews operated for four hours.

On September 15, crews responded to Sycamore Township for a fire in the attic of a doctor's office. Engine 56, Ladder 57, and Battalion 56 arrived and assisted with extinguishment efforts.



Fire Department

Third Quarter Incident Count:

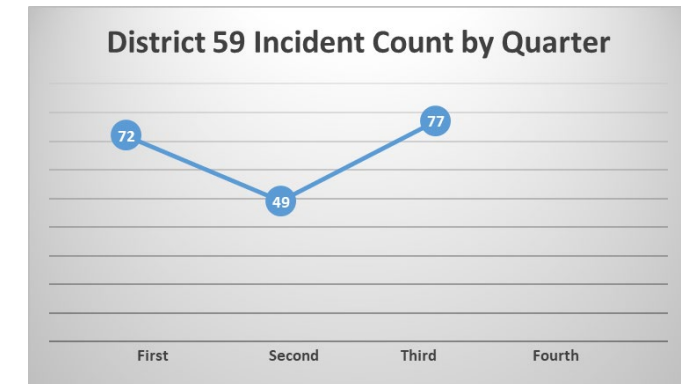
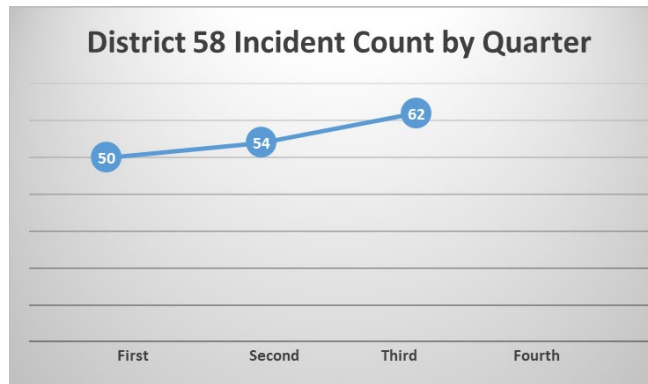
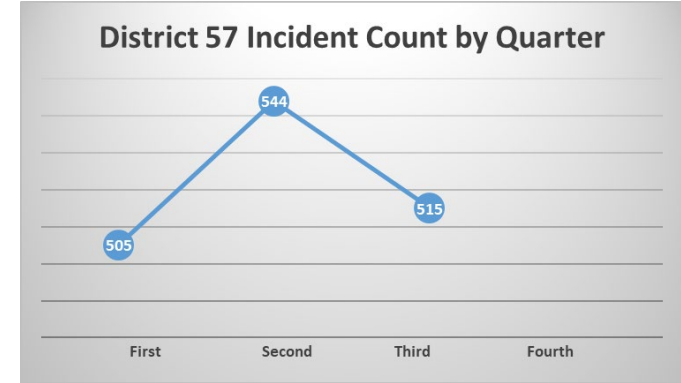
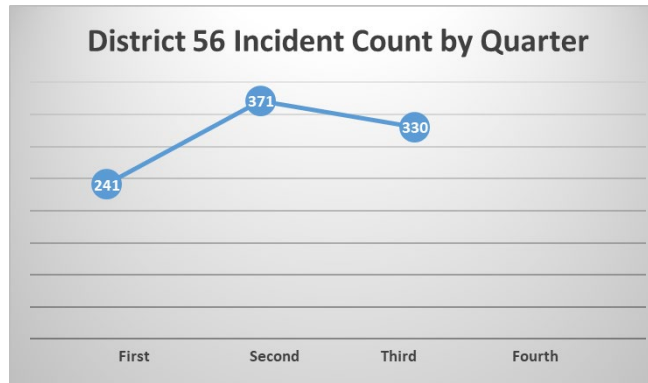
Total: 1312

Fire: 394

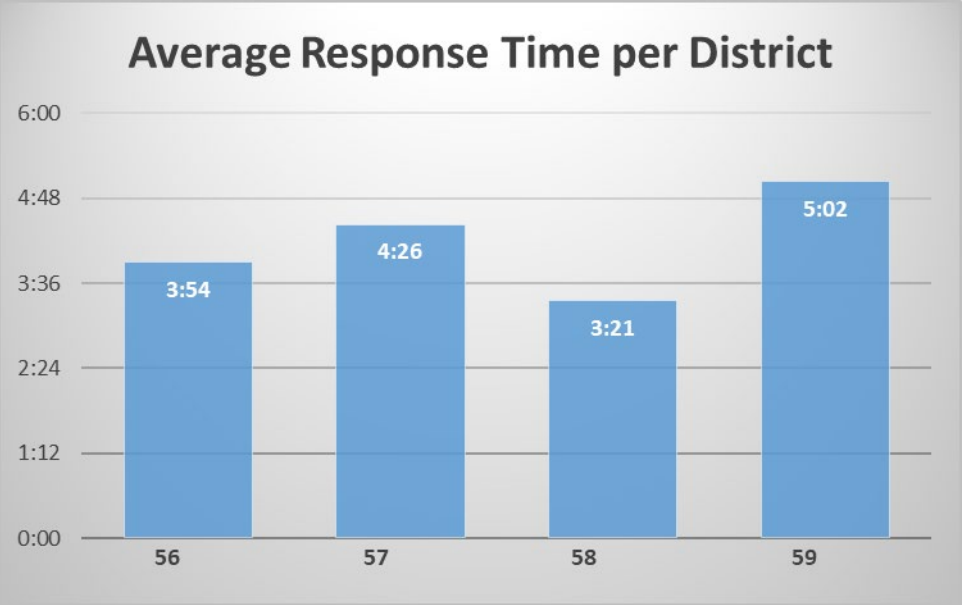
EMS: 918

Year to Date 2022: 3,833

Year to Date 2021: 3,444



Fire Department



Economic Development/PIO

We continued an initiative to gather information on and bolster our competitive position in the region's commercial real estate market. During the third quarter, staff met with representatives from:

- Al Neyer Development
- Alloy Development
- Arlington Properties
- Blue Dot Consulting
- CT Consultants
- Cumulus Radio Group
- Cushman Wakefield
- Economic Development Group
- JLL
- Jobs Ohio
- Mason Deerfield Lifestyle
- Megen Construction
- REDI Cincinnati
- US Bank
- Warren County Economic Dev.
- Warren County Small Business Development Alliance
- Warren County Port Authority
- Woodard Development



Economic Development/PIO

The retention of existing businesses is a key component of our program of work. These companies account for much of the growth in any community. By helping them grow and prosper, we keep business investment in the community and create job opportunities for residents.

We work with our regional partners (Warren County Economic Development, REDI Cincinnati etc.) to identify companies considering expansion or relocation, often by conducting visitations with key personnel. During the third quarter, we met with management teams at eight different companies.

Workforce remain a concern for existing businesses. Township officials helped several of our existing companies connect with workforce development resources at Sinclair College, Miami University, University of Cincinnati, and Warren County to address this issue.

We also provided property information to several prospects for office buildings in the community should the company need additional space.



Economic Development/PIO

In addition to our business retention initiative, we also work with commercial real estate brokers and developers to identify new prospects to join our growing business community. Indeed, a number of new businesses opened in Deerfield Township during the 3rd quarter.



Economic Development/PIO

Workspace Property Trust, a national commercial real estate company, recently purchased three office buildings in Deerfield Township as a part of a major transaction involving 53 different properties across the United States.

Workspace manages an impressive real estate portfolio that includes more than 18 million square feet of office and light industrial space.

According to a recent article in the Cincinnati Business Courier, studies and rankings about Greater Cincinnati made Deerfield Township appealing to Workspace officials.

All three buildings are fully leased, according to the Business Courier.



Economic Development/PIO

The Cincinnati Business Courier also published a story announcing that Columbus-based Pins Mechanical would open its second Greater Cincinnati location at the District at Deerfield. The entertainment venue will include 14 duckpin bowling lanes, 30 pinball machines, 40 other arcade games, a two-story corkscrew slide, skeeball and foosball games, patio pong and bocce bar areas, and a second floor that can be rented for private parties and events.



The District at Deerfield broke ground in late 2018 and is being developed by Blue Ash-based Silverman and Co. The first phase is open and consists of a Mercy Health medical office building and One Deerfield, a 242-unit upscale apartment community. The second phase, which will break ground this fall It includes 85,000 square feet of retail and experiential restaurant/entertainment space and a two-acre public square that will be owned by Deerfield Township and programmed with community events.



Economic Development/PIO

Deerfield Township participated in several special events during the third quarter:

- Mr. Brehm joined representatives from several Warren County communities on the 2022 Washington DC Fly-in. This three-day event gave us an opportunity to meet with our congressional delegation and officials from several federal agencies.
- He also participated in the 2022 Ohio Economic Development Association Annual Summit in Dublin, Ohio, moderating two sessions and learning about best practices from other economic development professionals in the State.
- The Director worked with the Warren County Office of Economic Development to host representatives from our regional business community, including four companies from Deerfield, at the 2022 Western and Southern Tennis Open.
- Mr. Brehm served as a judge for this year's NAIOP annual awards presented by the Cincinnati Northern Kentucky Chapter at its Night of the Stars Gala. These awards recognize the best developments in Greater Cincinnati during the past year.



Economic Development/PIO

Earlier this year, Mr. Brehm was appointed to the Board of Directors for the Mid America Economic Development Council. MAEDC is a 13-state membership organization for communities in the Midwest. They host several events throughout the year where attendees learn about best practices and top projects in economic development. The organization offers a number of opportunities to meet with site relocation consultants, real estate professionals, and commercial developers who manage major projects across the country. The Director is one of two representatives on the Board from the State of Ohio.



Public Works - Road and Bridge

Quarter #3 milestones for the Service Department are detailed below.

Road Work

- Commenced monthly mowing and weed removal operations along all township roads and Parks during the 3rd quarter.
- Inspected and made necessary repairs/replacements in Sign Zones (7-9).
- Members of our team helped assist Goshen Township with tornado cleanup.
- Repaired/rebuilt 7 catch basins requested by residents, also installed 3 new catch basins.
- Completed culvert Pipe inspections for zones 7-9.
- Staff performed seven sweeps of all zoning signs throughout the 3rd quarter.
- Service crew members completed monthly brush chipping.
- Service Crew members assisted our cemetery with pouring foundations, also assisted with several Funerals.
- Completed our guardrail inspection, staff made all necessary repairs.
- Responded to all drainage issues, potholes, and other miscellaneous calls from residents.
- Completed the installation 300 LF of 12" pipe along Township roads.
- Staff worked twelve Township events July-August-September.



Public Works - Administration

- Street Light Inspections - Staff inspected zones 1, 6, and 7 for defective street lights. 34 streetlights were reported to be repaired.
- 2022-01 Annual Resurfacing Project - Barrett Paving resurfaced 4.85 miles of roadway in Heritage Pointe, Chestnut Hill, Seilcrest Acres and Woodfield subdivisions. Curb, sidewalk, and roadway patching repair were included in this project. Punch list items are complete. Project is expected to be closed out in late October.
- 2019-03 Kings Mills Improvement Project - Barrett Paving completed Phase I in June. Punch list items have been completed. Waiting for final invoice. Phase II the utility work is still being completed. Ford Development is set to begin work in early November.
- 2022-02 Landscaping Maintenance Project - Degree Landscaping continues to check and maintain landscaped medians and welcome signs during their monthly visits. Multiple Junipers were infected with bagworms in the medians of Irwin-Simpson Road and US 22 & 3. Degree replaced dead junipers and pruned the ones that could be saved in late September.
- 2022-07 Sidewalk Replacement Program - Project was bid on September 13, 2022. R.E. Middleton Construction is the low and best bidder and plans on starting in early November.
- 2022-08 Hazard Tree Removal Project - A1 Tree Care was awarded the contract and will start removing hazard trees in early November.



Public Works - Administration

- 2022-09 Annual Street Marking Project - Bids were opened on July 26, 2022. The project was awarded to First Star Safety and completed in mid-August.
- 2019-03 Kings Mills - Phase II easements have all been collected and utility work underway. Ford Development is scheduled to move in and start storm water work on November 14, 2022.
- 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.
- Contractors completed the clean-up portion of Fire Station 58 in Kings Mills.
- Best Way Inn - project was completed in September. Staff is continuing to secure grant funding for the work.
- Staff continues to collaborate with Warren County Engineer's regarding the King Ave Turn Lane and Roundabout.
- Staff continues to work with Hudson Hills to address safety concerns. New signage, new pavement markings, and tree removal are improvements we are currently working on.



Deerfield Regional Stormwater District

Administration

- Staff fielded 56 storm water calls and received 9 Requests for Assistance (RFA) during 2022 Q3.
- Staff managed 21 stormwater related improvements, of which 8 projects were completed with another 13 in various stages of design or construction.
- The District has contracted with Strand Associates to study the drainage issues reported on Snidercrest Rd. They will present their findings and possible solutions at a board meeting during Q4.
- Strand Associates has also been selected to study flooding of the roadway and private property near the Meadow Dr. and Green Haven Way intersections. The results of the study are expected in Q4.
- In partnership with Warren County Water & Sewer, the District will advertise for a firm to perform an engineering study of the stormwater and drinking water infrastructure needs of the Loveland Park area.



Service Department - Recreation

- Summer Camp Curriculum for year 4 in the five year cycle continues to be developed.
- Proceeds from the annual Powder Keg Race donated to The Arts Alliance
- Eagle Scout Project – Create bullpen by baseball fields at Cottell Park.
- Changes made to Parks website to update to new system requirements from MyRec
- 1 Parks & Recreation E-Newsletter published
- Park Project webpages updated
- 32 Deeds processed and approved by Board of Trustees
- Conducted interviews and hired a new Recreations Manager

Programming Administration



- Planned and organized The Cincinnati Pops at Cottell Park along with a post-concert firework display. Estimated attendance was over 2500 people
- Touch-A-Truck event had 2,500 community members attend
- 4 Sounds of Deerfield concerts and Shakespeare in the Park were highly attended.
- 3 movie nights were held at Cottell park with a total of 350 community members in attendance
- Coordinated with the Sheriffs department for a self-defense class for college aged females
- Ohio River Foundation continues their invasive species removal project at Kingswood, incorporating several adult volunteer days for the community
- Teen Volunteers were engaged through programming prep, helping at community events such as Movies in the Park and Touch a Truck
- 457 children attended the various summer camp programs

Recreation Programs



- Kings High School seniors volunteered to refresh the mulch pathways in Carter Park
- 57 Social Media Posts Created/Published
- Cincinnati Nature Center provided volunteers to maintain the prairie areas around Kingswood Park
- Partnered with Cincinnati Family Magazine to host Kidchella at Cottell Park
- Ribbon cutting for the north parking lot at Kingswood
- Continued to promote awareness of website through distribution of SWAG at events
- In partnership with The Arts Alliance, hosted the Deerfield Handmade Market which had over 80 vendors and 3000 in attendance.
- Ohio River Foundation continues their invasive species removal project at Kingswood, incorporating several adult volunteer days for the community

Special Projects



Service Department Recreation

DeerfieldRec.com

71 New Accounts
(36 Res, 35 NR)

Online Registration

565 Registrations
(447 Res, 118 NR)

Recreation Programming

76 Events/ Programs
8 Cancelled*
10,073 Participants

Volunteerism

5 Events / 18 Volunteers
93 Volunteer Hours

Snyder House

13 Private Rentals
2 Local Non-Profit

Special Event Permits

6 Applications
5** Approved

Field Use Permits

7 Requests Submitted
20 Permits Issued

Memorials

1 Memorial Tree

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

**One applicant did not follow up or provide needed documentation



Service Department – Parks

- Resolution 2022-15 signed by Board of Trustees authorizing the Parks & Recreation Department to file an application for Clean Ohio Trail Fund financial assistance and obligate funds required to satisfactorily complete the project. Currently waiting on a final decision to determine if we are awarded the funding.
- Service department constructed and filled a giant sandbox for the Touch-a-Truck event and it was very popular with those in attendance
- Installation of new landscaping at Kingswood
- Board approved the following maintenance/improvement items: Roberts Park sidewalk extension, one paver stone installed at Veterans Memorial park
- Service department trimmed back vegetation on the trails at Carter Park in preparation for the Powder Keg Race



Cemetery Department

Quarterly Metrics

Activity	Quantity	Amount
Opening/Closing	60	\$47,200
Disinterment	-	-
Grave Sales: Resident	3	\$6,000
Grave Sales: Non-Resident	24	\$52,800
Grave Sales: Cremation	8	\$4,800
Foundations	28	\$10,018.95
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$120,818.95

