

# 2018 First Quarter Report

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DEERFIELD TOWNSHIP



# Safety

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## Training

- Online paramedic refresher (13)
- Haz-Mat IQ (2)
- Fire Officer I (2)
- Fire Officer III (2)
- Maxwell Leadership Series (1)
- Bowling Green Rescue Technician Series (3)
- Fire Investigations (1)
- NFA Hazardous Materials IC (1)

## Property Damage and Employee Injuries

- Work related injuries        2
- Property damage                0
- Auto incidents                    1



# Administration

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- Sent support letters to our State Representatives and Symmes Twp., regarding Duke Energy clear cutting policy.
- Evaluated Station 59 response times, operating costs, and potential operating levy.
- Attended MADE Coffee & Conversation event with Trustee Vestal.
- Continued coordination with ODOT on potential options for 22&3 / Creekwoods Drive intersection.
- Began SBDC discussions with the City of Mason, and possible collaborative efforts on a combined program for Mason & Deerfield.



# Administration Continued

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- Cease and Desist letters issued to Motel 6 & Mason Inn, along with collaborative inspections of properties.
- Job posting issued for Economic Development / PIO position. Interviews scheduled for second week of May.
- Received Duke Energy grant for Robert's Park Rain Garden Project, to bid late summer 18'.
- Coordination on removal of islands along Hudson Hills Drive.
- BR&E visits with Velocity <https://velocityfast.com/>, Downlite <http://www.downlite.com/home.php>, and Vernovis <http://www.vernovis.com/>
- Collaborated with WCSO & KLS to add an additional SRO to the Kings Elementary Schools



# Human Resources

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- Hired Micheal Dulovich to full time firefighter/paramedic
- 2017 Health & Wellness Fair was successful. 41 employees earned the Wellness Day
- Job descriptions updated for all Township departments
- Completed 2017 State Emp. Relation Board SERB Health Insurance Survey and reviewed the results during staff meetings. Deerfield Township is in the average range for most categories.



# Road and Bridge Department

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- 2018 Resurfacing project was bid on 2/13/18. Contract was awarded to Barrett Paving Materials, Inc. in the amount of \$984,876.66.
- Parkway Drive Extension project was bid on 3/28/18. Contract was awarded to RB Jergens in the amount of \$946,384.65.
- Purchase of a 2019 Ford F-550 1-ton truck, outfitted with a stainless steel dump bed, spreader box, plow and mechanical dispersal system was completed in March.
- The Public Works staff salted the roads 16 times (total of 1,559 tons of salt used).
- Annual tree trimming in the communities of Hunters Green, Deerfield Village, Sherman Terrace, Irwin Simpson and Shore Drive. This service is performed to alleviate sight distance and safety issues.
- Rebuilt 11 catch basins.
- Installed 30' of drainage pipe on Aster Road.
- Checked and made necessary repairs/replacements in three Signage Zones (1-2-3).
- Performed 17 tons of hot mix asphalt repairs as well as 2 tons of cold patch repairs.



# Road and Bridge Continued

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- Installed 30' of drainage pipe on Aster Road.
- Checked and made necessary repairs/replacements in three Signage Zones (1-2-3).
- Performed 17 tons of hot mix asphalt repairs as well as 2 tons of cold patch repairs
- Completed ditch excavation work on Primrose, Oak, Aster and Walnut in the 1st quarter as well completing ditch work associated with a Habitat for Humanity project on Hibiscus.
- Planted 12 trees at Roberts Park in assisting the Parks Department.
- Excavated and poured 12 monument foundations in assisting the Cemetery Department.
- Performed a sweep of all zoning signs at the beginning of each month during the 1st quarter.
- Completed annual guardrail inspection.
- Project Coordinator, Billy Highfill, completed NPDES Municipal Stormwater Certification during the 1st quarter.



# Deerfield Regional Stormwater District

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- Staff fielded 25 stormwater calls and 9 “Requests for Assistance” (RFAs) during the 1st quarter. Five of the RFAs were approved for DRSWD project funding.
- Construction of the JF Burns Rain Garden was completed in January.
- Two newly appointed board members, Jeff Macomber and Michael Collins, began their 3-year terms in February.
- Microsoft Surface computers were purchased in February for board members and legal counsel in order to go “paperless” for future DRSWD meetings.





# Fire EMS Department

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- Presentation to the Board of Trustees reference Station 59. The decision at the moment is to continue to monitor the run volume quarterly and revisit the proposal as those reports come in.
- Staff was able to reach Louis Gutman (Hills Property Inc.) in an attempt to determine the feasibility of a potential fire station site in front of the Palmera Apartment Complex.
- Chief Miller was able to secure several houses for the purpose of live crew training.
- We continue to see an increase in nursing home/ assisted living facilities



# Fire EMS Department Continued

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- During the First Quarter 1,087 (758 EMS and 329 Fire) runs were dispatched
  - Total calls by district:
    - District 56            340 runs
    - District 57            328 runs
    - District 58            46 runs
    - District 59            40 runs



# Warren County Sheriff

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- Three new employees to our Deerfield Post:
  - Sergeant Joe Gray
  - Sergeant Tom Naumovski
  - Detective Brandon Abshear. Detective Abshear is now the third detective assigned to the township.
- We are awaiting the final 3rd deputy spot to be filled



# Planning and Zoning Department

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## Commercial-New Construction

- Bank of America (4040 Route 22 & 3 – Former Toots Restaurant); In the process of completing site design.
- Sonder Brewery (8579 Duke Boulevard); Under Construction
- Landen Self-Storage (2611 Route 22 & 3); under construction
- Drury Inn Hotel (9956 Escort Drive); under construction
- Long Cove Point (Retail Space/Restaurant at the northwest corner of Wilkens Boulevard and Irwin-Simpson Road); under construction
- Noodle & Hot Pot House (New Restaurant at 4750 Field's Ertel Road)
- Maplewood (New Restaurant at 5056 Deerfield Boulevard); Interior and Exterior remodeling underway
- Altitude Trampoline Park (New Indoor Recreation at 4786 Fields-Ertel Road – Former HH Gregg Retail Facility); Interior remodeling underway



# Planning and Zoning Continued

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## Commercial-New Businesses/Relocations

- Duck Donuts (New Pastry Shop at 5635 Deerfield Boulevard)
- Low T Center (New at 5240 Socialville-Foster Road)
- Hooters (9890 Escort Drive – Former Lone Star Restaurant); Interior and exterior remodeling of the existing facility to begin soon.
- Office Depot (New Retail Business at 3990 Route 22 & 3 – Former Sears Retail Store)
- Mortenson Family Dentist (New Dental Office at 3116 Route 22 & 3)
- Party City (Relocated Retail Business to 9608 Mason-Montgomery Road)
- Sushi Sumo (New Restaurant at 4752 Fields-Ertel Road)



# Planning and Zoning Continued

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## Residential

- Hudson Hills – 13 zoning permits issued
- Roberts Park – 12 zoning permits issued
- Vintage Oaks – 1 zoning permit issued
- Long Cove – 3 zoning permits issued
- Legacy at Elliot Farms – 15 zoning permits issued
- Loveland Park – 1 zoning permit issued
- Fox Hollow – 2 zoning permits issued
- Afton Falls – 1 zoning permit issued



# Park Department

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## Reservation Activity

### Resident/Non-Resident Activity

- 170 New Accounts Created (108 Residents, 62 Non-Residents)
- 755 Online Registrations

### Snyder House

- 4 Private Rentals, 16 Local Non-Profit

### Park Event

- MadCap Puppets
- Run for the Green
- Easter Egg Hunt
- Women's Self-Defense
- Art Bar



# Cemetery Department

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## Sales Activity

- Open and close grave 46
- Open and close cremation 0
- Lot Sales-Residents 18
- Lot Sales-Non Residents 4
- Lot Sales-Cremations 0
- Foundations 21





# Performance Indicators Continued

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## Supplemental Appropriations for 2018

### General Fund:

- Office equipment
- PR projects

### Road Fund:

- Maintenance Materials and supplies
- Vehicle

### Fire Fund:

- Office equipment

### WCSSO Fund:

- Office equipment



# Deerfield Township Fixed Cost Tracking

	Percentage	Current Year Appropriations	2018 Y-T-D Activity	2017 Y-T-D Activity	Encumbered Balance
Salary	53%	9,717,804	2,403,618	2,303,393	0
Benefits	15%	2,796,915	706,662	812,042	1,041,326
Purchase Service	24%	4,352,213	768,485	447,623	1,038,488
Supplies	5%	854,201	184,517	95,879	402,821
Miscellaneous	4%	676,700	240,232	196,964	199,598
<b>Total Operating Budget</b>	100%	18,397,833	4,303,514	3,855,901	2,682,233
Debt Payment		614,945	0	0	0
Transfers/Advances		600,000	0	1,189,121	0
Note Refunding		31,873	0	0	0
Equipment		784,712	72,693	52,300	341,567
<b>TOTAL EXPENSES</b>		20,429,363	4,376,207	5,097,322	3,023,800

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



# Debt Service and Investments

<u>Long Term Obligation</u>				
General Obligation Bond-Series 2008				
	Beginning Balance	Principal Due	Interest Due	Total P&I Due
2018	455,000	90,000	32,945	122,945
2019	365,000	355,000	28,670	383,670
Tax Increment Revenue Notes-Series 2007 and 2011				
	Beginning Balance	Principal Due	Interest Due	Total P&I Due
2018	15,830,000	1,475,000	686,181	2,161,181
2019	14,355,000	1,545,000	614,356	2,159,356
<u>Short Term Obligation</u>				
	Beginning Balance	Principal Due	Interest Due	Total P&I Due
Kingswood	4,370,000	195,000	52,294	247,294

<u>Investment Summary</u>			
Total Investment Principal	3,000,000		
Rolling 12 Month Cash Flow	35,821		
		Average	
Maturity	Principal Amount	Interest Rate	
	2018	1,000,000	1.138%
	2019	500,000	1.675%
	2020	500,000	1.800%
	2021	497,000	2.150%
	2022	503,000	2.250%

