

# 2023 Second Quarter Report

DEERFIELD TOWNSHIP, OHIO



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## Finance

### Second Quarter-Budget Report

Fund	Adopted Budget	Budget	Amended	Expense 2023	Encumbrance	Budget %
		Amendments	Budget		s	Used
General Fund	5,280,729	4,721,740	10,002,469	7,100,930	1,499,228	86%
Road and Bridge Fund	4,767,309	1,823,280	6,590,589	2,578,305	1,573,622	75%
Cemetery Fund	889,692	17,247	906,939	180,735	82,212	29%
WCSO Fund	5,408,452	308,454	5,716,906	2,411,457	2,799,528	51%
Park Fund	1,831,667	354,501	2,186,168	867,980	412,166	59%
Fire/EMS Fund	11,231,412	733,193	11,964,605	5,892,119	976,223	61%



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# Finance

## Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	12,975,539.01	349,753.25
RedTree Investment Group	34,638,838.50	512,720.00



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# Finance

	Percentage	Current Year Appropriations	2023 Y-T-D Actively	2022 Y-T-D Actively	Encumbered Balance
Salary	37%	12,344,176	6,806,843	5,122,986	0
Benefits	13%	4,356,593	2,437,913	1,647,611	968,612
Purchase Service	44%	14,758,683	8,952,544	2,123,984	1,573,869
Supplies	4%	1,217,695	505,093	549,283	281,484
Miscellaneous	2%	743,989	561,715	503,669	121,723
<b>Total Operating Budget</b>	<b>100%</b>	<b>33,421,136</b>	<b>19,264,108</b>	<b>9,947,533</b>	<b>2,945,688</b>
Debt Payment		0	0	0	0
Transfers/Advances		0	0	0	0
Note Refunding		0	0	0	0
Equipment		3,214,848	1,261,384	628,166	480,934
<b>TOTAL EXPENSES</b>		<b>36,635,984</b>	<b>20,525,492</b>	<b>10,575,699</b>	<b>3,426,622</b>

\* 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

## Second Quarter Supplemental Appropriations

• General Fund	100-0106-5415	Nuisance Abatement	\$8,000
	100-0100-5411	Consultant/Special Project	\$150,000
	100-0102-5418	Legal	\$10,000
	100-0106-5415	Nuisance Abatement	\$5,000
	100-0107-5428	Building Maintenance	\$16,000
	100-0101-5411	Consultant/Special Project	\$50,000
• Gasoline Fund	203-0200-5419	Contract Services	\$105,000
Fire Fund	220-0305-5431	Training	\$10,000



# Planning and Zoning

- Staff issued 124 zoning certificates (82 residential and 42 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 for zoning compliance with approved plans.
- Staff received 34 formal complaints and investigated all 34 in the 2<sup>nd</sup> Quarter which resulted in 21 violation notices being issued to property owners. It should be noted that 13 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 and Zoning Department.
- The Board of Zoning Appeals reviewed two (2) cases in the 2<sup>nd</sup> Quarter. Both variances involved residential properties.



## Planning and Zoning

### Residential (Housing Starts)

There were a total of 18 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 2<sup>nd</sup> Quarter.* The breakdown of certificates issued for new residential dwellings is as follows:

- Maple Park – 1 zoning certificate issued
- Brookwood – 5 zoning certificates issued
- Kensington – 2 zoning certificates issued
- Kings Meadows – 1 zoning certificate issued
- Long Cove Lakes – 5 zoning certificates issued
- Losh Landing – 4 zoning certificates issued



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## 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 (Preliminary Plan approved by Warren County)

### Commercial (New Businesses/Relocations)

- Tokyo Grill (New restaurant user at 5456 Kings Center Drive)
- Focus Health Wellness (New medical office use at 5160 Socialville-Foster Road)
- Kids Clubhouse (New indoor recreation facility at 3187 Western Row Road)
- Citizens Bank (New office user at 4705 Duke Drive)

### Commercial (New Construction)

- First Watch (New Restaurant under construction at 5050 Deerfield Boulevard)
- 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)



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# Planning and Zoning

Major projects for the 2<sup>nd</sup> Quarter include the following:

- IT Support Request 18
- Website Updates 7
- Accounts Review & Maintenance
- Office 365 Upgrade Project
- Disaster Recovery Plan Document & Business Continuity Planning
- Network Architecture Audit Review
- Phone System Planning
- GIS Applications Development
- Master Sump Line Project
- Document Management Inquiry
- Licensing & Renewals (VMware, Fortigate)



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# Human Resources

### New Hires

- 3 seasonal new hires for Service
- 9 seasonal new hires for Camp

### Resignations

- Part Time Fire**  
 Ashton Conte- 04/15/2023  
 Ashely Robinson- 04/03/2023  
 Brandon Schliebaum - 04/29/2023

### Workers Comp

0 new claims

### Projects

- Paychex Upgrade onboarding
- Paychex Upgrade Benefits Administration
- Seasonal hiring
- OTARMA insurance renewal
- Begin Health insurance renewal



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# Warren County Sheriff

Deerfield Township contracts with the Warren County Sheriff's Office for police services and supplies a substation where the Deputies are located. This contract has been in place for many years, and our relationship is excellent. The Warren County Sheriff's Office is a service-oriented agency that supplies superior policing to the people who live, work, and visit our community. In addition to traditional safety services, the Sheriff's office also provides Women's Self-Defense Classes, Wellness Checks, and Vacation House Checks.

- Current Staffing is down by three deputies. Hiring and training are active for these positions.
- Since January 2023, there have been over 14,500 Calls for Service created for the township.

<https://www.choosedeerfield.com/government/warren-county-sheriff/deerfield-post/>



# Fire Department

## Training

We have continued with our training at the new tower. We spent a considerable amount of time on Engine Company operations as well as Ladder Company operations during this quarter, now that the weather has turned. We also were able to get into the river for swift water training this quarter. Lastly, we conducted boat training at Oder's Lake in Hamilton Township. This was a joint training operation with Hamilton Township, Salem-Morrow, and South Lebanon.

We are part of the RAT training committee in Southwest, Ohio. We are conducting the twenty-year revision of the original program. Crews began with an online firefighter safety and awareness course put out by the IAFF last winter. We then began with firefighter window rescues from both below grade and second floor scenarios. We should complete the revised program in the next quarter.



# Fire Department

April	(4-6) <b>Eng Ops (Preconnects)</b>	(11-13) O8 Emergencies	(18-20) <b>Search (Residential)</b>	(25-27) <b>Ropes I</b>
May	(2-4) <b>Eng Ops (Dead Loads)</b>	(9-11) Trauma Scenarios	(16-18) <b>Vertical/Horizontal Vent.</b>	(23-25) Swift Water
June	(6-8) <b>Flowing while advancing</b>	(13-15) LZ Safety	(20-21) <b>Multi-Company Ops</b>	(27-29) Breaching and Breaking

## Quartermaster

We have received fourteen new sets of turnout gear that was ordered in the first quarter. Several sets came in too large and are being sent back for tailoring.

We have also received a large Stigler Supply order for station supplies. Our Central Supply is at Station 58 where all consumables are kept.



# Fire Department

## Fire Equipment

We have received our new S7 E-Force cutter and X-54 E-Force spreader for Rescue 57. These 3rd generation battery-operated cutter and spreader have greater capacity over our previous 1st generation set. This will aid us in extrication incidents with modern vehicles and commercial vehicles.

We have received the 2" hose for the spare engine. This will give us spare 2" hose for each station as well. We also received two 6' VES ladders for Ladder 57. These are used for first floor window access for search and fire attack.

We're working through a needs analysis for multi-gas meters as ours are aging out. We have grant funds available for this purchase through the LOEB grant. We anticipate purchasing them in the next quarter. We currently have seven meters in our inventory.



(Mutual-Aid to Hamilton Township)



# Fire Department

## SCBA's

We have ordered ember guards for twenty-five of our SCBA's. These guards cover the air and electrical hoses that run over the shoulder straps. We still have three SCBA's at Interspiro for warranty repairs.

We will begin evaluating new SCBA's in the first quarter of 2024. We are currently scheduled to replace our SCBA's in 2025. The analysis will take approximately nine months.

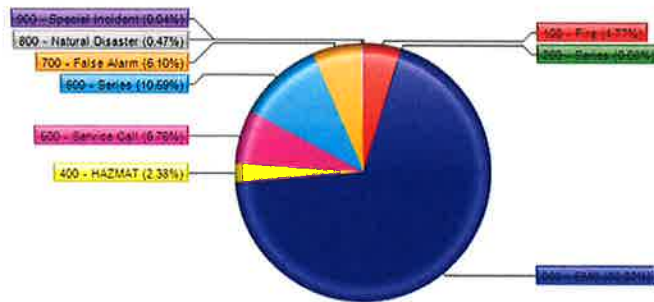
## Quarterly Incident Data

EMS: 939  
Fire: 430

Year to Date: 2559  
(1.5% increase over 2022)

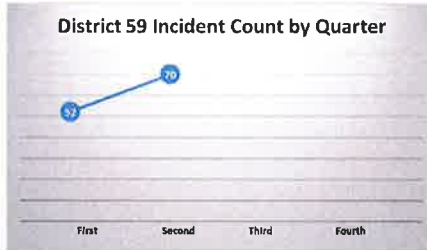
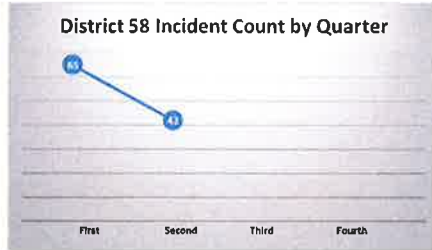
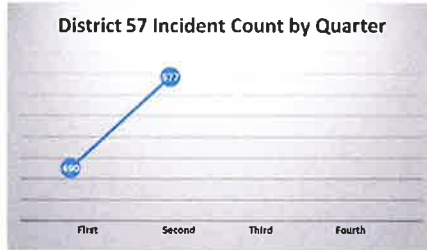
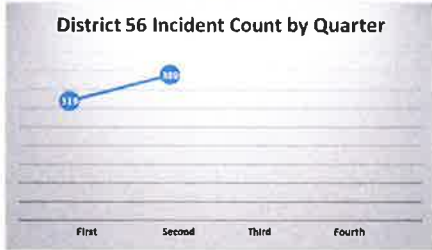


# Fire Department





# Fire Department



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# Fire Department



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# Fire Department

## 2023 Second Quarter Prevention Totals

Annual Inspections - 77  
Reinspections - 21

Building Department - 35

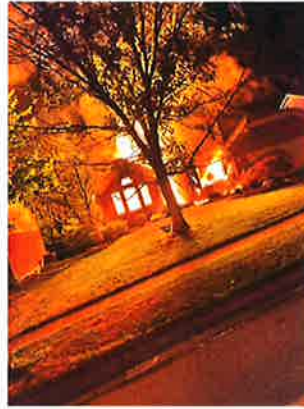
Plan Review - 42

Company Annual - 182  
Company Reinspections - 15

Deerfield  
Fire Investigations -- 1  
    Car fire in parking lot of Kings Kia

Warren County  
Fire Investigations - 0

Juvenile Firesetter Intervention - 0



# Fire Department

## 2023 DTFR/WCSO Safety Town Report

The following is an overview of the 2023 Safety Town hosted by Deerfield Township Fire Rescue and the Warren County Sheriff's Office. This was a successful and educational camp that taught children about various safety topics and introduced them to the first responders that serve their community.

The camp was held from June 5th to June 9th at JF Burns Elementary School. In the past, specifically prior to COVID, the camp has been 2 weeks (4 sessions; 1 a.m. session for week 1 and 1 a.m. session for week 2; and 1 afternoon session for week 1 and 1 afternoon session for week 2). Unfortunately, due to the lack of volunteer counselors the second week had to be cancelled this year.

We had a total of 68 campers approximately 15 high school student volunteers who participated in the camp. The camp consisted of am and pm sessions, each lasting for two hours. Each day covered different safety topics such as fire safety, bike safety, animal safety, bus safety, and personal safety. The campers also had the opportunity to interact with guest speakers from different agencies and organizations, such as Warren County Ecological Department, Mike's Mobile Vet, Kings/Petermann Bus Service, and the Warren County SWAT Team. The campers learned valuable lessons and skills from these experts and had fun at the same time.

We were graciously able to utilize Miami Township's smoke house on Friday for our fire safety day (however they are planning to sell their smoke house before next year). Unit 2 at Station 57 also attended Friday to assist with a fire safety lecture, man the smoke house and fire hose, as well as oversee a tour of our emergency apparatus. They did an excellent job.



# Fire Department

The camp was a result of months of planning and preparation DTFR FF/Medic Michael Dulovich and Deputy Trent Barker, where they spent the last 5 months prepping, as well as multiple days off shift to run errands, attend meetings, and assemble and disassemble camp. This year was our first full camp at JF Burns since shutting down due to the pandemic. FF Dulovich successfully implemented safer and quicker camper drop of, pickup, and camper accountability; as well as designed and built new safety houses made of vinyl banners and PVC pipes, getting us away from the old wooden houses. These new houses are safer, more portable, and easy to set up and take down.

Next year, FF Dulovich would like to build two more houses, a new fire hose spray target, additional bikes, and possibly run camp for 2 weeks again. We hope to expand our capacity and reach more children in our community.



# Economic Development/PIO

## Revised Economic Development Strategies Produce Results

At the beginning of 2023, Deerfield Township officials completed substantial revisions to economic development strategies originally adopted in 2019. We identified several objectives to strengthen the business community and increase revenue from commercial development. These goals include:

- **Revitalization of existing office buildings** - As a result of recent trends in the commercial office market (such as flexible schedules that allow employees to work from home), vacancies at several buildings have risen dramatically. It is imperative that we reverse this trend and improve occupancy rates at local office buildings.
- **Creation of first-class environments for people to live, work and play** - To help local businesses find and retain workers, we must create environments where professionals are eager to live and work. To accomplish this goal, we plan to attract restaurants and shops to existing properties while creating new environments that add to the overall experience for our residents.
- **Establishment of an Entrepreneurial Development Program** - Small businesses are the backbone of any community. Moving forward, Township officials want to help emerging entrepreneurs start and ultimately grow their businesses here in Deerfield.



# Economic Development/PIO

To achieve these goals, our economic development team engaged commercial property owners, developers, brokers and regional partners to better market opportunities in our community. We also established several initiatives to make our community competitive with others under consideration.

These efforts have helped us retain or attract several companies including Benchmark GenSuite, Summit Funding Group, Novo Staffing, Best Upon Request, All Care Hospice, Ormya Inc., and the Veterans Administration. A NEW program targeting existing office buildings helped us bring Citizens Bank to Deerfield Township. The company recently signed a seven-year lease at 4605 Duke Drive, bringing 65 employees to Deerfield.

Township officials also work closely with property owners and commercial brokers to bring new shops and restaurants to these areas. First Watch and J. Crew recently opened at Deerfield Towne Center. Nordstrom Rack is coming in 2024. Several other businesses including the Amazing Sweet Shoppe, First Financial Bank, Tokyo Grill and Buffet, and SGN Golf moved into the Township.



# Economic Development/PIO



Silverman and Company is moving forward with two ambitious mixed-use developments. Construction is well underway at Pimlico Pointe, a first-class mixed-use development on Tylersville Road that will include more than 200 homes along with several business and retail spaces. The District at Deerfield already features hundreds of luxury apartments, and Silverman is now adding a one-of-a-kind entertainment district to the mix. Columbus-based 101 Beer Kitchen recently announced plans to join PINS, 50 West, The Eagle and Bakersfield at this \$150 million development, making the District at Deerfield one of the top projects in Southwest Ohio.



## Economic Development/PIO

Township officials participated in several interviews and press events to publicize recent happenings in our community. Trustee Hedding participated in interviews with WLWT and several other media outlets to call attention to recent developments at The District and Deerfield Towne Center. She also participated in an interview with Spectrum News to announce the completion of several improvements at Kingswood, our community's premier park. Finally, Township officials participated in a segment that appeared on the WKRC TV Local 12 morning show promoting the 2023 Sounds of Deerfield concerts, including performances by the Eagles Project and Cincinnati POPS Orchestra.



## Economic Development/PIO

Finally, we will establish a NEW program to help Deerfield Township residents start and grow their own small businesses. CoHatch and the Warren County Small Business Development Center have agreed to help us establish a cohort for emerging entrepreneurs. Both organizations will lend their facilities and expertise to residents who participate. Those who are selected for the program will receive FREE access to the award-winning co-working space and programming at CoHatch. They will also be able to attend classes on small business development offered by the SBDC. We anticipate this new program will be launched in the first quarter of 2024. More information will be available on the Township website and Facebook page later this year.

**Ohio**  
Warren County  
Small Business  
Development Centers



# Public Works - Road and Bridge

Quarter #2 milestones for the Service Department are detailed below.

## Road Work

- Staff trimmed trees in Woodfield Subdivision in preparation for our annual resurfacing project.
- Crews continue to mow and weed eat Township Right-of-Way (ROW).
- Monthly brushing chipping, also assisted fire stations with cleanup of their stations with brush removal.
- Staff responded and filled potholes up request and monthly checks.
- Staff completed large asphalt repairs on Lasbre Drive, Falcon Ln. and Hickory Hills Ct.
- In preparation for Paving service members rebuilt and/or repaired all catch basins in Heritage Green and Woodfield where street paving was taking place.
- Staff finalized cleanup on all snow equipment (Trucks, Plows, Salt Boxes) for storage.
- Service crew members bermed roadsides in Loveland Park and Western Row Road.
- Spring weed control (spraying) took place along all maintained roads in Deerfield Township.
- Staff completed the signage zone checks for 4-5-6.
- Assisted cemetery when needed for funerals and headstone footers.
- Staff welcomed JF Burns students on their annual field trip to the service garage.
- Service crew members filled important roles at all Deerfield Township events where needed. (E-Waste, Market Place, Eagles Project)
- Staff mowed and weed all parks and park property. The spraying of weeds was also conducted in all our parks.
- Crews continue to water all new trees and plants in our parks and Township properties.
- Monitor and landscaping beds, Weeds/Mulch/removal and planting when needed.
- Staff repaired and serviced water fountains (drinking). They also installed Pond Fountains.
- Completed Daily Park inspections and all cleaning required at restrooms and pavilions. (Weekly, including weekends)
- Staff built a new bench for our dog park and also built a new guardrail for Kingswood Park.



# Public Works - Administration

- Street Light Inspections - Staff inspected zones 3 thru 4 for defective street lights. 13 streetlights were reported to be repaired.
- 2023-01 Annual Resurfacing Project - Barrett Paving successfully resurfaced 3.90 miles of roadway in the Heritage Green and Woodfield subdivisions. Curb, sidewalk, and roadway patching were included in this project.
- 2019-03 Kings Mills Improvement Project - Ford Development Inc. completed Phase II in June. Phase III easements have been sent to residents. Phase III bids are to be opened on July 13, 2023. At that time, a contractor will be selected.
- 2023-02 Landscaping Maintenance Project - Degree Landscaping continues to check and maintain landscaped medians and welcome signs during their monthly visits.
- 2023-04 Sidewalk Replacement Project - Staff has been fielding, inspecting, and compiling a list of complaints regarding sidewalks that are in disrepair. Project will go to bid in August.
- 2023-13 Annual Street Marking Program - Staff is currently inspecting street marking throughout the Township to improve safety and visibility for drivers and pedestrians. The project will involve the application of new lane markings, and crosswalks where needed. Project will go out for bid in July.
- Preparing documents for 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 and an improvement on Columbia Rd.
- Completed safety training monthly for all service personnel.
- Staff preparing for work to be completed on Davis, Rich and Primrose. Staff is looking into traffic and crash data in June.
- Working with CT Consultants for the Kingwoods connection path to 71 Bridge. Final design is underway.
- Staff continues to collaborate with Warren County Engineer's regarding the King Ave Turn Lane and Roundabout.
- Staff is working with Kleingers Group for the street scape design and landscaping improvements along Mason- Montgomery and other various locations.
- Staff worked with Dams and Mercy Health to clean-up and landscape the Station 58 property line in conjunction with the construction at the new Mercy Hospital.
- Staff is working with JK Meurer to mill and fill Station 56 (paving). This work should take place in Q3.
- Staff is evaluating an intersection off of Arbor Square to help improve safety and lessen accidents.



## Deerfield Regional Storm Water District

- Staff fielded 71 storm water calls and received 9 Requests for Assistance (RFA) during 2023 Q2.
- Staff managed 19 stormwater related improvements, of which 4 projects were completed with another 15 in various stages of design or construction.
- Final design is underway for stormwater improvements at the Meadow Dr. and Green Haven Way intersection. Once complete, the improved drainage system should greatly reduce the chance of the roadway flooding in the future.
- The District is working with the Deerfield Township Trustees to improve stormwater infrastructure as part of the Kings Mills Improvement Project. This cooperative project ensures that both the roadway and storm sewer upgrades are completed at the same time.
- A study and evaluation of the stormwater and drinking water infrastructure in the Loveland Park area will begin this summer and continue through the rest of the year. When complete, the plan will guide the various agencies as they make improvements in the area.



## Service Department – Parks & Recreation

<b>DeerfieldRec.com</b> 152 New Accounts (80 Res, 72 NR)	<b>Online Registration</b> 344 Registrations (187 Res, 157 NR)	<b>Recreation Programming</b> 70 Events/Programs 8 Cancelled* 5,671 Participants**	<b>Volunteerism</b> 93 Volunteers 299 Total Volunteer Hours
<b>Snyder House</b> 21 Private Rentals 5 Local Non-Profit	<b>Special Event Permits</b> 15 Applications 15 Approved	<b>Field Use Permits</b> 16 Request Submitted Pending	<b>Memorial Donations</b> 1 Memorial Tree

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



## Service Department - Parks

- Service department continued to work with the Ohio River foundation on removal of invasive species at Kingswood Park
- Installed entrance way tree line to Kingswood Park, and installed wood guardrail with delineator signs.
- Removed vegetation around Veterans Park and Electronic Reader Board Sign
- Service department completed chimney reconstruction at Snyder House:
- Service department continues to paint and update signs throughout the parks as needed.



## Service Department – Recreation

- Parks Director began attending leadership program through ICMA High Performance Leadership.
- Rec Manager continues Center for Local Government Leadership Academy
- 3 Parks and Recreation E-Newsletters published
- Camp Director hired 9 camp counselors, 7 returned from previous year
- Continued outreach to create community partners to increase and diversify programming.
- 27 cemetery deeds approved by Trustees
- Partnering with Division of Wildlife, WCSO, FOP, and Warren County Soil and Water to coordinate efforts for upcoming Cops and Bobbers fishing event.

Programming Administration



- Summer camp began in June and camps are at 88% capacity with registrations still being accepted for available spots
- Easter Egg Hunt took place on April 1 and was a huge success with over 1500 community members in attendance
- E-Waste event took place in April and electronic waste collected weighed in at 61,664 pounds
- Ribbon cutting for Activity Center and Kingswood Playground was well attended by the community and garnered very positive feedback for the park
- Eagles Project concert at Cottell Park had an estimated attendance of 2,000 community
- Partnered with Masons Public Library for Storyline in the parks and living story walk

Recreation Programs



- Construction completed on the Activity Center and Playground. Audio visual components still need to be installed.
- Increased marketing efforts through more frequent social media posts, events, and handing out fliers at all programs
- Trustees approved new Deerfield Township Parks Foundation through Warren County Foundation.
- Parks director hired 2 full time and one part time seasonal employees
- Township hosted 150 third graders from JF Burns elementary to the service department, parks, police and fire to educate them on local government.

Special Projects





## Cemetery Department

Activity	Quantity	Amount
Opening/Closing	29	\$24,750
Disinterment	-	-
Grave Sales: Resident	4	\$8,000
Grave Sales: Non-Resident	20	\$44,000
Grave Sales: Cremation	2	\$1,200
Foundations	34	\$12,259
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$90,209



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