

2023 Third Quarter Report

DEERFIELD TOWNSHIP, OHIO



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Finance

Third Quarter-Budget Report

<u>Fund</u>	<u>Adopted Budget</u>	<u>Budget</u>		<u>Expense 2023</u>	<u>Encumbrance</u>	<u>Budget %</u>	
		<u>Amendments</u>	<u>Budget</u>			<u>s</u>	<u>Used</u>
General Fund	5,280,729	4,960,171	10,240,900	8,166,168	1,059,083	86%	
Road and Bridge Fund	4,767,309	2,019,772	6,787,081	3,599,080	937,318	75%	
Cemetery Fund	889,692	33,622	923,314	257,107	385,114	70%	
WCSSO Fund	5,408,452	382,838	5,791,290	2,546,144	2,799,528	77%	
Park Fund	1,831,667	469,802	2,301,469	1,479,408	382,882	81%	
Fire/EMS Fund	11,231,412	1,229,360	12,460,772	8,393,505	809,485	75%	



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Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	10,638,948.34	495,272.47
RedTree Investment Group	34,841,822.39	741,753.50



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Finance

	Percentage	Current Year Appropriations	2023 Y-T-D Activity	2022 Y-T-D Activity	Encumbered Balance
Salary	37%	12,344,176	8,935,145	6,860,986	0
Benefits	13%	4,356,593	3,270,773	2,887,611	968,612
Purchase Service	44%	14,758,683	10,655,663	4,653,984	1,610,586
Supplies	4%	1,217,695	741,740	795,283	281,484
Miscellaneous	2%	743,989	495,109	643,669	121,723
Total Operating Budget	100%	33,421,136	24,098,430	15,841,533	2,982,405
Debt Payment		0	0	0	0
Transfers/Advances		0	0	0	0
Note Refunding		0	0	0	0
Equipment		3,214,848	1,563,322	1,031,166	480,934
TOTAL EXPENSES		36,635,984	25,661,752	16,872,699	3,463,339

* 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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Third Quarter Supplemental Appropriations

• General Fund	100-0100-5411	Consultant/Special Project	\$274,890
	100-0106-5415	Nuisance Abatement	\$4,000
• Park Fund	212-0500-5610	Improvement of Sites	\$150,000
	212-0500-5610	Improvement of Sites	\$60,000
	212-0500-5650	Vehicles and Mowing Equipment	\$57,000
	212-0500-5610	Improvement of Sites	\$30,000
	212-0500-5419	Contract Services	\$10,000
• Road Fund	212-0500-5423	Repairs and Maintenance	\$5,000
	204-0200-5650	Vehicles and Mowing Equipment	\$57,000
• Road Fund	204-0200-5411	Contract/Special Projects	\$81,400
	209-0300-5650	Vehicles and Mowing Equipment	\$60,000
• Fire Fund	220-0305-5432	Fleet Repairs and Maintenance	\$20,000
	220-0305-5132	Salary	\$43,500



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Planning and Zoning

- Staff issued 86 zoning certificates (54 residential and 32 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 11 residential properties for zoning compliance with approved plans.
- Staff received 20 formal complaints and investigated all 20 in the 3rd Quarter which resulted in 11 violation notices being issued to property owners. It should be noted that 9 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 three (3) cases in the 3rd Quarter. Two variances involved residential properties and one involved a proposed Home 2 Suites on Bardes Road.



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Planning and Zoning

Residential (Housing Starts)

There was a total of 10 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 3rd Quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Afton Falls – 1 zoning certificate issued
- Candlestone – 3 zoning certificates issued
- Kerrisdale – 1 zoning certificate issued
- Long Cove – 2 zoning certificates issued
- Long Cove Lakes – 1 zoning certificate issued
- Loveland Park – 2 zoning certificates 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 (Preliminary Plan approved by Warren County)

Commercial (New Businesses/Relocations)

- Revel (New Co-working, Office space, Restaurant user at 8460 Duke Boulevard)
- Poke 96 Restaurant (New restaurant use at 9540 Mason-Montgomery Road)
- CG Medical Associates (New medical offices at 3187 Western Row Road)

Commercial (New Construction)

- 50 West (New Restaurant under construction at 5224 District Park)
- 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 GIS/IT projects for the 3rd Quarter include the following:

- Budget Effort
- Website Updates 22
- IT Support Requests 35
- Phone System Maintenance & Updates 7
- Accounts Review, Maintenance, & Licensing Review
- Licensing Renewals (Adobe)
- GIS Mapping & Data
 - ArcGIS Installation
 - New Zoning Definitions
 - 22 & 3 Project Files
 - Master Sump Line Project
 - Stormwater & Utility Data
 - BZA
 - Case 2023-245 Variance
 - Case 2023-246 Variance
 - POPS Concert Map
- Hotel Report
- Palmera Emergency Runs Data
- DNS Server Upgrades
- O365 Deployment
- Deployed Server/Workstation Monitoring
- Document Management Solution Engagement
- Proofpoint Anti-Spoofing Upgrade
- Phone System Review & Upgrade Planning
- Canon Account Cost Analysis Review



Human Resources

New Hires

- 6 new full-time Firefighter Medics
 - Seth Gauby- 7/10/23
 - Ryan Hurley -7/10/23
 - Jared Karrasch – 7/10/23
 - Olivia Monroe – 7/10/23
 - Evan Peul – 7/10/23
 - Jacob Schoch – 9/25/23
- 1 new hires for Service
 - Xavier Faul – 7/24/23

Projects

- Health Insurance Renewal
- Finalize Benefits Administration software
- Dental insurance quotes

Resignations

Seasonal Workers

- 9 - camp counselors
- 2 – Service Crew

Part Time Fire

- Donald Gates – 9/12/23
- Scott Harley – 8/24/23

Full Time Fire

- Mark Miller – 9/28/23
- Justin Bell – 5/7/23 (not previously reported)

Workers Comp

- 2 new claims
 - Injured knee
 - minor concussion



Warren County Sheriff

- Current Staffing is down by only one deputy. This line is being held for the future K9 position. The intent is to conduct a selection process in early 2024.
- Deputies Bryon Watson, Levi McClellan, Jared Burson have been added to fill deputy vacancies.
- Since January 2023, there have been over 22,000 Calls for Service created for the township.
- Currently we are in the process of replacing old In-Car camera systems with new AXON Fleet3 systems. These new cameras offer better quality and improve our ability to share digital evidence.
 - All equipment hardware was purchased at no cost to Deerfield Township by the Warren County Sheriff's Office.
 - Deerfield Township is covering the cost for all incurred software licensing fees.

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



Fire Department

Training

The Sheriff's office and DTFR collaborated to conduct their annual RTF (Rescue Task Force) training at Columbia Intermediate School. This joint training initiative ensures that both EMS (Emergency Medical Services) and law enforcement personnel are well-prepared to respond effectively to these types of incidents. This proactive approach to training enhances their readiness and coordination during critical incidents.

Multiple training sessions took place at the training tower, notably the department's annual live burn training. This type of training exercise offers firefighters hands-on experience in real-life fire scenarios, enhancing their skills and preparedness.

July	(4-6)	Hose Bundle Work	(11-13)	Triage	(18-20)	Search (Residential)	(25-27)	Machine Extrication
August	(1-3)	Master Streams	(8-10)	RTF	(15-17)	EMS	(22-24)	Shoring
Sept.	(5-7)	Live Fire	(12-14)	Airway Skills	(19-21)	Exo	(26-28)	Trench



Fire Department

Quartermaster

In the third quarter, a large cleaning supply order was placed, aligning with our operational needs and budgetary guidelines. These supplies were procured from Stigler, ensuring the timely restocking of essential cleaning materials. All cleaning supplies are currently stored at station 58.

We did not place any substantial orders for uniforms or turnout gear. Several sets of turnout gear that had to be sent back for modifications came back early in the quarter.



Station 58



Fire Department

Fire Equipment

A committee lead by Captain Todd at the time assessed the feasibility of replacing the automatic nozzles on all DTFR apparatus. These existing nozzles were still in service from the Mason Deerfield Joint District. After thorough evaluation, it was concluded that the Chief XD nozzle aligns perfectly with the department's operational requirements, and it was chosen by the committee as a suitable replacement option. This decision ensures improved equipment standardization and enhanced firefighting capabilities within the department.

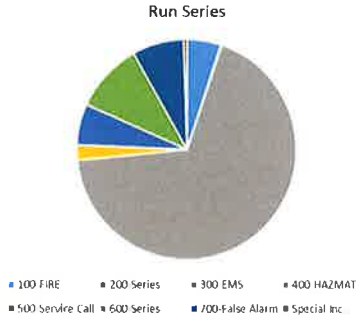


Fire Department

Quarterly Incident Data

EMS: 834

FIRE: 514



Fire Department

District 56:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
319	389	389	

District 57:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
490	577	519	

District 58:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
65	42	56	

District 59:

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
52	70	77	



Fire Department

Mutual Aid:

Received	Given
87	191



(Mutual-Aid to Mason)



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Fire Department

Unit Responses:

E56 – 523
M56 – 457

R57 – 423
L57 – 167
M57 – 465
B057 – 1
E57 – 1

E58 – 147
M58 – 158
CAR58 – 49

E59 – 123
M59 – 60
CAR59 – 26

BA56 – 273
I56 – 44
EMS56 – 1
CS8 – 7
CS9 – 4



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Economic Development/PIO

Deerfield Towne Center Adding More Tenants!

Truva Turkish Kitchen will move into space once occupied by Maplewood. Owner Murat Karahan will bring a second location of his popular restaurant here during the first quarter of 2024. The Deerfield restaurant will be even larger than an existing location on Montgomery Road. The menu at Truva features lahmacun, or Turkish-style pizza, a thin-crust dough topped with ground lamb and beef and chopped garden vegetables; chicken saute, with tomatoes, onion, garlic, red and green peppers served with rice pilaf; and lamb shish kebab, or cubes of lamb marinated in a special sauce and served with low-carb vegetables and bulgur pilaf.



Later in 2024, Nordstrom Rack will move into vacant space once occupied by Bed, Bath and Beyond. Nordstrom Rack is the off-price retail division of Nordstrom, Inc. offering discount deals on designer clothes, accessories, beauty items and home items. The Deerfield store will be the company's second location in Greater Cincinnati, joining an existing store at the Rookwood Shopping Center. Carl Jenkins, senior vice president of Nordstrom Rack Stores, said in a statement, "We look forward to opening this new Nordstrom Rack location, strengthening our network of stores and introducing new customers to Nordstrom Rack's unique product offering."



Economic Development/PIO

NEW Co-working Concept Coming to Deerfield!

At the end of last year, Township officials joined the ownership team at Revel Building Group for an official groundbreaking of their new co-working facility at 8460 Duke Boulevard! Named Revelance, this innovative concept will transform the landscape of our community by offering a unique fusion of co-working spaces, taproom, private offices, amenities, and an event center all under one roof. Participants will find an inclusive and supportive environment that empowers individuals and businesses to thrive. For more information about Revelance and to stay updated on the progress leading up to their grand opening later this year, go to www.revelanceoh.com. Congratulations to Joe Clark, Patrick Malloy, Kristina Forester and the entire management team!



Economic Development/PIO

Fast-growing Technology Firms Keeps Global Headquarters in Deerfield!

A key component of our economic development strategy is the retention of existing businesses that are considering expansion or relocation. Recently, Township officials joined our friends at Benchmark Gensuite to celebrate their decision to keep the company's global headquarters in our community. Benchmark Gensuite enables companies to implement robust, cross-functional digital systems for EHS, Sustainability, and ESG Reporting through a unified digital platform - locally, globally and across diverse operating profiles. This impressive technology company recently moved into its new home at Deerfield Crossing. The 10,000-square-foot office supports 90 employees.



Employees and visitors enter the headquarters through the welcome atrium, which has a live wall with Benchmark's name and logo. From there, there's a large visitor conference room where Benchmark can host customer meetings – a major focus as the company has more than three million users across the world. The heart of this space is a large, open co-working area. Throughout the office, there are a variety of seating options for employees, including couches, desks with large monitors, work pods and conference rooms. It even includes a lounge area for team events, team café, and meeting room that seats up to 60 people.



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Public Works - Road and Bridge

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

Road Work

- 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. 350 Yards of Brush
- Staff responded and filled potholes up request and monthly zone checks.
- Staff completed the signage zone checks for 7-8-9.
- Assisted cemetery when needed for funerals and headstone footers.
- Service crew members filled important roles at all Deerfield Township events where needed.
- 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.
- Completed Daily Park Inspections and all cleaning required at restrooms and pavilions. (Weekly, including weekends)
- Crew members took equipment for a touch-a-truck event at the Compass School.
- Our service department made repairs were made to 16 Catch Basins.
- Staff installed 60 FT of 12" pipe and 40 FT. of 30" pipe in the right-of-way.
- The Service Department also installed 40 FT. of 36" pipe at Roberts Park.
- A new concrete pad and a new shelter was built by our service department at our Dog Park.
- The park pathways were trimmed by our team during Q3.



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Public Works - Administration

- Street Light Inspections - Staff inspected zones 3 through 7 for defective streetlights. 29 streetlights were reported to be repaired.
- 2023-01 Annual Resurfacing Project - Barrell Paving successfully resurfaced 3.90 miles of roadway in Heritage Green and Woodfield subdivisions. Curb, sidewalk, and roadway patching were included in this project.
- 2019-03 Kings Mills Improvement Project Phase III easements have been sent to residents. Phase III bids were opened on July 13, 2023. Barrell Paving was the lowest and best bid. Work to begin in January of 2024.
- 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 - The project was bid on August 7, 2023. R.E. Middleton was the lowest and best bidder. Work began in late August and was successfully completed by September 15, 2023.
- 2023-10 Hazard Tree Removal Project - A. I. Tree Care was awarded the contract and will start removing hazard trees within the right-of-way in late October.
- 2023-13 Annual Street Marking Program - Bids were open on August 7, 2023. The project was awarded to The Aero-Mark Company and was successfully completed at the end of August.
- 2023-15 Davis Road Culvert Replacement Project - Bids were open on August 28, 2023. Freeze Underground was awarded the contract and is set to begin work on November 10, 2023.
- 2023-16 Baywood Subdivision Catch Basin Replacement Project - Bids were opened on August 28, 2023. Freeze Underground was awarded the contract. The project is on schedule to be completed by early December.
- Preparing documents for Phase IV of the Kings Mills Project for the OPWC grant.
- Continuing to collaborate with WCID for the future construction of the pathway on Irwin Simpson and the improvement Columbia Rd.
- Completed safety training monthly for all service personnel.
- Working with CT Consultants for the Kingwood 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 is completed with JK Meurer to mill and fill Station 56 (paving).
- Installing flashing stop signs at Arbor Square intersection.
- Scheduled guardrail to be installed by working with resident on Western Row Rd.



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Deerfield Regional Storm Water District

- Staff fielded 23 stormwater calls and received 6 Requests for Assistance (RFA) during 2023 Q3.
- Staff managed 13 stormwater-related improvements, of which 3 projects were completed, with another 10 in various stages of design or construction.
- The stormwater improvements at the Meadow Dr. and Green Haven Way Intersection have been bid out. WG Stang LLC has been selected as the contractor. They anticipate construction to begin in mid-November. Once complete, the improved drainage system should greatly reduce the chance of 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. Phase III is anticipated to begin in early 2024.
- A study and evaluation of the stormwater and drinking water infrastructure in the Loveland Park area is underway and will continue into 2024. When complete, the plan will guide the various agencies as they make improvements in the area.
- The Deerfield Township Trustees have begun a project to protect Kings Mill Road, which is suffering from extreme stream bank erosion upstream of the Old 3C highway bridge. If left unchecked, the roadbed will fail, and the road will close. The Trustees contracted with Channel Maintenance Systems because of their extensive experience using natural streambank stabilization methods throughout the State of Ohio. By anchoring cut vegetation to the bank, the river will slow enough to deposit sediment and build up the streambank. Work will be completed in the fall of 2023.



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Service Department – Parks & Recreation

DeerfieldRec.com 102 New Accounts (51 Res, 51 NR)	Online Registration 132 Registrations (100 Res, 32 NR)	Recreation Programming 79 Events/Programs 7 Cancelled* 8,772 Participants**	Volunteerism 26 Volunteers 75 Total Volunteer Hours
Snyder House 10 Private Rentals 4 Local Non-Profit	Special Event Permits 6 Applications 6 Approved	Field Use Permits 16 Request Submitted 0 Pending	Memorial Donations 1 Memorial Tree

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



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Service Department - Parks

- Service department removed weeds and overgrown vegetation, did needed maintenance, and mulched Cottell Park
- Service Department constructed a new shelter at Schappacher Park.
- All service department members worked at the Cincinnati POPS event directing traffic, managing parking, emptying trash cans, and assisting as needed.
- Worked with 15 students on Kings Local School Districts Senior Day of Service. The group cleaned up and mulched the trails at Carter Park.
- Continues to coordinate with Ohio River Foundation on Invasive Species Removal, and chipping brush once removed



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Service Department – Recreation

- Parks Director completed leadership program through ICMA High Performance Leadership.
- Rec Manager successfully completed Center for Local Government Leadership Academy.
- 3 Parks and Recreation E-Newsletters published
- Continued outreach to create community partnerships increase and diversify programming.
- 19 Cemetery deeds approved by Trustees.
- Partnered with Public Works Department to develop a new Name the Snowplow contest.
- Post Summer Camp surveys were administered.
- Summer camp wrapped up its season with 94% enrollment for Q3. Post camp surveys showed 100% of people who completed the survey would recommend camps to friends.

Programming Administration



- Parks Department partnered with WCSO, Warren County Soil and Water District, and Ohio Division of Wildlife for first annual Cops and Bobbers event. Was very well received by the community.
- Parks collaborated with Deerfield Towne Center for the Touch a Truck event in September which had an estimated 2500 community members in attendance.
- Partnership with Warren County Extension has produced increased programming for Outdoor Education Series, including Sustainability in the Home and Intro to Bird Watching.
- Cincinnati POPS concert and drone show was huge success with very positive feedback from the community.
- 2 Movies in the Parks events and pre-show activities were held in Q3 with good attendance at each. Teen volunteers were used to help run this event.

Recreation Programs



- Resurfacing and repainting of tennis, pickleball and basketball courts at Cottell Park began with estimated completion date of mid-October.
- Increased social media posts, updated website news, and physical marketing efforts continue and has resulted in increased community awareness of programs and events.
- Meetings continue with Warren County Foundation to discuss best practices for new Deerfield Township Parks Foundation.
- Storage cages were installed in Activity Center garage area to hold summer camp supplies, cross country and cyclocross equipment.

Special Projects



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Cemetery Department

Activity	Quantity	Amount
Opening/Closing	36	\$30,550
Disinterment	-	-
Grave Sales: Resident	4	\$8,000
Grave Sales: Non-Resident	15	\$33,000
Grave Sales: Cremation	2	\$1,200
Foundations	36	\$13,483
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$85,033



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