

2023 First Quarter Report

DEERFIELD TOWNSHIP



Finance

First Quarter-Budget Report

<u>Fund</u>	<u>Adopted Budget</u>	<u>Budget</u>	<u>Amended</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	4,135,260	9,415,989	2,278,349	537,733	32%
Road and Bridge Fund	4,767,309	1,659,970	6,427,279	669,291	2,320,017	44%
Cemetery Fund	889,692	10,933	900,625	72,987	120,486	21%
WCSO Fund	5,408,452	315,479	5,723,931	199,558	1,648,609	32%
Park Fund	1,831,667	186,018	2,017,685	428,291	467,254	44%
Fire/EMS Fund	11,231,412	699,561	11,930,973	2,530,453	1,799,245	39%



Finance

Investment Summary

Company Name	Total Investment	Y-T-D Interest Income
Star Ohio	12,809,785.19	183,999.44
RedTree Investment Group	34,384,364.45	249,780.05



Finance

	Percentage	Current Year Appropriations	2023 Y-T-D Activity	2022 Y-T-D Activity	Encumbered Balance
Salary	44%	13,044,176	2,365,529	2,991,389	0
Benefits	15%	4,386,149	1,404,667	1,051,213	968,612
Purchase Service	34%	10,110,577	2,620,926	471,337	1,573,869
Supplies	4%	1,206,099	342,956	392,991	281,484
Miscellaneous	2%	715,227	360,970	213,792	121,723
Total Operating Budget	100%	29,462,228	7,095,048	5,120,722	2,945,688
Debt Payment		0	0	0	0
Transfers/Advances		0	0	3,000,000	0
Note Refunding		0	0	0	0
Equipment		3,064,001	622,845	224,221	480,934
TOTAL EXPENSES		32,526,229	7,717,893	8,344,943	3,426,622

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



Finance

First Quarter Supplemental Appropriations

• General Fund	100-0100-5418	Legal	\$10,000
	100-0107-5428	Building Maintenance	\$20,000
	100-0100-5418	Legal	\$18,000
	100-0100-5411	Contracts/Special Projects	\$100,000
	100-0100-5411	Contracts/Special Projects	\$3,830,655
	100-0106-5415	Nuisance Abatement	\$10,000
	100-0100-5570	Minor Tools & Equipment	\$2,268
• Lighting District	508-0210-5870	Taxes/Assessments	\$450,000
• Sheriffs Fund	209-0300-5423	Repairs and Maintenance	\$6,000
• Road and Bridge	204-0200-5411	Contracts/Special Projects	\$203,000
	204-0200-5570	Minor Tools & Equipment	\$748
• Fire Fund	220-0305-5570	Minor Tools & Equipment	\$8,748



Planning and Zoning

- Staff issued 64 zoning certificates (39 residential and 25 commercial). It should be noted approvals include new homes, accessory structures, signage, additions, and interior/exterior modifications.
- Staff performed final inspections on six residential properties for zoning compliance with approved plans.
- Staff received and investigated 12 formal complaints in the 1st Quarter which resulted in five violation notices being issued to property owners. It should be noted that seven of the formal complaints received were either cleared prior to notices being issued, or no zoning violation was found. Consequently, they could not be addressed by the Planning and Zoning Department.
- The Board of Zoning Appeals reviewed four cases in the 1st Quarter. Three of the variances involved residential properties and one involved the Rivers Crossing Church.



Planning and Zoning

The Zoning Commission reviewed four (4) cases in the 1st Quarter. The most significant review was the review and approval of 50 West Brewing Company at the District at Deerfield.



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Planning and Zoning

Residential (Housing Starts)

There were a total of eight 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 first quarter. The breakdown of certificates issued for new residential dwellings is as follows:

- Candlestone – 2 zoning certificates issued
- Brookwood – 1 zoning certificate issued
- Kensington – 1 zoning certificate issued
- Vintage Oaks – 1 zoning certificate issued
- Long Cove Lakes – 1 zoning certificate issued
- Losh Landing – 1 zoning certificate issued
- 7029 Kings Mills Road – 1 zoning certificate issued



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Planning and Zoning

Residential (Subdivision Pipeline)

- 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)

Commercial (New Businesses/Relocations)

- Cursive (New office user at 8467 Duke Boulevard)
- The Pup Palace (New retail use at 2906 Route 22 & 3)
- Sherwin Williams (New wholesale use at 4900 Parkway Drive)
- American Homes for Rent (New office user at 4700 Duke Drive)



Planning and Zoning

Major IT projects for the 1st Quarter include the following:

- IT Support Request 36
- Website Request 13
- Accounts & Maintenance
- Kingswood Activity Center Wifi Project
- Go Daddy Accounts Review
- Rose Hill Network Assessment
- Adobe Pro/Illustrator & ArcGIS Software Upgrades
- Boundary Annexation Survey
- Vertical Maintenance Renewal
- Disaster Recovery & Business Continuity Plan
- Surplus
- Office 365 Planning



Planning and Zoning

Major GIS projects for the First Quarter 2023 include the following:

- Master Sump Line Project
- Parks Maintenance & Asset Collection Project
- Guardrail Report & Update
- Deerfield Land Totals
- 22 & 3 Corridor
- Street Sweeping
- Board of Zoning Appeals
 - 2023-4 Variance
 - 2023-5 Variance
 - 2023-7 Variance
 - 2023-30 Variance
- Zoning Code
 - 2023-29 Minor PUD Modification



Human Resources

New Hires

- 0 new hires

Resignations

Full Time Service

- Trevor Brandt – 01/03/2023

Full Time Fire

- Patrick Dixon – 12/23/2022
- Alicia Lawson – 03/23/2023

Part Time Fire

- Lia Thomas – 01/04/2023
- Jacob Schoch – 01/02/2023

Workers Comp

- 0 new claims

Projects

- Total Compensation Statements
- Service Crew Pay schedule update
- Sexual Harassment Training for all Employees
- Roth 457 option for employees
- Seasonal Camp Counselor Hiring
- Yearly BMV record checks



Warren County Sheriff

- Current Staffing is down by three deputies. Hiring and training are active for these positions.
- Detective Jerry Niffenegger retires effective May 1, 2023
- Deputy Sara Vaught will be assigned to Deerfield Township as a Detective effective May 6th, 2023
- Deputy Dalton Farmer has been assigned to Deerfield Township to fill the Road Enforcement role created by Detective Vaught's new assignment
- St. Margaret of York has requested and will be funding a School Resource Officer for 2023-2024 School year. Selection for that assignment will begin in May.
- Since January 2023, there have been over 8,800 Calls for Service created for the township.



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Fire Department

Training

We started the year off getting back to our standard aggressive training schedule. The first quarter of 2023 saw the construction and completion of our joint training facility with Hamilton Township. This is a very well designed facility that will last the employees of Deerfield Township for decades to come. Crews have already conducted seasoning burns in the structure to season the burn room panels. Moreover, a ribbon cutting was held on March 27th with elected and appointed officials from both townships for the official opening of the tower.



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Fire Department

We are currently waiting for the asphalt at the tower, which is anticipated to be completed by early May. We also are moving a 4" water main and hydrant to the site from Nunner Road. These are additional expenses; however, they are necessary to ensure the best possible training on the site. We anticipate that this work will be completed in the summer. A joint training calendar has already been established to aid in the scheduling of the tower.

In other training news, our monthly trainings have increased to four per month. This year we conducted our bi-annual CPR and ACLS classes. These were done in partnership with UC West Chester. We also conducted the in-service training of our Paratech Hydro-Fusions. These struts will greatly increase our ability to lift and hold loads up to 10 tons each. They have been placed on Rescue 57.

January (3-5) SCBA Confidence Course (10-12) CPR/2023 Protocol Up. (17-19) Elevator Emergencies (24-26) Ice Rescue

February (31-2) Fire Inspector Update (7-9) ACLS (14-16) Fire Ground SOG Review (21-23) Confined Space

March (7-9) Forcible Entry / Saws (14-16) Pharmacology (21-23) Training Building Orient. (28-30) Auto Extrication



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Fire Department

Quartermaster

We ordered 14 sets of turnout gear as our annual replacement schedule. The turnout gear matches our department specification and is due to be delivered this spring. Additional t-shirts have also been ordered for stock. Our stock program has been working out well and has cut down on order requests from staff. We also received new uniforms for our promoted employees and had the Class A uniforms updated. Lastly, new fire helmets were purchased for both promotions and stock as part of our annual replacement schedule.

Stigler Supply has restocked our central supply of station items. These items are tracked by Firefighter Bentley at Station 58. We don't have any large budget items for 2023, so we will just be maintaining what we have for now to include the extractors.



(Crews Operating in South Lebanon)



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Fire Department

Fire Equipment

Fire equipment for the new rescue has been purchased and placed into storage for now. This includes another Grip Hoist, Paratech adapters, chains, and rigging hardware. We also replaced the G2 multi-gas meter on Rescue 57 since it was cheaper than repairing the old one. Lastly, we ordered 400' of 2" hose for Engine 57 as the unit is 100' short and that is our original 2" hose for the department.

A new E-Force spreader and cutter have been ordered for Rescue 57 as well. These are larger units and gen-3. Our current E-Force tools are gen-1 which will be rotated up to Engine 58 due to the amount of mutual-aid accidents that unit is making.

SCBA's

We have ordered the remainder 25 SCBA RIT pouches for our staff and medic units. This completes our RIT pouch replacement for all 50 SCBA's. Each SCBA compressor has had its bi-annual maintenance completed. The OOS fill station at Station 57 has been repaired.



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Fire Department

Our medic units responded to 806 emergency medical calls during the first quarter. During the first quarter there were no significant EMS incidents to report.

AED and Stop the Bleed Kit Project:

The Automated External Defibrillator (AED) and Stop the Bleed Kit project was assigned to the EMS division late last year. This project was to evaluate several different AED units and the locations needed within the Township's owned facilities and parks. The AED unit the EMS division decided on was the Lifeline AED which is perfect for a layperson. This unit will provide step-by-step instructions that are loud and clear to understand, along with visual instructions to place the pre-connected defibrillation pads onto the patient.

Twelve locations were identified for needing AED units and Stopped the Bleed Kits. Such locations were Administration Building, Trustees Council Chambers, Public Works Building, and several parks such as Cottell and Kingswood Park. The AED storage cabinets and stop-the-bleed kits have arrived, and the cabinets have been installed at the locations that were initially identified. The AED units are currently on a nationwide back order, and we are hoping to hear back soon from our vendor when the AED units will be available for delivery



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Fire Department

Unit Totals:

E56	165
M56	118
L57	74
R57	147
M57	162
BA56	94
BO57	2
E59	34
M59	16
E58	68
M58	76



Economic Development/PIO

We continue to meet with commercial real estate brokers, developers and other key stakeholders to determine how best to improve our competitive position in the region. During the first quarter, we met with representatives from the following companies and organizations:

- Alloy Development
- Arlington Properties
- CASTO
- Cincinnati Commercial Contractors
- Cincinnati USA Regional Chamber
- Co Hatch Mason Deerfield
- CVG Partners IV
- Deerfield Towne Center
- Economic Development Group
- Golden Shovel Agency
- Harbert Management Corporation
- HDR
- Jobs Ohio
- Lakota Commercial Real Estate
- Mason Deerfield Chamber
- Midland Atlantic
- Ohio Economic Development Association
- Park National Bank
- REDI Cincinnati
- ROI
- Warren County Economic Development
- Warren County SBDA
- Warren County Workforce Development



Economic Development/PIO

A key component of our program of work is the retention of existing businesses. These companies account for much of the growth in any community. By helping them, we keep business investment in the community and create job opportunities for residents. To identify companies considering expansion or relocation, we launched a business visitation program at the end of 2022. This includes existing and new businesses. During the first quarter, we met with representatives from seven local companies:

- Amaezing Sweet Shoppe
- Downlite
- Harley Davidson
- Lynx Financial
- SGN Golf
- Sonder Brewing
- Yoland Salon



Economic Development/PIO

At the end of March, a large crowd gathered in Deerfield Township for the official groundbreaking of The District at Deerfield. Construction began on the second phase of this \$150 million mixed-use development. Another 80,000 square feet of retail, restaurant and experiential entertainment space will be built that includes PINS Mechanical, 50 West Brewing, Bakersfield, and The Eagle. This impressive development will also include a public square owned by Deerfield Township and programmed with family friendly events throughout the year.



Silverman and Company is the developer for this ambitious project. They have assembled an impressive project team that includes architects from Reztark Design Studio and civil engineers from Bayer Becker. Messer Construction is the general contractor with OnSite Retail Group handling the leasing.



More announcements are coming soon!



Economic Development/PIO

Deerfield Township has a growing and prosperous business community. That success includes many entrepreneurs and small business owners. Often family-owned and operated, these businesses provide unique and personalized services for their customers and clients. Several small businesses have recently opened in the Township including:

SGN Golf (<https://sgngolf.com>) - Attention all golfers! SGN Golf, located at 4700 Duke Drive, is an impressive indoor facility with ten golf simulator bays that feature comfortable seating areas, televisions, and state of the art technology. Your rental fee pays for the entire bay, making this an affordable and fun way to work on your game year round.

The Joint Chiropractic (<https://www.thejoint.com/cincinnati>) - The Joint was originally founded in 1999 by a Doctor of Chiropractic with a vision to transform the traditional, often misunderstood concept of routine chiropractic care by making it more convenient, friendly and affordable. Today, The Joint has grown to a nationwide network of more than 800+ chiropractic offices. They are located in the Deerfield Towne Center, 5855 Deerfield Boulevard.

Yoland Salon and Spa (<https://www.yolandsalon.com>) - This upscale salon offers a complete line of hair, skin, and nail treatments in an inviting atmosphere. Specialties include hair styling and color, bridal makeup, facials, manicures, and eye lashes. They also offer birthday, prom, and bridal packages. This business is located 8815 Wilkens Boulevard.



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Economic Development/PIO

MediMorph (<https://medimorph.com>) - This integrative aesthetics practice is for anyone who wants to look and feel their best at any age. Located at 9313 Mason-Montgomery Road, MediMorph offers a holistic evidence-based approach that combines functional medicine, minimally-invasive cosmetic procedures, and medically supervised weight loss treatments to address the challenges of aging.

Amazing Sweet Shoppe (<https://amazingssweetshoppe.square.site>) - A family-owned bakery, they create delicious cookies, cinnamon rolls, muffins, and cakes. Specialty coffee and hot chocolate are available, and you can order customized treats for your next party. Learn more by stopping into the bakery at 3307 Montgomery Road!

Total Body Performance (<https://www.tbpchiropractic.com>) - Whether you want to improve your mobility or overall strength, this innovative chiropractic and fitness practice can help. Their training center is located at 4700 Duke Boulevard. Chiropractic physician Dr. Paul Books has worked with a wide range of patients from those who are severely disabled to top-performing athletes.

Crumb! Cookies (<https://crumbcookies.com>) - This popular cookie and bake shop recently opened a location at the Deerfield Towne Center, 5873 Deerfield Boulevard. It all started with one big dream, two crazy cousins, and the perfect combination of flour, sugar, and chocolate chips. Since opening its doors three years ago, Crumb! has expanded to over 600 bakeries in 47 states nationwide.



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Public Works - Road and Bridge

Quarter #1 milestones for the Service Department are detailed below.

Road Work

- Our Service Department responded to three snow events clearing a total of 12 inches of snow from Township roads
- Inspected and made necessary repairs/replacements in Sign Zones (1-3).
- Completed tree trimming along township roads for our annual paving plan.
- Staffed numerous funeral events in assisting the Cemetery Department.
- Staff performed six sweeps of all zoning signs throughout the 1st quarter.
- Completed our guardrail inspection, staff made all necessary repairs.
- Responded to all drainage issues, potholes, and other miscellaneous calls from residents.
- Service Department staff replaced wood decks on two trailers.
- Staff utilized our hot box on multiple roads through out the Township for pothole maintenance.
- Staff built 25 new Road Closed barricades with HIP reflective signs and tape.
- We repaired, rebuilt and hand painted six five foot tall Easter eggs witch were placed in various locations at Kingswood Park.
- Our service crew repainted and applied HIP striping on trail bollards at all of our parks.
- We built seven new garden boxes for the community garden at Carter Park for a total of fifteen.
- Our crew built and installed four new archery shelters to replace the old ones at Carter park.
- On two separate events the Little Miami River crested over Davis and Old Kings Mills Rd our service crew set out High Water and Road Closed signs. When the river was at a safe level the roads were cleaned and signs were removed.
- Installed residents pipe on Aster Rd., still working on several other residential pipes and ditches.



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Public Works - Administration

- Street Light Inspections – Staff inspected zones 8 thru 2 for defective street lights. 14 streetlights were reported to be repaired.
- 2023-01 Annual Resurfacing Project – Staff has prepared estimate and bid documentations for project. Project was awarded to Barrett Paving Materials Inc. Work is set to commence in late March. Project includes roadwork patching in various areas throughout the Township. Resurfacing to take place in Heritage Green and Woodfield subdivisions.
- 2019-03 Kings Mills Improvement Project – Ford Development Inc. is on schedule to be completed by late May with Phase II.
- Phase III easements will be sent out to residents in April. Utility coordination meeting will begin in mid March.
- 2023-02 Landscaping Maintenance Project –Staff has prepared estimate and bid documentations for project. Project was awarded to Degree Landscaping. Spring cleanup and mulch installation to began at the end of March.
- Staff hosted the March PWOSO meeting at Deerfield Township.
- Preparing documents for Phase III and Phase IV of the Kings Mills Project for the OPWC grant.
- Continuing to prepare for the Kings Mills Improvement project Phase III – Project to bid in June 2023.
- Continuing collaboration with WCTID for the future construction of a pathway on Irwin Simpson and the Improvement Columbia Rd.
- Completed monthly safety training for all service personnel.
- Staff preparing for work to be completed on Dais, Rich and Primrose Waiting on final plans from LJB engineering. Work to take place this summer.
- Working with CT Consultants for the kingwoods connection path to 71 Bridge.
- 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.



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Deerfield Regional Storm Water District

- Staff fielded 52 storm water calls and received 9 Requests for Assistance (RFA) during 2023 Q1.
- Staff managed 14 stormwater related improvements, of which four projects were completed with another 10 in various stages of design or construction.
- The 2022 Ohio EPA stormwater annual report was recently submitted. This report details the past years accomplishments and tracks the measures used to protect water quality and comply with EPA's permit requirements.
- The District is working with the Deerfield Township Trustees to improve stormwater infrastructure in Phase II of the Kings Mills Improvement Project. This cooperative project ensures that both the roadway and storm sewer upgrades are completed at the same time.



Service Department – Parks & Recreation

DeerfieldRec.com 184 New Accounts (102 Res, 82 NR)	Online Registration 796 Registrations (710 Res, 86 NR)	Recreation Programming 21 Events/Programs 5 Cancelled* 405 Participants**	Volunteerism 1 Event/ 10 Volunteers 40 Volunteer Hours
Snyder House** 2 Private Rentals 12 Local Non-Profit	Special Event Permits 0 Applications 0 Approved	Field Use Permits 1 Request Submitted 1 Pending	Memorial Donations 0 Memorials

*Cancelled Events/programs are included in the overall count. Cancellation reasons may vary - weather, staffing, low enrollment.
 ** Snyder House was closed January and February for renovations due to water damage.



Service Department - Parks

- Staff completed work on the Activity Center at Kingswood, including the playground and Ninja Course, contractors are working on completing their final punch list
- Service department contracted with the Ohio river Foundation to continue invasive species removal at Kingswood
- Repaired Snyder House after pipe leak
- Delivered baseball field conditioner for fields
- Worked on getting mulch areas ready for Spring



Service Department – Recreation

- Changes made to Parks website with new programs, photos, and notification in changes in credit card processing fees.
- Rec Manager attended OPRA conference
- 3 Parks and Recreation E-Newsletters published
- Rec Manager continues to build relationships with community businesses and churches to gain partnerships, sponsors, and volunteers for future events.
- Recreations Manager nominated and started Center for Local Government Leadership Academy.
- 21 cemetery deeds approved by Trustees
- Began hiring process for summer camp counselors using website and social media.

Programming Administration



- MadCap Puppet performance and after-show activities was well attended. Cincinnati Museum Center was present with Exploration Station.
- Launched Outdoor Education Series programming in partnership with Warren County Park District and Warren County Extension-OSU.
- Deerfield camp registration filled quickly and is at 82% capacity.
- Increased social media presence and event pages for programs and events to improve marketing
- Run for the Green saw an increase in participants from 2022.
- Partnering with Pure Barre Mason and Crunch Fitness to provide more fitness classes in parks

Recreation Programs



- Construction on Activity Center and new playground was completed. Chairs, tables, AV equipment, and storage area fencing were ordered.
- 88 social media posts were made.
- Met with Warren County Foundation to discuss developing a Parks Foundation Fund.
- Partnered with North Cincinnati Community Church to plan Easter Egg Hunt planned for April. Purchased eggs, candy, coordinated volunteers and vendors.
- Parks Department awarded Step Outside Grant through ODNR to help fund Cops and Bobbers event scheduled for July.

Special Projects



Cemetery Department

Activity	Quantity	Amount
Opening/Closing	35	\$28,600
Disinterment	-	-
Grave Sales: Resident	6	\$12,000
Grave Sales: Non-Resident	7	\$15,400
Grave Sales: Cremation	3	\$1,800
Foundations	24	\$8,769
Grave Buy Backs	-	-
Surplus Equipment Sale	-	-
Cemetery Total:		\$66,569

