



# 2014

## City of Oakwood Annual Report





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# 2014



# City Phone Numbers

## **CITY ADMINISTRATION** 298-0600

City Manager  
Deputy City Manager  
Clerk of Council

## **POLICE, FIRE & RESCUE**

Emergency 9-1-1  
Non-Emergency 298-2122

## **PUBLIC SAFETY DEPARTMENT** 298-2122

Public Safety Director  
Police and Fire Services  
Emergency Medical Services  
Public Safety Records

## **FINANCE DEPARTMENT** 298-0402

Finance Director  
Assessments  
Vital Records  
Refuse Billing  
Water, Sewer & Stormwater Billing 298-0400  
Income Tax 298-0531

## **PUBLIC HEALTH** 298-0600

## **INSPECTIONAL SERVICES** 297-2920

City Inspector  
Permits and Zoning  
Pre-Sale Housing Inspections  
Property Maintenance Issues

## **LEISURE SERVICES DEPARTMENT** 298-0775

Leisure Services Director  
Health Center  
Horticulturist  
Smith Gardens  
Parks & Recreation Programs  
William E. Gardner Pool 297-2933  
Leisure Line (Recordings) 297-2935

## **MUNICIPAL COURT** 293-3058

Clerk of Courts  
Small Claims Court & Traffic Violations

## **PERSONNEL/HUMAN RESOURCES** 298-0411

## **PUBLIC WORKS DEPARTMENT** 298-0777

Public Works Director  
City Engineer  
Bulk Pick-ups  
Street and Alley Maintenance  
Water, Sewer & Stormwater Maintenance  
Waste Collection (Refuse & Recycling)  
Water Treatment Plant Information

## **OAKWOOD SCHOOLS**

Board of Education 297-5332  
Oakwood High School 297-5325  
Oakwood Junior High School 297-5328  
Edwin D. Smith Elementary School 297-5335  
Harman Elementary School 297-5338  
Lange School (Kindergarten) 299-8730

## **OTHER FREQUENTLY CALLED NUMBERS**

AT&T	1-866-505-1765
Dayton Power & Light	331-3900
Hills & Dales Shelter Rental Info	275-7275
Kettering Inspection Dept.	296-2441
Montgomery County Property Tax Information	225-4326
RTA (Route & Schedule Info)	226-1144
Time Warner Cable	294-6400
Vectren	1-800-909-7668
Wright Brothers Post Office	1-800-275-8777
Wright Memorial Public Library	294-7171

**CITY WEBSITE and FACEBOOK:**

**[www.oakwoodohio.gov](http://www.oakwoodohio.gov)**

**[www.facebook.com/cityof oakwoodohio](https://www.facebook.com/cityof oakwoodohio)**





**William Duncan**  
Mayor



**Steve Byington**  
Vice Mayor



**Rob Stephens**  
Council Member



**Anne Hilton**  
Council Member



**Christopher Epley**  
Council Member

## Oakwood City Council

Oakwood is served by a council/manager form of government. Oakwood City Council is comprised of five members who are elected on a non-partisan basis for four-year overlapping terms. The mayor and vice mayor are selected by their fellow council members for two-year terms.

City Council is the policy-making body of the community. Council appoints a full-time professional city manager to implement city policies, enforce ordinances, maintain roadways and the public infrastructure, and direct delivery of city services. The city manager serves as chief administrative and operating officer of the city.

City Council normally meets in formal session on the first Monday of each month at 7:30 p.m. at the city building, 30 Park Avenue. Meetings are open to the public and citizen attendance is encouraged. These formal meetings are broadcast live on the local cable Government Access channels, (Time Warner Channel 6 and AT&T Channel 99). The meetings are re-broadcast several times during the week or two afterwards (check [www.mvcc.net](http://www.mvcc.net) for dates and times). The meetings are also viewable through the city website at: [www.oakwoodohio.gov](http://www.oakwoodohio.gov).

Council also meets in work session typically once each month. These work sessions are held at the city building and normally begin at 5 p.m. on the third Monday of each month. During summer months, council may meet only once per month. The schedule for upcoming Council meetings is posted on the city website. Also available on the website are Council meeting agendas, minutes and legislation.

To help in performing city business, Oakwood City Council relies on the assistance of many Oakwood citizen committees. The current list of council-appointed committees is as follows:

**Board of Health**

**Board of Zoning Appeals**

**Budget Review Committee**

**Comprehensive Planning Committee**

**Environmental Committee**

**Human Relations Commission**

**ADA Compliance Committee**

**Personnel Appeals Board**

**Planning Commission**

**Property Maintenance Board**

**Tax/Sewer/Water/Assembly Appeals Board**

**Athletic/Recreation Master Plan Committee**

In total, the slate of committees provides opportunities for about 120 residents to be involved in the business of providing local public services. Citizens interested in serving on a committee should contact Clerk of Council Lori Stacel at 298-0600 or should send an e-mail to Mayor Bill Duncan at [duncan@oakwood.oh.us](mailto:duncan@oakwood.oh.us) or City Manager Norbert Klopsch at [klopsch@oakwood.oh.us](mailto:klopsch@oakwood.oh.us)

# Message From Mayor Bill Duncan



Dear Friends and Neighbors,

Each year we publish an annual report. It highlights the events of the previous year and informs you about many important community facts and issues. We hope you take some time to read it and get better acquainted with how our city operates. You should find the report interesting.

2014 was the 106th anniversary of Oakwood. We incorporated as a village in 1908 and became a city in 1931. I am proud to proclaim that Oakwood, with a population of 9,202, continues to be "The Premier Residential Community in the Dayton and Miami Valley Region." Why? It is simple. It is our beautiful neighborhoods, our excellent schools and library, unmatched city services, public safety, public works, recreation and leisure; but most of all because of our citizens.

Oakwood's strength is its people. Our citizens are leaders in industry, education, medicine and the arts. Just consider some of the events in which our citizens participated in 2014.

- ▶ In May, about 300 walkers participated in the 13th Annual Breast Cancer 5K CARE Walk. Since its inception, the event has raised over \$175,000 to support a cure for breast cancer.
- ▶ That Day in May, sponsored by the City and the Oakwood Rotary Club, continued the tradition of the pancake breakfast, 5K and 10K runs, community parade, games, rides, refreshments and displays.
- ▶ The successful farmers' market was open on Saturday mornings from June to September and featured locally grown vegetables, home-produced and gourmet food items, and works of local artisans.
- ▶ Winter lights returned to the Oakwood business district because of the efforts of Oakwood resident Linda Weprin. She organized private funding, through charitable donations to the Dayton Foundation raising about \$9,000 to light up Oakwood.
- ▶ The first annual Oakwood Winter Market braved bad weather but will become another great Oakwood tradition. The event featured artisan booths, live music and dance, and carved ice sculptures.

Delivery of the finest city services and amenities remains our number one priority.

- ▶ We continue to provide the most comprehensive refuse services available including weekly backyard trash collection, year-round curb collection of yard waste, fall leaf collection and spring mulch delivery.
- ▶ Formed in 1927, our public safety department is the second oldest fully consolidated department in the United States. It is unique because all our officers are cross-trained and state-certified in law enforcement, fire-fighting and emergency medical services. Our first officer on scene response time for any emergency is under two minutes, by far the fastest in the region. Oakwood has the lowest crime rate and fire loss in Montgomery County.
- ▶ Where else will you find, in a community of 2.2 square miles, the parks, gardens and green space found in Oakwood? We offer three neighborhood parks: Shafor Park, Orchardly Park and Fairridge Park. Our natural areas include Loy Gardens, Elizabeth Gardens, Houk Stream and Centennial Park. Our recreation facilities include the Oakwood Community Center and Gardner Pool, the Dog Park at Creager Field, Irving Field, and the Old River Sports Complex. Oakwood also features beautiful public gardens including Smith Gardens, donated to our City 40 years ago, and Francine's Garden.

The past five years have been financially difficult for our city and local governments across Ohio. In 2012, the Ohio General Assembly broke its 75 year covenant with local governments by taking for itself sales tax revenue previously reserved for cities, villages, townships, counties and school districts. The General Assembly also phased out the business tangible property tax reimbursement and eliminated the Ohio estate tax. Together these actions reduced our average annual revenue by about 20%.

In December, 2014 the General Assembly passed additional legislation benefiting certain taxpayers by eliminating their local tax obligations. We are still analyzing this legislation, which is not effective until 2016, but we believe it will reduce our revenue by about \$300,000 a year. It is now apparent that the Ohio General Assembly is no longer our partner in providing services to the citizens of Ohio.

According to Policy Matters Ohio, since 2010, 110 cities have needed to increase their income tax rates. At the same time, 20,000 local government employees were terminated, including 3,000 public safety personnel. Meanwhile, the number of state employees in Ohio has increased by 7,000 and the Ohio budget increased by \$6 billion.

In addition, 20 surrounding communities have increased their income tax rates over the last several years. Because we give a 100% credit for taxes paid to other jurisdictions, for an Oakwood resident working in Dayton or Kettering, where the income tax rates are 2.25%, Oakwood only receives 0.25% of the 2.5% total taxes paid.

In 2014, the City of Moraine increased their income tax rate to 2.5%. An Oakwood resident working in Moraine now pays no income tax for Oakwood city services. The Moraine election reduced Oakwood revenue by about \$70,000 annually. The cumulative effect of all these income tax rate increases by surrounding cities reduces our revenue by about \$400,000 annually.

Because of sound judgment from this and previous City Councils, and revenues from the now repealed Ohio estate tax, we have municipal facilities that will support our city for a generation or more; we own the Old River Sports Complex; we made Sugar Camp and Pointe Oakwood infrastructure improvements with no adverse impact to Oakwood City Schools revenue; we reduced city property taxes in 2008; we had no city property tax increase for 22 years until 2013; we have not raised city income taxes in 30 years; and we have no outstanding debt.

We have spent less for city services in each of the last six years. Our citizens pay less for water and sewer than most people in the Miami Valley. Through retirements and productivity improvements, we have reduced our city staff by 14% since 2004 with no reductions in city services.

We made our refuse program self-supporting by reducing expenses and increasing the monthly refuse charge. We established a storm water utility to account for the costs of this program. We increased fees and reduced expenses at the Oakwood Community Center. Our union and nonunion employees agreed to two year salary freezes, and a current increase of only 1.5% this year.

Because it is a well-established fact that local government is the most accountable and responsive government, we represent you and will see that our city provides the services you believe are important and necessary. And in doing so, we will prudently manage the resources our community provides. When I joined City Council in 2003, it was my belief that Oakwood was well governed, well managed and financially strong. I still hold that belief.

In April 2014, my dear friend and fellow member of Council, Stanley Castleman, passed away. He served for 10 years on our volunteer citizen Budget Review Committee before being elected to Oakwood City Council in 2003 and re-elected in 2007 and 2011. Stanley Castleman served Oakwood with distinction and worked tirelessly to maintain the wonderful attributes of our city. Stanley always based his advice, recommendations and decisions on the long-term interests of our community and was highly respected by his peers.

I am proud to serve with Vice Mayor Steve Byington, who begins his eighth year on City Council and represents our City on the First Suburbs Consortium of Dayton. He has served as chair of the First Suburbs Consortium for the past three years. I am also proud to serve with Rob Stephens and Anne Hilton, each of whom begin their sixth year on City Council. We also welcome Chris Epley, who was selected from among many qualified applicants to complete Mr. Castleman's term. Chris previously served as a member of the Oakwood Board of Education.

This Council, like those that preceded it, operates in a collegial style and everyone believes in doing the right thing for the citizens of Oakwood. We listen to one another; no one has hidden agendas, and we believe in community service. On behalf of City Council, thank you for being part of Oakwood. We trust that you find that our community meets or exceeds your needs and expectations.

Again, I hope you find time to review this report. If you have any questions about it or about any other issue or aspect of our community, please contact me, any member of City Council, or City Manager Norbert Klopsch.

Sincerely,



Bill Duncan  
Mayor





# Message From City Manager Norbert Klopsch

Dear Fellow Citizens,

I am pleased to present this 2014 Annual Report. The report includes a significant amount of information about each of our city departments and the services that we deliver to our Oakwood community. The charts, graphs and narrative will give you an insight into the current state of our city and how we operate.

In reflecting back on 2014, it is clear that Oakwood remains a very unique and special place in which to live, work, raise a family and retire. We are a city of caring people, and a community that truly values education, hard work and well-maintained property. Year after year we invest the appropriate resources into making our city the safest place to live and in keeping our roadways and public infrastructure in first-class condition. We have citizens who believe in civic involvement and in doing our part to support the Dayton region.

One of my primary responsibilities is the stewardship of our city finances. The Finance section herein provides details about our sources of revenue and how we use that revenue to provide comprehensive city services. Mayor Bill Duncan's message on the previous pages also addresses city finances, in particular how we have responded to the elimination of Ohio's estate tax and other actions taken in Columbus that have negatively affected our annual revenue.

In 2014 we were able to achieve additional cost savings by reducing our city staff by two more fulltime positions. We are now operating with 82 fulltime employees. This is 13 fewer positions than we had 10 years ago when we started down-sizing. The significant drop in personnel costs, coupled with cuts in capital and operating expenses, is a testament to our commitment that cost cutting is a critical part of addressing the revenue reductions.

As we have implemented cost cutting measures, we remain mindful of our standing commitment to provide the finest city services.

- ▶ We continue to operate the best police, fire and EMS department in the Miami Valley. No other department delivers the response time and comprehensive service you find in Oakwood.

- ▶ We have a fantastic team of public works employees that deliver friendly and personalized service... day in and day out.
- ▶ We have a wonderful group of employees that operate our community center, city pool, parks, natural areas, athletic fields and public gardens.

In addition to what you will find in the various sections of this report, here are a few other 2014 highlights:

- ▶ The Oakwood Finance Department once again received the Auditor of State Award for exemplary financial reporting. Less than 10% of Ohio communities receive this recognition.
- ▶ We completed a major roadway resurfacing project along the entire asphalt section of Shafor Boulevard, between East Drive and East Thruston Boulevard. This is one of our signature roadways. The repaving project was selected for a "Quality Asphalt Paving Award" by Flexible Pavements of Ohio. It was one of just 13 projects statewide in the category of "local road or street" to receive this recognition.
- ▶ The Oakwood Rotary Club also continued to serve our city through the quarterly household hazardous waste pick-up program and in assisting with the bi-monthly Oakwood Community Blood Drive.
- ▶ We continued to see positive development at the Sugar Camp and Pointe Oakwood properties. We now have about 140 jobs at Sugar Camp and the residential portions of Pointe Oakwood are continuing to take shape.

In closing, I encourage you to read this report. If you have any questions or have any issues that you wish to discuss with me, please do not hesitate to call (298-0600) or e-mail ([klopsch@oakwood.oh.us](mailto:klopsch@oakwood.oh.us)).

Sincerely,

Norbert S. Klopsch  
City Manager

# Building, Zoning, Property Maintenance And Land Use

Assistant City Manager Jay Weiskircher oversees building, zoning, property maintenance and land use issues for our city. Below are some questions and answers that we thought might be of interest to our citizens.

***If I have a question or concern about the exterior condition of a property, who should I contact at the city? Will my name be disclosed as the complainant?***



The city enforces the International Property Maintenance Code and anyone wishing to report a complaint or concern should contact the city at 297-2920. If it is determined that indeed a Property

Maintenance Code violation exists, the city becomes the complainant and will send a letter advising the property owner of the violation and establishing a reasonable period of time within which to correct the violation. Besides citizen generated complaints, the city takes a proactive approach to property maintenance by conducting an annual spring canvassing of the entire community to identify violations of the maintenance code. In 2014, 173 properties were identified during the spring tour and by the end of the year, 213 violation letters had been sent. By the close of 2014, nearly 85% of the violations had been corrected, and those property owners who were unable to correct the violations were provided extensions through the spring of 2015.

***What is the enforcement process if a property owner fails or refuses to correct a violation within a reasonable period of time?***

For nearly 47 years, the city has relied upon citizen volunteers to assist in the enforcement of the Property Maintenance Code. Three representatives from each of the five Property Maintenance Districts encompassing the city are appointed by City Council to assist city staff with administration of the Property Maintenance Code and Beautification Programs. Before a property owner can be cited for failure to correct Property Maintenance Code violations, a majority of the three members in the District in which the violation exists must authorize city staff to issue a citation. Once a citation is issued, the property owner is then required to appear in Oakwood Municipal Court for adjudication. Fortunately, citations are only issued in those rare instances where all attempts to gain voluntary compliance have been unsuccessful.

***Besides the Property Maintenance Code, are there other programs or regulations in place to ensure that property owners maintain their property in a manner consistent with community standards and expectations?***

For many years, Oakwood was one of only a few communities in Ohio that operated a Pre-sale Inspection Program. The Oakwood Code requires that all properties be inspected prior to an ownership change. As part of the inspection program, a city representative enters the premises and identifies any interior and exterior conditions in violation of the various maintenance and building codes administered either by Oakwood directly, or by the city of Kettering as Oakwood's agent for purposes of enforcing the building, plumbing and electrical codes. The violations identified during an inspection are communicated in writing to the property owner who is then legally responsible to correct the violations prior to the property being sold. Alternatively, a prospective buyer can assume responsibility for correcting the violations. In 2014, the city conducted 227 pre-sale inspections.

It is interesting to note that during the past several years a number of other local communities have initiated Pre-sale Inspection Programs as housing stocks continue to age and ongoing maintenance becomes a higher priority. However, unlike the Oakwood model which also includes an interior evaluation, many of the new programs only involve exterior inspections.



***Are there any special requirements for properties that are non-owner occupied?***

Each time a rental unit is vacated, but no more than once a year, the Oakwood Code requires that an inspection be accomplished and any violations be corrected before the unit can be reoccupied. In 2014, the city conducted 99 rental unit inspections. City-wide, there are currently 518 multi-family rental units and approximately 255 single family homes that are non-owner occupied.

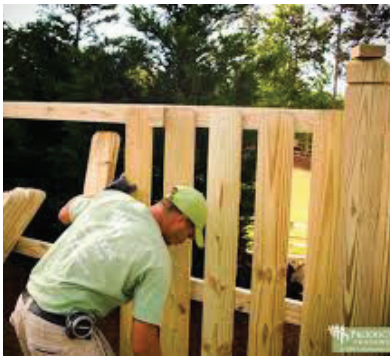




***On the subject of non-owner occupied properties, are there regulations regarding the number of unrelated individuals who can live together in a single-family dwelling?***

The Oakwood Zoning Code prohibits more than two (2) unrelated individuals from living together in a single-family dwelling.

***If a property owner wants to undertake an exterior improvement project, are permits still necessary? And, if so, can you give some examples of projects that require permits and/or zoning approval?***



Window replacements, landscaping that includes plant material only, exterior painting or staining, driveway and deck sealing and removal/installation of roof shingles are just a few of the more common homeowner/contractor projects that do not require permits or zoning approval. Most other

work, however; including, but not limited to: construction of decks, patios, fences and retaining walls; house and garage additions; replacement of concrete, asphalt or paver driveways, walkways and steps; and, the placement of larger wooden play structures and storage sheds all require zoning approval and/or permits. Permits ensure that the project complies with the zoning code and that the work is completed consistent with applicable building codes. Larger projects such as room additions, decks and often times patios require the submission of detailed plans in order to obtain a permit. If you have any questions on your home improvement project, please contact the city's zoning inspector at 297-2940 as to the process you need to follow in order to get your project approved.

***Are permits needed for interior improvement projects?***

If you plan to do the work on your own, or hire a contractor, keep in mind that except for replacing existing fixtures, most plumbing and electrical improvements, as well as larger projects, including finishing a basement or attic, require permits and in some cases, detailed plans. While the city of Kettering will typically issue these permits, the city of Oakwood reviews the plans for zoning compliance before forwarding the plans to Kettering.

***Are there still plans to build condominiums at the corner of Far Hills and West Schantz Avenue?***

Yes. Last August, the developer of Pointe Oakwood received Planning Commission approval for construction of three condominium buildings at the corner of W. Schantz and Far Hills Avenue. The two-three story and one-two story buildings include a total of 23 units. The developer intends to begin construction on the three-story, ten unit corner building in late summer or early fall.



VIEW NORTH ON FAR HILLS AVENUE

***Besides the single family homes are there other available housing options at Pointe Oakwood?***

Yes. With the two homes completed last fall there are now 12 single family homes at Pointe Oakwood. In 2014, two townhomes were also built and a third townhome is currently under construction. A fourth townhome has already been approved with construction slated to begin as soon as weather permits. The townhome units range in size from 1,900 to 2,400 sf.



## What are Oakwood's zoning and permit requirements for some of the most common home improvement projects?

The following matrix identifies many of the most common improvement projects and whether those projects require a permit or zoning consideration. This list is not intended to be all-inclusive.

	ZONING REVIEW	BZA OR PLANNING COMMISSION HEARING	PERMIT REQUIRED
Air Conditioning/Heat Pump Equipment	Yes	May be needed	Yes*
Arbor or Trellis	No	No	No
Backflow Device	No	No	Yes*
Deck	Yes	May be needed	Yes#
Driveway Apron Replacement	No	No	Yes
Driveway Resurfacing	No	No	Yes
Driveway Replacement	No	No (If no expansion of existing driveway.)	Yes
Electrical Wiring (New, upgrade or renovation)	No	No	Yes*
Entrance Pillars	Yes	May be needed	Yes
Fence	Yes	No	Yes
Flag Pole	No	No	No
Gazebo	Yes	May be needed	Yes*
Garage	Yes	May be needed	Yes*
Greenhouse	Yes	No	Yes*
Hot Tub	Yes	No	Yes
Irrigation System	No	No	No
Landscaping (Plant material only)	No	No	No
New Construction (Room additions or new homes)	Yes	May be needed	Yes*
Painting	No	No	No
Patio	Yes	May be needed	Yes
Play Structure (12 feet in height or under)	Yes	No	Yes
Porch Enclosure	Yes	May be needed	Yes*
Signs (Permanent)	Yes	May be needed	Yes
Roof Shingles	No	No	No (Yes if roof decking is being replaced.)*
New Steps	Yes	No	Yes
Replacement Steps	No	No	Yes
Siding	No	No	Yes* (If the work requires removal of electric meter.)
Sump Pump	No	No	Yes*
Sidewalks – Public	No	No	Yes
Storage Shed	Yes	No	Yes
Swimming Pool	Yes	May be needed	Yes
Walkways (Private)	Yes	May be needed	Yes
Water Heater	No	No	Yes*
Water Softener	No	No	Yes*
Window Replacement	No	No	No

\* Although Oakwood provides zoning review, the permit authorizing this work is issued by the city of Kettering.

# Kettering issues permits for decks exceeding 200 sf.





***Are there any updates on the assisted living center originally approved in 2012?***

The 1.6 acre lot on the northwest corner of Old River Trail and Far Hills Avenue was purchased by Randall Residence of Lawton, Michigan in 2011. In 2012, the property owner received approval to construct an 88-unit assisted living center on the property. At the time the assisted living center was approved, the developer intended to begin construction either in late 2012 or early 2013, but the project was delayed as the developer sought approval for other assisted living facilities in the Greater Dayton Area. In 2014, a local architect was hired to do some interior design revisions to the original plans and the developer is now in the process of performing additional marketing studies before finalizing building plans.

***Two of the three office buildings at Sugar Camp are now fully leased. What are the plans for the third building and how much office space is still available? Are there any other projects planned for the campus in 2015?***

During the course of the last 12 months, the developer focused on filling the remaining available space in Building D – the building closest to W. Schantz Avenue. This building has been earmarked for medical and related uses and currently 8,000 square feet of the available 44,000 square feet in the building is leased. New tenants moved into the building after the first of the year and discussions continue with a number of other interested parties. In total, there are currently more than 140 employees working at the Sugar Camp Site.

Another planned improvement at Sugar Camp for 2015 is the conversion of the gatehouse into a New York style deli. The deli will primarily serve employees working on campus, but will also be a nice new dining option for the surrounding neighborhoods and entire Oakwood community.



**Sugar Camp Site Plan**

***Is the newly built Routsong Retail Center at the corner of Oakwood Avenue and Irving Avenue now fully occupied?***

During the course of 2014, the four available retail spaces in the center all welcomed new tenants. Saxbys Coffee was the first business to open last March followed in May by Firehouse Subs. VaporCast opened in November, and Orange Leaf Yogurt celebrated its grand opening on December 12.

***Did the former South Park United Methodist Preschool relocate to the Patterson House next to Lutheran Church of Our Savior?***

Yes. Last year, after operating out of South Park United Methodist Church for more than 51 years, the preschool was asked to relocate to free-up additional space for the church's food bank ministry. Since more than 75% of the students from the preschool resided in Oakwood, the operator sought classroom space in Oakwood. Lutheran Church of Our Savior made space available at the Patterson House and last August, Oakwood Planning Commission approved a special use for relocation of the preschool. After converting the space and receiving state licensing and building code approval in late 2014, Top of the Hill Preschool began operations after the first of the year. The preschool serves students age 2-5.



***The organizers of the Farmers' Market held a Winter Market in early December in the Far Hills Business District. Are there plans to make this an annual event?***

The Oakwood residents that organized the successful Farmers' Market approached the city and the Shops of Oakwood merchants last summer and proposed the idea of having a Winter Market in early December in the Far Hills Avenue Business District. With the city's support and the involvement of the Oakwood business community, the inaugural Winter Market was held on Friday evening, December 5 and Saturday, December 6. Modeled after the European tradition of an outdoor holiday market, the Winter Market featured tents with artisans, vintage goods and apparel, an ice sculpting contest, Elf Shoppe, fest tent and live entertainment. Organizers hope this will become an annual event.



# Public Safety

Chief Alex Bebris leads the Oakwood Public Safety Department. It is one of only approximately 32 fully consolidated police and fire departments in the country. All of Oakwood's sworn officers are state certified in law enforcement, firefighting and emergency medical services. The underlying strength of the department is that any Oakwood officer responding to an incident is trained in all three disciplines and can take immediate action in providing public safety services.

Oakwood Public Safety Officers (PSO's) on police patrol are typically the first responder to fire and emergency medical calls. They usually arrive in under 2 minutes and can quickly extinguish small fires even before the fire truck and other firefighters arrive. Likewise, PSO's on police shift are trained and equipped to respond to life-threatening emergencies and take immediate action on any medical situation, even before the ambulance and paramedics arrive.

Oakwood's Public Safety Department is the second oldest consolidated department in the United States. Formed in 1927, the concept has been very successful in providing our citizens one of the most secure and well-served cities in Ohio with an extremely quick and knowledgeable response time to any emergency.

The rate of crime in Oakwood is relatively stable from year to year. In 2014, the Safety Department saw a significant decrease in reported larcenies but unfortunately, a significant increase in reported forgery, fraud and counterfeiting cases. This increase is directly related to increased incidents of identity theft.

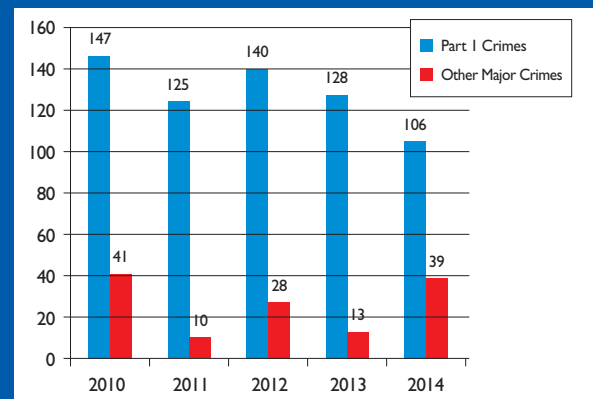
## OAKWOOD CRIME DATA & TRENDS

### How are our crime statistics reported?

Crime reporting is categorized into two areas: "Part I" and "Other Major". These categories are defined by the Federal Bureau of Investigation for a uniform consistency across the nation.

### What constitutes a Part I Crime and what is the Uniform Crime Report?

Part I Crimes are part of the traditional Uniform Crime Reporting (UCR) guidelines and are defined by the FBI as "Index Crimes". These crimes include such things as Homicide, Sexual Assault, Robbery, Aggravated Assault, Burglary, Larceny, and Auto Theft. The Uniform Crime Reporting (UCR) Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation. In 1930, Congress tasked the FBI with collecting, publishing, and archiving those statistics. Today, the FBI produces several annual statistical publications, such as Comprehensive Crime in the United States, from data provided by nearly 17,000 law enforcement agencies across the United States, including the city of Oakwood.



**How do 2014 crime statistics compare to 2013?** A breakdown of each category for 2013 and 2014 is as follows:

CRIME	2013		2014	
	OFFENSES	CLEARANCES	OFFENSES	CLEARANCES
<b>PART I CRIMES</b>				
Criminal Homicide	0	0	0	0
Attempted Murder	0	0	0	0
Rape	1	0	1	0
Robbery	0	0	1	1
Assault	3	1	4	4
Burglary	16	6	14	1
Larceny	105	25	86	41
Auto Thefts	3	3	1	1
<b>PART I TOTALS</b>	<b>128</b>	<b>35</b>	<b>106</b>	<b>48</b>
<b>OTHER MAJOR CRIMES</b>				
Arson	0	0	0	0
Forgery, Fraud, Counterfeiting	1	1	29	17
Morals	1	0	1	1
Vandalism	0	0	0	0
Narcotics	10	6	9	9
Carrying Concealed Weapon	1	1	0	0
<b>OTHER CRIMES TOTALS</b>	<b>13</b>	<b>8</b>	<b>39</b>	<b>27</b>
<b>ALL MAJOR CRIMES TOTALS</b>	<b>141</b>	<b>43</b>	<b>145</b>	<b>75</b>

# 2014





### ***Is identity theft a big problem?***

According to a recent cybercrime research report prepared by the Identity Theft Resource Center, big data breaches of identity theft increased nationwide nearly 20 percent in 2014 and more than 10 million cases of Americans' personal records being exposed or published were reported for the year – making it the most common consumer complaint in the United States.

The U.S. Justice Department shows that identity theft crimes are nearly triple that of all other non-fatal violent crimes in the country. Unfortunately, 25 Oakwood residents were a part of this trend in 2014, becoming victims of this cybercrime, and represented fully 86% of our fraud, forgery, and counterfeiting cases - which was our largest crime category in growth for the year.

Identity theft can have devastating consequences for the victim, who may face long hours of closing bad accounts, opening new ones, and repairing damaged credit records. To help protect against identity theft:

- Lock your financial documents and records in a safe place at home and lock your wallet or purse in a safe place at work.
- Before you share information at your workplace, a business, your child's school, or a doctor's office, ask why they need it, how they will safeguard it, and the consequences of not sharing it.
- Shred receipts, credit offers, credit applications, insurance forms, physician statements, checks, bank statements, expired charge cards, and similar documents when no longer needed.
- Take outgoing mail to post office collection boxes or the post office. Promptly remove mail that arrives in your mailbox. If you won't be home for several days, request a vacation hold on your mail.
- If you are a victim, or suspect you are a victim of identity theft, contact the Oakwood Safety Department as soon as possible to make a police report.

### ***Who investigates serious crimes that occur in Oakwood and what can citizens do to avoid becoming a victim?***

Our Oakwood Public Safety Department is unique in that we investigate every reported crime in Oakwood. Serious crimes are investigated by our criminal investigations section and minor crimes are investigated by our crew PSO's. Oakwood has one experienced investigator assigned to handle the larger and more complex cases. Additional safety officers periodically assist the primary investigator in the handling of criminal investigations. Fortunately, Oakwood has very few violent crimes. Most of our Part I Crimes are property crimes, which include thefts from vehicles.

Law Enforcement alone cannot prevent or solve crimes after they occur. To help citizens avoid becoming victims, the department needs every resident to be vigilant and report suspicious persons, activity and circumstances. Whenever in doubt, call the Safety Department. We encourage citizens to get to know their neighbors and look out for their neighborhood. Know who belongs and watch your neighbor's property when they are away on business or vacations. Use lights inside and outside of your home and consider removing large bushes and shrubs from your exterior that may conceal would-be thieves. If you have an alarm system, use it. Always remove valuables from your vehicles, park in well lighted areas if possible and always lock your car doors.

### ***How many investigated crimes are solved?***

As shown by the table below, the department 'cleared' an average of approximately 29% of all larcenies that were reported from 2010 through 2014. While this number may seem relatively small, Oakwood Safety Department investigators are more successful than the national average, where only approximately 22% of larcenies are cleared.

	2010	2011	2012	2013	2014
Total Larcenies	103	88	118	105	86
Clearances	40	18	21	25	41
Percent Cleared	38.8%	20.5%	17.8%	23.8%	47.7%

Under FBI reporting guidelines, "Clearance" means that the case is no longer under investigation because: 1) an arrest has been made; 2) the case is exceptionally cleared; or 3) the case was unfounded. Clearance of a crime for reporting purposes does not necessarily mean that an arrest was made or a suspect identified. In certain situations, elements beyond law enforcement's control prevent the agency from arresting and formally charging the offender. When this occurs, the agency can clear the offense exceptionally.

Larcenies, especially thefts from vehicles and bicycle thefts, can be difficult to clear. Residents can prevent many of the larcenies in our community by doing the following:

- Locking garages.
- Locking vehicles and removing items of value from vehicles.
- Obtaining bike licenses from the Safety Department and securing bicycles in garages.
- Immediately reporting any suspicious activity to the Safety Department.



## TRAFFIC ENFORCEMENT

Patrol visibility and traffic enforcement play a key role in reducing crime, vehicle accidents, OVI\*, and traffic offenses that often directly or indirectly contribute to vehicle accidents. Studies have shown that active visible patrol is an effective deterrent to many of these problems. Our overall goal is simple: keep our community safe for residents, pedestrians and motorists and maintain a reputation that Oakwood is a community where traffic laws are enforced and those with criminal intentions should avoid.

YEAR	OVI*	ACCIDENTS	INJURIES	DEATHS	CITATIONS
2010	12	186	14	0	2354
2011	14	186	20	0	2388
2012	16	131	25	0	2837
2013	11	137	17	1	2738
2014	16	184	22	0	3092

\*Operating Vehicle under the Influence (formerly DUI).

In 2015, traffic enforcement will remain a cornerstone of the Safety Department's policing philosophy. Daily goals and objectives of the Safety Department for uniform patrol and traffic enforcement include:

- Actively conduct traffic enforcement on a daily basis.
- Strictly enforce Oakwood parking regulations.
- Be highly visible to the public.
- Reduce the number of traffic crashes caused by moving violations.
- Focus on school zone enforcement during months when schools are in session.
- Conduct proactive radar enforcement at selected locations.
- Monitor intersections where accidents and signal violations frequently occur.
- Promptly address citizen complaints and concerns regarding traffic laws and violations.

### *Last year, what were the causes of our vehicle accidents?*

CAUSES	NUMBER OF ACCIDENTS
Assured Clear Distance .....	34
Failure to Yield .....	20
Improper Backing .....	18
Failure To Control.....	37
Inattention .....	5
Improper Turn .....	0
Disobey Traffic Device.....	14
OVI.....	1
Snow/Ice .....	6
Other.....	22
Hit & Run .....	27
<b>TOTAL.....</b>	<b>184</b>

### **What do Public Safety Officers do while assigned to patrol duty?**

In addition to traffic enforcement, officers also perform vacant house checks, after hours checks on businesses, conduct OVI patrols, respond to citizen calls, perform foot patrols in parks and business areas, conduct crime prevention activities, visit block parties, investigate suspicious individuals and vehicles, make contact with citizens, conduct follow-up investigations on previous complaints, respond to fire and EMS calls for service, direct traffic and monitor school areas.





## FIRE

*Oakwood citizens and businesses benefit greatly from the fast fire response time - an important advantage of a consolidated Public Safety Department. What is our response time to fire scenes as compared to the ideal national standard of six minutes?*

Response	2010	2011	2012	2013	2014	National Standard
Average Engine Response Time to Scene	4.50mins	4.39mins	4.42mins	4.17mins	4.20mins	6 Minutes
Average Cruiser Response Time to Scene	1.64mins	1.71mins	1.68mins	1.78mins	1.19mins	None

*What has been Oakwood's fire loss record in recent years?*

YEAR	ALARMS RECEIVED	FALSE ALARMS	NO DAMAGE	DAMAGE INVOLVED	TOTAL FIRE LOSS
2010	73	39	30	4	\$6,500
2011	79	25	48	6	\$164,525
2012	70	22	45	3	\$153,500
2013	115	47	66	2	\$3,625
2014	102	27	69	6	\$91,250

The department continues to maintain an exceptional response time that is well below the national average for the first responding apparatus. The first arriving public safety officer conducts an emergency assessment and requests additional resources when necessary. Small fires can at times be contained by the first arriving officer. Over the past several years the department has taken an aggressive approach to fire training and developed a standardized fire training guidelines manual. Practical application of basic skills and tactics, combined with improved incident management training, allows us to continually improve our overall fire response capabilities.

***What is the primary cause of fires in Oakwood and what steps should the average citizen take to make our homes less likely to experience a devastating fire?***

The primary cause of fires in Oakwood is typically electrical or human factors, such as unattended cooking or combustibles left

too close to an ignition source. We recommend that every home have working smoke detectors and Carbon Monoxide detectors. Fire alarm systems are also helpful. Have a multi-purpose fire extinguisher near your kitchen and in other locations if possible. At least one on every floor of the home is best. If you burn a wood fireplace, have it inspected regularly for creosote build-up. Many older homes experience a breakdown in the chimney liners that can lead to fires. A chimney inspection and cleaning can prevent this from occurring. Never use portable heaters in close proximity to combustible materials. Never discard fireplace ashes in anything but a metal container with a lid and place them outside away from the structure. If smoking materials are used inside of a home, use proper containers and disposal methods. Never leave food unattended on a stove.

If a fire does occur, immediately call 911 and get everyone out and away from the structure. Give the dispatcher as much information as possible about the location of the fire and anyone who is unable to exit on their own. Once out, account for everyone and never go back inside. If pets are inside tell the firefighters upon their arrival. Firefighters are trained and equipped to enter into your home for the purposes of rescue if conditions permit.



## RESCUE

*How many medic runs do we have in an average year?  
Of those runs, what happened to the patient?*

	2010	2011	2012	2013	2014
Total Medic Runs	429	434	461	479	487

ACTION TAKEN	2010	2011	2012	2013	2014
Removed by medic vehicle	363	367	399	418	418
Removed by police cruiser	3	2	0	0	1
Removed by mutual aid*	0	0	0	0	0
Mutual aid provided**	5	6	5	7	13
No removal***	57	55	54	53	52
Dead on Arrival	1	4	3	1	3

\* "Removed by mutual aid" means we were assisted by medics from another jurisdiction.

\*\* "Mutual aid provided" means that the Oakwood Medic responded to a call for medical assistance in another jurisdiction. This is typically to either Dayton or Kettering.

\*\*\* These are patients who were not transported to the hospital. They either received treatment onsite, or refused treatment and transport.

With in-house supervisory staff assistance, in 2014 we were able to handle all medic assistance calls without need for mutual aid. By relying on Oakwood staff, our response times were very fast, and we provided all Oakwood residents with personalized service from their own department. In addition to the 474 Medic calls taken in Oakwood, our medic also responded to 13 calls to provide mutual aid assistance to adjacent communities.

We continue to provide our emergency medical technicians and

paramedics with comprehensive training opportunities to meet the growing challenges and demands of providing exceptional advanced emergency care to our community. To monitor our service delivery, we have a Quality Assurance Committee that is made up of paramedics, command staff and our physician medical advisors. The Q & A Committee reviews medic run reports to assure personnel follow established regional care and treatment protocols. We continually evaluate our training and equipment, and new technology available in the emergency care field.

*How quickly do safety officers respond to calls for medical emergencies as compared to the ideal national standard of 4 to 6 minutes for the first unit and 13 minutes for a medic?*

MEDICAL RESCUE TIMES	National Standard	2010	2011	2012	2013	2014
First unit on scene	4-6	2.04	1.96	1.88	2.25	1.73
Medic response time	13	3.55	3.58	3.54	3.81	2.51
Average on-scene time (medic)	None	16.48	15.71	13.30	13.75	13.43
Average run time	None	57.27	56.44	46.56	52.83	49.25

All times listed in minutes.

## TRAINING

*How many hours of training are accomplished annually for the department to maintain current certifications for Public Safety Officers?*

TRAINING	2010	2011	2012	2013	2014
Police	1952	1963	2012	1075	1227
Fire	979	886	831	788	1377
Rescue	448	696	453	445	527
Communications/General	208	90	100	27	29
<b>TOTALS</b>	<b>3587</b>	<b>3635</b>	<b>3396</b>	<b>2335</b>	<b>3160</b>

Continuing education and training is not only a requirement to maintain state certifications, but crucial for organizational development and success. Well trained employees provide superior service and are more efficient and productive. To meet requirements established by the State of Ohio, each officer must complete a minimum of approximately 24 hours each in police, fire, and EMS in-service education.

### DOOR TO DOOR SOLICITING

In 2013, Oakwood City Council passed a new city ordinance addressing Peddlers and Solicitors. Among some other things, the ordinance establishes time controls on door to door activity and provides

residential property owners with a means to prohibit certain types of door to door solicitation and canvassing. This can be accomplished by residents requesting that their property be included on the city's "Do Not Solicit" list. To be added to the list, simply fill out and submit the form accessible from the homepage of our city website. There are currently over 1,700 Oakwood properties on this list.

# 2014





# Leisure Services

The mission of the Department of Leisure Services is to enhance the quality of life of Oakwood residents by offering a variety of activities that encourage overall wellness, cultural enrichment and fellowship with neighbors. Its purpose also includes building upon the natural beauty of the city through the improvement, care and maintenance of parks, public gardens, boulevards and rights-of-way.

The department is managed by Carol Collins who supervises a full-time staff of six and provides oversight to dozens of program leaders, volunteers, seasonal and part-time employees.

**When the Department of Leisure Services was created in 1987, a goal was to make each recreation program as self-sustaining as reasonably possible. What are the top ten program areas for which fees are received?**

	2008	2009	2010	2011	2012	2013	2014
Pool Membership	\$134,797	\$130,670	\$135,774	\$142,596	\$146,918	\$155,857	\$152,652
OCC/Health Center Membership Dues	84,489	78,378	76,119	70,612	72,326	71,023	70,191
Sports Activities Fees	44,880	39,067	40,276	32,930	33,448	34,859	32,984
Pool Concessions	32,697	29,873	28,601	25,078	21,884	20,107	20,151
Dance Classes and Lessons	38,222	32,521	31,830	35,160	34,375	36,505	30,407
Old River Rentals	22,030	23,780	29,650	21,380	22,124	21,684	39,100
Smith Gardens	22,385	22,994	23,460	21,620	19,804	22,455	19,110
Exercise, Fitness Programs	17,504	16,799	17,167	18,297	22,821	23,714	22,238
Swim Lessons, Pool Passes	22,904	21,224	23,125	23,760	24,030	29,531	26,423
Tumbling, Gymnastics	6,864	7,572	9,382	6,626	5,062	4,468	4,044
Other Misc. Programs	56,329	58,102	67,244	58,141	66,668	59,662	67,929
<b>TOTAL</b>	<b>\$483,101</b>	<b>\$460,980</b>	<b>\$482,628</b>	<b>\$456,200</b>	<b>\$469,460</b>	<b>\$479,865</b>	<b>\$485,229</b>

**To what extent does the General Fund subsidize Leisure Services Programs and how often do we raise our user fees?**

The amount of Oakwood tax dollars used in 2014 to help pay for Leisure Services programs was about \$354,000. We evaluate our fees annually and typically raise them every two or three years.



**The Department of Leisure Services also has responsibility for maintenance of the city's natural areas and boulevards. What is the value of publicly owned trees and what are the annual expenses to maintain and replace them?**

<b>Total value of street/park trees</b>	<b>\$17,049,470</b>
Average street tree value	\$2,096/tree
Average park tree value	\$1,801/tree
2014 Expenses:	
Annual Tree Pruning Program	\$15,000
Tree Removal and Trimming	\$30,300
Stump Removal	\$13,141
Johnny Appleseed Street Tree Planting Project (city portion)	\$3,593
Community Tree Planting	\$5,963
Emerald Ash Borer Treatment	\$29,997
<b>TOTAL:</b>	<b>\$97,994</b>

### What are the major special community events and activities that are coordinated by the Department of Leisure Services?

- Pictures with the Easter Bunny/ Eggstravaganza
- 2 on 2 Basketball Tournament
- Friends of Smith Gardens Perennial Sale
- Spring Health Fair
- New Resident Pancake Breakfast
- That Day in May
- Kite Nite at Old River Complex
- Summer Blanket Concerts Series at Smith Gardens
- Princess Garden Tea Party
- Teddy Bear Picnic
- Pre-School Story Hour at Smith Gardens
- Wii Bowling Tournament
- Orchardly Park Crafts
- Youth Talent Contest
- Friday Night Fun
- Dog Splash at Gardner Pool
- Gingerbread House Class
- Community Photography Contest
- Safety Town
- Community Food Drive
- Zentangle Classes
- Ice Cream Social
- Spinning Classes
- Homecoming Hotdog Supper
- Senior Luncheons
- Johnny Appleseed Street Tree Planting Project
- Pumpkin Carving
- ScareCrow Row
- Family Fall Festival
- Fencing Programs
- Candy Cane Hunt
- Letters from Santa
- Mother/Son and Father/Daughter Dances
- Breakfast with Santa
- Lighting up Oakwood
- Holiday of Lights
- Holiday Decorating Event
- Snowman Building at Old River
- Community Book Swap
- Holiday Break
- Family Basketball Tournament
- AARP Driver's Safety Course
- Family Movie Night at Old River
- Self Defense Class
- Orchardly Park Free Crafts
- Ballroom Dancing



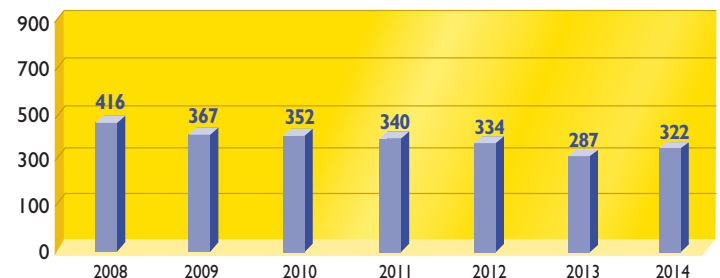
**Annual memberships are an important indicator of citizen interest in Leisure Services offerings. How many Oakwood Community Center, Health Center and Pool memberships did we have during 2014 and how does this compare to previous years?**

OCC Memberships	2,316
Health Center	322
Pool Memberships	692

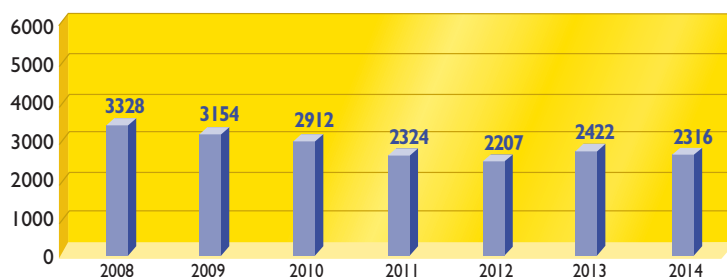
Note: We have approximately 9,200 citizens living in Oakwood.

### HEALTH CENTER MEMBERSHIPS

Note: There were 6,064 visits to the Health Center in 2014.

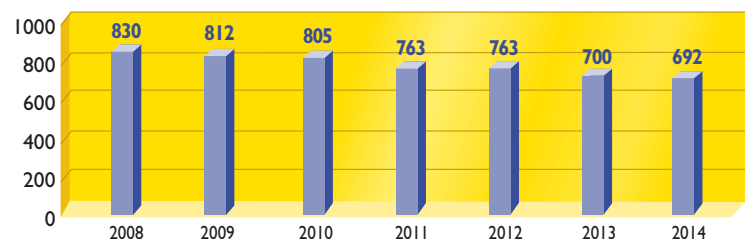


### OCC MEMBERSHIPS



### POOL MEMBERSHIPS

Note: There were an additional 1,236 daily passes purchased in 2014. Total visits to the pool in 2014 were approximately 21,582 as compared to 22,429 in 2013.







### **What are the benefits of purchasing an OCC Membership?**

By becoming a member, you are entitled to discounts on a Health Center Membership and the Gardner Pool Membership. It also entitles you to the lowest possible rate offered on all of the classes, sports programs and OCC sponsored events. If you plan on taking classes, enrolling in programs or participating in events, your membership will pay for itself in a short period of time. An OCC Membership is valid one year from date of purchase.

### **How many people swim at Gardner Pool every season and how many employees does it take to run the pool?**

In 2014, there were 21,582 visits to the pool, which is slightly down from 22,429 in 2013. In addition to these visits, we also had 215 participants in our swim lessons and 202 members on the Oakwood Dolphins swim team. The pool also offers water aerobics and deep water workouts for adults with 49 participants throughout the summer. Staff includes a Pool Manager, Assistant Manager, Head Lifeguard, 6 full-time guards, 8 substitute guards, 5 full-time concession workers and 5 substitutes. Additionally, the city employs four swim team coaches.

### **I heard that the City sometimes allows dogs to swim at Gardner Pool. Is this true?**



Yes, it's true... but only once a year. The first weekend after the pool closes we conduct the Annual Dog Splash. 49 dogs thoroughly enjoyed the 2014 event. It provides a great opportunity for Oakwood dogs to socialize and enjoy a swim.

### **Old River Sports Complex is located off of Far Hills Avenue at 225 Old River Trail. What kinds of activities were held during the year?**

Old River Sports Complex is open from early spring through late fall for a variety of activities. It is opened 7 days a week in the spring, summer and fall.

The city of Oakwood utilizes the complex for recreational sports and special events. City sponsored spring recreational sports include kickball, coach pitch and tee-ball clinics. City sponsored fall recreational sports include youth soccer for grades 1-6, preschool outdoor soccer and flag football. City sponsored summer recreational events include Olympic Camp, lacrosse, Mini Hawks and Jump Start multi sports camp (baseball, basketball and soccer) and school age multi-sports camp (soccer, volleyball and baseball). Special events include Snowman Building in February and Kite Nite in April. There were two family movie nights in 2014. Family Movie nights were held in cooperation with Wright Memorial Public Library who provided the movies "The Lego Movie" and "Frozen". Around 100 people attended each of these movie nights. We look forward to continuing these programs as well as adding others. There is also a snow romp in February for residents to bring their dogs down to run and play in the snow!

Oakwood City School's use Old River Sports Complex from June to late October for boys and girls High School/Junior High School soccer practice and open fields as well as in the spring for lacrosse.

Old River Sports Complex facility is rented to non-city or non-school organizations. These include: Oakwood United Soccer Club, Dayton Coed Soccer, Dayton Amateur 40+ Soccer, Coerver Soccer Camp as well as others. It is also a site for the Warrior's Memorial Day soccer tournament. More than 60,000 people attended and utilized Old River Sports Complex for sports and special events in 2014.

In 2012, The City of Oakwood entered into a mutual lease agreement with the University of Dayton for the use of Old River Sports Complex and UD Old River Tennis Courts. The University of Dayton club sports and intramural sports have scheduled access to Old River Sports Complex while the city has exclusive programming rights to the UD Old River Tennis courts. These 6 tennis courts are open to the public for play from April-October. Both the OHS Boys & Girls Tennis teams use the tennis courts for practice and matches.

Note: In 2013, the City extended a water line to the Old River Fields and purchased a large watering reel. We are now able to keep the grass in good shape even through drought periods.

### **How many years has the city of Oakwood been a Tree City USA and what is the significance of this program?**

The city of Oakwood has been a Tree City USA for 33 consecutive years and was one of the first communities in the Miami Valley to receive this designation by the National Arbor Day Foundation. Oakwood meets four major criteria each year to qualify for this national designation. They are as follows:

- A city department is designated and responsible for tree maintenance.
- The city's forestry program must have an annual budget of \$2 per capita.
- The city must have in place a tree ordinance.
- The city must sponsor an Arbor Day Observance and Proclamation.

### **How many trees have been planted through the Johnny Appleseed Street Tree Planting program?**

In 36 consecutive years, a total of 2,797 trees have been planted through this project at a total cost of \$329,693. The program is offered each year and includes a 50% discount to homeowners for trees that are planted in the rights-of-way. In 2014, the homeowners cost was between \$86.25 and \$99.25 for a 2" diameter tree. A total of 52 trees were planted through the 2014 Johnny Appleseed Street Tree Planting program.

### **I heard about the Family Fall Festival but have never attended. What is it all about?**

The Oakwood Family Fall Festival began in 2006 and has continued every year since then. It is another wonderful community event. The



festival is held in the middle of October each year and includes a variety of old fashioned activities and games for the whole family... and a scarecrow building contest. In 2014, we had 32 Oakwood citizen and business groups build scarecrows along Shafor Boulevard.

### **Are there rooms available to rent at the OCC for meetings or parties?**

Yes, there are three rooms available to rent: The Great Room, which is perfect for a reunion, reception or large party; the Teen Center which is just the right size for a birthday party or meeting; and the Large Classroom which can accommodate 10-15 people comfortably for a meeting or presentation. For information on room rentals, please contact the OCC at 298-0775.

### **What new programs were offered in 2014?**

The vitality of the Department of Leisure Services is very important to the community. During the year, the Oakwood Community Center staff added new programs to encourage and increase participation. Some of the added programs were Parent/Child Sundae Bingo, Woodland Cemetery History, Flag Football Spring Camp, Comprehensive Etiquette, Dad & Me Mother's Day Cake Decorating, Silver Lining Organizers, Puppy Pre-school, Advanced Photography, Tai Chi Quan, Basketball Camp, Summer T-Ball, Rookie League Baseball Camp, Olympic Camp, Classical Ballet Camp, Spinning, Ceramics Class, Adult Watercolor, Pickle-Ball and Rip & Ride.

### **How many people attend programs, events and activities at the OCC?**

The Oakwood Community Center is a very busy place right in the heart of our city! On average, we hold over 150 classes, programs and community events in which nearly 6,600 people participate annually. Over the course of the year we serve more than 55,000 people at the OCC, over 45,000 people in our beautiful parks, 22,000 people swim at Gardner Pool and over 85,000 play and spectate at the Old River Sports Complex.

### **What types of fitness classes are available at the OCC?**

Together with our fitness instructors, we have developed a diverse selection of exercise classes to fit into your schedule and will suit your individual fitness level and goals. Classes are available in the mornings and the evenings, and you can register for the whole session or buy class

passes to attend on a drop-in basis. This year we added Rip & Ride, a combination of boot camp and spinning, which will kick you into gear bright and early in the morning! We realize that everyone has busy lives, but exercise, health and fitness should be an important part of it! No more excuses!

### **I've heard a little about the Emerald Ash Borer insect. Should we be concerned about it?**

Yes. Emerald Ash Borer (EAB) has destroyed millions of ash trees throughout the upper Midwest and it is vitally important that Oakwood does its part in responding to the threat imposed by this insect. The city's tree inventory identifies the ash trees in the city rights-of-way, parks and natural areas. They continue to be monitored and inspected by city staff and the city's tree contractor and again in 2014 we treated a large number of our trees as a deterrent against EAB.

### **Has the treatment helped?**

Yes. To date, the only EAB activity or evidence of the insect in Oakwood has been on trees that were not treated.

### **From where does the city get information about EAB?**

The city is in regular contact with the Ohio Department of Agriculture and the Ohio Department of Natural Resources and receives periodic updates on the insect and on treatment techniques. As of September 2010, all of Ohio's 88 counties have been quarantined and it is illegal to transport ash wood across State lines.

## **COMMENTS AND FUTURE GOALS:**

### **Customer Service**

The OCC's brochures are available in PDF form on the City's website, [www.oakwoodohio.gov](http://www.oakwoodohio.gov) under "Online Resources" – "Leisure Services". Residents and patrons are able to access our program and events schedule as well as office hours, membership forms and other information online. Brochures are published and delivered to every property owner in April, August and December of every year.

### **Annual Tree Pruning Program**

The City of Oakwood takes great pride in its beautiful tree-lined streets. Many of the trees in the tree lawn areas need to be trimmed each year to remove dead wood and to meet code height limits. The City uses Public Works Department employees and American Forestry Service to provide this tree trimming services. Letters of notification are delivered to each household prior to trimming.

### **Email Distribution List**

We know how busy everyone is these days, so the OCC tries its best to keep you in the loop! Sign up today and receive email reminders for our programs and community events. Never miss another deadline! Email the OCC at [occ@oakwood.oh.us](mailto:occ@oakwood.oh.us) to have your email added to our list.

### **Annual Community Book Swap**

The 2014 annual Community Book Swap was a huge success! We received well over 2,000 books. Residents brought gently used books to the OCC and received a ticket for each book donated. Then, on the day of the swap, they were able to exchange their tickets for new books. This is a great way for people to enhance their home library without spending a penny so start putting your books aside now!

### **New Resident Breakfast**

The City of Oakwood held a new resident family pancake breakfast on Saturday, March 22, 2014 to welcome residents who moved into the community during the past year. 115 people attended this wonderful community event.

### **Facebook!**

In keeping up with the times, the City is on Facebook! "Like" us on Facebook and keep up to date on all the registration deadlines, programs and events happening at the OCC and on city projects and events.

### **Community Calendar**

In an effort to be fiscally responsible as well as "greener" to our environment, we did not print a 2015 community calendar. Instead, the calendar has been uploaded to the city website in two different versions: one that has pictures from the OCC's annual photography contest and the other, which is more printer-friendly, with just the months on it. We have listed all of the information we normally do... school closings, city meetings, special events, library information, basketball and football schedules, etc. because we know many citizens use this calendar in their everyday life. Please follow the link on our city website to print your calendar.

### **Dog Park at Creager Field**

The Dog Park at Creager Field was opened in 2011 and has been a great success. The park is available from sunrise to sunset year around and includes a section for large dogs and one for small dogs. Residents are asked to please clean up after their pets while using this City facility.



# Engineering & Public Works



The Engineering and Public Works Department responsibilities include:

**ENGINEERING:** To provide quality professional engineering and surveying in managing, operating and improving Oakwood's infrastructure. This includes development of short-term and long-range capital improvement plans and implementing an annual capital improvement program. Services include project budgeting, design and preparation of construction plans and contract documents, and construction engineering and inspection.

## **PUBLIC WORKS:**

- **Refuse Program** - Includes weekly household waste collection and disposal, a dumpster program, a comprehensive recycling program, a bulk pickup program and year around yard debris pickup. Also includes fall leaf pickup and a spring mulch delivery program.
- **Roadway Maintenance** - Includes routine repair of asphalt and concrete streets and alleys, maintenance of sidewalks and other structures within the public rights-of-way, snow and ice removal, and maintenance of the city's traffic control systems including traffic signals and street signs.
- **Utilities** – The city operates the following three utilities:
  - » **Water:** We operate our own Oakwood public water system which includes the water production and treatment facilities, underground water distribution pipes, fire hydrants and water service lines.
  - » **Sanitary Sewers:** We operate and maintain our own sanitary sewer lines and contract with the city of Dayton and with Montgomery County for wastewater treatment.
  - » **Stormwater Management:** We operate our own Oakwood stormwater management system that includes maintaining the underground storm sewer pipes, roadway gutters, stormwater inlets, and open ditches, creeks and streams.

In addition to his duties as city manager, Norbert Klopsch, P.E. directly oversees this department. The department includes an assistant director, two foremen, a water production superintendent, an engineering technician/foreman, department secretary, and 23 public works employees.

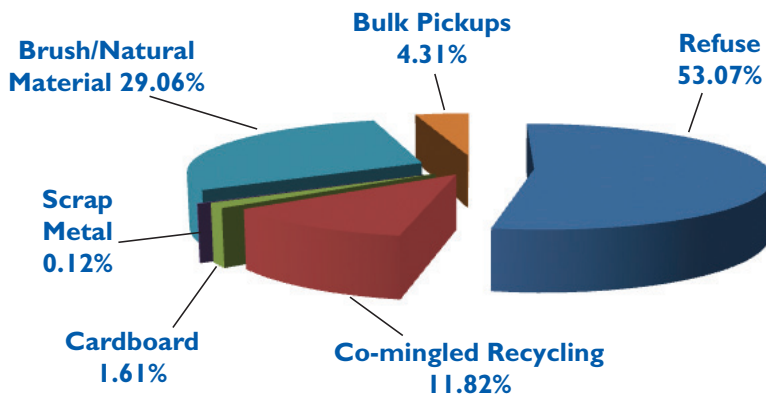
## **Refuse Program**

In 2013 we raised our refuse fee to \$25 per month and we made several changes to our refuse collection and disposal services. Through these changes, our Oakwood refuse program is self-sustaining. It is funded entirely by the refuse fees we pay each month and is not subsidized from our General Fund. The 2013 changes were as follows:

- **Yard Waste** – We now collect yard waste on a monthly schedule rather than bi-weekly. This is saving us about \$100,000 annually. Under the new schedule, and to keep our community from looking cluttered, it is important that citizens note the week in which yard waste within their neighborhood is collected and that debris is moved out to the street just a day or two in advance. The schedule is published in every bi-monthly Oakwood Scene newsletter and is readily available from the home page of our city website at [www.oakwoodohio.gov](http://www.oakwoodohio.gov) (Note: When significant storms pass through, we will conduct additional city-wide pickups as needed.)
- **Debris Drop-off at the Public Works Yard** – On the first Saturday of each month, our Foell Public Works Center at 210 Shafor Boulevard is open from 9 a.m. to noon. Residents may drop off yard waste, regular household trash, special pick-up type items and co-mingled recyclables.
- **Debris Drop-off at Creager Field** – We have dumpsters at the Creager Field parking lot for residents to dispose of cardboard, co-mingled recyclables and yard debris. These dumpsters are available 24-7.
- **Roll Waste Containers** – About 500 Oakwood properties that abut public alleys use 96-gallon roll waste containers for their regular weekly household trash. These property owners are limited to that single roll waste container for normal landfill garbage. Recyclables continue to be placed in 35-gallon or less containers for which there is no limit. The purpose in using the large roll waste containers in alleys is two-fold: 1) it results in a more efficient and cost effective collection operation; and 2) it helps in reducing the amount of scattered debris commonly found in our alleys.
- **Three Can Limit for Regular Trash** – There is a three can limit (35-gallon or less) for regular weekly household trash. This applies to all residential properties except those on alleys that use the single roll waste container. As with the properties on alleys, there is no limit on the number of containers for co-mingled recyclables. The purpose of the limits on regular household trash containers is to encourage maximum recycling.

**Weekly refuse collection is one of the primary duties of the Public Works Department. What was the mix of our solid waste stream in 2014?**

### TOTAL OF 5,747 TONS OF MATERIAL HANDLED



**Each week refuse, recycling and bulk pickup crews make over 3,200 residential collections, which translates to over 166,000 pickups for the year. With all these stops, how many times last year did service crews miss scheduled pickups?**

#### Misses for the year

Refuse and Co-Mingled Recycling	353 (Less than 1% of total pick-ups)
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In 2014, we had 613 cases of inaccessible trash. These reflect individual reports from our service crews where they could not make pickups due to locked garages, cars in the driveway, locked driveway gates, loose dogs, etc.

#### **Do most Oakwood residents participate in our recycling program?**

Yes, they do. However, we believe that many households can recycle more and that many recyclable items are inadvertently placed in with regular trash. Since it costs so much less to dispose of recyclable material than it does normal landfill trash, we encourage all Oakwood residents to maximize recycling.

**Another important task of the Public Works Department is to make sure Oakwood streets are free of ice and snow. One way to measure this effort, and the severity of our winters, is to track the tons of salt and overtime used in each calendar year. What does the data show?**

	2009	2010	2011	2012	2013	2014
Tons of Salt	752	1662	1193	589	1264	818
Overtime hours	497	1176	446	284	718	790

**Part of the city's snow removal operation includes plowing the sidewalks. The city dispatches sidewalk plowing crews during snowfalls of one inch or more. How long has the city provided this service?**

We have plowed sidewalks since 1966. This plowing is a unique service and is a supplement to property owner work efforts. Residents are ultimately responsible for the safe condition of sidewalks on their frontage and must view the city plowing as a supplement only. The city does not apply deicing salt to sidewalks.

#### **Where does the city get its water?**

We have eight water production wells and three water treatment plants. We produced 100% of our own water in 2014. The city continues to maintain backup connections to the city of Dayton water system and to the Montgomery County water system. The city's total water use over the past five years looks like this.

Water use	2009	2010	2011	2012	2013	2014
In million gallons	410	449	439	466	418	412

The total gallons used each year is highly dependent on rainfall levels. When we have a dry summer, our city-wide irrigation use is significant. In 2014 our annual average daily water use was 1.127 million gallons. Our single highest daily water use was 1.99 million gallons on June 1.

#### **What is the value of the city's "infrastructure"?**

The infrastructure is valued at over \$100 million and consists of:

- Eight water production wells and three water treatment plants.
- A 1.5 million gallon water storage tower and a water distribution system including 44 miles of underground water main pipes and 345 fire hydrants.
- 39 miles of underground sanitary sewer pipes.
- 33 miles of underground storm sewer pipes.
- 51 miles of roadways and alleys, and 53 miles of sidewalks.
- 17 signalized traffic intersections.





**What major roadway infrastructure projects were completed in 2014 and what did they cost?**

Project	Cost
Sidewalk, Curb and Apron Repair	\$289,000
Asphalt Pavement Maintenance Project	\$380,000

The following streets were overlaid with new asphalt in 2014: Oakwood Avenue (Far Hills to Park Avenue), Katherine Street (Oakwood to Runnymede), W. Dixon Avenue (Runnymede to Far Hills), Corona Avenue (Delaine to Shroyer), Patterson Road (Far Hills to Schantz) and Shafor Boulevard (East Drive to Thruston).

**The city has a five-year capital improvement program that presents projects for consideration in upcoming years. These projects are listed for general planning purposes only. In many cases, the actual project budgeting and construction planning is delayed due to financial constraints and other priorities. What are some street maintenance and repair projects and the anticipated costs?**

STREET MAINTENANCE AND REPAIR INFRASTRUCTURE IMPROVEMENTS						5 - Year Program
Funding	2015	2016	2017	2018	2019	Five-Year Program
Annual Asphalt Pavement Repair	450,000	450,000	450,000	450,000	450,000	2,250,000
Bi-Annual Concrete Street Repair		160,000		160,000		320,000
Far Hills Catch Basin And Manhole Repairs			30,000			30,000
Shroyer Road Improvements				722,000		722,000
Traffic Signal Head Replacement			20,000			20,000
Sidewalk, Curb and Apron	120,000	140,000	140,000	140,000	140,000	680,000
Total	570,000	750,000	640,000	1,472,000	590,000	4,022,000

**In 2013, the city established a stormwater utility. What is this all about?**

The stormwater utility was established to pay the costs associated with managing stormwater, including the operations and ongoing maintenance and repair of the public storm sewer system. The utility is funded through a monthly stormwater fee imposed on every Oakwood property. The fee for single family residential properties and for two and three family dwellings is currently \$6 per month.

The fee for four family and larger residential properties and for commercial and institutional properties is based on the amount of hard surface area, or impervious area, of the property. In 2014, we spent about \$235,000 in maintaining the storm sewer system including underground storm sewer pipes, catch basin inlets, manholes, roadway gutters, drainage ditches and streams.

**Oakwood has a Phase 2 Stormwater permit. What are the requirements and what can residents do to help?**

In 2003, the city of Oakwood was required to submit a Stormwater Management Plan (SWMP) to the Ohio Environmental Protection Agency (OEPA). The SWMP establishes specific goals to limit pollution that enters the region's streams and rivers.

- submitting an annual report on the year's activities to the OEPA;
- educating residents on stormwater matters and promoting public participation in pollution prevention.

Some of the tasks that the city completes annually to meet these requirements include:

- street sweeping to keep debris out of the storm sewer;
- dry weather screening of manholes to help identify and eliminate illicit connections;
- mapping of the city's outfalls to rivers and streams;
- controlling construction run-off;
- internal day to day best practices to help limit pollution;

Citizens in the community can do some simple things to help prevent pollution to our rivers and streams. Please clean up after your pets because the bacteria from animal waste is dangerous to fish and other wildlife in the rivers and streams. Please do not put oil into the storm or sanitary sewers – 1 quart of oil can pollute 100,000 gallons of water. Please keep yard debris (except for leaves during the 10 week collection period in the fall) out of the street as it will be washed into the storm sewers and eventually into the rivers and streams.

# Finance

Our Finance Department provides fiscal oversight to seven broad fund classifications, and manages income tax collection; payroll; water, sewer, stormwater and refuse billing; accounts receivable; and accounts payable.

The finance department is operated under the leadership of Cindy Stafford, CPA and consists of six full-time employees and one part-time. The finance department prepares the annual budget and controls all city expenditures.

## ***How is our City budget organized?***

Our budget document is organized into seven specific fund classifications as follows: General Fund, Special Revenue Funds, Capital Improvement Funds, Debt Service Funds, Internal Service Funds, Trust & Agency Funds and Enterprise Funds.

The first six (General, Special Revenue, Capital Improvement, Debt Service, Internal Service and Trust & Agency) cover all of our city operations except the water, sewer and stormwater utilities. We refer to these six as “Non-Enterprise Funds”. The seventh (Enterprise) covers all operations relating to our water, sewer and stormwater utilities. The city currently has no long-term bond debt.

## ***How are the Water, Sewer and Stormwater Enterprise Funds different than the Non-Enterprise Funds?***

Enterprise Funds are operated like a business, but intended to operate at a break-even point, rather than at a profit. Customers are billed for services provided. Under Ohio law, Water, Sewer and Stormwater revenues cannot be used for any purpose other than to provide water, sewer and stormwater services to the residents and businesses who use these utilities.

The Non-Enterprise group of funds is comprised of all other funds that provide public services to the community, and may be subsidized in whole or in part by General Fund revenues such as property tax and income tax. Some examples of services provided by Non-Enterprise Funds are public safety (police, fire and emergency medical services), street maintenance and repair, city parks and natural areas, and operation of the Oakwood Community Center.

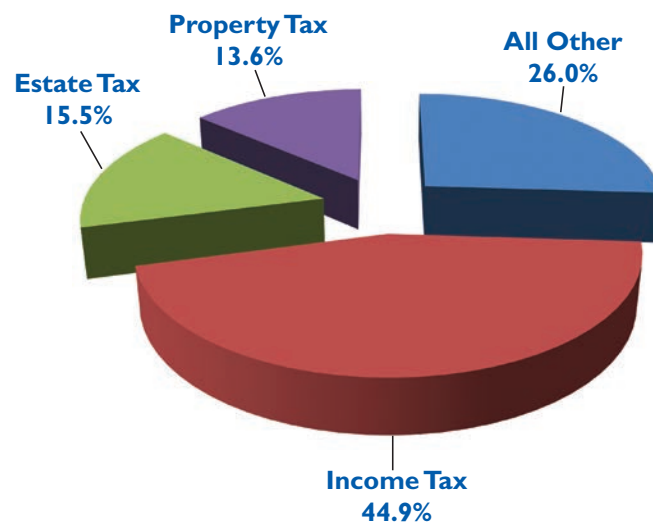
## ***How do the Water, Sewer, Stormwater and Non-Enterprise Fund Budgets function?***

From a budgetary standpoint, our Water, Sewer, Stormwater and Non-Enterprise operations are separate and unique. All of the costs involved in producing, treating, storing, distributing and billing for our public water system are paid for by our residents and businesses who use the water. All of the costs involved in operating and maintaining our sanitary sewer system and the costs we pay to Dayton and Montgomery County for the treatment of our wastewater are paid for by the residents and businesses who use our sanitary sewer system. And, all of the costs we pay in operating and maintaining our storm sewer system are paid by the monthly fees charged to each Oakwood property owner. None of our general tax dollars (e.g., income tax, property tax) are used to pay for any costs related to the water, sewer and stormwater utilities.

## ***I understand that the city is in the final stages of addressing a major budget shortfall. What is this all about?***

The city manager message on page 7 explains that the state of Ohio eliminated the estate (inheritance) tax effective January 1, 2013 and cut other state funding that for decades provided money to cities to pay for local public services. The pie chart below shows Oakwood's annual average revenue over the past 10 years. With repeal of the estate tax, our city has lost a major source of revenue.

**REVENUE SOURCES – 10 YEAR AVERAGE**

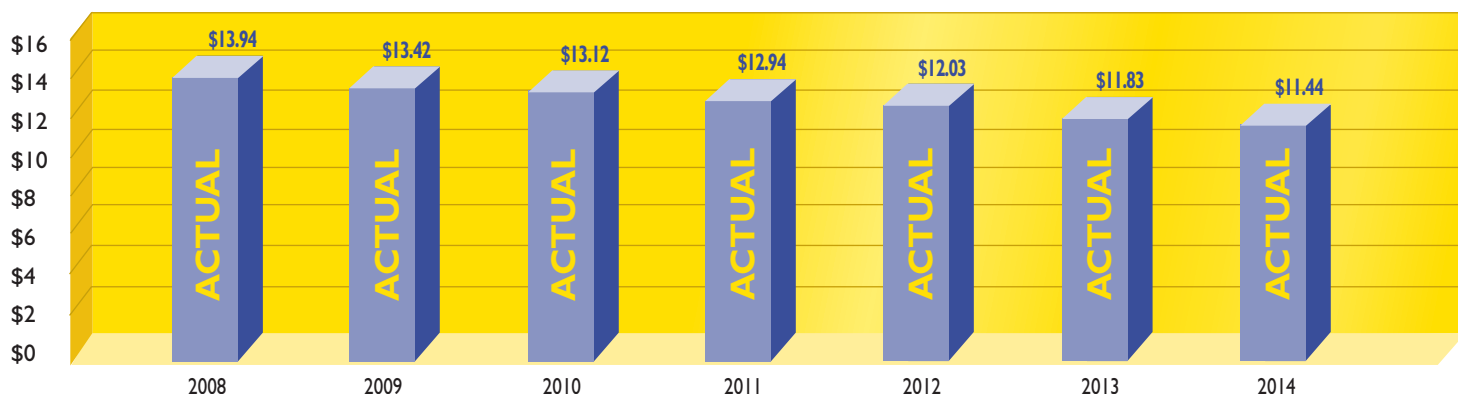






### Have we been cutting expenses?

Yes. Over the past six years we have cut expenses by \$2.5 million dollars, an 18% cut in costs.



### What is the City's annual budget?

Shown below are the 2015 budget figures.

FUND CLASSIFICATION	BALANCE 01/01/15	ESTIMATED REVENUE	ESTIMATED EXPENDITURES	ESTIMATED BALANCE 12/31/15
<b>NON-ENTERPRISE FUNDS FOR PUBLIC SERVICES</b>				
Non-Enterprise	9,238,306	12,381,708	12,810,057	8,809,957
<b>WATER UTILITY</b>				
Water	1,472,282	941,500	1,223,100	1,190,682
<b>SEWER UTILITY</b>				
Sewer	973,681	1,545,700	1,611,878	907,503
<b>STORMWATER UTILITY</b>				
Stormwater	93,187	260,000	266,659	86,528

That total effective millage is shared by the organizations shown below, and Oakwood property taxes are comprised of the following effective millage rates:

	Inside Mill.	Outside Mill.	Total Mill.
Oakwood City Schools	4.72	63.77	68.49
Human Services*	0.00	14.24	14.24
Sinclair Community College	0.00	3.20	3.20
Five Rivers Metro Parks	0.00	1.80	1.80
City of Oakwood	3.58	5.32	8.90
Wright Memorial Public Library	0.00	1.50	1.50
Developmental Disabilities	0.00	0.31	0.31
Montgomery County	1.70	0.00	1.70
<b>Total</b>	<b>10.00</b>	<b>90.14</b>	<b>100.14</b>

\*This includes money that goes to support the County Human Services Programs (e.g., ADAMHS Board for Montgomery County, Montgomery County Children Services, Montgomery County Combined Health District).

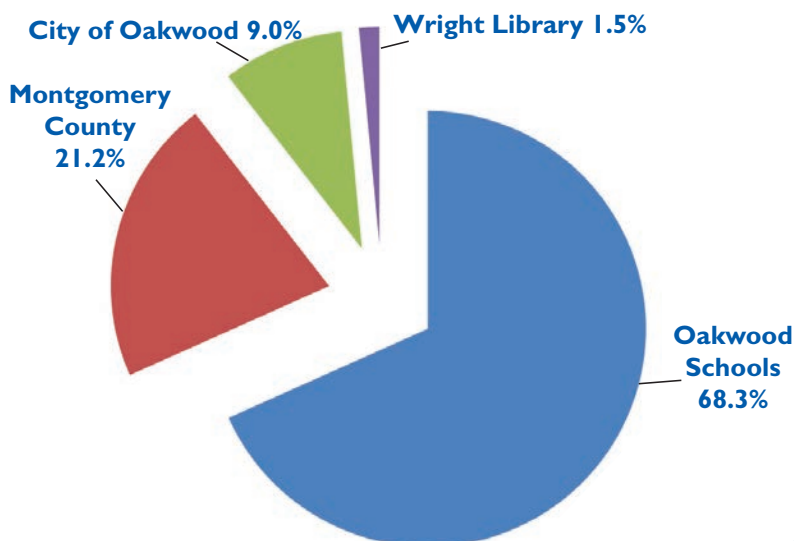
### How are my property taxes collected and who receives my residential property tax dollars?

The amount you pay in property taxes is a function of the assessed value of your property and the property tax millage for our city. The residential total effective millage rate used for 2015 property tax collections was 100.14, as compared to the 2014 residential total effective millage rate of 98.57. The increase is a result of a human services levy approved in 2014. The total effective millage can be broken into two components, as follows:

Inside millage (non-voted) – the tax rate imposed by governmental bodies without need for vote by its citizens. Inside millage is limited to 10 mills and is divided between Montgomery County, Oakwood City Schools and the city of Oakwood.

Outside millage (approved by voters) – the tax rate proposed by government entities (e.g., county, city, schools, Sinclair, Human Services) and approved by citizen vote.

### 2015 PROPERTY TAX BREAKDOWN

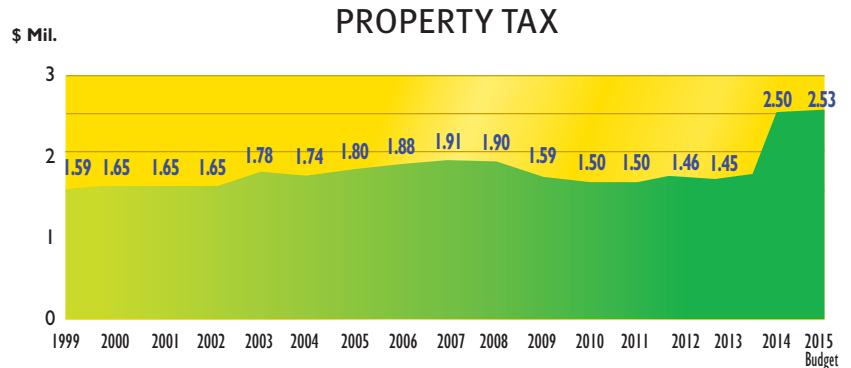


### Who receives my income taxes?

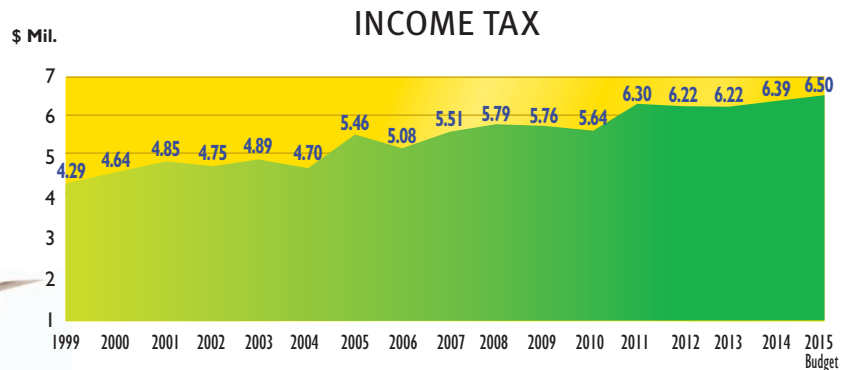
It depends on where you work. If you work in Oakwood, in a township, or in any other jurisdiction that does not have a municipal income tax (e.g., Beavercreek) then 100% of your local taxes go to Oakwood. If you work in a jurisdiction with a municipal income tax (e.g., Dayton – 2.25%; Kettering – 2.25%; Moraine – 2.5%) then most of your local tax goes to the other communities. To date, the city of Oakwood has given full credit for local income taxes paid to the cities in which our residents are employed. As a result, about half of the total local income taxes paid by Oakwood residents go to other communities. For example, Oakwood residents working in Kettering or Dayton pay 2.5% in local income tax, but Oakwood only receives 0.25%. 2.25% goes to Kettering and Dayton. For Oakwood residents working in Moraine, our city receives none of the local tax. 100% is remitted to Moraine. This is a major problem for bedroom communities like Oakwood where we have very limited commercial property and no industry.

### Have the property, income and estate taxes that go to the City and pay for city services changed much in recent years?

Below is the history since 1999.



In 2008, Oakwood City Council voted to allow a 1978 property tax issue to expire, resulting in an overall decrease in revenue. A new 3.75 mill property tax issue was approved by Oakwood residents on May 7, 2013.



Our income tax receipts have generally seen steady growth over the years. However, economic conditions resulted in slight decline in 2009 and 2010. The improving economy and a significant past-due tax collection in 2011 resulted in increased revenues. The 2014 revenue increase shows the continuation of an improving economy along with the impact of the Sugar Camp development. The 2015 budget anticipates a slight increase from 2014 as a result of the Sugar Camp development. We have not raised our income tax rate since 1984.

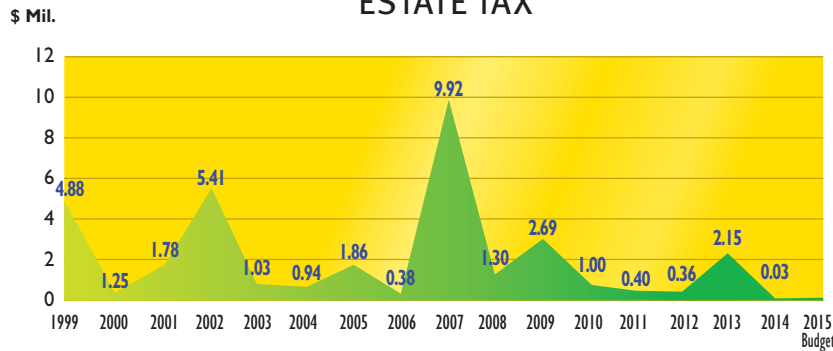
**Important Note:** Over the past few years, many communities in the Miami Valley have raised their income tax rates. Each time this happens, more of our Oakwood income tax is lost to other cities. The cumulative effect is a loss of about \$400,000 annually... and this figure continues to grow. This is a major problem that must be addressed.







## ESTATE TAX



As you can see from the graph above, annual estate tax revenue represented a significant financial resource. Our estate tax receipts over the 16-year period from 1999 through 2014 average \$2.2 million per year. Estate tax has been a source of revenue to pay for local government services since 1893. On June 30, 2011, Governor John Kasich signed H.B. 153: The 2012/2013 Biennial Budget Bill. Within that bill was a provision to totally eliminate the estate tax effective January 1, 2013. This action has drastically reduced financial resources for Oakwood and for hundreds of Ohio cities, villages and townships

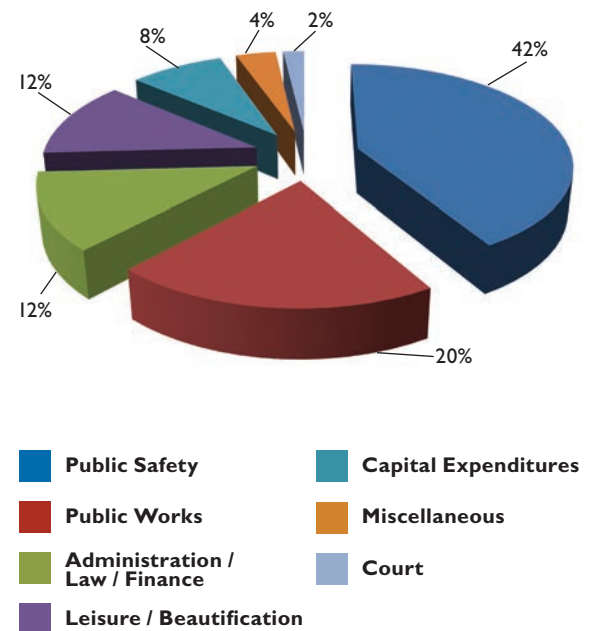
### What has been our rate of growth in spending over the years?

In 1991 we spent \$7.9 million in providing city services. In 2014 we spent \$11.4 million. This represents 1.8% rate of growth. This is less than the average annual CPI (inflation) of 2.4% during this twenty-four year time period.

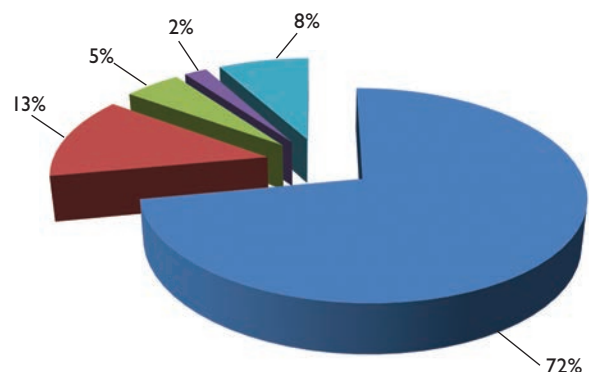
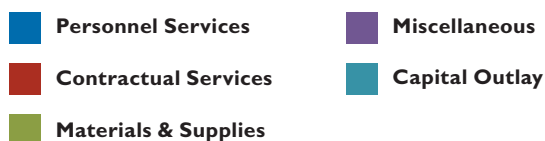
### What do we spend our money on?

We spend the largest portion on delivery of public safety services, followed by public works. Our public safety department is recognized as the finest in the area and the services provided by our public works department are the most comprehensive and responsive around.

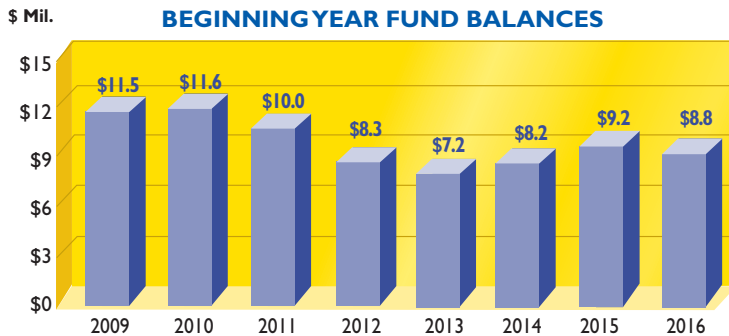
## 2015 TOTAL BUDGET \$12.81 MILLION



### What are the different categories of expenditures incurred by the City, and what percentage of the total was expended in each category for 2014?



**What have been our beginning year fund balances over the past seven years and what is the projected balance on January 1, 2016?**

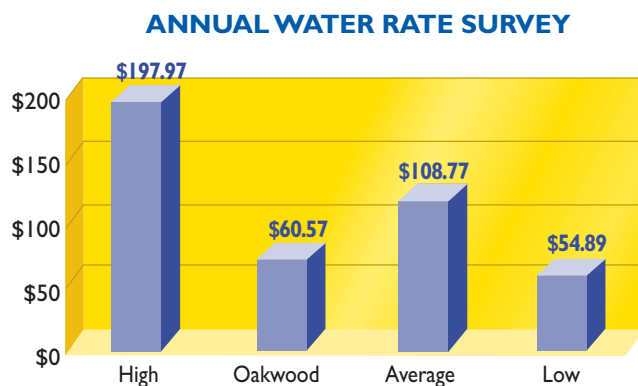


These above figures do not include the cash we had on hand to cover the city's short-term debt, all of which was paid off in 2013.

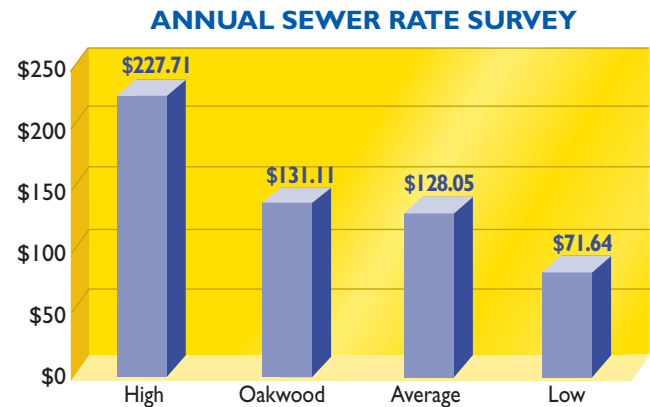
In 2013, we received about \$2.2 million in estate tax which accounts for the increase in beginning year 2014 balances. In 2008, 2010, 2011 and 2012 we received smaller amounts of estate tax which resulted in the drop of fund balances in the subsequent years.

**How do our water and sewer rates compare to those in other Miami Valley communities?**

Based on the 2014 rate survey, our water rates are the 4th lowest out of 66 jurisdictions. We have not raised water rates since 1994 and will not raise them in 2015.



Our sewer rates rank 35th lowest out of 63 jurisdictions. Unlike our water system which is 100% run by Oakwood, about 75% of our sewer operation (i.e., the wastewater treatment) is contracted. We use Montgomery County and the city of Dayton wastewater treatment plants and must pay County and Dayton rates.



**Does Oakwood offer a paperless way to pay the monthly water/sewer/stormwater/refuse bill?**

Yes and there is no charge to participate in either the E-Statement or autopay programs. As the City continues to look for ways to cut costs, we encourage residents to utilize paperless options for both receiving and paying the monthly utility bill. Residents can register via the city's website at [www.oakwoodohio.gov](http://www.oakwoodohio.gov) to have your monthly utility bill e-mailed directly to you. The process is quick and easy; just click on the "On-line E-Statement" link under the Water/Sewer/Stormwater/Refuse Department tab. To register you will need your Oakwood water/sewer/stormwater/refuse account number (printed on your monthly statement) and a valid e-mail address.

Direct and automatic payment of your monthly utility bill through an ACH (Automatic Clearing House) is also a simple process. Complete a "utility bill authorization form" (available at the City Building or on the City's website under the Water/Sewer/Stormwater/Refuse Department tab). The completed form will authorize the City to process a withdrawal from your bank account in the amount of our current net bill on the net due date each month. You will still receive an invoice either by email (E-Statement) or regular mail if so desired.







### ***Does Oakwood invest the money it holds in the fund balances?***

Yes, most of it. We keep all dollars not immediately required for cash flow safely invested. All investments are guided by an investment advisor and are overseen by the City Manager and Finance Director. Our investment protocol is governed by city ordinances which encompass a philosophy of protecting principal first and maximizing return second.

### ***A few years ago Oakwood began accepting credit cards as payment for various non-OCC related fees and services (e.g., water bills, sewer bills, refuse bills, taxes, etc.). How does this work?***

In 2006, the city of Oakwood partnered with Official Payments Corporation to provide this convenient service to our citizens. Credit card payments can be made by calling 1-800-272-9829 or by logging on to the website **[www.officialpayments.com](http://www.officialpayments.com)** and providing the requested information. A convenience fee will be added by Official Payments Corporation for providing this service. The user fee is required in lieu of the city using general tax dollars to provide this service. The Oakwood Community Center continues to accept traditional credit card payments as they have in the past; the OCC system is not affiliated with Official Payments Corporation. As Community Center fees are structured to accommodate credit card transaction costs, no convenience fee is added to charges made for Oakwood Community Center membership dues, programs or classes.

### ***Do we have short-term debt?***

At the close of 2013, we have no short-term debt. In March 2013, we repaid \$943,000 of debt related to the public facilities projects (the Public Works Center and Administration/Safety Building) and \$1.46 million for the Old River Sports Complex acquired in 2006. These debts were paid with dollars saved in the Public Facilities Fund.

### ***Do we have long-term debt?***

Remarkably, the city does not carry any long-term debt. For decades, Oakwood city leaders have prudently managed our city and avoided engaging in long-term borrowing. As a result, our annual budgets are void of any debt service obligations.



## **COMMENTS AND FUTURE GOALS:**

### Financial Software and Departmental Procedures

In 2010, we began testing and implementing new municipal finance software. We anticipate the implementation to be fully completed in 2015. In conjunction with the implementation of the software, the finance department will begin a project to update and document all policies and procedures for each major job function.

### Finance Department Payment Options

During 2015, we will review the current customer payment options for income taxes and utilities. We will explore alternatives to allow more options to make payments to the City.

# Legal Affairs

Oakwood's Department of Law is headed by our Law Director and City Attorney, Robert F. Jacques, Esq., who oversees and coordinates all legal affairs for the city. Mr. Jacques provides most of the city's legal representation in-house as the city's chief legal officer; supplemented by outside counsel as necessary.

The office of the City Attorney is established under Oakwood's Charter, which was approved by our citizens on May 3, 1960, and last amended at an election on November 8, 1988. The Charter provides that the City Attorney shall serve as the Director of the Department of Law. Chapter 127 of the Administrative Code of Oakwood sets forth the City Attorney's duties and specifies that he or she is accountable to the City Manager and to the City Council.

The legal services of Oakwood's Department of Law fall into three main categories:

**General Legal Counsel:** As the city's general counsel, the Department of Law is responsible for advising City Council, the City Manager, municipal boards and commissions, and the administrative officers and departments on relevant issues of current and emerging law. In addition, the Department of Law drafts and reviews legislation, contracts, deeds, and other legal documents, and represents the city in litigation and transactional matters.

**Prosecution:** The Department of Law is responsible for prosecuting charged violations of municipal ordinances and state laws in Oakwood Municipal Court, including criminal, traffic, and parking offenses. As a related function, the Department provides training to the Oakwood Public Safety Department on matters relevant to effective law enforcement, and to the personnel of Oakwood Municipal Court on procedural and substantive legal matters.

**Tax Collection:** Working closely with the city's Department of Finance, the Department of Law assists with the collection of delinquent municipal taxes. In that capacity, the Law Director advises the Department of Finance in its pre-litigation tax collection efforts, and when necessary, files suit and enforces court judgments against delinquent taxpayers.

## **Can the City Attorney advise a citizen with regard to matters involving the city of Oakwood or decisions made by the Council?**

No. The City Attorney's role is to advise city officials as they perform the duties of their public offices. The City Attorney does not represent any individuals of the public, nor does he represent city officials in personal matters. The City Attorney is a resource for the members of Council and for city officials performance of their official duties. As such he renders legal opinions on matters of interest to the Council and/or to city officials.

## **What is the significance of the Charter of the city of Oakwood?**

Article XVIII, Section 18.07, of the Ohio Constitution was adopted in

1912, and is known as the "home rule amendment." It was intended to free municipalities from control of the Ohio General Assembly and state officials, thereby allowing municipalities to exercise local self-government. This is done through adoption of a charter, which provides for the structure and organization of municipal government.

The charter of a municipality is essentially the "constitution" of the city or village and sets forth the framework under which it will operate. It designates the distribution of power and duties of elected and appointed officials, boards and commissions, and city officials and citizens.

The city of Oakwood has chosen a council-manager form of government. The council has the power to adopt ordinances and resolutions, make certain appointments, and exercise related powers. The mayor, who is a member of the council, presides at council meetings and is designated as the ceremonial head of the city, without power to exercise individual administrative or executive authority. The mayor has one vote, as do each of the four other council members.

Executive and administrative authority is vested in the city manager, who is appointed by a majority vote of the council. The city manager is responsible for faithfully executing and implementing the ordinances and resolutions enacted by the council. All other employees of the city report to the city manager, who oversees the performance of all of their job functions.

## **What is the difference between a resolution and an ordinance?**

According to the Charter of Oakwood, an ordinance is required for all actions which are of "a general or permanent nature" or for "granting a franchise, or levying a tax, or appropriating money, or contracting an indebtedness to be evidenced by the issuance of bonds or notes, or for the purchase, lease or transfer of public property."

A resolution is an enactment by the council that does not fall into any of the above listed categories and that addresses a matter which does not apply to the general population and is of a temporary or short-term duration. For example, a resolution might express a statement of support for a local organization or initiative, or authorize the city manager to enter into a contract for a specified project or purchase.

## **Are the procedural requirements for enactment of an ordinance and resolution the same?**

No. An ordinance is required to be introduced at two separate meetings, unless an emergency is declared or three-fourths of the council members vote to dispense with the second reading. In contrast, a resolution is introduced and voted on at a single meeting. A resolution takes effect immediately upon passage.

As a general rule, ordinances do not go into effect until thirty days after passage. However, certain ordinances go into effect immediately upon enactment:

- those declared to be an emergency;
- those providing for appropriations;
- those which are intended to raise revenue; and
- those intended to make public improvements which are petitioned for by the owners of a majority of the foot frontage of property befitted and specially assessed for the cost thereof.



# Municipal Court

The Oakwood Municipal Court was established on January 1, 1934. Its authority is derived from section 1901.01 of the Ohio Revised Code and its territorial jurisdiction coincides with the corporate limits of Oakwood. The court's mission is to provide high quality and courteous services to the litigating public. It is charged with deciding cases fairly and will impose meaningful sentences in criminal/traffic cases.

Judge Robert Deddens retired at the end of 2013, having served his fourth and final six-year elected term as Municipal Judge. At the general election of November 2013, Margaret Quinn was elected to succeed him. Judge Quinn was sworn in on December 23, 2013, for a six-year term of office beginning on January 1, 2014. Her responsibilities as Judge include appointing and supervising a full-time Clerk of Courts who in turn supervises a part-time Bookkeeper. A part-time Bailiff is employed to facilitate the orderly and safe operation of the courtroom, to serve subpoenas and eviction notices, and to immobilize vehicles.

In 2014, Judge Quinn initiated a security assessment of the Oakwood Municipal Court, conducted by the Ohio Supreme Court. In particular, the courtroom presents unique challenges because it is a shared facility that is also used by Oakwood City Council, various boards and committees, and members of the public. Recommendations from this assessment process were implemented in 2014, including the formation of a Court Security Committee to review and update court security on an ongoing basis.

## What is the authority of our municipal court?

Like all municipal courts, Oakwood court has authority to conduct preliminary hearings in felony cases and has jurisdiction over traffic and non-traffic misdemeanors. The court also has limited jurisdiction in handling civil cases in which the amount of money in dispute does not exceed \$15,000 and in handling small claim cases in which the amount of money in dispute does not exceed \$3,000.

## What are the court hours of operation?

The court is open to the public Monday through Friday, 8:30 a.m. to 4:30 p.m. Non-jury, criminal and traffic proceedings convene at 8:30 a.m. on Thursdays of each week. Jury trials are scheduled every other month throughout the year as needed. In addition, the judge is on call for the purpose of conducting criminal arraignments when called upon to do so by public safety officers. Civil proceedings commence at 1:30 p.m. on Thursdays of each week.

## What is the process used by the court in dealing with serious criminal and traffic cases?

When a person is arrested and charged with committing a serious crime or a serious traffic offense, the police officer notifies the court which immediately schedules an arraignment to set bail. Arraignments are held anytime day or night, on short notice. The judge meets with the officer and defendant promptly after the arrest. This reduces police time and the cost of housing and monitoring prisoners. It also ensures that the prisoner is not unnecessarily jailed pending trial. Prisoners who do not make bail are transported to the Montgomery County or Kettering jail.

## Does Oakwood have a jail?

Yes, and it includes two cells. However, our jail is classified as a Temporary Holding Facility ("THF") meaning that we may only incarcerate a prisoner for a maximum period of six hours. Given the

availability and close proximity of the Montgomery County jail, and Kettering jail for male prisoners, this THF meets our needs

## When a person pays a citation, how much of the fine and court costs go to the State and how much goes to the City and County?

	COURT COSTS	CRIMINAL TRAFFIC/FINES	SEAT BELT FINES	COURT COST SEAT BELTS
(Criminal and traffic court costs were increased in 2014 to \$115 per case.)				
State	34% (approx)	0%	100%	34% (approx)
County	0%	25% (approx)	0%	0%
City	66% (approx)	75% (approx)	0%	66% (approx)

- Effective September 29, 2008, the State of Ohio mandates the addition of \$10 to all moving violation court costs, to be paid to two state funds. Of the \$10, \$6.50 is paid to the Drug Enforcement Fund and \$3.50 to the State Alcohol Treatment Fund.
- \$24 of criminal and traffic court costs are paid to the State of Ohio for the Innocent Victims of Crime Fund and the Public Defender Fund.
- Fines for violation of state codes are paid to the County Treasurer while fines for violation of Oakwood ordinances are paid to the City.
- Effective October 16, 2009, the State of Ohio mandates the addition of \$5 to all court costs, which is paid to the state's Indigent Alcohol Treatment Fund.

## Do we have jury trials in Oakwood?

Yes. When a defendant requests a jury trial, the Clerk of Court on behalf of the Court summons eighty residents from the city of Oakwood to report as prospective jurors. From those who report, eight jurors and one alternate are selected for the actual trial. No jury trial in the last 16 years has lasted more than one day. Jury trials are typically scheduled on Fridays. Jury trials are not permitted for minor misdemeanors (such as a speeding ticket) when jail is not a possible sentence.

## What are some of the legal requirements that affect jury duty?

Ohio law dictates the circumstances under which a prospective juror may be excused. The circumstances include:

- A physical or mental condition which must be supported by a physician's documentation.
- If a person can demonstrate that jury service would cause "extreme undue physical or financial hardship."
- The person is over 75 years of age and would like to be excused.

A person may be permanently excused if the judge determines that the underlying grounds for being excused are of a permanent nature.

The law also:

- Provides for a minimum fine of \$100 for failure to appear for jury service.
- Prohibits employers from taking disciplinary action that could lead to the discharge of any permanent employee as a result of being summoned to serve as a juror, and
- Prohibits employers from requiring employees to use vacation or sick leave for time spent on jury duty.

## Parking Tickets Fines

Parking ticket fines are \$30 if paid within 72 hours. The fines double after 72 hours, not counting weekends or holidays to \$60. The handicap parking fine is \$250.







## CITY OF OAKWOOD VISION STATEMENT

It is City Council's vision of the city of Oakwood to continue its heritage as a premiere residential community:

- Where citizens know and respect one another.
- Where principal emphasis is placed on neighborhood, schools, responsive city services and parks.
- Where citizens contribute to and benefit from strong, responsible stewardship of community resources.
- Where a responsible citizenry helps establish and follows community standards that preserve the quality of individual and community property.
- Where residents feel comfortable and secure in their homes and as they move about the community.
- Where education is a vital community tradition.
- Where viable business and professional enterprises are clearly compatible with residential living and not in conflict with the residential integrity of the community.
- Where citizen participation is valued and encouraged to give definition to the high expectations of the community and its residents.
- Where Oakwood benefits from the involvement of its residents and employees in a variety of regional, business, cultural and governmental activities.



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