



# 2020

City Of Oakwood

# ANNUAL REPORT







<b>3</b>	City Phone Numbers
<b>4</b>	Oakwood City Council
<b>5</b>	Message From Mayor Bill Duncan
<b>6</b>	Message From City Manager Norbert Klopsch
<b>8</b>	Building, Zoning, Land Use & Property Maintenance
<b>11</b>	Public Safety
<b>17</b>	Leisure Services
<b>21</b>	Engineering & Public Works
<b>26</b>	Finance
<b>30</b>	Legal Affairs
<b>31</b>	Municipal Court



# CITY PHONE NUMBERS

**CITY ADMINISTRATION ..... 937-298-0600**

City Manager | Clerk of Council

**CITY OF OAKWOOD DEPARTMENT NUMBERS**

City Manager's Office..... **937-298-0600**

Personnel & Zoning..... **937-298-0411**

Public Safety (non-emergency) ..... **937-298-2122**

Engineering & Public Works..... **937-298-0777**

Finance ..... **937-298-0402**

Income Tax ..... **937-298-0531**

Leisure Services/Horticulture ..... **937-298-0775**

**POLICE, FIRE & RESCUE**

EMERGENCY ..... **9-1-1**

NON-EMERGENCY..... **937-298-2122**

**PUBLIC SAFETY..... 937-298-2122**

Public Safety Director | Police and Fire Services

Emergency Medical Services | Public Safety Records

**FINANCE ..... 937-298-0402**

Finance Director | Assessments

Vital Statistics | Refuse Billing

Water, Sewer & Stormwater Billing. **937-298-0400**

Income Tax ..... **937-298-0531**

**PUBLIC HEALTH .....937-298-0600****PUBLIC AND PRIVATE****PROPERTIES ..... 937-297-2920**

Properties Director | Permits, Zoning

City Inspector /Code Enforcement Officer

Pre-Sale Housing/Rental/Business Inspections

Property Maintenance

**LEISURE SERVICES ..... 937-298-0775**

Leisure Services Director

Health Center

Horticulturist

Smith Gardens

Parks & Recreation Programs

William E. Gardner Pool..... **937-297-2933**

Leisure Line (Recordings) ..... **937-297-2935**

**MUNICIPAL COURT .....937-293-3058**

Clerk of Courts | Small Claims Court & Traffic Violations

**PERSONNEL/HUMAN****RESOURCES ..... 937-298-0411**

Personnel Director

**PUBLIC WORKS..... 937-298-0777**

Public Works Foremen | Engineering

Bulk Refuse Pick-ups/Dumpsters

Street and Alley Maintenance

Water, Sewer & Stormwater Maintenance

Waste Collection (Refuse & Recycling)

Water Treatment Information

**OAKWOOD SCHOOLS**

Board of Education ..... **937-297-5332**

Oakwood High School ..... **937-297-5325**

Oakwood Junior High School ..... **937-297-5328**

Edwin Smith Elementary School ..... **937-297-5335**

Harman Elementary School..... **937-297-5338**

Lange School (Kindergarten)..... **937-299-8730**

**OTHER FREQUENTLY CALLED NUMBERS**

AT&T ..... **1-866-505-1765**

AES Ohio (formerly DP&L) ..... **937-331-3900**

Hills & Dales Shelter Rental Info ..... **937-275-7275**

Kettering Inspection Dept. .... **937-296-2441**

Montgomery County Property

Tax Information ..... **937-225-4010**

RTA (Route & Schedule Info)..... **937-226-1144**

Spectrum ..... **937-294-6400**

Vectren ..... **1-800-909-7668**

Wright Brothers Post Office..... **937-299-1465**

Wright Memorial Public Library ..... **937-294-7171**

**CITY WEBSITE:**

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

**CITY FACEBOOK:**

[www.facebook.com/cityofoakwoodohio](https://www.facebook.com/cityofoakwoodohio)



# OAKWOOD CITY COUNCIL



William Duncan  
**MAYOR**



Steve Byington  
**VICE MAYOR**



Rob Stephens  
**COUNCIL MEMBER**



Anne Hilton  
**COUNCIL MEMBER**



Leigh Turben  
**COUNCIL MEMBER**

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, the legislative branch of our Oakwood government. Council appoints a full-time professional city manager to direct the delivery of Oakwood public services, implement City policies, and enforce City ordinances. The city manager serves as chief administrative and operating officer of the City.

City Council normally meets in regular 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 channel, (Spectrum Ch. 6, TV Tuner Ch. 5.03 and AT&T U-verse Ch. 99). The meetings are viewable live and after the fact 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. 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**

**Beautification Committee**

**ADA Compliance Committee**

**Personnel Appeals Board**

**Planning Commission**

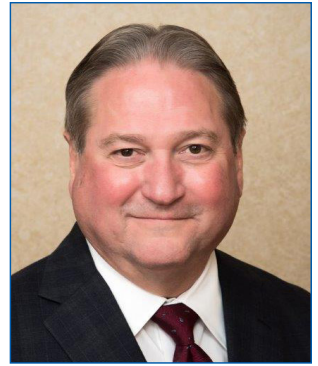
**Property Maintenance Board**

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

In total, the current slate of committees provides opportunities for about 120 residents to be involved in the business of providing Oakwood public services. Citizens interested in serving on a committee should contact Clerk of Council Lori Stacel at (937) 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,

We are pleased to present to you our annual report. It provides highlights of the previous year, and detailed information about city services, finances, community events, city projects and important issues facing our community. We deliver this report to every Oakwood residence and business to keep our citizens and business owners informed about their local government. Please take time to read this report to become better acquainted with how our city operates.

2020 was the 112<sup>th</sup> anniversary of Oakwood's incorporation. We became a village in 1908 and a city in 1931, when our population exceeded 5,000. Looking forward to 2022, we will celebrate the 150<sup>th</sup> anniversary of the "Town of Oakwood". Our first homes were built in 1872 in an area near the Oakwood City Building on 30 Park Avenue.

Many of our traditions and community events in 2020 were affected by the pandemic. Cancelled events included our New Resident Breakfast, Care Walk, That Day in May, the Tree City USA awards program, weddings and blanket concerts at Smith Gardens, the Family Fall Festival, and the Oakwood Historical Society's annual Holiday Home Tour. Restaurants and small businesses closed, some temporarily and some permanently. The *Oakwood Life* magazine that started in 2011 is no longer published. Even *The Oakwood Register* ceased publication during the 10-week period between March 25 and May 27.

Our Oakwood Community Center (OCC) was closed from March 14 until June 1. Altered events included many OCC programs, operation of Gardner Pool, Oakwood High School graduation, the Ice Cream Social, Scarecrow Row, and the Holiday of Lights.

COVID-19 created a most difficult and challenging year, yet our city adapted and persevered. We displayed American flags on Far Hills Avenue as a sign of unity. City Council proclaimed the Oakwood Neighborly Salute where citizens would greet their neighbors each evening at 6:00 pm during the shutdown. We created new traditions including a motorcade parade honoring the 2020 Oakwood High School senior class, along with pictures of our graduating seniors on Shafor Blvd. We also organized drive-by events for our popular Ice Cream Social and the Holiday of Lights.

Throughout the pandemic, our number one priority was and continues to be the safe delivery of essential public services. Our Public Works Department continues to provide the most comprehensive refuse services available, including weekly household trash and recycling collection, year-round collection of yard waste, fall leaf collection and spring mulch delivery. We continue to invest annually in the maintenance of our streets and sidewalks, and it shows. Formed in 1927, our Public Safety Department is the second oldest fully consolidated department in the United States. It is very unique in that all of our officers are cross-trained and state-certified in law enforcement, fire-fighting and emergency medical services. Our first officer on scene response time is under two minutes, by far the fastest in the region... and that first officer is fully trained and qualified to provide immediate assistance on any emergency.

The entire city of Oakwood consists of just over two square miles with nearly all of the land devoted to residential living. Oakwood is essentially one big residential neighborhood. Traffic enforcement remains the cornerstone of our Public Safety Department's policing philosophy and plays a key role in reducing crime, OVI, and other traffic offenses that often directly or indirectly contribute to unsafe situations. It also plays a key role in reducing vehicle and/or pedestrian accidents. The result

is a community where all citizens are comfortable in their homes and on city streets, and in particular where parents are confident that their children are in a safe environment.

We have excellent parks, gardens and green space. We have four neighborhood parks: Shafor Park, Orchardly Park, Fairridge Park, and Cook 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, the Old River Sports Complex, and the Hollinger Memorial Tennis Center. Oakwood also features beautiful public gardens including Smith Gardens at Oakwood Avenue and Walnut Lane, and Francine's Garden at Houk Stream.

Local government is the most accountable and responsive government. My fellow City Council members and I represent you and will ensure that our city continues to deliver the services that are important and necessary. When I joined City Council in 2003, it was my belief that Oakwood was well-governed, well-managed and financially strong. I continue to hold that belief.

As I begin my 18<sup>th</sup> year on Oakwood City Council and my 12<sup>th</sup> year as your Mayor, I am also honored to serve with my fellow members of Council. Steve Byington begins his 14<sup>th</sup> year as a member of Oakwood City Council and his 12<sup>th</sup> year as our Vice Mayor. Councilmembers Rob Stephens and Anne Hilton begin their 12<sup>th</sup> year on City Council. Former Councilmember Chris Epley served seven years on City Council and we congratulate him on his election to the Second District Court of Appeals. He will be an outstanding judge. We welcome Leigh Turben to complete Mr. Epley's unexpired term. Councilmember Turben's previous Oakwood community service includes the Wright Memorial Library Advisory Council, the Oakwood Budget Review Committee and the Oakwood Historical Society Board of Directors. She will be an outstanding member of Oakwood City Council.

This Council, like those that preceded it, operates in a collegial style, with a shared commitment to public service and making good decisions for our Oakwood community. We listen to one another and work together to address community needs. On behalf of City Council, thank you for being part of Oakwood.

If you have any questions about this report or about any other city issue, please contact me, any member of City Council, or City Manager Norbert Klopsch.

Sincerely,

A handwritten signature in dark ink that reads "William DD".

William Duncan, Mayor

# MESSAGE FROM CITY MANAGER NORBERT KLOPSCH



Dear Fellow Citizens,

2020 was a significant year filled with challenges and accomplishments. Included in this 2020 Annual report is detailed information about each of our city departments. The charts, graphs and narrative give you an insight into the services that we provide to our Oakwood community, and reflect the current state of our city.

Oakwood is a very special place in which to live, work, raise a family and/or retire. We are a community that truly values hard work, education, helping one another, and maintaining beautiful residential and commercial property. We invest the appropriate resources into making our city a very safe and pleasant place, and in keeping our roadways and public infrastructure well-maintained. Our citizens believe in civic involvement and in supporting the Dayton region.

Last year was very challenging for all of us. Like everyone, our city staff was confronted with an impact to our daily lives that could never have been predicted or anticipated. The impact touched us all in various ways. The saddest situations were those involving the loss of life. There was also the loss of the ability to be with friends and family, and the loss of a sense of peace, peace in knowing or believing that all is generally well, and that our place in the world is a safe one.

As the COVID-19 pandemic emerged in early 2020, much took place at City Hall and within our Public Safety Department, Public Works Department and Oakwood Community Center to begin understanding the impact and ensuing challenges. Our number one priority was to continue providing essential public services and to do so in a safe manner. A major concern was how the pandemic and statewide/national shutdown would affect our financial resources, the resources we need to provide public services. We quickly concluded that our biggest concern was the potential impact on our municipal income tax, which represents about 63% of our revenue. At that time, we prepared financial projections with scenarios assuming a 10% to 20% income tax revenue loss. We cut 2020 budgeted spending by about \$500,000 in anticipation of the loss. Most of the spending cuts were realized by deferring capital projects and capital purchases.

As the remainder of 2020 unfolded, we found that our income tax revenue remained stable. We did not see the year-end losses that we thought might occur. We finished 2020 with gross income tax receipts at \$386,000 above 2019, a 4.7% increase.

Over the course of the 2020 fiscal year, our unencumbered reserves for General City Services (everything except the Refuse, Water, Sanitary Sewer and Stormwater utilities) increased by \$2,205,000. This significant increase is primarily attributed to three things:

- 1) \$500,000 spending cuts mentioned above.
- 2) \$518,000 in federal CARES Act funding explained below.
- 3) \$885,000 in Ohio Bureau of Workers' Compensation rebates explained below.

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by the President of the United States on March 27, 2020. It provided a significant amount of money nationally to address the negative impact of COVID-19. The Ohio General Assembly established a process for distributing CARES Act funds in Ohio, including money for local governments to reimburse qualifying expenditures associated with COVID-19 mitigation and response. Oakwood received \$518,000 from the CARES Act.

To help ease the financial pressures related to COVID-19, the Ohio Bureau of Workers' Compensation (BWC) authorized the payment of substantial dividends (or rebates) to eligible Ohio employers, including certain public employers. This was done in three installments and represented a refund of BWC premiums paid over the last few years. Oakwood received \$885,000 through these rebates.

Our city has a 35-member citizen Budget Review Committee. The members represent each of our seven voting precincts. They volunteer their time in providing financial oversight and guidance to City Council and staff. We continue to benefit significantly from their community service, and are in a strong financial position. I believe that we can continue to provide comprehensive services without asking our citizens for any city tax increase in the foreseeable future.

We have two outside millage levies that generate property taxes to pay for city services. These levies have five-year terms and are approved by our Oakwood voters.

- 2.72 mill property tax: This tax was first approved in 1991 and began generating revenue in 1992. The current effective mills are 1.41. It generates about \$460,000 annually and costs about \$48 per year per \$100,000 of appraised home value. It was last renewed in 2016 with a 72% yes vote and expires at the end of this year. We plan to present the issue to our voters this November for renewal only (no new taxes).
- 3.75 mill property tax: This tax was first approved in 2013 and began generating revenue in 2014. It was renewed by our voters in 2018 with a 70% yes vote and expires at the end of 2023. The current effective mills are 3.34. The levy generates about \$1,060,000 annually. It costs about \$102 per year per \$100,000 of appraised home value.





Of the total property tax paid in Oakwood, the distribution of effective millage for residential properties is as follows:

- |                               |       |
|-------------------------------|-------|
| • Oakwood Schools:            | 70.1% |
| • Montgomery County Agencies: | 19.3% |
| • City of Oakwood:            | 8.0%  |
| • Wright Library:             | 2.6%  |

Please see the Finance section herein for additional details about our revenues and expenses, and information about our Refuse, Water, Sanitary Sewer and Stormwater utilities.

In all we do, we keep in mind the city Vision Statement (see back cover). We remain committed to providing the finest city services ensuring that we have:

- a safe community, with very low crime and very low fire loss.
- an extremely fast police and fire response and can answer every call with highly trained professionals.
- qualified paramedics and EMTs on-duty at all times to rapidly respond to medical emergencies.
- well-maintained streets, sidewalks, public trees and landscaped boulevards.
- well-maintained property.
- fine city parks, public pool, community center and natural areas.
- an overall community ambience second to none.

Here are a few 2020 highlights:

- We had a clean financial audit report. Finance Director Cindy Stafford, CPA and our Finance Department again received the Auditor of State Award for Excellence in Financial Reporting. Year after year, our Finance Department does an excellent job of managing our finances.
- We created an online registration system at the Oakwood Community Center greatly simplifying the process of obtaining memberships and enrolling in programs and activities (see Leisure Services section herein for more details).
- We completed sidewalk upgrades in the area of Oakwood bounded by Far Hills Avenue, Irving Avenue, Shafor Boulevard, Acorn Drive and Patterson Road.
- We completed asphalt repaving on three streets, most notably Delaine Avenue.
- We completed major concrete street repairs on Oak Forest Drive, and concrete curb repairs along Far Hills Avenue between Patterson Road and Springhouse Road/Old River Trail.
- In 2020, 88% of Oakwood homes sold above the County appraised value. Oakwood continues to be the community of choice for those seeking an excellent place to live, and our homes continue to be a good investment.
- Vectren completed another important phase of a multi-year project to rebuild the natural gas distribution infrastructure in Oakwood.
- The Oakwood Rotary Club continued to serve our city through the quarterly household hazardous waste collection program, removing large quantities of paint, oils, pesticides and other such items from our city. Call 937-296-5155 for more information, and to schedule a pick-up. This is a free service offered by Oakwood Rotary Club volunteers. Please see [oakwoodrotary.org](http://oakwoodrotary.org) for information about this excellent service club, or if you are interested in joining.
- We offered our third Citizen Police Academy in 2020. This 10-week program is designed to educate citizens about the functions of our Public Safety Department and the challenges of modern day policing.

Despite the pandemic, 2020 was another good year in Oakwood. I hope you enjoy reading this report. If you have any questions about it or have any issues that you wish to discuss with me, please do not hesitate to call at 937-298-0600 or send me an e-mail at [klopsch@oakwood.oh.us](mailto:klopsch@oakwood.oh.us).

Sincerely,

Norbert Klopsch, City Manager

# BUILDING, ZONING, LAND USE & PROPERTY MAINTENANCE

Land use and the maintenance of public and private properties in Oakwood is a high priority, particularly because of the age of our community, and the fact that Oakwood is almost fully developed. Director of Personnel and Properties Jennifer Wilder and Code Enforcement Officer Ethan Kroger have primary responsibility for overseeing all land use and property maintenance.

*What construction projects are underway in Oakwood?*

## Element Oakwood



Construction was completed in the spring of 2020 on the 84-unit Element Oakwood condominium project located in Pointe Oakwood along the western portion of Old River Trail. The development consists of two (2), 42-unit buildings with an attached clubhouse and swimming pool. Developed by Hills Communities, the project has already achieved 96% occupancy.

## 2600 Far Hills Avenue



In April 2017, Kettering Health Network (KHN) purchased the 2600 Far Hills Avenue office building for the purpose of converting the space to medical offices and related support services. In 2021, KHN intends to develop plans for an extensive rehabilitation of the site. As part of their plans, KHN also intends to add supporting parking in the immediate area.

*The City has a pre-sale/rental inspection program requiring that an inspection be conducted before a property is sold and when new tenants move into a rental property. How many pre-sale and rental inspections have been performed during the past five (5) years?*

## PRE-SALE/RENTAL INSPECTION TOTALS

2016	2017	2018	2019	2020
416	399	378	427	458



The pre-sale/rental inspection program has been in place for 50+ years and is one of the primary methods by which Oakwood enforces the Property Maintenance Code. Given the average age of Oakwood homes, this program plays a very important role in maintaining the community and our home values.

*Oakwood is recognized as a community which takes a proactive approach to exterior property maintenance. What are my responsibilities as a property owner in maintaining my property?*





The Property Maintenance Code is designed to protect property values by encouraging property owners to maintain all structures and property consistent with a first-class residential community. Specifically, property owners are required to keep all property and premises in a clean, safe and sanitary condition. All hard surfaces such as sidewalks, driveways, steps and patios must be kept in a proper state of repair, free of cracks and deterioration. All exterior walls and other hard surfaces shall be free from holes, breaks and peeling materials, and shall be painted or stained to prevent deterioration. Roofs shall be maintained so as to prevent leaking or damage to interior surfaces of the structure. Bushes, trees and flowers shall be properly maintained and trimmed and may not encroach upon adjoining properties or into the right-of-way (sidewalks, alleys, or streets).

Although the City monitors properties on a continuing basis and notifies property owners of existing violations, we encourage citizens to contact the City if they have concerns about a property or structure in their neighborhood. The City has a 15-member citizen Property Maintenance Board to assist in the enforcement of the Property Maintenance Code.

#### ***How did the city handle Zoning and Property Maintenance Code violations during the pandemic?***

Each spring, city staff conducts a drive-by inspection of properties throughout the city of Oakwood. During the pandemic, only significant property maintenance violations were addressed through normal code enforcement procedures. A city-wide property maintenance review will be conducted in the spring of 2021.

In 2020, Code Enforcement resources were instead directed toward assisting businesses with recovery from government mandated shutdowns and social distancing requirements due to the pandemic. Specifically, the City's Law Director suspended prosecution of temporary sign code violations in Oakwood's business zoning districts, thereby allowing businesses one extra sign to communicate their open status to customers and other passers-by. Additionally, the City created a temporary outdoor seating permit process to help restaurants with limited indoor seating options due to social distancing requirements.

#### ***Does the City have a process in place to keep the grass and/or weeds cut on properties where the property owner fails to do so, or the property is vacant?***

Yes. The City has an ordinance in place that defines weeds or grass taller than 8 inches in height as a public nuisance. If violations exist, the City is required to place a placard on the front door or in the yard, and provide the owner a minimum of five (5) days to cut the weeds or grass. If the weeds or grass are not cut, city crews perform the work after normal work hours and the property owner is billed for the work. If the bill is not paid, the cost is certified to the county for placement on the property tax bill.

#### ***If I am considering a larger construction project such as a room addition, construction of a deck, or a new garage, what type of information does the City require to be submitted before a permit can be issued?***

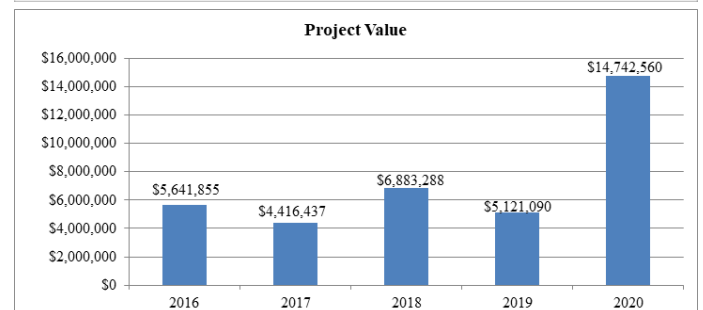
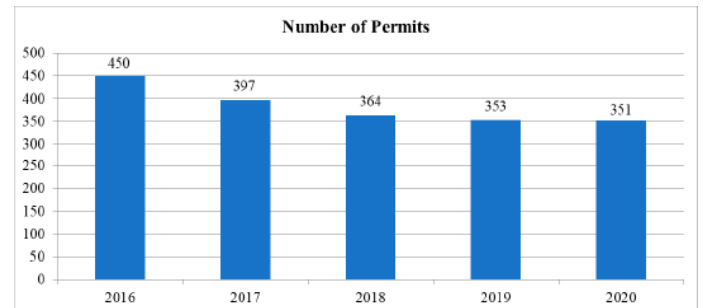
Besides detailed plans, a certified plot plan is required to determine if the proposed improvements meet the zoning setback requirements. If the proposed improvement meets all zoning requirements, the plans are forwarded to the city of Kettering for issuance of the required permit(s). If a zoning variance is needed, the five (5) member Board of Zoning Appeals meets once a month (as needed) to act on variance requests. If the amount of impervious surface you are adding exceeds 625 square feet on a lot of less than 40,000 square feet, or 1,000 square feet for a lot that exceeds 40,000 square feet, a drainage study by a licensed engineer is also required.

If your improvement project is time sensitive, we strongly recommend that you plan ahead, well in advance of when you hope to have the project completed. Our zoning staff will be happy to assist you with the application process.



#### ***What are the 2020 statistics for the types of Oakwood permits? How do these totals compare to numbers from the previous five years?***

TYPE OF PERMIT	NUMBER OF PERMITS	ESTIMATED VALUE OF PERMITTED PROJECTS
Hard Surface Work on Private Property (Driveways, Patios, Walkways)	34	\$289,549
A/C Units/Heat Pumps	60	\$466,185
Fences/Retaining Walls	95	\$390,870
Accessory Structures (Garages, Storage Sheds, Decks, etc.)	39	\$296,475
New Home Construction	3	\$858,000
OHS/Smith School Construction	2	\$10,300,000
All Other	118	\$2,141,481
<b>Total</b>	<b>351</b>	<b>\$14,742,560</b>



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

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

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

# Kettering issues permits for decks exceeding 200 sf.

^ Right-of-Way permit should be obtained from the Public Works Department.



# PUBLIC SAFETY

The Oakwood Public Safety Department is one of only approximately 131 fully consolidated police and fire departments in the country. It is led by Chief Alan Hill. Chief Hill is assisted by Captain Mike Jones, Captain Kevin Pruszyński, and four Lieutenants. The department includes 22 Public Safety Officers.

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 (PSOs) on police patrol are typically the first responder to fire and emergency medical calls. They usually arrive in less than two minutes and can quickly extinguish small fires even before the fire apparatus and other firefighters arrive. Likewise, PSOs 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 to any emergency.

## 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 2020 CRIME STATISTICS COMPARE TO 2019?

A breakdown of each category for 2019 and 2020 is as follows:

CRIME	OFFENSES	CLEARANCES	OFFENSES	CLEARANCES
PART I CRIMES	2019		2020	
<b>Criminal Homicide</b>	0	0	0	0
<b>Attempted Murder</b>	0	0	0	0
<b>Rape</b>	0	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Aggravated Assault</b>	1	1	0	0
<b>Burglary</b>	0	0	6	6
<b>Larceny</b>	59	19	91	48
<b>Auto Thefts</b>	2	2	13	5
<b>PART 1 TOTALS</b>	62	22	110	59
OTHER MAJOR CRIMES				
<b>Arson</b>	0	0	0	0
<b>Forgery, Fraud, Counterfeiting</b>	6	0	10	9
<b>Morals</b>	0	0	6	5
<b>Vandalism</b>	0	0	0	0
<b>Narcotics</b>	9	5	9	8
<b>Carrying Concealed Weapon</b>	3	3	3	3
<b>Simple Assault</b>	0	0	3	2
<b>OTHER CRIMES TOTALS</b>	18	8	31	27
<b>ALL MAJOR CRIMES TOTALS</b>	<b>80</b>	<b>30</b>	<b>141</b>	<b>86</b>



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

Yes. Identity theft continues to be one of the largest crime categories in the United States. Identity theft can have devastating consequences for the victim, who may face long hours in closing bad accounts, opening new ones, and repairing damaged credit records. While many incidents of identity theft are not preventable as they involve large data breaches by businesses and organizations holding personal data and credit information, there are some cases where one’s information may be safeguarded here at home. 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. Keep your information secure from workers and contractors.
- 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.
- Destroy receipts, credit offers, credit applications, insurance forms, physician statements, checks, bank statements, expired charge cards, and similar documents when no longer needed using a micro-cut shredder.
- 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.

***Prescription Drug Drop-off Box***

A locked prescription drug drop-off box is available in the lobby entrance to the city building located at 30 Park Avenue. This drop box offers a way for residents to conveniently dispose of unwanted or expired prescription drugs and is accessible to the public 24 hours a day, 7 days a week.

The items that are accepted for safe disposal include: prescription medications, medication patches, over-the-counter-medications, vitamins, medication samples, and unwanted medications for pets. Items that cannot be accepted include: liquids of any kind, gels, ointments, needles, inhalers, aerosol cans, and medications from businesses or clinics. This program is not designed for commercial use. Businesses should dispose of medications according to state and federal guidelines. All items collected from the drop box are processed for destruction according to state and federal law.

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

Our Oakwood Public Safety Department differentiates itself from most police departments 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 PSOs. 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. 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-lit areas if possible and always lock your car doors.

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

As shown in the table below, the department “cleared” an average of 54% of all larcenies that were reported from 2016 through 2020. Oakwood Public Safety Department investigators are more successful than the national average, where only approximately 22% of larcenies are cleared.

	2016	2017	2018	2019	2020
<b>Total Larcenies</b>	77	52	69	59	91
<b>Clearances</b>	12	42	62	19	48
<b>Percent Cleared</b>	15.6%	80.8%	89.9%	32.2%	52.7%

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, cyclists and motorists, and maintain a reputation that Oakwood is a community where traffic laws are enforced and those with criminal intentions should avoid. Traffic Enforcement statistics are down significantly in 2020 due to the COVID-19 pandemic.

TRAFFIC STATISTICS					
YEAR	OVI	ACCIDENTS	INJURIES	DEATHS	CITATIONS
2016	10	174	19	0	2666
2017	14	182	14	0	2895
2018	8	115	18	0	2560
2019	13	124	12	1	2667
2020	7	98	10	0	1554

In 2021, 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	14
Failure to Yield	12
Improper Backing	3
Failure To Control	22
Inattention	6
Improper Turn	4
Disobey Traffic Device	6
OVI	1
Snow/Ice	0
Hit & Run	30
<b>TOTAL</b>	<b>98</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 a 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	2016	2017	2018	2019	2020	National Standard
Average engine response time to scene (min.)	3.98	4.25	4.27	5.07	4.49	6 mins.
Average cruiser response time to scene (min.)	1.75	1.40	1.70	2.25	2.60	None

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, allow us to continually improve our overall fire response capabilities.

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

YEAR	ALARMS RECEIVED	FALSE ALARMS	NO DAMAGE	DAMAGE INVOLVED	TOTAL FIRE LOSS
2016	114	36	77	1	\$1,440
2017	106	22	82	2	\$100,050
2018	108	21	85	2	\$95,000
2019	103	32	71	0	\$0
2020	111	38	68	5	\$495,000

*Does Oakwood have mutual aid agreements with neighboring cities?*

Yes, and these agreements are very important to Oakwood. Whenever we have a large emergency, we can count on assistance from our neighboring police and fire departments. Likewise, we provide assistance to them when the need arises and when we have the available resources.

*What is the primary cause of fires in Oakwood and what steps should citizens take to make their 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 structures. 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 your home for the purposes of rescue if conditions permit.



## RESCUE

*How many medic runs did Oakwood officers complete over the past five years? Of those runs, what happened to the patient?*

	2016	2017	2018	2019	2020
<b>Total Medic Runs</b>	475	499	420	535	363

ACTION TAKEN	2016	2017	2018	2019	2020
<b>Removed by medic vehicle</b>	357	390	323	418	300
<b>Removed by police cruiser</b>	0	0	5	0	0
<b>Mutual aid provided *</b>	70	57	39	70	12
<b>No removal**</b>	44	52	50	42	46
<b>Dead on Arrival</b>	4	0	3	5	5

\* "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.

*How many times did another fire/EMS department respond to medic calls in Oakwood?*

ACTION TAKEN	2016	2017	2018	2019	2020
<b>Remove by mutual aid*</b>	1	0	0	0	0

\* "Removed by mutual aid" means we were assisted by medics from another jurisdiction – Kettering is the predominant provider.

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 Quality Assurance Committee reviews medic run reports to assure personnel follow established regional care and treatment protocols. We continually evaluate our training, 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 12 minutes for a medic?*

MEDIC RESCUE TIMES	NATIONAL STANDARD	2016	2017	2018	2019	2020
<b>First unit on scene</b>	4-6 minutes	2.10	1.80	1.80	1.75	1.85
<b>Medic response time</b>	12 minutes	2.80	2.90	3.00	3.90	3.00
<b>Average on-scene time (medic)</b>	-	13.90	13.70	10.50	10.30	11.90
<b>Average run time</b>	-	41.50	41.00	41.10	41.00	37.75

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	2016	2017	2018	2019	2020
Police	1328	1490	1748	2913	2296
Fire	711	1309	638	776	609
Rescue	416	340	449	696	640
Communications/General	21	24	248	57	71
TOTALS	2476	3163	3083	4442	3616

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

Oakwood has a city ordinance addressing peddlers and solicitors. Among 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 City website at <https://oakwoodohio.gov/door-to-door-solicitation/>. There are currently 1,590 Oakwood properties on this list, which is available on the City website and at the city building.

## CITIZEN POLICE ACADEMY

In 2020, the Oakwood Public Safety Department hosted its third Citizen Police Academy (CPA). The CPA consists of a ten-week curriculum educating the participants on the functions of the Oakwood Public Safety Department. Classes meet one night per week for approximately two hours at the City Building, 30 Park Avenue.

Representatives from the Safety Department instruct a different subject each week with the goal of creating greater understanding of modern policing and its challenges. Topics covered during the academy include:

Safety Department Orientation, Patrol Operations, Traffic Enforcement, Use of Force, Evidence Collection, and Fire Prevention/Education.

The CPA creates a unique opportunity for citizens to better understand the job of a Public Safety Officer and also serves as a way for Safety Department personnel to hear the needs and expectations of the community. The CPA is free of charge, and class size is limited to 12 students. Applicants must be an Oakwood resident or employed in the city of Oakwood, and must be at least 21 years of age. The 2021 CPA is scheduled to start September 8, 2021, and applications will be accepted beginning early summer.



## ACORN PROGRAM – ASSISTING AND CONTRIBUTING TO OAKWOOD RESIDENT NEEDS

The Oakwood Public Safety Department offers the Assisting and Contributing to Oakwood Resident Needs (ACORN) Program. The goal of the ACORN Program is to provide peace of mind through proactive community outreach, implementing safety plans, and advocating for the well-being of Oakwood's senior and at-risk population. Additionally, the program is designed to assist residents in times of emergency, and connect participants to existing services when needed.

Program benefits include:

- Periodic wellness visits from the Safety Department.
- Procedures for Oakwood Public Safety Officers to have secure access to your home in the event of an emergency.
- Preparation of medical information and emergency contact forms.
- Partnership with Wright Memorial Library Book Delivery Program

The ACORN Program is free of charge and is intended for Oakwood residents who are 65 or older, living alone, and have limited contact with caregivers or family members. To enroll, contact the Safety Department at (937) 298-2122 and arrange for a home visit. Additional information, including the ACORN Enrollment Form, is available on the City website at [www.oakwoodohio.gov/acorn-program](http://www.oakwoodohio.gov/acorn-program).

## BODY AND IN-CAR CAMERAS

In 2021, the City will purchase body cameras for all public safety officers and will install in-car cameras in all patrol vehicles. This action follows a statewide and national trend toward transparency and will serve to protect our officers and all with whom our officers have an encounter.



# 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, its goal was to make each recreation program as self-sustaining as possible. What are the primary program areas for which fees are received?*

	2016	2017	2018	2019	2020
<b>Pool Membership</b>	140,638	149,779	140,231	147,438	73,591
<b>OCC/Health Center Membership Dues</b>	73,069	67,913	64,499	67,852	35,273
<b>Hollinger Tennis Center Membership</b>	-	31,985	30,100	29,140	26,825
<b>Sports Activities Fees</b>	30,696	30,943	31,830	30,662	11,871
<b>Pool Concessions</b>	19,883	17,848	18,578	17,692	13,961
<b>Dance Classes and Lessons</b>	27,833	26,933	24,711	24,946	14,743
<b>Old River Rentals</b>	35,690	37,500	34,080	19,780	29,600
<b>Smith Gardens</b>	18,488	16,555	17,494	23,435	20,925
<b>Exercise, Fitness Programs</b>	21,920	22,702	21,404	20,502	15,763
<b>Swim Lessons, Pool Passes</b>	25,162	26,907	26,877	29,813	2,675
<b>Tumbling, Gymnastics</b>	4,550	1,196	N/A	N/A	N/A
<b>Other Misc. Programs</b>	70,040	89,002	70,166	87,887	103,181
<b>TOTAL</b>	<b>\$467,969</b>	<b>\$519,263</b>	<b>\$476,970</b>	<b>\$499,147</b>	<b>\$348,408</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 2020 to help pay for Leisure Services programs was about \$620,000. We evaluate our fees annually and typically raise them every two or three years.



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

2020 definitely proved to be challenging as far as holding events and classes. Getting creative and keeping safety in mind, we were able to pull off some pretty fun community events!

- Trivia Tournament
- Friday Night Fun
- Gingerbread House Decorating Contest
- Community Food Drive
- Ice Cream Social – Drive-Thru!
- Spinning Classes
- Holiday Senior Luncheon Drive – Thru!
- Johnny Appleseed Street Tree Planting Project
- Friends of Smith Gardens Poinsettia Sale
- Pumpkin Carving Contest
- Scarecrow Row
- Fencing Programs
- Candy Cane Hunt
- Letters from Santa
- Lighting up Oakwood
- Holiday of Lights – Drive-Thru!
- Holiday Decorating Event
- Pro-Am Art & Photography Expo-Virtual
- Online Cooking Classes

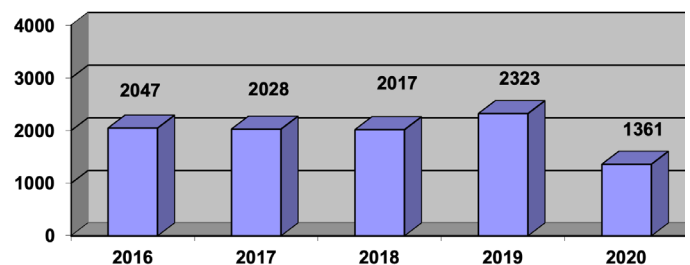
*The Department of Leisure Services also has responsibility for maintenance of the City's natural areas and boulevards. What is the value of publicly owned trees and what are the annual expenses to maintain and replace them?*

<b>TOTAL VALUE OF STREET AND PARK TREES</b>	<b>\$18,186,167</b>
<b>Average street tree value</b>	\$2,282/tree
<b>Average park tree value</b>	\$1,966/tree
<b>2020 EXPENSES:</b>	
<b>Tree Removal and Pruning</b>	\$88,554
<b>Stump Removal</b>	\$8,363
<b>Johnny Appleseed Street Tree Planting Project (city portion)</b>	\$8,896
<b>Community Tree Planting</b>	\$8,186
<b>Emerald Ash Borer Treatment</b>	\$29,997
<b>TOTAL</b>	<b>\$143,996</b>



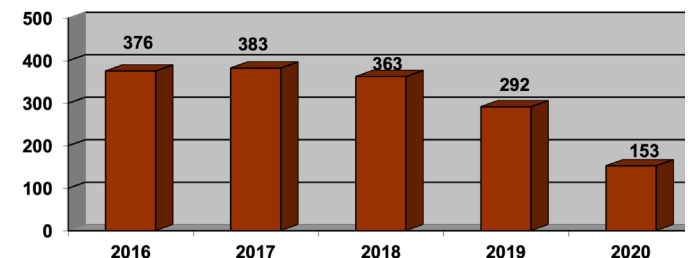
*Annual memberships are an important indicator of citizen interest in Leisure Services offerings. How many Oakwood Community Center, Health Center and Pool memberships did we have during 2020 and how does this compare to previous years?*

**OCC MEMBERSHIPS – 1,361**



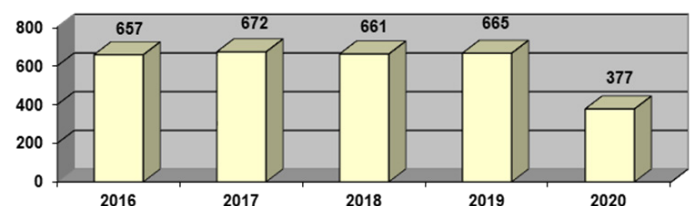
Note: We have approximately 9,200 citizens living in Oakwood.

**HEALTH CENTER MEMBERSHIPS – 153**



Note: There were 3,579 visits to the Health Center in 2020.

**POOL MEMBERSHIPS – 377**



Note: There were no additional daily passes purchased in 2020 due to COVID-19 protocols. Pool occupancy was controlled in accordance with guidelines developed based on directives from the Ohio Department of Health.



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

By becoming a member, you are entitled to discounts on memberships to the Health Center, Gardner Pool and Hollinger Tennis Center. 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 2020, there were 25,699 visits to the pool, which is an increase from 20,764 in 2019. 2020 posed various challenges, one being the limited number of participants allowed in the pool at one time due to COVID-19 protocols. We switched over to a reservation system which allowed members to reserve a two-hour block of time per day. There were four blocks to choose from daily. The pool also offers water aerobics and deep-water workouts for adults with 37 participants throughout the summer. Staff includes a Pool Manager, Assistant Manager, Head Lifeguard, nine full-time guards, six substitute guards, six full-time concession workers and four substitutes.

### ***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 Dog Splash. Unfortunately, due to COVID-19 we were unable to host the event in 2020. We are hoping to offer this fun community event again when the pandemic ends and we can keep our community safe.



### ***Old River Sports Complex is located off of Far Hills Avenue at 1421 Old River Dr. What kinds of activities were held during the year?***

Old River Sports Complex is open seven days a week in the spring, summer and fall for a variety of sport and community activities.

The Department of Leisure Services utilizes the complex for recreational sports and special events. The number of activities were limited in 2020 due to COVID-19. We were able to safely offer some programs with COVID-19 protocols. City sponsored summer recreational events included Skyhawks Sports Academy multi sports camp (baseball, flag football, and soccer), Mini-Hawk sports camp (soccer, flag football, and baseball), Beginning Golf, and Ultimate Frisbee Clinic. We hosted the Southern Ohio Flying K9s dog show performance in July. Also new in 2020 we offered fall Flag Football through the Skyhawks Sports Academy program. We look forward to continuing these programs as well as adding others in 2021.

Lane Stadium is located at the Old River Sports Complex and is used by the Oakwood City Schools for a variety of sporting events. Oakwood City Schools use the grass fields periodically at Old River Sports Complex throughout the spring and fall seasons for Junior/Senior High soccer, lacrosse, and field hockey practices.

Under agreement with the City, the Old River Sports Complex is the home of Oakwood United Soccer Club. Additionally, the facility is rented to non-city or non-school organizations. Due to COVID-19, we did not have any additional rentals in 2020 but we are hoping to have Dayton Amateur Soccer League, Coerver Soccer Camp, and more outside organizations renting in 2021.

### ***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 39 consecutive years and was the second community 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.

- 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 42 consecutive years, a total of 3,144 trees have been planted through this project at a total cost of \$423,126. The program is offered each year and includes a 50% discount to homeowners for trees that are planted in the rights-of-way. In 2020, the homeowner's cost was between \$145 and \$153 for a 1 3/4" diameter tree. A total of 82 trees were planted through the 2020 Johnny Appleseed Street Tree Planting program.

### ***I heard about the Family Fall Festival and Scarecrow Row. What is it all about?***

The Oakwood Family Fall Festival began in 2006 and has continued every year since then. It is a 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. The pandemic put a halt on many of our community events this year, the festival being one of them. However, we were able to still have the annual Scarecrow Building Contest and 29 incredibly creative scarecrows were built on Scarecrow Row (along Shafor Boulevard). Residents were able to walk safely up and down the boulevard enjoying all of the fun entries!







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

Yes, there are three rooms available to rent: the Great Room is perfect for a reunion, reception or large party; the Teen Center is just the right size for a birthday party or meeting; and the Large Classroom can accommodate 10-15 people comfortably for a meeting or presentation. The COVID-19 pandemic prevented us from renting out these rooms. We will announce when we are able to take reservations as soon as the protocols allow. For information on room rentals, please contact the OCC at (937) 298-0775.

### ***What is the latest update on the Emerald Ash Borer insect?***

Emerald Ash Borer (EAB) has destroyed millions of ash trees throughout the upper Midwest. 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. In 2020, we again treated a large number of our trees as a deterrent against EAB. To date, the only EAB activity or evidence of the insect in Oakwood has been on trees that were not treated. We have removed some ash trees in the city over the last few years, but that was done because of other insect activity or disease, or for other reasons, but not because of EAB.

### ***How long has the City owned and maintained Smith Gardens?***

In 1974, Mr. and Mrs. Carlton W. Smith donated the gardens, along with the house at 20 Walnut Lane, to the city of Oakwood. Under terms of the gift, the City sold the house and established an endowment fund to help pay costs to maintain the gardens. Due to COVID-19, the majority of the special events and activities were cancelled at the gardens.

### ***Does the OCC have an online registration system?***



The Oakwood Community Center launched a new online registration program, MyRec in November 2020. This new, streamlined website allows residents to set up their own household profiles, register and pay for classes, renew memberships, track their activities, search online through all of the current offerings and much more. Residents are encouraged to create a profile with all of their household information. The front office staff is notified whenever a profile is set up and updates any current memberships the family may have. Residents are able to register completely online or they can preregister, print off the registration form and mail it to the

OCC with a check. Please note, a preregistration enrollment does not secure a spot in the class until payment is received. Members are also asked to submit an individual photo for each family member to the OCC. The front office staff will upload photos in the membership profile and assign an official OCC key fob to each family member. The key fobs will be mailed to the family and will be used for entering the health center and the pool if memberships are current. This will eliminate the need to reprint passes every year. As always, the front office staff is here to help, if needed, and if you have any questions while setting up your profile, please call us at (937) 298-0775 or email [occ@oakwood.oh.us](mailto:occ@oakwood.oh.us)

## **ADDITIONAL INFORMATION**

- **Customer Service:** The OCC's brochures are available in PDF form on the City's website at [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.
- **Annual Tree Pruning Program:** 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.
- **COVID-19 Pandemic:** The pandemic made it incredibly difficult to run our normal programs and events. The protocols passed down from the Ohio Department of Health limited the number of participants we could have in certain classes. We had to get very creative to offer fun, safe classes and events for all the patrons to enjoy. We are looking forward to getting back to normal as soon as possible!





# ENGINEERING & PUBLIC WORKS

Doug Spitler, P.E. directly oversees the Engineering and Public Works Department. The department includes a refuse foreman, roadway foreman, water production superintendent/water & sewer foreman, engineering technician/foreman, department secretary, and 25 public works employees.

## ENGINEERING

The City provides quality professional engineering services in managing, operating and improving Oakwood's infrastructure. This includes developing short-term and long-range capital improvement plans and implementing an annual capital improvement program. Services include project budgeting, design, preparation of construction plans and contract documents, and construction engineering and inspection.

## PUBLIC WORKS

The Public Works Department is divided into three general areas.

- **Refuse Program** – Includes weekly household waste collection and disposal, a comprehensive recycling program, a special pickup program, year-round yard debris pickup, a dumpster program, and opportunities for Oakwood residents to self-dump debris, green waste and recyclables. It 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:** Our Oakwood public water system includes water production and treatment facilities, underground water distribution pipes, fire hydrants and water service lines.
  - **Sanitary Sewers:** We maintain our own sanitary sewer lines and contract with the city of Dayton and with Montgomery County for wastewater treatment.
  - **Stormwater Management:** Our Oakwood stormwater management program includes maintaining the underground storm sewer pipes, roadway gutters, stormwater inlets, and open ditches, creeks and streams.

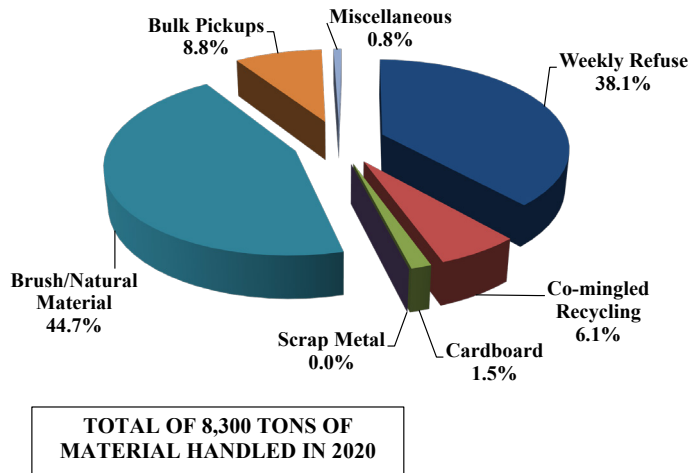
---

## REFUSE AND RECYCLING PROGRAM

Our monthly residential refuse fee is \$30 per residential unit. The comprehensive Oakwood refuse program is funded entirely by fees and is not subsidized by our General Fund. Roughly 20-25% of our monthly refuse fees pay for yard debris and leaf (green waste) collection and disposal. The balance pays for disposal of household trash, bulk items and our recycling program. Details about the program are posted on the City website.

- **Yard Waste** – We collect yard waste on a monthly schedule from January through September, and on a bi-weekly schedule from October through December. 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 near the street just a day or two in advance. The schedule is published in the 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 green waste 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 8 a.m. to noon. Residents may drop off yard waste, special pickup 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. The single roll waste container limit may be waived from time to time to accommodate extra debris from large parties, special events, etc. 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 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. The three can limit may be waived from time to time to accommodate extra debris from large parties, special events, etc.
- **Special Pickups** – All Oakwood property owners are entitled to two special pickups per calendar year at no cost. Additional pickups are charged at \$100 each. Special pickups are for large items only (e.g., furniture, appliances, etc.) and can be scheduled by calling (937) 298-0777. If you are a tenant, you must coordinate your special pickups with the property owner. All items must be placed in an open area where the City bucket loader can safely access them, such as driveways away from structures and fences. In 2020, our Public Works Department completed 914 special pickups.

*Refuse collection is one of the primary duties of the Public Works Department. What was the mix of our solid waste stream in 2020?*



*Each week refuse, recycling and bulk pickup crews make over 3,200 residential collections, which equals over 166,000 individual pickups for the year.*

On occasion (less than 1% of the time), we miss a pickup. If this happens, please call (937) 298-0777 and we will return as soon as possible. In 2020, we had 549 cases of inaccessible trash. These are times when our refuse crews 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. Oakwood collects recyclables using scooters with divided dump beds – one side for regular trash and the other side for recyclables. Plastics, glass, paper, metal cans, and cardboard as described below are to be co-mingled in one or more containers marked as recyclables. All items should be clean and free of food and grease. Please make sure that co-mingled recyclable products are placed loosely in the properly marked container. The items should not be placed in plastic bags. Free “Recyclables” stickers to mark containers are available at City Hall or at the Foell Public Works Center. It is increasingly important that our co-mingled recycling stream contains only recyclable materials. In years past, the guidance was “when in doubt, throw it in the recycling container.” The guidance now is “learn what is recyclable and what is not, but when in doubt, throw it in the regular trash.” The success of recycling and the recycling markets is largely dependent on the quality of the recycling stream. We encourage all Oakwood residents to maximize recycling.

## Now Accepting

PLASTIC TUBS, YOGURT CONTAINERS AND FRUIT CUPS



**HELP US  
spread  
THE WORD!**

- **Acceptable Plastics:** Small containers and bottles that have a small mouth and a wider base, such as plastic milk containers, soft drink bottles, jugs, detergent, tubs (butter, sour cream, cottage cheese tubs as well as yogurt and fruit cups), water bottles and shampoo containers. Empty, rinse and crush.
- **Unacceptable Plastic Items:** Plastic items without a bottle neck, trays, plastic cutlery, clamshell plastic containers, plastic bags, straws, toothbrushes, coffee cup lids, plastic toys & bikes, plastic buckets and plastic wrap. Also, foam and polystyrene are presently not recyclable and should be placed in with the regular trash. Please place loose foam packing material in bags before placing it in with your regular trash so that it does not fly out of our refuse scooters and then blow around your neighborhood.
- **Acceptable Glass Bottles And Jars:** All colors of glass bottles and jars. Lids and locking rings should be removed, if possible.
- **Unacceptable Glass Items:** Ceramic & porcelain, drinking glasses, window glass, mirrors, light bulbs and dishware.
- **Acceptable Metal Beverage And Food Cans:** Aluminum, steel, bi-metal cans, and empty aerosol cans are recyclable. Lids and tips should be removed.
- **Unacceptable Metal Items:** Needles, sharps & medical equipment, metal hangers, metal pots, pans & pipes and metal wire.
- **Acceptable Newspapers/Paper:** Newspapers may be co-mingled with all other recyclables. You may also include junk mail, glossy inserts, magazines, catalogs, telephone books, copier paper and all other clean paper products.
- **Unacceptable Paper Items:** Paper plates & cups, take-out coffee cups, hardbound books, tissues, laminated paper, photos, photo paper or specially treated paper, toilet paper, paper towels or contaminated items.
- **Acceptable Cardboard/Cartons:** Cardboard and carton items including cereal, pasta, cookie and cracker boxes, food and beverage cartons, gift boxes, mailing tubes, corrugated cardboard, clean pizza boxes and brown paper bags may be co-mingled with all other recyclables. Please cut or break down boxes and remove plastic items that may be affixed to the cardboard.

**NOTE:** Large quantities of the cardboard/carton items listed above should be broken down and dropped off in the containers at the Creager Field parking lot at Shafor Boulevard and Irving Avenue. These containers are available 24-7.

THE FOLLOWING SPECIFIC ITEMS SHOULD NOT BE INCLUDED WITH YOUR CO-MINGLED RECYCLABLES		
Plastic bags	Hazardous or flammable material	Anything exposed to gas or oil
Pressurized tanks	Paint cans (spray & liquid)	Batteries
Clothing & sheets	Wood & yard waste	Car parts
Hoses & chains	Scrap metal	Styrofoam
Pots & Pans	Cassette & VHS tapes	Electronics
Coat hangers		

Please visit the following websites for more information on recycling:  
[www.mcswd.org](http://www.mcswd.org) (Montgomery County Solid Waste District)  
[www.rumpke.com/for-your-home/recycling/acceptable-items](http://www.rumpke.com/for-your-home/recycling/acceptable-items) (Rumpke)

*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?*

	2016	2017	2018	2019	2020
<b>Tons of Salt</b>	315	232	694	816	368
<b>Overtime Hours</b>	146	186	485	637	144

*Part of the City's snow removal operation includes plowing the sidewalks. How long has the City provided this service?*

We started the sidewalk plowing service in 1966, and have been doing it ever since. We do not, however, apply deicing salt to sidewalks. The plowing is a unique service intended as a supplement to snow and ice removal performed by property owners. Under city ordinance, Oakwood residents are responsible for the safe condition of sidewalks on their property frontage.

*Where does the City get its water?*

Oakwood has eight water production wells and three water treatment plants. We produced 99.71% of our own water in 2020. The City continues to maintain backup connections to the city of Dayton and Montgomery County water systems. Our total city water use over the past five years was as follows:

WATER USE	2016	2017	2018	2019	2020
<b>In million gallons</b>	395	372	425	461	458

The total amount of water used each year is highly dependent on rainfall. When we have a hot and dry summer, our city-wide irrigation use is significant. In 2020, our annual average daily water use was 1.255 million gallons. Our highest daily water use was 2.632 million gallons on July 2. Our single lowest daily water use was 0.682 million gallons on September 29. We operate our Oakwood water system in compliance with all EPA requirements and publish annual Consumer Confidence Reports (CCR) as required by law. You can find our CCR reports on the city website.

*What is the value of the City's "infrastructure"?*

The public 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 lane miles of roadways and alleys.
- 53 miles of sidewalks.
- 17 signalized traffic intersections.



*What major sidewalk and roadway infrastructure projects were completed in 2020 and what did they cost?*

PROJECT	COST
<b>Concrete Roadway, Curb, Sidewalk and Driveway Apron Repair</b>	\$319,000
<b>Asphalt Pavement Resurfacing and Rejuvenation</b>	\$241,000

The following asphalt streets were resurfaced in 2020:

- East Schantz Avenue from Spirea Drive to Patterson Road
- Delaine Avenue
- West and East Southwood Lane
- Intersection of Springgrove Avenue and East Schantz Avenue

Our 2020 Sidewalk, Curb and Driveway Apron Project was completed in the area bounded by Far Hills, Patterson, Acorn, Irving and Springhouse. The purpose of the program is to maintain the concrete structures located within the city rights-of-way in good, safe condition.

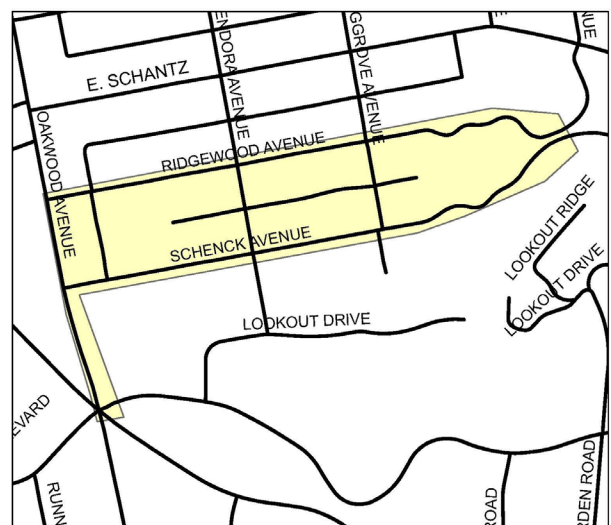
*Did Vectren replace gas pipes around town in 2020?*

Yes. Between April and October of 2020, Vectren replaced underground gas distribution pipes and home service lines in the Oakwood neighborhoods identified in the yellow areas on the maps below. The work involved installing new polyethylene pipes in place of old steel and cast iron pipes including the relocation of indoor gas meters to outside wall locations. This is the continuation of a multi-year Vectren infrastructure replacement project in Oakwood.

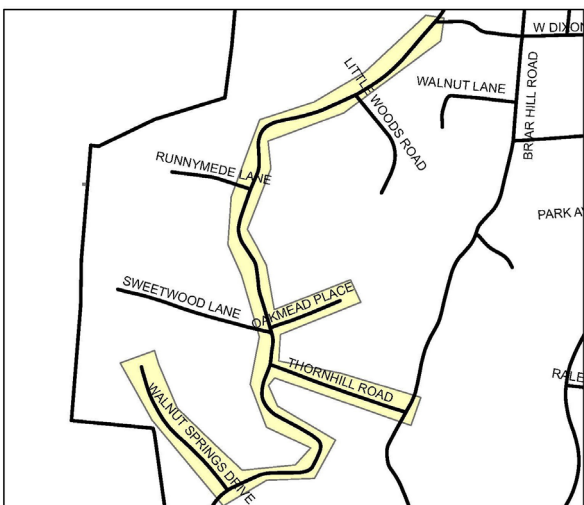
**2020 VECTREN GAS LINE REPLACEMENT PROJECT A**



**2020 VECTREN GAS LINE REPLACEMENT PROJECT B**



**2020 VECTREN GAS LINE REPLACEMENT PROJECT C**



**2020 VECTREN GAS LINE REPLACEMENT PROJECT D**





*The City has a 5-year capital improvement program that lists projects for consideration in upcoming years. These projects are included for general planning purposes only. In many cases, the actual project budgeting and construction planning is adjusted due to financial constraints and other priorities.*

STREET MAINTENANCE AND REPAIR INFRASTRUCTURE IMPROVEMENTS: 5 - YEAR PROGRAM						
FUNDING	2021	2022	2023	2024	2025	TOTAL
Annual Asphalt Pavement Program	200,000	450,000	450,000	450,000	450,000	2,000,000
Concrete Street Repair	0	100,000	100,000	100,000	100,000	400,000
Total	200,000	550,000	550,000	550,000	550,000	2,400,000

*In 2013, the City established a stormwater utility. What is its purpose?*

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 was \$6 per month during the first four years of operating the utility. In 2017, the fee was raised to \$7 per month and in 2020 it was raised to \$10 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 2020, we spent \$329,000 in maintaining the storm sewer system including underground storm sewer pipes, catch basin inlets, manholes, roadway gutters, drainage ditches and streams. The 2020 fee increase was necessary to address future stormwater infrastructure needs.

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

The city of Oakwood maintains a Stormwater Management Plan (SWMP) permitted through the Ohio Environmental Protection Agency (OEPA). The SWMP establishes specific goals to limit pollution that enters the region's streams and rivers.

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

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. Also, please do not wash vehicles in the street or other areas where the soapy water can enter the storm sewer system. 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

The Oakwood Finance Department provides fiscal oversight to our five fund classifications, and manages income tax collection; payroll; water, sewer, stormwater and refuse billing; accounts receivable; and accounts payable.

The Finance Department is managed by Cindy Stafford, CPA and consists of six full-time employees and one part-time employee. The Finance Department prepares the annual budget and controls all city expenditures.

## *How is our City budget organized?*

Our budget document is organized into five specific fund classifications: General Fund, Major Operating Funds, Other Funds, Refuse Fund, and Enterprise Funds.

The first three (General, Major Operating, and Other Funds) cover our General City Services (everything but refuse, water, sanitary sewer and stormwater utilities). The Enterprise Funds cover all operations relating to water, sanitary sewer and stormwater utilities. The Refuse Fund is operated similar to an Enterprise Fund and covers all refuse operations.

## *How are the Refuse, Water, Sanitary Sewer and Stormwater Funds different than the General City Services Funds?*

Enterprise Funds function like a business, but are intended to operate at a break-even point, rather than at a profit. Customers are billed for services provided. Under Ohio law, water, sanitary sewer and stormwater revenues cannot be used for any purpose other than to provide water, sanitary sewer and stormwater services to the residents and businesses that use these utilities. Our Refuse Fund operates like an Enterprise Fund.

The General City Services funds are 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 General City Services 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.

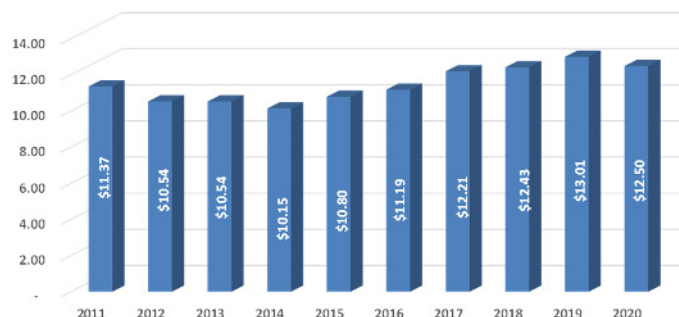
## *How do the Refuse, Water, Sanitary Sewer, Stormwater and General City Services Fund Budgets function?*

From a budgetary standpoint, our Refuse, Water, Sanitary Sewer, Stormwater and General City Services operations are separate and unique. All costs involved in refuse collection and disposal are paid for by our residents and business that use our program. 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 that 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 that 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 refuse, water, sewer and stormwater utilities.

## *Have we been prudent with spending public funds?*

Yes. From 2008 through 2014, we cut expenses by \$2.0 million dollars, a 17% cut in costs. The increases in spending since 2015 are due in large part to higher capital costs. In 2016, we spent \$475,000 to build a 230 space parking lot at the Old River Sports Complex. This new parking lot serves our existing grass athletic fields and Lane Stadium. In 2017, we spent \$1,270,670 on the Shroyer Road Reconstruction Project, of which \$762,402 was reimbursed through federal transportation dollars. In 2018, we spent about \$800,000 on the Shafor Park Tennis Court Facility project, of which \$200,000 was reimbursed by the Oakwood Schools. In 2019, we spent an additional \$240,000 on concrete street repairs and paid off a long-term police and fire pension liability totaling \$422,137. The impact of the COVID-19 pandemic is reflected in 2020. Several projects were postponed and many programs and activities at the Community Center were cancelled or significantly changed resulting in a decrease in expenditures.

## **ACTUAL EXPENDITURES FOR PAST 10 YEARS**





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

Shown below are the 2021 budget figures for the five fund classifications.

FUND CLASSIFICATION	BALANCE 01/01/2021	ESTIMATED REVENUE	ESTIMATED EXPENDITURES	ESTIMATED BALANCE 12/31/2021
<b>General City Services</b>	14,066,718	13,536,869	13,255,893	14,347,694
<b>Refuse Fund</b>	581,289	1,352,600	1,417,584	516,305
<b>Water Funds</b>	1,348,686	1,176,700	1,175,820	1,349,566
<b>Sanitary Sewer Funds</b>	1,689,091	1,867,200	1,793,704	1,762,587
<b>Stormwater Funds</b>	392,047	467,135	453,008	406,174

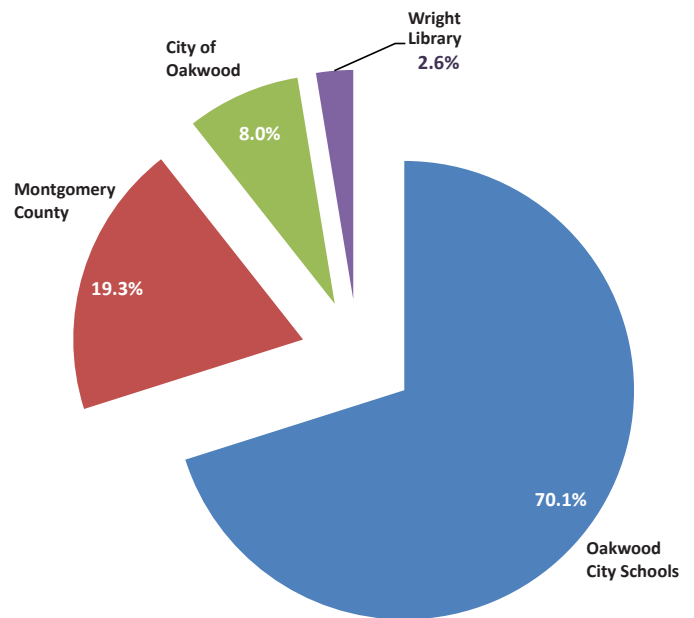
### How are my property taxes collected and who receives my residential property tax dollars?

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 2021 property tax collections is 98.22, as compared to the 2020 residential total effective millage rate of 106.16. 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 (17%), Oakwood City Schools (47%) and the city of Oakwood (36%).
- Outside millage (approved by voters) – the tax rate proposed by government entities (e.g., county, city, schools, Wright Library, Sinclair, Human Services) and approved by citizen vote.

The current total effective millage of 98.22 is shared by the organizations shown below. The property taxes paid by Oakwood residents in 2021 are calculated based on this millage distribution.

### 2021 Property Tax Breakdown



	INSIDE MILLAGE	OUTSIDE MILLAGE	TOTAL MILLAGE
<b>Oakwood City Schools</b>	4.72	64.11	68.83
<b>Human Services*</b>	0.00	11.78	11.78
<b>Sinclair Community College</b>	0.00	3.48	3.48
<b>Five Rivers Metro Parks</b>	0.00	1.75	1.75
<b>City of Oakwood</b>	3.58	4.28	7.86
<b>Wright Memorial Public Library</b>	0.00	2.56	2.56
<b>Developmental Disabilities</b>	0.00	0.26	0.26
<b>Montgomery County</b>	1.70	0.00	1.70
<b>Total</b>	<b>10.00</b>	<b>88.22</b>	<b>98.22</b>

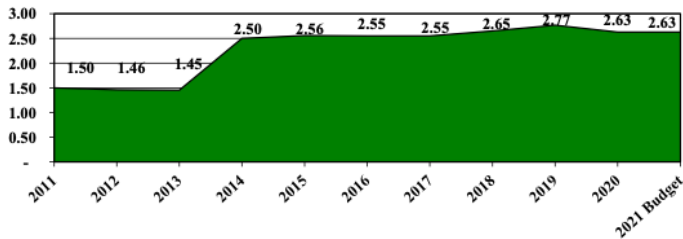
\* This is money that supports the Montgomery County Human Services Programs including Alcohol, Drug Addiction & Mental Health Services, Montgomery County Children Services, and Public Health – Dayton & Montgomery County.

### Who receives my income taxes?

It depends on where you work. If you work in Oakwood, in a township, or in a jurisdiction that does not have a municipal income tax (e.g., Beavercreek), then all of your 2.5% local taxes go to Oakwood. If you work in a jurisdiction with a municipal income tax (e.g., Dayton – 2.5%; Moraine – 2.5%; Kettering – 2.25%; Centerville – 2.25%) then most of your local tax goes to the other communities. Oakwood had historically given full credit for local taxes paid to another jurisdiction. City Council took legislative action at the January 2, 2018 council meeting to reduce the credit from 100% to 90%.

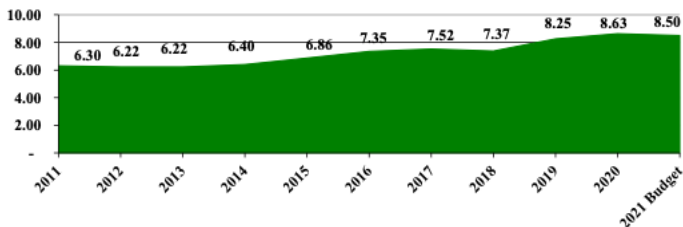
### Have the property and income taxes that go to the City and pay for city services changed much in the past 10 years?

#### PROPERTY TAX - \$ MILLIONS



A new 3.75 mill property tax issue was approved by Oakwood voters on May 7, 2013, resulting in the higher revenue in 2014.

#### INCOME TAX - \$ MILLIONS



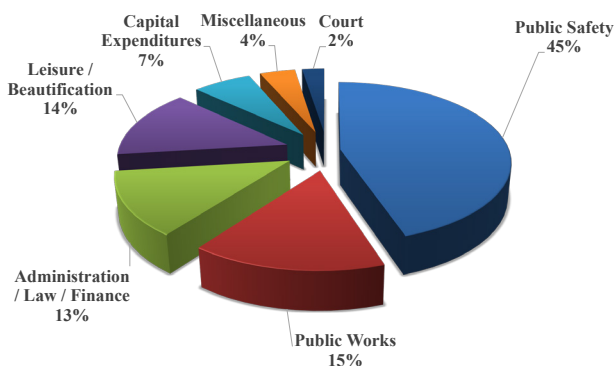
### What has been our rate of growth in spending over the years?

In 1991, we spent \$7.9 million in providing city services. In 2020, we spent \$14.2 million. This represents a 2.59% rate of growth. This is very close to the average annual CPI (inflation) of 2.27% during this 29 year time period.

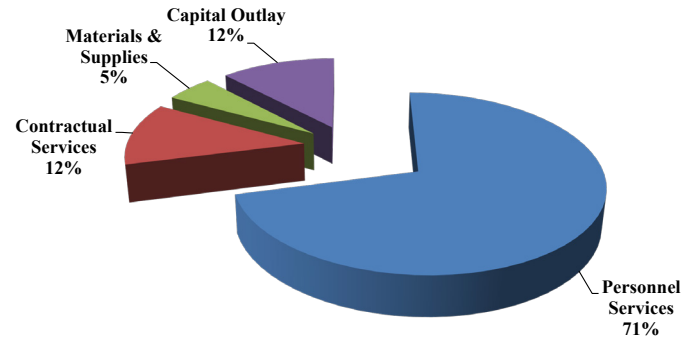
### What do we spend our money on?

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.

#### 2021 Total Budget \$13.26 million

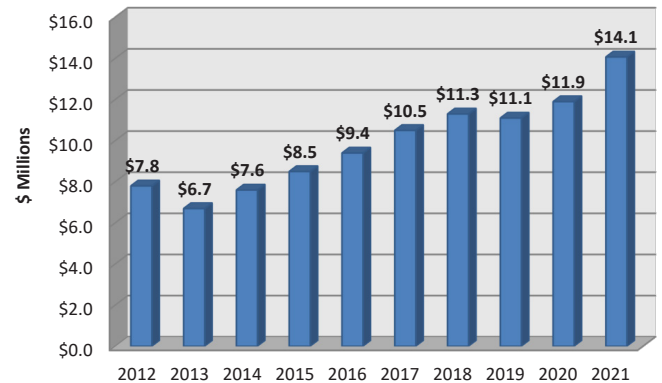


### What are the different categories of expenditures incurred by the City, and what percentage of the total was expended in each category for 2020?



### What have been our beginning year balances in the General City Services funds over the past ten years?

#### Beginning Year Fund Balances



The 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.

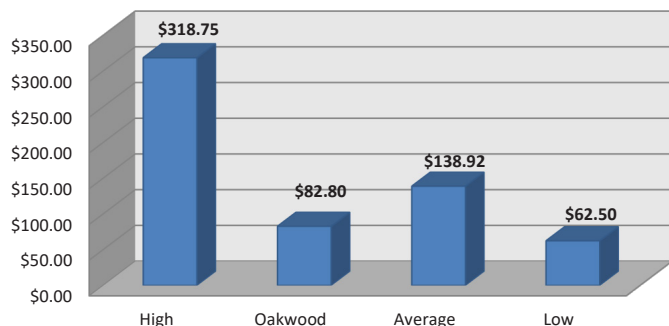
In 2012, we received small amounts of estate tax which resulted in the drop of fund balances in the subsequent years. In 2013, we received about \$2.2 million in estate tax which accounts for the increase in beginning year 2014 balances. The improved beginning year balances from 2014 to 2018 are a result of: 1) Cost cutting; 2) Changing the refuse services to a self-funded operation; 3) Paying for storm sewer operations through a stormwater utility with monthly fees; 4) Approval of a 3.75 mill property tax in 2013; and some increases in income tax collections. The slight drop in 2019 is the result of the decrease in income taxes caused by other communities raising their tax rates. The increase in 2020 is primarily the result of the 10% credit reduction for local taxes paid to other jurisdictions.

The increase in 2021 is the result of an increase in income tax revenue as well as a significant rebate of past premiums paid to the Bureau of Workers' Compensation and receipt of CARES Act monies to offset the impact of the COVID-19 pandemic. Additionally, several capital projects were postponed as a result of the COVID-19 pandemic. (See City Manager's message on page 6.)

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

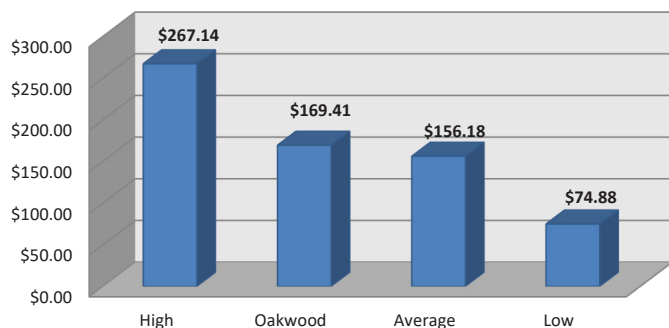
Based on the 2020 rate survey, our water rates are the 6th lowest out of 66 jurisdictions. Our target beginning year water fund balance is \$1.0M. We started 2021 at \$1,348,686, in good shape. We last raised water rates in 2017.

**Annual Water Rate Survey**



Our sanitary sewer rates rank 36th lowest out of 63 jurisdictions. Unlike our water system, which is 100% run by Oakwood, about 64% of our sanitary sewer operation costs (i.e., the wastewater treatment) were contracted. We use Montgomery County and the city of Dayton wastewater treatment plants and must pay County and Dayton rates. We last raised our sanitary sewer rates effective January 1, 2018. Over the last few years, Montgomery County and Dayton raised their rates several times, which is what necessitated this Oakwood increase. We started 2021 with a \$1,689,091 balance, in good shape.

**Annual Sanitary Sewer Rate Survey**



### ***Does Oakwood offer a paperless way to pay the monthly water/sanitary 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 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 “Online EStatement” 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 email 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 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 most 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.

### ***Does Oakwood accept 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?***

The city of Oakwood partners with Invoice Cloud to offer an easy-to-use payment portal for our citizens to make credit card, debit card, or electronic check payments. Credit or debit card payments for utility bills may also be made by calling 1-844-892-9642. A convenience fee will be added by Invoice Cloud 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 it has in the past, with no convenience fee. OCC payments may be made through the Community Center’s online payment portal.

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

No. Remarkably, the City does not carry any short-term or long-term debt. For decades, Oakwood city leaders have prudently managed our City and our City finances. As a result, our annual budget is void of any debt service obligations.



# LEGAL AFFAIRS

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.

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. Rob provides most of the City's legal representation in-house as the City's chief legal officer, supplemented by outside counsel as necessary.

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 investigation, and to the administrative personnel of Oakwood Municipal Court on procedural 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. These efforts are supplemented by the Ohio Attorney General's office.

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

***Related Question: I'm having trouble with my (neighbor/landlord/lex-spouse/etc.). Can the City Attorney advise me?***

No. The City Attorney's role is to advise city officials as they perform the duties of their public offices, with the goal of ensuring that the City is governed and functions in a lawful manner. 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 other city officials in performance of their official duties. As such he renders legal opinions and advice 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 and sets forth the legal framework under which it will operate. It designates the form of the municipality's government, the distribution of power, and duties of elected and appointed officials, boards and commissions, and city officials and citizens.

Through a vote of its citizens, the city of Oakwood has chosen a council-manager form of government. Under this form of government, Council has the power to adopt ordinances and resolutions, make certain appointments, and exercise related powers. The Mayor, who is a member of Council, presides at Council meetings and is designated as the ceremonial head of the City, but does not have 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 Council. The City Manager is responsible for faithfully executing and implementing the ordinances and resolutions enacted by 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 the required form of legislation 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." Common examples include ordinances to adopt criminal or traffic laws, to levy assessments against real estate, or to appropriate funds for the annual budget.

A resolution is an enactment by 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 or 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 particular project or purchase.

All action by City Council is taken via ordinance or resolution, although the City Charter allows certain procedural matters to be voted upon without formal legislation.

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

No. There are differences in how each form of legislation is introduced. 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. Legislation is typically "introduced" by reading its title publicly, and the introducing Councilmember normally summarizes the ordinance or resolution or explains what it is intended to accomplish.

There are also differences in the effective dates of each form of legislation. 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 by Council 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 benefitted 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 equitable and courteous justice to the public.

Judge Margaret M. Quinn was elected to a six-year term beginning January 2014 and re-elected for a second term beginning January 2020. The Court staff includes Clerk of Court Regina Urban, and Deputy Clerk Sarah Clever. The hours of operation for the Clerk's Office are Monday through Friday, 8:00 a.m. – 5:00 p.m. The Judge is on call for the issuance of warrants, search warrants, and to set bond. The Judge enjoys when called upon to officiate weddings, which can be scheduled through the Clerk's Office. Jury Trials are held when requested by a Defendant and residents may be summoned to serve as jurors.

In 2020 the Court worked with the Oakwood Public Safety Department and the Montgomery County Jail to implement Video Jail hearings via Zoom. Video hearings provide a cost effective and safe method of seeing incarcerated defendants. The Court has utilized the Zoom video technology during the COVID-19 pandemic in order to conduct other proceedings.

In 2021, the Court plans to complete its implementation of a License Intervention Program (LIP). This Program is designed to give drivers who are currently under license suspension by the Bureau of Motor Vehicles the time and the information necessary to cure the suspension issues and to become valid licensed drivers again.





30 PARK AVENUE  
OAKWOOD, OH 45419



# 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 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 to 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.

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