



2013

City of Oakwood
Annual Report



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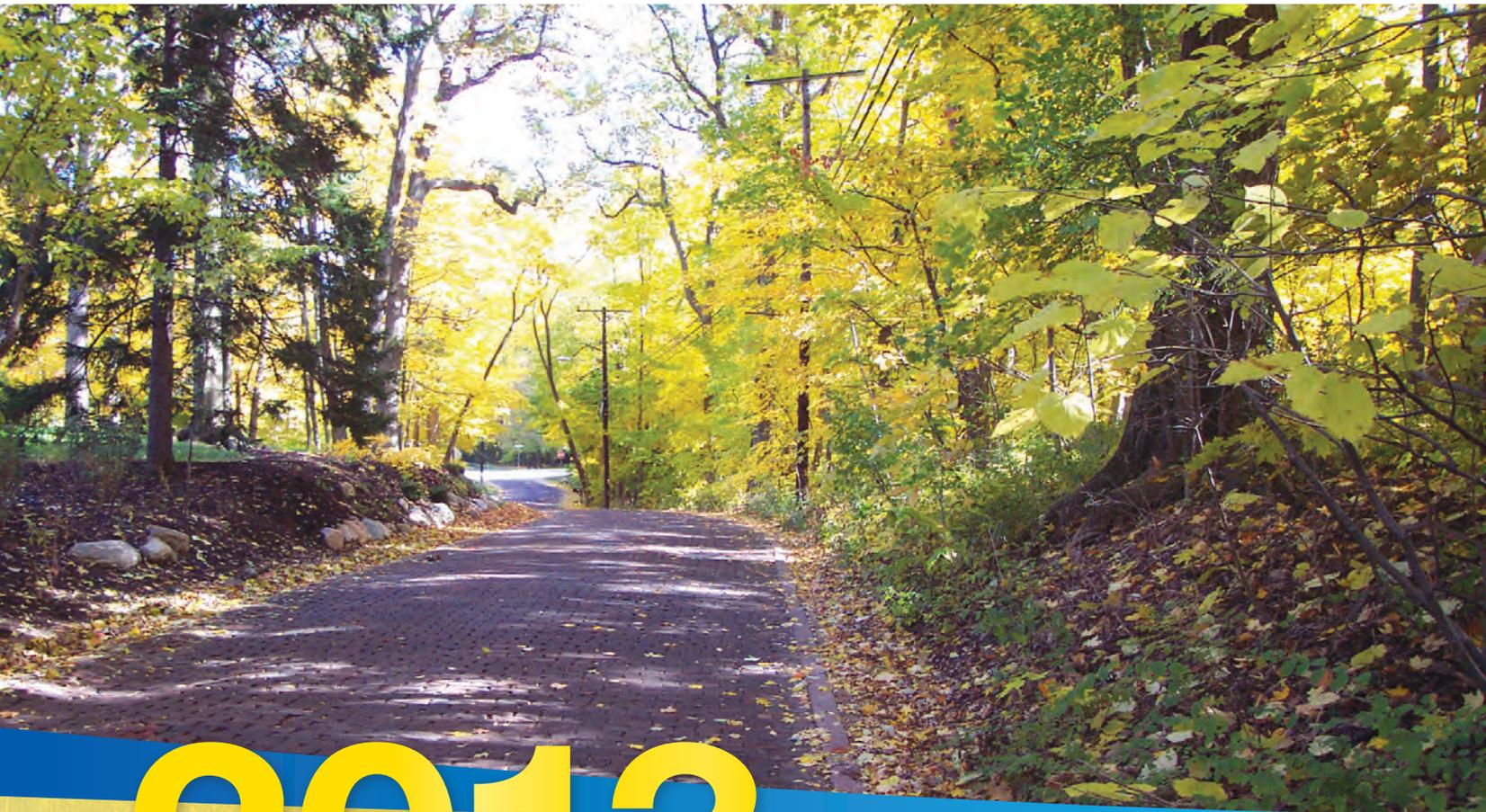
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City Phone Numbers

CITY ADMINISTRATION 298-0600

City Manager
Deputy City Manager
Clerk of Council

POLICE, FIRE & RESCUE 9-1-1 / 298-2122

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

PUBLIC SAFETY DEPARTMENT 298-2122

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

FINANCE DEPARTMENT 298-0402

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

PUBLIC HEALTH 298-0600

INSPECTIONAL SERVICES 297-2920

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

LEISURE SERVICES DEPARTMENT 298-0775

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

MUNICIPAL COURT 293-3058

Clerk of Courts
Small Claims Court & Traffic Violations

PERSONNEL/HUMAN RESOURCES 298-0411

PUBLIC WORKS DEPARTMENT 298-0777

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

OAKWOOD SCHOOLS

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

OTHER FREQUENTLY CALLED NUMBERS

OTHERS

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

CITY WEBSITE and FACEBOOK:

www.oakwoodohio.gov

www.facebook.com/cityofoakwoodohio



William Duncan
Mayor



Steve Byington
Vice Mayor



Stanley Castleman
Council Member



Rob Stephens
Council Member



Anne Hilton
Council Member

Oakwood City Council

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

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

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

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

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

Board of Health

Board of Zoning Appeals

Budget Review Committee

Comprehensive Planning Committee

Environmental Committee

Human Relations Commission

ADA Compliance Committee

Personnel Appeals Board

Planning Commission

Property Maintenance Board

Public Facilities Task Force

Tax/Sewer/Water/Assembly Appeals

Athletic/Recreation Master Plan Committee

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

2013

Message From Mayor Bill Duncan



Dear Friends and Neighbors,

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

2013 marked the 105th anniversary of Oakwood. We incorporated as a village in 1908 and became a city in 1931. We began as the premier residential community in the Dayton and Miami Valley region and truly remain so today.

Within this report you will find information about significant events and city projects in 2013. Here are a few highlights:

- ▶ Two of the new townhomes are currently under construction in the residential section of Sugar Camp at Pointe Oakwood and construction will begin soon on two additional single family homes. This follows the ten homes already built in this new Oakwood neighborhood.
- ▶ Hawthorn Hill, a National Historic Landmark, is now owned by Dayton History and will be preserved and maintained with a \$1 million gift made by multiple donors to a fund administered by the Dayton Foundation.
- ▶ Wright Memorial Public Library was added to the National Register of Historic Places.
- ▶ In January 2013, several hundred people attended the 10th annual Kettering-Oakwood Martin Luther King, Jr. Breakfast.
- ▶ We continue to provide weekly backyard trash collection, year-around curb collection of yard waste, fall leaf collection and spring mulch delivery, and sidewalk snow removal.
- ▶ We were honored as a Tree City USA for the 31st consecutive year and our Johnny Appleseed program has planted nearly 3,000 trees in Oakwood since its inception.
- ▶ In May, about 1,000 walkers participated in the 12th Annual Breast Cancer 5K CARE Walk. The event has raised over \$150,000 over the past 12 years to support efforts in finding a cure for breast cancer.

- ▶ Under the leadership of the Oakwood Rotary Club, "That Day in May" continued the tradition of the pancake breakfast, 5K and 10K runs, community parade, games, rides, refreshments and displays.
- ▶ Our first Farmer's Market opened on Saturday morning from June to September and featured home-produced and gourmet food items and works of local artisans.
- ▶ Giving Strings held its 14th annual concert with 2013 proceeds going to Oak Tree Corner, a charity that helps children deal with grief.
- ▶ At the end of 2013 Judge Robert Deddens retired after 24 years of distinguished service to Oakwood. In November, Margaret Quinn was elected as our new judge.

The past four years have been financially difficult for our city and local governments across Ohio. Effective January 1, 2013, Ohio no longer has an estate tax. This, along with other state cuts to local government funding, has significantly reduced our annual revenue. Legislation currently in the Ohio Senate, if passed, will result in significant additional revenue loss to our city.

From extensive community dialogue, we know that Oakwood citizens truly value our comprehensive and high quality city services. In 2013 we took several actions to address the financial shortfall caused by our state. Most notably:

- ▶ We made our refuse program self-supporting by reducing expenses and increasing the monthly refuse charge.
- ▶ We established a stormwater utility to account for the costs of this program.
- ▶ We increased fees and reduced expenses at the Oakwood Community Center.
- ▶ Our union and nonunion employees agreed to salary freezes, two-thirds of the employees for two years and one-third for this year.
- ▶ In May, our citizens approved a 3.75 mill property tax levy for city services with a 55% affirmative vote. It was the first increase in city property taxes since 1992.

We have spent less for city services in each of the last five years and have reduced city staff by 12% since 2004 by finding ways to operate more efficiently and through better use of technology. Despite these actions, we still have a structural deficit caused by the State of Ohio. We continue to look for ways to reduce costs while providing the finest city services.

Although we have not raised our city income tax rate in 30 years, 15 surrounding communities have increased their tax rates in the last several years. Because we currently give a 100% credit for taxes paid to other jurisdictions, our city now receives about \$330,000 less in revenue each year. In order to protect our city from future revenue losses when other cities increase their tax rates, we continue to consider limiting the credit Oakwood gives for income taxes paid to other cities.

A 1.75% limit will generate the additional revenue needed to continue providing our comprehensive city services. It would assure that residents with earned income pay at least 0.75% to Oakwood to support public safety, public works and recreation and leisure services. The 1.75% credit limit would only affect Oakwood residents with income earned in another city where the tax rate is above 1.75%. It would not affect residents who work in Oakwood or in a township or in another city with an income tax rate of 1.75% or less.

If approved by City Council and because of the 2013 reduction in the State of Ohio income tax rates, the net increase in state and local taxes

paid by an Oakwood resident would be less than \$237 annually.

We will continue to evaluate all revenue and expense options as well as actions by the State of Ohio and other local governments and will work to achieve consensus with our community.

Oakwood has always been blessed with elected leaders who truly believe in public service and who always focus attention on what they believe is best for the entire community. This tradition continues. Councilmember Stanley Castleman is in his 11th year of service and Vice Mayor Steve Byington his 7th. Councilmembers Rob Stephens and Anne Hilton are in their 5th year in office.

It is a well-established fact that local government is the most accountable and responsive government. Oakwood City Council represents you, our citizens. We will ensure that our city provides the services our community believes are important and necessary, and in doing so, we will prudently manage the resources our community provides.

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

Sincerely,



William D. Duncan
Mayor



Message From City Manager Norbert Klopsch

Dear Fellow Citizens,

It is my pleasure to present the city's 2013 Annual Report. The report includes some general information about each city department followed by a series of questions and answers. The charts, graphs and narrative will give you a good understanding of the services provided by your city staff and the current state of our city. I hope you find this report informative and useful.

2013 was another good year for Oakwood. Oakwood is a singularly unique and special place in which to live, work, raise a family and retire:

- ▶ We have a city where people really care about one another.
- ▶ We have a community that truly values important things like education and taking care of property.
- ▶ We have citizens who are willing to pay the extra costs to have this special Oakwood community.
- ▶ We have citizens who get involved in what we do and in how we do it.
- ▶ We are a community that is very generous when it comes to supporting regional efforts and caring for others.

As city manager, one of my primary responsibilities is stewardship of our public funds. Many pages in this report include information about city finances. Please take some time to read them. You will find details about our sources of revenue and how we use that revenue to provide city services. Also, please read Mayor Bill Duncan's message on the previous page. It discusses how we have addressed the elimination of Ohio's estate tax and the loss of about 20% of our annual revenue. The actions we are taking will ensure that our city has the resources necessary to remain the community of choice in the Miami Valley.

Throughout this report, you can read about a number of significant events that took place in 2013. A few other items of note include:

- ▶ The Oakwood Finance Department received the Auditor of State Award for exemplary financial reporting. Only about 8% of Ohio communities receive this recognition.
- ▶ On August 8, the Kettering/Oakwood Times newspaper published its last edition.

- ▶ Crossing Guard Bob Borchers retired after serving 21 years at the Five Points intersection, diligently assisting our children as they traveled to and from school.
- ▶ Our "That Day in May" celebration once again included a courtesy visit from the Miami Valley Hospital Care Flight and tours of the helicopter. Care Flight celebrated its 30th anniversary of medical service to the Miami Valley region.
- ▶ Construction was completed on a Dayton bikeway project along the east side of Acorn Drive, converting a dilapidated area into a wonderful new trail.
- ▶ We continued our annual programs to recognize property owners for home beautification projects and holiday decorating.
- ▶ Oakwood once again was the site of the Dayton Philharmonic Show House fundraiser... this time at the Rike Estate, 2765 Ridgeway Road.
- ▶ Boy Scout Troop #193 conducted a flag retirement ceremony at the Foell Public Works Center and properly retired 131 US flags as a service to area residents.
- ▶ Our region celebrated the 100th anniversary of the 1913 flood and Oakwood resident Mark Risley delivered a presentation on this event of major historical significance.
- ▶ The Oakwood Rotary Club presented the Civic Leadership Award to resident Dave Dickerson and the Community Service Award to employee Mike Wenclewicz.
- ▶ Oakwood changed its website address from www.mvcc.net/oakwood to www.oakwoodohio.gov.

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

Sincerely,

Norbert S. Klopsch
City Manager

Building, Zoning, Property Maintenance And Land Use

Here are some key questions and updates on building, zoning, property maintenance and land use issues that we thought might be of interest to our citizens.

Construction on the Routsong Retail Center was completed late last summer but the building is still vacant. Are there any updates on possible tenants?



The retail center has approximately 8,100 s.f. of available space and can accommodate up to four (4) tenants. The owner already has signed leases with Saxbys Coffee,

Orange Leaf Yogurt and Firehouse Subs and is nearing agreement with a yet to be identified fourth and final tenant. Interior space plans have already been approved for Saxbys, Orange Leaf and Firehouse Subs and preliminary construction is underway at those locations. It is anticipated that tenants will begin moving in soon.

The Oakwood Farmers' Market was a new attraction to the Far Hills Avenue Business District in 2013. Will it return this year?



Thanks to the hard work of a number of committed Oakwood citizens who organized and managed the market, as well as the support of local businesses and the city

of Oakwood, the inaugural year of the Oakwood Farmers' Market was a resounding success. Located in the municipal parking lots behind the Oakwood Retail Center and the Oakwood Club, the market opened in late June and was open every Saturday from 9:00 a.m. – 1:00 p.m. through the end of September. The market featured locally-grown produce, food vendors, home-produced foods and artisans. Organizers plan to open the market this year in early June.

There were a number of single family homes built at Pointe Oakwood in 2013. How many single family homes have been completed, and are there plans for more residential construction in 2014?



In 2013, five (5) additional single family homes were built at Pointe Oakwood by two prominent local custom home builders. There are now 10 single family homes at Pointe Oakwood with price points ranging from \$410,000 to nearly

\$600,000. Currently, there are two (2) townhomes and two (2) single family homes under construction, and design work is underway for an additional pre-sold single family home with construction slated to begin in the second quarter of 2014.

What is the status of the assisted living center that was approved for the northeast corner of Far Hills Avenue and Pointe Oakwood Way and the four (4) condominium buildings planned for the northwest corner of West Schantz and Far Hills Avenue?

Randall Residence, LLC of Lawton, Michigan owns the 1.6 acre tract of land at the corner of Far Hills Avenue and Pointe Oakwood Way and received approval in 2012 to build an 88-unit assisted living center on the site. Although it was anticipated that construction on the assisted living center would get underway in the spring of 2013, financing issues and planning for a second assisted living center in Centerville/Washington Township delayed construction. With financing now in place, Randall Residence intends to be in a position to begin construction on the assisted living center later this year.

In 2012, the developer of Pointe Oakwood received permission to construct four (4) multi-level condominium buildings - a total of 20 units - at the northwest corner of Far Hills Avenue and West Schantz Avenue. Having garnered sufficient interest from prospective buyers, the developer moved forward last year with soliciting bids to begin construction on two (2) of the four (4) buildings. Unfortunately, construction costs were significantly higher than expected resulting in price points that would simply not be competitive in the local market. Rather than reducing costs by compromising on quality, the developer is reviewing other condominium-style options and intends to move forward with construction on this prominent corner in 2014.



Has there been any progress in filling the available office space at Sugar Camp?

The 56,000 s.f. of available space in buildings A and B will be fully leased by the end of the first quarter of 2014. There are currently 110 employees working in these two buildings. The developer already has one (1) signed lease and is in active negotiations with several other prospective medical tenants interested in the remaining 44,000 s.f. of space in Building D - the three-story building immediately adjacent to West Schantz Avenue. When the remaining space in Building D is fully occupied, and including employees already in Buildings A and B, there will be more than 200 employees working in the Sugar Camp complex.



If I plan to add on to my home, build a deck, add a patio, or undertake some other significant improvement, what is the process I need to follow in order to secure the necessary permit(s)?

If you are planning an addition to your home or some other significant improvement, it is important to plan ahead. Because many of the properties in Oakwood do not meet the property line set-backs required by the Zoning Code, home additions, including decks, often require either Planning Commission or zoning approval. In these instances, a public hearing is required, and the Planning Commission and Board of Zoning Appeals only meet once each month.

If a public hearing is required, you will need to submit detailed plans to the city. Whether you are working with a design professional or plan to do the project yourself, we suggest that you contact the city's zoning inspector early on so you are aware of the type of information to be submitted. Once plans are submitted to Oakwood and approved, projects requiring building, electrical and/or plumbing permits are forwarded to the city of Kettering for review and issuance of the necessary permits.

In general, many exterior projects require permits so before starting work, be sure to check with the city. If you have hired a professional to do the work, make sure that as part of the contract, the contractor is responsible for obtaining the necessary permits. This ensures that the work is completed consistent with local regulations and codes.

What about permits for interior remodeling or improvement projects?

If you plan to do interior projects such as rebuilding a kitchen, remodeling or adding a bathroom, finishing a basement or attic, or upgrading your electrical service, you will need to secure the necessary permits. Again, contact the city in advance to determine submittal requirements. Although some of these projects can be done by a homeowner, permits are needed regardless of who is doing the work.

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 wall 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. Grass may not exceed 8 inches in height.

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

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

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

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

*Permits issued by the city of Kettering.

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

#Kettering issues permits for decks exceeding 200 sf



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 a weed or grass of more 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 have the weeds or grass cut. If the weeds or grass are not cut, city crews perform the work after normal work hours and the cost of performing the work is then certified to the county for placement on the property tax duplicate.

In addition to new construction, it seems like many citizens are making improvements to their homes and property. How does the overall value of construction and improvements in 2013 compare to the previous four (4) years? What accounts for the nearly \$2 million increase in 2013?

Besides the increased investment that often takes place when the economy improves and property owners move forward with previously deferred improvement projects, much of the increase in 2013 is attributable to new construction at Pointe Oakwood. We anticipate that this trend will continue over the next several years as development at the site continues.

Total Value of Construction and Improvements



How many homes sold in Oakwood this past year, and how does that compare with the past five (5) years? What was the average home sale price in 2013?



In 2013, there were 171 homes sold in Oakwood, which is 15 less than 2012. Between 2008 and 2012, the average number of homes sold per year was 151. The average Oakwood home sale price in 2013 was \$243,943.

In order to comply with recent state and federal court decisions regarding the regulation of signs by local governments, several years ago Oakwood modified its ordinance governing signs on residential lots. What are the current regulations and restrictions?



are the current regulations and restrictions?

For many years Oakwood had a limit of one (1) sign per residential zoning lot. When the sign regulations were changed the limitation on

the number of signs was eliminated and now multiple signs are permitted provided the signs do not cumulatively exceed twelve (12) square feet in area. In other words, a residential lot can have multiple temporary signs (real estate, garage sale, political, estate sale, etc.) so long as the total area of the signs is twelve (12) square feet or less. There is still a ban on contractor advertising signs in residential areas, and no signs of any kind are permitted in the right-of-way area between the sidewalk and curb.

Technology is making it possible for more people to work out of their homes or have home businesses. Does the city have any regulations in place governing home occupations?

Although the city does permit home occupations, there are a number of restrictions property owners need to keep in mind.

1. A home occupation must be located in the principal structure and may not occupy more than 25% of the floor area or a maximum of 400 s.f.
2. No commodity may be sold on the premises and no person may be employed on the premises related to the home occupation.
3. No more than five (5) persons per day may visit a property in connection with a home occupation between the hours of 9:00 a.m. to 5:00 p.m., and no person may visit before 8:00 a.m. or after 8:00 p.m.
4. No signage is permitted that would indicate the premises is being used for a home occupation.

If you are considering a home occupation and have questions, please contact the city's zoning inspector at 297-2920.

Public Safety

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

One significant advantage to consolidation is that Public Safety Officers (PSO's) on police patrol are typically the first officer on the scene and can respond very quickly to a fire call and extinguish small fires even before the fire engine and other firefighters arrive. Likewise, PSO's on police shift are trained and equipped to respond to life-threatening emergencies and take immediate action on any medical situation, even before the ambulance arrives.

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

The rate of crime in Oakwood is relatively stable from year to year. In 2013, the Safety Department saw a modest decrease in reported larcenies but a modest increase in burglaries. Of particular note, we had no reports of vandalism in 2013. In 2012 we had 14 vandalism cases.

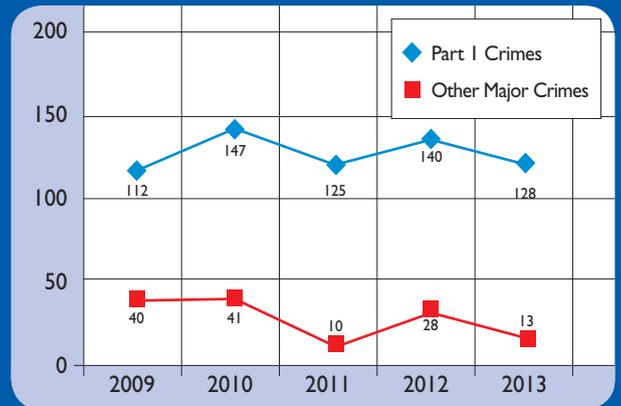
OAKWOOD CRIME DATA & TRENDS

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 2013 crime statistics compare to 2012? A breakdown of each category for 2012 and 2013 is as follows:

CRIME	2012		2013	
	OFFENSES	CLEARANCES	OFFENSES	CLEARANCES
PART I CRIMES				
Criminal Homicide	0	0	0	0
Attempted Murder	0	0	0	0
Rape	3	3	1	0
Robbery	1	0	0	0
Assault	7	4	3	1
Burglary	10	4	16	6
Larceny	118	21	105	25
Auto Thefts	1	0	3	3
PART I TOTALS	140	32	128	35
OTHER MAJOR CRIMES				
Arson	0	0	0	0
Forgery, Fraud, Counterfeiting	9	2	1	1
Morals	0	0	1	0
Vandalism	14	2	0	0
Narcotics	4	4	10	6
Carrying Concealed Weapon	1	1	1	1
OTHER CRIMES TOTALS	28	9	13	8
ALL MAJOR CRIMES TOTALS	168	41	141	43

* Both vehicles were stolen from Oakwood and recovered elsewhere.



Is identity theft a big problem?

Both nationwide and locally, identity theft continues to grow. Property and violent crime affect us where we live and work, and we expect the local police to do something about them. Even though these categories may seem comprehensive, neither one includes identity theft because of how individual categories of crime are defined. Reported identity theft now costs Americans nearly twice as much as property crime. In a recent report, the U.S. Bureau of Justice Statistics (BJS) found that total losses attributed to identity theft in 2012 were \$24.6 billion, compared to \$13.9 billion for property crimes. The BJS report suggests identity theft victims don't actually think about identity theft when they think about crime where they live – nationwide statistics reflect that only 9 percent of identity theft victims contact the police to make a report. Identity theft can have devastating consequences for the victim, who may face long hours of closing bad accounts, opening new ones, and repairing damaged credit records. To help protect against identity theft:

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

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

The Public Safety Department investigates every reported crime in Oakwood. Serious crimes are investigated by our criminal investigations section. Oakwood has one experienced investigator assigned to handle more complex or significant cases. Additional safety officers periodically assist the primary investigator in the handling of criminal investigations. Fortunately, Oakwood has very few violent crimes. Most of our Part I Crimes are property crimes, which include thefts from vehicles.

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

How many investigated crimes are solved?

As shown by the table below, the department 'cleared' an average of approximately 30% of all larcenies that were reported from 2009 through 2013. While this number may seem relatively small, Oakwood Safety Department investigators are more successful than the national average, where only approximately 22% of larcenies are cleared.

	2009	2010	2011	2012	2013
Total Larcenies	88	103	88	118	105
Clearances*	37	40	18	21	25
Percent Cleared	42.0%	38.8%	20.5%	17.8%	23.8%

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

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

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



TRAFFIC ENFORCEMENT

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

In 2014, 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	43
Failure to Yield	17
Improper Backing	14
Failure To Control.....	13
Inattention	5
Improper Turn	1
Disobey Traffic Device.....	9
OVI.....	6
Snow/Ice.....	0
Other.....	13
Hit & Run	16
TOTAL.....	137

YEAR	OVI*	ACCIDENTS	INJURIES	DEATHS	CITATIONS
2009	13	127	15	0	2434
2010	12	186	14	0	2354
2011	14	186	20	0	2388
2012	16	131	25	0	2837
2013	11	137	17	1	2738

*Operating Vehicle under the Influence (formerly DUI).

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

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



FIRE

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

Response	2009	2010	2011	2012	2013	National Standard
Average Engine Response Time to Scene	4.65mins	4.50mins	4.39mins	4.42mins	4.17mins	6 Minutes
Average Cruiser Response Time to Scene	1.95mins	1.64mins	1.71mins	1.68mins	1.78mins	None

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

YEAR	ALARMS RECEIVED	FALSE ALARMS	NO DAMAGE	DAMAGE INVOLVED	TOTAL FIRE LOSS
2009	72	26	39	7	\$205,837
2010	73	39	30	4	\$6,500
2011	79	25	48	6	\$164,525
2012	70	22	45	3	\$153,500
2013	115	47	66	2	\$3,625

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

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

The primary cause of fires in Oakwood is typically electrical or

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

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



RESCUE

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

	2009	2010	2011	2012	2013
Total Medic Runs	471	429	434	461	479

ACTION TAKEN	2009	2010	2011	2012	2013
Removed by medic vehicle	409	368	373	404	425
Removed by police cruiser	7	3	2	0	0
Removed by mutual aid*	7	0	0	0	0
No removal**	43	57	55	54	53
Dead on Arrival	5	1	4	3	1

* "Mutual Aid" means we were assisted by medics from another jurisdiction – Kettering is the predominant provider.

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

With in-house supervisory staff assistance, in 2013 we were able to handle all medic assistance calls without need for mutual aid. By relying on Oakwood staff, response times were kept low, and we provided all Oakwood residents with personalized service from their own department.

We continue to provide our emergency medical technicians and paramedics with comprehensive training opportunities to meet

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

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

MEDICAL RESCUE TIMES	National Standard	2009	2010	2011	2012	2013
First unit on scene	4-6	2.05	2.04	1.96	1.88	2.25
Medic response time	13	3.87	3.55	3.58	3.54	3.81
Average on-scene time (medic)	None	15.68	16.48	15.71	13.30	13.75
Average run time	None	57.76	57.27	56.44	46.56	52.83

All time listed in minutes.

TRAINING

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

TRAINING	2009	2010	2011	2012	2013
Police	1369	1952	1963	2012	1075
Fire	1295	979	886	831	788
Rescue	537	448	696	453	445
Communications/General	356	208	90	100	27
TOTALS	3557	3587	3635	3396	2335

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

DOOR TO DOOR SOLICITING

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

residential property owners with a means to prohibit certain types of door to door solicitation and canvassing. This can be accomplished by residents requesting that their property be included on the city's "Do Not Solicit" list. To be added to the list, simply fill out and submit the form accessible from the homepage of our city website. There are currently over 1,400 Oakwood properties on this list.





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 top ten program areas for which fees are received?

	2007	2008	2009	2010	2011	2012	2013
Pool Membership	\$121,113	\$134,797	\$130,670	\$135,774	\$142,596	\$146,918	\$155,857
OCC/Health Center Membership Dues	79,353	84,489	78,378	76,119	70,612	72,326	71,023
Sports Activities Fees	43,396	44,880	39,067	40,276	32,930	33,448	34,859
Pool Concessions	32,892	32,697	29,873	28,601	25,078	21,884	20,107
Dance Classes and Lessons	36,711	38,222	32,521	31,830	35,160	34,375	36,505
Old River Rentals	25,950	22,030	23,780	29,650	21,380	22,124	21,684
Smith Gardens	20,472	22,385	22,994	23,460	21,620	19,804	22,455
Exercise, Fitness Programs	21,340	17,504	16,799	17,167	18,297	22,821	23,714
Swim Lessons, Pool Passes	15,125	22,904	21,224	23,125	23,760	24,030	29,531
Tumbling, Gymnastics	7,762	6,864	7,572	9,382	6,626	5,062	4,468
Other Misc. Programs	69,714	56,329	58,102	67,244	58,141	66,668	59,662
TOTAL	\$473,828	\$483,101	\$460,980	\$482,628	\$456,200	\$469,460	\$479,865

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 2013 to help pay for Leisure Services programs was about \$330,000. We evaluate our fees annually and typically raise them every two or three years.



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

Total value of street/park trees	\$16,715,167
Average street tree value	\$2,076/tree
Average park tree value	\$1,784/tree
2013 Expenses:	
Annual Tree Pruning Program	\$7,314
Tree Removal and Trimming	\$26,969
Stump Removal	\$6,110
Johnny Appleseed Street Tree Planting Project (city portion)	\$4,310
Community Tree Planting	\$5,988
Emerald Ash Borer Treatment	\$29,997
TOTAL:	\$80,688

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

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



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 2013 and how does this compare to previous years?

OCC Memberships	2,422
Health Center	287
Pool Memberships	700

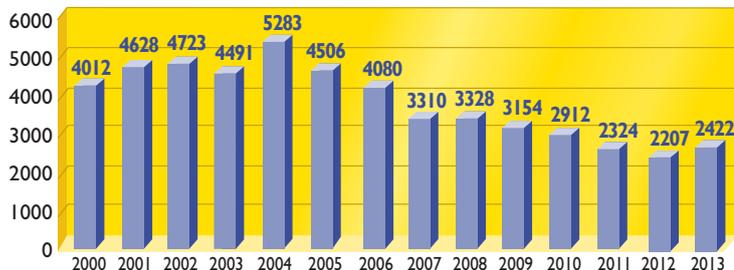
Note: We have approximately 9,200 citizens living in Oakwood.

HEALTH CENTER MEMBERSHIPS

Note: There were 6,064 visits to the Health Center in 2013.

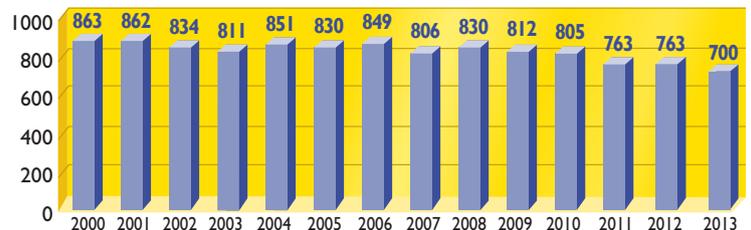


OCC MEMBERSHIPS



POOL MEMBERSHIPS

Note: There were an additional 1,236 daily passes purchased in 2013. Total visits to the pool in 2013 were approximately 22,429 as compared to 21,551 in 2012.





What are the benefits of purchasing an OCC Membership?

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

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

In 2013, there were 22,429 visits to the pool, which is slightly up from 21,551 in 2012. In addition to these visits, we also had almost 200 participants in our swim lessons and 248 members on the Oakwood Dolphins swim team. The pool also offers water aerobics and deep water workouts for adults with almost 50 participants throughout the summer. Staff includes a Pool Manager, Assistant Manager, Head Lifeguard, 8 full-time guards, 7 substitute guards, a concession supervisor, 6 full-time concession workers and 5 substitutes. Additionally, the city employs four swim team coaches.

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



Yes, it's true... but only once a year. The first weekend after the pool closes we conduct the Annual Dog Splash. 55 dogs thoroughly enjoyed the 2013 event. It provides a great opportunity for Oakwood dogs to socialize and enjoy a swim.

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

Old River Sports Complex is open from early spring through late fall for a variety of activities. It is opened 7 days a week in the spring and fall, and 5 days a week in the summer.

The city of Oakwood utilizes the complex for recreational sports and special events. City sponsored spring recreational sports include kickball, coach pitch and tee-ball clinics. City sponsored fall recreational sports include youth soccer for grades 1-6, preschool outdoor soccer and flag football. City sponsored summer recreational events include youth golf, lacrosse, Mini Hawks multi sports camp (baseball, basketball and soccer) and school age multi-sports camp (soccer, volleyball and baseball). Special events include Snowman Building in February and Kite Nite in April. There were two family movie nights in 2013. Family Movie nights were held in cooperation with Wright Memorial Public Library who provided the movies "Hotel Transylvania" and "Wreck it Ralph". Around 85 people attended each of these movie nights. We look forward to continuing these programs as well as adding others. We added a snow romp in February for residents to bring their dogs down to run and play in the snow!

Oakwood City School's use Old River Sports Complex from June to late October for boys and girls High School/Junior High School soccer practice and open fields as well as in the spring for boys lacrosse. Old River Sports Complex facility is rented to non-city or non-school organizations. These include: Oakwood United Soccer Club, Dayton Coed Soccer, Dayton Amateur 40+ Soccer, Coerver Soccer Camp as well as others. It is also the site for two regional soccer tournaments.

More than 60,000 people attended and utilized Old River Sports Complex for sports and special events in 2013.

In 2012, The City of Oakwood entered into a mutual lease agreement with the University of Dayton for the use of Old River Sports Complex and UD Old River Tennis Courts. The University of Dayton club sports and intermural sports have scheduled access to Old River Sports Complex while the city has exclusive programming rights to the UD Old River Tennis courts. These 6 tennis courts are open to the public for play from April-October. OHS Girls Tennis began using the tennis courts in the fall of 2013.

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

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

The city of Oakwood has been a Tree City USA for 32 consecutive years and was one of the first communities in the Miami Valley to receive this designation by the National Arbor Day Foundation. Oakwood meets four major criteria each year to qualify for this national designation. They are as follows:

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

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

In 35 consecutive years, a total of 2,745 trees have been planted through this project at a total cost of \$320,063. The program is offered each year and includes a 50% discount to homeowners for trees that are planted in the rights-of-way. In 2013, the homeowners cost was between \$75 and \$77.50 for a 2" diameter tree. A total of 73 trees were planted through the 2013 Johnny Appleseed Street Tree Planting program.

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

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



festival is held in the middle of October each year and includes a variety of old fashioned activities and games for the whole family... and a scarecrow building contest. In 2013, we had 28 Oakwood citizen and business groups build scarecrows along Shafor Boulevard.

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

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

What new programs were offered in 2013?

The vitality of the Department of Leisure Services is very important to the community. During the year, the Oakwood Community Center staff added new programs to encourage and increase participation. Some of the added programs were Deep Water Workout, Zentangle, Flag Football, Couponing, Beginning Golf, Self Defense Class, Toddler Spanish, Yoga Playdate, Dog Snow Romp, Intro to Photography, Cyber Bullying Seminar, Pre-K/Kindergarten Basketball, Family Hike at Houk Stream, Beginning Ballroom Dancing, Stamp-a-Stack and the very popular, early morning workout Boot Camp!

How many people attend programs and activities at the OCC?

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

ADDITIONAL COMMENTS**Customer Service**

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

Annual Tree Pruning Program

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

Email Distribution List

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

Annual Community Book Swap

The 2013 annual Community Book Swap was a huge success! We received well over 2,000 books. Residents brought gently used books to the OCC and received a ticket for each book donated. Then, on the day of the swap, they were able to exchange their tickets for new books. This is a great way for people to enhance their home library without spending a penny so start putting your books aside now!

What types of fitness classes are available at the OCC?

Together with our fitness instructors, we have developed a diverse selection of exercise classes to fit into your schedule and will suit your individual fitness level and goals. Classes are available in the mornings and the evenings, and you can register for the whole session or buy class passes to attend on a drop-in basis. This year we added Boot Camp which will kick you into gear bright and early in the morning! We realize that everyone has busy lives, but exercise, health and fitness should be an important part of it! No more excuses!

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

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

Has the treatment helped?

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

From where does the city get information about EAB?

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

New Resident Breakfast

The City of Oakwood held a new resident family pancake breakfast on Saturday, March 2, 2013 to welcome residents who moved into the community during the past year. 126 people attended this wonderful community event.

Facebook!

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

Community Calendar

In an effort to be fiscally responsible as well as "greener" to our environment, we did not print a 2014 community calendar. Instead, the calendar has been uploaded to the city website in two different versions: one that has pictures from the OCC's annual photography contest and the other, which is more printer-friendly, with just the months on it. We have listed all of the information we normally do... school closings, city meetings, special events, library information, basketball and football schedules, etc. because we know many citizens use this calendar in their everyday life. Please follow the link on our city website to print your calendar.

Dog Park at Creager Field

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

Engineering & Public Works



The Public Works Department responsibilities include:

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

PUBLIC WORKS: To provide the following public services:

- **Refuse Program** - Includes weekly household waste collection and disposal, a comprehensive recycling program, a bulk pickup program and year around yard debris pickup. Also includes fall leaf pickup and a spring mulch delivery program.
- **Roadway Maintenance** - Includes routine repair of asphalt and concrete streets and alleys, maintenance of sidewalks and other structures within the public rights-of-way, snow and ice removal, and maintenance of the city's traffic control systems including traffic signals and street signs.
- **Utilities** - Includes operating and maintaining the city's water production and treatment facilities and the water distribution system, including fire hydrants. Also includes sanitary sewer line cleaning and repair; and storm sewer maintenance.

Kevin Weaver, P.E., P.S. is director of this department. The department includes an assistant director; two foremen, a water production superintendent, an engineering technician, department secretary, and 23 public works employees.

Refuse Program Now Self-Sustaining

During the 2012 calendar year, we had a community dialogue about the loss of estate tax revenue and other state funding cuts. Throughout the course of that dialogue, and with extensive input from Oakwood citizens, we developed a three-pronged approach to addressing the financial loss. That approach includes cost cutting, fee increases and tax increases. For some of our operations, like our refuse programs, we implemented both cost cuts and fee increases.

In 2013 we raised our refuse fee to \$25 per month and we made several changes to our refuse collection and disposal services. Through these changes, our refuse program is now self-sustaining. It is funded entirely by the fees we pay each month and no longer receives tax subsidy from our General Fund. The 2013 changes are as follows:

- **Yard Waste** – We now collect yard waste on a monthly schedule rather than bi-weekly. This is saving us about \$100,000 annually. Under the new schedule, and to keep our community from looking cluttered, it is important that citizens note the week in which yard waste within their neighborhood is collected and that debris is moved out to the street just a day or two in advance. The schedule is published in every bi-monthly Oakwood Scene newsletter and is readily available from the home page of our city website at www.oakwoodohio.gov (Note: When significant storms pass through, we will conduct additional city-wide pickups as needed.)
- **Debris Drop-off at the Public Works Yard** – On the first Saturday of each month, our Foell Public Works Center at 210 Shafor Boulevard is open from 9 a.m. to noon. Residents may drop off yard waste, regular household trash, special pick-up type items and co-mingled recyclables.

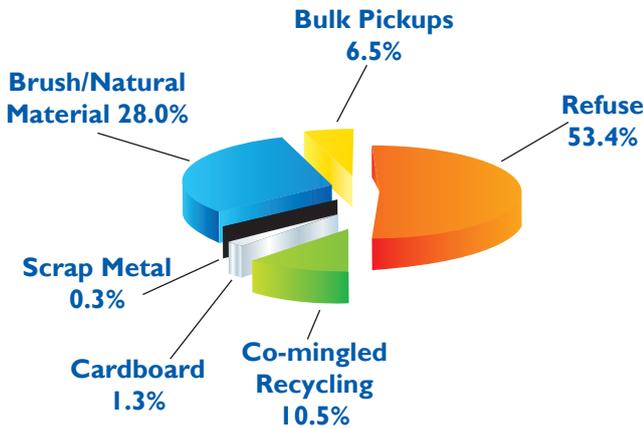
- **Debris Drop-off at Creager Field** – We have dumpsters at the Creager Field parking lot for residents to dispose of cardboard, co-mingled recyclables and yard debris. These dumpsters are available 24-7.
- **Roll Waste Containers** – In September 2013, 480 Oakwood properties that abut public alleys received 96-gallon roll waste containers for their regular weekly household trash. 70% of the cost for these containers was paid through a grant from the Montgomery County Solid Waste District. The city paid the remaining 30%. The 480 property owners are limited to that single roll waste container for normal landfill garbage. Recyclables continue to be placed in 35-gallon or less containers for which there is no limit. The purpose in using the large roll waste containers in alleys is two-fold: 1) it results in a more efficient and cost effective collection operation; and 2) it helps in reducing the amount of scattered debris commonly found in our alleys.
- **Three Can Limit for Regular Trash** – Also beginning last September, the city imposed 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.

In January 2013, the city began charging a fee each month to pay for stormwater services. What is this all about?

The stormwater utility was established to pay the costs associated with managing stormwater; including the operations and ongoing maintenance and repair of the public storm sewer system. The utility is funded through a monthly stormwater fee imposed on every Oakwood property. The fee for single family residential properties and for two and three family dwellings is currently \$6 per month. The fee for four family and larger residential properties and for commercial and institutional properties is based on the amount of hard surface area, or impervious area, of the property. In the first year of the utility, we spent about \$250,000 in maintaining the storm sewer system including underground storm sewer pipes, catch basin inlets, manholes, roadway gutters, drainage ditches and streams.

Weekly refuse collection is one of the primary components of the Public Works Department's service delivery program. What was the mix of our solid waste stream in 2013?

TOTAL OF 5,718 TONS OF MATERIAL HANDLED



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

Misses for the year

Refuse and Co-Mingled Recycling	351 (Less than 1% of total pick-ups)
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In 2013, we had 782 cases of inaccessible trash. These reflect individual reports from our service crews where they could not make pickups due to locked garages, cars in the driveway, locked driveway gates, loose dogs, etc.

Do most Oakwood residents participate in our recycling program?

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

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

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

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

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

Where does the city get its water?

We have eight water production wells and three water treatment plants. We produced 99.96% of our own water in 2013. The city continues to maintain backup connections to the city of Dayton water system and to the Montgomery County water system. The city's total water use over the past five years looks like this.

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

The total gallons used each year is highly dependent on rainfall levels – this because of all the irrigation water we use. In 2013 our annual average daily water use was 1.143 million gallons. Our single highest daily water use was 2.07 million gallons on June 21.

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

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

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



What major roadway infrastructure projects were completed in 2013 and what did they cost?

Project	Cost
Curb, Sidewalk and Apron Repair	\$124,000
Asphalt Pavement Maintenance Project*	\$833,000
<small>*Includes \$350,000 from 2012 Budget</small>	

The following streets were overlaid with new asphalt in 2013: W. Thruston Blvd. (Far Hills to DCC), Southview Rd., Kramer Rd., Maysfield Rd., Haver Rd., Northview Rd., Rubicon Rd. (Far Hills to W. Thruston), Sweetwood Ln., E. Thruston Blvd. (Woods to Schantz), Woods Rd., Woodburn Ave., Acorn Dr. (Patterson to north end), Lonsdale Ave. (Schantz to Shroyer), Telford Ave. (Shafor to Shroyer), Monterey Ave. (Far Hills to Shroyer), Claranna Ave. (Shafor to Shroyer) and East Drive. Additionally, all of the roadway curbing on East Drive was replaced... resulting in a major improvement to that street.

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

STREET MAINTENANCE AND REPAIR INFRASTRUCTURE IMPROVEMENTS						5 - Year Program
Funding	2014	2015	2016	2017	2018	Five-Year Program
Annual Asphalt Pavement Repair	450,000	450,000	450,000	450,000	450,000	2,250,000
Bi-Annual Concrete Street Repair	140,000		160,000		160,000	460,000
Far Hills Catch Basin And Manhole Repairs			30,000			30,000
Orchard Dr. Parking/Green Space					25,000	25,000
Park Ave. Streetscape Improvement			40,000			40,000
Traffic Signal Head Replacement		20,000				20,000
Sidewalk, Curb and Apron	120,000	140,000	140,000	140,000	140,000	680,000
Total	710,000	610,000	820,000	590,000	775,000	3,505,000

I've read about Phase 2 Stormwater requirements with which the city of Oakwood must comply. What are they and what can residents do to help?

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

Some of the tasks that the city is completing to meet these requirements include:

- continuing street sweeping operations on a regular basis 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;
- modifying internal day to day practices to help limit pollution;
- submitting an annual report on the year's activities to the OEPA;
- public participation and communication with residents

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 their waste is very dangerous to fish and other wildlife in the rivers and streams. Please do not put oil into the storm or sanitary sewers – 1 quart of oil can pollute 100,000 gallons of water. Please keep plant material (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.

COMMENTS AND FUTURE GOALS:

Water Valve Replacement Project:

We test operated a large number of underground water main valves in 2013 and found some inoperative. In 2014 we will evaluate the most critical locations and will replace the broken valves. Our Public Works Department will replace smaller valves and we will hire a contractor to replace the larger ones.

Finance

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

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

How is our City budget organized?

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

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

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

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

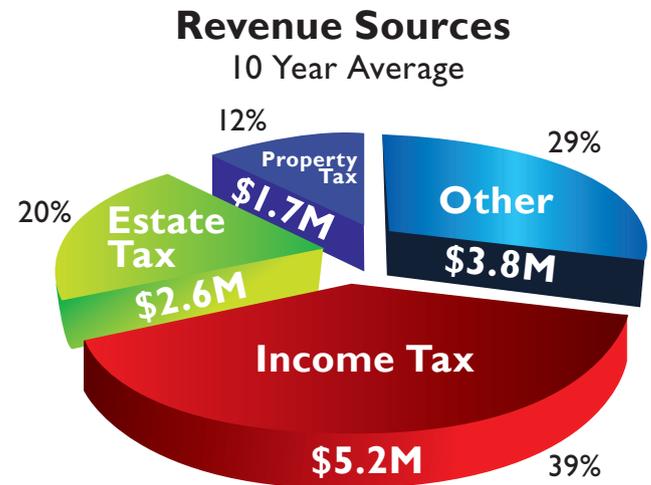
The Non-Enterprise group of funds is comprised of all other funds that provide public services to the community, and may be subsidized in whole or in part by General Fund revenues such as property tax and income tax. Some examples of services provided by Non-Enterprise Funds are public safety (police,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

How are the Water, Sewer, Stormwater and Non-Enterprise Fund Budgets organized?

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

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

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



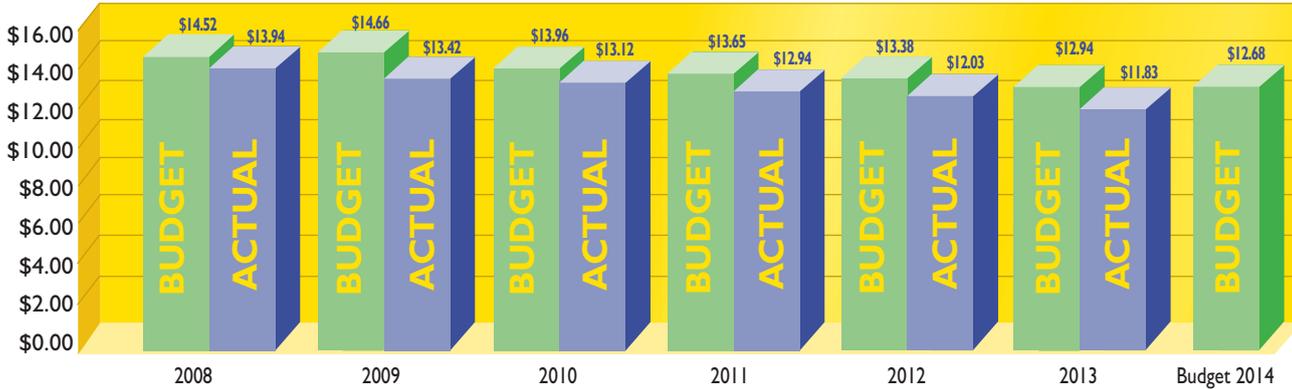
In general terms, our options for addressing this loss are as follows:

- Cut Expenses
- Cut Services
- Raise Taxes
- Raise Fees



Before talking about raising taxes or fees, shouldn't we find ways to cut expenses?

Yes, and that process started several years ago. Over the past five years we have cut expenses by \$2.1 million dollars, a 15% cut in costs.



What is the City's annual budget?

Shown below are the 2014 budget figures.

FUND CLASSIFICATION	ACTUAL BALANCE 01/01/14	EST. REVENUE	EST. EXPENDITURES	EST. BALANCE 12/31/14
NON ENTERPRISE FUNDS FOR PUBLIC SERVICES				
Non-Enterprise	8,240,694	11,798,548	12,679,025	7,360,217
WATER UTILITY				
Water	1,602,261	1,023,000	1,197,887	1,427,374
SEWER UTILITY				
Sewer	794,597	1,595,700	1,497,733	892,564
STORMWATER UTILITY				
Stormwater	50,824	265,000	261,135	54,689

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

	Inside Mill.	Outside Mill.	Total Mill.
Oakwood City Schools	4.72	63.23	67.95
Human Services*	0.00	13.24	13.24
Sinclair Community College	0.00	3.20	3.20
Five Rivers Metro Parks	0.00	1.80	1.80
City of Oakwood	3.58	5.31	8.89
Wright Memorial Public Library	0.00	1.50	1.50
Developmental Disabilities	0.00	0.29	0.29
Montgomery County	1.70	0.00	1.70
Total	10.00	88.57	98.57

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

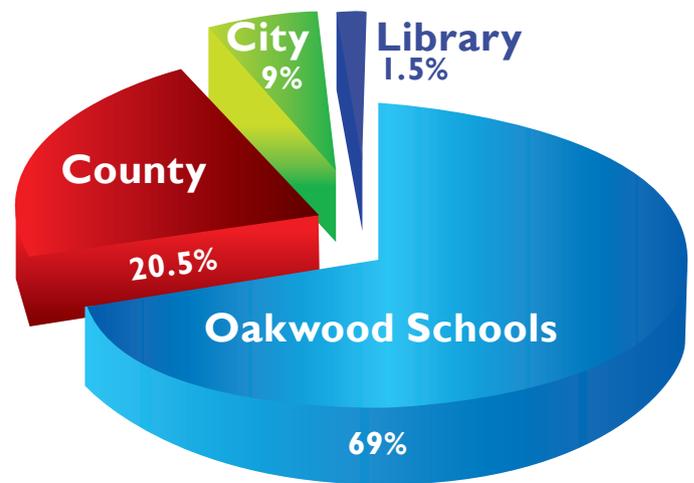
How are my property taxes collected and who receives my residential property tax dollars?

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 2014 property tax collections was 98.57, as compared to the 2013 residential total effective millage rate of 88.96. The increase is a result of a 3.75 mill city levy and 5.75 mill school levy approved in 2013. The total effective millage can be broken into two components, as follows:

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

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

Property Tax Breakdown



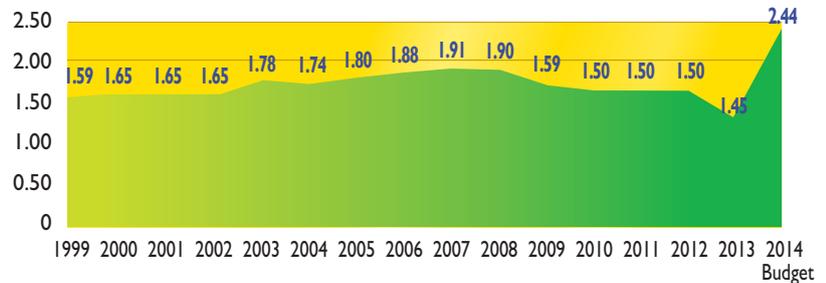
Who receives my income taxes?

It depends on where you work. If you work in Oakwood, in a township, or in any other jurisdiction that does not have a municipal income tax (e.g., Beavercreek) then 100% of your local taxes go to Oakwood. If you work in a jurisdiction that has a municipal income tax (e.g., Dayton – 2.25%; Kettering – 2.25%; Moraine – 2.0%) then most of your local tax goes to the other communities. To date, the city of Oakwood has given full credit for local income taxes paid to the cities in which our residents are employed. As a result, nearly half of the total local income taxes we pay goes to other communities. For example, Oakwood residents working in Kettering or Dayton pay 2.5% in local income tax, but Oakwood only receives 0.25%. Most of the taxes (2.25%) go to Kettering and Dayton.

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

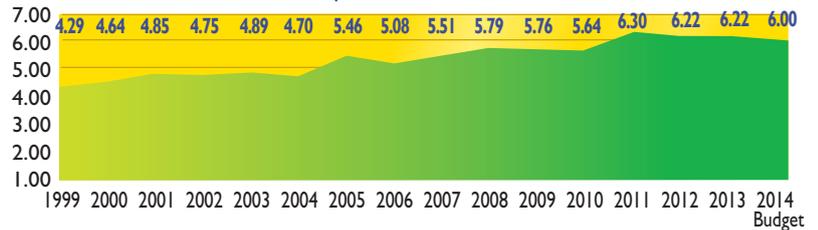
Below is the history since 1999.

Property Tax \$ Million Dollars



In 2008, Oakwood City Council voted to allow a 1978 property tax issue to expire, resulting in an overall decrease in revenue. A new 3.75 mill property tax issue was approved by Oakwood residents on May 7, 2013. This increases revenue by about \$1M annually and is reflected in the 2014 budget.

Income Tax \$ Million Dollars

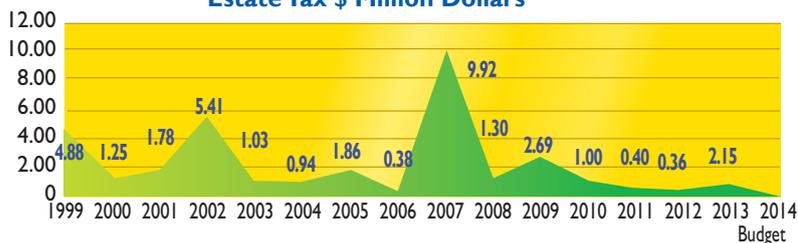


Our income tax receipts have generally seen steady growth over the years. However, economic conditions resulted in a slight decline in 2009 and 2010. The improving economy and a significant past-due tax collection in 2011 resulted in increased revenues. The 2014 budget reflects a slight decrease in anticipation of changes to municipal incomes taxes by the Ohio legislature in 2014. We have not raised our income tax rate since 1984.





Estate Tax \$ Million Dollars



As you can see from the graph above, annual estate tax revenue represented a significant financial resource. Our estate tax receipts over the 15-year period from 1999 through 2013 average \$2.4 million per year. Estate tax has been a source of revenue to pay for local government services since 1893. On June 30, 2011, Governor John Kasich signed H.B. 153: The 2012/2013 Biennial Budget Bill. Within that bill was a provision to totally eliminate the estate tax effective January 1, 2013. This action has drastically reduced financial resources for Oakwood and for hundreds of Ohio cities, villages and townships.

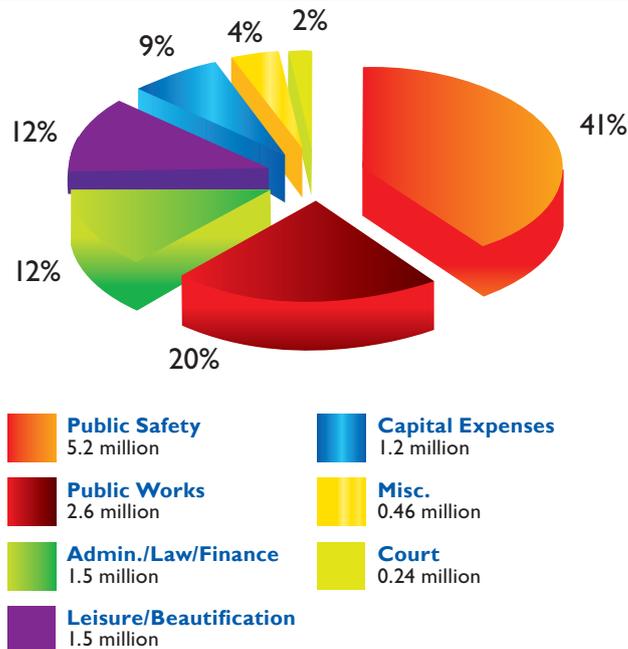
What has been our rate of growth in spending over the years?

In 1991 we spent \$7.9 million in providing city services. In 2013 we spent \$11.8 million. This represents 2.0% rate of growth. This is less than the average annual CPI (inflation) of 2.5% during this twenty-three year time period.

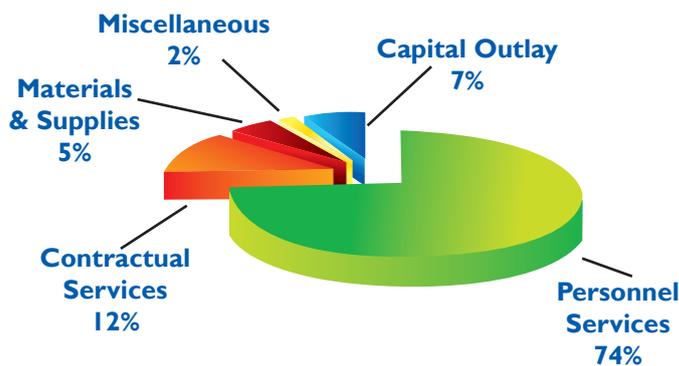
What do we spend our money on?

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 offered by our public works department are the most comprehensive and responsive around.

2014 Total Budget \$12.68 million



What are the different categories of expenditures incurred by the City, and what percentage of the total was expended in each category for 2013?



What have been our beginning year fund balances over the past seven years and what is the projected balance on January 1, 2015?

Beginning Year Fund Balances \$Millions



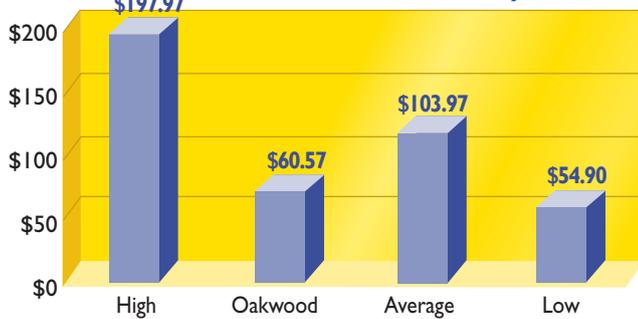
These above figures do not include the cash we had on hand to cover the city's short-term debt, all of which was paid off in 2013.

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

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

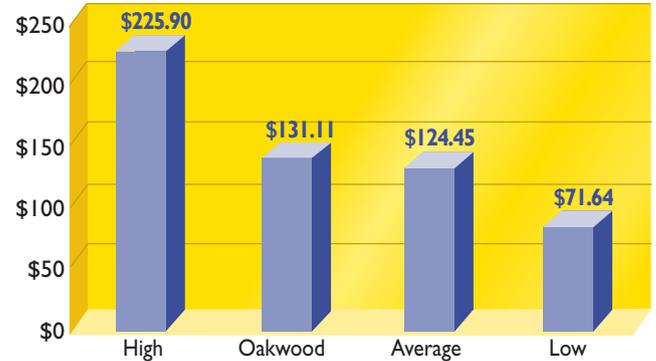
Based on the 2013 rate survey, our water rates are the 5th lowest out of 66 jurisdictions. We have not raised water rates since 1994 and will not raise them in 2014.

Annual Water Rate Survey



Our sewer rates rank 45th lowest out of 63 jurisdictions. Unlike our water system which is 100% run by Oakwood, about 75% of our sewer operation (i.e., the wastewater treatment) is contracted. We use Montgomery County and the city of Dayton wastewater treatment plants and must pay County and Dayton rates.

Annual Sewer Rate Survey



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

Yes and there is no charge to participate in either the E-Statement or autopay programs. As the City continues to look for ways to cut costs, we encourage residents to utilize paperless options for both receiving and paying the monthly utility bill. Residents can register via the city's website at www.oakwoodohio.gov to have your monthly utility bill e-mailed directly to you. The process is quick and easy; just click on the "On-line E-Statement" link under the Water/Sewer/Stormwater/Refuse Department tab. To register you will need your Oakwood water/sewer/stormwater/refuse account number (printed on your monthly statement) and a valid 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's website under the Water/Sewer/Stormwater/Refuse Department tab). The completed form will authorize the City to process a withdrawal from your bank account in the amount of our current net bill on the net due date each month. You will still receive an invoice either by email (E-Statement) or regular mail if so desired.





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

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

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

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

Do we have short-term debt?

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

Do we have long-term debt?

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



COMMENTS AND FUTURE GOALS:

Financial Software and Departmental Procedures

In 2010, we began testing and implementing new municipal finance software. We anticipate the implementation to be fully completed in 2014. In conjunction with the implementation of the software, the finance department will begin a multi-year project to update and document all policies and procedures for each major job function.

Finance Department Payment Options

During 2014, we will review the current customer payment options for income taxes and utilities. We will explore alternatives to allow more options to make payments to the City.

Legal Affairs

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

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

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

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

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

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

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

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

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

Article XVIII, Section 18.07, of the Ohio Constitution was adopted in 1912, and is known as the "home rule amendment." It was intended to free municipalities from control of the Ohio General Assembly and state officials, thereby allowing municipalities to exercise local self-government. This is done through adoption of a charter, which provides for the structure and organization of municipal government.

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

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

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

What is the difference between a resolution and an ordinance?

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

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

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

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

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

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



Municipal Court

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

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

What is the authority of our municipal court?

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

What are the court hours of operation?

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

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

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

Does Oakwood have a jail?

Yes, and it includes two cells. However, our jail is classified as a Temporary Holding Facility ("THF") meaning that we may only incarcerate a prisoner for a maximum period of six hours. Given the availability and close proximity of the County jail, and Kettering jail for male prisoners, this THF meets our needs.

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

	COURT COSTS	CRIMINAL TRAFFIC/FINES	SEAT BELT FINES	COURT COST SEAT BELTS
(Criminal and traffic court cost are currently \$79, or \$89 for moving violations, although an increase is under review to take effect in 2014.)				
State	44% (approx)	0%	100%	29% (approx)
County	0%	25% (approx)	0%	0%
City	56% (approx)	75% (approx)	0%	71% (approx)

- Effective September 29, 2008 an additional \$10 was mandated by the State for all moving violations. (The \$10 is distributed at \$6.50 to the Drug Enforcement Fund and \$3.50 to the State Alcohol Treatment Fund).
- A \$24 court cost going to the State are for the Innocent Victims of Crime Fund and the Public Defender Fund.
- Fines for violation of state codes are paid to the County Treasurer while fines for violation of Oakwood ordinances are paid to the City.
- Effective October 16, 2009 an additional \$5 court cost was mandated by the state for an Indigent Alcohol Treatment Fund on all moving violations.

Do we have jury trials in Oakwood?

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

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

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

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

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

The law also:

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

Parking Tickets Fines

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



CITY OF OAKWOOD VISION STATEMENT

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

- Where citizens know and respect one another.
 - Where principal emphasis is placed on neighborhood, schools, responsive city services and parks.
 - Where citizens contribute to and benefit from strong, responsible stewardship of community resources.
 - Where a responsible citizenry helps establish and follows community standards that preserve the quality of individual and community property.
 - Where residents feel comfortable and secure in their homes 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.
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