



# **2012 Township Report**

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**2012 TOWNSHIP REPORT  
PRAIRIE TOWNSHIP, FRANKLIN COUNTY, OHIO**

**Purpose of this Report**

This report is intended to provide a glimpse in time of the township finances, as well as the facilities, services and projects being provided by the township, in 2012. The focus of the report is ultimately the flow of public funds into and out of the township during that time. It is not intended to meet any statutory requirements, but to provide the public with an overview of the township during 2012. The report is organized by department. Ohio townships use fund accounting; therefore, you will notice references to various funds through which the township organizes its budget and appropriations.

**Overview of 2012 Funds**

Prairie Township operated with 48 funds in 2012. The General Fund primarily provides monies for law enforcement, road improvement projects, zoning/building/nuisance administration, economic development and development planning projects, parks, the senior center, the chipper and leaf pickup programs, public health, and general township administration. Monies from the General Fund are also transferred or advanced to other, special purpose (or special revenue) funds for various purposes. Examples of this are the transfer of money to the various funds in order to service loan payments for past Ohio Public Works projects and advances to sidewalk project funds that are paid back by residents over a ten year period.

The remaining funds used by Prairie Township are called special revenue funds. The money going into these funds is designated for use for specific purposes. The Fire Fund is the largest of these. This fund and the EMS Fund provide funding for the facilities, equipment and operations of the Fire Department. The Fire Department's expenditures accounted for 56% of all township expenditures in 2012. The Road and Bridge Fund, Gas Fund, Motor Vehicle Fund and Permissive Motor Vehicle Fund, along with some project monies provided by the General Fund, provide funding for the Road/Cemetery/Parks Department's road improvement and maintenance activities. The Cemetery Fund funds that department's activities related to maintenance and operation of the township's cemeteries.

Other specialized funds cover such activities as public works projects, street lighting district operations and disaster relief funding.

Below is a list of Prairie Township's funds and their beginning and ending balances for 2012:

	Beginning	End
General Fund	4,293,860.89	5,123,096.61
Motor Vehicle License Tax	5,900.55	7,458.00
Gasoline Tax	45,045.22	33,373.17
Road and Bridge	55,717.78	74,942.54
Cemetery	70,168383	62,853.54
Fire Capital Fund	0.00	50,000.00
Road District	0.00	10,792.93
Fire Levy	905,188.74	1,036,320.80
Permissive Motor Vehicle License Tax	17,744.95	26,941.58
EMS	365,138.96	439,237.68
EMS Capital Fund	0.00	97,170.00
Columbia Heights – Lighting	4,411.69	1,967.77
Lincoln Village N – Lighting	106,463.38	83,623.59
Lincoln Village S – Lighting	21,561.41	16,030.74
Village Park – Lighting	16,942.33	15,350.87
Garden Heights – Lighting	3,513.32	2,068.72
Lake Darby Estates – Lighting	9,170.21	6,400.95
Clover Estates – Lighting	1062.36	910.01
Norton Crossing – Lighting	1,392.20	1,297.95
Young Estates – Lighting	8,964.42	9,356.66
Westpoint II, Sec II – Lighting	5,533.30	6,129.35
Lake Darby Estates N – Lighting	9,759.29	12,886.08
Westpoint II, 3, 4 & 5 – Lighting	43,140.16	26,282.68
Westpoint II, Sec 1 – Lighting	0.00	0.00
Westpoint I – Lighting	11,405.59	9,484.67
FEMA	0.00	0.00
2003 Sidewalk Assessments	0.00	0.00
2004 Sidewalk Assessments	0.00	0.00
2005 Sidewalk Assessments	0.00	0.00
2006 Sidewalk Assessments	0.00	0.00
2007 Sidewalk Assessments	0.00	0.00
2008 Sidewalk Assessments	0.00	0.00
2009 Sidewalk Assessments	0.00	0.00
2010 Sidewalk Assessments	0.00	0.00
2011 Sidewalk Assessments	0.50	0.00
2012 Sidewalk Assessments	0.00	26,307.29
Parks Capital Fund	0.00	16,681.81
Inah Avenue Road Project	0.00	0.00
S. Grener Road Project	0.00	0.00
S. Grener Phase III	209,073.44	233,727.12
S. Grener Phase II	1,357.30	1,357.30
Palmetto Street	0.00	0.00
Cemetery Bequest #1 and #2	2,005.47	2,012.75
Developers Escrow	0.00	0.00
Road Cut Permits	8,452.92	8,452.92

The following chart shows the relative amount of monies spent out of each fund, or group of funds during 2012:

Fund	Fund Balance 12/31/12)	Revenue (12/31/12)	Expenditures (12/31/12)
General	\$ 5,123,096.61	\$ 3,244,112.48	\$ 2,414,876.73
Motor Vehicle License Tax	\$ 7,458.00	\$ 21,322.15	\$ 19,764.70
Gasoline Tax	\$ 33,373.17	\$ 127,372.96	\$ 139,045.01
Road and Bridge	\$ 74,942.54	\$ 301,052.17	\$ 281,827.41
Cemetery	\$ 62,853.54	\$ 139,339.00	\$ 146,654.29
Fire Capital Fund	\$ 50,000.00	\$ 50,000.00	\$ -
Road District	\$ 10,792.93	\$ 350,781.24	\$ 339,988.31
Fire Levy	\$ 1,036,320.80	\$ 4,327,783.78	\$ 4,197,048.96
Permissive MVLT	\$ 26,941.58	\$ 124,693.71	\$ 115,497.08
EMS	\$ 439,237.68	\$ 611,527.23	\$ 537,428.51
EMS Capital Fund	\$ 97,170.00	\$ 100,000.00	\$ 2,830.00
Columbia Heights	\$ 1,967.77	\$ 6,925.46	\$ 9369.38
Lincoln Village N	\$ 83,623.59	\$ 38,193.43	\$ 61,033.22
Lincoln Village S	\$ 16,030.74	\$ 10,255.41	\$ 15,756.08
Village Park	\$ 15,350.87	\$ 6,360.09	\$ 7,951.55
Garden Heights	\$ 2,068.72	\$ 2,980.45	\$ 4,425.05
Lake Darby Estates	\$ 6,400.95	\$ 4,757.25	\$ 7,526.51
Clover Estates	\$ 910.01	\$ 887.97	\$ 1,040.32
Norton Crossing	\$ 1,297.95	\$ 1,600.84	\$ 1,695.09
Young Estates	\$ 9,356.66	\$ 3,995.88	\$ 3,603.64
Westpoint II, Sec. II	\$ 6,129.35	\$ 4,945.74	\$ 4,308.69
Lake Darby North	\$ 12,886.08	\$ 7,955.11	\$ 4,828.32
Westpoint II, Sec 3, 4, & 5	\$ 26,282.67	\$ 16,563.48	\$ 33,420.96
Westpoint I	\$ 9,484.67	\$ 11,340.39	\$ 13,261.31
2003 Sidewalk	\$ -	\$ 5,646.66	\$ 5,646.66
2004 Sidewalk	\$ -	\$ 12,398.33	\$ 12,398.33
2005 Sidewalk	\$ -	\$ 2,263.17	\$ 2,263.17
2006 Sidewalk	\$ -	\$ 3,562.97	\$ 3,562.97
2007 Sidewalk	\$ -	\$ 2,149.65	\$ 2,149.65
2008 Sidewalk	\$ -	\$ 1,807.09	\$ 1,807.09
2009 Sidewalk	\$ -	\$ 772.37	\$ 772.37
2010 Sidewalk	\$ -	\$ 888.53	\$ 888.53
2011 Sidewalk	\$ -	\$ 2,085.84	\$ 2,086.34
2012 Sidewalk	\$ 26,307.29	\$ 50,000.00	\$ 23,692.71
FEMA	\$ -	\$ -	\$ -
Parks Capital Fund	\$ -	\$ 53,000.00	\$ 36,318.19
Inah	\$ -	\$ 25,317.92	\$ 25,317.92
S. Grener Phase 1	\$ -	\$ 16,637.54	\$ 16,637.54
S. Grener Phase III	\$ 233,727.12	\$ 457,947.38	\$ 433,293.70
S. Grener Phase III	\$ 1,357.30	\$ 6,463.96	\$ 6,463.96
Palmetto	\$ -	\$ 15,977.68	\$ 15,977.68
Beacon Hill	\$ -	\$ -	\$ -
Woodlawn	\$ -	\$ -	\$ -
Cemetery Bequest	\$ 2,012.75	\$ 8.24	\$ 0.96
Road Cut Permits	\$ 8,452.92	\$ -	\$ -

## Administration Department

### Introduction

The Administration office assists the Board of Trustees by coordinating their meetings and activities; overseeing and coordinating township department activities; providing the Board with day-to-day oversight of township business; and by working with the board and other township officials to formulate and implement township budgets and appropriations . Various Township improvement planning and economic development projects are coordinated through the Administration Office. The Administration office also works with department personnel and outside consultants to obtain grants for various township projects such as for Road Improvement projects. An important function of the Administration office is to minimize the townships expenses and maintain a balanced budget.

### Administration Funding Sources

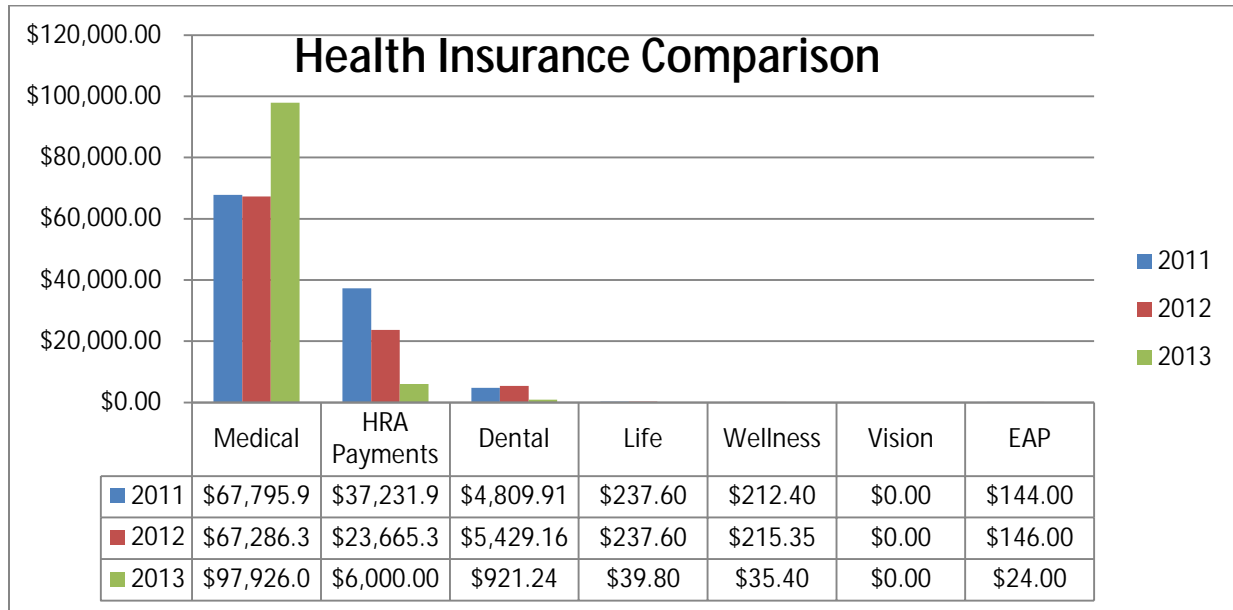
- Administration works with all departments and all funds
- Projects directly overseen by Administration are almost always funded by the General Fund.
- Administration works to strengthen and diversify General Fund revenues through a number of efforts including: promoting development that strengthens the tax base; identify new revenue sources; and working with the Ohio Township Association and others to minimize cuts to State funding.
- In 2012, major shifts occurred in General Funding sources, which are covered in the Revenue & Expenditures portion of this section of this report.

### 2012 Projects

This year the Administration office worked on a variety of projects in an effort to cut expenses and better the township. This office works on projects with the direct supervision and participation of the Board of Trustees. Some of the major projects of 2012 include:

- Big Darby Accord – The Big Darby Accord Watershed Master Plan (2006) and the Big Darby Town Center Master Plan (2011) are multijurisdictional policies which allow for development in some parts of Prairie Township without annexation. Prairie Township is currently working with its partners for the first steps in implementing the Big Darby Town Center Master Plan and finalizing mechanisms for collecting revenues that are stipulated in the plans.

- Health Insurance – The Administrative office worked with the board to apply to take part in cooperative benefits program with Franklin County. Upon acceptance into the program, learned that it could see a potential significant saving on employee insurance. This health insurance change is moving forward and will benefit all Township departments. Insurance costs for the administration department were \$97,652.31. The premiums for 2012 did not increase from 2011 and the HRA reimbursement payments were lower.



- Shared IT Services – The Administration office has worked with other local governments and political subdivisions to apply for a LGIF grant for a shared IT Service study. The sharing of IT Services with other local governments could potentially save the each department within the township money, while enhancing our capabilities. We learned on 11/30/12, that the grant was not approved, but the township continues to meet with its partners to improve the grant application and consider other funding sources.

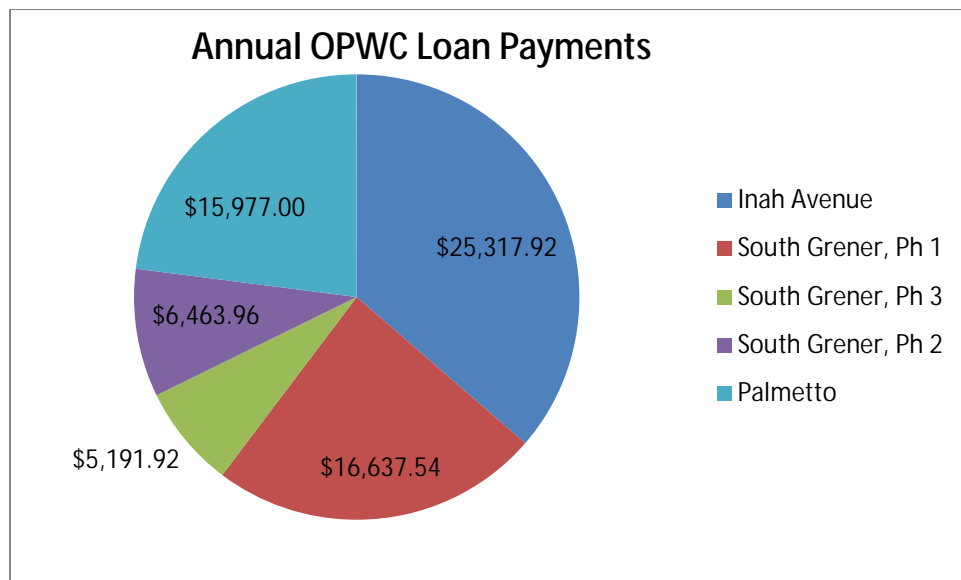
- Community Recreation Center – A Township Community Center is currently in the planning phase. This facility is one of the improvements that the Board of Trustees committed to making with JEDZ/JEDD funding. In addition to recreational activities, the center will also be the new home of the Prairie Township Senior Center. The township is arranging a bond issue of approximately \$10,400,000 in order to fund this improvement. The Board of Trustees has worked with consultants and community representatives on a preliminary study to address location, funding and construction and facilities scope and design. Moody Nolan, the lead consultant has completed this study and has recommended the location on West Broad Street. The plans for the center will include a 38,000 sq. ft. facility which will have fitness activities, a gym, aquatics, multipurpose community space and administrative space. The project is expected to move through the finance and design phase in 2013. The annual debt service and operation subsidies will total no more than \$700,000 and will be funded by the JEDD and JEDZ revenue.
- Sheriff Protection – As of September 1, 2012, Prairie Township’s contract with the Franklin County Sheriff’s office has been expanded from 19 shifts to 35 shifts per week. Expansion of this contract was a commitment of the Board of Trustees made when requesting JEDZ approval. Specifically, one car remains at two shifts a day, seven days a week, while another car increases from one shift per day, five days per week to three shifts per day, seven days per week (24/7). This has resulted in a second dedicated car in the Township. As always, these dedicated cars are in addition to the other deputies that work in and around Prairie Township as part of the basic service provided by the Sheriff’s office. In addition to the additional protection, the Sheriff’s Office has been working with the township on deployment of a speed trailer purchased by the Township.
- JEDZ and JEDD – The Prairie-Obetz Joint Economic Development Zone and the Prairie Joint Economic Development District both began operations in 2012. Revenues received from the Prairie-Obetz Joint Economic Development Zone (JEDZ) and the Prairie Joint Economic Development District (JEDD) have allowed the township to maintain previously existing services, proceed with planning for a township community/recreation center, strengthen law enforcement, proceed with the West Broad Streetscape plans, and laid the groundwork for increased investment in the community. The added revenue has saved the township from being forced to make cuts to road improvements, law enforcement, nuisance and zoning enforcement, and has allowed the Senior center to remain open. Along the way, leaf pick-up and yard waste chipping have been added to the Township’s list of services. Planned parks improvements are also underway.
- The township’s portion of the JEDZ tax collection in the first three quarters of 2012 was \$1,298,606.53. The revenue numbers were a little lower than expected during this first year of implementation because collection rates were slow to ramp up early in the year. The quarterly revenue is expected to eventually reach approximately \$600,000.00. The JEDD began collecting income tax on October 1, 2012 after agreements with the City of Columbus were finalized in September of 2012.



- OPWC Projects

- Beacon Hill – this road improvement project was approved for an OPWC grant and loan and will begin construction in early 2013
- Woodlawn Avenue – this road improvement project was approved for an OPWC grant and loan and will begin construction in early 2013
- Evergreen Terrace – an OPWC grant/loan application was submitted in 2012, but not funded
- Gladys Road – an OPWC grant/loan application was submitted in 2012, but not funded

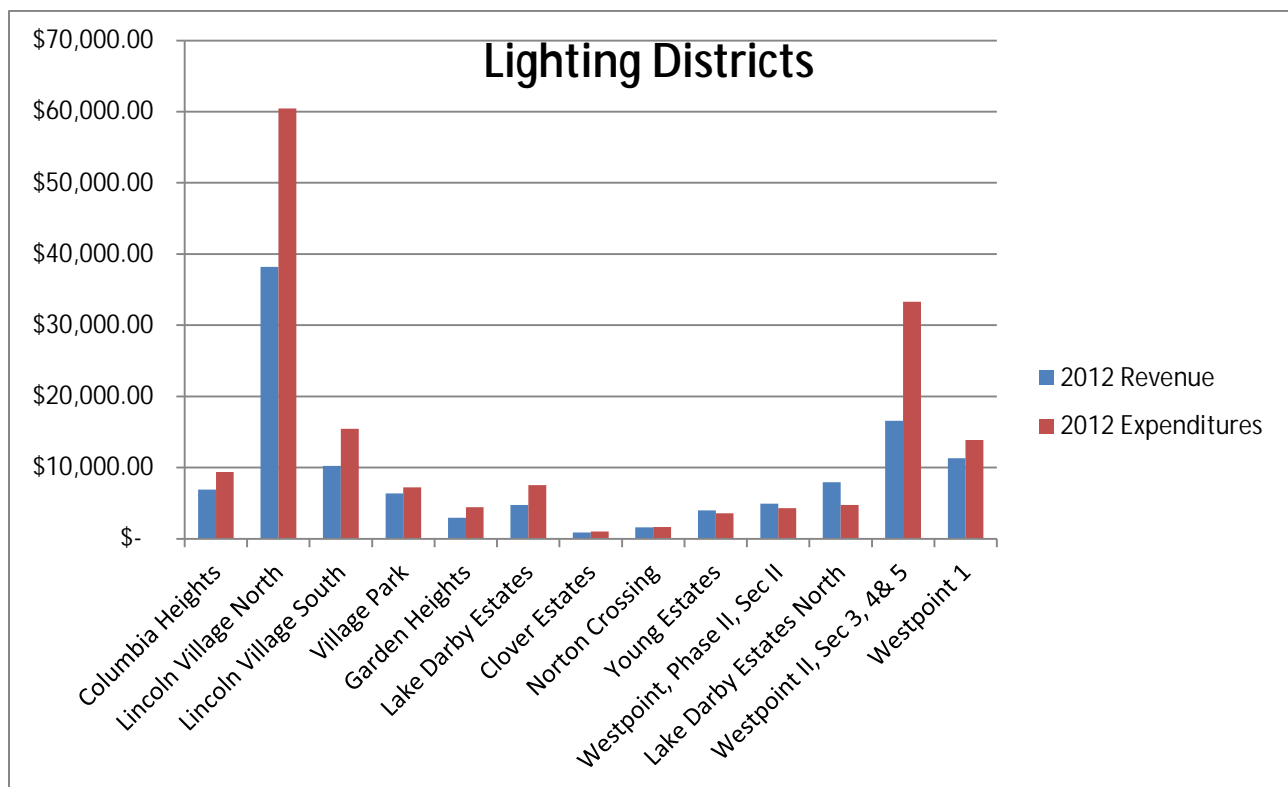
Additionally, the Township is making the payments on Inah Avenue, South Greener phases 1, 2, and 3, and Palmetto as a part of the loan agreements with the OPWC for already completed street improvement projects.



- Parks Improvement Planning – Planning took place during the year 2012 to create a 5 year plan (including scheduling and costs) for the various parks throughout the Township. Planning included working with the Road, Cemetery and Parks Departments to plan the improvement of existing parks as well as development of undeveloped land. The Community Recreation Center has also been built into the plan. Maintaining the plan is an on-going effort.
- Capital Improvements Funds – Capital Improvement Funds have been established for the Fire and EMS Departments as well as the Parks. The Board of Trustees helped with this effort including scheduling of money that would be transferred into these funds from the Fire and EMS funds.

- West Broad Streetscape - This project has been in the planning stages since 2007, with the idea that a JEDD or JEDZ would assist in ultimately making it a reality. As of August 2012, the project consultant (LJB Engineers) submitted finalized plans, based upon plans submitted in June, to ODOT. LJB is working for both ODOT and Prairie Township to design basic upgrades and streetscape improvements to the corridor. Prairie Township initiated the streetscape improvements, which will cost over \$2,000,000. Four hundred thousand dollars of this is in matching money from Prairie Township. Prairie Township will also maintain the street lights and landscaping in the corridor once it is installed. The project is slated begin in the State's Fiscal Year 2014, which begins on July 1, 2013.
- Renovations took place at the Township Hall which included new carpet, tile and paint, as well as a new furnace and air conditioner. It has been over 20 years since the last renovation work has taken place at the Township Hall. The cost for the renovation work was \$18,569.46.
- Job Descriptions for each non-union position within the township were established and will be submitted to the Board of Trustees for review and approval yet this year, or early 2013. In addition to the job descriptions, a salary comparison with other townships was completed.
- Electricity Aggregation – The Administration Office began working on establishing an electricity aggregation program that will allow all eligible township residents to save money on their electric bill by participating in purchasing their electricity from one designated supplier. The Board approved a Resolution on 11/14/12 authorizing the issue to be put on the May 7, 2013 ballot for voters to decide.
- Land Bank – The Administration office worked with the Zoning Department to submit a list of possible target properties for the land bank in June 2012. The office is now in the beginning process of planning for future land bank money as well as on preparation of an agreement with the land bank for work on properties.
- Planning for Redevelopment – This will begin in 2013, the ground work is being laid to work with the Prairie township Community Improvement Corporation (CIC) to develop programs to encourage property owners to invest in existing homes and businesses in the township. The township will expand representation of the CIC board in order to help facilitate this effort.

- A demographic study of Prairie Township was conducted. The study contained demographic information such as population, racial and gender make-up, household information, incomes, home values, etc.
  - The demographic study found that Prairie Township has a population of approximately 16,498. Of the population, 49.6% are male and 50.4% are female.
  - There are 6,936 homes located within Prairie Township. 67% of these homes are owner occupied, 24% are rentals and 9% are vacant. The majority of the homes located within the Township were built between 1950 and 1979.
  - The average home value is \$126,160.
  - The estimated median household income is \$48,865
  
- The Fiscal Officer renewed many of the township’s lighting districts. The renewal is for a three year period. The areas included in the three year renewal include Lincoln Village North and South, Westpoint, Norton Crossing, Lake Darby North and Clover Estates. See below for comparison for revenue and expenditures for the 13 lighting districts.

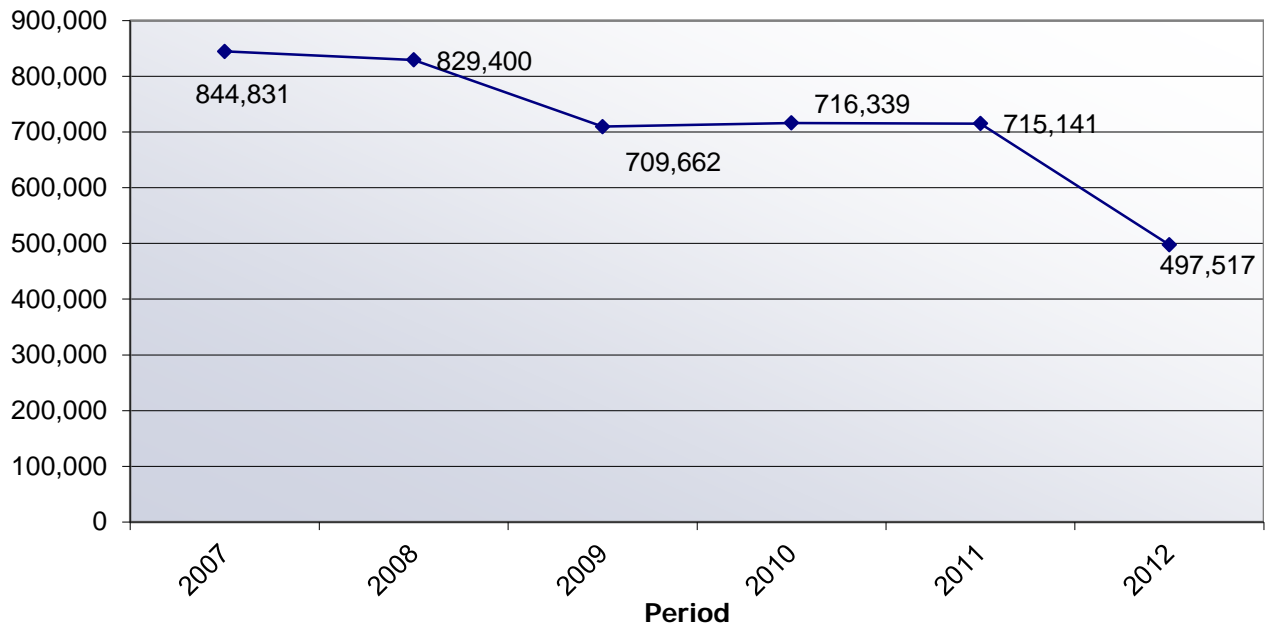


## Revenue and Expenditures Summary

### Revenue

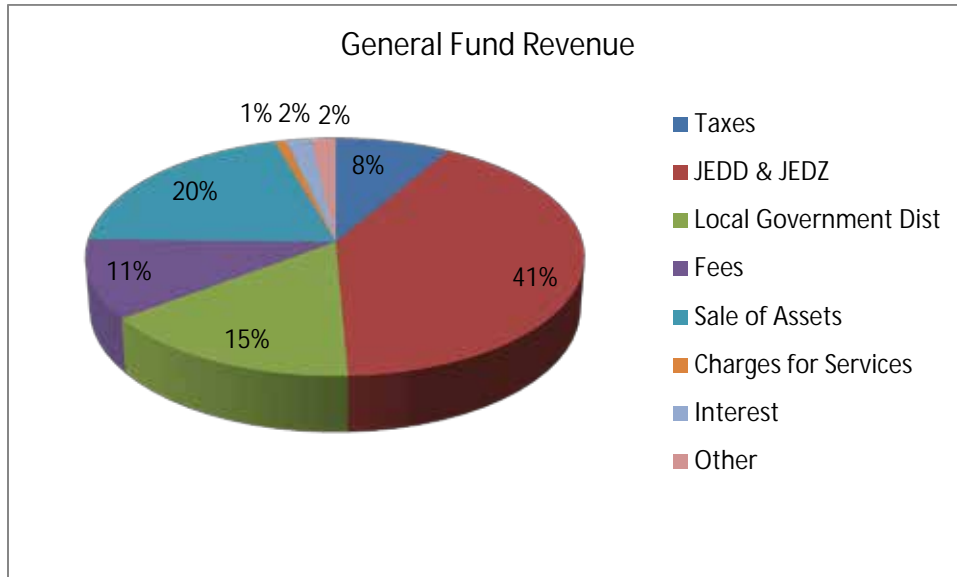
- 2012 saw significant losses in certain revenue sources, including revenue received from Tangible Personal Property Tax, which no longer exists and continued cuts to the Local Government Distribution. The Local Government Distribution was reduced by 25% in July 2012 and will reduce by 25% again in July 2013. This reduction so far has resulted in a significant loss of revenue for the Township. Local government Distribution revenues were \$844,831 in 2007, compared to \$470,573 in 2012.

Local Government Distribution Trends



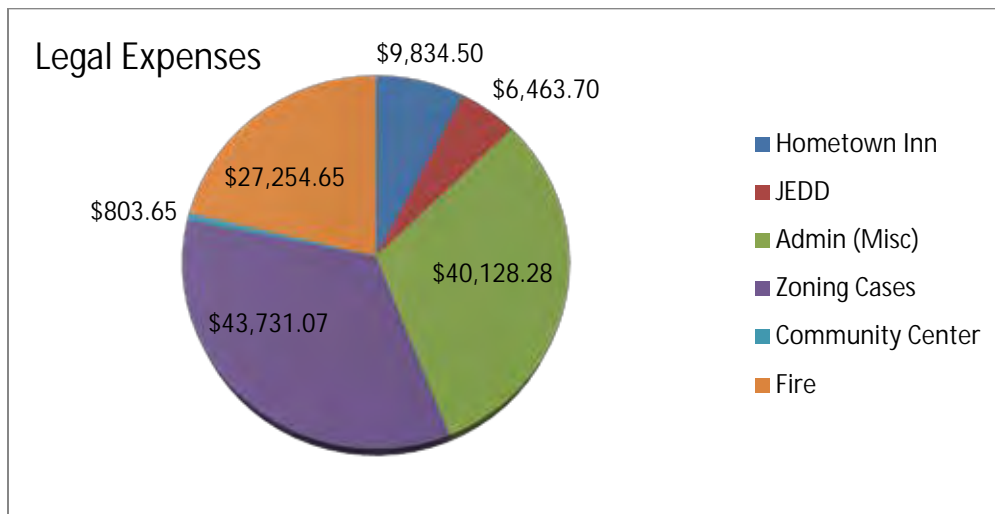
- Revenue from the Joint Economic Development Zone is expected to be higher in 2013. 2012 was the first year for implementation and we have not yet seen revenue from 100% of the entities that are operating within the zone. JEDZ revenue for 2013 is expected to hit 2.1 million. The revenue received by the township for the first three quarters of 2012 was \$1,298,606.53. The revenue numbers were a little lower than expected during this first year of implementation because collection rates were slow to ramp up early in the year. The quarterly revenue is expected to eventually reach approximately \$600,000.00.

- The total revenue brought into the General Fund for 2012 was \$3,244,112.48.



**Expenditures**

- Legal fees were higher in 2012 due to the Hometown Inn purchase, the JEDD and ongoing zoning cases. \$40,000 was originally appropriated in the General Fund and the Fire Fund for legal expenses but final expenses for 2012 were much higher.



- The new contract with the Franklin County Sheriff's office expanded police protection from 19 to 35 shifts per week, effective September 1, 2012. The total cost is approximately \$825,000.00 annually.

- The Leaf and Chipper program is being funded through the General Fund. In 2013, \$64,395.50 was appropriated for the leaf and chipper program
- The total expenses for the General Fund were \$2,414,876.73.

### 2013 Budget Statement and Objectives

The following township priorities are represented in the 2013 budget.

- Prairie Township CIC – Funding in the amount of \$10,000 for planning and establishing community development and economic development programs and initiations.
- Community Recreation Center –\$700,000 will be appropriated in 2013 for planning, architectural and engineering services related to the Community Recreation Center. This \$700,000 figure also includes survey(s) and permit related expenses.
- Liability Insurance – a 3% increase is anticipated for 2013
- Health Insurance – a decrease is expected starting in April 2013. Prairie Township was invited to join in the Franklin County Cooperative Benefits Plan. By joining the county’s plan, the Township will see a significant saving immediately due to the reduction in employee deductible and the elimination of the HRA that the Township currently contributes 80% of each employee’s deductible towards. In the long term, the Township should continue to see bigger savings by continuing to stay a part of the Franklin County Plan. Health care reform is causing major changes in the year 2014 and insurance companies are already predicting that the small groups could see up to a 30% increase in premiums.
- Pension Pick-up – the 3 year phase out of pension pick up for non-union full-time employees is expected to begin on 2013. Four percent (4%) of pension pick up was replaced by salary on January 1, 2013. This process began on September 1, 2012 for union members in the Fire Department
- The General Fund budget also includes funding for the new leaf pick-up and chipper programs.
- Legal and Engineering Services - \$50,000 was appropriated legal expenses and \$10,000 was appropriated for engineering service for 2013.
- Big Darby Accord Implementation - \$50,000 will be appropriated for Town Center implementation in 2013 and an additional \$30,000 will be appropriated in 2013 for development of revenue tools.

## 2013 Budget Priorities

- Franklin County Sheriff's Contract
- Land Purchase for Community Recreation Center/Parks
- Town Center Planning
- CIC/Street Planning
- Community Recreation Center Design
- Community Recreation Center Construction Bidding

The following items were identified after the 2013 budget was established and will be included in the 2013 appropriations.

- Server and Back-up – Info-link performed an analysis of our current server and back-up system and determined that the server is nearing its successful life and the back-up is not working properly. They provided a cost to replace the server and on-site back up for \$6,478.00. We proceeded with the replacement of the back-up since our current back-up system was only working a small percentage of the time. We intend to replace the server in 2013.
- OPWC Project – Woodlawn Avenue – as a part of the OPWC grant/loan, the township is required to contribute 15% towards the project, which is approximately \$380,000.
- Electricity Aggregation – additional money will need to be appropriated to cover the expenses of the electricity aggregation program. Expenses will include putting the issue on the ballot, advertisement expenses to inform the public of information hearings prior to the election, advertisement expenses to request quotes for the program (assuming the issues passes) and possible mailings to all township residents as part of the opt-out method.
- Summer Youth – after being cut in 2012 for administrative reasons, the program is expected to return in full during the summer of 2013 and will be managed differently than in years past. We expect to be able to offer positions to 13 participants with an average of 20 hours per pay, for eight weeks. The cost for the program is expected to be less than \$12,000.
- Water & Sewer Study

<u>Administration Expenditures</u>	<u>2011</u>	<u>2012</u>
<i>Salaries</i>		
Trustees	\$ 61,704.00	\$ 61,704.00
Fiscal Officer	\$ 30,993.60	\$ 18,971.93
Township Administrator	\$ 93,401.22	\$ 94,751.28
Administrator's Staff	\$ 51,448.59	\$ 51,428.82
<i>Insurance</i>		
Medical	\$ 67,795.92	\$ 65,339.64
HRA Payments	\$ 37,231.98	\$ 23,665.33
Dental	\$ 4,809.91	\$ 5,429.16
Life	\$ 237.60	\$ 237.60
Wellness	\$ 212.40	\$ 215.35
EAP	\$ 144.00	\$ 146.00
OPERS	\$ 30,594.62	\$ 28,853.34
Medicare	\$ 2,698.29	\$ 3,024.61
Volunteer Firemen's Dependents	\$ 150.00	\$ 300.00
Workers Compensation	\$ 5,044.68	\$ 4,867.05
Unemployment Compensation	\$ -	\$ 1,223.53
Accounting/Legal Fees	\$ 66,631.35	\$ 105,473.36
Auditing	\$ 3,988.77	\$ -
UAN Fees	\$ 3,375.00	\$ 4,000.00
Tax Collection Fees	\$ 3,350.32	\$ 3,433.26
Election Expenses	\$ 818.68	\$ 12,000.00
Engineering Services	\$ 4,928.00	\$ 4,419.91
Other-Professional/Technical	\$ 3,397.50	\$ 5,793.41
Travel and Meeting Expenses	\$ 1,083.00	\$ 1,160.67
Advertising	\$ 1,967.43	\$ 2,129.02
Utilities	\$ 1,263.70	\$ 1,740.64
Contracted Services	\$ 43,448.29	\$ 84,000.54*
Contracted Services {Special}	\$ -	\$ 34,405.16
Liability Insurance Premiums	\$ 1,659.57	\$ 1,754.77
Office Supplies	\$ 2,500.00	\$ 2,500.00
Contributions to other organizations	\$ 100.00	\$ 100.00
Other-other expenses	\$ 6,332.23	\$ 51,706.18
<b>ADMIN TOTAL</b>	<b>\$ 533,321.65</b>	<b>\$ 682,518.58</b>

*\*Reflects substantial 2011 Purchase  
Order carry over*



**Township Hall Expenditures**

Repairs and maintenance	\$ 645.56	\$ 18,569.46
Utilities	\$ 13,543.05	\$ 13,283.80
Contracted Services	\$ 14,076.51	\$ 20,586.29
Operating Supplies	\$ 5,422.67	\$ 5,500.00
Other-other expenses	\$ 2,000.00	\$ 1,237.66
<b>TOWNSHIP HALL TOTAL</b>	<b>\$ 35,687.79</b>	<b>\$ 59,177.21</b>

## Zoning Department

### Introduction

The Zoning Department's goals are to serve the residents of the Prairie Township and improve their quality of life with the tools provided.

- The office administers and enforces the townships land use laws.
- Facilitates the operations of the townships commercial building department, with the exception of plan reviews and inspections, the zoning office handles all commercial permits and plans through the process, maintains office records, handles correspondences and 3% payments to the State of Ohio, and all contacts and invoices with Asebrook & Co.
- The zoning department runs and maintains the nuisance abatement program for bi-weekly Trustee meetings.
- Budget and appropriations for various funds.

### Department Funding Sources

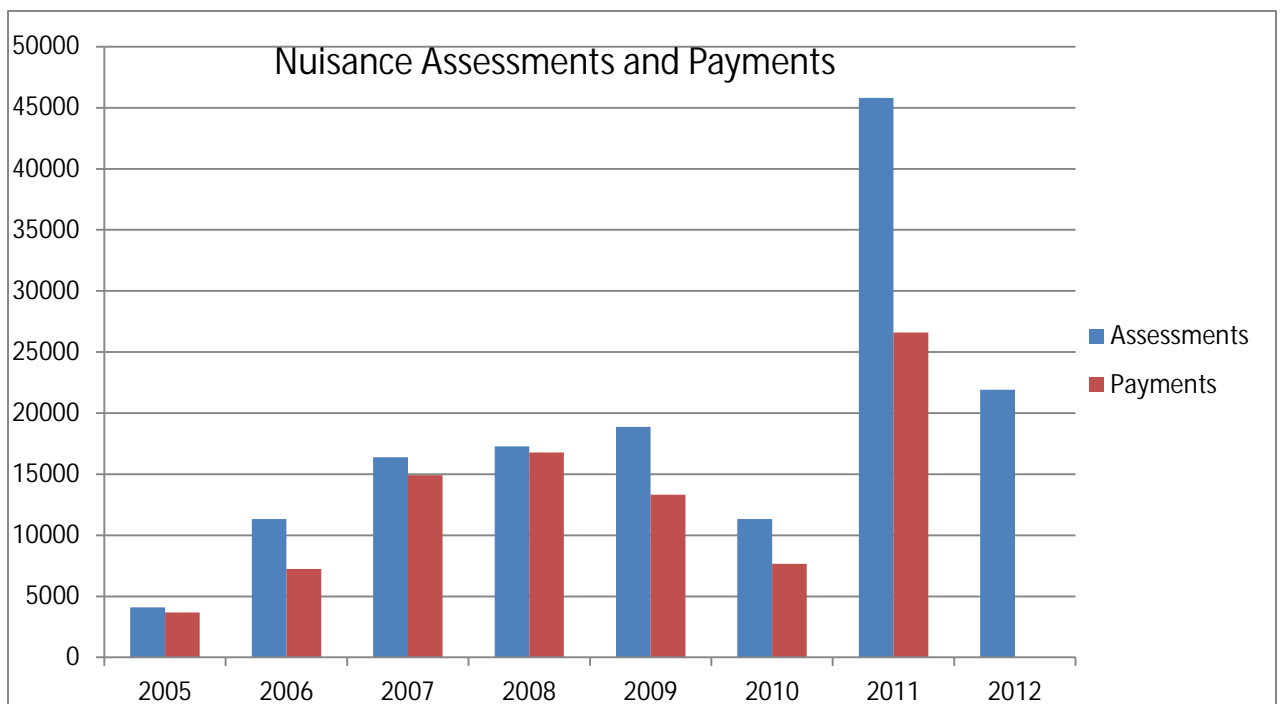
In 2012, \$280,245.44 was spent out of General Fund appropriations. Of this \$76,823.83 was reimbursed to the General Fund from the following sources:

\$18,546.53 was reimbursed through nuisance assessments  
\$27,432.30 was reimbursed through building fees  
\$30,845.00 was reimbursed through zoning fees

### 2012 Priorities and Projects

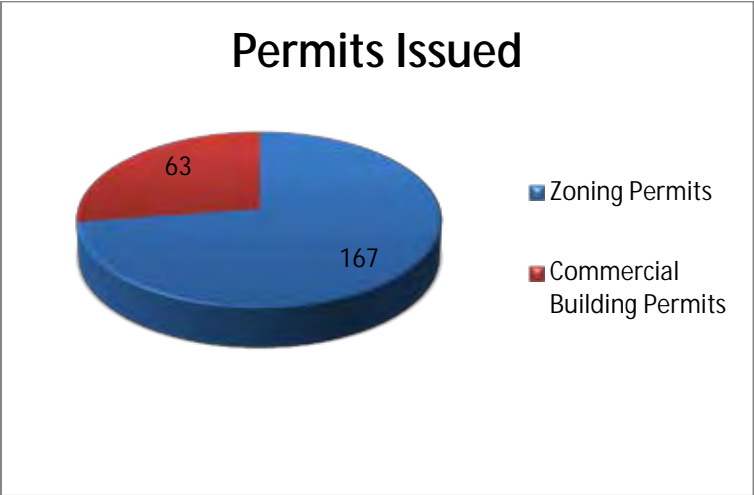
- Zoning/Commercial Building Development Checklist - to assist and facilitate applicants through the permit process on difficult and lengthy projects. Developed a check list that can be itemized by identifying the required reviews, meetings, department approvals and permits needed based on geography, project and use. This was completed and is handed out to project contractors, coordinators and applicants with very detailed projects.
- Zoning Department worked with David Lowell Franklin Co. E.D.& P. to provide accurate information and have several maps created and the zoning map updated. This year a township map which included all waterways and all bodies of water on every township parcel was created and provided to Fire Department. A map of Oak Brook Manor was generated to show all building addresses to be used by Prairie and Franklin Commercial Building Departments to assist with jurisdiction and commercial building permits by Franklin County Economic Development Department.

- Staff researched various software options and after being directed by the Fire Department to review “Permit File” software by ALBX Solutions. The program was purchased and staff is currently working with Peter Albanese, ALBX to design a system to be specific to the department’s functions. Adding components to give zoning functions/capabilities to add, review and retrieve data from all recorded document that are not currently in their software’s base design. Their existing system is being used by the State of Ohio and other townships for commercial building and nuisance abatement programs and when it is finished will function very well for “all” township zoning departments.
- Nuisances – this year the Zoning Department abated 184 nuisance properties resulting in \$21,924.17 in assessments for nuisance abatements. The chart below captures nuisance assessment and payment data.



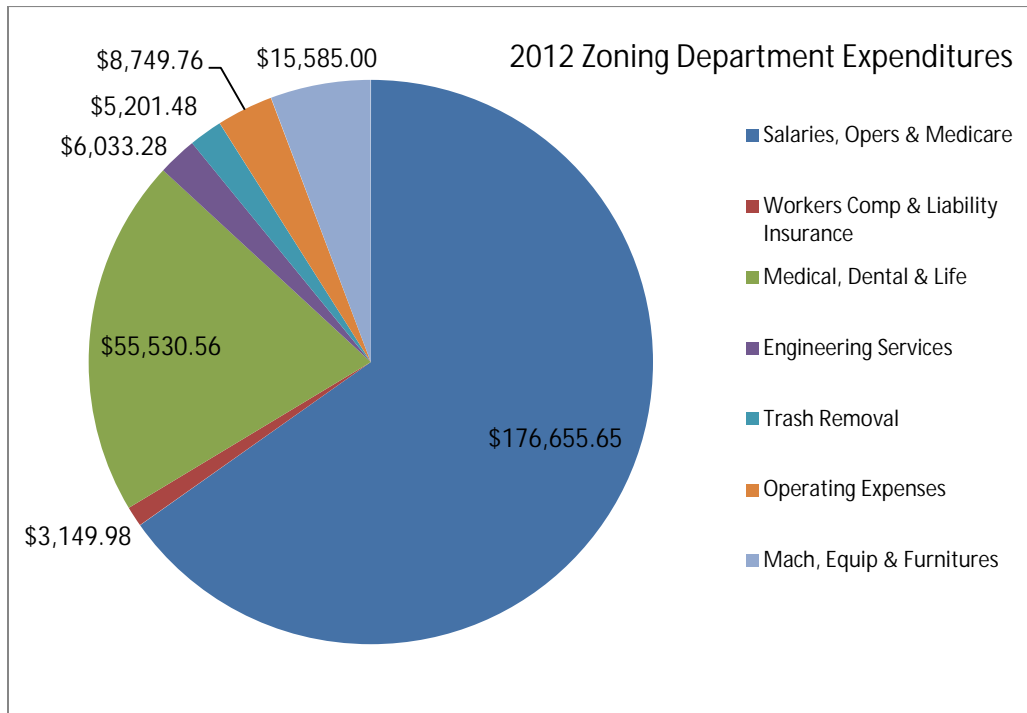
Zoning Department Statistics

	<u>2011</u>	<u>2012</u>	<u>Revenue</u>	<u>Expenses</u>
Zoning Permits	168	167	30,845.00	
Building Permits	86	63	46,987.00	19,554.70
Variance	8	11		
Nuisance	283	184		



## 2013 Budget Statement and Objectives

- Maintain fiscal responsibility in the department and keep zoning department expenses low. In 2013, the Zoning Department will continue its efforts to minimize expenditures while improving service.



- Finalize effort to implement the new zoning/building/nuisance software that staff has worked with ABLX Solutions to adapt to the department's needs. Inspection files software was already set-up for general inspections detailed steps for adequate data entry. With our assistance they are in the process of designing new components within their existing software, a full system set-up and implementation for zoning department functions such as creating lists from GIS over-ly and generating property owner's letters for public hearings. O.R.C. notification requirements make this mandatory and the software will expedite the task for every variance, conditional use, re-zoning etc.
- Prepare for Zoning Resolution Update – This is a major project that will be based primarily on three 2013 initiatives: the Big Darby Town Center implementation process; the Big Darby Conservation Zoning committee's work ; and the Prairie Township Community Improvement Corporation's strategic plan for eastern Prairie Township.

<u>Zoning Department Expenditures</u>	<u>2011</u>	<u>2012</u>
Compensation of Board and Commission	\$4,026.00	\$2,971.49
Salaries	\$151,000.00	\$154,580.49
Salaries - Overtime	\$7,000.00	\$7,000.00
OPERS	\$21,290.85	\$20,739.82
Medicare	\$2,390.56	\$2,270.75
Medical - Premiums	\$39,538.80	\$39,538.80
Medical - HRA	\$4,949.16	\$12,958.74
Life Insurance	\$118.80	\$108.90
Dental Insurance	\$2,845.57	\$2,924.22
Workers Compensation	\$3,280.41	\$2,825.82
Engineering Services	\$3,425.75	\$6,033.28
Garbage/Trash removal	\$4,185.25	\$5,201.48
Repair & Maintenance	\$1,614.16	\$789.08
Travel & Meeting Expenses	\$172.94	\$0.00
Other - Utilities	\$0.00	\$0.00
Liability Insurance Premiums	\$306.62	\$324.16
Office Supplies	\$3,631.99	\$3,212.69
Other - Other Expenses	\$5,369.87	\$4,747.99
Machinery, Equipment & Furniture	\$0.00	\$15,585.00
<u>Commercial Building</u>		
Contracted Services		\$22,632.00
Dues and Fees		\$1,323.89

## Senior Center

### Introduction

The Prairie Township Senior Center, located in the Lincoln Village Plaza is a social and recreation center that provides activities for senior citizens. The center has a Director and an Assistant, both part-time, to plan and coordinate the activities hosted by the center. In addition, Weight Watchers holds regular meeting at the center. The Prairie Township Senior Association, a non-profit corporation, was formed in 2004 to assist with fundraising to help cover some of the centers expenses. Some of the activities that take place at the senior center are:

- Daily exercise classes
- Monthly potluck
- “Lunch Bunch”
- Seminars on various topics (open to the public)
- Lunch and Learn (for member only)

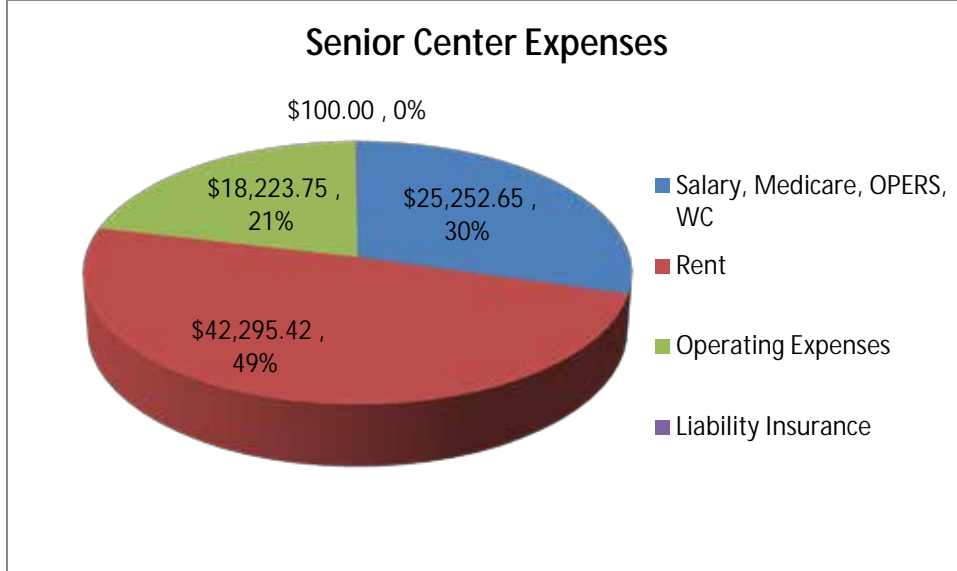
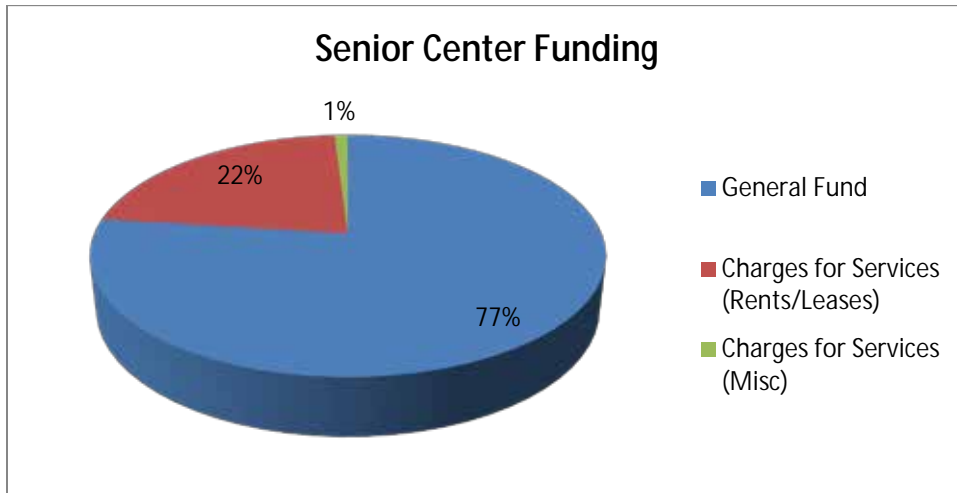
### 2012

The Senior Center brought in revenue during the year 2012 from membership dues as well as rent from Weight Watchers. The Senior Center currently has 294 members. Membership is \$15.00 annually for Prairie Township residents and \$25.00 annually for non-residents. This revenue helps to off-set the expenditures of the center.

In October of 2012, an additional, part-time staff member was added to ensure that there was a Prairie Township employee at the center during its hours of operation. The addition of this additional staff member added approximately \$3,000.00 to the years' expenditures. The center also received new carpeting throughout the building during 2012 which added \$2,997.72 to the total expenditures for the year.

## Revenue/Expenditures Report

In addition to the membership fees and Weight Watchers rent revenue, the PSA contributes to the Senior Center. The PSA raises money through various fund raisers and contributes approximately \$5,000.00 to the Senior Center for various items such as furniture, operating supplies, etc.





## 2013 Budget Statement

The Senior Center is expected to run with standard operating expenses in 2013. The only notable increase in expenses is due the hiring of a 2<sup>nd</sup> part time staff member, which increased salary, Medicare and OPERS lines. There may also be some minor purchases to update the computer equipment at the senior center.

The lease for the Senior Center space is through 5/31/2015. The Senior Center will stay in its current location at Lincoln Village Plaza through the end of the current lease. There are no plans for facilities upgrades for the remainder of the lease. The Senior Center will be moved into the new Community/Recreation Center once complete.

	2011	2012
<b><u>Revenue</u></b>		
Charges for Services (Rents and Lease)	\$ 23,030.00	\$ 22,960.00
Charges for Services (Misc)	\$ 75.00	\$ 690.00
<b>TOTALS</b>	<b>\$ 23,105.00</b>	<b>\$ 23,650.00</b>

<b><u>Expenditures</u></b>		
Salaries	\$ 19,488.48	\$ 22,182.86
OPERS	\$ 2,818.15	\$ 2,742.34
Medicare	\$ 280.75	\$ 300.99
Workers Compensation	\$ 498.56	\$ 398.10
Rents and Leases	\$ 35,080.63	\$ 42,295.42
Repairs and Maintenance	\$ 384.75	\$ 3,424.80
Utilities	\$ 9,508.86	\$ 9,246.03
Contracted Services	\$ 5,210.51	\$ 4,500.00
Liability Insurance Premiums	\$ 94.85	\$ 100.00
Office Supplies	\$ 988.30	\$ 894.34
Operating Supplies	\$ 2,071.59	\$ 760.11
Other-other Expenses	\$ 1,000.00	\$ 298.47
Machinery, Equipment and Furniture	\$ -	\$ -

## **Road, Cemetery and Parks**

### Introduction

The Road, Cemetery and Parks Department is responsible for a variety of functions:

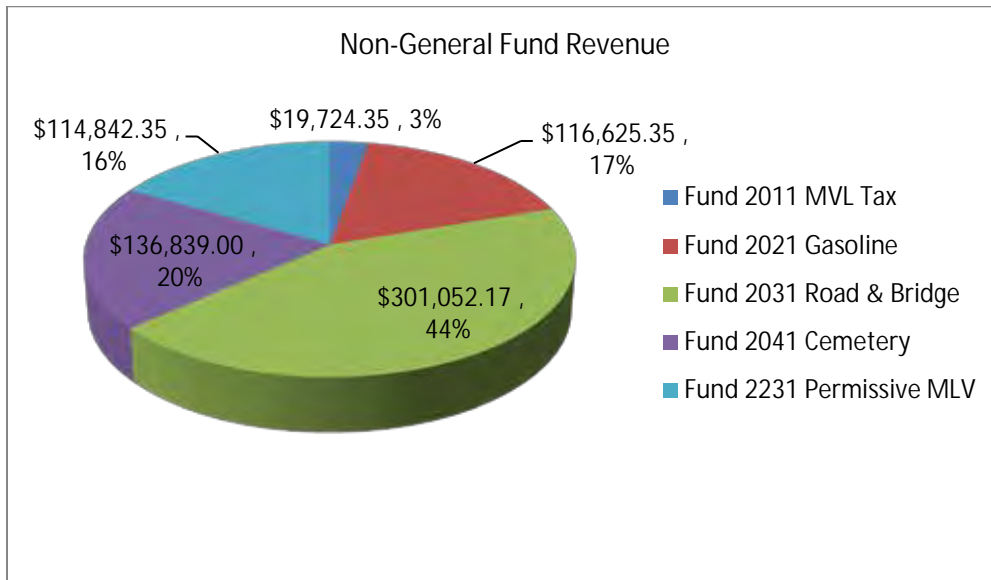
- Evaluate and maintain approximately 56 miles of township roads, which includes maintaining the storm sewer system and all of the signage along these roads.
- Maintain four cemeteries two active and two in-active.
- Maintain five township parks and several open space areas.
- Operate two new programs; the chipping program and the leaf pick up program.
- Support the nuisance process.
- Purchase and maintain fleet of vehicles and equipment.
- Budget and appropriate various funds.

### Department Funding Sources

Road, Cemetery and Parks Department functions area funded by the following sources:

- Motor Vehicle License Tax Fund: 5% collected from motor vehicle registration and renewal fees, throughout the state that goes to township based on their portion of road mileage.
- Gasoline Tax Fund: 6% of the state collected per gallon tax is distributed to townships. The distribution is based on number of motor vehicle registrations and township lane miles.
- Road and Bridge Fund:
- Cemetery Fund: fees from sale of graves, opening and closing fees and foundation fees.
- Permissive Motor Vehicle License Tax: \$5.00 levied by the township and \$3.00 of the \$10.00 levied by the county goes to the township for a total of \$8.00 per vehicle.
- Road District Fund: transferred from the general fund
- Parks Capital Fund: transferred from the general fund

- Sidewalk Program Fund: transferred from the general fund
- General Fund Parks: a sub category of the general fund
- General Fund Leaf and Chipping: a sub category of the general fund



## 2012 Priorities and Projects

In 2012, the Road, Cemetery and Parks Department focused on the following priorities:

- Annual Road Maintenance Project: This process starts with the superintendent reviewing and evaluating all township roads. A wish list is submitted to the county engineer for an estimate. This list is prioritized to coincide with the amount the trustees transfer from the general fund to the road district fund. The county engineer combines Prairie's list with the other participating county townships and put them out for formal bidding. The county engineer oversees the whole project. The following roads had maintenance performed under this contract in 2012: Elm Alley, Maple Alley, Maple Way, Martin Street, Miller Street, Mulberry Alley, North High Street, Osborn Street, Palmetto Street, Redmond Road, Smith Street, South High Street and Walnut Alley.
- Annual Crack Seal Program: This program started in 2009 and is done in house with township road department employees. The township purchases the product from DJL Material & Supply and in return DJL provides the machine and performs all maintenance on the machine. The following roads received maintenance in 2012: Beacon Hill Road, North Greener Avenue, Old Village Road, Sturbridge Road, Taunton Way, Medfield Way, Schoolhouse Lane and Amesbury Way.

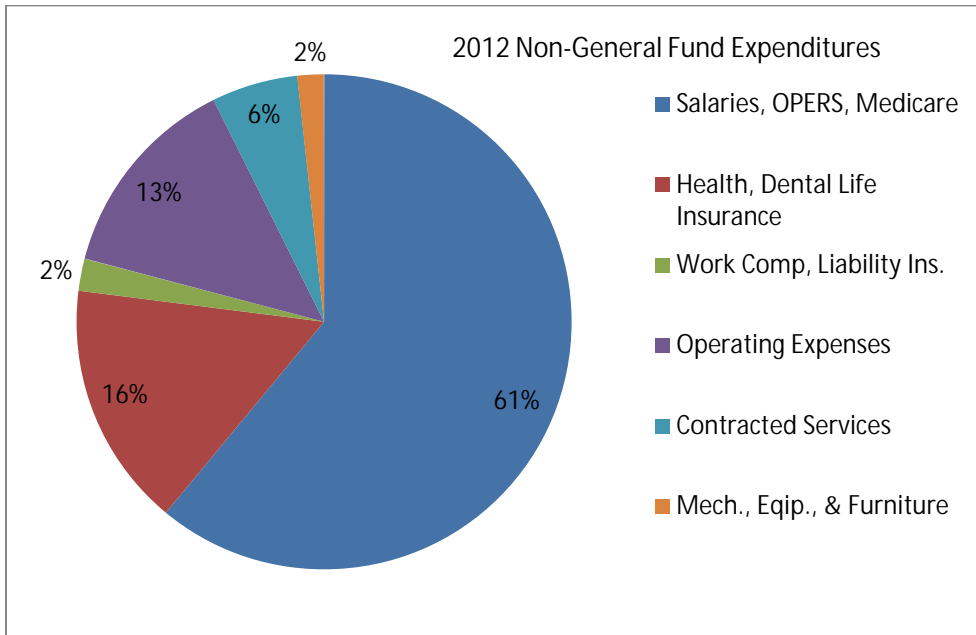
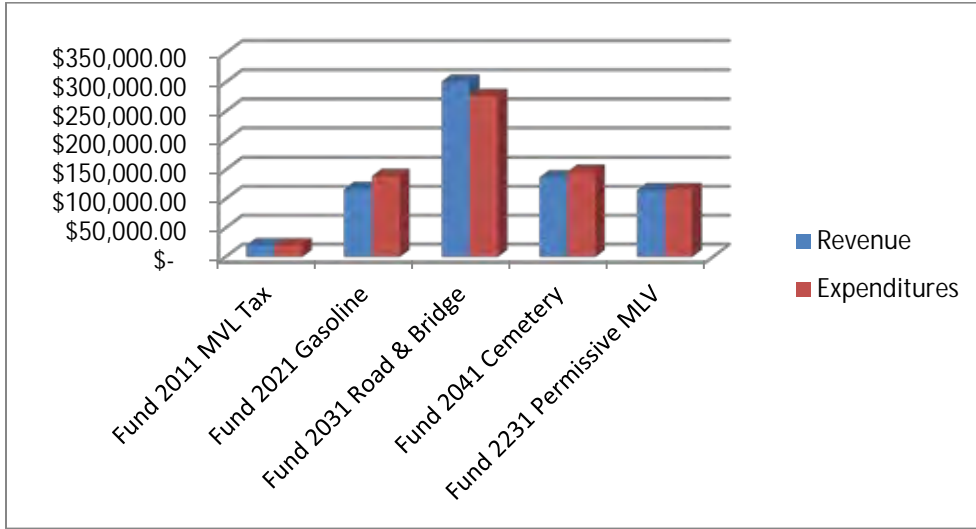
- Annual Sidewalk Program: This program started in 2003. Any resident can get on the list for a quote for work either on their sidewalk, driveway approach or curb as long as it is in the townships right of way. The first several years the work was performed by the contractor who received the annual road contract through the county engineer. The last two years the township has sought out pricing from local contractors for the work. If the resident agrees with the quote they have two payment options. The first and most popular is to allow the township to pay for the work and then assess their property taxes over ten years interest free. The second is to pay up front for the work.
- Sign Replacement: Once a year a township employee drives all township roads and compiles a list of signs that have lost their reflectivity. The signs are ordered at that point and replaced.
- Cemeteries: The Township has two active cemeteries Alton and Galloway. In March of 2012 the trustees increased the rates for non township residents. Both cemeteries combined average approximately 85 burials per year. Mowing, trimming, recordkeeping and footer installation are the other functions of maintaining the cemeteries. The two inactive cemeteries are Alton M.E. and Clover Cemetery.
- Parks: The Township has five parks currently with some sort of play equipment or facilities. In 2012 a parks capital fund was established. A six year plan into 2017 was also established. Some of the major improvements to the individual parks were: Dalebrook Court Park a bench, trash receptacle, a small soccer field and volley ball court was installed. Bluelake Park two benches were installed. Lakota Park a walk path was installed with the gravel base. Plans are to asphalt the path in 2013. Two trash receptacles and two benches were also installed. Carl Frye Park a shelter, charcoal grills, picnic tables, electrical outlets, and trash receptacles were installed. There were also storm sewer improvements made to the park area.
- Chipping Program: This is a new program initiated by the trustees. It was kicked off in January of 2012 with a Christmas tree Recycling Program. The program runs all year long. Residents can request the chipper by calling the township or after major storm events the Township checks all of the roads.
- Leaf Program: This is an old program that was revived by the trustees. The program started October 15<sup>th</sup> and ran through the first of December. The township has been split into nine areas where pick up is rotated continually.
- Nuisance Program: The Road Departments portion of this program consists of evaluating the property after proper notification as to whether it is still a nuisance. If it is the, department mows the properties and removes the trash and debris.
- Traffic Calming Policy: A new policy was established to try and address the number one complaint at township meetings, which is speeding. Administration, The Road Department along with the townships consulting engineer, Stantec, worked to develop a policy that was approved by the trustees.

- New Equipment: 580 Super N Case Back-Hoe, Carlton Chipper, Leaf Vacuum, two leaf boxes, two Snapper Pro finish mowers, Value Pro Speed Trailer and John Deere 5083E tractor.
- OPWC Projects: The Township is in the engineering and design phase of two projects, Beacon Hill Road from Hilliard-Rome Road to just east of Buena Vista Avenue and Woodlawn Avenue from West Broad Street to Sullivant Avenue. The projects will include new roads, curb and gutter, storm sewer improvements, sidewalks and traffic calming.

#### 2011/2012 Revenues & Expenditures Summary

- In 2011 the five main funds the Road Department operates out of spent \$48,829.00 more than it brought in. This was part of an alarming trend over the last 6 years that has seen the carry-over in these five funds reduce from \$464,877.72 on January 1<sup>st</sup> 2007 to \$188,520.68 on January 1<sup>st</sup> 2012
- In 2012, as of October 31, the five main funds that the Road Department operates out of has brought in \$11,009.50 more that it has spent.

2012 Non-General Fund Revenues & Expenditures by Fund and Use



## 2013 Budget Statement

The Road Department's goals for 2013 are as follows. In 2012, the Road Department submitted budget and appropriations requests based on these goals.

- Have revenues exceed expenditures
- Shift General Fund expenditures from five Road Department Funds to General Fund
- Continue to provide quality services to township residents
- Develop Capital Improvement Plan for Roads and Cemeteries
- Continue to gather information about cemetery trends to establish when and where to purchase land for expansion.

**NON-GENERAL FUND REVENUE**

<b><u>Fund 2011 - Motor Vehicle License Tax</u></b>	<b>2011</b>	<b>2012</b>
Motor Vehicle License Tax	\$ 20,930.46	\$ 21,250.88
Interest	\$ 31.97	\$ 71.27
<b>Total</b>	<b>\$ 20,962.43</b>	<b>\$ 21,322.15</b>
<b><u>Fund 2021 - Gasoline Tax</u></b>	<b>2011</b>	<b>2012</b>
Gasoline Tax	\$ 129,064.13	\$ 127,192.68
Interest	\$ 119.53	\$ 180.28
<b>Total</b>	<b>\$ 129,183.66</b>	<b>\$ 127,372.96</b>
<b><u>Fund 2031 - Road and Bridge</u></b>	<b>2011</b>	<b>2012</b>
General Property Tax	\$ 262,264.44	\$ 237,264.36
Tangible Personal Property Tax	\$ 8,131.42	\$ 47.06
Other-Charges for service	\$ 8,500.00	\$ 9,048.62
Property Tax Allocation	\$ 39,781.17	\$ 38,676.02
Other-Special Assessments	\$ 3,132.58	\$ 15,035.59
Other-Miscellaneous non-operating	\$ 591.71	\$ 980.52
<b>Total</b>	<b>\$ 322,401.32</b>	<b>\$ 301,052.17</b>
<b><u>Fund 2041 - Cemetery</u></b>	<b>2011</b>	<b>2012</b>
Fees	\$ 46,212.20	\$ 48,837.80
Other-Licenses, Permit and Fees	\$ -	\$ 12,706.20
Sale of Cemetery Lots	\$ 51,150.00	\$ 71,800.00
Other-Miscellaneous non-operating	\$ -	\$ 5,995.00
<b>Total</b>	<b>\$ 97,362.20</b>	<b>\$ 139,339.00</b>
<b><u>Fund 2231 - Permissive MVL Tax</u></b>	<b>2011</b>	<b>2012</b>
Permissive MVL Tax	\$ 119,692.13	\$ 124,485.40
Interest	\$ 98.58	\$ 208.31
Other-Miscellaneous non-operating	\$ 39.00	\$ -
<b>Total</b>	<b>\$ 119,829.71</b>	<b>\$ 124,693.71</b>
<b>5 FUND TOTAL</b>	<b>\$ 689,739.32</b>	<b>\$ 713,779.99</b>



**NON-GENERAL FUND EXPENDITURES****Fund 2011 - Motor Vehicle License Tax**

	<b>2011</b>	<b>2012</b>
Salaries	\$ 10,900.00	\$ 10,650.00
Salaries - Overtime	\$ 1,303.00	\$ 780.00
OPERS	\$ 1,550.00	\$ 1,470.00
Medicare	\$ 180.00	\$ 169.00
Medical Insurance	\$ 2,750.00	\$ 3,930.00
Life Insurance	\$ 8.00	\$ 7.20
Dental Insurance	\$ 155.00	\$ 186.00
Contracted Services	\$ -	\$ 2,572.50
<b>Total</b>	<b>\$ 16,846.00</b>	<b>\$ 19,764.70</b>

**Fund 2021 - Gasoline Tax**

	<b>2011</b>	<b>2012</b>
Salaries	\$ 72,650.00	\$ 71,000.00
Salaries - Overtime	\$ 4,944.46	\$ 5,200.00
OPERS	\$ 10,310.00	\$ 9,800.00
Medicare	\$ 1,170.00	\$ 1,120.00
Medical Insurance	\$ 22,310.00	\$ 26,200.00
Life Insurance	\$ 48.00	\$ 48.00
Dental Insurance	\$ 1,020.00	\$ 1,240.00
Contracted Services	\$ 4,305.00	\$ 9,369.25
Operating Supplies	\$ 5,649.14	\$ 15,067.76
<b>Total</b>	<b>\$ 122,406.60</b>	<b>\$ 139,045.01</b>

**Fund 2031 - Road and Bridge**

	<b>2011</b>	<b>2012</b>
Salaries	\$ 134,400.00	\$ 131,350.00
Salaries - Overtime	\$ 6,049.31	\$ 2,614.73
OPERS	\$ 19,100.00	\$ 15,429.44
Medicare	\$ 1,942.67	\$ 1,836.64
Medical Insurance	\$ 36,508.72	\$ 18,650.84
Life Insurance	\$ 85.60	\$ 86.40
Dental Insurance	\$ 2,484.61	\$ 1,938.20
Workers Compensation	\$ 5,796.49	\$ 4,856.72
Tax Collection Fees	\$ 4,406.29	\$ 4,156.21
Repairs & Maintenance	\$ 7,529.84	\$ 6,372.87
Utilities	\$ 11,103.61	\$ 11,781.90
Contracted Services	\$ 24,533.34	\$ 10,000.00
Liability Insurance	\$ 7,476.00	\$ 7,903.53
Operating Supplies	\$ 40,068.69	\$ 29,793.29
Supplies and Materials	\$ 45,818.22	\$ 29,699.50
Other Expenses	\$ 2,451.28	\$ 1,445.53
Machinery, Equipment and Furniture	\$ 3,821.62	\$ 3,911.61
<b>Total</b>	<b>\$ 353,576.29</b>	<b>\$ 281,827.41</b>

<u>Fund 2041 - Cemetery</u>	2011	2012
Salaries	\$ 72,480.98	\$ 71,000.00
Salaries - Overtime	\$ 2,115.79	\$ 2,465.49
OPERS	\$ 10,310.00	\$ 9,800.00
Medicare	\$ 991.66	\$ 1,120.00
Medical Insurance	\$ 21,966.06	\$ 26,200.00
Life Insurance	\$ 48.00	\$ 48.00
Dental Insurance	\$ 1,020.00	\$ 1,240.00
Workers Compensation	\$ 1,615.45	\$ 1,328.21
Repairs & Maintenance	\$ 2,210.42	\$ 1,112.56
Utilities	\$ 405.43	\$ 424.55
Contracted Services	\$ 7,438.90	\$ 5,772.30
Operating Supplies	\$ 9,972.27	\$ 9,692.18
Other Expenses	\$ 1,274.29	\$ 7,545.00
Improvement of Sites	\$ -	\$ -
Machinery, Equipment and Furniture	\$ 1,261.33	\$ 8,906.00
<b>Total</b>	<b>\$ 133,110.58</b>	<b>\$ 146,654.29</b>

<u>Fund 2231 - Permissive MVL Tax</u>		
Salaries	\$ 72,650.00	\$ 71,000.00
Salaries - Overtime	\$ 1,623.27	\$ 2,479.45
OPERS	\$ 7,399.89	\$ 9,800.00
Medicare	\$ 1,170.00	\$ 1,120.00
Medical Insurance	\$ 22,310.00	\$ 26,200.00
Life Insurance	\$ 48.00	\$ 48.00
Dental Insurance	\$ 1,020.00	\$ 1,240.00
Contracted Services	\$ 6,405.69	\$ -
Operating Supplies	\$ -	\$ 1,473.25
Buildings	\$ -	\$ 2,136.38
Machinery, Equipment and Furniture	\$ -	\$ -
<b>Total</b>	<b>\$ 112,626.85</b>	<b>\$ 115,479.08</b>

## **Fire Department**

### Introduction

Prairie Township Fire Department is comprised of 30 full time firefighters and officers, all of which maintain a Paramedic status. We presently have 30 part-time firefighters that help us sustain 2 extra positions for each day of the week as well as fill-in for vacancies due to vacation, sick leave, etc. Prairie Township is also the last Fire Department in the Central Ohio area that has dedicated Fire Dispatchers. We maintain 4 fulltime dispatchers and 4 part-time.

All of these positions are housed within two structures: 123 Inah Ave. is the Main Station (Station 241) and 451 Hubbard Rd. (aka Station 243). We have an open EMS meeting every 3<sup>rd</sup> Tuesday night so all of our members can receive enough EMS training to maintain their certifications. Lectures are taught by Doctors, Emergency nurses, MedFlight personnel, etc. all within a licensed training institution that allows us to meet the State of Ohio requirements for training.

The departments primary service area is unincorporated Prairie Township, which covers 18.82 square miles, of which 60+% is rural and without a hydrant system. Station 241 operates a Medic, and Engine, a Ladder and a tanker. It also houses a backup medic and an Air Wagon for regional use. The Fire Chief, Asst. Chief and Fire Marshal are all stationed out of this location. Station 243 operates as an either/or station with 4 personnel, a Medic, an Engine and a grassfighter.

We have Mutual Aid agreements with all of our surrounding departments, including Columbus Fire. Our run volume has seen an increase due to limited automatic area agreements with Columbus Fire. We accepted this increase to offset the length of time it takes us to respond to the Galloway and southern parts of our Township as well as those areas North of the railroad tracks. Columbus Fire has Station 31 at Bolton Field that is less than 1 mile from downtown Galloway. Station 26 sits north of the Tracks near Hilliard-Rome Rd and can respond into Youngland estates and George Fox drive quicker than we can. In turn, we respond to some portions of Cherry Creek, and areas west of Norton and Galloway Rd (Columbus) for them.

As stated above, the Prairie Township Fire Department is dispatched by its own communications department. The communications department currently consists of three full-time dispatchers, one head dispatcher and three part-time dispatchers. Besides call taking, Dispatchers are responsible for entering initial information for all fire and EMS runs. We also log fuel, scan, copy and record invoices, schedule fire prevention classes, maintain records.

### Fire Department Funding Sources

The Fire Department is primarily funded by a special revenue fund, which received revenue from levies that were approved by the voters in 1997 (3.2 mills), 2005 (4.0 mills) and 2010 (9.4 mills). The combined total millage collected is 16.6 mills and has a current effective rate of 15.55 mills. The department also uses emergency medical services billing as a revenue source for a separate fund. This fund depends on income from "soft billing" to insurance companies for emergency medical services. Occasionally, a given Fire Department expense will be paid out of the General Fund. There were not notable examples of this in 2012.

## **A Look at 2012 From The Chiefs**

### Chief Feustel

2012 has been quite a challenge as well as a blessing. The Township and Union showed a fantastic working relationship during negotiations. I believe this was due, in part, to the fact that the Union members were very aware of our financial situation and wanted to do their part to help curtail our costs. We saw the retirement of Lt. Dellinger and the transition of his responsibilities to other officers, the promotion of FF Matt Heinlein to Lieutenant, and the hiring of Mitch Klosterman to full-time status. Our community witnessed the opening of the Casino, closer to home the opening of a new McDonalds and the construction of the MOB II for Doctors hospital. This will close the development of the old Kroger site. It is good to see the improvements that have been made.

Each officer in the department is showcased below. Responsibility is spread across all officers as a way to improve understanding of operations, prepare others for promotion and to maintain control over spending.

### Asst. Chief Snyder

A new online training tool was added to supplement our on duty training in the first quarter of 2012 which ensures that every member is maintaining their minimum fire recertification requirements. The 24/7 program, endorsed by the Ohio Fire Marshalls Office, allows each firefighter to log onto any internet connection, at home or work, and complete their monthly assignment. Our Fire Inspectors are also offered a component for monthly training that meets their recertification requirements. Each training module is followed by an exam and certificate upon successful completion.

### Emergency Medical Services - Captain Cloud, EMS Coordinator

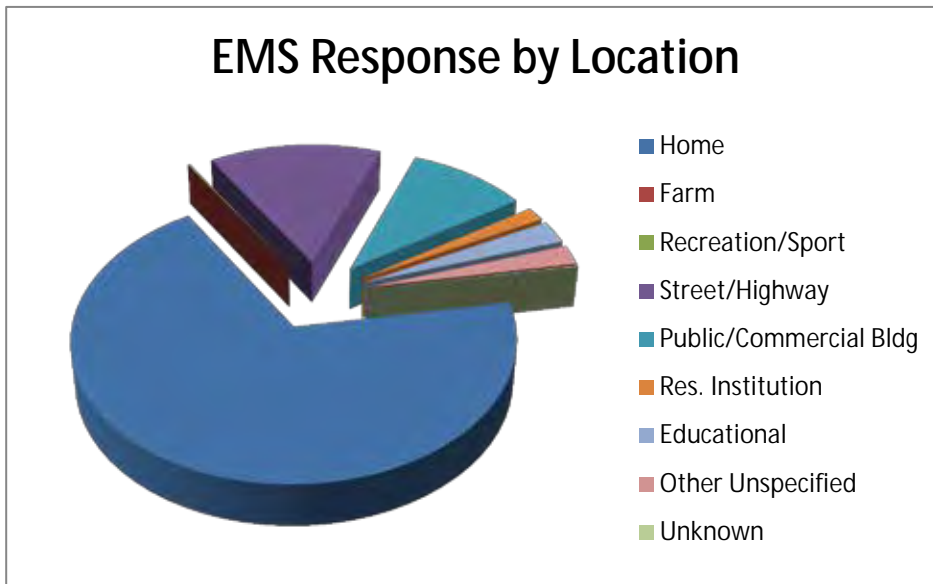
We responded to 3678 emergencies in 2012. This is a considerable increase over 2011 of 3,000 responses. This number represents the number of people treated. Sometimes there could be more than 1 individual at a given emergency (eg. Auto accident).

Our goal is to respond to all emergencies within a 4 – 6 minute average time frame at least 90% of the time. Our response time is measured from the time our dispatcher receives the call to the time a vehicle is at the scene.

We responded in less than 6 minutes 88.42% of the time. We responded under 8 minutes to 96.68% of our EMS incidents. Considering distance, weather, time of day and traffic issues, this is very close to our objective.

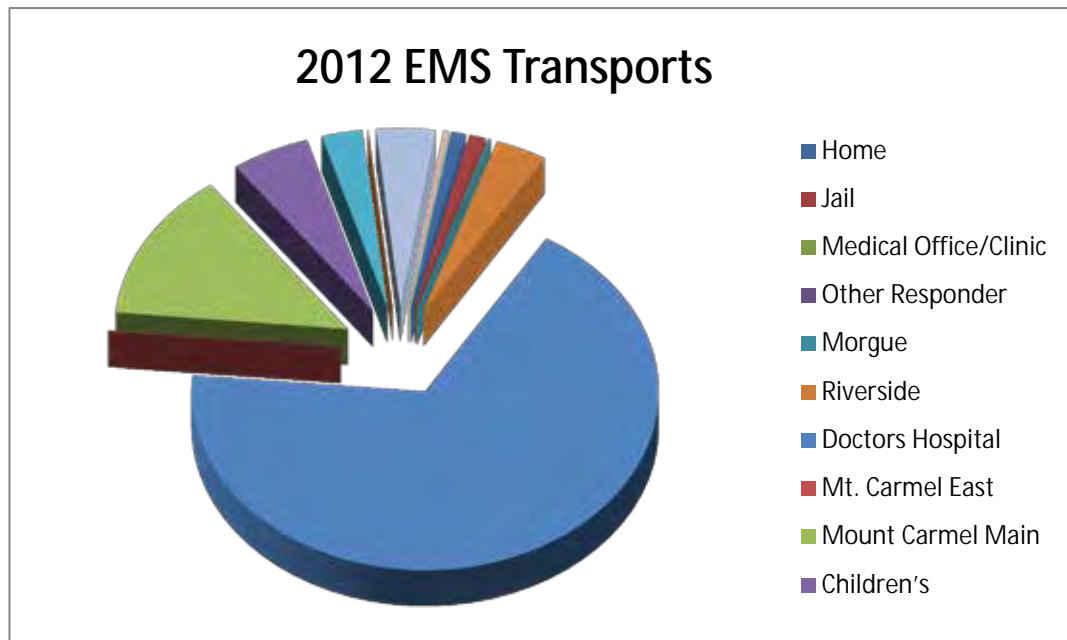
## 2012 EMS Responses by Location Type

Location	Count
Home	2537
Farm	2
Recreation/Sport	4
Street/Highway	527
Public/Commercial Bldg	366
Res. Institution	59
Educational	97
Other Unspecified	83
Unknown	3
<b>TOTAL RESPONSES</b>	<b>3678</b>



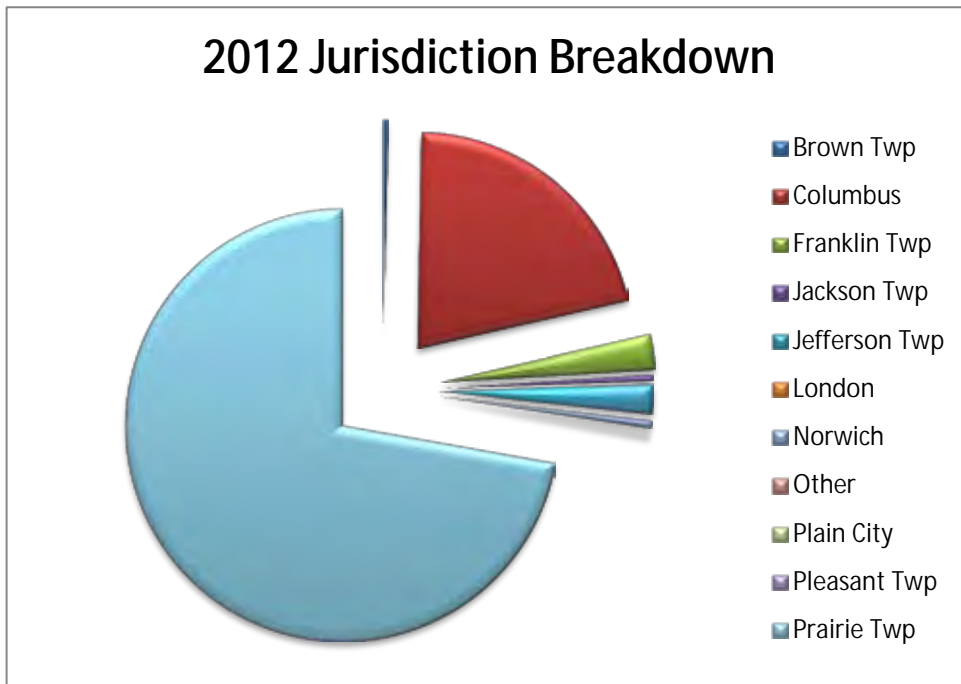
## 2012 EMS Transport Destinations

Destination	Count
Home	22
Jail	25
Medical Office/Clinic	1
Other Responder	1
Morgue	2
Riverside	78
Doctors Hospital	1479
Mt. Carmel East	1
Mount Carmel Main	295
Children's	119
OSU	62
OSU East	1
Grant	89
Dublin Methodist	7
St. Ann's	1
<b>TOTAL TRANSPORTS</b>	<b>2183</b>



## 2012 EMS Responses by Jurisdiction

Jurisdiction	Count
Brown Twp	11
Columbus	776
Franklin Twp	98
Jackson Twp	16
Jefferson Twp	79
London	3
Norwich	20
Other	6
Plain City	4
Pleasant Twp	9
Prairie Twp	2,656
<b>TOTAL RESPONSES</b>	<b>3,678</b>



### Other EMS Highlights:

- ✓ Secured two sizeable grants
  - State Board of EMS Grant - \$3,500.00 (paid for ACLS Re-cert class)
  - Aladdin Shriner's Grant - \$4,700.00 (assisted with Hydro-Ram & Struts Purchase)
- ✓ Hosted 6<sup>th</sup> Annual CE Madness Week - in partnership with Doctor's Hospital
- ✓ Conducted 8 Airway Procedure Labs (Grant/Lifelink Paramedic class)
- ✓ Featured in the Nationwide Children's Hospital Marketing video and literature for outstanding partnership in care for special needs children's program.
- ✓ Advance Stroke Life Support(ASLS) pilot program (conducted by Riverside & Ohio Health)
- ✓ Mobile simulation training with Doctor's West Outreach Education
- ✓ Conducted First Responder Training class for sports injuries at Westland High School for the South Western City Schools Athletic Coaches and OSU Sports Medicine Residents.
- ✓ Conducted and hosted numerous multi-jurisdictional fire trainings.
- ✓ EMS Surveys – mailed to citizen's who receive department emergency services.
- ✓ Conducted multiple Fire Safety Presentations – includes all schools within the Township, Home Depot Safety Days, station visitors and senior citizen safety presentation at the New Lincoln Lodge.
- ✓ Pilot program for “Sepsis Alert” and Lactic Acid monitor protocol – OSU Medical Center

\*\*\*There were no monies or expenditures paid out by the Department or Township for any of the above projects and trainings conducted (exception of matching funds for Strut System) – personnel donated own time to conduct, host and attend off duty events.



## Fire Prevention- Fire Marshal Altomare

Currently there are approximately 568 inspections that take place annually. More than half need re-inspection and there are a few that need multiple inspections. All assemblies have two inspections a year with multiple trips for compliance.

Renovations were completed at Doctors Hospital, The Old Trail and 2<sup>nd</sup> Time Around. New commercial structures were built by O' Riley's, McDonalds and the medical office buildings II for Doctors.

All fires were investigated within the township and assistance was provided to the mutual aid departments. Cause and Origin and peer review for reports were conducted for each investigation.

Permit fees/plan review/inspection guidelines were revised and software was researched and reviewed for implementation to better track and serve the department.

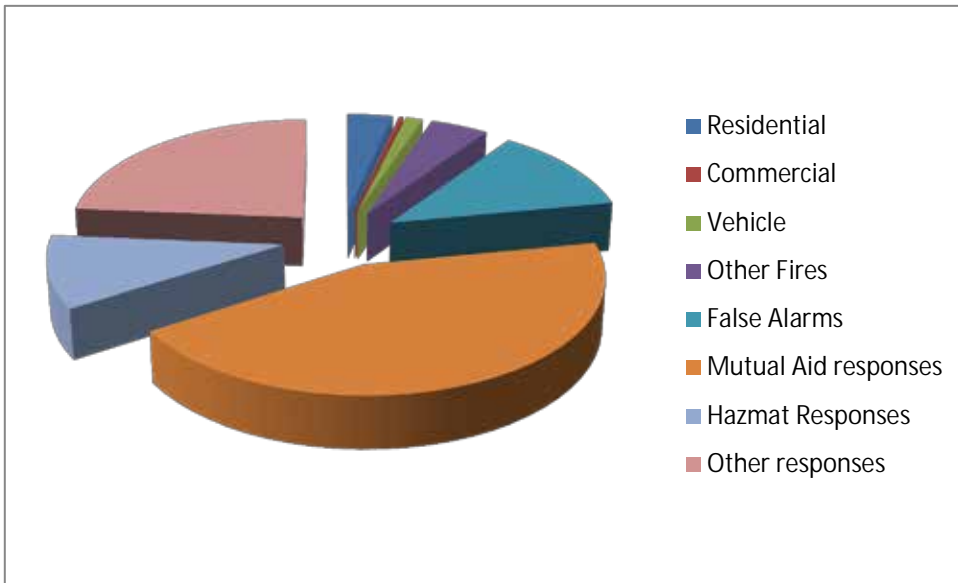
Training completed: over 30 hours of inspector and over 80 hours of investigation.  
22 scheduled training classes were given to over 2200 students in SWCS district.  
4 adult education classes were provided.  
2 JFS were educated.

## Fire Incidents

The Prairie Township Fire Department responded to 611 fire incidents in 2012. Average response time in 2012 was 5 minutes and 43 seconds. Response times were under 8 minutes 85.5% of the time. Most of the time the fire incidents to which the department responded were in Prairie Township. The remainder were in any one of ten other jurisdictions. The following graphics summarize this activity.

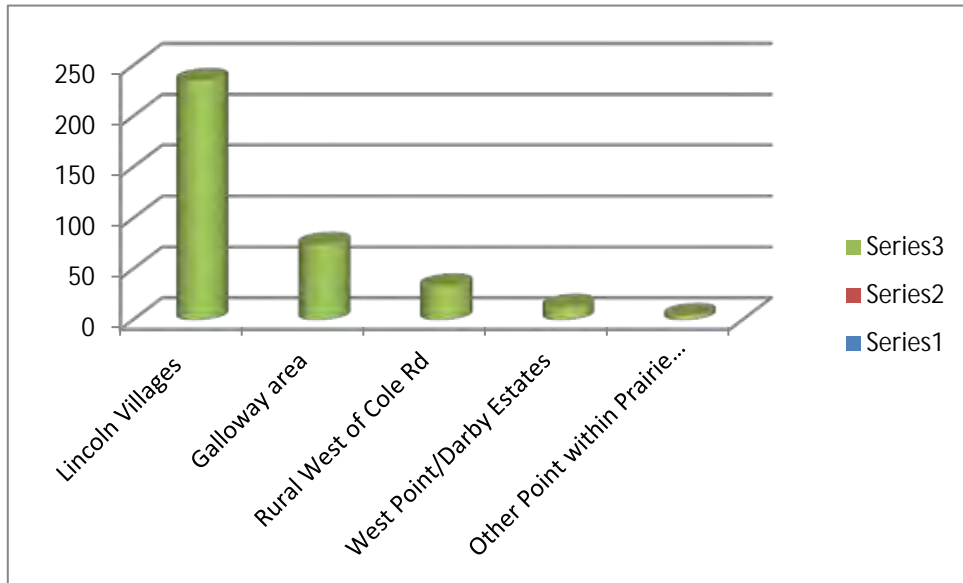
## 2012 Fire Incident Responses by Location Type

Location	Count	\$ Loss
Residential	21	302,150
Commercial	2	10,000
Vehicle	8	28,500
Other Fires	27	200
False Alarms	74	
Mutual Aid responses	264	
Hazmat Responses	62	
Other responses	142	



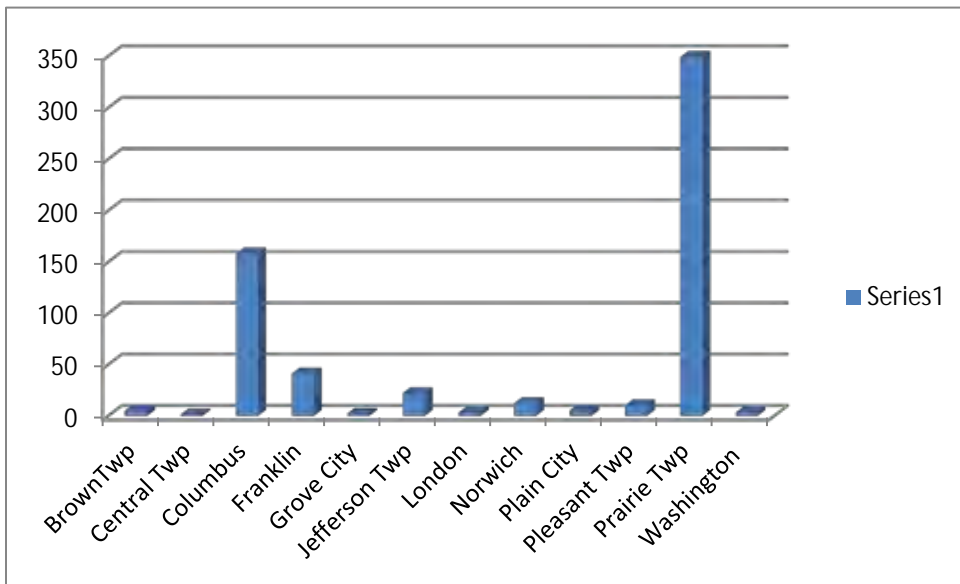
## 2012 Fire Incidents by Area Prairie Twp. Only

Lincoln Villages	235
Galloway area	74
Rural West of Cole Rd	33
West Point/Darby Estates	13
Other Point within Prairie Twp.	4



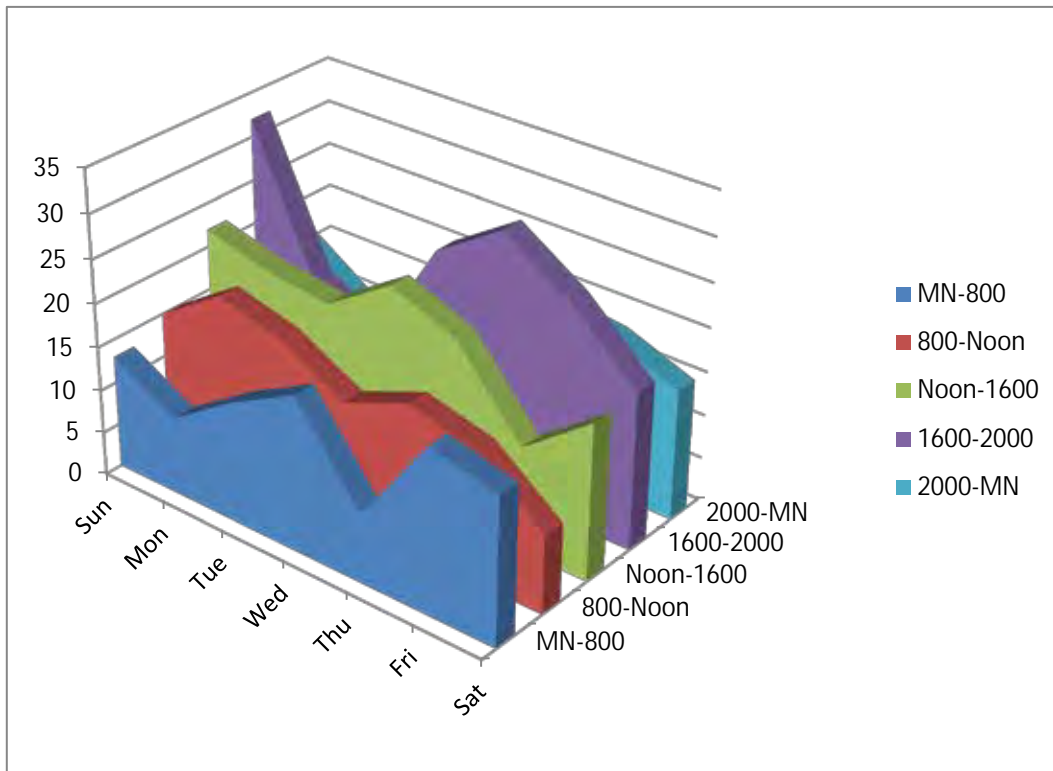
## 2012 Fire Incident Responses by Jurisdiction

Jurisdiction	Count
BrownTwp	5
Central Twp	1
Columbus	158
Franklin	41
Grove City	2
Jefferson Twp	22
London	3
Norwich	12
Plain City	5
Pleasant Twp	10
Prairie Twp	349
Washington	3
<b>TOTAL INCIDENTS</b>	<b>611</b>



## 2012 Fire Incidents by Time of Day and Day of Week

	MN-800	800-Noon	Noon-1600	1600-2000	2000-MN	TOTAL
Sun	13	15	22	32	15	97
Mon	9	20	20	16	10	75
Tue	14	18	19	12	15	78
Wed	18	14	24	25	19	100
Thu	8	17	21	30	19	95
Fri	19	15	12	25	18	89
Sat	17	9	18	18	15	77
<b>TOTAL</b>	<b>98</b>	<b>108</b>	<b>136</b>	<b>158</b>	<b>111</b>	<b>611</b>



### Average Incident Response Time for Prairie Township

419 responses fit the Prairie Twp. category

Overall average response time = 5 min. 43 seconds. We were under 8 minutes response time 85.5% of the time.

## 2012 Revenue and Expenditures

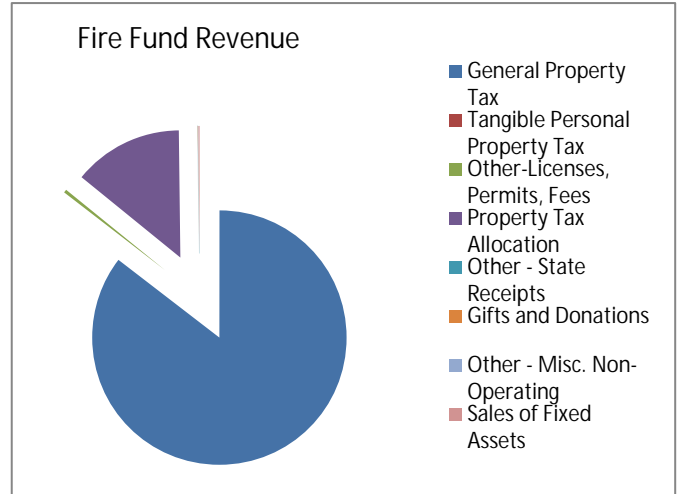
In 2012, Fire Fund revenues, in the amount of \$4,327,783.78, accounted for 88% of the department's revenues, while the EMS Fund revenues, in the amount of \$611,527.23, accounted for the remaining 12%. Below is a breakdown on the combined sources of revenue that contribute to the Fire Department from the Fire Fund and the EMS Fund.

The Fire Department depends upon having skilled, professional firefighters and EMTs on duty 24/7. As a result, the Department's expenses are primarily for salaries and benefits. The 2012 breakdown of these and other expenses by fund are as follows:

### Fire Fund Revenue/Expenses

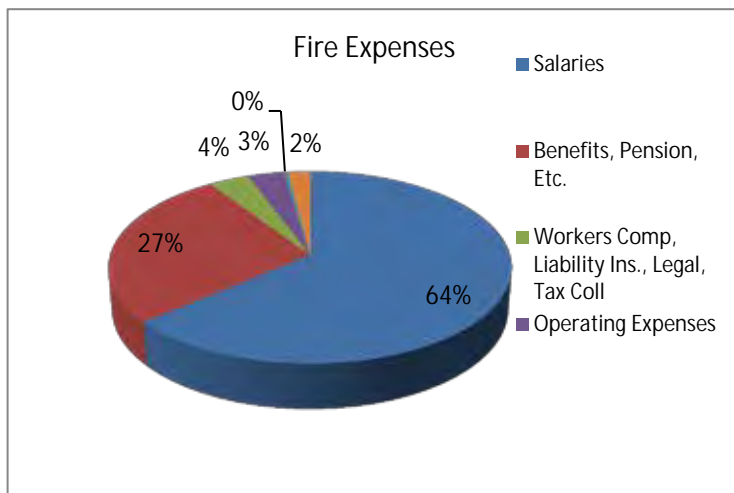
#### Revenue

General Property Tax	\$ 3,698,022.14
Tangible Personal Property Tax	\$ -
Other-Licenses, Permits, Fees	\$ 17,710.00
Property Tax Allocation	\$ 603,305.21
Other - State Receipts	\$ -
Gifts and Donations	\$ 1,350.43
Other - Misc. Non-Operating	\$ 1,256.78
Sales of Fixed Assets	\$ 6,139.22



Fire Expenses

Salaries	\$ 2,218,887.03
Salaries - Overtime	\$ 32,402.35
Salaries - Dispatchers	\$ 165,875.15
Salaries - Overtime Dispatchers	\$ 5,000.00
Salaries - P/T Firefighters	\$ 259,810.71
PERS	\$ 24,478.65
Social Security	\$ 15,380.58
Medicare	\$ 33,787.17
OP&FPF	\$ 477,173.61
Medical Insurance	\$ 540,109.77
Life Insurance	\$ 1,257.30
Dental Insurance	\$ 33,167.54
Workers Compensation	\$ 45,724.82
Accounting and Legal Fees	\$ 26,430.87
Tax Collection Fees	\$ 58,168.66
Training Services	\$ 16,155.82
Other-Professional/Technical	\$ -
Repairs & Maintenance	\$ 18,756.61
Utilities	\$ 38,131.49
Contracted Services	\$ 22,574.38
Liability Insurance	\$ 23,336.54
Office Supplies	\$ 2,786.64
Operating Supplies	\$ 47,079.79
Other-Supplies and materials	\$ 16,619.53
Other-Dues and Fees	\$ 3,177.00
Other-Other Expenses	\$ 5,586.34
Mach., Equip, Furniture	\$ 15,230.61
Transfers Out	\$ 50,000.00

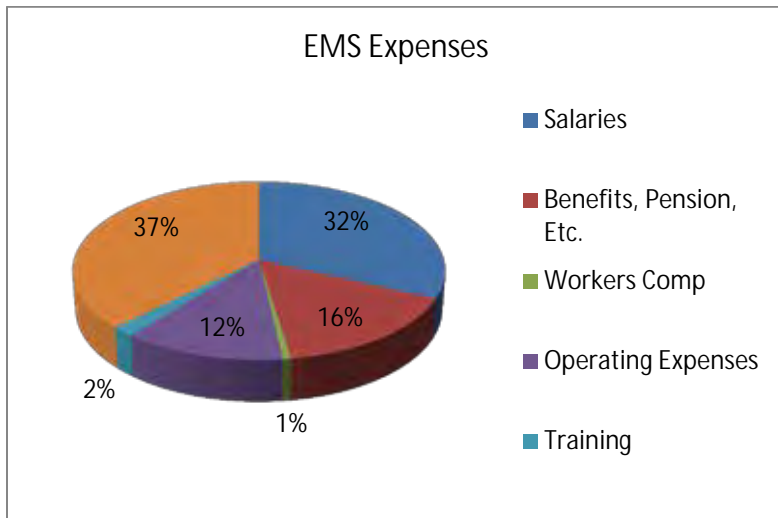


EMS Fund

Contracts for EMS	\$ 611,527.23
Other - State Receipts	\$ -
Other- Misc. Non-Operating	\$ -
Sale of Fixed Assets	\$ -

2012 EMS Fund Expenses

Salaries	\$ 170,462.71
Salaries - Overtime	\$ 2,020.04
PERS	\$ -
Social Security	\$ -
Medicare	\$ 2,486.62
OP&FPF	\$ 38,015.48
Medical Insurance	\$ 40,666.80
Life Insurance	\$ 72.60
Dental Insurance	\$ 2,400.00
Workers Compensation	\$ 3,510.63
Training Services	\$ 9,707.00
Other-Professional/Technical	\$ 14,385.00
Repairs & Maintenance	\$ 13,291.38
Utilities	\$ 8,179.44
Contracted Services	\$ 60,155.55
Operating Supplies	\$ 58,921.75
Other-Other Expenses	\$ 2,297.56
Mach., Equip, Furniture	\$ 10,855.95
Transfers Out	\$ 100,000.00





## **2012 Budget and Fire Levy Life – Chief Stephen Feustel**

In 2010 Prairie Township ran a Fire Levy. Based on property values in the Township, our present position with respect to the age of previous levies and what we estimated we would need to sustain the Fire Department, it was determined that we should ask the voters to approve combining and renewing the millage of two previous levies (1993, 1999). Renewing these levies would increase collections based on calculations at the time, that increase would add 1.16 million dollars to what was then 3,243,981 in expected annual Fire Fund real estate tax values. Based on these numbers, the Board expected the increase to last for six to eight years.

The levy passed. In 2011, the first year that the new levy was collected, Fire Fund real estate tax revenue \$ 3,988,738 which was a shortfall of over \$286,046 dollars from the initial estimates. In 2012, the County Auditor removed the freeze on property values, there was a six percent decrease in the Township property valuations compared to 2011. That loss, combined with the previous year's loss resulted in a \$565,762 shortfall in 2012. These developments have created a significantly different picture of Fire Department funding than was expected in 2010.

Township officials have been exploring options for reducing Department costs without reducing full-time staffing levels. Unfortunately, given the percentage of the Department budget that must be dedicated to personnel, there are limited potential savings to be achieved without reducing staffing somewhere (part-time personnel, etc.). The Department has delayed replacement of some equipment and is exploring alternative funding sources for purchases where possible. The Fire Department has also aggressively sought to identify ways of saving on necessary purchases and to responsibly extend the life of firefighting gear. In addition, some expenses, such as moving a Captain, a Lieutenant and a firefighter into the EMS Fund.

The revenues and balances in the Fire Fund will have to be closely watched in 2013. It is difficult to anticipate a scenario in which the Fire Department will be able to operate at current levels past 2015 or 2016, let alone until 2018 and beyond, without significant additional funding. If a new levy is to be considered, the carryover balance into 2014 will tell a lot about how soon such a move will be required. In the meantime, the Department will keep front line fire equipment in operating condition, maintain firefighter safety measures and put off structural maintenance as long as is reasonably possible.