

**BEAVERCREEK TOWNSHIP  
AGENDA PACKET  
REGULAR TRUSTEES' MEETING  
MONDAY JULY 20, 2015  
1:00 P.M.**



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**Administrator: Pages 4-42**

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- U.S. Census BAS Consolidation Pages 32-35
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**Human Resources: Pages 45-46**

- Biweekly Report

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- Biweekly Report

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- Biweekly Report

Agenda  
Regular Trustees' Meeting  
Monday, July 20, 2015, at 1:00 p.m.

Community Room Lower Level of Fire Station #61, 2195 Dayton-Xenia Road, Beavercreek, OH 45434

**Regular Trustees Meeting:**

**Pledge of Allegiance - Moment of Silence**

- Approve Agenda for the July 20, 2015, Meeting
- Approve the July 22, 2015, Payroll in the amount of \$
- Approval of Bills in the amount of \$104,077.85 +
- Approval of Minutes:
  - Regular Meeting held June 22, 2015
  - Special Meeting held June 29, 2015
  - Regular Meeting held July 6, 2015
  - Special Meeting held July 13, 2015

**Citizens Desiring to Speak (Each Speaker is Limited to 3 Minutes)**

**Old Business:** None.

**New Business:** None.

**Administrator:**

- Affordable Care Act (ACA)
- McCalmont Park
- Park Board Agreement
- U.S. Census BAS Consolidation
- Appointments
  - Board of Zoning Appeals
  - Zoning Commission
- Greene County Sheriff's Office Report

**Finance:**

- Biweekly Report

**Human Resources:**

- Biweekly Report

**Zoning:**

- Biweekly Report

**Information Technology:**

- iPad Replacements
- Biweekly Report

**Road:**

- Purchase Request for Radio Subscription Fees
- Biweekly Report

**Fire:**

- Biweekly Report

**Legal Advisor:**

**Trustees:**

**Fiscal Officer:**

**Legal Invoices**

**Executive Session:**

Ohio Revised Code Section 121.22(G) (5) Matters required to be kept confidential by federal law or regulations or state statutes.

**Adjourn**

New IRS Required Tax Forms for 1/31/2016 in Compliance With the Affordable Care Act (ACA)

By Jan. 31, 2016, employers with 50+ full-time equivalent employees, including Beaver Creek Township, are required to file an IRS Form 1094C along with a Form 1095C for each full-time equivalent employee in order to be in compliance the ACA. The purpose of these forms is to provide the government and employees the value of our employer sponsored group health care premiums, both the employer and employee portions, starting with 2015, and reporting our compliance in offering health care according to ACA guidelines.

In response to this announcement, Paycor is rolling out a new service in August that will properly prepare and file our Forms 1094C & 1095C by the 1/31/16 deadline. They will immediately start the monthly tracking of health care premiums for each employee. One of the benefits of this service is Paycor can keep us ACA compliant due to being in constant contact with the IRS and having our payroll information (i.e., the # of hours submitted). Salaried employees, including elected officials, are classified as full-time equivalent.

The 1094C form contains information at the employer level, and the 1095C contains information at the employee level.

At the end of the year, Paycor provides each employee with a copy of their 1095C along with their W-2 to be used in filing their 1040 Individual Tax Form.

The fees associated with this service are:

\$500.00 – Start up Fee (**waived if we sign up by 7/31/15**)

\$1.25/employee - Monthly tracking fee

\$65.00 – Annual ACA 1094C YE Filing fee

\$2.00/employee – Annual ACA 1095C YE Filing Fee

To give an idea of what this would cost us for a full year (assuming we sign-up prior to 7/31), we currently have 72 employees participating in our health care plan:

\$1,080.00 – Employee tracking fee ( $\$1.25 \times 72 \text{ employees} \times 12 \text{ months}$ )

\$ 65.00 – Annual 1094C filing fee

\$ 144.00 – Annual 1095C filing fee ( $\$2.00 \times 72 \text{ employees}$ )

\$1,289.00 – Total Annual Cost

Since the service is starting in August, and the information needed for these new forms needs to go back to January, it is the responsibility of the employer (i.e., me) to provide the monthly premiums per employee up through August so Paycor can upload it in their system and track it going forward. To keep everything accurate, Paycor will need notified of all changes in employee coverages and premium rates.

Per my conversation with Paycor this morning, about 95% of their clients have already signed up for this service. This is a very time-consuming reporting requirement due to needing tracked monthly for each employee.

# Are You Ready for the Affordable Care Act?

Paycor has the technology to answer your most pressing Affordable Care Act questions.



**Paycor**

*Affordable Care Act*

## **How Should You Handle ACA Reporting to the IRS?**

If you had 50 or more full-time equivalent employees in 2014, then you need to make sure you are in compliance with the ACA. Compliance means offering health care coverage to the right employees at the right cost—and being able to prove it to the IRS.

Unlike with W2 forms, where information is standard across most employers and employees, ACA reporting is specific to each employer, the benefit plans they offer, and each employee's gross wages, eligibility and benefit elections.

## **How Can Paycor Help?**

Paycor offers the solutions to guide you through ACA preparation and IRS filing.

## **How Can You Get Started?**

Talk to your Paycor representative about using Paycor's ACA reports, proactive notifications and IRS Filing Services to help you navigate the Affordable Care Act and stay in compliance.

## Key Dates to Remember

### Today

ACA compliance reports and ACA webinars available to Paycor clients

### May 2015

Paycor clients can begin to sign up for our ACA IRS Filing Service

### Summer 2015

Paycor clients can import non-Paycor data to Paycor for ACA filing and reporting

### January 2016

Paycor clients finish year-end 2015, work with Paycor to file Forms 1094-C/1095-C

## What Should You Do Now?

- 1 Print forms and instructions for forms 1094-C and 1095-C to familiarize yourself with the specific data you need for each employee to comply with the ACA. You can find links to the forms at [paycor.com/health-care-reform](http://paycor.com/health-care-reform).
- 2 Sign up for Paycor's ACA IRS Reporting Webinar to get a section-by-section review of each form and an overview of Paycor's ACA IRS Filing Service. Register at [paycor.com/webinars](http://paycor.com/webinars).
- 3 Learn where the information you need to collect is housed. Is it in your benefits administration system? Payroll data? A spreadsheet somewhere? Knowing this will help you prepare to send the appropriate data to Paycor.

## Additional ACA Functionality

- Applicable Large Employer Analysis Report easily determines whether your organization has 50 or more FTEs.
- The Affordability Report can be used to understand whether your health benefits are considered affordable on an employee-by-employee basis.
- The ACA Employee Eligibility Report identifies which employees are required to be offered coverage.
- Time and Attendance helps you anticipate compliance problems with visual reports and proactive notifications.
- HRIS and Benefit Administration help you track benefit elections and dependent information necessary for ACA reporting.
- Additional information can be found at [www.paycor.com/health-care-reform](http://www.paycor.com/health-care-reform), including Frequently Asked Questions, links to IRS and Paycor resources, and articles on topics ranging from tracking employee hours to talking to your employees about the ACA.



# AFFORDABLE CARE ACT

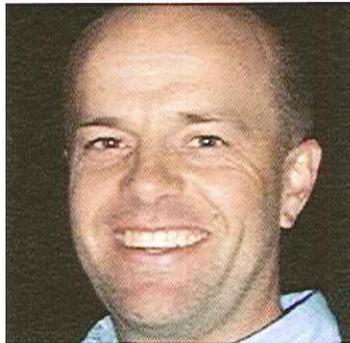
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# SOLUTIONS

powered by  Paycor

## ACA and the IRS

## Today's Presenter



**Brad Dewey**

*Director of Product Management*

- What are my obligations under the law?
- What forms pertain to me?
- What are the penalties for not filing?
- How will Paycor help?
- What should I be doing now?

## The Individual Mandate

- ACA requires all non-exempt individuals to maintain minimum essential coverage (“MEC”) or pay a penalty
- Reporting is necessary to determine whether individuals are maintaining MEC

Needed to enforce individual mandate	Carrier responsibility for insured plans	Employer responsibility for self-funded plans
<b>Required Information</b>		
<input type="checkbox"/> Name, address, EIN of reporting entity	<input type="checkbox"/> Name, address, EIN of sponsoring employer	
<input type="checkbox"/> Name, address, SSN for each covered employee	<input type="checkbox"/> Indicator of whether plan is qualified through Small Business Health Options (SHOP) program	
<input type="checkbox"/> Name, SSN for each covered dependent*	<input type="checkbox"/> Other information required by Secretary of Treasury	
<input type="checkbox"/> Months each individual was covered		
<i>* Employer must take reasonable steps to obtain SSN for dependents</i>		

## The Employer Mandate

- Requires applicable large employers (ALE's) to file returns with the IRS and provide statements to employees about the health insurance coverage offered
- This information is used by the IRS to determine if the employer has complied with the mandate and to determine if individual is eligible for premium assistance.

<p>Needed to enforce employer mandate and marketplace subsidies</p>	<p>Employer responsibility for insured and self-funded plans if more than 50 full-time employees</p>
<p><b>Required Information</b></p>	
<p><input type="checkbox"/> Name, address, EIN of reporting entity along with name and phone number for contact person</p> <p><input type="checkbox"/> Calendar year being reported</p> <p><input type="checkbox"/> Certification that employer offered full-time employees (and dependents) opportunity to enroll in minimum essential coverage</p> <p><input type="checkbox"/> Months coverage was available</p>	<p><input type="checkbox"/> Single contribution rate for lowest cost plan providing minimum value, by month</p> <p><input type="checkbox"/> Number of full-time employees for each month</p> <p><input type="checkbox"/> Name, address, SSN for each full-time employee and the months they were covered</p> <p><input type="checkbox"/> Other information required by Secretary of Treasury</p>
<p><i>Report will also use indicator codes to indicate minimum value, waiting periods, whether spouses are offered coverage, level of coverage offered, etc.</i></p>	

# ACA IRS Forms

New tax forms were created to help the IRS audit compliance (1095 & 1094)

- 1095-A
- 1094-B/1095-B
- 1094-C/1095-C

The image shows two IRS forms related to health insurance reporting. The top form is Form 1095-C, 'Employer-Provided Health Insurance Offer and Coverage', for the year 2014. It is used by employers to report health insurance information to employees. The bottom form is Form 1095-B, 'Health Coverage', for the year 2014. It is used by issuers of health coverage to report information to the responsible individual. Both forms include sections for identifying information, coverage details, and a table for reporting the number of months of coverage for each month of the year.

## Which Forms Apply To Me?

WHO must generate a form	WHAT forms are required	WHEN must the information be provided	Paycor Filing?	
Applicable Large Employer (> 50 FTE's)	Self-Insured	1095-C to each EE 1094-C to the IRS	January 31 <sup>st</sup> March 31 <sup>st</sup>  if filing electronically ER's with > 250 EE's must file electronically	Yes
	Fully Insured	1095-C to each EE (no Part III) 1094-C to the IRS  <u>Forms provided by carrier</u> 1095-B to each EE 1094-B to the IRS	January 31 <sup>st</sup> March 31 <sup>st</sup>  if filing electronically ER's with > 250 EE's must file electronically	Yes
Small Employer (< 50 FTE's)	Self-Insured	1095-B to each EE 1094-B to the IRS	January 31 <sup>st</sup> February 28 <sup>th</sup>  if filing manually	No
	Fully Insured	<u>Forms provided by carrier</u> 1095-B to each EE 1094-B to the IRS		No

What information is required for  
the 1095-C and 1094-C?

# 1095-C: Part I

## Information about both the employee and employer

<b>Form 1095-C</b> Department of the Treasury Internal Revenue Service		<b>Employer-Provided Health Insurance Offer and Coverage</b> ▶ Information about Form 1095-C and its separate instructions is at <a href="http://www.irs.gov/1095c">www.irs.gov/1095c</a> .				<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED	OMB No. 1545-2251 <b>2014</b>
<b>Part I Employee</b>			<b>Applicable Large Employer Member (Employer)</b>				
1 Name of employee		2 Social security number (SSN)	7 Name of employer		8 Employer identification number (EIN)		
3 Street address (including apartment no.)			9 Street address (including room or suite no.)		10 Contact telephone number		
4 City or town	5 State or province	6 Country and ZIP or foreign postal code	11 City or town	12 State or province	13 Country and ZIP or foreign postal code		

LINES	WHAT	WHERE
1 – 6	Employee Info	Payroll, Benefit Admin
7 – 13	Employer Info	Payroll, Benefit Admin
10	Contact telephone number who the recipient may call about the information reported	Client



# 1095-C: Part II

Part II Employee Offer and Coverage													
	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	<b>SERIES 1: OFFER OF COVERAGE CODES – MAY NOT BE LEFT BLANK</b>												
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	<b>LEAVE BLANK UNLESS CODES 1B – 1E ARE ENTERED IN LINE 14</b>												
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)	<b>SERIES 2: SAFE HARBOR CODES – LEAVE BLANK IF NO CODE APPLIES</b>												

LINE	WHAT	WHERE
14	<p style="text-align: center;"><u>Offer of Coverage</u></p> <p>For each month, enter a “Series 1” code from instructions</p>	Benefits
15	<p>Report the amount of the employee’s share of the lowest cost monthly premium for self-only coverage</p> <p><i>Leave blank unless codes 1B – 1E are entered in line 14</i></p>	Benefits
16	<p style="text-align: center;"><u>Safe Harbor Codes</u></p> <p>For each month, enter a “Series 2” code from instructions</p>	Client/Benefits

# 1095-C: Part III

**Part III Covered Individuals**  
If Employer provides coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual	(b) DOB (if SSN is not available)	(c) Covered all 12 months	(d) Months of Coverage													
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. G070GM Form 1095-C (2014)

Fully insured plan employers do not complete Part III

- Data would typically come from a Benefit Administration system
- This section only applies to organizations with self-insured plans
  - Similar data for Fully Insured plans will be provided by the carrier

# 1094-C: Part I

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns  CORRECTED 120115  
OMB No. 1545-0047  
**2014**

Department of the Treasury  
Internal Revenue Service

Information about Form 1094-C and its separate instructions is at [www.irs.gov/1094c](http://www.irs.gov/1094c).

**Part I Applicable Large Employer Member (ALE Member)**

1 Name of ALE Member (Employer)		2 Employer identification number (EIN)		
3 Street address (including room or suite no.)				
4 City or town	5 State or province	6 Country and ZIP or foreign postal code		
7 Number of persons insured	8 Contact telephone number		<b>For Official Use Only</b> 	
9 Name of Designated Governmental Entity (only if applicable)		10 Employer identification number (EIN)		
11 Street address (including room or suite no.)				
12 City or town	13 State or province	14 Country and ZIP or foreign postal code		
15 Name of person to contact		16 Contact telephone number		
17 Reserved				
18 Total number of Forms 1095-C submitted with this transmittal				

LINES	WHAT	WHERE
1 – 6	Employer Info	Payroll/Benefit Admin
7 – 8	Contact information for individual responsible for addressing IRS questions	Client designates
9 – 16	If a governmental agency designates another governmental agency to file on their behalf	Client (if applicable)
17	Reserved line for IRS use	
18	Total 1095-Cs submitted with this transmittal	Derived number generated from system used for filing

# 1094-C: Part II

**Part II ALE Member Information**

19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions . . . . .

20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member . . . . . ▶

21 Is ALE Member a member of an Aggregated ALE Group? . . . . .  Yes  No  
 If "No," do not complete Part IV.

22 **Certifications of Eligibility (select all that apply):**

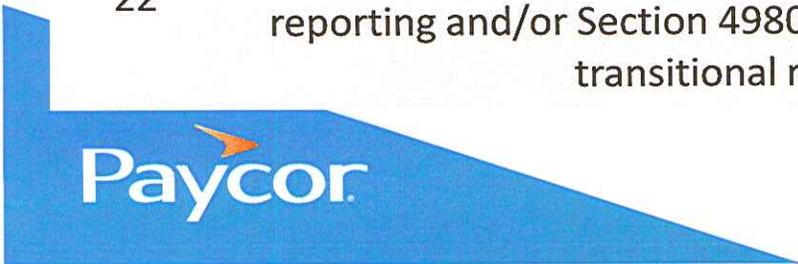
A. Qualifying Offer Method     B. Qualifying Offer Method Transition Relief     C. Section 4980H Transition Relief     D. 98% Offer Method

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

LINES	WHAT	WHERE
19-21	For filings where different groups within an employer are each filing for their own group	Client & Employment Attorney (Controlled Group Rules Apply)

22      Certifications of eligibility  
 Lets the IRS know if ALE is eligible for simplified reporting and/or Section 4980H employer mandate transitional relief      Client designates (if applicable)



# 1094-C: Part III-IV

Form 1094-C (2014) Page 2

		(a) Minimum Essential Coverage Offer Indicator		(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
		Yes	No				
23	All 12 Months	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

Form 1094-C (2014)

**Part IV Other ALE Members of Aggregated ALE Group**

Enter the names and EINs of Other ALE Members of the Aggregated ALE Group (who were

	Name	EIN
36		
37		
38		
39		
40		

SECTION	WHAT	WHERE
(a)	Did employer offer coverage to 95% of FTE?	Client, Benefit Admin
(b)	Number of full-time employees	Payroll
(c)	Total number of employees	Payroll
(d)	Is employer part of a controlled group?	Client
(e)	Transition Relief Codes – for ALE’s between 50 – 99 FTE’s	Client, Benefit Admin

**Part IV** Name and EIN of other ALE members in a control group Client

# State of Change Remains

## NPRC

*National Payroll Reporting Consortium*

PO Box 850 ★ Henrietta, NY 14467-0850 ★ [www.NPRC-Inc.org](http://www.NPRC-Inc.org)

November 4, 2014

Ms. Terri Sincox  
Stakeholder Engagement  
Affordable Care Act Office  
Internal Revenue Service  
1111 Constitution Avenue NW  
Washington, DC 20224

Re: Forms 1094-C, 1095-C and Related Instructions

Dear Ms. Sincox,

We are writing to offer questions and suggestions related to Forms 1094-C and 1095-C and related instructions. NPRC is a non-profit trade association whose member organizations provide payroll

9 pages of questions!

### Members of the National Payroll Reporting Consortium

Automatic Data Processing ★ Ceridian Corporation ★ CompuPay  
Empower Software Solutions ★ Fidelity Employer Services Company LLC ★ Intuit ★ Paychex  
Paycor ★ PayCycle ★ Paylocity ★ Payroll People ★ PrimePay ★ Ultimate Software

Penalties for Not Filing  
From \$30-\$100 per return  
Up to maximum of \$1.5 million



## What Is Paycor Doing to Help?

Paycor has already provided management reports to help prepare for the filing season.

This summer, we will be launching our solution allowing clients to prepare and file 1094-C/1095-C forms.

What will Paycor's solution do?

- Guide clients through the complexity
- Leverage data we maintain and accept data we don't
- Allow manual overrides of any data on any EE
- Provide validation and audit steps prior to submission
- Print, Mail & File with the IRS

# What Data Will I Need to Provide?

## Questions clients will have to answer

- Is at least one plan offered a Minimum Value Plan as defined by the IRS?
- Are you fully insured or self-insured?
- What safe harbor method do you plan to use for affordability?
- Does your plan year align to the calendar year?

## Data needed for clients NOT using our HR Benefit Admin module\*

### **Per Employee:**

- Highest coverage level offered (not elected)
- Coverage Effective date
- Coverage End date
- EE share of lowest cost monthly premium
- Covered Entities (including employee)
  - Name
  - SSN
  - DOB



\*Clients using Paycor's HR Benefit Administration should confirm that EE benefit/dependent data is up to date

# What Can You Do Right Now?

1. Learn the fundamentals
2. Identify forms that apply to you
3. Understand your data requirements
  - What information are you required to collect
  - Where are you going to get it
  - Start collecting it on a monthly basis
4. Develop a game plan
5. Communicate with employees
6. Try it out for yourself

# Thank You!

*Do you have more questions?*

Check out Paycor's Health Care Reform website

<http://www.paycor.com/health-care-reform>





**Beavercreek Township**  
1981 Dayton Xenia Road  
Beavercreek, OH 45434  
(937) 429-4472

Prepared by Maggie Hall

**Payroll**  
Monthly Fees

Service	Unit	Qty	\$ Cost Per	\$ Total
ACA Per EE Fee	Each	86	\$1.25	\$107.50
			<b>Subtotal:</b>	<b>\$107.50</b>

**Payroll**  
Estimated Year End Fees (Actual value based on quantity of W2's processed. Amount varies by yearly number of employees)

Service	Unit	Qty	\$ Cost Per	\$ Total
ACA YE 1094 Fee	Each	1	\$65.00	\$65.00
ACA YE 1095 Fee	Each	86	\$2.00	\$172.00
			<b>Subtotal:</b>	<b>\$237.00</b>

**Beavercreek Township Implementation**

Implementation Fees (all Implementation Fees will be billed on the first invoice)		Qty	\$ Cost Per	\$ Total
ACA Set Up Fee		1	\$0.00	\$0.00
				<b>\$0.00</b>

**Quote Summary for Beavercreek****Township**

1981 Dayton Xenia Road, Beavercreek, OH  
45434  
(937) 429-4472

**Agreement Regarding Provision of Additional Services**

The undersigned client ("You", or "Your") has executed this order ("Order") as of the date set forth below. Your receipt of services on this Order is governed by and is subject to the Client Services Agreement including all applicable terms and conditions and addendums ("Agreement") previously executed by Client and Paycor. Services on this Order may be subject to additional terms and conditions including, (i) if applicable, the Time and Attendance Terms and Conditions of Use (the "Time and Attendance Terms," a copy of which, if applicable, is attached); (ii) if applicable, the Newton® Terms of Services Agreement (the "Newton Terms," a copy of which, if applicable, is attached); (iii) if applicable, the Supplemental Agreement For The Purchase and Rental of Time Clocks; and/or (iv) if applicable, the Supplemental Agreement for Perform Time Clocks. Prices set forth above are subject to change in accordance with the provisions of the applicable terms and conditions; prices are subject to change in the event of a change in processing method and/or processing frequency.

**Client Acknowledgements; Representation**

Certain Paycor services are provided by Paycor only upon credit approval. You acknowledge that, unless otherwise specified in the Agreement, by ordering said services: (i) You authorize Paycor to investigate Your credit including vendor references, bank account status and history, and the personal credit of the owner(s) and/or principal(s); and (ii) Paycor may elect not to provide certain Paycor Services (as defined in the Paycor Terms) requested by You based upon factors determined to be relevant by Paycor in its sole discretion, including, without limitation, Paycor's review of Your credit history.

If You are subscribing to Paycor's payroll and Tax Filing Services beginning on a date other than Your first pay period of a calendar year, You hereby agree to and acknowledge the following: (i) You are responsible for providing to Paycor complete and accurate information regarding employment tax liabilities, payments and filings under Your federal EIN for the calendar year during which said services begin; (ii) Paycor will prepare tax returns, including applicable quarterly and annual filings beginning with the period in which You first subscribe to said services based on information provided by You; (iii) Paycor will remit to taxing authorities only those funds which Paycor has collected from You regardless of whether those funds represent Your entire tax liability for the period(s) for which they are remitted; and (iv) You shall be responsible for any penalties, interest, amended return fees and/or any other fees that may result from inaccurate, incomplete and/or late tax filings and/or tax payments caused by incomplete, inaccurate or missing tax liability and/or tax payment information provided by You.

**This Agreement and/or any of the attached Terms and Conditions may be modified or amended only by a separate written amendment executed by authorized representatives of each party. Handwritten changes and modifications, even if initialed, are invalid and shall be of no force or effect.**

**By signing below, the signatory represents that it is legally authorized on behalf of the client to be bound by any and all additional terms and conditions contained in this Order and that the Agreement shall be amended and/or supplemented by any and all terms and conditions associated with this Order.**

Paycor	Client
By	By
Name	Name Debra White
Title	Title
Date	Date



## SUPPLEMENTAL AGREEMENT FOR ACA IRS FILING SERVICES

This Supplemental Agreement for Affordable Care Act (“ACA”) IRS Filing Services (“Supplemental Agreement”) is a supplemental agreement to the Client Services Agreement executed between Client and Paycor, Inc. (“Paycor”) (the “Agreement”) and is entered into as of the date set forth below.

Paycor, Inc. shall provide Client with ACA IRS Filing Services (“ACA Services”) as Client may request from time to time and such services shall be considered part of the Paycor Services. All references hereunder to “Client” shall refer to Client and its affiliates that are receiving Paycor Services, as noted in the Agreement.

1. **PAYCOR RESPONSIBILITIES.** Paycor will (i) aggregate Client data available in Paycor’s payroll, HR, and other systems (“Paycor Systems”) together with other Client data provided by Client either manually or electronically using Paycor’s systems and/or import specifications; (ii) periodically inform Client of data Paycor believes to be missing from the aggregate data in order to perform the ACA Services; (iii) provide Client the ability to verify aggregate data prior to filing and/or distributing IRS forms 1094-C and 1095-C to the IRS and to Client’s employees; (iv) prepare, issue and file IRS form 1095-C on behalf of Client; and (v) prepare, file and distribute a single IRS form 1094-C per federal Employer Identification Number to the IRS on behalf of Client.

2. **CLIENT ACKNOWLEDGEMENTS.** Client acknowledges and agrees that: (1) Paycor is not rendering legal, tax, benefit, accounting or investment advice in connection with providing any of the Paycor Services; (2) Paycor shall not be deemed to be a fiduciary of Client for any purpose; and (3) Paycor shall not be deemed the employer or a joint employer of Client’s employees for any purpose.

Paycor Services are designed to assist Client in complying with its applicable legal and regulatory responsibilities. Nevertheless, Client, and not Paycor, will be responsible for (i) compliance by Client with all laws and governmental regulations affecting its business; and (ii) any use Client may make of the Paycor Services to assist in complying with such laws and regulations.

Client acknowledges that (a) the ACA Services provided by Paycor rely upon data provided by Client to Paycor and that such Client specific data may not reside in Paycor Systems; and (b) the generation of, filing of and distribution of forms 1094-B and 1095-B are not included as part of the ACA Services.

3. **CLIENT RESPONSIBILITIES.** Client acknowledges that (i) Client must provide Client specific data that may not reside in Paycor Systems either manually or through a Paycor facilitated data entry/import process in order for Paycor to provide the ACA Services; (ii) Client provided data must be formatted and transmitted to Paycor in accordance with Paycor provided specifications and instructions and that any reformatting, refinement, or other changes required to Client provided data to meet said specifications and instructions may be subject to additional fees; (iii) Client is responsible for timely verifying the accuracy of the reports and forms compiled or created by Paycor in the performance of the ACA Services; (iv) Client, and not Paycor is responsible for Client’s compliance with any and all provisions of the Employer Shared Responsibility (“ESR”) provisions of the Patient Protection and Affordable Care Act (“PPACA”); (v) Client, and not Paycor, shall be responsible for and penalties, interest and or fines resulting from Client’s non-compliance with the ESR provisions of the PPACA except for those penalties, interest and/or fines that are the direct result of Paycor’s errors or omissions; and (vi) Client shall indemnify and hold Paycor harmless from and against any and all loss of any kind arising as a result of any action taken or not taken by Paycor, its agents and employees in connection with the ACA Services.



4. EFFECT OF THIS AGREEMENT. The parties agree that this Supplemental Agreement as contemplated in the Agreement and the Terms and Conditions shall be binding upon the parties.

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Debra White

Beavercreek Township

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Paycor, Inc.

Revised 06-04-2015



# BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434-7158  
(937) 429-4472  
(937) 429-5678 Fax

Trustees - Carol Graff  
Dan Paxson  
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

## BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

**RESOLUTION NUMBER:** \_\_\_\_\_  
**ADOPTION DATE:** JULY 20, 2015

WHEREAS, in 2013, Beavercreek Township purchased 97.244 acres of land located at 1940 Indian Ripple Road; and

WHEREAS, the land located at 1940 Indian Ripple Road has been identified as future parkland for the residents; and

WHEREAS, the descendants of the McCalmont family, the previous owners of the land, respectfully request that the parkland be known as McCalmont Park;

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio hereby establish that the 97.244 acres of land located at 1940 Indian Ripple Road shall henceforth be known McCalmont Park.

APPROVED BY:

THE VOTE WAS AS FOLLOWS:

Carol Graff \_\_\_\_\_  
Tom Kretz \_\_\_\_\_  
Daniel K. Paxson \_\_\_\_\_

APPROVED BY:

BEAVERCREEK TOWNSHIP TRUSTEES

\_\_\_\_\_  
Tom Kretz, Chair

\_\_\_\_\_  
Daniel K. Paxson, Vice Chair

\_\_\_\_\_  
Carol Graff, Trustee

ATTESTED BY:

\_\_\_\_\_

Christy L. Ahrens  
Fiscal Officer

## **RIGHT TO USE AND MAINTENANCE AGREEMENT**

This Agreement is by and between the Board of Trustees of Beaver Creek Township, 851 Orchard Lane Suite C, Beaver Creek, Ohio 45434 ("Township") and the Beaver Creek Township Park Board ("Tenant").

1. The Township hereby provides to Tenant the right to use the east side ("the space") of the structure known as the "The Township Building". The Tenant shall use the space solely as office space for its own use.

2. This Agreement shall be for a period of one (1) year commencing on the 1<sup>st</sup> day of August, 2015 and terminating on the 31<sup>st</sup> day of July, 2016. There shall be no rental payments paid by the Tenant to the Township, but the Township shall receive a Maintenance Fee from the Tenant as set forth in Item 11.

3. Either party may terminate said Agreement during the original term or any renewal thereof upon sixty (60) days written notice to the other party.

4. During the terms of said Agreement or any renewal thereof, the Township shall maintain the exterior of the "The Township Building" (except for the repairs necessitated by the Tenant's negligent use of the space) including the removal of snow on the parking lot. The Township shall also pay for all charges for gas, electricity, water and sewer used by the Tenant. The Township shall be responsible for the maintenance of the HVAC system servicing the space.

5. The Tenant shall keep the space in good repair, reasonable wear and tear excepted. The Tenant shall be responsible for all cleaning, janitorial services and interior maintenance of the space. The Tenant shall provide for and be solely responsible for the removal and disposal of its trash and shall pay for all custodial services for the space. The Tenant may use the Township's dumpster at no cost.

6. The Tenant shall not alter or improve the space without the prior written consent of the Township and any and all alterations, improvements, additions and fixtures made or placed on or in the space shall, on expiration or sooner termination of this Agreement, belong to the Township without compensation to the Tenant.

7. The Tenant shall not assign this Agreement nor sublet any portion of the space without the prior written consent of the Township.

8. During the period of this Agreement the Township shall be permitted access to the space. The Tenant shall provide the Township Fiscal Officer with one key to access the space for emergency purposes.

9. All notices required under this Agreement shall be in writing and shall be deemed to have been duly given if they are delivered personally, transmitted via facsimile or electronic mail transmission, followed by telephone confirmation of receipt, or mailed by overnight, express mail delivery services as follows:

Township: Board of Trustees of Beavercreek Township  
851 Orchard Lane Suite C  
Beavercreek, Ohio 45434

Tenant: Beavercreek Township Park Board  
1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434

10. Any of the Tenant's personal property remaining in the structure following termination of this Agreement shall be conclusively presumed to have been abandoned by the Tenant and the Township shall have the right to dispose of the personal property in any manner without regard to the preservation of any value.

11. The Tenant shall reimburse the Township \$50.00 each month for expenses incurred by the Township in maintaining the "The Township Building". Said reimbursement shall be paid to the Township on the first day of each month.

12. The Township shall maintain fire and extended insurance on the "The Township Building" including the space. Each party shall carry its own liability insurance with respect to the space. The Tenant shall secure and pay for a policy of comprehensive general liability insurance with single limit coverage of not less than one million dollars naming the Township as an additional insured. On the commencement date and on each subsequent insurance renewal date, if any, Tenant shall deliver to the Township suitable certificates evidencing this insurance.

13. Each party shall carry its own insurance with respect to the contents of the property and shall hold harmless the other party from any and all claims for the losses associated with the personal property of the other.

14. The Tenant covenants and warrants to the Township as follows:

- A. Tenant warrants that it will use the space for only the stated purpose;
- B. That it will not permit the sale, service or consumption of alcoholic beverages or controlled substances in the space and that it will keep the space free of nuisance.

- C. Tenant shall assume the risk of, be responsible for and have the obligation to ensure against and indemnify Township and hold it harmless from any and all liability, claims, demands, actions, damages, costs and expenses arising from or connected with any loss or damages or injury to persons (including death resulting therefrom) or property occurring in, on or about the space except for that caused by the negligence or willful act of the Township or its employees, agents or servants; and Tenant hereby releases the Township from any and all liability for the same.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

BOARD OF TRUSTEES OF  
BEAVERCREEK TOWNSHIP, OHIO

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Township Administrator

TENANT:

BEAVERCREEK TOWNSHIP PARK  
DISTRICT

\_\_\_\_\_  
Witness

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

# Regional Planning and Coordinating Commission of Greene County



651 Dayton-Xenia Road • Xenia, Ohio 45385-2699  
Phone 937-562-7480 •  
Fax 937-562-7485 (daytime) •  
E-mail [gcrpcc@co.greene.oh.us](mailto:gcrpcc@co.greene.oh.us)

*Kenneth A. LeBlanc* Executive Director  
E-mail: [kleblanc@co.greene.oh.us](mailto:kleblanc@co.greene.oh.us)

## Member Jurisdictions

## Greene County

## Cities

Bellbrook  
Xenia

## Villages

Clifton  
Jamestown  
Spring Valley  
Yellow Springs

## Townships

Bath  
Beavercreek  
Caesarscreek  
Cedarville  
Jefferson  
Miami  
New Jasper  
Ross  
Silvercreek  
Spring Valley  
Sugarcreek  
Xenia

Alex Zaharieff, Township Administrator  
Beavercreek Township  
1981 Dayton-Xenia Road  
Beavercreek, OH 45434

Subject: US Census Consolidated BAS Program.

Dear Mr. Zaharieff:

The US Census Bureau periodically updates its records of legal boundaries, names and governmental status of all local governments via the Boundary & Annexation Survey (BAS) program. The BAS determines what data is shown for the decennial census, the Population Estimates Program (PEP) and the American Community Survey (ACS), among others.

Currently, each local jurisdiction within Greene County is individually responsible for submitting updated information to the BAS. Bath Township asked the RPCC to submit information on their behalf this year. During this process, contacts from both the Census Bureau and Ohio Department of Development suggested Greene County consider a consolidated submission for the BAS program. In Ohio, the counties of Delaware, Fairfield, Hancock, Lake, Logan, Madison, Medina and Paulding all operate under a consolidated agreement.

The RPCC endorsed this concept at its April meeting. The proposed arrangement is the RPCC will be the central contact point for the BAS program within the county and work with Greene County GIS to send a county-wide up-to-date layer of jurisdiction boundaries and names to the Census Bureau during each BAS update. Steve Tomcisin and I worked together to submit this information to the Census Bureau for 2015 earlier this year.

If your jurisdiction is willing to participate in this consolidated effort, I will need an e-mail, fax or letter from you with the attached form back to me as soon as possible. A formal action is not required unless your jurisdiction would require it. The RPCC is looking forward to continue serving a coordinating role in Greene County in matters such as this.

Sincerely,

*Kenneth A. LeBlanc*

Kenneth A. LeBlanc  
Interim Executive Director

Sent to:

City of Beavercreek: Mike Cornell, City Manager  
City of Bellbrook: Mark Schlagheck, City Manager  
City of Fairborn: Deborah McDonnell, City Manager  
City of Xenia: Brent Merriman, City Manager  
Village of Bowersville: Gary Ellison, Mayor  
Village of Cedarville: Bob Fudge, Mayor  
Village of Clifton: Alex Bieri, Mayor  
Village of Jamestown: Jerrod Pickens, Mayor  
Village of Spring Valley: Eric Snell, Mayor  
Village of Yellow Springs: Patti Bates, Village Manager  
Bath Township: Elaine Brown, Fiscal Officer  
Beavercreek Township: Alex Zaharieff, Township Administrator  
Caesarscreek Township: James Randall, Fiscal Officer  
Cedarville Township: Deborah Krajicek, Fiscal Officer  
Jefferson Township: Linda Fliehman, Fiscal Officer  
Miami Township: Margaret Silliman, Fiscal Officer  
New Jasper Township: Chris Bailey, Fiscal Officer  
Ross Township: Lee Snell, Fiscal Officer  
Silvercreek Township: Melissa Smith, Fiscal Officer  
Spring Valley Township: Kitty Crockett, Fiscal Officer  
Sugarcreek Township: Barry Tiffany, Township Administrator  
Xenia Township: Alan Stock, Township Administrator

filename:K\data\word\shared\greene county census consolidated bas inquiry

AGREEMENT TO PARTICIPATE IN A CONSOLIDATED BOUNDARY AND ANNEXATION SURVEY (BAS) PROGRAM FOR GREENE COUNTY, OHIO WITH THE REGIONAL PLANNING AND COORDINATING COMMISSION OF GREENE COUNTY AS THE CENTRAL POINT OF CONTACT

\_\_\_\_\_ Jurisdiction

\_\_\_\_\_ Name

\_\_\_\_\_ Position

\_\_\_\_\_ Telephone

\_\_\_\_\_ E-mail

\_\_\_\_\_ Date

Please return this form to Kenneth A. LeBlanc prior to July 30, 2015

Link to US Census Bureau BAS Consolidation Program:  
[http://www.census.gov/geo/partnerships/bas/bas\\_cca.html](http://www.census.gov/geo/partnerships/bas/bas_cca.html)

[http://www.census.gov/geo/partnerships/bas/bas\\_cca.html](http://www.census.gov/geo/partnerships/bas/bas_cca.html)



# BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road  
Beavercreek, Ohio 45434-7158  
(937) 429-4472  
(937) 429-5678 Fax

Trustees - Carol Graff  
Dan Paxson  
Tom Kretz

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

## BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: \_\_\_\_\_  
ADOPTION DATE: JULY 20, 2015

WHEREAS, Ohio Revised Code §519.13 permits the Board of Township Trustees to create a Board of Zoning Appeals for Beavercreek Township; and

WHEREAS, the Beavercreek Township Trustees having considered available applicants for said Board of Zoning Appeals;

NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beavercreek Township Board of Trustees voted to appoint Frank Fitzgerald to fill the unexpired term of Bob Gemin as full board member to the Beavercreek Township Board of Zoning Appeals, with said term expiring on March 31, 2016 or until a suitable replacement is appointed.

THE VOTE WAS AS FOLLOWS:

Tom Kretz \_\_\_\_\_  
Dan Paxson \_\_\_\_\_  
Carol Graff \_\_\_\_\_

APPROVED BY:  
BEAVERCREEK TOWNSHIP TRUSTEES

\_\_\_\_\_  
Tom Kretz, Chair

\_\_\_\_\_  
Dan Paxson, Vice Chair

\_\_\_\_\_  
Carol Graff, Trustee

ATTESTED BY:

\_\_\_\_\_  
Christy L. Ahrens  
Fiscal Officer



# BEAVERCREEK TOWNSHIP

1981 Dayton-Xenia Road  
Beaver Creek, Ohio 45434-7158  
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## BEAVERCREEK TOWNSHIP TRUSTEES GREENE COUNTY, OHIO

RESOLUTION NUMBER: \_\_\_\_\_  
ADOPTION DATE: JULY 20, 2015

WHEREAS, Ohio Revised Code §519.04 permits the Board of Township Trustees to create a Zoning Commission for Beaver Creek Township; and

WHEREAS, the Beaver Creek Township Trustees having considered available applicants for said Zoning Commission;

NOW, THEREFORE, BE IT RESOLVED THAT, after due consideration of all the evidence presented, the Beaver Creek Township Board of Trustees voted to appoint Jason Bindewald to fill the unexpired term of Allan Gunderson as a full board member of the Beaver Creek Township Zoning Commission, said term to expire on March 30, 2019 or until a suitable replacement is appointed.

THE VOTE WAS AS FOLLOWS:

Tom Kretz \_\_\_\_\_  
Dan Paxson \_\_\_\_\_  
Carol Graff \_\_\_\_\_

APPROVED BY:  
BEAVERCREEK TOWNSHIP TRUSTEES

\_\_\_\_\_  
Tom Kretz, Chair

\_\_\_\_\_  
Dan Paxson, Vice Chair

\_\_\_\_\_  
Carol Graff, Trustee

ATTESTED BY:

\_\_\_\_\_  
Christy L. Ahrens  
Fiscal Officer

**Greene County Sheriff's Office  
Incident Analysis - Beavercreek Twp**

<u>Incident Type</u>	<u>Incident Date And Time</u>	<u>Incident Number</u>
911 Hang Up	07/08/2015 08:51:50	2015-00021294
Type Totals: 1		
Alarm - Business/Bank	07/02/2015 19:12:38	2015-00020765
Alarm - Business/Bank	07/02/2015 20:42:59	2015-00020767
Alarm - Business/Bank	07/03/2015 00:32:59	2015-00020789
Alarm - Business/Bank	07/05/2015 06:25:25	2015-00020977
Alarm - Business/Bank	07/09/2015 08:48:44	2015-00021393
Alarm - Business/Bank	07/10/2015 18:28:22	2015-00021541
Alarm - Business/Bank	07/10/2015 19:13:12	2015-00021546
Alarm - Business/Bank	07/10/2015 21:45:48	2015-00021558
Type Totals: 8		
Alarm - Residential	07/01/2015 18:44:22	2015-00020670
Alarm - Residential	07/03/2015 00:45:15	2015-00020790
Alarm - Residential	07/06/2015 10:41:50	2015-00021084
Alarm - Residential	07/09/2015 13:38:25	2015-00021421
Alarm - Residential	07/13/2015 12:56:57	2015-00021734
Alarm - Residential	07/13/2015 14:52:39	2015-00021741
Alarm - Residential	07/14/2015 13:44:00	2015-00021812
Type Totals: 7		
Animal Complaint	07/03/2015 17:41:39	2015-00020846
Animal Complaint	07/05/2015 10:26:17	2015-00020987
Type Totals: 2		
Assist	07/01/2015 17:35:32	2015-00020667
Assist	07/11/2015 21:41:35	2015-00021638
Assist	07/14/2015 20:36:33	2015-00021850
Type Totals: 3		
Burglary	07/12/2015 22:49:31	2015-00021702
Type Totals: 1		
Business Check	07/01/2015 09:26:58	2015-00020601
Business Check	07/01/2015 20:32:14	2015-00020682
Business Check	07/01/2015 20:35:40	2015-00020683
Business Check	07/01/2015 21:03:29	2015-00020684
Business Check	07/01/2015 21:08:09	2015-00020685
Business Check	07/02/2015 01:02:44	2015-00020702
Business Check	07/02/2015 01:29:37	2015-00020706
Business Check	07/02/2015 01:31:31	2015-00020707
Business Check	07/02/2015 03:01:00	2015-00020711
Business Check	07/02/2015 03:48:19	2015-00020715
Business Check	07/02/2015 21:55:14	2015-00020771
Business Check	07/03/2015 00:17:13	2015-00020778
Business Check	07/03/2015 00:22:35	2015-00020782

Business Check	07/03/2015 03:22:14	2015-00020797
Business Check	07/03/2015 10:28:28	2015-00020812
Business Check	07/03/2015 13:33:28	2015-00020822
Business Check	07/03/2015 14:36:00	2015-00020832
Business Check	07/03/2015 15:03:08	2015-00020834
Business Check	07/04/2015 02:35:30	2015-00020886
Business Check	07/04/2015 13:21:53	2015-00020915
Business Check	07/04/2015 13:37:26	2015-00020917
Business Check	07/04/2015 15:18:32	2015-00020923
Business Check	07/06/2015 00:04:28	2015-00021047
Business Check	07/06/2015 01:34:25	2015-00021057
Business Check	07/06/2015 10:49:01	2015-00021086
Business Check	07/06/2015 21:24:42	2015-00021134
Business Check	07/06/2015 21:59:14	2015-00021138
Business Check	07/06/2015 22:01:20	2015-00021140
Business Check	07/06/2015 22:22:05	2015-00021141
Business Check	07/07/2015 00:32:20	2015-00021166
Business Check	07/07/2015 02:37:09	2015-00021181
Business Check	07/07/2015 03:35:26	2015-00021186
Business Check	07/07/2015 21:23:44	2015-00021243
Business Check	07/07/2015 21:46:58	2015-00021245
Business Check	07/08/2015 01:12:51	2015-00021258
Business Check	07/08/2015 01:15:45	2015-00021259
Business Check	07/08/2015 03:11:06	2015-00021264
Business Check	07/10/2015 19:07:53	2015-00021544
Business Check	07/10/2015 19:10:26	2015-00021545
Business Check	07/10/2015 21:05:16	2015-00021552
Business Check	07/10/2015 21:07:39	2015-00021553
Business Check	07/10/2015 23:03:56	2015-00021561
Business Check	07/11/2015 00:16:18	2015-00021565
Business Check	07/11/2015 02:37:13	2015-00021570
Business Check	07/11/2015 04:26:38	2015-00021573
Business Check	07/11/2015 14:10:24	2015-00021620
Business Check	07/11/2015 23:21:09	2015-00021644
Business Check	07/11/2015 23:24:11	2015-00021645
Business Check	07/11/2015 23:28:53	2015-00021646
Business Check	07/12/2015 04:11:59	2015-00021666
		Type Totals: 50
Civil Complaint	07/13/2015 14:11:30	2015-00021738
		Type Totals: 1
Civil Other	07/01/2015 15:02:08	2015-00020648
Civil Other	07/14/2015 10:06:05	2015-00021796
		Type Totals: 2

Crash - Assist Only	07/06/2015 12:37:18	2015-00021101
Crash - Assist Only	07/07/2015 08:34:14	2015-00021194
Crash - Assist Only	07/08/2015 17:53:23	2015-00021335
Crash - Assist Only	07/10/2015 14:29:03	2015-00021529
Crash - Assist Only	07/14/2015 17:33:04	2015-00021837
		Type Totals: 5
Crash - Hit Skip	07/12/2015 08:49:07	2015-00021671
		Type Totals: 1
Crash - Personal Injury	07/04/2015 00:31:11	2015-00020877
		Type Totals: 1
Crash - Property Damage	07/07/2015 17:53:39	2015-00021234
		Type Totals: 1
Detail - Traffic	07/04/2015 10:50:47	2015-00020908
		Type Totals: 1
Disabled Vehicle	07/04/2015 06:27:21	2015-00020891
Disabled Vehicle	07/07/2015 22:45:27	2015-00021246
Disabled Vehicle	07/08/2015 20:53:38	2015-00021357
		Type Totals: 3
Disturbance	07/10/2015 03:52:40	2015-00021475
Disturbance	07/10/2015 13:13:02	2015-00021523
		Type Totals: 2
Drug Activity	07/13/2015 01:18:35	2015-00021706
		Type Totals: 1
Extra Patrol	07/02/2015 21:11:55	2015-00020768
Extra Patrol	07/03/2015 09:19:36	2015-00020807
Extra Patrol	07/03/2015 17:01:48	2015-00020843
Extra Patrol	07/04/2015 10:01:09	2015-00020905
Extra Patrol	07/04/2015 16:56:50	2015-00020928
Extra Patrol	07/05/2015 09:07:45	2015-00020982
Extra Patrol	07/05/2015 23:23:18	2015-00021037
Extra Patrol	07/08/2015 19:46:46	2015-00021350
Extra Patrol	07/08/2015 20:16:45	2015-00021352
Extra Patrol	07/09/2015 21:10:03	2015-00021447
Extra Patrol	07/10/2015 00:51:46	2015-00021458
Extra Patrol	07/10/2015 01:52:35	2015-00021464
Extra Patrol	07/14/2015 02:15:53	2015-00021769
Extra Patrol	07/14/2015 02:26:08	2015-00021770
Extra Patrol	07/15/2015 01:17:19	2015-00021874
		Type Totals: 15
Fireworks	07/04/2015 20:05:00	2015-00020935
Fireworks	07/04/2015 22:06:34	2015-00020946
		Type Totals: 2
Follow Up	07/02/2015 14:43:44	2015-00020751

Follow Up	07/05/2015 21:13:30	2015-00021026
Follow Up	07/06/2015 09:07:20	2015-00021074
Follow Up	07/13/2015 20:55:58	2015-00021759
		Type Totals: 4
Fraud/Forgery	07/06/2015 15:25:26	2015-00021116
		Type Totals: 1
Harrassment	07/12/2015 10:39:05	2015-00021678
		Type Totals: 1
House Check	07/12/2015 01:53:23	2015-00021658
		Type Totals: 1
Juvenile Complaint	07/04/2015 22:34:06	2015-00020949
		Type Totals: 1
Lockout Assistance	07/06/2015 18:29:57	2015-00021122
		Type Totals: 1
Menacing	07/01/2015 21:38:12	2015-00020690
		Type Totals: 1
Missing Person	07/03/2015 21:28:00	2015-00020860
		Type Totals: 1
Noise Complaint	07/05/2015 00:12:49	2015-00020956
Noise Complaint	07/12/2015 02:56:29	2015-00021660
		Type Totals: 2
Open Door/Window	07/02/2015 03:02:31	2015-00020714
		Type Totals: 1
Overdose	07/13/2015 23:06:44	2015-00021763
		Type Totals: 1
Panhandling	07/10/2015 00:55:38	2015-00021460
		Type Totals: 1
Parking Violation	07/14/2015 14:04:53	2015-00021813
		Type Totals: 1
Radar/Lidar Post	07/04/2015 14:39:16	2015-00020920
		Type Totals: 1
Request Officer	07/01/2015 15:57:32	2015-00020658
Request Officer	07/10/2015 12:29:36	2015-00021516
		Type Totals: 2
Street / Road Obstruction	07/07/2015 15:26:41	2015-00021226
Street / Road Obstruction	07/14/2015 14:55:33	2015-00021819
Street / Road Obstruction	07/14/2015 14:57:33	2015-00021816
Street / Road Obstruction	07/14/2015 15:03:33	2015-00021821
Street / Road Obstruction	07/14/2015 15:14:38	2015-00021828
		Type Totals: 5
Suspicious Person	07/01/2015 22:56:15	2015-00020696
Suspicious Person	07/08/2015 23:41:14	2015-00021374
		Type Totals: 2

Suspicious Vehicle	07/02/2015 01:17:29	2015-00020704
Suspicious Vehicle	07/06/2015 11:51:49	2015-00021095
Suspicious Vehicle	07/06/2015 16:36:05	2015-00021119
Suspicious Vehicle	07/12/2015 15:22:26	2015-00021694
		Type Totals: 4
Theft	07/01/2015 14:13:45	2015-00020640
Theft	07/02/2015 12:33:27	2015-00020741
Theft	07/08/2015 12:11:10	2015-00021318
		Type Totals: 3
Traffic Stop	07/01/2015 07:36:54	2015-00020594
Traffic Stop	07/01/2015 10:13:51	2015-00020609
Traffic Stop	07/01/2015 18:53:06	2015-00020673
Traffic Stop	07/01/2015 19:38:13	2015-00020677
Traffic Stop	07/02/2015 23:17:20	2015-00020776
Traffic Stop	07/04/2015 00:11:22	2015-00020875
Traffic Stop	07/05/2015 04:36:54	2015-00020975
Traffic Stop	07/06/2015 12:24:30	2015-00021097
Traffic Stop	07/06/2015 14:08:02	2015-00021106
Traffic Stop	07/07/2015 00:43:24	2015-00021167
Traffic Stop	07/08/2015 21:37:55	2015-00021366
Traffic Stop	07/09/2015 00:19:25	2015-00021376
Traffic Stop	07/11/2015 02:27:05	2015-00021569
Traffic Stop	07/11/2015 09:50:41	2015-00021593
Traffic Stop	07/14/2015 09:08:40	2015-00021791
Traffic Stop	07/14/2015 14:22:37	2015-00021814
		Type Totals: 16
Warrant	07/01/2015 15:17:33	2015-00020650
		Type Totals: 1
Weapons / Shots Fired	07/01/2015 01:02:28	2015-00020575
		Type Totals: 1
Welfare Check	07/14/2015 13:30:50	2015-00021811
		Type Totals: 1

7/15/2015 9:48:43 AM

**BEAVERCREEK TOWNSHIP****FINANCE DEPARTMENT**

1981 Dayton-Xenia Rd, Beavercreek, Ohio 45434

Ph.: (937) 429-4472 Fax: (937) 429-5678



**Bi-Weekly Report**  
**For the Trustees Meeting held on Monday July 20, 2015**  
**Activity from July 2 – July 15, 2015**

**The Finance Department is responsible for assisting the Fiscal Officer in completing all the duties outlined in Chapter 507 of the Ohio Revised Code.**

**Financial Data:**

All Financial Reports will be e-mailed to elected officials on Monday July 20, 2015 once all the data is finalized and collected for this particular time period, and will include Expenditure Reports, Revenue Reports, Fund Reports and Investment Activity Reports.

**Departmental Activities and Duties:**

- Accounts Payable/Payroll Technician was off on Vacation on July 9 and 10.
- Mailed 51 checks paying 76 invoices at the July 6, 2015 Trustee Meeting, including written notification of the Fiscal Office relocation.
- Processed 98 invoices for payment on July 20, 2015, including written notification of the Fiscal Office relocation.
- Started the process/research of 13 additional invoices not yet ready for payment
- Phone conversations with vendors regarding payments, credits and terms.
- Sent follow up e-mails for missing or incomplete billing data.
- Processed Regular Payroll for July 8, 2015 using OSL and found several inaccuracies still exist, including input errors and uploading errors from OSL. Corrected the data manually and contacted OSL for correction.
- Distributed July 8, 2015 payroll.
- Calculated total OIC retro pay per person for the past 3 payroll periods.
- Processed 2 payroll changes for various employees.
- Inputted the increased rate for the OP&F employee contribution from 11.5% to 12.25%.
- Completed and mailed:
  - Ohio Deferred Compensation Statement and Payment.
- Met with a resident who purchased a grave and prepared cemetery deed for elected official's signatures.
- Prepared Burial Notification forms for burials on July 6 and July 7
- Met with resident who inherited 2 graves from parents to verify succession of ownership.
- Handled several phone calls regarding upcoming burials and various other questions.
- Processed 5 park reservations for various parks.
- Phone call to Jim Hamilton regarding 2 park reservations for community park campsites.

**BEAVERCREEK TOWNSHIP**  
**FINANCE DEPARTMENT**

1981 Dayton-Xenia Rd, Beavercreek, Ohio 45434  
 Ph.: (937) 429-4472 Fax: (937) 429-5678



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- o Sent 55 notifications to vendor's reference Fiscal Officer Relocation via payables inserts, formal letters, calls and e-mails.
  - o Processed and balanced leave for all employees
  - o Processed and prepared agenda for Trustee Meeting
  - o Processed 18 Receipts and made 9 trips to PNC Bank
  - o Prepared and processed Cafeteria reimbursements
  - o Continued to work with OSL and Paycor.
  - o Processed, prepared and balanced the June Bank Reconciliations for all accounts within Beavercreek Township. This includes 2 checking accounts, 4 investment accounts and one cemetery CD.
  - o Coordinated information with State Treasures office regarding Ohio Checkbook
  - o Researched, located and copied three years' worth of salt purchases for the Road Superintendent.
  - o Continued to organize and pack files related to the upcoming move of the Finance Department.
  - o Filed 2016 Tax Budget with the Greene County Auditor.
  - o Contacted United States Postal Service regarding forwarding mail from 1981 Dayton-Xenia Road to 851 Orchard Lane.

**Meetings:**

- o Attended Meeting with Township Administrator/Public Safety Director regarding upcoming ACA reporting requirements Re: employer sponsored group health plans, plus calls and e-mails to Paycor (i.e., effects on W-2 and new 1094C and 1095C IRS forms).
- o Attended Trustee Meeting held on July 6, 2015
- o Attended Special Trustee Meeting held on July 13, 2015
- o Attended Staff Meeting with Township Administrator/Public Safety Director on July 15, 2015.

**Challenges:**

- o With the termination of Manpower effective June 26, 2015, this has posed a huge challenge for the Finance Department moving forward processing as many transactions that the Department does and absorbing the duties that position performed.
- o The Novak Report did not indicate or recommend terminating this position; actually it was quite the opposite. This position was recommended to be absorbed within the Township and made to be a full time position.
- o Over the years, the Finance Department has continually reorganized which has caused the loss of one Full Time 40 hour per week position. This has made it difficult to maintain the work load.

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
Ph: (937) 426-1213 Fax: (937) 306-5150

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**BI-WEEKLY ACTIVITY REPORT**

**July20, 2015**

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**JOB TASKS:**

1. 5 Workers' Compensation claims for 2015  
3 claims filed in 2014
2. Prepare bi-weekly report
3. Review bills
4. Work on compensation plan
5. Work on RTW issue
6. Work on BWC claim
7. Schedule Medwork appointments
8. Work on upcoming wellness incentive
9. Calls to former employees on lateral transfer policy
10. Work on multiple grievances
11. Work on insurance billing issue
12. Work on wage survey
13. Review DOL proposed over time changes
14. Review policies
15. Work with Intern
16. Review Supreme Court Decisions

**BEAVERCREEK TOWNSHIP  
HUMAN RESOURCES DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
Ph: (937) 426-1213 Fax: (937) 306-5150

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**MEETINGS AND OTHER ACTIVITIES:**

Meet with the TA on multiple issues  
Meet with Chief VandenBos on multiple issues  
Meet with Doctor Romano on issues pertaining to grievance  
Meet with BC Young on personnel issues  
Meet with BC Hiester on personnel issues  
Attend Board of Trustees meeting  
Attend Labor Management meeting  
Meet with employees on insurance changes

**FLSA changes have been proposed by the DOL:**

As an fyi, in June the DOL announced proposed changes to the FLSA. If passed, these could be significant to the Township. Specifically, the changes are expected to almost double the minimum salary requirement from \$455 per week to \$970 per week. Additionally, DOL wants to raise the salary threshold for the "highly compensated employees" exemption from \$100,000 to \$122,148.

If implemented, these changes will require the Township to reclassify some employees from exempt to non-exempt status. It will also be necessary to track hours worked. To be exempt currently, workers must make more than \$455/week (\$23,660 annually). The DOL is also proposing to automatically update the salary level (including for highly compensated employees) on an annual basis, either based on percentiles of earnings for full-time salaried workers or based on CPI.

These changes are slated to be effective in 2016.

**BEAVERCREEK TOWNSHIP****ZONING DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434

Ph: (937) 306-0065 Fax: (937) 427-6574

**BI-WEEKLY REPORT****FOR THE TRUSTEES MEETING OF MONDAY, JULY 20, 2015****ACTIVITY FROM THURSDAY, JULY 02 THROUGH WEDNESDAY, JULY 15, 2015**

**PERMITS:** No permits for single-family dwellings were issued in this period. Other Zoning Permits issued included two fence permits, one residential accessory (detached garage) permit, one deck permit and two exemption certificates. To date, single-family dwelling permits are up 132%, and total permits are up 46% compared to 2014.

The following chart compares Zoning Permits issued to this date this year and last:

	<u>2014</u>	<u>2015</u>
Single family dwellings/driveways	22/22	51/50
Additions	6	2
Fences	13	6
Pools (including fence)	2	3
Signs	4	5
Rights of Way	2	1
Accessory Decks & Covered Patio	5	5
Accessory Structures	9	5
Commercial Structures	0	0
Commercial Addition	1	1
Commercial Accessory Structures	2	2
Temporary Tents (permits/ # of tents)	6/11	6/10
Agricultural Exemption Certificate	1	3
Use Compliance Certificates	1	2
Cell Tower Co-location	0	0
Temporary Use Permits (Real Estate Sales)	0	0
Political Signs	1	0
Total (including driveways)	97	142

**PENDING:** One Construction Plan review, one Record Plan review.

**BEAVERCREEK TOWNSHIP**  
**ZONING DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
 Ph: (937) 306-0065 Fax: (937) 427-6574



**MEETINGS/OTHER ACTIVITIES:**

1. Consulted with Twp. Administrator and Legal Counsel re: proposed Zoning Resolution text amendment.
2. Completed work on new Zoning District Map as required by Twp. Zoning Resolution Article 4.02.
3. Continued work on Highway Business District Overlay; several discussions with Township Administrator in preparation for Stakeholders' meeting on July 8, 2015.
4. With staff help, developed new electronic Zoning Department receipt form.
5. Responded to follow-up inquiries re: Ohio University/Russ Research Center strategic planning effort.
6. Inspected placement of four single-family dwellings for compliance with permits.
7. Established and prepared for Special Meeting of Trustees to discuss emergency access requirements for residential developments.
8. Spent training time with Township intern regarding introduction to zoning topics in Beavercreek Township.
9. Prepared for RPCC Staff Review meeting regarding Bexley Hill Section 3B scheduled for 07-16-15.
10. Attended Trustees' Regular Meeting 07-06-15.
11. Prepared for and led meeting of Rt. 35 Highway Corridor stakeholders in meeting regarding Overlay Zoning district language 07-08-15.
12. Met with property owner regarding demolition and reconstruction of barn 07-09-15.
13. Attended conference call with Russ Group consultants 07-09-15.
14. Attended Trustees Special meeting regarding emergency access in residential subdivisions 07-13-15.
15. Met with Stonehill Village developer and engineer to work on update of master plan for the PUD 07-13-15.
16. Met with Dayton Daily News reporter to discuss general issues related to annexation in Ohio and in our region/county/township 07-14-15.
17. Met with property owner regarding construction of a second residence on property in the agricultural district 07-14-15.
18. Met with architect to issue permit as follow-up to the granting of a variance by the BZA 07-14-15.
19. Attended GC Township meeting at Greene Memorial Hospital 07-14-15.
20. Attended Township Administrator's Staff meeting 07-15-15.

**BEAVERCREEK TOWNSHIP**  
**INFORMATION TECHNOLOGY DEPARTMENT**

851 Orchard Lane, Beaver Creek, Ohio 45434  
 Ph: (937) 306.5049 Fax: (937) 426-8780



**Bi-Weekly Report**  
**July 20, 2015**  
**(Report period 6 – 20 Jul 15)**

Trustees,

The following is a brief synopsis of the past two weeks in the IT department. I will be present to answer any questions or concerns you may have.

**IT Projects/Management:**

- Research and deploy video conferencing between all Fire Stations (in-work)
  - Having problems with the video feed and GoToMeeting. Working with Citrix technical support to resolve issue or find a work around
    - Did not get time to work on this during this period
- Upgrade Citrix environment (in-work)
  - Need to migrate VM to new environment and SAN
  - Working with Citrix to ensure best practices are followed
- Equipment Inventory, Surplus (Gov Deals) and Repurpose IT equipment (hold)
  - Decommission old mail server and domain controller (all 2003 servers)
    - In-Work
- Hot/Warm site planning, station 64(hold)
  - Move equipment (old SAN and Citrix Host Servers)

**Network Administration:**

- OSL Maintenance
  - Working with OSL working out bugs in Time and Attendance software—on going
    - Imported files to/from database
- Patched /Rebooted physical servers
- Social Media—Website, Facebook, Twitter, YouTube
  - Website—Updated TWP and Fire websites to latest version of Drupal
    - Created a new calendar tab for Township/Fire department events
  - YouTube—Posted 6 July Trustees and the 13 July Special meetings
  - Facebook/Twitter—Links posted
- Unlocked/Reset network accounts—Created new account for HR intern
- Verified Backups are current and running.
- Reviewed Span/Web filters

**BEAVERCREEK TOWNSHIP**  
**INFORMATION TECHNOLOGY DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
 Ph: (937) 306.5049 Fax: (937) 426-8780



- Deleted/Whitelisted domains as appropriate

**Meetings:**

- Staff Meeting

**Training:**

- None this period

**Miscellaneous / Outages:**

- 851 Orchard Ln. Remodel.
  - Installed new phone and data drops
  - Mounted and ran cabling to surveillance monitors.
  - Scheduled Fax line relocation with Windstream.
- Exchange server not communicating with external devices
  - Second reoccurrence—Isolated problem down to a duplicate IP address.
    - Reconfigured settings and Datayard and Township Firewall
    - Problem resolved
- Phone System Voicemail
  - In discussion with departments on required mailboxes and split appropriations. Should have information on the 3 Aug meeting
- iPad Replacement
  - Got a call from the Version rep the following week apologizing for the no show during the 6 Jul meeting. The gal that was scheduled ended up on sick leave and our assigned rep was on vacation. She wanted to send her sincerest apologies to the board.
    - The Galaxy Tab 4 that was presented during the last meeting is government listed at \$229.99
    - Two choices for cases
      - Otter Box - \$89.99
      - Portfolio case for Tab 4 – with folding stand \$39.99

**Purchases:**

- WYSE thin clients 2 ea. Replace end of life XP boxes
- Cisco SmartNet renewal (Firewall service agreement)
- TCG - Run network drops in new office space
- LTO 4 backup tapes (24ea.)

**BEAVERCREEK TOWNSHIP**  
**INFORMATION TECHNOLOGY DEPARTMENT**

851 Orchard Lane, Beavercreek, Ohio 45434  
Ph: (937) 306.5049 Fax: (937) 426-8780

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I look forward to meeting with you at the 20 July meeting and answering any questions/concerns you may have on the preceding information. In the meantime, if you have any questions you can contact me via email or my cell @ 937.212.1379

Jeff Terry | Information Technology  
Beavercreek Township  
937.306.5049

To: Alex Zaharieff  
From: Tim Parks  
Date: July 16, 2015  
Reference: July 20 Trustees Meeting

Alex:

On Monday July 20, I will be bringing the following:

- I will be bringing a purchase request for our MARCS radio subscription fee for the maintenance department's share of the cost, this is for July 2015 thru July 2016. This was a budgeted expense to cover the MARCS system usage and support.

**I make a motion to approve purchase request (00348) to Ohio DAS for radio subscription fees the use of the MARCS system in the amount of \$3,360; and authorize the Township Administrator to sign for the Board.**

- Bi-weekly activity report

## BI-WEEKLY ACTIVITY REPORT FOR ROAD/MAINTENANCE DEPARTMENT

July 16, 2015

### Calls for Service:

Closed road do high water-6 hours

Trees down- 5 hours

Closing Phillips Park and Cemetery for 4<sup>th</sup> of July- 2 hours

### Accomplishment/Information:

- Attended meeting on Bexely Hills 3B at regional planning
- Attended staff meeting
- Continued working on Rotary Park agreement with City of Beavercreek-
- Continued working with International on warranty issue
- Moved Park District office
- Meeting with Greene County Soil and Water on numerous drainage issues
- Meeting on emergency access in sub-divisions
- Attended special meeting on emergency access
- Working with Cosler Engineering and contract on drainage issue on Valley Springs
- Continued working with vendor on uniforms and pricing
- Reviewed revised final plans for Wood Ridge section 2
- Reviewed plans for Clairborne Greene Section 2B
- Review plans for Voss Toyota sewer relocation
- Reviewed several driveway permits
- Submitted slat information to Attorney Generals office
- Checking on developments-
  - Bexley Hills 3A- checking on erosion control issues, Contacted Soil and Water pond and erosion issue
  - Spring Ridge 3A- no activity
  - Wood Ridge section 1- on hold awaiting final approval , checking erosion control issue
  - Clairborne Greens 2A- began installing storm, continuing widening of Trebein
- Continued mowing of Township Facilities
- Finished right- of- way mowing- round 3
- 3 burials- 20 for the year
- Contracted with trapper to remove beavers from Koogler property-1 beaver removed to date
- Continued inspection of office remodel – moving date July 23
- Continued working on replacement for bucket truck- working on rental options- waiting on City rental option and checking if any other jurisdiction is interested in cost sharing- **as time permit**
- Updated pricing for water line- awaiting results and additional pricing- will continue to get additional pricing- **Project on hold till late 3 quarter**

### Awareness Items:

Weather is causing delays in projects and day to day operations

## FIRE DEPARTMENT AGENDA

To: **Alex Zaharieff, Township Administrator**  
From: **David VandenBos**  
Date: **2015-07-16**  
Re: **Agenda Items for 20 July 2015 Trustees' Meeting**

Please find documentation for the following Fire Department agenda items for Monday's meeting:

1) [Bi-weekly department activity report](#)

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1) **Bi-weekly department activity report**

Provided is a summary of fire department business, challenges, accomplishments, needs and concerns for the previous two weeks:

- a) **Biweekly Incident Activity Report:** The incident activity section of this report has been updated based upon requests and questions by the Board. The new layout includes the following info:
  - i) **Executive Summary:** a brief description of the most recent activity trend and a projection of the YTD activity.
  - ii) **Call for Service types:** this label area now includes legend info for the map points.
  - iii) **Biweekly History:** this section includes an in-line chart for each call for service type that provides the past 26 biweekly activity counts for a recent activity level perspective. It also includes a projection of the next biweekly periods activity (more incidents, fewer incidents or the same number of incidents), and the actual biweekly count of incidents.
  - iv) **Activity Chart:** the bar chart provides both the actual incident count, and percent of total, by call-for-service types, as well as the long-term incident proportions for each type.
  - v) **10-Year History:** this in-line chart shows the long-term year-over-year incident counts for the most recent 10-years, as well as the most recent 1 year (actually 364 day, or 26 bi-weekly period) incident count.
  - vi) **Year to Date:** this section provides a current YTD incident count, by call for service type. It also includes a projected total year count (based upon linear regression of the current year's actual counts).
  - vii) **Incident Activity Map:** this map provides the physical location of incident call-for-service type, condensed to Fire (including fire and explosion), EMS, Crash (including a subset of EMS and service calls that involve a crash), and Service (including good intent, service, hazard, false alarm, severe weather and special). The legend points (described in point ii apply to this map).
- b) **Labor-Management Meeting:** The labor-management team met to discuss issues of mutual interest and concern. This included ensuring proper representation to members during disciplinary hearings and the processing of a grievance regarding number of personnel allowed off per-shift.
- c) **Emergency Access Meeting:** The fire prevention and senior staff met with other township departments to address the continuing concern regarding emergency access into developments. Issues discussed include legal requirements, marking and maintenance and confirmation of existing locations. A follow-up meeting was scheduled to allow staff time to research additional info.

**BIWEEKLY ACTIVITY REPORT**

- d) Fourth of July Celebration:** The fire department participated in the community's parade, including providing the honor guard for the event. An EMS crew was assigned to the event, and an on-duty crew provided a static display for event participants. The fire prevention bureau worked closely with the fireworks exhibition contractor to provide a safe, professional display.
- e) Public Education Events:** The fire department participated in the following public education events during the past two weeks:
- i) Station 61: Hunters Point, bike parade
  - ii) Station 61: Rotary Park, summer day camp heroes day
  - iii) Station 62: Station Tour, boy scouts
- f) Community Room Usage:** The Station 61 Meeting Room was use by the following groups during the past two weeks:
- i) US 35 stakeholders meeting
  - ii) GCARES/Miami Valley MESH Alliance
  - iii) Better Investing Dayton MIC

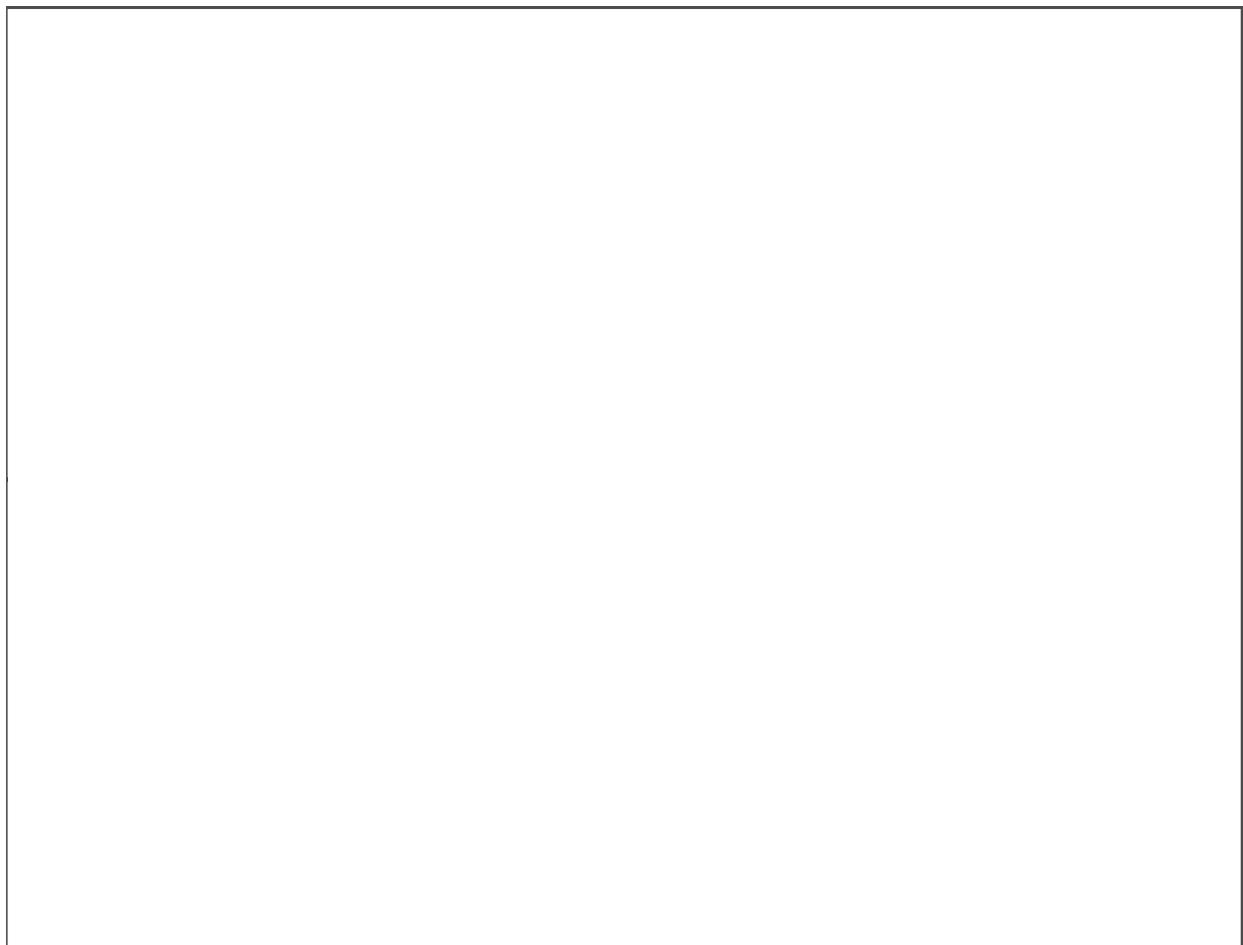
**BIWEEKLY ACTIVITY REPORT**

**g) Activity Summary (previous 2 weeks)**

**Biweekly Incident Activity Report**

Incident activity during the past two weeks was 7% lower than projected, due in part to 25 fewer Medical incidents than projected. If the current incident rate of over 16 incidents per day is sustained, it could result in a 9% annual increase over last year.

Call for Service Type	Biweekly History   Current   Trend	0	100	200	300	10-Year over Year History	YTD   Projected
3: Medical	▲ 142						4,015   2,232   4,336
7: False Alarm	▲ 19						397   217   410
3: Crash	▲ 15						350   196   366
6: Good Intent	▲ 14						321   181   339
5: Service	▲ 11						179   109   205
4: Hazard	▲ 5						120   76   142
1: Fire	▲ 5						102   50   96
2: Explosion	▲ 0						6   3   7
8: Severe Weather	▲ 1						6   5   9
9: Special	▲ 3						10   6   8
<b>Total</b>	▲ 215						<b>5,506   3,075   5,918</b>



BIWEEKLY ACTIVITY REPORT

Biweekly Training Hours (by BTFD Category)

