



THE CITY OF URBANA, OHIO

2017 IN REVIEW

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Dear Citizens of Urbana,

We look back on 2017 as a year that set the stage for positive change. It would be easy to focus on all the negativity being thrown at us from the national, state and local headlines, but we remain focused on the positive events happening in our community. 2017 has again proven that good old fashioned hard work and persistence can overcome the many barriers facing local government today. While a stronger economic climate has helped, having a dedicated group of employees focused on our biggest challenges — infrastructure and economic growth, we are able to move forward in a more productive manner. Through the concerted efforts of every employee in every division, this was a year filled with a number of success stories.

Meeting today's challenges requires solid commitment, a network of assistance and trust, vigilant attention, and responsible management. By practicing the virtue of prudence, we continue to take practical measures to welcome, promote, protect, and integrate new developments and expansions. We have a clear responsibility to the community, whose legitimate rights and harmonious development must be ensured. As established in our becoming a "City of Peace" in 2016, we encourage fostering solidarity, and the desire to demonstrate kindness, truth and justice; fulfilling the promise of peace. It is only through the creativity, skills and tenacity of countless individuals that we were able to complete such a significant list of accomplishments, which are detailed in our '2017 Year in Review'.

Working together with local businesses, the County, CEP and the Urbana City School District, we continue to build the community our residents expect and deserve. Construction continued on Urbana School District's new High School complex and the new Pre-K thru 8 campus on South U.S. Route 68. The community looks forward to their respective openings in 2018. The U.S. Route 36 upgrade was completed in the Fall, with final detail work being completed in the Spring of 2018. Varieties of existing business expansions and new business openings were finalized in 2017. The City took possession of the former Q3 JMC, Inc. brownfield property on Miami Street in May and is moving forward with Honeywell International, Inc. and True Inspection Services (TIS) for the clean-up and redevelopment of the property. Marysville based, Memorial Health, broke ground in the Spring for the expansion of their Urbana operation, with the opening anticipated in the Spring of 2018. Navistar's new 355,000 square foot facility, Crop Production Services new facility, and the expansion of Weidmann Electrical Technology, Inc. were a few of the larger projects completed in 2017. Numerous other initiatives, large and small, were completed and soon to be realities in 2018. All of these local investments are proof that the community continues to embrace change and build for a sustainable future.

Looking ahead, 2018 brings a significant amount of opportunity to build on last year's momentum. We will continue with the clean-up and redevelopment of the former Q3 JMC, Inc. property, accelerate Melvin Miller Park and Grimes Field Airport improvements, and reinforce our Safety Services and City support staff. This time next year we'll be looking back on yet another one of the more productive years in recent history.

In closing, we are grateful to the citizens of Urbana, whether new to the community or lifelong residents. You are the reason we're here and a constant reminder of our purpose; serving you to the best of our ability. Sincerely,

Bill Bean -- Mayor

Kerry Brugger – Director of Administration

"Progress always involves risk. You can't steal second base and keep your foot on first." - Frederick B. Wilcox

Urbana City Council

Dear Citizens,

Urbana City Council meets on the 1st and 3rd Tuesday of every month at 6:00 p.m. in the courtroom of the city building. The administration may call 'special meetings' or 'work sessions' as needed and are usually held on the 4th Tuesday of the month. All meetings are open to the public and the public is encouraged to attend the meetings to address concerns to the council members or the administration.

The current city council members include: 1st Ward, the southwest part of town, Eugene Fields, (937-653-8063); 2nd Ward, the southeast part of town, Clevis Scott (937-545-9509); 3rd Ward, the northeast part of town, Dwight Paul (937-207-8736); 4th Ward, the northwest part of town, Ray Piper (937-869-0806); at-large, representing the entire town, Doug Hoffman (937-508-8739), Tony Pena (937-215-7920) and Pat Thackery (937-408-3459). The president of Urbana City Council is Marty Hess (937- 652-1525). Council and president terms are four years. All terms are staggered. The president of council presides over all meetings and has no vote unless to break a tie vote of council. The president of council becomes 'acting mayor' in the mayor's absence or if the mayor is unable to perform the duties of mayor. City council members hire a council clerk and the clerk records all regular meetings, keeps all records in the council office and files all council legislation. All this information is stated in the Urbana City Charter, which is available both online and hard copy in the council office.

The duties of Urbana City Council are to legislate the laws of the city and appropriate the annual budget of the city. The city council also reviews all recommendations from the Planning Commission before they can become law. All legislation is approved by the law director. The mayor is required to present to city council an annual budget for approval. Each council member is assigned to different departments to review the budget requests. By charter the budget should be approved by December for the following year. The administration is allowed to spend monies needed in emergencies for the safe operation of the city, then report to council.

All residents of the city are encouraged to attend the council meetings to learn firsthand how your government works, state concerns and personally meet your elected officials. Additionally, all meeting minutes are on the city website for review.

Sincerely,



Marty Hess
President, Urbana City Council

Airport

Grimes Field

Major Events/Projects:

Overview

- Grimes Field is a general aviation airport located one mile north of Urbana, Ohio on Route 68. Major facilities include a 4,400' runway with full parallel taxiway. Operations are supported by a GPS approach with vertical guidance and AWOS III weather reporting. Grimes Field is owned and operated by the City of Urbana, but the Airport is self-supporting, receiving no money from the City's General Operating Fund.
- Grimes Field is managed by 1 full-time city employee, 1 part-time associate responsible for grounds maintenance, and 1 contracted part-time maintenance associate.
- Grimes Field is included in the National Plan of Integrated Airport Systems and is a member of the National Aviation Heritage Area.
- Grimes Field is home to several on-airport businesses, including: Miami Valley Hospital's Careflight, Mad River Air Flight Instruction, Charter and Maintenance, W & W Aviation Maintenance, the Champaign Aviation Museum, the Grimes Flying Lab Museum, the 'Ohio Wing of the Mid America Flight Museum', and the Airport Café. Services include a General Aviation Terminal building, Fuel Sales, Hangar Rental, Flight Instruction, Charter Operations, and Aircraft Maintenance.
- Currently there are 57 aircraft based at Grimes Field. The Champaign Aviation Museum continues in their quest to re-build a B-17 bomber to flying condition. The Grimes Flying Lab Museum & Foundation preserves and maintains the legacy of Warren Grimes, who developed much of the Aircraft and Airport Lighting we see today.

Economic Impact

Grimes Field, along with its related events has an Economic Impact equivalent to 56 full time jobs with an annual payroll of \$1,038,600, equaling \$3,407,500 in output. (*data from ODOT aviation study)

2017 Highlights:

- April – In partnership with the National Museum of the U.S. Air Force, Grimes Field hosted a Gathering of B-25 Aircraft in observance of the 75th Anniversary of the Doolittle Raid. We also welcomed over 12,000 visitors to Grimes Airport and Urbana, including 101 year old Colonel Richard E. Cole who was the co-pilot of the first B-25 to launch during the raid on Tokyo. Dick is the last surviving original crew member from the Raiders.
- July – Annual July 4th celebration – Worked with Urbana Rotary Club, Ohio Department of Transportation, and the Federal Aviation Association to move the shooting location of the fireworks. The new location is much closer to the public and provides a more intense, involved show. The Rotary's Chicken Dinner was again a sellout. The Art Council presented the band 'Hotel California' to a very large crowd, which was enjoyed by all.
- In August MERFI (Mid-Eastern Regional Fly-In) returned to Grimes Field with its 50th Anniversary Fly-In in conjunction with the 'Good Times Barnstormers' Flying Festival. Just over 200 aircraft flew in to Grimes Field for food, Federal Aviation Association Seminars and Aircraft Owners and Pilots Association Meetings. Two noon Parade-of-Flights showcased some of the unique antique aircraft that were on hand. Kids' activities included a Bounce House, clowns, face painting, and Paper Rocket Model Building (this proved to be very popular, even with some of the grown-ups) "The Barnstorming Movie" was shown free-of-charge on the outside of a hangar, with popcorn and snacks for all.
- 2017 fuel sales totaled 49,206 gallons, an increase of 14% from 2016 (increase mainly due to the B-25 Event)
- Two north sections of the Terminal Building roof were replaced with 20 year warranty DuraLast roofing.
- Two separate AWOS lightning strikes again caused damage to the AWOS, it was repaired and returned to service
- Coordinated all annual preventative maintenances, license renewals, and regulatory inspections

- Champaign Aviation Museum held many events, including: Annual Gala, 3rd Annual Army Air Force Remembrance Day, several reunions and private events. The B-25 Champaign Gal which is based here at Grimes attended many events and Fly-Ins around the country.
- Continued to work with the Federal Aviation Administration and the State Historic Preservation Office to develop a 'Memorandum of Agreement' to build additional T-Hangars at Grimes.
- Mid America Flight Museum welcomed a full-time employee to work at the Ohio Wing of the Mid America Flight Museum at Grimes Field restoring two Cessna O2s back to airworthy condition.
- Stantec Corporation Transportation Services began an FAA required 10 year revision of Grimes Airport Layout Plan
- Increased airport security by revising ramp access via electric gates.

Sharing Our Vision for 2018 and Beyond:

- Pursue growth and improvements maintaining Grimes Field as a destination airport in the region
- Bring additional aviation related businesses to Grimes (electronics, paint, interior, museums)
- Add video monitoring of gates and ramp for next step security increase
- Maintain programs and events to enhance community outreach.
- Development of on-going preventative maintenance plan with increased maintenance activity, 2018 focus items include: pavement crack sealing, fence line cleaning, replace main airport sign, complete roofing replacement on terminal building.
- Continued support to other departments as needed, mowing, etc.

2018 Events

- May 12 – MERFI Spring Fling Pancake Breakfast / FAA Safety Seminar
- May 14 – 20 In partnership with National Museum of U.S. Air Force welcome B-17 bombers to the Region in honor of Memphis Belle Exhibit opening at National Museum
- June - Young Eagles Rally
- July 4th - Independence Day Celebration, Firecracker Auto Show, Rotary Chicken Dinner, Arts Council Live Entertainment, Rotary Fireworks
- August 18/19 – Mid Eastern Regional Fly-in Wings and Wheels Cruise-In
- October 5/6 - Balloon Festival / Rally

Cemetery

Oakdale Cemetery, formerly known as Greenwood Cemetery, was dedicated on July 19, 1856 and is the final resting place for approximately 22,000 individuals.

“Oak Dale Cemetery, the pride of our city is but a fitting tribute to those whose far-seeing wisdom selected the grounds, which combine so many elements of natural beauty and adaptation to the purpose, with a wide range for decorative art. All of those gentlemen who selected the original grounds and under whose direction it was laid out now sleep within its shade.” (Excerpt from 1907 Oak Dale Cemetery Handbook; page 11)

2017 Activity Summary:

Along with assisting families with their pre-planning needs, Oak Dale Cemetery staff had the honor of serving eighty-seven (87) families in providing final burial or committal services for their loved ones.

215: Cemetery Operating Fund

Purpose: Cemetery operations

Revenue	\$147,339.63
Expense	<u>\$154,655.00</u>
Increase/Decrease(-)	-\$7,315.37
Ending Fund Balance	\$1,923.15

805: Cemetery Trust Fund

Purpose: Accounts for the earnings and care of various trust accounts

Revenue	\$289.22
Expense	<u>\$2,154.00</u>
Increase/Decrease(-)	-\$1,864.78
Ending Fund Balance	\$12,218.30

835: Cemetery Mausoleum Trust

Purpose: Earnings to be used to supplement cemetery general operating expenses

Revenue	\$47,962.10
Expense	<u>\$49,025.00</u>
Increase/Decrease(-)	-\$1,062.90
Ending Fund Balance	\$14,684.09

850: Cemetery Trust Principle

Purpose: Funds donated for perpetual care

Revenue	\$0
Expense	<u>\$0</u>
Increase/Decrease(-)	\$0
Ending Fund Balance	\$88,381.62

Sharing Our Vision for 2018 and Beyond

- Continue building the efficiency of bookkeeping and information preservation.
- Continue to seek methods of cost effective cemetery operations and grounds maintenance.
- Continue to engage the Oak Dale Cemetery Board to improve and preserve Oak Dale's legacy.

Community Development

The Community Development Division includes the functions of the Zoning Division. In addition, this division provides support to the Engineering Division in several areas. This division also works collaboratively with the Director of the Champaign Economic Partnership. The key functions of the Community Development Division include the following areas of focus:

- 1) Seek, acquire, and administer grants or low interest loans that improve and develop the infrastructure of the community or result in overall community betterment.
- 2) Foster economic growth through business retention, expansion, and attraction.
- 3) Plan for future redevelopment and development that is sustainable, compatible, attractive, and of the highest quality.
- 4) Regulate land use and permit development in accordance with city ordinances.
- 5) Keep the city clean and protect public health and welfare.

Division Staffing

In 2017, Doug Crabill remained as Community Development Manager on a full time basis, and Dan Shover remained as Code Enforcement Officer on a part time basis. Adam Moore continued as the Zoning Officer on a full time basis.

In addition, the work of staff in the Community Development Division is supplemented by Downtown Design Review Board, Planning Commission, Board of Zoning Appeals, and Board of Nuisance Appeals.

Zoning Division Activity Summary:

- 183 Permits were issued in 2017
 - Zoning Permits = 61
 - Right-of-Way Permits = 31
 - Fence Permits = 31
 - Temporary Sign Permits = 25
 - Sign Permits = 33
 - Floodplain Permits = 1
 - Pool Permit = 1
 - Total associated fees collected \$13,323.26

Downtown Design Review Board:

- Downtown Design Review Board reviewed a total of twenty-two (22) applications.
- Multiple signs were reviewed for businesses opening or relocating within the downtown.
- Big Willie's BBQ, a brick and mortar version of the popular food truck, opened at 23 Monument Square.
- The Studio and Fine Arts Gallery, a local art gallery that offers art classes, opened at 119 Scioto Street.
- Room 117, an event space, and Let's Eat Cake, a cake decorator, opened in a shared space at 117 Scioto Street.
- Bello Salon, a new hair salon in the Urbana community, opened at 316 North Main Street.
- Martin, Browne, Hull, and Harper PLL, a Springfield based law firm, moved into upstairs office space above Security National Bank at 1 Monument Square.
- The Church of Epiphany (Episcopal Church) at 236 Scioto Street installed a new monument sign with changeable copy.
- Beyond Homecare, LLC, a home health care agency, opened in an upstairs office at 31 ½ Monument Square.
- Visiting Angels, a non-medical home care agency, relocated to a new office at 229 Scioto Street from a location elsewhere in the city.
- Mayflower Restaurant at 225 North Main Street installed a new awning on their front facade.
- Cober Properties LLC repainted the building at 114-116 Scioto Street with assistance from a grant through the Champaign County Preservation Alliance.
- Real Estate II, a real estate agency, opened a new office at 202 Scioto Street.

- The marketing committee of Monument Square District spearheaded a project to rebrand the downtown area with the slogan, “On the Square”, including logos on the downtown trash cans that were approved by the Downtown Design Review Board.
- The DAV/VFW at 220 East Court Street installed a veterans mural on the front wall of the building.
- Berry Digital Solutions co-located with the Champaign Economic Partnership at 3 Monument Square.
- The block building, owned by Andy and John Doss, at 214 E. Market Street had masonry repair work and was repainted.
- Skyline Lofts LLC (Dave and Carol Smith) were approved for replacement upper windows at 223 North Main Street.

Planning Commission:

- Planning Commission reviewed a total of twenty-eight (28) applications.
- Multiple signs were reviewed for businesses opening, remodeling, or relocating within the city.
- The final site plan for the new Navistar warehouse at 1155 Phoenix Drive was approved in February, and the new building was occupied by late 2017.
- The Champaign Transit System constructed a new vehicle storage building behind the Champaign County Community Center.
- Wendy’s at 734 Scioto Street was remodeled inside and out with a new exterior look and updated signage.
- Lincoln and Main Gastropub opened in the long vacant (20+ years) Marathon station at 624 North Main Street after extensive renovation and expansion of the building.
- A new Cricket Wireless store opened at 1472 East US Hwy 36.
- O’Reilly Auto Parts received site plan approval and started construction on a new store at 1682 East US Hwy 36 in the Urbana Commons development.
- Crop Production Services purchased the former Interstate Truckers building at 668 State Route 55, and CPS received site plan approval and started construction on a new fertilizer distribution facility at this location.
- Urbana Self Storage constructed an additional self-storage building at its self-storage facility at 1336 East US Hwy 36.
- Long Road Crossfit relocated from Scioto Square to 1246 East US Hwy 36.
- Urbana University updated on campus signage as the result of a comprehensive sign plan that was approved by the Planning Commission.
- ColePak received zoning approval and started construction on a new two story office building to serve its new location at 1030 South Edgewood Avenue.
- Mary Rutan Hospital opened a new Physical Therapy and Sports Medicine office at 211 Lippencott Lane in the former Cato space.
- Mary Rutan Hospital remodeled its Urbana Clinic at 1880 East US Hwy 36 after physical therapy and sports medicine services were moved to a different location in the city.

Board of Zoning Appeals:

- Board of Zoning Appeals reviewed a total of twenty-two (22) applications.

Board of Nuisance Appeals:

- Board of Nuisance Appeals received no appeals for review.

Nuisance & Code Enforcement Highlights:

- One thousand four hundred thirty-six (1,436) inspections were performed.
- Four hundred and forty five (445) violations were abated (closed/resolved).
- The majority of nuisance complaints (reported by the public or by proactive enforcement) are in three categories: tall grass (106 in 2017; 142 in 2016; 147 in 2015), trash (137 in 2017; 119 in 2016; 104 in 2015), and motor vehicle (90 in 2017; 161 in 2016; 65 in 2015).
- Proactive enforcement of temporary signage violations is ongoing.
- The establishment of Chapter 521.12 (Outdoor Use of Furniture) has proved to be a valuable tool for nuisance enforcement since its establishment by ordinance in September of 2015.
- A vacant building enforcement program ordinance was passed in October of 2017. Enforcement is anticipated to begin in earnest in the first quarter of 2018 with a focus on moving vacant properties in the city back into productive use.

Zoning Highlights:

- Staff facilitated a zoning map update process with the Ultra-Met Company to correct zoning map errors that were discovered.
- A zoning text update for Subarea C of the Urbana Commons development was facilitated in cooperation with the property owners. With this update, the current owners of this lot will have more flexibility for commercial uses for this lot beyond the fuel station that was originally planned for this lot.
- With recent changes to Subareas and C and E of the Urbana Commons PUD, staff initiated an update of the General Development Standards of the Urbana Commons PUD to ensure consistency and clarity of the applicable zoning texts.
- Upon the annexation of the property at 638 Childrens Home Road, staff worked through the legislative process to update the city zoning map to reflect this newly annexed territory.
- After discovering that single family dwellings were not a principal use in the BR-1 district and after determining that this land use was commonplace in this district and potentially impacting home lending in this district, staff initiated a zoning change to add single family dwellings to the principal uses in the BR-1 district.
- Staff updated the R-1 zoning ordinance through legislation to reflect that accessory structures are required to have ten feet of rear setback after discovering that this setback was not outlined in the code.
- After discovering conflicting language in the R-2 zoning ordinance regarding multi-family dwellings, staff facilitated a code update to allow multi-family as a conditional use in the R-2 zoning district.
- The definitions for major and minor subdivisions were updated through the legislative process to eliminate a discrepancy in the code between major and minor subdivisions.
- After receipt of a rezoning application from the property owner of a lot at 109 South Oakland Street, staff assisted this applicant in rezoning this lot from R-2 to B-2.
- Staff worked proactively with representatives of the Urbana City School District and Urbana Township in the review of the plans for the new Pre-K-8 school on US Hwy 68 South. Construction started on this school building project in early spring of 2017.
- The Zoning Officer served on the boards of Monument Square District and the Champaign County Convention and Visitors Bureau in 2018.

Community Development Highlights:

- Worked with Ohio EPA to obtain Targeted Brownfield Assessment grant dollars to conduct Phase 1 and Phase 2 assessment work on properties formerly owned by the Packer family. Based on this assessment work, the Ultra-Met Company decided to purchase additional land and buildings near their current facility from the Packer family.
- Worked with multiple partners to finalize the redevelopment plans for the Q3JMC site, including the successful transfer of the site to the city in May of 2017.
- Facilitated water and sewer connections for the new PreK-8 school on US Hwy 68 South, including the necessary process to annex the site into the city with the annexation scheduled to be completed in March of 2018.
- Administrative support was provided for the following projects that were completed in 2017: 2017 Asphalt Program; North Oakland Street, Curbs and Sidewalks, Phase 2 (FY16 CDBG); and the US 36 East Improvements.
- Worked with the City Engineer to successfully obtain \$404,600.00 in OPWC loan funding for the replacement of water mains in the downtown area to coincide with the roundabout project that is scheduled in 2019.
- Facilitated a bid process for the curbside recycling program and assisted in public communications related to the switch in vendor and the change to a cart based system.

Looking Ahead for 2018

- Continue collaborative efforts to redevelop the former Q3 JMC sites on Miami Street and Beech Street.
- Continue to work with the Urbana City School District, Champaign Economic Partnership, Flaherty and Collins Properties, and other community partners to successfully redevelop the Douglas Inn, South Elementary, and North Elementary for senior housing.
- Work cooperatively with the LUC Regional Planning Commission and the Champaign County Commissioners on an update of the county's comprehensive plan.
- Continue proactive enforcement of the zoning and nuisance ordinances.
- Continue to streamline permitting processes in order to be business friendly.

Economic Development

Champaign Economic Partnership (CEP)

2017 Key Accomplishments:

- Unemployment rate (Champaign Co.) – Jan. 2017(4.9%) as of Dec. 2017 (3.9%)
- Q3 JMC – secured nearly \$900,000.00 Pilot Program grant from JobsOhio for redevelopment purposes. Partnership secured with City of Urbana, Honeywell and True Inspection Services for clean-up activities
- Twelve “wins” for our community involving investment of approx. \$88M±, estimated new employees 100±, estimated new payroll \$5.3M, retained employees 1192, retained payroll \$17.3M (* = tax abatement agreement)
 - KTH – 99,000± SF new construction, \$28M investment, 20 new hires, payroll \$812,000.00± - construction completed*
 - Parker Trutec – 57,000± SF new construction, \$8M investment, TBD new hires – construction completed
 - Memorial Health – 30,000± SF new construction, \$9M investment, 12 new hires, payroll \$1.4M construction due to be completed Spring 2018*
 - Navistar/Damewood – 355,000± SF new construction, \$28M investment, 13 new hires, payroll \$572,000.00 – construction completed*
 - Crop Production Services – Purchase of existing vacant Interstate Truckers Bldg. New construction of 20,000± SF liquid storage facility and 12,000± SF dry storage building. \$6M investment 8 to 10 new hires payroll \$500,000±
 - ColePak (SR 55 and Edgewood Avenue)- 200,000± SF existing bldg. purchase for expansion. New construction 5000± SF. \$5.6M± investment TBD new hires
 - Weidmann – 2600± SF new construction, \$2.7M investment, 20 new hires, new payroll \$835,000.00 – construction completed*
 - Various other projects including new Dollar General Store Christiansburg, retail/restaurant, entrepreneurial opportunities and property locations
- Carry over Economic Development projects from to 2018 (pending/in progress) – 22
- Completed Manufacturing Engineer Survey – Champaign County. Data will be used for marketing purposes. Avg. wage - \$37.00-\$40.00/hr.
- Conducted Wage and Benefit survey – Regional partnership (Champaign, Clark, Logan, Madison & Union counties)
- Manufacturer’s Council/HR Manager’s Group
 - YMCA camp, Champaign County Fair, monthly workforce meetings, continued partnership with education and support services
- Manufacturer’s Champaign County economic profile as of Oct. (annually)
 - 2016 – 4.0x national concentration
 - 3725 employed in manufacturing
 - \$66,200 average annual salary
 - 3% - 19-24 year old in manufacturing careers
 - 2017 – 4.15x national concentration
 - 4029 employed in manufacturing
 - \$64,021 average annual salary
 - 9% - 19-24 year old in manufacturing career
- Retention/Growth/Expansion/Investment/Attraction
 - Submitted 10 responses to inquiries from Dayton Development Coalition, JobsOhio, various brokers, and out of state and local businesses regarding possible relocation, buildings, sites, expansion etc.
 - Manufacturing
 - Retail & Service industry
 - Warehousing
 - Entrepreneurial

- Community Involvement
 - Serve on UU Board of Advisors
 - Serve on MSD board
 - Serve on several committees for economic development and workforce development
 - Present at various workshops, seminars and meetings throughout the year
- Champaign Economic Partnership - 2017
 - Ongoing enhancements to www.cepohio.com to include workforce development, highlighting available properties and a “playbook” for economic development in Champaign Co.
 - TV monitor in CEP office window 24/7 media stream of economic development news items, live CEP Facebook stream and Community Job Connect – local job posting
 - Community Job Connector – local job board hosted on the CEP website – focus on marketing of site
 - “Open for Business” campaign – marketing Champaign County for both businesses and workforce talent – 10 flags given out
 - Secured 6 new private investors
 - Village of Mechanicsburg named CEP as their economic development agency
 - Assisted with annexation of ATP property into the Village of Mechanicsburg
 - Completed annual TIRC review
 - Hosted various training and public sessions to market Champaign County

Engineering

Major Projects Completed

- CDBG FY2016 North Oakland Street Curbs and Walks, Phase 2 project was finished in May. Mark Finchum Excavating completed the project for \$75,032.00. The project replaced sidewalks, catch basins and curbs and gutters in the 300 and 400 blocks of North Oakland Street from West Church Street to Union Alley. The CDBG grant paid for the majority of the project.
- U.S. 36 East Improvements were completed by J & J Schlaegel, Inc. in mid-December. J & J's initial contract amount was \$1,338,250.98. The final amount will be in the neighborhood of \$1,358,000.00. This project was funded through an ODOT Transportation Alternatives Program grant, an Ohio Public Works Commission grant and local match. The project started in early April with storm line installations. Curbs, gutters, sidewalks, drive approaches, decorative lights, a pedestrian island and trees were installed afterwards. U.S. 36 East was then paved through a separate ODOT contract by A & B Asphalt during the month of October. Also during this time, ODOT paved State Route 29 from the 36/29 split to the eastern corporation line. Construction inspection and administration took roughly 675 hours of my time, starting in February and lasting through December.
- The 2017 Asphalt Program that began in May was completed in early October. The project was awarded to A & B Asphalt for a base bid of \$277,110.48 plus an additive bid of \$24,589.15 to resurface the parking lot behind the Gloria Theater and post office. The street listing for this year included the resurfacing of at least portions of W. Ward Street, Community Drive, James Avenue and the S. Edgewood Avenue bridge. At least portions of Hagenbuch, Pindar, Mosgrove, Eagle, Union, Gwynne, W. Twain and E. Reynolds were crack sealed in September/October. Curbs and gutters were replaced on W. Ward Street and repaired on Community Drive during this project as well.
- A small signal modification project was completed in late September for the City. American Structurepoint designed and estimated the cost of adding a protected left turn arrow to northbound traffic at the US68/SR55 intersection. The northbound left level of service was failing when evaluated during traffic impact studies conducted by both the PreK-8 and the Navistar warehouse projects. Security Fence Group's traffic signal division performed the work at a price of \$6,574.03.
- An emergency project near the outlet side of the N. Russell Street box culvert over Dugan Ditch was necessitated because of a collapsed gabion basket (stone holding cage meant to retain backfill). A new reinforced concrete wing wall was designed to hold back the bike path embankment. J & J Schlaegel was solicited for the work and completed the project in July. The cost was \$19,833.00.
- A large City storm pipe was found to be rusted out along the right-of-way of Patrick Avenue in August. The excavation area was taped off until late September/early October when the work was completed by J & J Schlaegel (lowest of two quotes received) for \$15,486.60. Just shy of 120' of 42" double-walled, plastic pipe was installed.
- Midwest Pavement Analysis and Design was hired in July for \$6,000 to complete a pavement condition rating assessment of all our City streets. In early October, the findings were presented. Pavement Condition Ratings are a method of assigning a point value from 1-100 to roads based on their visible distresses. Though it's a snapshot in time, if Urbana were to immediately perform the recommended treatments, the cost would be approximately \$6,000,000. If Urbana were to do this catch up work over a 10 year period (as recommended), the budget would need to reflect in excess of \$600,000 a year.

Major Ongoing Projects

- EMH&T, as a consultant for the City, has almost completed the Dugan Run floodplain study, began in 2014. News was just received that 2017's paperwork submission to FEMA for a letter of map revision was accepted after a few revisions were made. The next step is the public notification process. From the looks of it, approximately 55 primary structures have been subtracted from the 100-year floodplain and 12 added. The bridge and piping improvements made in recent years coupled with better terrain and flow modeling allowed for the shrinkage in the floodplain breadth.

Sharing Our Vision for 2018 and Beyond

- Improvements to the roundabout and one block in each direction are being planned for 2019. Two grants from ODOT have been approved: a Highway Safety Grant for roughly \$408,000 and a Small Cities Grant for about \$192,000. This money, in conjunction with ODOT Urban Resurfacing funds for paving and local match, will be used to co-fund the roundabout improvements project. The City has chosen Burgess and Niple as its design consultant and has begun the second phase of project design. The City has also elected to have a water main and water service replacement project designed by Burgess and Niple as part of the project. The City applied for an OPWC waterworks loan this past summer and anticipates award during summer 2018. Burgess and Niple has now begun the primary design phase for the roundabout, with Stage 2 plans due to ODOT in early March 2018.
- CDBG FY2017 North Oakland Street Curbs and Walks, Phase 3 plans have almost been completed. The regular CDBG allocation (now on a two-year cycle) was given to other communities in Champaign County, so the City is pursuing statewide competitive CDBG Critical Infrastructure funding to finish off the sidewalks, catch basins and curbs and gutters along North Oakland Street in construction year 2018. This would encompass everything from Union Alley to just north of W. Light Street. Urbana is requesting a \$297,000 grant coupled with a \$33,000 local match. So far though, the application has been unfunded through two cycles of grants. More discussion, revisions and possibly a presentation will be needed to pursue this grant avenue a third time.
- The paving program for 2018 is being developed. Chip and crack sealing will again be done to help extend the lifespans of our roadways. Crack sealing will focus on roads that were paved from 2011 to 2013. Another maintenance application, called rejuvenator, has been gaining popularity as well and will be considered for implementation. With only \$250,000 available in 2018's budget, few roads will receive the traditional mill and fill.
- Urban Resurfacing by ODOT will be performed in 2018 on State Route 54 (South Jefferson Avenue and Patrick Avenue) from Scioto Street south to the corporation line near the second cemetery curve. Before that time, the City hopes to begin an assessment procedure to replace broken curb and gutter and sidewalks along the route.
- Gwynne Street bridge expansion joint repair and concrete sidewalk repair will be a contracted item in 2018.

Miscellaneous Accomplishments

- LPA (Local Public Agency) fringe rate paperwork was updated to qualify Engineering to submit for cost recovery on any construction inspection it has on an ODOT funded project. This came into play on 2017's U.S. 36 East Improvements project where the City will be reimbursed nearly \$26,000.00.
- Engineering employed an intern for the summer once again. Ashley Michael, an Agricultural Engineering major at OSU, was hired for twelve (12) weeks during the summer and then came back to work a few days during her winter break too. Her tasks included inspecting construction projects, plan archiving, updating the lead service map, concrete patch monitoring, designing a cemetery pedestrian ramp, drawing a parking lot striping layout, City map updating, collecting elevation data, drafting bridge sidewalk and expansion joint repair plans and other miscellaneous tasks on AutoCAD. Ashley was a much appreciated addition to the Engineering Department this year.
- Engineering completed inspections or has pending inspections for thirty-one (31) right-of-way permits issued.
- Periodically checked and logged City, Columbia Gas and homeowner right-of-way digs. In conjunction with the Nuisance Department, at least two (2) letters were sent to homeowners requiring the filing of right-of-way permits. Overall, approximately one hundred fifty-eight (158) non-project related patches were tracked by Engineering when time permitted.
- Approximately one hundred twenty-four (124) zoning permits, including site plans, were reviewed by Engineering before being approved by Zoning. Some of the larger projects approved included

Navistar's warehouse, O'Reilly Auto Parts' store, Lincoln and Main's restaurant, Crop Production Services' agricultural complex, Weidmann Electrical Technologies' boiler room addition and ColePak's office addition.

- Four (4) lot splits were approved by Engineering for Zoning conformance before being approved at the County level.
- Engineering took part in inspections on multiple building sites throughout the year.
- Engineering performed yearly bridge inspections (10 bridges) in the fall and completed a wholesale inventory update within ODOT's bridge management program. ODOT Central Office audited Urbana's bridge program and thought it was well-organized with quality bridges.
- Eleven (11) items were sold through GovDeals for a total of \$20,147.54 on behalf of other departments. This year Brad Yost at the Water Reclamation Facility began taking over some of the auction duties in the fall. He will handle at least all of his department's GovDeals auctions going forward. Overall, GovDeals has provided the City a method to auction off over \$96,000 worth of used assets.
- Columbia Gas project work also occupied some time, overseeing road closures and inspecting patch backs.
- Water, Sewer and Engineering are getting closer to purchasing a GPS unit(s) and GIS software system that would help bring the City of Urbana into the 21st century with locating, mapping and work orders.
- Co-taught Junior Achievement with Adam Moore at West Liberty-Salem. The third graders learned about "Our City."
- Evolving from the 2012-13 *Leadership Champaign* project, The Urbana Hilltop Disc Golf Course at Melvin Miller Park is still going strong and is ranked number 6 of 136 courses in Ohio. The club hosted five tournaments in 2017, one of which (an annual charity event for the Caring Kitchen) welcomed 100 participants, the most ever. Course expansion is now being considered.

Finance

Utility Billing, Income Tax and Accounting

Overview

The Department of Finance is made up of Utility Billing, Income Tax and Accounting under direction of the Director of Finance. The Department of Finance is located on the first floor of the City building with office hours from 8:00 a.m. – Noon and 1:00 pm - 4:30 p.m. Monday through Friday. Detailed information, frequently asked questions, forms, policies, procedures and rate schedules are available on the City of Urbana website at www.urbanaohio.com. Please visit individual department web pages for information specific to each area.

Utility Billing

Utility Billing has an employee headcount of 1.75 FTE who are responsible for servicing approximately 4,600 utility customers each month. The office processes billings and provides customer service for water, sewer, stormwater, and recycling. Utility bill printing and mailing are currently outsourced to a third party processor. After registering, utility customers can view their bill online at the City of Urbana website.

Although the majority of customers still choose to pay their utility bill through the mail service or in person at the Utility Office window, the option to pay online or by telephone are gaining in popularity. 2017 marks the second full year that the City has offered credit card and online payments. This service has been welcomed by our customers as evidenced by the number of transactions.

Year	Number of Transactions	Amount of Transactions
2015 (partial year)	1,651	\$123,256.71
2016	4,710	\$351,202.67
2017	5,963	\$474,095.75

The following summarizes the Utility Billing Office activity in an average month:

- 4,600 utility customers billed
- 1,300 customers receive delinquent notices
- 200 customers receive shut off notices
- 20 customers have utility service disconnected

Income Tax

The Income Tax office provides tax related services to individuals and businesses working and residing within the city limits, and is serviced by an employee headcount of 1 FTE. The income tax rate for the City of Urbana is 1.4%, and residents paying income tax to another municipality are eligible for a credit of up to 1%.

The Income Tax Office manages approximately 4,500 individual income tax accounts, 1,000 business tax accounts and 1,300 withholding accounts

The General Fund receives 1% of the income tax and the Police and Fire Income Tax Fund receives .4%. By City Charter, each fund is required to use 75% of tax revenue for operating expenses and the remaining 25% earmarked for capital improvement.

Income tax revenue generates approximately 50% of the total revenue in the general fund. The following is a breakdown of the city's income tax revenues by source:

- 73% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 20% Business Income Tax - Businesses located in the city or doing business in the city are required to file an annual tax return and pay city income tax on their net profit.
- 7% Individual Income Tax - Receipts from residents' filing an annual tax return with the city and paying the tax balance due (i.e. employer not withholding Urbana income tax).

City of Urbana residents are required each year to file a timely income tax return. Each year approximately 1,000 income tax returns are not filed timely.

The City's income tax ordinance underwent major changes due to the passage of House Bill 5, with an effective date of January 1, 2016. These changes were included in the 2016 tax returns filed in 2017.

Accounting

The Accounting office has an employee headcount of 3 FTE including the Director of Finance. The office prepares an annual budget, based on a fiscal calendar year, which includes operating revenues and expenditures and capital expenditures. An average of 2,500 checks is issued annually for authorized disbursements.

The Accounting office oversees the collection of all incoming revenues, the disbursement of authorized funds, the investment of available funds and the issuance of authorized debt instruments. They are accountable to lead and oversee the annual city audit.

The following charts provide expenses by department and type of expense for the originally appropriated budget for calendar year 2017.

City of Urbana		
General Fund Budget by Expense Type	FY17 Budget	% of Budget
Salaries	3,431,057	53.8%
Pension	651,518	10.2%
Medical & Life Insurance & Medicare	882,651	13.8%
Worker's Compensation	112,848	1.8%
Travel & Training	38,600	0.6%
Utilities	210,650	3.3%
Professional Services	164,281	2.6%
Equipment & Building Maintenance	214,625	3.4%
Miscellaneous	88,150	1.4%
Insurance	76,535	1.2%
Printing, Advertising, Memberships, Postage	174,675	2.7%
Supplies	79,692	1.2%
Gas & Oil	51,200	0.8%
Subsidies	201,000	3.2%
Grand Total	6,377,482	

City of Urbana		
General Fund Budget by Department	FY17 Budget	% of Budget
City Council	84,856	1.3%
Code Enforcement	205,314	3.2%
Engineering	164,437	2.6%
Finance - All Departments	481,676	7.6%
Fire/Ambulance	1,781,017	27.9%
Law Department	183,600	2.9%
Mayor/Administration	281,445	4.4%
Misc. Non-Departmental	528,203	8.3%
Mulch/Compost	25,525	0.4%
Municipal Court	687,863	10.8%
Parks & Recreation - All Departments	323,377	5.1%
Police	1,468,594	23.0%
Public Works & Property	161,575	2.5%
Grand Total	6,377,482	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2017.

**City of Urbana - General Fund
Tax Revenue Budget**

	2017 Budget	% of Budget	Explanation
Local Taxes	508,751	8.0%	Real estate taxes
State-Shared Taxes	245,000	3.8%	Local government - county
Intergovernmental	141,197	2.2%	Local government - state, County court reimbursement
Recreation Collection	19,560	0.3%	Park & recreation revenue
Pool collections	52,300	0.8%	Pool admissions, rentals, sales
Charges for Services	905,698	14.2%	Ambulance, cable tv, township contracts
Licenses & Permits	7,250	0.1%	Code/zoning permits
Court Collections	416,625	6.5%	Fines and fees associated with Municipal Court
Miscellaneous	129,150	2.0%	Interest revenue, mulch revenue
Reimbursements	684,000	10.7%	Reimburse general fund use of resources
Municipal Income Tax	3,274,875	51.3%	Municipal income tax revenue
Total Revenue	<u>6,384,406</u>		

Fire & EMS

Major Highlights

- We had two members leave the Urbana Fire Division in 2017. Fire Captain Jim Freeman and Firefighter/Paramedic Brett Evilsizor retired in January both with over 30 years of service to the fire division. We hired Firefighter/Paramedics John Flora to replace Parker Robison who resigned in 2016. Jacob Jones and Michael Drake were hired to replace our two retired members.
- Captain Jerry Kirk retired in September with over 25 years of service. Captain Kirk was our Maintenance Officer and was able to fix most of our mechanical and apparatus issues. Throughout 2017 Captain Kirk was training Eric Beverly and Thad Davis to take over our maintenance program. Captain Eric Beverly was promoted in December to take over for Captain Kirk.
- We continue to have fire and EMS contracts with the surrounding townships. All contracts have the following terms:
 - Urbana Township – 3 year contract 2016-2018
 - Salem Township - 5 year contract 2016-2020
 - Concord Township – 5 year contract 2016-2020
- The CPR program for the community continues– educating our citizens to the importance and teaching the correct administration of CPR, knowing that this knowledge will someday help to save a life!
- The Urbana Fire Division continues to administer car seats to families not able to afford them through grant money from the Champaign County Health Department. We have had a large number of families come to the fire station to learn how to install car seats and to receive a car seat provided by the grant.
- We continue to fine tune our digital improvements with the use of I-Pads in our apparatus. The I-Pads have become a very valuable asset to streamline our operations. Our firefighters now use these devices to do our daily vehicle and equipment checks as well as our monthly medic unit inventory. We continue to find ways to improve our efficiency and reduce our carbon footprint.
- We conducted several training exercises at the facility and plan to add county-wide exercises as we continue improving our site.
- The Staffing for adequate Fire and Emergency Response (SAFER) Grant expired on December 6, 2017 we received over \$305,000.00 dollars from the grant that allowed us to fill two vacant positions that we had over the past year bringing our staffing back to 7 suppression personnel on each shift and two administrative personnel.
- Assistant Chief Jeff Asper returned in July from Active Duty Army service in Afghanistan. Asst. Chief Asper was the commander of a forward surgical unit that treated countless casualties.
- In August of 2017 we took delivery of a new utility truck. This truck has already proven to be an effective tool for us.
- We continue to work hard to improve the fire station daily cleaning as well as painting areas that have not been touch for a long time.

Operational Summary

	2017	2016	2015	2014	2013	2012	1996
EMS Runs	2140	2010	1797	1849	1795	1799	1363
City	1731	1655	1447	1468	1424	1474	1008
Urbana Township	297	280	257	280	266	257	213
Salem Township	79	53	64	56	40	18	44
Concord Township	11	10	5	24	12	NA	NA
Union Township	NA	NA	NA	NA	41	29	33
Mad River Township	NA	NA	NA	NA	NA	NA	35
Mutual Aid	22	12	24	21	12	21	11
Motor Vehicle Acc.	152	182	144	119	117	113	NA
City	72	98	64	60	60	55	NA
Urbana Township	54	47	57	39	32	40	NA
Salem Township	14	19	13	13	12	6	NA
Concord Township	3	4	1	1	1	NA	NA
Union Township	NA	NA	NA	NA	6	6	NA
Mad River Township	NA	NA	NA	NA	NA	NA	NA
Mutual Aid	9	14	9	6	6	6	NA
Fire Runs	464	454	501	483	408	448	484
City	351	337	372	369	300	322	382
Urbana Township	75	72	71	63	75	76	66
Salem Township	10	15	22	16	10	9	18
Concord Township	NA	NA	NA	NA	NA	NA	NA
Union Township	NA	NA	NA	NA	10	14	8
Mad River Township	NA	NA	NA	NA	NA	NA	5
Mutual Aid	28	30	36	35	13	27	12
Total Runs	2756	2646	2442	2451	2320	2360	1847

Human Resources

The City of Urbana currently engages ninety-two (92) full-time and thirteen (13) part-time employees; in 2017 fifteen (15) seasonal employees were also utilized.

Miscellaneous Accomplishments

- The City of Urbana had three work related accidents for 2017. Only one claim was lost time for a total of 26 days away from work.
 - Due to our continuous improvement our City was invited to join the Ohio Municipal League Group Retrospective Rating for Public Employers in 2018.
 - Although we will receive rebates for 2017. Beginning in 2018 we are not eligible for the rebates for the Drug-Free Safety, Industry-Specific Safety & Transitional Work Bonus Programs while we participate in the Group Retro. We will continue those program guidelines, because they have been instrumental in our improvements.
 - The Group Retro Savings will surpass those rebates.
- Responded to 15 public records requests.
- Annual Health Insurance enrollment for 2017.
 - We were able to stay within the budget and stay with Medical Mutual, Delta Dental and VSP.
 - Monthly Wellness topics have been shared and we provided activities for each month when possible. To name a couple, Mercy Health's Mammogram mobile unit was on-site for Breast Cancer Awareness Month & on-site vaccines were given by Kroger Pharmacy technicians during Vaccine Awareness Month.
- 2017 Trainings were conducted as follows.
 - City-wide sessions were conducted for Work Place Harassment and Diversity training.
 - Additional training was conducted throughout the year as needed per department.
 - In compliance with the Drug-free Safety Program all employees attended annual awareness training; the supervisors also attended the required supervisor awareness training. This training was conducted by Training Marbles from the Columbus area who provided a very effective and knowledgeable presentation and material.

Sharing Our Vision for 2018 and Beyond

Training, updates to job descriptions and policy updates, will be our main focus for 2018. We have implemented a wellness program for 2018. This three year program will help the City become a healthier group. If we stay on target, we may be able to consider self-funded plans. USI has provided and presented information to our Health Insurance committee at our quarterly meetings. This wealth of information has been very educational has provided guidance to the committee throughout the year.

Law Office

Law Director

City Council Meetings/Work Sessions

The Law Director attends each regular City Council Meeting, as well as each Work Sessions. He also avails himself to all members of Administration and Council for legal advice and representation as pertains to any matter involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and as to any matters which arise during those meetings.

Since becoming the Law Director on July 17, 2017, I attended each and every City Council meeting and Work Session, with the exception of the City Council meeting at which the Mayor asked for the Council's vote as to whether I should be named as Law Director.

Ordinances and Resolutions

The law Director reviews any Ordinances and/or Resolutions drafted by any Department, and also drafts and submits Ordinances and/or Resolutions when needed for any issues. The review is for correctness, but also to assure that the underlying objective of the Legislation is being met by the draft.

In 2017, the Law director reviewed each Ordinance and/or Resolution put before Council. He also drafted several including, but not limited to, those necessary for Gas aggregation, Electric Aggregation, the 6/10% Income Tax Levy (all to be placed on the ballot May 8, 2018), and an Ordinance creating a Vacant Property Chapter in the Urbana Codified Ordinances.

Inter-Departmental Outreach

Occasionally, the Law Director is approached by employees and/or heads of Departments to assist with various legal matters, such as collection letters, review of leases/contracts, correspondence to individuals affected by policy, Notice letters, and Cease and Desist letters.

The Law Director worked hand-in-hand with a number of Departments including, Planning and Zoning, Cemetery, Water, Fire, Police, Engineering, Human Resources, Water Reclamation, Airport, Streets, and Finance.

Community Outreach

The City works diligently to spearhead and to coordinate efforts between itself and a myriad of outside entities, such as the Chamber of Commerce, the LUC, the Township Trustees, the County Commissioners, the Health District, and the Historical Society.

During 2017, the Law Director was included in meetings of several agencies, at which topics of cooperative efforts to resolve some issues and to enhance the City and other entities were discussed and explored. The Law Director offered to help in any way, and was able to assist in addressing many issues.

Administrative Responsibilities

The Law Director works directly with the Mayor and the heads of Administration and Finance to coordinate and oversee the smooth, efficient and cohesive operation of the City of Urbana, Ohio.

Weekly meetings were held throughout the year, at which the Law Director conferred and participated in dialogue with the Mayor and the heads of Administration and Finance. The Law Director came prepared to update the group regarding any and all matters pending and pertinent to the administration of the City, and to report the progress on all projects.

Code Enforcement

Planning and Zoning, Administration, and the Law Director work hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, are being adequately enforced.

Throughout the 2017 calendar year, the Law Director toured a number of properties with potential and existing zoning and/or nuisance violations. The cases were reviewed for possible legal action. One case was filed, and the nuisance, which had been in existence for a period of years, was abated and remedied.

Contract/Legal Document Review/Modification

Numerous City projects require complex legal documentation and process including, but not limited to, bidding contracts, construction and remediation projects, interaction with the Townships and the County, issues involving the Historical society, Community Development, and so forth. Each involves the office of the Law Director, some merely for review, others for more detailed participation.

In 2017, the Law Director helped with a number of projects, such as Q3, the new school construction, and a number of land sale/purchase transactions.

Easements, Appropriations, and Other Civil Matters

The Law Director represents the City in matters of easements, appropriations, takings, and/or civil cases.

In 2017, the Law Director worked on a number of easements involved in the 36 project, and worked together with outside counsel with regard to federal lawsuits.

Municipal Court Prosecutor

The fundamental responsibility of the Municipal Court Prosecutor is to represent the State of Ohio, the City of Urbana, and/or the Villages in Champaign County, in the Champaign County Municipal Court, for all misdemeanors and for any felony cases filed in that Court.

Cases Prosecuted

In 2017, the Municipal Court Prosecutor prosecuted approximately 5,000 cases, the breakdown of which is as follows:

Sorted by filing Agency:

Urbana Police	Sheriff	Mechanicsburg	OSHP	St. Paris	Other
1335	629	911	1566	384	47

This averages out to approximately 100 cases weekly, 20 cases daily. This includes all matters, whether resolved by admission, plea, at pretrial, at a trial to the Bench, or by Jury Trial.

Case Reviews

In addition to prosecuting cases, the Municipal Court Prosecutor avails himself to law enforcement to review fact patterns and evidence to determine whether it would or would not be appropriate to file any charges in a particular case. Generally, the Prosecutor is approached to review cases which require analysis of complex legal application of the law to the facts. They may also involve other issues, such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges.

In 2017, the Municipal Court Prosecutor was approached by, and reviewed cases for, several members of the Champaign County Sheriff's Office, the Urbana, St. Paris, and the Mechanicsburg Police Departments.

Code Enforcement

When called upon to so do, it is the burden of the Municipal Court Prosecutor to both draft and file the criminal complaints alleging misdemeanor violations of the Urbana Codified Ordinances, and to prosecute same.

As mentioned above, in 2017, the Municipal Court Prosecutor has invited and advocated for the filing of criminal charges in matters of continued violations of zoning and/or nuisance provisions of the Urbana Codified Ordinances.

Victim Advocacy

The Municipal Court Prosecutor's Office has established a Victim's Advocate program, which offers comprehensive victim services including, but not limited to, referral for counseling services, support in court and throughout the legal process, and assistance in securing restitution.

In 2017, through utilization of the VOCA Grant, which was successfully secured, the Municipal Court Prosecutor's office assisted countless victims of crime through the legal process.

Law Enforcement Training

On occasion, the Law Director assists law enforcement with training and updating the Departments regarding legal trends and/or developments.

In 2017, the Municipal Court Prosecutor educated law enforcement regarding Ohio Revised Code §2919.251, which are high-risk factors in domestic violence cases. The Prosecutor drafted and provided law enforcement with questions, which could be posed to victims of domestic violence, to assist the Court in determining what type of bond to set for suspects in such cases. Further, the Prosecutor has compiled a training seminar to certify members of law enforcement to administer oaths. This will allow officers and deputies to notarize criminal complaints drafted by other members of law enforcement.

Contracts for Prosecution Services

Historically, the Municipal Court Prosecutor has contracted personally to provide prosecution services to Champaign County, St. Paris, and Mechanicsburg. Recently, it was posited that these contracts should inure to the benefit of the City of Urbana, and not to the Prosecutor personally.

In 2017, the Municipal Court Prosecutor successfully argued for, and secured, increases in the payments received under the Mechanicsburg and St. Paris Prosecution contracts. He also secured a renewal of the County contract at the existing rate. He also solidified, with no uncertainty, the intention to secure these contracts to benefit the City of Urbana, and not himself personally, during his tenure as Law Director.

Diversion

In 2017, the Municipal Court Prosecutor set the ball rolling to create a Diversion Program in the Champaign County Municipal Court. This program would allow offenders whom the Prosecutor believes to be a one-time offender, and who otherwise qualifies, to enter a Diversion Program to avoid conviction of various offenses, namely, drug and alcohol-related offenses. The Diversion program would supply counseling and other support services to such individuals, in an effort to minimize the risk of recidivism. In the event that the offender successfully completes the Diversion Program, the Prosecutor would draft and file a Motion to Dismiss the charge and to Seal the Record.

Sharing Our Vision for 2018 and Beyond

- Seamlessly integrate new Marsy's Law changes into the prosecutorial process.
- Establish a Diversion Program for offenses committed by individuals not likely to reoffend.

Parks & Recreation

The Urbana City Park system, headquartered at 731 Children’s Home Road, encompasses over 120 acres and provides a variety of recreational opportunities for the citizens of the community.

Chris Stokes, 15-year veteran with the City Parks and Recreation Department, retired in August. Ryan Lantz was hired in October to fill the position of Grounds and Facility Supervisor, with focus on the City Park System.

Offerings at **Melvin Miller Park** include an 18-hole disc golf course, two (2) sand volleyball courts, six (6) horseshoe pits, thirteen (13) baseball/softball fields, thirteen (13) soccer fields, one (1) football field, two (2) basketball courts, five (5) tennis courts, three (3) handball/racquetball courts, The Wendell Stokes swimming pool, three (3) playgrounds, four (4) shelter houses with picnic tables, two (2) indoor rental facilities, a twelve (12) acre “Frontier Land”, with playground equipment and unpaved trails, and a two (2) acre fishing pond.

Gwynne Street Park is located at 251 Gwynne Street and offers one (1) baseball/softball field, along with a swing set.

Barbara Howell Park is located on E. Market Street and offers one (1) basketball court, a shelter house with picnic tables and a playground area.

Pointe North is located at 2222 State Route 68 (just north of Grimes Airfield). Open March 1 through October 31 Pointe North is a 224 acre parcel offering public “catch and release” fishing, wildlife observation and picnic opportunities. This location is a “Trash Free” park; rules and regulations (as posted in the park) are enforced by the Ohio Department of Natural Resources-Division of Wildlife, the Champaign County Sheriff’s Department and City of Urbana Police Division;

Operations Summary:

- Misc. Park Activities
 - Worked with the Champaign County Arts Council to provide *Concerts in the Park*.
 - Hosted a variety of events including family picnics and class reunions for local residents and organizations:
 - Youth softball, baseball, tee-ball, soccer, football
 - Urbana Hillclimbers Tennis
 - Urbana Hilltop Disc Golf – ranked #5 in the State of Ohio
 - “Hope for a Hero”
 - “Praise in the Park”
 - “Fido’s SwimFest”
 - “Run to the Bog”
 - “Rock the Monument”
 - “Serve a Soldier”
- The Wendell B. Stokes Swimming Pool, managed by the Champaign Family YMCA
- Renovation – Repair – Restoration
 - Repaired, graded, skimmed and winterized all ball fields
 - Cleaned, relocated and restored Melvin Miller Park concession stands
 - Updated, repaired and reorganized park maintenance facility
 - Deep cleaned, updated and repaired indoor rental facilities

Sharing Our Vision for 2018 and Beyond

- Develop a signage plan, implement installation for wayfinding and directional signage
- Continue to engage Parks and Recreation Board regarding projects including:
 - Picnic table, park bench and team bench updates
 - Additional shelter house needs
 - Increase community participation, engagement and collaboration
 - Develop feasible long-range strategic plan

Police

“We, the members of the Urbana Police Division, pledge to provide professional, quality service with integrity and teamwork, to keep Urbana a pleasant place to live, work and visit.”

Major Highlights

Staffing struggles – With lower staffing levels early in the year, we were challenged trying to meet the needs of the community. By the end of the year we were authorized to increase our manpower to 20 officers, a much appreciated change; every new position helps us to maintain peace and order in our City. With retirements and the need for required basic training, we continue to be challenged to maintain a consistent ‘boots on the ground’ level of staffing. In 2017 we had the retirements of a 25-year veteran, Lieutenant Seth King, and we welcomed new officers Kerrie Kimpel, James Dunn and Sam Harris (filling several vacant spots held as they completed training). Our hope is that in 2018 we will be able to improve our service position to meet our ‘Mission’ to serve the community.

Promotions – In 2017 we witnessed the promotions of Josh Jacobs to Lieutenant, and Jason Kizer to Sergeant. Jacobs replaces Seth King and now serves as the 2nd in command of the division. Kizer replaces the vacancy left with the promotion of Jacobs and is currently assigned as the Relief Sergeant, covering the days-off of the other three sergeants.

Home Invasion Shooting Case – On June 18, 2017, Police investigated a shooting inside 620 S. Walnut Street. Police arrested Walter Ray, Springfield, and charged him with multiple felonies associated with the shooting. Police recovered the gun used in the shooting inside a parked car in a Springfield neighborhood. He plead guilty to felony charges in Common Pleas court and was sentenced to 7 years, 8 months in prison. The victim eventually recovered from his wounds.

Ohio Collaborative – The Urbana Police Division met the 2017 standards set forth by the Ohio Collaborative Community-Police Advisory Board and were certified by that board in February. We continue to work to maintain that certification and to meet any new or required standards in 2018.

Opioid Deaths – Urbana police investigated 57 overdose cases, including the deaths of 7 people. The worst case happened in April when a man and woman were found dead inside a residence in the northwest part of the city. Police continue to investigate the circumstances surrounding those deaths.

Drug Investigations – Eleven drug related search warrant raids were served on suspected drug houses throughout the city during 2017. Several covert drug investigations were also conducted throughout the city resulting in numerous arrests and indictments of drug traffickers and abusers in Urbana.

- 11 Search Warrant Drug Raids of homes were conducted in 2017.
- Drug arrest stats:

<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
724	620	611	302	308	171	108
- New policy was implemented to address reducing the hazards of handling various unknown chemical substances by using eye, mouth and hand protection.
- Several firearms were confiscated during investigations.
- We trained & certified two officers, and, purchased necessary lab testing equipment to conduct our in-house marijuana testing. This was the result of the state labs no longer accepting small levels for testing purposes, and the need for us to be able to verify marijuana for the courts.
- We began a working partnership with the METRICH Drug Enforcement Unit.
- We solved many additional theft related cases through our successes in drug investigations.

Outreach Efforts in 2017

We believe we must continue to meet the needs of our community in as many ways as possible by providing various Outreach efforts that will help us to maintain and/or develop lasting partnerships to strengthen professional relationships in our community.

- **Mascot “Officer Stanley”** - appearances at Community events and for presentations
- **Are You Okay? (RUOK)** Safety checks for our elderly & homebound
- **FOP Easter Egg Hunt** / April
- **Safety Town** / June

- The police division graduated our 5th year of Safety Town classes with a ceremony in front of each participants' family and program sponsors. Sergeant Jason Kizer and Officers Mike Cooper and Kerrie Kimpel provided the two, week-long Safety Town programs.
- **Special Olympics Law Enforcement Torch Run** / June – A team of officers and family members raised money for, and then ran in the LE Torch Run for the 1st time in 2017. Officers who participated included Chief Lingrell, Sergeants Dave Reese and Chris Snyder, and Officers Mike Hughes, Mike Cooper, Cade Hunt, Casey Evans, Tyler Reasor, Luke Hiltibran, A.J. Ervin and Kerrie Kimpel. Our team raised \$675 for the cause.
- **Drug Drop-off** / April & October
- In August and December members of the police division, along with family and friends, prepared and served the monthly **Community Meal** at the Episcopal Church of the Epiphany.
- On September 9, A team consisting of Chief Lingrell, Lt. Josh Jacobs, and Officers Casey Evans and AJ Ervin, along with family and friends ran in the “**Alicia Titus Peace Memorial**” 5-K run. Five other officers handled traffic control throughout the route. For our efforts, the Titus family presented the Alicia Titus Peace Memorial Award to the Urbana Police Division for 2017.
- **FOP Halloween Treats** / October
- **FOP Community Christmas** / December -- provided Christmas gifts for over 100 Urbana children this year.
- **Public Speaking & Crime Prevention** programs

Employee recognitions

During our annual 2017 Division meeting we recognized several officers for their special efforts and successes to the division and to the community. Those honored were:

- **Life Saving** Award recipient – Cade Hunt
- **American Police Hall of Fame for Distinguished Police Service Award** – *Seth King*
- **Distinguished Duty** Award recipients
David Reese, Josh Jacobs, Mike Hughes, Chris Snyder, Cade Hunt & Casey Evans
- **Exceptional Duty** Award recipients
David Reese (2), Josh Jacobs, Chris Snyder, Steve Molton (2), Mike Hughes, Robbie Evans, Todd Pratt (2), Shawn Schmidt & Jason Kizer.
- **Chief's Challenge Coin** Award recipients
Logan Cole, Tim West, Gabe Jones, James Freeman, Chris Stokes, Kendra Arnett, Chris Stokes, Jerry Kirk, Mr. & Mrs. David Campbell, Noel Tullis, Jennifer Young, Greg Moore & Steven Polsley.
- **Physical Fitness** Award recipients
Matt Lingrell, David Reese, Josh Jacobs, Shawn Schmidt, Mike Cooper, A.J. Ervin, Brandon McCain, Jason Kizer, Luke Hiltibran, Robbie Evans, Cade Hunt, Casey Evans, Tyler Reasor & Kerrie Kimpel.
- **Top Shot Award (marksmanship)** recipient:
Officer Luke Hiltibran

Training 2017

- Officer Luke Hiltibran completed the 136th Basic Police Officer training at the Ohio State Patrol Academy.
- Officers Jason Kizer, Robbie Evans and Cade Hunt received specialized training in Homicide Investigations.
- Sergeants Shawn Schmidt, Chris Snyder & Jason Kizer attended Northwestern University's First Line Supervision training.
- Division wide training on “Trauma Informed Policing.”
- Officers Brandon McCain, Mike Cooper & A.J. Ervin completed extensive training to become certified weapons instructors for the agency.
- Lt. Josh Jacobs completed the 2016-17 Leadership Champaign County program.
- Officer Cade Hunt became a certified Physical Fitness trainer for the agency.
- Officers Luke Hiltibran, Tyler Reasor and Kerrie Kimpel completed Crisis Intervention training.
- Officer A.J. Ervin – School Resource Officer training

- Sgt. Shawn Schmidt – Conducting Background Investigations.
- Officer A.J. Ervin – A.L.I.C.E. training

New Equipment in 2017

- Patrol SUV & Patrol Car
- Three Toughbook MDT's for cruisers (replacements to old ones)
- Speed/Radar portable trailer (awarded to us by the Grimes Foundation)
- Refrigerator for Property Room (to store blood, DNA & urine kits)
- Eighteen Kenwood portable radios
- New software program to help to track and report on our drug and covert investigations.
- Hand held Speed/Measuring Laser, given to us from the State of Ohio, for our Division's loyal participation in statewide traffic safety initiatives.

Sharing Our Vision for 2018 and Beyond

- We will continue with the **open homicide investigation** of Louis Taylor which occurred on October 24, 2011 (he died on November 17, 2011).
- **Drug Investigations** – We will continue with our Drug Enforcement strategy started in 2013.
- **Hiring and training** new police officers to replace the ones we lost in 2017 and will lose in 2018 to retirement.
- April of 2018 marks the 150th anniversary of the Urbana Police Division. We plan a few new things to recognize and remember the many good men and woman whom have been a part of the agency's history

Urbana Police Division Activity Statistics for 2017

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Calls for Service	14,279	13,158	13,191	13,116	12,851	16,167
Arrests	2,116	1,835	1,780	1,511	1,759	1,707
Felonies	546	415	375	305	291	168
Misdemeanors	1,570	1,420	1,405	1,206	1,468	1,539
Offense Reports	2,271	2,123	1,956	1,763	1,898	2,049
Homicides	0	1	0	1	1	1
Robberies	5	6	3	4	6	3
Burglaries	70	89	71	82	71	93
Rapes	6	5	9	12	7	9
Sexual Assaults	23	15	27	19	9	16
Assaults	149	150	134	118	130	142
Thefts	433	378	445	432	425	516
Auto Thefts	28	31	16	11	19	21
Forgery/Fraud	47	54	21	67	95	68
Vandalism/Criminal Damaging	167	217	218	170	168	240
Drug Offense	529	417	409	302	308	171
Traffic Citations	989	945	1,108	1,089	1,336	1,695
OVI's	86	50	82	94	108	105
DUS's	165	179	187	167	173	224
Speed	80	72	161	103	240	493
Traffic Control Device	41	52	36	31	51	91
Parking Citations	25	18	33	47	31	232
Crash Reports	405	460	403	424	380	419
Fatal Crashes	0	1	2	0	0	1
Mental Health Complaints	69	64	80	107	154	116
Suicide (includes attempts)	23	17	33	35	41	33
Curfew	20	38	23	12	10	14
Alarms	887	807	981	493	423	454
Dead Body (non-criminal)	10	14	17	16	19	16
Business/House Checks	1,562	1,221	1,665	1,584	1,264	946

PUBLIC WORKS

Water

The City of Urbana is committed to consistently deliver a water supply that meets or exceeds all health, safety and quality requirements Ohio EPA, Federal EPA and other State and Local Jurisdictions.. In addition to supplying safe drinking water, the Water Division also supports key initiatives in the community:

- Strong Customer Support
- Maintaining consistent water supply for fire protection
- Supporting a strong economic development initiative and
- Contributing to our community growth and stability.
- Giving assistance to other City Departments as needed.

Operations Summary

The Water Division is responsible to the community for the delivery of water required for daily consumption, fire protection and industrial use. In 2017 there were **No Violations** of the Safe Drinking Water Act.

	2013	2014	2015	2016	2017
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Million Gallons Pumped	718.71 MG	685.37 MG	674.83 MG	669.95 MG	694.05MG
Million Gallons per Day	1.969 MG	1.877 MG	1.848 MG	1.835 MG	1.901 MG
Population of Urbana*	11,629	11,525	11,547	11,425	11,793
Gallons per Person	169 Gal/Day	162 Gal/Day	160 Gal/Day	160 Gal/Day	161Gal/Day

*www.biggestuscities.com (population info)

Distribution Repair Digs					
2012	2013	2014	2015	2016	2017
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
72	91	105	65	56	55

2017 Accomplishments:

- New Water Superintendent hired (Joe Sampson)
- 1 additional employee hired (Art Brown)
- 1 New truck purchased
- 4,888 OUPS water line locate request
- Approximately 64,200 water meters read
- Replaced the # 10 well pump and motor at the St.Rt. 29 WTP

Sharing Our Vision for 2018 and Beyond

- Capital Improvement goals for 2018 include:
 - GPS/GIS program will be launched
 - Valve exercise program
 - Asset management plan completed
 - Begin automated meter reading system
- The long-term goals include:
 - Tank Modeling for placement and construction for a new East Tower
 - Construction of a new East Tower
 - Looped water lines for tower including Children’s Home Road and Dugan
 - Main Line replacement Phase 2
 - Radio or Fixed Base System for reading meters

PUBLIC WORKS

Water Reclamation Facility (WRF)

The City of Urbana currently operates a 4.5 Million Gallon per Day (MGD) Water Reclamation Facility, NPDES Permit No. 1PD00011*OD, effective December 1, 2015, and treats the municipal wastewater from the City and parts of Champaign County. The Plant is responsible for protecting the waters of the State of Ohio from pollution and is defined as a Publicly Owned Treatment Works (POTW). The NPDES Permit also requires the City to collect, sample, and treat all wastewater to very stringent standards, and requires the City to manage, monitor, and enforce an Industrial Pretreatment Program for all industries that discharge wastewater into the City's sanitary sewer system. The City of Urbana currently has 7 Industrial Users permitted under the Pretreatment Program. The IU's currently account for approximately 35% of Urbana's total daily flow. In addition to protecting waters of the State, the City of Urbana is regulated by the State of Ohio to protect public health. The City of Urbana maintains 77 miles of sanitary sewer and 1 major lift station located at the Vancrest nursing home. In 2017, we received 53 sewer calls, either due to potential back-up or sewer camera inspections needing done and 18 digs. Camera inspections of sewer laterals are a free service offered by the City to the citizens of Urbana.

Operations Summary

- During the 2017 calendar year, the WRF treated 623 million gallons of wastewater, which is an increase of 14% compared to calendar year 2016.
- Recorded a total of 47.41" of precipitation in 2017. This was an increase of 24% compared to 2016 and 7.41" above 30 year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 473 dry tons of bio-solids throughout calendar year 2017.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2017, we accepted 3.9 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 10% decrease compared to 2016.
- The City of Urbana WRF has currently operated 2,812 days without a lost time accident, and 1,904 days with only 1 NPDES permit violation.
- The Urbana WRF staff currently consists of 2 staff members that hold a State of Ohio operator certification Class III license, and 5 operators holding Class I licenses.
- Sewer Maintenance staff completed cleaning and video inspection of sanitary lines in the 2nd ward.

The Urbana WRF staff coordinates the monitoring of the closed landfill located at Children's Home Rd. There are 16 ground water monitoring wells and 12 homeowner wells currently required for testing consisting of 78 parameters for each well. The EPA-required semi-annual sampling events were completed in 2017, including weekly and quarterly gas monitoring along with homeowner well testing. A Statistical Evaluation continues on all landfill monitoring wells performed by our consultant in 2017. In addition to closed landfill corrective action plan, staff installed 3 new passive vents in 2017, under the technical direction of Hull and Associates to potentially remediate additional methane levels. This project was phase 1 of the study and required by OEPA. Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2017, we received 8,048 cubic yards of yard waste and distributed 955 cubic yards of compost. 915 cubic yards of leaves and chips distributed were due to an agreement with Mad River Topsoil. A new vector truck was put into service in June 2017.

Sharing Our Vision for 2018 and Beyond:

- Local Limits study will begin in 2018, with the strategic sampling of industrial discharge along with residential background flow. This data will be analyzed and used to develop influent loadings on the treatment plant. These loading parameters include heavy metals, solids, and organic loading, in addition to the side stream loadings from the septage receiving facility. This study will take approximately 6 months to complete.
- To meet requirements of Senate Bill 1, April 2015, a technical and financial capability study to reduce phosphorous was completed, as required. This study included any cost associated to reduce phosphorous, monthly expense of O&M, along with estimated capital to achieve an average effluent concentration of 1 mg/l. This study was required throughout the state of Ohio, for plants discharging 1 million gallons or more that do not currently have a phosphorous limitation, to reduce the potential growth of algae blooms and affecting drinking water sources.
- Multiple sanitary infrastructure projects are in process to be begin in 2018. The preliminary stages of the Powell Avenue sanitary extension continues, as we strive to eliminate the Amherst pinch point and add flexibility for future growth outside City limits to the Southeast. The new Urbana City Schools K-8 building on U.S. Route 68 South sanitary line will be installed in 2018 as well.
- The Urbana WRF staff are looking into new dewatering technology to replace the current 26-year old belt filter press. The BFP has exceeded the useful life and is starting to show signs of age with frequent break-downs and additional maintenance requirements. We had Schwing Bioset set up a demo unit at the plant in December, and it produced cake sludge to an impressive extent, while maintaining or lowering current electrical, polymer and city water usage. Visits to other plants with alternative dewatering technology will soon follow, before a decision is made as to the most reliable and efficient unit for the Urbana WRF.
- Sewer Maintenance staff completed video inspection and cleaning of the 2nd Ward in 2017, and will continue into the 3rd Ward in 2018.

The City of Urbana WRF staff is dedicated to serving the citizens of Urbana, while improving water quality and protecting the recreational uses of the Mad River.

PUBLIC WORKS

Street

Activity Summary:

- Street Maintenance:
 - Responsible for over seventy (70) miles of roadway within the corporation limits.
 - 2017 recorded a “lighter than normal” winter with approximately 770 tons of salt used
 - 14 catch basins were replaced or repaired for our aging storm system – several storm sewer lines were also replaced or repaired.
 - Assisted with tree removal and replacement throughout the City, including tree lawns, Oak Dale Cemetery and city parks system.
 - Dumpster pads formed and poured throughout Melvin Miller Park
 - Focus on repairing the grade at the City Landfill to assist in better directing drainage/runoff at Melvin Miller Park
 - Implemented a street sweeping plan for primary and secondary routes within the city
 - Began in February – continued through leaf season
 - 96 tons of “cast-off” were hauled to the city landfill
 - Ongoing maintenance and repair of the traffic signals and designated street lights, along with the systematic maintenance and repair of our street signs.
 - Assist Police and Fire Departments with accident clean-up.
 - Utilized new leaf machines in October-November.
 - Began “clean-up” at Q3, removing trees and brush as demolition and future plans progress.
- Construction:
 - The Street Department provides the necessary local support for all ODOT road projects.
- Misc. Items:
 - Continued support to other City departments for emergencies and scheduled needs
 - Continue support for the numerous community and citizen requests for Special Events including:
 - Art Affair on the Square
 - Home and Garden Tour
 - Candlelight tour of Homes
 - Block Parties, Car Shows/Cruise-Ins, Tractor Pulls
 - Hoopla Parade & Simon Kenton Chili Cook Off/Festival
 - Numerous installations/removals of banners at East and South entrances to the City.
 - Banner placement on decorative light poles
 - Christmas Holiday Open House – Downtown
 - Annual Christmas Parade

Sharing Our Vision for 2018 and Beyond

- Continue with professional support to all departments, helping to serve the residents of the city in the best way possible.
- Continue with Phase 2 of street sign replacement as we work to comply with updated regulations from the Ohio Department of Transportation.
- Concentrate on necessary road repairs.

Technology

Overview

CCTSS LLC, continues to successfully administer full technology support to the City of Urbana. Their processes and vision to keep the City offices current in the latest trends while maintaining budgetary limits, are integral in allowing all of our departments to deliver the best service possible to our residents.

Completed Projects 2017

- Evaluate Custom Legacy Applications for Migration to Standardized Database Application
- Implement Unitrends Backup System and Archive PHD Backups for 12 Months
- Moved Finance and Utility to Physical Environment From Virtual Environment
- Replaced Primary Firewall
- Replaced Layer 3 Switch in Server Room
- Replaced Cemetery and Taft Watchguard Fireboxes
- Renegotiate Contract and Upgraded the Fiber Circuit to 100x50
- Review and Enhance Disaster Recovery and Backups
- Reprogrammed and Replaced Police/CMI Firewall
- Secured Police VPN Group
- Update SSL Certs for ci.urbana.oh.us
- Update and Repair Local Access Channel Circuit
- Upgrade Trendmicro Clients
- Upgrade VDI on Xen3
- Upgrade WSUS
- Upgrade Main QNAP
- Upgrade Firmware to Latest Version on All City Thin Clients
- Upgrade Phone System to Latest Version 8.0

Sharing Our Vision for 2018 and Beyond

- Court Wi-Fi Upgrade - Add Secured and Guest Network
- Continued Work on Disaster Recovery
- Integrate Phone, Internet and Firewall Services from Court Network to City Infrastructure
- Migrate Court Email to City Exchange
- Move City to Hosted Exchange
- Move Current Xen1 and Xen2 Servers to Offsite Data Center for Emergency Purposes
- Negotiate Purchase Price of Replacement Equipment for Xen1, Xen2 and Centralized Storage
- Redeployment of Trendmicro Clients
- Server Migration/Replacement for Xen1 and Xen2
- Update of Equipment Inventory
- Update/Increase Svr-Fileprt1 Local Storage and Capacity