



THE CITY OF URBANA, OHIO
2019 IN REVIEW



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Dear Citizens of Urbana,

Another year has come and gone, and we are thankful for the continued support we received making 2019 a productive year. Stepping into 2020, we're excited about the opportunities to finalize those projects we've been nurturing and begin to launch those that have been in the planning stages, promising a positive impact on the community. The numerous successes from 2019 happened because we believed. We, city staff, city council, community leaders and the citizens of Urbana believed in and embraced prudent changes that improve service to the community, and encourage others to see Urbana as welcoming and willing to pursue new opportunities. In the reports that follow, you will learn the detail behind many of these projects; for example:

- Vacant since 2008, work continued at the former Q3 JMC site on Miami St. to complete demolition and remediation in anticipation of re-development in 2020.
- Infrastructure improvements made in conjunction with the re-designed roundabout upgrade began in the Spring and continued throughout the construction season, until early winter weather forced a suspension in work until Spring of 2020. While the process inconvenienced some and disrupted traffic as each quadrant was closed for construction, when traffic resumed in late Fall, the re-design allowed traffic to flow smoothly and improved the walk-ability of our downtown. When final paving, marking and landscaping are completed, the overall appearance will improve significantly.
- In late Spring ground was broken for the new Cobblestone Hotel at the northwest quadrant of the U.S. Rte. 68 and State Rte. 55 intersection. The new hotel will provide needed support to area businesses, Urbana University and visitors spending time in the community throughout the year.
- During the summer, the City launched a newly designed website offering an ADA compliant, user-friendly navigation; coupled with our Facebook page, we're able to share information on a broader level than previous years.
- In September we opened the renovated former 5/3 branch office, providing citizens easy walk-in or drive-thru access to the City's Business Office for Finance, Utility Billing, Income Tax, and Human Resources. This move allowed the relocation of Engineering, Zoning and Community Development Offices giving the public ground floor access from the E. Market St. entrance.

Local businesses across the city have validated their commitment to the community through investments for expansions and capital improvements; opening new offices; renovating store fronts; and providing the opportunity of loft apartment living.

Our daily commitment is a founding principle that has endured for generations (nearly 215 years). Last year, we navigated through significant changes; today, we continue to look for new and innovative ways to make a positive impact on both the character and the business climate of the community; and moving forward, we will regularly check our results and adjust our efforts to meet established goals. We will constantly look for new ways to partner (collaborate) with local leaders so together we can make a difference, enhancing our service and promoting reliability.

Sincerely,

Bill

Bill Bean -- Mayor

Kerry

Kerry Brugger – Director of Administration

"To reach a port we must sail, sometimes with the wind, sometimes against it, but we must not drift or lie at anchor." - Oliver Wendell Holmes, Sr.

AIRPORT **GRIMES FIELD**

Major Events/Projects:

Overview

- Grimes Field is a general aviation airport located one mile north of Urbana, Ohio on US Route 68. 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 by the City of Urbana, but the Airport is 100% self-supporting, receiving no money from the City's General Operating Fund. Grimes Field is managed by 1 full-time and 2 part-time associates.
- Grimes Field is included in the National Plan of Integrated Airport Systems and 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 Mid America Flight Museum of Texas , "Restoration Wing"
 - The Airport Café.
 - Services include a General Aviation Terminal building, Fuel Sales, Hangar Rental, Flight Instruction, Charter Operations, and Aircraft Maintenance.
- Currently there are 64 aircraft based at Grimes Field.
- The Champaign Aviation Museum continues to 're-build' a B-17 bomber to flying condition. Approximately 75% of the parts are being built brand new from scratch, so they are actually building a new B-17.
- The Grimes Flying Lab Museum & Foundation preserves and maintains the legacy of Warren Grimes, who is widely considered the 'father of the modern aviation lighting industry'.
- The Mid America Flight Museum of Texas Restoration Facility currently is working on 2 projects, a 1929 Travel Air 6000 and a Stinson Model A Tri-Motor (The only existing one in the world).
- Grimes Field is the only airport in the United States with 3 museums on site

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)

2019 Summary

- May – Grimes Field hosted the "D-Day Doll", a Douglas C-53 Skytrooper Aircraft of the Commemorative Air Force Inland Empire Wing in California. This particular aircraft made 3 trips into Normandy, and was returning to Europe to join many other historic aircraft in recreating the events of WWII. As she crossed the United States to return to Europe she spent several days here at Grimes.
- May – Walter & Lewis Funeral Homes held First Responder Appreciation Day.
- June – Grimes hosted several C-47 Aircraft in conjunction with the National Museum of the United States Air Force celebratory activities.
- July – Grimes hosted the annual July 4th celebration – The Rotary's Chicken Dinner was again very popular. The Arts Council presented the Mack MacKensie Band. The evening again ended with excellent fireworks presented by the Rotary Club.
- Champaign Aviation Museum completed construction of their 60' X 100' addition on the north side of building. This will be used as workshop and storage space, freeing up valuable floor space.
- Completed construction of an additional building of T-Hangars for storage of 10 aircraft – this project originally started in 2016.
- In August, MERFI, the Mid Eastern Regional Fly-In held its 52nd annual Fly-In 'Wings & Wheels'. MERFI is one of the longest running Fly-Ins held in the United States. Approximately 55 cars were on-hand for the car show, and 150+ aircraft.

- October 4th & 5th, the Champaign County Balloon Festival was held. High winds prevented launching the balloons on Friday, but Saturday Mother Nature cooperated, and all the balloons launched.

2020 Planned Events:

- EAA Chapter 421 Young Eagles Day (date TBA)
- Grimes Flying Lab Annual Fish Fry (date TBA)
- May 8th – Remembering The official end of WWII in Europe
- May 16th – Champaign Aviation Museum Gala with Col Mark Tillman (ret)
- May 25th – Walter & Lewis Funeral Home ‘First Responder’s Appreciation Day’
- June 13th – Champaign County Pilots Association (CCPA) Annual Pancake Breakfast
- June 29th & 30th – Ageless Aviation Dream Foundation Rides for Veterans
- July 4th - Independence Day Celebration, Firecracker Auto Show, Rotary Chicken Dinner, Arts Council Live Entertainment (Shifferly Road Band), Rotary Fireworks
- July 16th thru 20th – Vietnam Wall on site
- July 18th & 19th – Vietnam Military Appreciation Day
- August 15th – Mid Eastern Regional Fly-in Wings and Wheels Cruise-In
- Sept 11th & 12th – Champaign County Hot Air Balloon Festival
(Events are weather dependent and subject to change)

CEMETERY

Formally dedicated on July 19, 1856, Oak Dale Cemetery, originally named Greenwood Cemetery, is owned and operated by the City of Urbana. Oak Dale currently has more than 23,000 memorials/headstones within its grounds; among those memorialized include, Col. William Ward, the founder of the City of Urbana, U.S. Frontiersman, Simon Kenton, the 13th Governor of Ohio, Joseph Vance, Sculptor John Quincy Adams Ward, and former U.S. Congressman, William Warnock.

2019 Activity Summary:

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 97 families in providing final burial or committal services for their loved ones. Additionally, our staff assisted with inquiries for burial and genealogy records. In an effort to enhance the beauty and reduce damage, fifteen (15) large dead trees were removed, with a new ones planted through the Memorial Tree program.

The Oak Dale Cemetery Board hosted four sessions of “A Walking History” of Oak Dale Cemetery on Saturday, October 12th. Conducted by former Urbana resident, John Bry, an expert in historic cemeteries, the event attracted approximately 250 people to the cemetery. On Saturday, December 14th, staff assisted the DAR in their 2nd “Wreaths Across America” event, laying balsam Christmas Wreaths on approximately 567 graves of our nearly 1700 military veterans (including 6 Revolutionary War soldiers and the first Champaign County casualty of the Civil War).

215: Cemetery Operating Fund:

- Purpose - Cemetery operations
 - Beginning Balance: \$ 8,821.17
 - Revenue 121,100.58
 - General Fund Subsidy 39,000.00
 - Expense - 163,169.00
 - Ending Fund Balance \$ 5,752.75

805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
 - Beginning Balance: \$ 10,683.37
 - Revenue 1,334.98
 - Ending Fund Balance \$ 12,018.35

835: Cemetery Mausoleum Trust:

| | |
|-----------------------|--------------------|
| ○ Beginning Balance: | \$ 12,144.09 |
| ○ Revenue | 41,273.00 |
| ○ Expense | - <u>46,325.00</u> |
| ○ Ending Fund Balance | \$ 7,092.09 |

850: Cemetery Trust Principle:

- Purpose - Funds donated for perpetual care
 - Balance: \$ 88,381.62

840: Cemetery Improvement Trust:

- Purpose - Funds donated for capital improvements & purchases, or donor specified projects
 - Beginning Balance: \$ 2,000.00
 - Revenue: 456.00
 - Expense: 0
 - Ending Fund Balance: \$ 2,456.00

2019 Operating Totals:

| | |
|-------------------------|---|
| ○ Burials | 97 |
| ○ Saturday Burials | 15 |
| ○ Graves sold | 98 (including 72 for the upcoming sanitary sewer project) |
| ○ Mausoleum Niches Sold | 11 (6 in the Shepherd and 5 in the Legacy) |
| ○ Mausoleum Crypts Sold | 7 (Legacy) |

COMMUNITY DEVELOPMENT

Major Events/Projects:

- Participated in several local planning efforts, including the Champaign County Roadway Safety Plan, Champaign County Comprehensive Plan, and the Champaign County Hazard Mitigation Plan.
- Facilitated discussions between local partners and DriveOhio and received council support to participate in DriveOhio's Autonomous Vehicle Pilot Program (AVPP). Planning meetings were held throughout 2019 with DriveOhio and numerous community partners.
- Secured nearly \$16,000.00 in Safety funding from ODOT to conduct a safety study of the existing bike trail crossings on Miami Street at the Depot and on North Main Street at the railroad crossing. No local match was required to conduct this study. This study identified short and long-term countermeasures that could be constructed to improve these bike trail crossings. Grant funding will need to be secured in order to implement the proposed countermeasures on Miami Street and North Main Street.
- Prepared and submitted a nomination form for Ohio EPA, DEFA through the WSRLA program for loan funding for the Phase 2 Water Main Replacement Program in March. As a result of this nomination, the Phase 2 Water Main Replacement Program was placed on the eligible project list by Ohio EPA, DEFA for loan funding. By utilizing DEFA's loan program vs. OWDA's market rate loan program, the city will save approximately 1.25% on the interest rate. This project will replace water mains on Scioto Street from Jefferson Avenue to Ames Avenue, including Ames Avenue, Finch Street, and Crescent Drive. Construction is slated to start in the summer of 2020 and continue in phases into 2021.
- Completed a corridor study of South High Street from Miami Street (US 36) to Lewis B. Moore Drive (SR 55). This nearly \$30,000 corridor study was paid for through LUC/Clark County TCC through ODOT's RTPPO transportation planning program, and this study provided a design concept and estimate for future drainage, pedestrian, and bicycle improvements within this corridor.
- Secured grants totaling \$3,098,163.00 to improve South High Street within the City of Urbana between Miami Street (United States Route 36) and Lewis B. Moore Drive (State Route 55). ODOT awarded \$1,348,163.00 through the Small City Program, \$750,000.00 through the Transportation Alternatives Program; and \$1,000,000.00 through the Safety Program. These grant programs require local cash matches of either 5% or 10% depending on the program. In addition, the City of Urbana will need to

secure an additional grant of approximately \$960,000.00 for new stormwater infrastructure on South High Street through the Ohio Public Works Commission in 2021. The total estimated construction cost to improve South High Street is \$4,320,000.00, and approximately 90% of the total construction cost is anticipated to be paid by state and federal grants. Construction is planned for calendar year 2023.

- Drafted and introduced a lodging tax with sponsorship by Councilman Patrick Thackery to replace the existing 3% lodging tax that was originally enacted in May of 2000. The previous lodging tax was replaced with a lodging tax that is codified within the Codified Ordinances of the city. In addition, the city took over collection of its 3% lodging tax vs. continued collection of this tax by the Champaign County Auditor. Furthermore, the replacement lodging tax broadened the types of transient stays that are subject to the tax. A total of 50% of the proceeds of the lodging tax will be remitted to the Champaign County Chamber and Visitors' Bureau as required by Ohio Revised Code.
- In partnership with the Champaign County Commissioners and their grant consultant, CDC of Ohio, the City of Urbana and Champaign County were awarded \$700,000.00 in federal grant funding (CDBG and HOME) through the Ohio Development Services Agency to fund the next two year cycle of the local CHIP program. Every two years since 1999, this program has been available to benefit our community. Locally \$300,000.00 of the \$700,000.00 budget is planned to be spent in Urbana. Within Urbana, a minimum of six (6), owner occupied housing units will benefit from home repair grant funds. In addition, a minimum of four (4), owner occupied housing units will benefit from home rehabilitation funds.
- Helped to establish and promote "Try the Transit Month" in Urbana and Champaign County during the month of June. During this promotion, thirty-five new riders utilized Champaign Transit System. These new passengers ranged in age from 2 to 86, and these trips originated in Urbana, St. Paris, North Lewisburg, and Mechanicsburg. Destinations included medical appointments, work locations, and shopping. According to the Champaign Transit System, approximately half of these new riders continue to ride on a regular basis.
- Continued to participate in local meetings of the Champaign County Public Transportation Coordination Planning Committee. Facilitated further conversations with Clark County TCC, Champaign Transit System (CTS), and Springfield City Area Transit (SCAT) to develop a transfer point in Springfield between the two public transportation systems. This transfer point was formally established in June of 2019, and this transfer point is the bus shelter at the corner of South Kensington Place and North High School Place near the Clark County Combined Health District and Springfield High School. This location is located on the SCAT Orange Line which runs an hourly route through the northeast side of Springfield. This route and all SCAT routes originate in downtown Springfield at the Market Square Bus Center and circulate throughout the city.
- Drafted and introduced legislation for a new \$5.00 vehicle permissive tax that was passed by Urbana City Council for all vehicles registered with the Ohio Bureau of Vehicles within the corporation limits of the City of Urbana. This new, city specific \$5.00 permissive tax fee will generate approximately \$57,195.00 per year for road maintenance and improvement citywide. This newly implemented vehicle permissive tax will be collected by the Ohio Bureau of Motor Vehicles starting January 1, 2021.
- Worked with a partnership specialist from the United States Census Bureau and numerous local partners to form the Champaign County Census 2020 Complete Count Committee. This committee will develop and implement community outreach efforts to improve the local response rate to the 2020 Census.
- Facilitated the public bid process for the Monument Square Roundabout Project, including the rebid process and the combination with the Urban Resurfacing project prior to the rebid. During construction, assisted with contract administration and public information efforts for the Monument Square Roundabout Project. Final completion for this project is slated for May of 2020.
- Continued work on the South Main Street Corridor Plan with assistance from Burton Planning Services, including stakeholder interviews and meetings, an online community survey, an analysis of existing conditions, and the development of plan related goals and objectives. A draft of this plan was released

in late 2019 with adoption of the final version of the plan anticipated to occur during the first quarter of 2020.

- In cooperation with the City Engineer, the Community Development Manager prepared and submitted a grant application to the ODOT Municipal Bridge Program for the West Court Street Bridge Replacement. The number of grant applications statewide exceeded the funds available, and grant funding was not awarded to the project. The city plans to update its application and reapply again in August of 2020.
- In partnership with the Urbana City School District and Flaherty and Collins, the listing process to place North Elementary and South Elementary on the National Register of Historic Places was completed. By listing these structures on the register, these buildings became eligible for state and federal historic tax credits. In late June, this project known as Legacy Place was awarded \$1,315,118.00 in state historic tax credits through the highly competitive Ohio Historic Preservation Tax Credit Program.
- Assisted the consultant that was hired by Flaherty and Collins, the developers of Legacy Place, with the passage of required resolutions of Urbana City Council and the Urbana City Board of Education for a grant application to the Affordable Housing Program of the Federal Home Loan Bank of Cincinnati. In addition, linked several community service partners with the developers and secured agreements with those partners in order to maximize the points that could be received for the AHP grant application. Grant awards for the Affordable Housing Program were announced in November, and the project was awarded a \$700,000.00 grant. This grant was the final piece of funding that had to be secured in order for the project to move forward. The developer anticipates that they will close on the project on or before April 30, 2020, and construction will commence soon after closing.
- Continued to work with the city's partners in the redevelopment efforts at the former Q3JMC site. The submittal of no further action (NFA) letters (one for the west side and one for the east side) are anticipated to occur in 2020. The transfer of the east side of the property to True Inspection Services, the city's development partner in this project, is anticipated to occur in the first quarter of 2020 which allow for redevelopment and construction work to begin on this portion of the site. Continued efforts are underway to bring redevelopment to the west side of the property.

ENGINEERING

Major Projects Completed

- Gwynne Street Bridge Repairs took place in early 2019. Sidewalk, curb and expansion joint concrete were repaired by Eagle Bridge Company for a total cost of \$65,256.00.
- The 2019 Sidewalk, Curb and Gutter program wrapped up in the first half of 2019, with Strawser Paving Company of Columbus being given \$38,276.18 worth of work on S. Kenton Street and the Miller Drive area. An amount of \$13,835.80 of that total was billed to property owners who chose to let the City do the work. Engineering Technician, Clay Miller, handled the inspection and oversight duties during this process.
- State Route 54 (South Jefferson Avenue/Patrick Avenue) was paved at the end of fall, 2018. However, A&B Asphalt came back to fix substantial segregation and smoothness issues present within the top course of asphalt before the final striping went down in early August.
- The 2018 Asphalt Program, partially carried over from 2018, was completed in August of 2019 due to the delay in the curb, gutter and sidewalk program. The contractor was A&B Asphalt, which paved Miller Drive, Rue St. Clair, Rue Royale, Rue St. Charles, a portion of Bon Air Drive and Anderson Drive.
- Columbia Gas honored the request to extend their project to Hill Street and further north up South Kenton Street. Their gas installations and final restorations were completed in August. Clay Miller worked with the restoration crew, marking and inspecting their work as they went.

- The Hill Street Improvements and 2019 Asphalt Program were awarded to J & J Schlaegel, Inc. The project installed a new storm system on Hill Street and brand new sidewalks, curbs, gutters and paving the full length of the street. The Water Reclamation Facility driveway (Phase 2) and S. Kenton Street (between Hill and Water) also received new pavement. The total cost to the City will be a few thousand dollars short of the bid price of \$548,851.78, to be paid from a combination of Capital, Stormwater and Sewer. Since a Columbia Gas emergency project delayed our contractor's ability to pave South Kenton Street between Market and Water, Columbia Gas has agreed to pave it in spring 2020 at their cost.
- 2019 Unit Price Concrete Work was awarded to McGuire Farm and Excavating. This was the first year for this contractor to participate in the program.

Major Ongoing Projects

- The Monument Square Roundabout Improvements Project began in May 2019. The project aimed to upgrade Urbana's downtown roundabout to a modern roundabout, adding safety features to help slow down motorists and make pedestrians more visible. It also replaced a 100-year-old water system with new 12" water mains and service branches. R.B. Jergens was awarded the project at a price of \$1,808,913.09. The project stalled in early November due to weather just before being able to finish paving. Once warmer weather arrives in spring, the contractor will be made to finish paving and striping the project by the new deadline of May 29th, 2020. True Inspection Services (local) provided construction inspection while the City Engineer, Tyler Bumbalough, functioned as the CPE (Construction Project Engineer) and the Director of Administration, Kerry Brugger, functioned as the PRC (Person in Responsible Charge). The City personnel act as primary decision makers and invoice/change order approval authorities in accordance with the state process. This took much more time than anticipated because of the complexity of the project. Engineer Technician, Clay Miller, took as-built GPS shots on the new water main and services as the job progressed.

Sharing Our Vision for 2020 and Beyond

- Engineering will finalize work on design for the Powell Avenue to Bon Air Drive Sanitary Sewer Extension Project, which will bid in early 2020. As part of the project, coordination with CT Communications, ODOT and the Champaign County Engineer's Office has been paramount. CT Communications was paid to move lines along the western side of S.R. 54 to make room for the City's new sewer main. They benefit by reducing to only one fiber line from the existing dual copper lines they currently have in place. ODOT and Champaign County both have to allow use of their right-of-way for this project to proceed. A lot of surveying, including soil test borings, and design work has been done so far. The project installs a new sewer main from the fairgrounds on Powell east to SR 54, north to Oak Dale cemetery, and again east to Bon Air Drive. This will relieve longstanding capacity issues for the Bon Air/Parmore developments and provide extra capacity for the future.
- Engineering learned in late August of 2019 that the S. High Street Improvements Project was awarded grant funding through ODOT's Small Cities Program, Highway Safety Program and Transportation Alternatives Program amounting to \$3,098,163. This project was borne of a \$30,000 feasibility study performed through LUC Regional Planning Commission and completed free of charge to the City. The project looks to install sidewalks, curbs, gutters, bicycle friendly treatments, storm line improvements and traffic calming features through the entire S. High Street corridor. Tyler Bumbalough, Doug Crabill and a representative from Urbana University presented a compelling project to ODOT in July. In order for this project to work out, we will still need to obtain one additional stormwater grant from OPWC. The project would be constructed in 2023. Scoping and consultant selection are among project work slated for early 2020.
- The County's two-year cycle for CDBG program funding came around again for application in late-April 2019. This time, the City was the only applicant for the money in Champaign County and will be awarded \$136,000 for a curb, gutter, ADA ramp and paving project along Freeman Avenue next year. The total project cost (whole length of Freeman) is estimated to be \$216,000. The City plans to apply for a similar CDBG project on neighboring Sara Street in the future.
- The Phase 2a Water Project now has an approved PTI (permit to install) water. Engineering is managing a design consultant contract for Choice One Engineering. Originally their contract included water main replacement design for Scioto Street (between Jefferson and the 29/36 split), Finch Street

(100-200 blocks), Crescent Drive and Ames Avenue. However, the sewer department has since learned that deterioration of sanitary sewer mains on Scioto Street is past the point of lining and will need replaced. This was added to Choice One's contract. A PTI for sewer is expected to be sent to the OEPA soon with hopes to bid the project in March 2020 for construction throughout the year and possibly into 2021.

- Bridge Inspections were completed for the final time in-house in November 2019. Since introduction of an 11th bridge (confined space) on W. Court Street, found in late 2018, Engineering became aware of a program for smaller municipalities to have their bridges inspected by an ODOT contract free of charge. Council approved that methodology and Urbana was added to ODOT's list beginning with inspections in 2020. This will free up about two weeks of time each year. Our 11 bridges, with the exception of the W. Court bridge (now posted at 45% of the legal load) remain in good to excellent condition; even though we tried and failed to acquire funding through ODOT in 2019 for its replacement, we will continue to pursue that option in 2020.
- The Sidewalk, Curb and Gutter Program will again take place in 2020, preceding streets pegged for paving or microsurfacing. Streets planned for in the coming year include East Lawn Avenue, East Water Street, Scioto Street, Ames Avenue and Finch Street.
- The 2020 Asphalt Paving Program will include the following streets with a budget of approximately \$500,000: Elm Street, Ann Street, Gwynne Street (western end), Mosgrove Street (western end), W. Light Street (western end), Elbert Street, Hitt Street, Cherry Lane and Freeman Avenue (separate CDBG project). In addition two alleys will be paved near the downtown as well as a small City parking lot next to Peoples Bank. Finally, the Water Reclamation Facility's third and final driveway paving phase will take place in 2020, paid for via the Sewer Fund.
- The 2020 Asphalt Maintenance Program includes two types of treatments this year, estimated to use about \$232,000 of the \$500,000 allotted above. The first is microsurfacing which should help give East Lawn Avenue and East Water Street another 10 years of life before repaving is necessary. The second is crack sealing which will span all or a portion of the following streets: Bloomfield Avenue, Fyffe Street, Main Street, N. Walnut Street, Lincoln Street, W. Powell Avenue, Phoenix Drive, E. Light Street, Laurel Oak Street, S. Walnut Street, College Street, Julia Street, Dellinger Road, Childrens Home Road, East Lawn Avenue, Wards Lane, E. Broadway Street, W. Broadway Street, E. Powell Avenue, Thompson Street, Johnson Drive, Railroad Street, E. Ward Street, N. Locust Street, N. Kenton Street, Lynn Street and possibly N. Jefferson Street.
- The PreK-8/U.S. 68 traffic signal was accepted in 2019. The City then, through LUC Regional Planning Commission, had it evaluated for possible adjustments based on concerns of long southbound left queues. The engineering firm came back with the recommendation of installing a protected left into the school site. The City has approached the school about a cost share of the estimated \$9,900 it will take to implement those changes.

Miscellaneous Accomplishments

- Engineer Technician, Clay Miller's main tasks during 2019 included finalizing and getting Council to adopt an ADA Transition Plan, inspections for right-of-way work and projects, collection of basemapping data for projects and management of the City's street patching list. Next year he will take on an even greater role in the Sidewalk, Curb and Gutter Program and looks to initiate in-house crack sealing, which will work in conjunction with the Public Works personnel to crack seal City parking lots and other low-speed or low-volume areas.
- Engineering completed inspections for fifty-eight (58) right-of-way permits issued.
- Clay 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 replacement of excavated sidewalk sections. Overall, approximately one hundred eight (108) non-project related patches were tracked by Engineering when time permitted.
- Approximately one hundred thirty-eight (138) zoning permits, including site plans such as Cobblestone Hotel, were reviewed by Engineering before being approved by Zoning.
- Two (2) lot splits were approved by Engineering for zoning conformance before being approved at the County level.

- Eight (8) new addresses were issued.
- Engineering performed yearly bridge inspections (10 bridges) in the fall; an ODOT consultant assisted with the W. Court Street bridge earlier in the year.
- The Urbana Hilltop Disc Golf Course at Melvin Miller Park is still going strong and is ranked number 6 of over 150 courses in Ohio. The club hosted five tournaments in 2019. As part of an ODNr grant to the City (\$9,000), the club began construction of a beginner-friendly, handicap accessible, 9-hole course called the Urbana Valley Disc Golf Course (since the other is called the Urbana Hilltop Disc Golf Course). The course straddles the stream in the low-lying area between the skate park and the soccer fields. So far, baskets, trees and concrete tee pads are installed with signage yet to come.

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. In September 2019, the Department of Finance along with the Human Resources Office moved to 225 S. Main Street. The new location allows for more customer parking and allows customers to utilize the drive thru window to make utility and income tax payments while remaining in their vehicle. Office hours are 8:00 a.m. – 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. 2019 marks the fourth 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 |
| 2018 | 7,537 | \$601,820.87 |
| 2019 | 9,224 | \$708,665.76 |

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

- 4,600 utility customers billed
- 1,500 customers receive delinquent notices
- 250 customers receive shut off notices
- 30 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.
- 22% 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.
- 5% 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.

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 2019.

| City of Urbana | | |
|---|--------------------|--------------------|
| General Fund Budget by Expense Type | FY19 Budget | % of Budget |
| Salaries | 3,578,675 | 54.2% |
| Pension | 695,276 | 10.5% |
| Medical & Life Insurance & Medicare | 952,481 | 14.4% |
| Worker's Compensation | 92,664 | 1.4% |
| Travel & Training | 39,000 | 0.6% |
| Utilities | 180,000 | 2.7% |
| Professional Services | 210,000 | 3.2% |
| Equipment & Building Maintenance | 249,050 | 3.8% |
| Miscellaneous | 87,000 | 1.3% |
| Insurance | 84,000 | 1.3% |
| Printing, Advertising, Memberships, Postage | 170,415 | 2.6% |
| Supplies | 83,500 | 1.3% |
| Gas & Oil | 55,600 | 0.8% |
| Subsidies | 129,000 | 2.0% |
| Grand Total | 6,606,661 | |

| City of Urbana | | |
|--|--------------------|--------------------|
| General Fund Budget by Department | FY19 Budget | % of Budget |
| City Council | 92,390 | 1.4% |
| Code Enforcement | 203,330 | 3.1% |
| Engineering | 228,095 | 3.5% |
| Finance - All Departments | 484,936 | 7.3% |
| Fire/Ambulance | 1,913,075 | 29.0% |
| Law Department | 204,015 | 3.1% |
| Mayor/Administration | 289,320 | 4.4% |
| Misc. Non-Departmental | 452,275 | 6.8% |
| Mulch/Compost | 24,125 | 0.4% |
| Municipal Court | 712,225 | 10.8% |
| Parks & Recreation - All Departments | 280,705 | 4.2% |
| Police | 1,568,850 | 23.7% |
| Public Works & Property | 153,320 | 2.3% |
| Grand Total | 6,606,661 | |

The following chart provides a revenue breakdown by type of revenue for the 2019 original tax revenue budget.

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

| | 2019 Budget | % of Budget | Explanation |
|-----------------------|-------------------------|------------------------|--|
| Local Taxes | 516,300 | 7.8% | Real estate taxes |
| State-Shared Taxes | 240,000 | 3.6% | Local government - county |
| Intergovernmental | 110,000 | 1.7% | Local government - state, County court reimbursement |
| Recreation Collection | 0 | 0.0% | Park & recreation revenue |
| Pool collections | 59,500 | 0.9% | Pool admissions, rentals, sales |
| Charges for Services | 998,500 | 15.1% | Ambulance, cable tv, township contracts |
| Licenses & Permits | 18,250 | 0.3% | Code/zoning permits |
| Court Collections | 443,850 | 6.7% | Fines and fees associated with Municipal Court |
| Miscellaneous | 154,000 | 2.3% | Interest revenue, mulch revenue |
| Reimbursements | 712,000 | 10.8% | Reimburse general fund use of resources |
| Municipal Income Tax | <u>3,354,750</u> | 50.8% | Municipal income tax revenue |
| Total Revenue | <u><u>6,607,150</u></u> | | |

FIRE & EMS

The Urbana Fire Division is a 24/7/365 organization that fights fires and saves lives under the direction of the fire chief. At full manpower, the on-duty staff consists of one captain (shift officer) and six firefighters. The captain is responsible for the daily operations of the shift. The fire division's minimum manpower is five a day and in addition to serving the City of Urbana the division is contracted to provide services to Urbana and parts of Concord and Salem Townships. It is estimated that the division serves 16,000 people and covers 90 square miles of territory.

Mission: The Urbana Fire Division's mission is to develop a scalable framework that promotes excellence in fighting fires and saving lives, ensures the cultivation of intellectual and organization profitability, maximizes individual and organizational performance, and promotes continual individual and organizational growth.

Summary

The Urbana Fire Division continues to be steadfast in accomplishing its strategic plan. The foundation of the plan consists of its personnel, equipment and operations. These variables are complexly entwined and have equal value, which collectively create synergy towards meeting organizational goals.

Additionally, the division is helping the townships it serves create a three-step strategic plan. The plan's first step is to create a service fee calculator (SFC) that is easily understood, along with being applied fairly and consistently to each township. The second and third steps of the plan are a work in progress. The steps will eventually define and assign value to the SFC and allow the townships to have a voice and more ownership in accomplishing their EMS and fire needs. In December Urbana Township signed on to the first step, Salem and Concord will be asked to do the same as their contracts expire in 2020.

The division continues to be a responsible steward of the funds provided by the taxpayer. That is why since 2002 the division has been awarded more than \$1,000,000 in grants at a cost of just over \$50,000 to the division. Additionally, the division strives to create value in what services it provides. A major step in that direction is helping Mercy Health obtain a grant from the Department of Health for a community paramedic for the Champaign County community.

The division cannot be a standalone identity and must work with its community partners: this year helping County Dispatch upgrade their radio and computer system; collectively working with the EMA and county departments in obtaining a radio grant from the State Fire Marshal; and collaborating with Box 13 to become a standalone volunteer organization that helps the Champaign County community.

Personnel

This year, Assistant Fire Chief Jeff Asper retired, and the division is in the process of replacing him. Additionally, the division hired four new firefighters to replace vacancies that were created throughout the year. The division continues to work toward its organizational goal of providing pathways and opportunities for its personnel, which includes standardizing crew training and defining expectations of each crew. In 2020 the division logged 10,500 hours of training, equaling over 456 hours per member; the following personnel received certifications:

- Captain Croker: Fire Officer III and Fire Investigation Technician
- Firefighters Joyce and Wolf: Fire Officer I
- Firefighters Crain and Hester: Certified Fire Safety Inspector
- Firefighters Crain and J. Jones: Certified CPR Instructor

Equipment

At the start of the year the division owned 11 frontline vehicles with a maximum of seven and minimum of five personnel a day to man them. The division reduced its fleet by two and continues to evaluate the needs vs risks of having and maintaining its fleet. During the year the division sold or repurposed equipment it did not use and created a vehicle rotation plan for EMS, fire and staff vehicles. EMS vehicles will have a 15-year life; five as front line, five as second out and five as back up. The Division's fire vehicles will have a 20-year lifespan and command vehicles nine, with the purchase of a staff vehicle every three and half years.

Grants have allowed the division to better serve the community and for its personnel to become more productive and efficient. Grants awarded include over \$125,000 for EKG and mechanical CPR devices, \$49,000 for MARCS radios, \$8,000 for fire gloves and hoods, and \$3,000 for EMS training equipment and report software. Additionally, the division recently developed a rescue trailer that will allow the division to respond to off road accidents that includes water rescues. In 2019 there were five water rescues throughout the county.

Operations

The division responded to over 2,800 incidents in 2019, which is often accomplished with the minimum of five personnel. Minimum staffing of vehicles is two on EMS and three on fire. With limited backup, the division assigned its shift captains to a standalone command vehicle called a battalion. The battalion allows for a command presence on every incident and the ability to scale up and often make life or death decisions 24/7/365 at a moment's notice. Additionally, the division separated its operations into three areas and assigned an area to each shift captain; Captain Croker oversees EMS and IT, Captain Beverly rescue and maintenance, and Captain Countryman fire and clothing.

EMS incidents typically take around 30 minutes to complete and fire 15 minutes. Both types of incidents can go over an hour in some cases. The on-duty battalion is constantly managing their resources since an EMS incident alone can tremendously affect operational capabilities. Ultimately the division seeks to improve on its ability to scale up and to take a second run. The division continues to work on its capacity to diversify, expand and grow to allow it to have the appropriate measures in fighting fires and saving lives.

Major Highlights

- Firefighter Michael Drake was awarded Firefighter of the Year
- Firefighter DeCola and Flora were awarded the Live Saving Medal
- Firefighters C. Jones, Wolf, Nitchman, DeCola, Flora, Hester and Drake were awarded Unit Commendations ribbons
- The Fire Division reduced its ISO rating from a 4 to a 3/3X
- Updated the County Fair’s operations plan
- Placed the live fire training grounds in service
- Hosted coffee with council
- Provided a safety magic show at the schools
- Provided 35 external fire safety programs
- Brought in more than an estimated \$450,000 in EMS billing
- Provided more than 80 hours of in-house vehicle maintenance
- Retired and sold more than \$6,000 of equipment on Govdeals
- Installed 46 car seats to families not able to afford them through grant money from the Champaign County Health Department
- Issued more than 30 CPR cards
- Conducted over 50 fire inspections
- Partnered to developed five emergency operation plans with local businesses and government agencies

Emergency Operations Statistics

Division

Table 1 represents a historical operation summary of the division. 1992 is the last time the division increased manpower. Since 1992 the division has had over a 50% increase in incidents. However, the population of the community the division serves has relatively stayed the same. In 2019, Urbana Fire Division received mutual aid more than the division helped others. The Fire Division asked for and received mutual aid 81 times and provided mutual aid 71 times.

Table 1: Historic Operational Summary for the Urbana Fire Division

| <u>Incident Type</u> | <u>1992</u> | <u>2000</u> | <u>2010</u> | <u>2019</u> |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|
| EMS Runs | 1431 | 1564 | 1885 | 2349 |
| Motor Vehicle Acc. | N/A | 145 | 148 | 141 |
| Fire Runs | 396 | 418 | 515 | 373 |
| Total Runs | 1827 | 2127 | 2548 | 2863 |

Table 2 represents a detailed operational summary for 2019. Of the 2,349 EMS incidents; 1,661 were transports, representing over a 70% transport rate. It should also be noted that the division becomes limited as more than one run is in progress. Meaning if there are still personnel on station they will respond to the incident, but may not have the capacity to resolve it.

Table 2: 2019 Division Operational Summary

| <u>Incident Type</u> | <u>Total Incidents</u> | <u>Percent of Total</u> | <u>Daily Average</u> |
|--|-------------------------------|--------------------------------|-----------------------------|
| EMS Runs | 2349 | 82% | 6.44 |
| Motor Vehicle Accidents | 141 | 5% | .39 |
| Fire Runs | 373 | 13% | 1.01 |
| Total Runs | 2863 | | 7.84 |
| Two Runs in Progress | 505 | 18% | 1.38 |
| Three Runs in Progress | 88 | 3% | .24 |
| Total of Duplicate Runs in Progress | 593 | 21% | 1.62 |

Townships

Table 3 represents the 2019 operational summary for the townships covered by the division. Urbana Township signed an agreement to continue EMS and Fire service with the division in 2019. The agreement includes an innovative service fee calculator, which applies a set fee to township population in order to calculate the annual service fee. The fee starts at \$81.00 per township population (3,013) or \$244,053 for 2020. The Division covers parts of Salam and Concord Townships, with their five-year agreement with the division coming to an end in 2020. For Salem the \$76,724 agreement covers fire and EMS for roughly 1,200 township residents. For Concord the \$12,999 agreement covers EMS for roughly 560 township residents

Table 3: Township Operational Summary

| <u>Incident Type</u> | <u>Urbana Township</u> | <u>Salem Township</u> | <u>Concord Township</u> |
|-----------------------------|-------------------------------|------------------------------|--------------------------------|
| EMS Runs | 347 | 66 | 24 |
| Motor Vehicle Accident | 36 | 9 | 2 |
| Fire Runs | 370 | 21 | N/A |
| Total Runs | 413 | 96 | 26 |

Sharing Our Vision for 2020 and Beyond

- Develop an organizational culture and climate that supports the mission and vision
- Create a framework to support continuous growth
- Create pathways and opportunities of growth that supports core values
- Build exceptional internal and external relationships

Law Office**Law Director****City Council Meetings/Work Sessions**

The Law Director attended regular City Council Meetings and Work Sessions, to provide guidance on procedure and to answer any legal questions that may arise. He also availed 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 the discharge of same.

Urbana City Charter Review Committee Work

The Law Director convenes and facilitated a Charter Review committee to conduct the decade review of the Charter of the City of Urbana, and to make recommendations to the voters of the City as to suggested changes.

Ordinances and Resolutions

The law Director reviewed several Ordinances and/or Resolutions drafted by any Department, and also drafted and submitted Ordinances and/or Resolutions when needed. He reviewed them for compliance with all local, State and, if applicable, Federal laws. In addition to review for compliance and correctness, he reviewed them to assure that the underlying objective of the Legislation was met by the draft.

In 2019, in addition to this, he proposed and recommended a policy of Legislative sponsorship, under which a member, or members, of council sponsor selected legislation.

Inter-Departmental Outreach

During 2019, the Law Director was 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, Community Development, Cemetery, Water, Fire, Police, Engineering, Human Resources, Water Reclamation, Airport, Streets, and Finance.

Administrative Responsibilities

The Law Director worked 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 to provide counsel as to proposed and impending actions. The Law Director came prepared to update the group regarding any and all legal 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 worked hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, were adequately enforced. Emphasis was placed on the newly-legislated Vacant Building ordinances, with the goal of full implementation by the 2020 calendar year.

Throughout the 2019 calendar year, the Law Director spent a substantial amount of time working with Zoning and Nuisance, assisting them in enforcement.

Contract/Legal Document Review/Modification

The Law Director reviewed, drafted, numerous city projects requiring complex legal documentation and process including, but not limited to, bidding contracts, construction and remediation projects, interaction with the Townships and Champaign County, issues involving the Historical society, Community Development, and so forth were brought forth. Each involves the office of the Law Director, some merely for review, others for more detailed participation.

Easements, Appropriations, and Other Civil Matters

The Law Director represents the City in matters of easements, appropriations, takings, and/or civil cases. He also appeared in Court for suits regarding unpaid utility bills.

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 2019, the Prosecutor's office processed approximately 4,000 cases through the Champaign County Municipal Court). 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 reviews fact patterns and evidence on behalf of law enforcement, 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 2019, the Municipal Court Prosecutor was approached by, and reviewed cases for, increased numbers of 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.

In 2019, the Municipal Court Prosecutor filed multiple 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 2019, 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

In 2019, the Law Director, in his role as Chief Legal Officer for the City of Urbana, conducted multiple training seminars to certify members of the Urbana Police Division, The Saint Paris Police Department, the Mechanicsburg Police Department, and the Champaign County Sheriff's Office to administer oaths. This seminar allows a peace officer to notarize criminal complaints drafted by other members of law enforcement. Further, he educated various members of law enforcement as to various nuances of certain statutes and Ordinances, and as to the application of Marsy's law to their cases.

Contracts for Prosecution Services

The Municipal Court Prosecutor office continued to provide prosecution services to Champaign County, and the Villages of St. Paris and Mechanicsburg under the provisions of contracts for same.

Diversion

In 2019, the Municipal Court Prosecutor continued to successfully operate the Champaign County Municipal Court Diversion Program. This program allows offenders whom the Prosecutor believes will not re-offend, and who otherwise qualifies, to enter a Diversion Program to avoid conviction of various offenses, namely, drug and alcohol-related offenses. The Diversion program provides 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 drafts and files a Motion to Dismiss the charge and to Seal the Record.

In 2019, the Program accepted 29 cases for diversion, with a 100% success rate.

PARKS & RECREATION

Operations Summary

- Park Activities
 - Completion of Little Climbers tackle football season for grades 3-6 and NFL flag football for grades K-2 and 3-5; both programs were organized and run by Urbana Youth Sports.
 - Champaign Family YMCA completed another successful year running both youth rec baseball/softball and soccer programs, with increased participation for all sports; they also managed and operated The Wendell B. Stokes Swimming Pool for a third consecutive year, while hosting Urbana's local youth swim team, the Flying Fish, for practice and swim meets.
 - Urbana Ramjets Boys Youth Baseball Organization continued to host multiple teams throughout the tri-county, increasing visitors from April through September.
 - Worked with Champaign County Arts Counsel to provide Concerts in the Park.
 - Hosted Summerfest '19 in collaboration with the local Lions Club, which included a variety of merchandise and food vendors, several activities for the kids, open swim at the pool, a sand volleyball tournament, a men's slow pitch softball tournament, and music on the stage

Park Events

With hundreds of indoor facility rentals, field and shelter house reservations and Special Event Requests, Melvin Miller Park continues to increase its service to the community; offering everything from a safe, peaceful place to stroll to the challenge of multi-state league competition on our Hilltop Disc Golf Course.

Sharing Our Vision for 2020 and Beyond

- Continue our work with the Parks and Recreation Board on projects involving:
 - Memorial Benches
 - Additional Shelter house needs
 - Increased community participation, engagement and collaboration
 - Development and construction of an inclusive playground
 - Upgrades to Wendell B. Stokes Community Pool
 - Geese Management Servicing Plan; Year two of a three-year program with Stalk and Awe

POLICE

Proudly Serving Our Community Since April 27, 1868

Mission: “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.”

2019 Activities

2019 brought to a close the year-long celebration of the 150th Anniversary of the Urbana Police Division. Our final act of memorializing our history was having a formal Division photograph taken in April of 2019. It was a wonderful year of remembrance, recognition and looking ahead as we celebrated our past, present and future with various folks important to the agency.

Over the past three years we’ve had a tremendous amount of turnover, due to retirements, making the current agency a very young one. While we’ve lost a tremendous amount of seasoned, experienced veteran officers, we’ve been very fortunate to hire new officers to replace them. That youthfulness is very welcomed as policing continues to become more challenging every year, both mentally, physically and spiritually as ever before. Our new officers have brought with them a freshness of new ideas and great energy which rubs off onto others. It is truly an honor and a privilege for the members of your Urbana Police Division to represent and serve the great city of Urbana. Whenever law enforcement here encounters those really difficult times (homicides, tragic deaths, broken families, mental health issues, or addiction crisis) within our community it seems that we are always shown tremendous community support and kindness by the citizens we are so lucky to serve. It is in those trying times that we will always work our hardest to make sure we are doing our absolute best to serve and protect the city, our citizens and our visitors of Urbana.

Staffing – While we are authorized for 21 sworn officers and two civilian staff employees, we ended 2019 short three sworn officers with 18. Sergeant Chris Snyder retired from the Division after serving a 25-year career with us. Chris will be missed greatly as he was always looking to find ways to help others. We hope to announce his replacement in early 2020 after completing a promotional testing and selection process. We also had a patrol officer resign from the division to take a position with another agency.

In January of 2019 we welcomed our newest officer, Chris Bourque to the division.

We’re hoping to close the gap in shortage of officer personnel and get us back to the current authorized staffing of 21 full-time sworn officers during 2020.

Investigations Unit -- In August we reopened our Criminal Investigative Unit, staffing it with one officer, Sergeant Shawn Schmidt, a 19-year veteran of the division. We have not had anyone assigned solely to criminal investigations since 2016, due to staff shortages. The overwhelming number of high-profile, extended or difficult cases that the division handles every year made it urgent that we reopen this unit, even as we still have staff shortages to handle patrol duties. Having an Investigative Unit has certainly improved our management and handling of felony criminal investigations. As we get back to full staffing, we are hoping to possibly move a second officer into this unit for better, round-the-clock coverage.

Grand Jury Cases -- In 2019, Urbana police presented 131 criminal cases to the Champaign County Grand Jury resulting in 424 criminal indictments. These were more than the rest of Champaign County Law Enforcement agencies presented combined for the year.

| <u>Champaign County Grand Jury</u> | <u>Cases</u> | <u>Indictments</u> |
|------------------------------------|--------------|--------------------|
| Urbana Police Division | 131 | 424 |
| Champaign County Sheriff Dept. | 94 | 235 |
| Mechanicsburg Police Dept. | 16 | 40 |
| Saint Paris Police Dept. | 7 | 12 |
| APA | <u>3</u> | <u>7</u> |
| Totals | 251 | 718 |

Drug Investigations -- Urbana police conducted ten drug related search warrant raids of suspected drug houses throughout the city in 2019. Several covert drug investigations were also conducted throughout the city resulting in numerous arrests and criminal indictments of drug traffickers and abusers in Urbana.

Opioid Overdose Cases -- In 2019 Urbana police investigated 26 overdose cases with two deaths. Last year we handled the same amount of overdose cases, also resulting in two deaths. In 2017 we experienced 7 overdose deaths in the city.

- Drug arrests stats:

| <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 473 | 550 | 724 | 620 | 611 | 302 | 308 | 171 |
- Twelve firearms were confiscated during investigations.
- \$2,709 in cash was confiscated during investigations.
- Two vehicles were confiscated for forfeiture during investigations.
- We continued our partnership with the METRICH Drug Enforcement Unit.

Douglas Hotel serial arsonist -- Urbana police and fire divisions handled at least five arson fire cases at the abandoned Douglas Hotel, located in the southwest corner of Monument Square, beginning in September and lasting until November of 2019. During the overnight hours of November 9, Sgt. Jason Kizer and Officers Luke Hiltibran and Seth Lingrell captured the arsonist in criminal acts after he returned to the scene of an arson fire he'd started there earlier that night. The 30 year old man, a nearby resident, admitted to police that he'd been responsible for at least two of the arson fires, including the one on that night. Police suspect that he was involved in starting all five arson fires.

High Street standoff -- On July 30, Urbana police handled an incident involving suspects barricading themselves inside of an apartment at the Urbana Village Apartment complex, 1060 South High Street. Police were attempting to take a man, with outstanding warrants for his arrest into custody, when he and his female companion barricaded themselves inside the apartment and refused to comply with officers demands that they be taken into custody peacefully. After a few hours of negotiating with them to surrender themselves failed, police evacuated nearby residents, and a team of seven Urbana Officers, led by Sergeant Jason Kizer, conducted a tactical entry into the location, where both of the wanted adults were taken into custody safely with no injuries.

Outreach Efforts in 2019 -- We believe that 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 that will help in strengthening professional relationships between the community and it's police division.

Throughout 2019 some of those efforts included:

- **Mascot "Officer Stanley"** – appearances at various community events and for presentations.
- **FOP Easter Egg Hunt** – April
- **Safety Town** – June – The police division graduated our 7th year of Safety Town classes with two new classed in 2019 involving 28 participants.
- **Special Olympics Law Enforcement Torch Run** – June – A team of officers and family members raised money for and ran in the 2019 LE Torch Run for your 3rd straight year. Our team raised \$225 for the cause. We also had a team of officer's play in a Special Olympian basketball game in March.
- **Drug-Drop-box program** – We have a permanent Drug Drop-box program located inside the Municipal building for residents to drop off old, unused prescription medications safely and securely. In

April & October of the year we also partner with the Kroger Pharmacy and provide an off-site program for residents to use.

- **Alicia Titus Peace Memorial 5K Run** – In September, four officers collected money and ran in the annual memorial fundraising event, honoring the memory of Alicia Titus, who was tragically killed in the terrorist attacks on the Twin Towers in New York on September 11, 2001. Several other officers provided traffic control throughout the event for the safety of participants.
- In August and December of the year members of the police division, along with some family and friends, prepared and served the monthly **Community Meal** at the Episcopal Church of the Epiphany.
- **FOP Halloween Treats** – October
- **FOP Community Christmas** – December – provided Christmas gifts for 34 families and 84 children this year.

New Equipment in 2019

- Patrol Ford Explorer SUV
- Police Radio System (replacing a system in place since the 1970's)
- New Uniform Hat Badges
- Full body workout system for the Workout Room

Sharing our Vision for 2020 and Beyond

- Selection and promotion of a new sergeant to replace a recently retired Sergeant.
- Continuing with efforts to get us back to our authorized strength levels of 21 sworn officers.
- Continual training of new and young officers in the areas of service, investigations and tactics and then placing them in roles from which they and the division can best succeed.
- Working toward establishing and developing a team of officers to handle special tactical responses.
- Transitioning from having a sworn officer handling the Division's Property Control System to instead, having a civilian, part-time employee take on this role.

Special Recognitions -- Throughout 2019 several officers or citizens were recognized for their special efforts and successes to the division and to the community. Those honored were:

Meritorious Service Award

Sergeant Jason Kizer

TOP Shot Award

Officer A.J. Ervin

Civilian Service Award

Randy & Terra Fraley

Distinguished Duty Award

Lieutenant Josh Jacobs
Sergeant Jason Kizer
Officer Mike Cooper
Officer A.J. Ervin

Sergeant Shawn Schmidt
Officer Todd Pratt
Officer Luke Hiltibran (2X)
Officer Kerrie Kimpel

Sergeant Chris Snyder
Officer Robbie Evans
Officer Logan Dunn (2X)

Exceptional Duty Award

Officer Luke Hiltibran

Officer A.J. Ervin

Officer Kerrie Kimpel

Chief's Challenge Coin Award

Lieutenant Josh Jacobs
Officer Todd Pratt
Harry Dolan
David & Sarah Sapp

Sergeant Chris Snyder
Officer Casey Evans
Mr. Frank Lewis
Alice Frost

Sergeant Jason Kizer
Officer A.J. Ervin
Mr. Jeffrey Frantz
Dale Moffitt

Physical Fitness Award

(17 of 19 officers passed the fitness testing with an overall division average of 80%)

Chief Matt Lingrell
Sergeant Shawn Schmidt
Officer Mike Cooper
Officer Luke Hiltibran
Officer Logan Dunn
Officer Keith Hurst

Lieutenant Josh Jacobs
Sergeant Jason Kizer
Officer Brandon McCain
Officer A.J. Ervin
Officer Sam Harris
Officer Chris Bourque

Sergeant Dave Reese
Officer Robbie Evans
Officer Casey Evans
Officer Kerrie Kimpel
Officer Seth Lingrell

Training 2019

Officer **Keith Hurst** completed his *Basic Police Officer Training Class #141* at the Ohio State Highway Patrol Academy on January 23, 2019. Officer **Chris Bourque** completed his training during the *Basic Class #142* on June 28, 2019. Officers **Logan Dunn, Sam Harris & Seth Lingrell** received specialized training in the *REID Method of Interview & Interrogation*. In February the Division hosted the Dolan Consulting Group for division-wide training on “*Courageous Leadership*” held at Urbana University. Officer **Brandon McCain** became certified as an *Oleoresin Capsicum (OC) Spray Instructor*. Officers **Seth Lingrell** and **Keith Hurst** completed two days of training at the Columbus Police Academy to become certified to operate the *OVI DataMaster*. In April, Officers **Logan Dunn & Sam Harris** completed a two week school on *Traffic Crash Investigations* at the Ohio State Highway Patrol Academy. Sergeant **Chris Snyder** completed the *Leadership-Champaign County program* in May. Officers **Seth Lingrell** and **Keith Hurst** attended two days of training on *Advanced Roadside Impairment Driving Enforcement (ARIDE)* in Worthington. Sergeants **Shawn Schmidt** and **Jason Kizer** and Officers **Todd Pratt** and **Luke Hiltibran** completed weeklong training on *Core Criminal Investigations* at OPOTA. Officer **Todd Pratt** completed a weeklong school on *Conducting Undercover and Covert Drug Investigations* at the Columbus Police Academy. Officer **Luke Hiltibran** completed a 40-hour course to become certified as a *Field Training Officer (FTO)*. Officer **Brandon McCain** became certified as a *Building Search Instructor* at OPOTA. Officers **Robbie Evans, Casey Evans** and **Kerrie Kimpel** completed two days of training at OPOTA on *Investigating Sex Crimes*. Sergeants **Shawn Schmidt** and **Jason Kizer**, and, Officers **Todd Pratt** and **A.J. Ervin** attended weeklong training on conducting *Child Sex Victim Interviews – Finding Words*. Officers **Seth Lingrell, Keith Hurst** and **Chris Bourque** completed weeklong training on *Crisis Intervention Training* in Marysville. Officers **Casey Evans** and **Kerrie Kimpel** received two days of training at OPOTA on *Subject Control for Female Officers*. Officer **Logan Dunn** became certified as an instructor in the *ALICE system* for response to an active killing -- Alert, Lockdown, Inform, Counter, Evacuate (ALICE),

Urbana Police Division Activity Statistics for 2019

| | 2019 | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Calls for Service | 13,618 | 14,688 | 14,279 | 13,158 | 13,191 | 13,116 | 12,851 | 16,167 |
| Arrests | 1,704 | 2,000 | 2,116 | 1,835 | 1,780 | 1,511 | 1,759 | 1,707 |
| Felonies | 358 | 402 | 546 | 415 | 375 | 305 | 291 | 168 |
| Misdemeanors | 1,265 | 1,598 | 1,570 | 1,420 | 1,405 | 1,206 | 1,468 | 1,539 |
| Offense Reports | 2,103 | 2,288 | 2,271 | 2,123 | 1,956 | 1,763 | 1,898 | 2,049 |
| Homicides | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 1 |
| Robberies | 5 | 1 | 5 | 6 | 3 | 4 | 6 | 3 |
| Burglaries | 30 | 53 | 70 | 89 | 71 | 82 | 71 | 93 |
| Rapes | 16 | 15 | 6 | 5 | 9 | 12 | 7 | 9 |
| Sexual Assaults | 23 | 25 | 23 | 15 | 27 | 19 | 9 | 16 |
| Assaults | 114 | 181 | 149 | 150 | 134 | 118 | 130 | 142 |
| Thefts | 298 | 398 | 433 | 378 | 445 | 432 | 425 | 516 |
| Auto Thefts | 21 | 29 | 28 | 31 | 16 | 11 | 19 | 21 |
| Forgery/Fraud | 23 | 37 | 47 | 54 | 21 | 67 | 95 | 68 |
| Vandalism/Criminal Damaging | 131 | 152 | 167 | 217 | 218 | 170 | 168 | 240 |
| Drug Offenses | 473 | 404 | 529 | 417 | 409 | 302 | 308 | 171 |
| Traffic Citations | 891 | 1,265 | 989 | 945 | 1,108 | 1,089 | 1,336 | 1,695 |
| OVI's | 78 | 96 | 86 | 50 | 82 | 94 | 108 | 105 |
| DUS's | 183 | 231 | 165 | 179 | 187 | 167 | 173 | 224 |
| Speed | 78 | 165 | 80 | 72 | 161 | 103 | 240 | 493 |
| Traffic Control Device | 37 | 57 | 41 | 52 | 36 | 31 | 51 | 91 |
| Parking Citations | 11 | 37 | 25 | 18 | 33 | 47 | 31 | 232 |
| Crash Reports | 360 | 421 | 405 | 460 | 403 | 424 | 380 | 419 |
| Fatal Crashes | 1 | 0 | 0 | 1 | 2 | 0 | 0 | 1 |
| Mental Health Complaints | 131 | 52 | 69 | 64 | 80 | 107 | 154 | 116 |
| Suicide (includes attempts) | 22 | 36 | 23 | 17 | 33 | 35 | 41 | 33 |
| Curfew | 17 | 39 | 20 | 38 | 23 | 12 | 10 | 14 |
| Alarms | 771 | 911 | 887 | 807 | 981 | 493 | 423 | 454 |
| Dead Body (non-criminal) | 16 | 17 | 10 | 14 | 17 | 16 | 19 | 16 |
| Business/House Checks | 611 | 1,046 | 1,562 | 1,221 | 1,665 | 1,584 | 1,264 | 946 |

PUBLIC WORKS

As many cities and municipalities have discovered, streamlining services proves to be an effective way to maximize efficiency and minimize spending. 2019 served as the first full year the City of Urbana integrated its Public Works Departments with Facilities and Grounds Maintenance, while maintaining a close and productive relationship with the Engineering staff. Street; Water; Waste Water; and Sewer remain operational and cross-trained under the Public Works “umbrella” allowing the city to exercise prudent use of taxpayer’s money.

With a highly trained and licensed staff, the City provides the services necessary to meet and/or exceed the requirements of State and Federal guidelines, while minimizing the cost to our residents. The information below provides a snapshot of accomplishments in 2019:

Facilities

The staff provides assistance when and where necessary throughout various City departments; completed valve and pump replacement at Wendell B. Stokes Municipal Pool; performed needed updates and repairs to the Oak Dale Cemetery maintenance garage; worked with Fire and Police Divisions regarding minor building repairs; performed scheduled preventative maintenance on heating/cooling units, etc.

- **225 Project** - This project scope included renovating the former 5/3 bank building and moving Finance, Income Tax, Human Resources and Utility Billing offices. This was a complex project that involved several City staff members, departments, contractors and sub-contractors. The lobby and office areas were renovated; new fiber optics installed between the main Municipal Building at 205 and the new Business Office at 225 South Main Street; new network cabling, cameras, lighting and various electric upgrades were completed. A new digital sign was installed and information maintained and entered by the Business Office; concrete repair to curbing and sidewalks, and pavement crack sealing and striping completed the scope.
- **Zoning/Engineering Project** - This project scope included renovating the previous business offices on the first floor and filling that vacancy by moving Zoning, Community Development, Engineering and CHIP Offices from the top floor, achieving an easier path of accessibility to the public. This project was solely performed in house and by utilizing City staff, completed the following: framing, installed new and patched existing drywall; painted; cleaned carpets; updated the phone system with IP POE phones and networking. This project was completed in early December.
- **Fire/ Police Training Room Project**- This project opened the space to its original size by removing the walls once constructed for the Engineer’s Office. We had this project completed in just a few days. This included removal of wall studs and drywall, patching drywall, painting and carpet cleaning.

Grounds

- Began installation of the new ball fences for fields 6, 11, and 12 at Melvin Miller Park, this project was included in Nature Works Grant #25 .
- Prepped and painted the exterior of the “Slow Pitch” building after completion of slight re-configuration of concession window; applied metal siding to existing wood and fascia.
- Truck in and grade roughly 25-30 yards of topsoil to fill low spot between ball fields 2 and 5 to help with runoff and ponding in that area.
- Assist in preparation and completion of pouring and side dressing the 9 new disc golf tee pads included in Nature Works Grant #25 project.
- Cut down and remove 20-25 dead Ash and various other varieties of trees mainly in or adjacent to disc golf course/ wooded area.
- Assist in, along with Sewer Maintenance, the installation of approximately 120 yards of topsoil to the roundabout project planting beds.
- Refurbish/ restore 12 hanging baskets for the Downtown Monument Square District to be installed in the Square, 4 baskets were installed in the 4th quarter.
- Winterize park equipment, buildings and waterlines for the upcoming winter season.
- Began process to gather and refurbish the 20 green downtown trash receptacles used by the public.
- Aid in the unloading, transporting and the planting of 6 park trees, this was part of legacy tree program for this year, along with 8 additional donor trees for the 9 new holes of disc golf.

Water

Operations Summary:

The Water Division is responsible to the community for the delivery of water required for daily consumption, fire protection and industrial use. The following are numbers that reflect usage for 2019 and before.

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|-------------------------|-------------|-------------|-------------|-------------|-------------|
| | Actual | Actual | Actual | Actual | Actual |
| Million Gallons Pumped | 674.83MG | 669.95 MG | 694.05 MG | 687.49 MG | 660.35MG |
| Million Gallons per Day | 1.848 MG | 1.835 MG | 1.901 MG | 1.884 MG | 1.779 MG |
| Population of Urbana | 11,547 | 11,425 | 11,405 | 11,618 | 11,793 |
| Gallons per Person | 160 Gal/Day | 160 Gal/Day | 166 Gal/Day | 162 Gal/Day | 151 Gal/Day |

2019 Distribution Repair Digs and Previous Years

| 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------|--------|--------|--------|--------|--------|
| Actual | Actual | Actual | Actual | Actual | Actual |
| 105 | 65 | 56 | 55 | 29 | 50 |

- Repair digs totaled over 336 man hours with an average of 4.7 men and 6.72 hours per dig.
- The above information is totaled as follows: 8 water main breaks, 5 new inline valves installed, hydrants replaced and 32 service lines repaired or replaced. This does not include work that was performed with assistance from the hydrovac truck. 5

2019 Accomplishments:

- New high service pump and motor at the St. Rt. 29 WTP
- New SCADA radio and Antenna at East Lawn tower
- New SCADA radio and Antenna at Taft Avenue
- Repaired all faulty actuators at the St, Rt. 29 WTP (continuing project)
- UCMR 4 Federal EPA sampling requirement completed
- Long time leak at Park Ave. and Kenton St. identified and repaired
- 4,968 OUPS water line locate requests
- Carbon Exchange at Old Troy Pike WTP
- Approximately 64,200 water meters read
- Round-a-bout project started
- New water lines installed in the round-a-bout project area
- East water tower painted
- Pumps replaced at the Booster station
- All new valves and check valves replaced at the Booster station
- Chain link fence taken down at the Old Troy Pike WTP facility (completely deteriorated)
- Well house 8 & 9 painted at the Old Troy Pike facility
- Surveillance cameras installed at the Old Troy Pike facility with remote viewing capabilities
- Took delivery of a new dig truck w/ hydraulic, air and crane capabilities
- Purchased hydraulic chainsaw for water pipe cutting
- West and East water towers added to the maintenance program.

Note: These are just a few of the highlights of 2019 and do not reflect the many other accomplishments that were completed or are in the process of completion.

Sharing Our Vision for 2020 and Beyond

- Capital Improvement goals for 2020 include but are limited to:
 - GPS/GIS locations completed for the distribution system
 - Surveillance camera installed at the Rt.29 WTP
 - AMR Meter reading system
 - SCADA system re-design phase two
 - Begin computer generated work orders

- Begin preventative maintenance program (pumps and electric)
 - Grimes Well Field completion
 - Complete phase two water line replacement
 - Have two employees obtain OEPA Class II Water Supply Certification
 - Asset management program implemented
 - Ohio EPA metrics tracking
 - Water line age and replacement priority plan started
- Long Term Goals include:
 - GPS/GIS Home Owner Water Service Locations Completed
 - Critical valve replacement
 - Phase 2 Water Line Replacements
 - Grimes Circle water Line Loop to Airport
 - Dellinger Road Water Line Loop to Dugan Road
 - East Side Water Modeling Study
 - State Route 29 WTP Iron/Manganese Filter Discharge to Sanitary System
 - Begin Study for Old Troy Pike WTP Take Over from Honeywell
 - Backup generator at the Old Troy Pike WTP

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 had 6 Industrial Users permitted under the Pretreatment Program in 2019, with 1 industry (Honeywell) closing their North Russell St. facility in September. 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.

2019 Year in Review

- Treated 818 million gallons of wastewater, which is an increase of 11% compared to calendar year 2018.
- Recorded a total of 48.52" of precipitation in 2019. This was a decrease of 2.16" compared to 2018 and 9.73" above the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 673 dry tons of bio-solids throughout calendar year 2019.
- Began operation of the new dewatering screw press in August 2019. This unit replaced our 27 year old belt filter press.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2019, we accepted 4.57 million gallons of septic tank waste originating from Champaign and Clark counties. This was a very comparable to septage received in calendar year 2018.
- Ohio EPA required modifications to the sewer use ordinance were completed and sent to OEPA for review. These modifications were accepted by OEPA and are currently going through the City Council approval process.
- Industrial Pretreatment Program permit renewals issued to 5 industries within the program.
- Currently consists of two staff members that hold State of Ohio operator certification Class III licenses, one staff member with a class II, and two staff members with class I licenses.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2019, we received 8,879 cubic yards of yard waste and distributed 115 cubic yards of compost.

Vision for 2020 and Beyond

- Assist staff with professional development goals
- Replace Septage Receiving unit
- Install new slide gate at influent wet well
- Implement Synexus software program for industrial users

Sewer

The City of Urbana maintains 77 miles of sanitary sewer and 3 major lift stations located at the Vancrest nursing home, Melvin Miller Park and The Woodruff Farm.

- Received 39 sewer calls due to potential back-ups.
- Completed 15 Sanitary Sewer digs.
- Completed 88 Camera inspections of sewer laterals. This is a free service offered by the City to the citizens of Urbana.
- Performed 42 hydro excavations for city utility work.
- Performed 4,968 locates for OUPS.
- Completed cleaning and video inspection of sanitary lines in the 3rd ward.
- Coordinates the monitoring of the closed landfill located at Children's Home Rd. including weekly and quarterly gas monitoring. Staff is no longer required to monitor gas readings once a week on Wednesdays per OEPA.
- Hauled 145,000 gallons of back flush water from old Troy Pike and State Route 29 water plants to the WRF.

Vision for 2020 and Beyond

- Completed cleaning and camera inspection of sanitary sewer in the 3rd Ward, with plans to complete the 4th Ward by year end.
- Begin the process of specifying/ upgrading our sewer main camera to add a lateral launch.
- Install sanitary sewer and manhole to the new park maintenance Building.
- Construction of the Vactor building addition.
- Expect the delivery of our new skid loader trailer and Manhole Saw
- Begin the manhole rehabilitation project mid to late 2nd quarter.

Street

Activity Summary:

- Street Maintenance:
 - Responsible for over seventy (70) miles of roadway within the corporation limits.
 - 2019 recorded as a slightly colder than normal winter with above average snow accumulation, resulting in the use of 927 tons of salt.
 - Completed our second full year of street sweeping for primary and secondary routes within the city
 - 189 tons of "cast-off" were hauled to the city landfill
 - Compared to 207 tons in 2018
 - As per the Manual on Uniform Traffic Control Devices (MUTCD)
 - All City streets now have updated signage.
 - Provided labor for storm sewer repair/replacement at Grimes Circle; installed five catch basins; placed 600 feet of 12" pipe along US Hwy 68.
 - Solved the seepage issue in the 900 block of Boyce Street by installing 100 feet of 'field pipe' – allowing ground water to continue its natural flow below the road surface, solving further erosion.
 - Removed over 785 cubic yards of leaves during fall pick-up.
 - Continue to assist Police and Fire Departments; Cemetery; Parks; Water and Sewer Departments with a variety of tasks and labor.
- Construction: The Street Department continues to provide the necessary local support for all ODOT road projects; resurfacing, patching and general repair – provided assistance when needed during the Monument Square Roundabout Upgrade.
- Misc. Items:
 - Provided oversight and management for the removal of 53 street trees and stumps which were listed as "poor" through the Tree Commission; coupled with the grinding and removal of 69 stumps
 - Continue support for the numerous community and citizen requests for Special Events

Vision for 2020 and Beyond

- Utilize the 2019 purchase of a reach-arm; helping to minimize the overgrown brush/honeysuckle along city streets.
- Provide support for upcoming in-house projects (i.e. sanitary sewer project, various building pads, park improvements)

TECHNOLOGY

Overview

Technology Committee

- Provided oversight, updates and photos to Berry Digital Solutions to launch the new City website at www.urbanaohio.com
 - ADA Compliant
 - Mobile Device Friendly
 - Active Facebook presence
 - Real-time updates
- Provided oversight for building security improvements; cameras installed at Old Troy Pike, with plans to increase security throughout City owned buildings.
- Planned, implemented and consistently maintains the new electronic signage board located at 225 South Main Street Business Office.
- Provide ongoing guidance, budget parameters and feedback to CCTSS regarding technology support and updates.

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 2019

- Business Office Network Build
- Fiber Install to New City Building
- Phone System Expansion
- Engineering/WWTP/Street Department Server Project
- Zoning Department Equipment Upgrade
- Improved Security at Offsite City Buildings
 - Business Office camera system and door automation
 - Old Troy Pike Camera System
- Update of Equipment Inventory
- Upgrade/Replace Fire Dept Layer 2 Switches
- Upgrade of Main City Layer 3 switch
- Upgrade communication system for Police in the holding cells
- Move Zoning Dept and Chip Office
 - Zoning Dept Cabling project
 - City Network backbone expansion
- Consolidate court network behind main City Firewall

Sharing Our Vision for 2020 and Beyond

- Server OS Upgrades
- Create and promote new server pool master
- Create new dedicated domain controllers
 - Active Directory migration
- Create new Apputil 1 and Apputil 2 servers
- Create and migrate to new Fileprt server
- Create and migrate to new POL server
- Create and migrate to new CMI server
- Upgrade all City workstations to Windows 10 Pro

- Expansion of Licensing for Unitrends Backup
- City Email Migration to Hosted Exchange
- Install additional centralized storage
- City phone system consolidation (preparation for IP migration)
- Decommission and removal of old City networking and server equipment
- Update Hypervisor (XenCenter)
- Upgrade all City PC's to Office 2019
- Group Policy changes for WSUS management

ZONING & COMPLIANCE

Overview

The Department of Zoning & Compliance, comprised of 2.5 Full-Time Employees, is tasked with administering and enforcing the City of Urbana's Zoning Code, Nuisance Code, Vacant Building Registration Program, as well as miscellaneous codes including, but not limited to, Floodplain Regulations, Weed Control, and Health, Safety, & Sanitation Codes. The Department and its staff coordinate with multiple City Departments, County Agencies, and Private Organizations to accomplish its goal of protecting and preserving the public's health, safety, and welfare. Without the help and cooperation of the Engineering Department, Community Development Department, Fire Department, Police Department, Law Department, Parks and Recreation, Finance Department, and the City's Administration, we would not have been able to accomplish so much in 2019. The department also received valuable assistance from the Champaign Economic Partnership (CEP) and the Champaign County Auditor, Treasurer, Building, and Health Departments. We are extremely grateful for your work and service which led to one of the most productive and efficient years in recent memory.

Zoning

The primary function of zoning is to promote the health, safety, morals, and general welfare of the City of Urbana. The City is divided into eight different zoning districts which aim to separate unharmonious land uses and provide specific rules and regulations that protect the city and its citizens from incompatible land use and development.

In 2019, the department issued 163 zoning related permits (fences, accessory structures, principal structures, etc.) resulting in:

- \$1.53M Residential Property Investment
- \$7.19M Commercial Property Investment

Zoning Boards & Commission

There are three zoning boards & commissions the City uses for secondary review and recommendations for development proposals and code or map updates. Department staff accepts applications from the public to these boards, creates agendas, minutes, staff reports, and packets.

Planning Commission: The Planning Commission is responsible for reviewing all site plans, exterior modifications to structures in the Commercial Corridor Overlay District, and all proposed amendments to the City of Urbana Zoning Map or Code.

In 2019, the Planning Commission reviewed 13 proposals including:

- Mercy Health Urbana Hospital's new entrance, screening wall, and sign
- Urbana Hotel LLC's Cobblestone Hotel Site Plan
- One Rezoning Application at 861 S. Main St.
- Multiple Sign Proposals

Design Review Board: The Design Review Board advises upon development activity and exterior modifications in the City Center Heritage Overlay District (Downtown).

In 2019, the Design Review Board reviewed 15 proposals including:

- Scioto Inn Porch Extension Project
- New Windows and Paint at the Skylight Lofts
- New Signage and Paint at the North Locust Barbershop

- Multiple Sign Proposals

Board of Zoning Appeals: The Board of Zoning Appeals hears and decides on appeals regarding any alleged error in determinations made by the Zoning & Compliance Officer. The Board also authorizes variances to the zoning code not be contrary to the public interest. Finally, they review applications for conditional uses and make determinations on acceptance or rejection of the requests.

In 2019, the Board of Zoning Appeals heard 27 cases (23-Variance, 4-Conditional Use) including:

- A conditional use permit for the Urbana Champaign County Senior Citizens Center to construct a new facility in a B-2 General Business District.
- A variance for the Ultra-Met Manufacturing Company to allow a new manufacturing addition
- A variance for the Cobblestone Hotel Project to allow the hotel to be 2.5 feet taller than allowed by code.
- A conditional use permit to allow a new self-storage operation to be located in an M-1 Manufacturing District.

Nuisance

The primary function of the nuisance code is to eradicate situations that pose a threat to the public health, safety, or welfare of the City of Urbana.

In 2019, it was the department's goal to increase our violation enforcement capacity. We identified efficiencies in old processes and dedicated more time to this area of our department. As a result, more inspections were completed, more violations were abated, and more cases were forwarded to the City Law Department for prosecution in Champaign County Municipal Court.

- 660 Nuisance Violations Opened – 38% Increase from 2018
- 649 Nuisance Violations Closed – 39% Increase from 2018
- 1,678 Nuisance Inspections – 4% Increase from 2018
- 908 Nuisance Letters Sent – 56% Increase from 2018
- 42 Nuisance Court Cases – 367% Increase from 2018
- Numerous street parking violations forwarded to the Urbana Police Department

Weed Control

Between the months of May and October, property owners, or persons in charge of a property, are required to cut down and remove any weeds, grass, or vines that are in excess of ten inches in height. Failure to comply with this ordinance will result in the City abating the issue and charging the property owner a fee as designated by the Board of Control.

In 2019, the City's Parks and Recreation Department, on behalf of the Zoning & Compliance Department completed the following:

- Abated Weed Control Nuisances at 42 different locations within the City of Urbana
- On 104 different occasions, sent workers to these properties to mow or cut down overgrown weeds or grass.
 - On average, it took these workers 38 minutes to complete a job. Resulting in 3,942 minutes, or 65.7 hours of work for the Parks and Receptions Department.
- As a result, the City Finance Department billed or assessed property owners for a total of \$25,100.00

Vacant Building Enforcement Program

Structures that are left vacant for extended periods of time have been shown to pose public safety risks and reduce the property values and economic viability of adjacent buildings and the community in general. In 2017, Urbana City Council adopted the Vacant Building Enforcement Program, and in 2019 the department began to map out the processes necessary to begin enforcement. In March of 2019, the Department of Zoning & Compliance began enforcement of this program. The department:

- Identified and graded 124 structures as potentially vacant (94-Residential, 30-Commercial)
- Developed Education Materials, Brochures, and Forms for the Program
- Sent Informational Packets to Property Owners
- Removed 37 Properties from the Program
- Received 38 Vacant Registration Forms
- Collected \$4,400 in fees

- 183 Letter Sent
- 21 Properties Transferred into new ownership.
- Began opening violation cases against property owners who refused to register their vacant property.

Lodging Tax

The department assists the Community Development Department and the Finance Department with the newly created Lodging Tax Ordinance by making sure that every lodging establishment within the City has been registered and is in compliance with the requirements set forth in the ordinance. In 2019, we accepted, processed, and issued seven Lodging Tax Certificates.

Communications

The number of communications the Department receives from the public is directly correlated to our output. These communications come in many forms including, phone calls, and emails. Much of our time is dedicated to handling, processing, and returning communications, in addition to researching questions received from the public.

In 2019, the department handled:

- Over 2,420 phone calls (in/out) ~ 9.72 / day
- More than 6,230 emails (sent/received) ~ 25.02 / day

Community Outreach / Involvement

The department continues to be involved in Community Organizations in order to build the relationships necessary to accomplish our goals and vision each year and to further our mission of creating a community that is vibrant, attractive, and serves the health, safety, and general welfare of its citizens. In 2019, Adam Moore, Zoning & Compliance Officer served on the following Boards:

- Monument Square District – Treasurer
- Champaign County Chamber of Commerce Visitors Bureau
- LUC Regional Planning Commission – Executive Board Member
- SID Committee Member

Miscellaneous

- Created an educational brochure that was mailed with the City of Urbana utility bill in May 2019. This brochure outlined zoning processes and provided a chart to every person in the city outlining what types of development activities require permits and which departments to contact. As a result, zoning violations decreased by 42% in 2019.
- Worked with the Champaign County Treasurer to move nuisance properties that were tax delinquent through the foreclosure process.
- We moved our offices from the second floor of the Municipal Building to the first floor in the old Finance & Utility Office. This move makes us more accommodating and accessible to the public

2020 Vision, Goals & Strategy

- Continue to search for ways to improve efficiency and productivity.
 - We are implementing a code enforcement software in Q1 2020 to replace our outdated Microsoft Access Database. This software will decrease inspection times in the field and drastically reduce the amount of time it takes to process violations, which will lead to increased compliance capacity within the department.
- Simplify city processes, forms, applications, etc. to be more customer-friendly and easy to understand for the public.
 - Continue to look for and identify code sections that need updating.
 - Create new applications for permits
- Develop a communications plan for the department.