



# THE CITY OF URBANA, OHIO 2021 IN REVIEW



CELEBRATING “THE MAN ON THE MONUMENT”  
ERECTED IN THE TOWN SQUARE 150 YEARS AGO ON DECEMBER 7, 1871.

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Dear Citizens of Urbana,

Did you breathe a sigh of relief or are you looking forward to a fresh start? In the blink of an eye, 2021 has come and gone, and as we head into 2022, let's take time to reflect on how challenging and yet in many ways how successful the last year was. No one wanted to relive 2020; a year of pandemic, social strife, economic crisis and climate catastrophes. 2021 promised to be better: people were being vaccinated; jobs were returning and a degree of congregant life was returning, but moving through the year we again experienced a world turned upside-down. Communities wanted change; they wanted things to be different, but change doesn't come just by wishing for it; change requires individuals and groups to act, not just wringing their hands on the sidelines or posting discontent on social media. Change happens when we work together, and that we did.

Amid hope, our community embraced what we experienced, and continued forging ahead despite the "winds of woe" which could have altered many a course. When we think of what makes Urbana so special, a number of things come to mind, but when all is said and done, it's all about the *people*; and we're not alone; businesses also think that way, which is why our city continues to attract new development and expansion opportunities. They want to be where the families can stretch out a bit, away from the hustle and bustle of urban life. We needed to be resilient, and we were. We didn't endure the challenges of this past year by remaining idle; we maintained our forward thinking, and continued on.

Please take time to review each of the accompanying division summaries, and allow us to "toot our horns a bit"; celebrate the City's successes and share plans for the new year.

After several years of planning and design, work was completed on the Sanitary Sewer project, which reduced the burden on the system that serves Bon Air Dr., Miller Dr. and areas further east, by connecting it with the interceptor on Powell Avenue.

Legacy Place, an affordable senior housing project, is a textbook case of community collaboration, both public and private. From concept discussions in early 2018, the development firm began renovating the former North and South Elementary Schools and the Douglas Hotel into senior living apartments. In the Summer both the former North and South buildings opened for occupancy, with the former Douglas targeted to open in the 1<sup>st</sup> quarter of '22.

Along with the renovation of 'The Douglas', several buildings in the downtown area are also being renovated, creating expanded opportunities for retail and residential living.

Work was completed on two (2) significant infrastructure projects that will improve city-provided utility services in the 2<sup>nd</sup> Ward. The Phase 2A Water and Sanitary Sewer Replacement Project along Scioto St. and Crescent Dr. will provide more reliable service to the residents and businesses in this area.

In July, the Sutphen Corporation announced they were building a new 160,000 square foot facility in Urbana to consolidate all their area operations into one (1) location, and they broke ground on October 13<sup>th</sup>. This project is anticipated to retain 160 jobs and bring an additional 20-25 jobs to the community.

We endured a year that was termed "unprecedented", and we survived (succeeded). We made things happen, and with your support we will keep the momentum going into 2022, and confront the challenges that lie ahead.

Sincerely,

Bill Bean -- Mayor

Kerry Brugger -- Director of Administration

*"Planning is a process of choosing among those many options. If we do not choose to plan, then we choose to have others plan for us." -- Richard I. Winwood*

# **AIRPORT**

## **GRIMES FIELD**

**Elton Cultice: Airport Manager**

### **2021 Summary**

- Construction projects this year included the removal of the angled taxiway A5 and the extension of taxiway A2 from the runways to the T-Hangars. This will improve flow and safety in the ramp area and is a necessary part of future development and growth.
- The design work of the 2022 project was also completed in 2021, which is to replace the aging pavement on both sides of T-Hangar buildings “A” and “B”. Replacement of the pavement will occur in 2022.
- Fuel Sales for the year totaled 40,390.4 gallons, an increase of 15.4% from the previous year.
- On August 11<sup>th</sup>, Ageless Aviation Dream Foundation gave Boeing Stearman Open Cockpit Bi-Plane rides to Masonic Home Veterans here at Grimes (giving back to those who have given). This year veterans from all 3 Ohio Masonic Homes attended.
- At the 2021 Experimental Aviation Association Airventure Fly-In, Mid America Flight Museum of Texas’s Restoration Facility won Grand Champion Antique Aircraft with a 1929 Travel Air 6000, which was completely restored here at Grimes Field over the past 3+ years. (Airventure is the largest general aviation fly-in in the world)
- July 4<sup>th</sup> the Rotary Club’s Chicken Dinner was a sell-out and the band and fireworks were very much enjoyed
- Weather conditions were perfect for a Friday night launch of 12 hot air balloons at the Champaign County Hot Air Balloon Festival. The balloons majestically floated off to the east as far as you could see.

### **2022 Planned Events**

- EAA Chapter 421 Young Eagles Day (free intro flights to kids 8 to 17)
- Vietnam Travelling Wall & Vietnam Period Aircraft Fly-In
- Grimes Flying Lab Annual Fish Fry & Twin Tail Beechcraft Aircraft Fly-In
- Ageless Aviation Dream Foundation will again give rides to Veterans from Ohio Masonic Homes
- Champaign Aviation Museum Gala - This year’s speaker is Air Force F-16 Pilot, Captain Scott O’Grady who was shot down over Bosnia while helping to enforce a United Nations no-fly zone. His story inspired the film, "Behind Enemy Lines."
- Independence Day Festival, Firecracker Auto Show, Rotary Chicken Dinner, Arts Council Band
- MERFI (Mid-Eastern Regional Fly-in Wings and Wheels Cruise-In)
- Champaign County Hot Air Balloon Festival

### **Future Planned Projects:**

- Airport Beacon Replacement
- Apron/Ramp Expansion
- Airport Master Plan Update
- Runway/Taxiway Sealing & Extensions
- Airfield Lighting Replacement
- Equipment Acquisition
- Terminal Building Update & Enhancements
- Grimes Hangar Roof & Siding

# **CEMETERY**

**Robert (Bob) Jumper: Supervisor**

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 13<sup>th</sup> Governor of Ohio, Joseph Vance, Sculptor John Quincy Adams Ward, and former U.S. Congressman William Warnock.

## **2021 Activity Summary:**

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 110 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 Oak Dale Cemetery there were 15 new trees planted throughout the cemetery.

The 'Family Section", section 69 is open to serve our community, this section is available for families who wish to purchase larger family plots.

The Sewer project that involved the Oak Dale Cemetery is completed. The roads were resurfaced and repaired as well as any green spaces.

The Oak Dale Cemetery Board met for five sessions. "A Walking History" of Oak Dale Cemetery on Friday, October 22, 2021 Saturday, October 23, 2021, was conducted by former Urbana resident, John Bry, an expert in historic cemeteries all tours were sold out. On Saturday, December 18<sup>th</sup>, our staff assisted the DAR in their 4th "Wreaths Across America" event, laying balsam Christmas Wreaths for every veteran interred at Oak Dale Cemetery. Our current records state we have 1708 military veterans (including 6 Revolutionary War soldiers and the first Champaign County casualty of the Civil War).

Improvements for 2021 include replacement of the carpet in our Shepherd Mausoleum in November. With a generous donation from the John"Jack" Neer estate, the front entrance beautification project was completed by our City Administrator and Cemetery Superintendent. The beautification includes a new flag pole with the United State Flag as well as the Ohio Flag. The backdrop behind the new landscaping is a Buckeye Tree, also planted with funds from the generous donation.

## 215: Cemetery Operating Fund:

- Purpose - Cemetery operations
  - Beginning Balance: 25,289.91
  - Revenue 99,982.44
  - General Fund Subsidy 55,000.00
  - Expense -152,495.88
  - Ending Fund Balance 27,776.47

## 805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
  - Beginning Balance: 13,245.96
  - Revenue 754.70
  - Expense -2,786.00
  - Ending Fund Balance 11,214.66

## 835: Cemetery Mausoleum Trust:

- Beginning Balance: 15,577.09
- Revenue 53,450.64
- Expense -39,059.25
- Ending Fund Balance 29,964.48

## 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:	4,318.50
• Revenue:	1,932.50
• Expense:	<u>-0-</u>
Ending Fund Balance:	6,251.00

2021 Operating Totals:

• Burials	110
• Saturday Burials	16
• Graves sold	54
• Mausoleum Niches Sold 20 (3 in Shepherd and 17 in Legacy)	
• Mausoleum Crypts Sold 10 (Shepherd - sold out and 10 in Legacy)	

## **COMMUNITY DEVELOPMENT**

**Doug Crabill: Manager**

### **Major Events/Projects:**

- A no further action (NFA) letter was submitted to Ohio EPA for the western side of the Q3 JMC site on June 29, 2021, and a covenant not to sue (CNS) for the western side is anticipated to be issued by Ohio EPA in early 2022. Upon issuance of the covenant not to sue, this property is being positioned for sale and future redevelopment. Previously, in March of 2020, a covenant not to sue was issued for the eastern portion of the Q3 JMC site (former Johnson Manufacturing portion); redevelopment and renovations to the former Johnson Manufacturing Company building by TIS Properties LLC/True Inspection Services LLC started in earnest in 2021 with occupancy anticipated by tenants by mid-2022. This redevelopment effort started in 2010 upon closure of the former operations of Q3 JMC Inc. (Q3 Stamped Metal) in 2008.
- Partnered with the North Central Ohio Solid Waste District, the Champaign Health District scheduled, promoted, and held two separate events for all of Champaign County at the fairgrounds on Saturday, September 11, 2021: scrap tire recycling and e-waste collection. The e-waste collection event had been previously scheduled for April 2020, but this event was cancelled due to the pandemic. Both of these events were well received and attended by the community. In total, over 3,000 scrap tires were collected and recycled, and two box trucks of electronics were collected for recycling.
- Reopened dialogue with county officials, other units of local government, and community stakeholders regarding the formation of a land bank to serve Champaign County. On the evening of Wednesday, September 29, 2021, a community informational meeting was held at the Champaign County Community Center. County land banks, also known as county land reutilization corporations, are non-profit organizations authorized by Ohio Revised Code. Presently, sixty-two (62) out of eighty-eight (88) counties have established land banks, and Ohio law permits the establishment of land banks in every county in Ohio. Champaign County has not established a land bank at this time, and no action has been taken to create a land bank within the county. Guest speakers for this meeting included Jim Rokakis, Senior Advisor for Land Banks for the Western Reserve Land Conservancy, and Ethan Harris, Director of Development for Clark County and Executive Director of the Clark County Land Bank. In addition, Champaign County Auditor, Karen Bailey provided information regarding the property taxation process; and the Champaign County Treasurer, Robin Edwards, outlined the process regarding collection of property tax delinquencies, including the county's current and continued efforts to address property tax delinquencies in Champaign County.

- The Legacy Place Senior Apartments were completed with the former South Elementary being brought online and occupied by residents first. After completion of Legacy Place South, the former North Elementary was completed and opened as Legacy Place North. By year end, the former Douglas Inn was completely transformed into Legacy Place Monument Square. This project was culminated from several years of persistence and community partnerships assisting the project developer in obtaining the necessary outside financing mechanisms to move this project from vision to completion. In total, Legacy Place includes fifty-one new apartments for seniors, and this project has been well received by the community. Furthermore, this project has received local, regional, and statewide news coverage.
- In partnership with the Water and Engineering Divisions, the city obtained a \$2.85 million grant from the Ohio BUILDS Water Infrastructure Grant Program to install approximately 4,750 linear feet of waterline along Dellinger Road, East Lawn Avenue, and Children’s Home Road to connect the city’s existing water system to a new water booster station at Melvin Miller Park and to replace the existing water booster station on East Water Street. This project will ensure that critical water infrastructure of the city is provided without interruption to residents and essential community facilities. Furthermore, this project will also support proposed residential development on the eastern side of the city.

## **ENGINEERING**

**Tyler Bumbalough: City Engineer**

### **Major Projects Completed**

- Powell to Bon Air Sanitary Sewer was designed in-house and spanned from fall of 2020 to spring of 2021. Milcon Concrete, Inc. was the lowest bidder and finished the project for \$834,863.05. Sanitary sewer was extended from the fairgrounds to the Bon Air Drive/Miller Drive intersection to relieve an historic pinch-point on Amherst Drive and provide for additional capacity and serving area. Streets impacted: E. Powell, SR 54, Oak Dale Cemetery drives (in the new section) and Bon Air Drive. The project was paid via an OPWC grant, OPWC loan and local sewer capital.
- Phase 2A Water and Sanitary Replacement lasted from fall of 2020 to summer of 2021. The project replaced sanitary mains and laterals on Scioto Street from Jefferson Avenue to the US 36/SR 29 split. It also replaced water mains and services on Scioto Street within the same bounds, Finch Street, Ames Avenue and Crescent Drive. The total project cost came in at \$1,765,823.58. Work was performed by M&T Excavating. The project was paid for via OWDA and DEFA loans from the Ohio EPA. In addition, property owners along Crescent Drive are chipping in a total of \$79,482.50 for the concrete improvements made along their frontages. The total assessment to owners’ taxes (after billing) for Crescent Drive ended up being \$57,556.38.
- 2021 Crack Seal Program focused on pavement maintenance. Crack sealing occurred on the following streets: Finch Street, U.S. 68 South, E. Church Street, E. Court Street, Wallace Street, Sycamore Street, Amherst Drive, Wooddale Drive, Railroad Street, Weidmann Way (Railroad Street), Union Alley, Taft Avenue, N. Russell Street, E. Powell Avenue, S. Edgewood Avenue, S.R. 55, Washington Avenue, Dorothy Moore Avenue, Boyce Street, Fountain Circle and Diamond Court. This work was awarded to Strawser Construction, Inc. and came in at \$49,146.90.
- 2021 Asphalt Program – The asphalt program was awarded to the Shelly Company and finished with a contract value of \$507,076.85. Street paving work included at least portions of Crescent Drive, Ames Avenue, Patrick Avenue, Washington Avenue, W. Church Street, W. Court Street, Glenn Avenue, S. Rohrer Street, Carson Street (Additive #1) and patching on Muzzy Road.
- The 2020 Unit Price Concrete Work contract was extended into 2021 for McGuire Farm and Excavating LLC. It covered City dig-related work as in years past but also covered the 2021 Sidewalk, Curb and Gutter program (piecemeal) for owners opting not to contract their own work. Streets impacted by the Sidewalk, Curb and Gutter program included: Washington Avenue. The total amount assessed to owners’ taxes at year end was \$13,431.16.

- 2021 Striping Program – Street markings were bid via a collective bidding process through Miami Valley Communications Council. From there, the City was able to contract on its own with Aero-Mark Company, which was the lowest bidder for the City of Urbana’s needs. Streets that were restriped in part included: U.S. 68 South, S.R. 55, S. Edgewood Avenue, Miami Street and N. Oakland Street. In addition, the City added parking “hashmarks” to existing longitudinal parking lines to designate spaces in the downtown. This contract totaled \$6,350.30.
- Scioto Street Curb & Gutter Improvements were designed in-house; it replaced the curbs and gutters along Scioto Street between Locust Street and Patrick Avenue, save a handful of properties with fully intact and exposed curb and gutter. Owners were then billed by the City for their portion of the project costs and their taxes assessed if full payment was not made. M&T Excavating and their subcontractors completed the work for \$230,696.41. The City billed \$193,742.63 and ended up assessing \$147,240.10 to the property taxes, payable over 5 years. After this improvement, ODOT paved Scioto Street from Locust to the US 36/SR 29 split.
- Champaign County CDBG PY2019 Freeman Avenue Improvements were designed in-house as well. Wholesale curb and gutter replacement, spot repair of sidewalks, new drive approaches, milling and paving were performed during this project. Improvements to all three and a half blocks of Freeman Avenue were paid through CDBG grant funding (\$136,000) and local match (remainder). The contract was awarded to J&J Schlaegel, who ended up at \$171,657.70 upon completion.

### **Sharing Our Vision for 2022 and Beyond**

- The S. High Street Improvements Project, which was awarded grant funding through ODOT’s Small Cities Program, Highway Safety Program and Transportation Alternatives Program amounting to \$3,098,163, began the design process with LJB, the chosen consultant, in 2020. The project looks to install sidewalks, curbs, gutters, bicycle friendly treatments, storm line improvements, partial water and sanitary sewer replacements, and traffic calming features through the entire S. High Street corridor. In order for this project to work out, the City also applied for and should receive OPWC grant and loan funding in the amounts of \$600,000 and \$1,326,583, respectively. The project would be constructed in 2023-2024. Stage 2 submission to ODOT happened in late 2021. Final design (LJB) and right-of-way acquisition (Dunrobin and Martin+Wood) will take place in 2022 in anticipation of May 2023 bidding. This project’s current construction estimate is over \$5 million.
- The City has applied for and obtained Ohio Bridge Partnership Grant funding for the W. Court Street Bridge replacement. We have requested RFPs from interested designers and will vet the four letters of interest we received in the near future. The project is proposed for 2025 with design beginning in 2022.
- The Sidewalk, Curb and Gutter Program is planned for at least portions of Eastview Drive, Nova Drive, Seville Drive, Long Bay Drive, Parview Court, S. Main Street, N. Main Street, E. Court Street, E. Church Street and E. Ward Street.
- The 2022 Asphalt Paving outlook will include at minimum the following streets: Eastview Drive, Nova Drive, Seville Drive, Long Bay Drive, Parview Court, Dellinger Road (separate OPWC Grant with some City and Township share) and Main Street (Urban Resurfacing through ODOT, from Pearce Place to Washington Avenue, skipping the roundabout area).
- The 2022 Asphalt Maintenance Program is proposed to be crack sealing only. Streets under consideration are those which were paved 5-8 years ago. In addition, the City may start crack sealing low-traffic streets in-house led by Engineer Technician Clay Miller. The crack sealing machine would be rented as in years passed.
- A South Main Street Safety Study was conducted in 2021. Some of the proposed striping and signage proposals will be implemented during the ODOT Urban Resurfacing project for the paving of Main Street (US 68) in fall of 2022.



- The Railroad Street Storm Project will be a design and grant application priority in the first half of 2022. The goal of the Stormwater Utility Committee was to have one large project every five (5) years once the funds were built up. We currently plan to utilize the funds in the stormwater capital budget for this project in conjunction with a CDBG grant we plan to pursue. Compass Infrastructure Group is currently performing surveying to obtain better property boundary and topography information prior to design.
- An Ohio Department of Development Grant was obtained in the amount of \$2,847,800 for the construction, inspection and administration of a water line extension from Dellinger Road to Melvin Miller Park. This grant also includes a new booster station at the park and a replacement booster station on E. Water Street. This was a competitive statewide grant for which \$250 million was available.
- An CDBG grant was obtained for approximately 73 curb ramp upgrades in the south and southwest neighborhoods of town. This grant for \$160,000 will need expended by October 2023.
- An application for a trail crossing systemic safety grant from ODOT will be pursued in early 2022 to upgrade the two Simon Kenton Bike Trail crossings that cross the City's US routes, one on Miami Street and one on N. Main Street.

### **Miscellaneous Accomplishments**

- Engineer Technician, Clay Miller's main tasks during 2021 included inspections for right-of-way work and projects, collection of base mapping data for projects and management of the City's street patching list.
- Engineering completed inspections for 126 right-of-way permits issued. Most of these were related to the sidewalk, curb and gutter program.
- Clay periodically checked and logged City, Columbia Gas and homeowner right-of-way digs.
- Approximately 147 zoning permits, including site plans for the Pet Clinic, Urbana Dental Smiles, Ultra-Met and TIS Properties, were reviewed by Engineering before being approved by Zoning.
- Five (5) lot splits were reviewed by Engineering for zoning conformance.
- Seventeen (17) new addresses were issued.
- Discussion began on a large proposed subdivision behind Walmart, which will be called Dugan Place. Highland Real Estate is the initial developer and has begun tasks such as surveying and a traffic impact study. This development will take major coordination.

## **FINANCE**

**Chris Boettcher: Director of Finance**

### **2021 Annual Report for 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. 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](http://www.urbanaohio.com). Please visit individual department web pages for information specific to each area.

#### **Utility Billing**

Utility Billing has an employee headcount of 2 FTE who are responsible for servicing approximately 4,700 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, they do have the option to pay online or by telephone. 2021 marks the sixth 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
2020	11,404	\$1,094,514.57
2021	12,892	\$1,195,792.58

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

- 4,700 utility customers billed
- 1,500 customers receive delinquent notices
- 250 customers receive shut off notices (via an automated telephone call)
- 40 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:

- 77% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 16% Business Income Tax - Businesses located in the city or doing business in the city are required to file an annual tax return and pay city income tax on their net profit.
- 7% Individual Income Tax - Receipts from residents' filing an annual tax return with the city and paying the tax balance due (i.e. employer not withholding Urbana income tax).

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

### **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 2021.

<b>City of Urbana</b>		
<b>General Fund Budget by Expense Type</b>	<b>FY21 Budget</b>	<b>% of Budget</b>
Salaries	\$3,788,175	54.1%
Pension	\$696,985	10.0%
Medical & Life Insurance & Medicare	\$1,057,930	15.1%
Worker's Compensation	\$104,020	1.5%
Travel & Training	\$40,900	0.6%
Utilities	\$175,125	2.5%
Professional Services	\$218,400	3.1%
Equipment & Building Maintenance	\$268,955	3.8%
Miscellaneous	\$163,800	2.3%
Insurance	\$86,600	1.2%
Printing, Advertising, Memberships, Postage	\$172,250	2.5%
Supplies	\$95,650	1.4%
Gas & Oil	\$53,100	0.8%
Subsidies	\$80,000	1.1%
Grand Total	\$7,001,890	

<b>City of Urbana</b>		
<b>General Fund Budget by Department</b>	<b>FY21 Budget</b>	<b>% of Budget</b>
City Council	\$92,000	1.3%
Community Development	\$167,700	2.3%
Engineering	\$253,400	3.5%
Finance - All Departments	\$615,450	8.4%
Fire/Ambulance	\$2,042,400	27.9%
Law Department	\$245,300	3.3%
Mayor/Administration	\$253,150	3.5%
Misc. Non-Departmental	\$473,100	6.5%
Mulch/Compost	\$22,005	0.3%
Municipal Court	\$786,150	10.7%
Parks & Recreation - All Departments	\$287,050	3.9%
Police	\$1,750,000	23.9%
Public Works & Property	\$171,530	2.3%
Zoning Compliance	\$163,275	2.2%
Grand Total	\$7,322,510	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2021.

### City of Urbana - General Fund

#### Tax Revenue Budget

	<b>2021</b>	<b>% of</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Explanation</u></b>
Local Taxes	\$586,200	8.0%	Real estate taxes
State-Shared Taxes	\$285,000	3.9%	Local government - county
Intergovernmental	\$180,000	2.5%	Local government - state, County court reimbursement
Recreation Collection	\$4,000	0.1%	Park & recreation revenue
Pool collections	\$61,900	0.8%	Pool admissions, rentals, sales
Charges for Services	\$1,110,500	15.2%	Ambulance, cable tv, township contracts
Licenses & Permits	\$20,100	0.3%	Code/zoning permits
Court Collections	\$502,600	6.9%	Fines and fees associated with Municipal Court
Miscellaneous	\$229,000	3.1%	Interest revenue, mulch revenue
Reimbursements	\$795,000	10.9%	Reimburse general fund use of resources
Municipal Income Tax	<u>\$3,549,250</u>	48.5%	Municipal income tax revenue
Total Revenue	<u><u>\$7,323,550</u></u>		

## **FIRE & EMS**

**Chief Dean Ortlieb**

The Urbana Fire Division (UFD) 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 shift officer is responsible for the daily operations of their crew. The UFD's minimum manpower is five a day and in addition to serving the City of Urbana it is contracted to provide services to Urbana Township and parts of Concord and Salem Townships, serving 16,000 people and covering 91 square miles of territory.

### **Mission**

Our mission is to develop a scalable framework that promotes excellence in fighting fires and saving lives, ensure the cultivation of intellectual and organizational profitability, maximize performance, and promote continual growth in a way that eliminates any signal points of failure. The division works to meet its mission through five dimensions of risk reduction, which include economic impact, public education, emergency operations, safe engineering practices, and code enforcement. These reduction plans produced an Insurance Service Office (ISO) rating of 3 out of 9. ISO rates fire agencies through data and analytics, with lower scores correlating with an agency's ability to better manage property and casualty risks. Insurance agencies use these scores to set residential and commercial insurance premiums. ISO's ratings that the largest single factor needed in lowering a division's ISO rating would be to increase the manpower available when responding on a fire scene within 10 minutes of a call to service.

### **Personnel**

This past year a forty-hour fire prevention position and an administrative assistant to the UFD were created, both will help to better serve our community. We experienced full manpower when two vacancies were filled during the year, however one of the probationary firefighters left the division in November, which now begins the process of replacing the recruit and begin planning for a new firefighter test in early 2022. Training continues to be a top priority for the division with 12,063 logged training hours in 2021. Additionally, the following certification courses were provided to all firefighters:

- Basic Life Support
- Advanced Life Support
- Pediatric Advanced Life Support

The following personnel added individual certifications to help the division:

- Firefighters De Cola and Drake: Fire Instructor
- Firefighter Jones: Peer Fitness Instructor
- Firefighter Stevens: CPR Instructor
- Firefighters Vondenhuevel & Wagner: Car Seat Installer

The division is working towards having a car seat installer and CPR instructor for the public on each of the three shifts. Finally, the Division’s Firefighter of the Year for 2021 was Firefighter Chris Jones.

### Equipment

The division received its new pumper from Sutphen in November of this year. Additionally, the division assisted Urbana Township in selling engine 4 and purchased the tanker and brush truck from the township. In 2022 the division will put out to bid a new medic and start the process of submitting a grant for a new ladder truck. The division’s current ladder is 25 years old. In 2021 the following grants were awarded to the division:

- State Fire Marshal: \$1,920 applied to MARCs radio service fees
- State Division of EMS: \$3,360 EMS equipment and software

### Operations

The division separates its operations into three general categories and assigns an area to each shift officer. Captain Croker oversees EMS, Captain Beverly rescue, and Captain Countryman fire operations. All three operational sectors average over 30 minutes an incident. However, in some cases, incidents can go hours and others just a couple of minutes. Minimum staffing of vehicles to mitigate these incidents is a shift officer in a command vehicle, two firefighters on EMS, and three firefighters on a fire apparatus.

Additionally, similar to 2020, the division responded to over 2,900 incidents in 2021. The on-duty shift officer is constantly managing their resources since an EMS incident alone can tremendously affect operational capabilities. Table 1 represents a historical operation summary of the division since 1992, the last time the division increased manpower. The division has roughly increased by 61% the number of incidents it has responded to since 1992. However, the population of the community the division serves has relatively stayed the same. In 2021, the fire division asked for and received mutual aid 51 times and provided mutual aid 65 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>2020</u>	<u>2021</u>
EMS	1431	1564	1885	2408	2554
Rescue	N/A	145	148	130	190
Fire	396	418	515	357	240
<b>Total Incidents</b>	<b>1827</b>	<b>2127</b>	<b>2548</b>	<b>2895</b>	<b>2984</b>

Table 2 represents a detailed incident summary for 2021. Of the 2,554 EMS incidents; 1,866 were transports, representing over a 73% transport rate. As mentioned earlier, the division becomes limited as more than one incident is in progress. Meaning if there are still personnel on station, they will respond to the incident but may have limited capacity to immediately resolve it.

**Table 2 2021 Division Incident Summary**

<u>Incident Type</u>	<u>Total Incidents</u>		<u>Percent of Total</u>		<u>Daily Average</u>	
<u>Year Comparison</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>
EMS	2,408	2554	83%	86%	6.58	7.00
Rescue	130	190	4%	6%	.36	.66
Fire	357	240	12%	85%	.98	.52
<b>Total Incidents</b>	<b>2895</b>	<b>2984</b>			<b>7.91</b>	<b>8.18</b>
Multiple Incidents in Progress	556	596	19%	20%	1.38	1.63

## Townships

The division has contracts with multiple township agencies. The division has a service fee calculator (SFC) that is easily understood, along with being applied fairly and consistently to each township requesting service. The 2022 SFC fee for EMS and Fire service is \$82.00 per township resident being served, if a township would only want one of the services, we provide the fee is cut in half. For 2022, the estimated population of Concord Township (EMS only) being served 331, Salem Township 331 (EMS only) & 845 (EMS & Fire) 526, and Urbana Township (EMS & Fire) 3,040, Table 3 represents the 2020 operational summary for the townships covered by the division.

**Table 3 2021 Township Incident Summary**

<b>Incident Type</b>	<b>Urbana Township</b>		<b>Salem Township</b>		<b>Concord Township</b>		<b>Total Townships</b>	
	2020	2021	2020	2021	2020	2021	2020	2021
EMS	401	385	80	52	25	22	506	459
Rescue	46	40	7	17	3	2	56	59
Fire	68	45	13	10	N/A	N/A	81	55
<b>Total Incidents</b>	<b>515</b>	<b>470</b>	<b>100</b>	<b>79</b>	<b>28</b>	<b>24</b>	<b>643</b>	<b>573</b>

### EMS and Fire Prevention (Risk Reduction)

Many of the Urbana Fire Division take on extra duties in EMS and fire prevention and education to help keep the community safe. Additionally, the division has partnered through a grant with Mercy Urbana to help run a community paramedic program. Table 4 breaks down EMS and Fire prevention activities in 2021.

**Table 4 2021 Summary of EMS and Fire Prevention Activities**

<b>Activity</b>	<b>Type</b>	<b>Amount</b>
CPR Cards Issues	EMS	54
Car Seats Installed	EMS	24
Community Paramedic Referrals	EMS	102
Safety Inspection	Fire	388
Key Box Inspection	Fire	189
Occupancy Permit Inspection	Fire	171

### Sharing Our Vision for 2022 and Beyond

The Urbana Fire Division's vision for its personnel is to have an environment where people want to work, are proud of the work they do, and fight fires and save lives to the best of their ability in a way that exceeds community expectations. One of the division's main operational visions is to always have the capacity to take a second emergency run regardless of the type of incident. The division will work in the coming months and years to turn its visions into reality.

## Law Office

**Mark Feinstein: Director of Law**

### Law Director

#### City Council Meetings/Work Sessions

The Law Director attended regular City Council Meetings (many virtually due to the Covid-19 pandemic), 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.

#### Ordinances and Resolutions

The Law Director reviewed several Ordinances and/or Resolutions drafted by many Divisions/Departments, 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.

### **Inter-Departmental Outreach**

During 2021, 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, and notice letters. He also assisted with the proper handling of public records requests.

The Law Director worked hand-in-hand with 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. Throughout the 2021 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, advised upon, and 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, 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, annexations, and/or civil cases.

### **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 under the jurisdiction of the Champaign County Municipal Court, for all misdemeanors and for any felony cases filed in that Court.

### **Cases Prosecuted**

In 2021, and despite the Covid-19 challenges, the Law Department prosecuted approximately 2,750 cases, which included nearly 4,000 charges through the Champaign County Municipal Court. This is all-inclusive, 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 2021, the Municipal Court Prosecutor was approached by, and reviewed cases for members of the Champaign County Sheriff's Office, the Urbana, St. Paris, North Lewisburg, and the Mechanicsburg Police Divisions/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 2021, the Municipal Court Prosecutor filed multiple criminal charges in criminal matters as well as matters of continued violations of zoning and/or nuisance provisions of the Urbana Codified Ordinances.

### **Victim Advocacy**

The Municipal Court Prosecutor's Office 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 2021, through utilization of the VOCA Grant, which was successfully secured, the Municipal Court Prosecutor's office assisted several hundred victims of crime through the legal process.

### **Law Enforcement Training**

In 2021, 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 in the course of the peace officer's official duties. 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, Mechanicsburg, and North Lewisburg under the provisions of contracts for same.

### **Diversion**

In 2021, 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 2021, the Program accepted multiple cases for diversion, with a 100% success rate.

## **PARKS, GROUNDS & RECREATION**

**Ryan Lantz: Supervisor**

### **Operations**

- **Parks, Grounds, and Nuisance**
  - Removed nuisance shrubs and straightened fencing at Barbara Howell Park.
  - Completed remodel project of the tennis court restroom/ shelter/ storage building including the ADA sidewalk access, and final grading and seeding thru funding received from NatureWorks #25.
  - Completed as phase two of the Gwynne St/ Weidmann Park fence project, courtesy of Weidmann Electrical
  - Completed phase two of the Gwynne St/ Weidmann Park project, the construction of the dugout covers. The materials provided courtesy of Weidmann Electrical. The construction was done by the Parks Division.
  - Continued adding rules and regs signage to specific areas/ buildings of Melvin Miller Park and surroundings, along with additional ball field outfield signage
  - Replaced existing batting cages with 2 new nets, made possible courtesy of the Park Trust Fund.
  - Traveled to Cincinnati, with assistance from Street Division to pick up revitalized field turf. This field turf was only 2 years old and was previously the playing surface at University of Cincinnati's Nippert Stadium. The turf was reinstalled to the existing batting cage concrete surface. This was made possible by the donation of turf by the Motz Group of Cincinnati, Oh
  - Power washed and stained the Stage Pavilion at Melvin Miller Park; made possible thru a service project idea by Mr. Kyle Peters and a small group of volunteers from The Crossway Vineyard Church here in Urbana, who donated the stain, along with their time for the project. Members of the Park Division also assisted in this project



- Installed wood railing and handrail to Stage entry to meet ADA requirements
  - Completed the landscaping and ground responsibilities of Melvin Miller Park, downtown round about, Municipal building, and all other city owned properties/ areas our department is responsible for. This includes the completion of 72 nuisance orders served to 29 different locations around the city, 11 of which were eventually tended to by the property owner.
  - Continue to work on the exterior, final grade and appearance of new park maintenance building.
  - Removal of 2 liable pieces of playground equipment that is adjacent to the pool.
  - Completed and opened the NEW “*EVERYbody Plays!*” inclusive playground.
  - 2021 Legacy Tree Project which provided another 5 hardwood trees that were planted at Melvin Miller Park We also purchased and planted 8 white pines that were behind maintenance building to provide screening to the adjacent neighbors.
  - Completed the construction of the fuel area including enclosure for the park maintenance building.
  - Finalized the interior construction phase of the offices, breakroom and restroom space of the new park maintenance building to meet final inspection and occupancy.
  - Continued daily responsibilities of cleaning and upkeep of Melvin Miller Park buildings, restrooms, and the Municipal building.
- **Park Activities**
    - Champaign Family YMCA completed another successful year running the Youth Rec baseball/softball programs. 405 boys and girls participated in this program.
    - The YMCA also managed and operated The Wendell B. Stokes Swimming Pool again this summer.
    - Urbana Ramjets Boys Youth Baseball and Lady Ramjets organizations continued to host multiple teams throughout the tri-county area, inviting visitors from April through July. This group consisted of 8 teams with around 85 kids using our parks.
    - Healthy Kids Day/ Parkfest was at Melvin Park on June 5. This also marks the first time that Healthy Kids Day was held at the park and the event was a big success. The event was organized and pulled off because of many individuals, but was truly made possible by Champaign Family YMCA
    - Boys and girls travel fall soccer season was organized by Champaign Dynamo and Urbana Girls Soccer Club. This again brought travel teams from surrounding counties and Dayton area to Melvin Miller Park for their team’s home games. A total of 44 boys and girls, ages 8 to 12 from around the Urbana area made up the 4 teams that utilized the soccer fields this fall.
    - Coed recreational youth soccer season, which included 244 kids. This was organized by the Champaign County Family YMCA
    - 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. There were 80 participants between these two groups.
    - Trails or Treats put on by Urbana United Methodist Church took place on October 31.
    - The Disc Golf Course throughout the year continued to hold several tournament events on top of those that came daily for play.

## **Park Events**

With indoor facility rentals, fields, shelter house, 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 2022 and Beyond

- Continue our work with the Parks and Recreation Board on projects:
  - Continue development and organization of new park maintenance building interior and exterior;
  - Paint/ stain ADA ramp on stage structure;
  - Paint 4' chain link fence along bike path to Boyce Street to match tennis court fencing;
  - Completion of the tennis court resurfacing project;
  - Completion of the NatureWorks 27 project, which involves pavement resurfacing of the pickleball courts, sand volleyball and pickleball parking lot, along with various small areas around the park property;
  - Additional Shelter house needs- Rotary Shelter;
  - Paint Deck building exterior;
  - Paint Youth Sports building exterior;
  - Continue working with the Lawnview Board regarding phases 2 and 3 of *EVERYbody Plays!*
  - Increased community participation, engagement and collaboration;
  - Additional memorial benches;
  - Upgrades to Wendell B. Stokes Community Pool including surrounding fencing;
  - Geese Management Servicing Plan;
  - Additional project phases of the Weidmann Park/ Gwynne St project, which include new concession/ restroom/ storage building in years to come.
  - Continue to build on our working relationship with the Champaign Family YMCA and Weidmann.

## POLICE

Chief Matthew Lingrell

**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.”

### **2021 Activities**

2021 started off very strong for us when in January, we were able to bring criminal indictments of murder, aggravated robbery, robbery, felonious assault and grand theft of a motor vehicle, in relation to the 2011 homicide of Mr. Louis Taylor, against Josiah W. Matthews, 29. Matthews is scheduled to stand trial in early 2022 for Mr. Taylor’s murder. The criminal indictments against Taylor came after 9 years of dogged investigative work by officers of the Urbana police division, some of whom retired during that time span.

After many months of research along with the help of our city administration and city council, the police division signed the contract to implement a new program of In-car cameras and Body Worn Cameras for our front line officers to have, which we hope to begin using during the first quarter of 2022, after we receive the \$120,000 worth of equipment needed for the program, conduct division wide training on policy and procedure for using the new cameras and completion of a short term practical training period, before our final and complete implementation takes effect. We believe having these systems will help us to show greater transparency in how policing is conducted here in Urbana, strengthen our evidence collecting, our criminal investigations and reduce the likelihood of false allegations against an officer.

In May, Officer Keith Hurst was the recipient of the 2020 Crisis Intervention Officer of the Year for his efforts in dealing with persons in crisis, including his handling of an armed suicidal man whom Keith was successful in bringing that incident to a safe conclusion. Keith was honored during a luncheon sponsored by the Logan/Champaign Mental Health, Drug and Alcohol Services Board.

In August, our longtime Police Chaplain, Reverend John Ware, 88, passed away. He’d served this agency well since 1973. Officers of the Urbana Police Division served as Honor Guards and as pall bearers during Chaplain Ware’s viewing and funeral services on September 4. Officers, both past and present, appreciate John’s (and the entire Ware family) for many years of spiritual and personal support shared with our agency’s employees.

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** – During 2021 we hired one new officer, Noah Curl. Curl is a graduate of the Ohio State University with a Bachelor’s Degree in Criminal Justice and he completed his Ohio Basic Police Certification at Rhodes State College in Lima. We are currently in the process of hiring our two newest officers and hope to bring them on in early 2022. At the close of 2021 we still find ourselves four officers short of full staffing of 21 officers so we will soon be opening another round of entry-level testing for new hires.

**Investigations Unit** – Sergeant Shawn Schmidt and Officer Logan Dunn are specially assigned to our Criminal Investigative Unit. Our Criminal Investigative Unit covers the hours of 0800 – 1800 hours most days and is responsible for handling or helping patrol officers to handle our more complex type investigations, for example: death cases, covert drug cases, sex crimes and extensive or prolonged investigations.

**Grand Jury Cases** -- In 2021 Urbana police presented 106 criminal cases to the Champaign County Grand Jury resulting in 304 criminal indictments.

<u>Champaign County Grand Jury</u>	<u>Cases</u>	<u>Indictments</u>
<b>Urbana Police Division</b>	<b>106</b>	<b>304</b>
Champaign County Sheriff Dept.	113	366
Mechanicsburg Police Dept.	32	95
Saint Paris Police Dept.	3	10
North Lewisburg Police Dept.	2	7
Adult Parole Authority (APA)	3	4
Ohio State Highway Patrol	<u>3</u>	<u>8</u>
<b>Totals</b>	<b>262</b>	<b>794</b>

**Drug Investigations** -- Urbana police conducted three drug related search warrants throughout the city in 2021. Eighty-three drug investigation cases were presented to Champaign County Grand Juries. Officers also conducted covert drug cases throughout the city resulting in numerous arrests and criminal indictments of drug traffickers and abusers in Urbana.

**Opioid Overdose Cases** -- In 2021, Urbana police investigated 12 overdose cases with four deaths. Last year we handled 21 overdose cases, resulting in five deaths.

- Drug arrests stats:
 

<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<b>309</b>	365	473	550	724	620	611	302	308
- **Twenty-seven (27) firearms** were confiscated during investigations.
- **\$616.00 in cash** was confiscated during investigations.
- Our **Drug Drop Box** took in **169 lbs.** of old, unused medications for disposal purposes.
- We continued our partnership with the METRICH Drug Enforcement Unit.

**People’s Savings Bank Armed Robbery** -- On July 1, 2021 just after 9:00 a.m. the People’s Savings Bank, 618 Scioto Street, was the victim of an armed robbery where the robber fled with an undisclosed amount of money. Over the next several weeks other local banks in surrounding communities were also victim to armed robberies which police believed were by the same unknown suspect. Urbana police began working in a task force comprised of law enforcement partners working together to solve these multiple bank robberies.

During the early morning hours of October 15, that task force which included members of the FBI Southern Ohio Safe Streets Task Force, members of FBI Squad 6, FBI SWAT, officers from the Heath Police Department, and investigators from the Logan County Sheriff’s Department, Springfield Police Division, Urbana Police Division and West Liberty Police Department, participated in an FBI search warrant raid at a Heath, Ohio residence where our robber, Stefan Chadwick Crawmer, 52, was taken into custody for his suspected involvement in bank robberies that occurred in Springfield, Urbana, and West Liberty during the summer.

Crawmer's case is being handled in Federal District Court and he faces multiple criminal counts of Bank Robbery, Felon in Possession of a Firearm and Use of a Firearm During a Crime of Violence. Urbana police investigators Sergeant Shawn Schmidt and Officer Logan Dunn were members of the task force and helped with the raid and arrest of Crawmer.

**Civista Bank Aggravated Burglary** -- On August 20, 2021 just after 3:00 p.m. the Urbana Police Division responded to the Civista Bank at 601 Scioto Street on the report of a man inside assaulting an employee and destroying bank equipment. Responding officers located Jonathan Chalender, 45, as he attempted to flee the scene on foot. After a short physical struggle with arresting officers, Chalender was secured and taken into custody and charged with Aggravated Burglary, Assault and Vandalism. The bank employee was treated and released from the Urbana Mercy Health Hospital after treatment of injuries sustained in the assault. Officers who worked on this case were: Sergeants Dave Reese, Todd Pratt and Shawn Schmidt along with Officers Seth Lingrell, Logan Dunn and AJ Ervin.

**Outreach Efforts in 2020** -- 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 2021 some of those efforts that we did participate in outreach included:

- **Mascot "Officer Stanley"** – appearances at various community events and for presentations.
- **Alert, Lockdown, Inform, Counter, Evacuate (ALICE), or, Run, Hide, Fight (RHF)** – presentations for various schools, businesses or organizations.
- FOP sponsored **Easter Egg Hunt**
- **Safety Town** – In June we conducted two classes of Safety Town where we hosted several kindergarten-to-be aged youngsters at our Safety Town (located in the Melvin Miller City Park. During Safety Town the youngsters receive information on various safety protocols including: Good Drugs / Bad Drugs, Fire Safety, Pedestrian Safety, Pool and Playground Safety, Seat Belt Safety, Storm Safety and Stranger Danger. Some of our daily presenters include: the Urbana Fire Division, the Urbana City Schools Bus transportation, Urbana City Pool (YMCA) and the Champaign County Jobs & Family Services. Urbana Officers who conducted Safety Town for us were School Resource Officer AJ Ervin, Sergeant Shawn Schmidt, and Officers Luke Hiltibran and Sam Harris.
- **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 2021 we collected and disposed of 169 pounds with this program. The Drug Enforcement Agency (DEA) disposes of our collected drugs for us safely.
- **FOP Halloween Treats** – October
- **FOP Community Christmas** – December – provided Christmas gifts for 29 families and 78 children this year.

### **New Equipment in 2020**

- One Patrol Ford Explorer SUV's (which we are still awaiting delivery on)
- In March, we were the recipient of a WalMart Local Community Grant of \$4,500 which purchased an enclosed Forensic Ductless Workstation to help further criminal investigations here locally by making it much safer on the officer conducting various tests upon items of evidence.
  - The Air Clean Ductless 600 Workstation protects officers operating the system from toxic vapors, fumes, powders, particulates, and smoke, as they process or test evidence. Officers will use this system while they are searching for and developing latent prints from items of evidence; to conduct presumptive tests on evidence containing blood or other bodily fluids; and, to conduct presumptive chemical testing on various drug evidence, especially fentanyl.
  - This new system will help to protect officers from absorbing or inhaling substances that are unsafe for human ingestion. We believe having such an advanced system available for us to

use may also help to streamline the turnaround time it takes for officers to submit some items of evidence to state law enforcement crime labs, have testing completed and then returned to the police division for us to use in criminal investigations.

- In March we transitioned into the new UPD Property Garage within Melvin Miller Park. We use this facility to hold large items of evidence (i.e. furniture, drug grow operations equipment, stolen cars and bicycles). We also transitioned from using the former Armory outdoor bullpen for storing junk/abandoned vehicles and now store those in the upper city park bullpen.
- We were the recipient of a grant from the local Emergency Planning Commission (LEPC) grant of \$9,000.00 to cover the cost of purchasing two new tactical ballistic shields for us to add to two of our frontline police cruisers for officers to have readily available for use at any incident involving firearms. We are still awaiting delivery of those shields.
- Three new ballistic vests for new officers were purchased in 2021 as well as three replacement vests for veteran officers, costing \$5,889.99. Sergeant Jason Kizer oversees a federal/state grant for these and he was able to obtain \$3,358.76 in grant money. Our out-of-pocket cost for these vests was \$2,531.23.

### **Response to Resistance Reporting (RTR)**

For each incident in which an officer(s) deals with a non-compliant subject where some force must be used to gain compliance, we require a Response to Resistance (RTR) report be completed. All RTR reports are reviewed after each incident, quarterly by our administrative and supervisory staff and weapons instructors and annually by the Chief of Police and City Law Director. Our goals always are to make certain officers are responding to resistance as per Urbana Police Division Policy and Procedure and Standards of Conduct. If we find incidents whereby an officer acts outside of these doctrines, administrative action can be taken and can range from retraining up to termination.

### **Firearm's Use Report (FUR)**

A Firearms Use Report (FUR) is completed every time an officer withdraws a firearm and points it at a subject during an incident.

Response to Resistance (RTR) Reports:

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total # of RTR reports	19	28	32	24	22	27	37
Total # of Firearm Use reports	12	15	12	8	11	14	16
# of incidents OC spray used	2	1	2	2	2	2	4
# of incidents ASP baton used	0	0	1	0	1	0	0

### **Professional Responsibility Investigations (PRI)**

Professional Responsibility Investigations (PRI) takes place when an officer is accused of violating a Policy and Procedure or the Standards of Conduct of the Urbana Police Division. After an internal investigation is completed, a **Conclusion of Fact** of either: **Exonerated**--the allegation is true; however, the employee's action and conduct was proper and lawful. **Unfounded**--the allegation is false or not factual. **Policy Failure**--the allegation is true; however, the employee's action and conduct resulted from an inadequate policy or procedure. **Not Sustained**--there is insufficient evidence to either prove or disprove the allegation. **Sustained**--the allegation is true and the employee's actions and conduct was not proper or lawful.

Discipline can range from Remedial Training, Supervisory Counsel session, Written Reprimand, Suspension, Demotion or Termination.

#### **Professional Responsibility Investigations (PRI):**

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total # of PRI's	6	3	6	6	5	3	5
Total # resulting in Supervisory Discussions	0	2	0	1	0	1	0
Total # resulting in Written Infractions	1	0	1	0	1	0	0
Total # resulting in Suspension	0	1	1	2	0	0	0
Total # resulting in Termination/Resignation	3	0	0	1	0	0	1
Total # resulting in other Sanctions	0	0	1	0	0	0	0
Total # resulting in Unfounded or Exonerated	2	0	3	2	4	2	4

## **Training 2021**

Officers were able to maintain all required state certifications in weapons and tactics. Additionally the following training was received:

- In July we conducted division-wide training “***SURVIVE – Active Shooter Response & Tactical Medicine Care***” provided to us by the Pohl Group, Inc. This training provided classroom and practical exercise to practice how to use the Individual First Aid Kit (IFAK) to deal with severe wounds and blood loss. Five members of the Urbana High School Marching Band assisted us in our practical training exercise by acting as severely wounded victims for the officers to protect and care for during an active shooter incident.
- **Officers Tristin Williams and Noah Curl** completed weeklong training on ***Crisis Intervention Training (CIT)*** to help them to have a broader background on dealing with people in crisis. Every UPD officer has been trained in CIT.
- **Officer Robbie Evans** completed weeklong training to become certified as a ***School Resource Officer (SRO)***. Currently Officer AJ Ervin serves as our City School SRO and now we have a second officer to handle those duties whenever AJ is unavailable to.
- **Sergeant Shawn Schmidt and Officer Logan Dunn** attended training at OPOTA to become certified to operate a dew drug testing machine, ***the MX908***. They are now responsible for conducting presumptive testing of all drug evidence our officers confiscate in criminal drug investigations.
- **Officer Keith Hurst** completed a weeklong class on the ***REID Technique of Investigative Interviewing and Advanced Interrogation***.
- **Chief Matt Lingrell and Lieutenant Josh Jacobs** attended training at Bowling Green State University on “***Response to Mass Violence and Mass Protest Seminar***.”
- **Sergeant Jason Kizer** continues to complete the ***2021-22 Leadership-Champaign County program*** provided by the Champaign County Chamber of Commerce.
- The Division received its recertification from the Ohio Collaborative Commission for maintaining various policy and procedures covering:
  - Biased Free Policing
  - Community Engagement
  - Motor Vehicular Pursuit
  - Professional Responsibility Investigation of Employee Misconduct.
  - Recruitment & Hiring
  - Response to Resistance (Use of Force)

## **Sharing our Vision for 2022 and Beyond**

- 2022 will be a year geared towards replenishing our manpower with new officers, requiring a new round of recruitment, testing and selection. This is generally an exhaustive challenge and takes several months to complete but our goal will remain to find servant leadership minded and community committed officers who can serve our wonderful community for many years.
- 2022 will see the implementation of a new program of In-car cameras and Body Worn Cameras for front line officers. In addition to providing for another level of transparency for our public – police encounters, we’re certain this new program will greatly enhance our successes in criminal and traffic investigations, and in giving greater clarity in cases where a citizen feels a police-citizen contact was improper.
- 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.
- Finding new ways to serve our public with outreach efforts.

# **PUBLIC WORKS**

**Chad Hall: Superintendent**

The Division of Public Works is a multi-faceted program emphasizing “team.” In a continued effort to maximize efficiency and minimize spending, the City strongly supports its focus on cross-training and is proud of the successful results. This Division is responsible for: Facilities; Grounds Maintenance; Street; Water; Waste Water; and Sewer while maintaining a close and productive relationship with the Engineering staff.

With our 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 2021:

## **Facilities Brad Yost: Supervisor**

The staff helps when and where necessary throughout various City departments; oversees the submission; sale and closure of GovDeals for select (no longer utilized equipment); perform multiple maintenance tasks at all city owned locations; team with several contractors that specialize in HVAC, plumbing, roofing, and electric.

### **2021 Projects Include:**

- We responded to over 100 service call requests by city staff; in most cases we were able to handle the repair internally.
- We built dumpster enclosures for the Depot Building, Municipal Building and the New Park Maintenance Building.
- City staff-built offices and storage space inside the new Park Maintenance Building.
- We erected a security wall dividing the lobby area inside the Municipal Building. This project also included lobby painting, ceiling tile replacement, LED can light conversions in the breezeway and lobby areas.
- We did an LED light conversion for the Fire Division in bays 1-4.
- **GovDeals** – 29 City assets sold online; net sales: \$52,430.00; average \$1808.00 per item sold. We doubled the assets sold and net sales over 2020.

### **Sharing Our Vision for 2022 and Beyond**

- We are looking forward to implementing a new Software management system to handle facility related maintenance work orders. This will streamline our process of PM tasks.
- Gwynne street ball field renovation
- In the final stages of completing the New Park Maintenance Building
- Install new ceiling in the Street Garage/Taft Avenue.
- Looking forward to hiring a new Facilities staff member.
- Airport: plan minor renovations to front dining area.
- Install new Police entry door off of patio.
- Looking into a permanent solution to cooling the Municipal Building server room.

## **Water Joe Sampson: Superintendent**

The City of Urbana Water Division’s administration and employees are committed to produce a water supply that meets or exceeds all health, safety and quality requirements in the most cost-efficient manner and with no or very little interruption. In addition to supplying safe drinking water, the Water Division also supports all other city departments with equipment, labor and skill sets that lend to the shared resource commitment and value-added efficiency goal.

### **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 2021 and before.

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>
Million Gallons Pumped/yr.	694.05 MG	687.49 MG	660.35 MG	555.032 MG	579.619 MG
Million Gallons per Day	1.901 MG	1.884 MG	1.779 MG	1.516 MG	1.588 MG
Population of Urbana	11,405	11,618	11,793	11,233	11,450
Gallons per Person	166 Gal/Day	162 Gal/Day	115 Gal/Day	133 Gal/Day	138 Gal/Day

## 2021 Distribution Repair Digs and Previous Years

<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>
56	55	29	50	58	42

### 2021 Accomplishments:

- All interior piping at the 29 WTP painted
- New spool installed at 29 WTP to stop a leak
- 29 WTP filter media tested
- Stopped feeding potassium permanganate to improve filter functionality
- Leak detection survey completed showing several underground leaks
- Leaks repaired from survey saving over 100,000 Gallons per day
- 3,650 OUPS water line locate request (Down 1079 tickets from 2020)
- 3 operators passed their Ohio EPA class 1 water treatment test
- Phase II water line replacement completed
- Meter replacement project started, 75.63 completion at year end
- New water line installed Washington Street and West Church
- Several insert-a-valves installed to eliminate faulty water main valves
- New chlorine injection site established at OTP, now inside
- Trees cut down at OTP for safety precautions
- New motor on well 10 at the 29 WTP
- Engineering for a new booster station project implemented for a second station
- Engineering for a booster station replacement implemented for the Water St station
- Engineering for new water line project for Dellinger East Lawn and Children's Home Rd.
- Valve exercise program continued with several broken valves replaced

**Note: These are just a few of the highlights of 2021 and do not reflect the many other accomplishments that were completed, or are in the process of completion.**

### Sharing Our Vision for 2022 and Beyond

- Capital Improvement goals for 2022 include but are not limited to:
  - GPS/GIS locations completed for the distribution system (curb stops)
  - Surveillance cameras installed at the Rt.29 WTP
  - Start Lead and Copper service line inventory
  - Begin computer generated work orders
  - Finish tree trimming project for water tower fences
  - Cross train employees for equipment operations
  - Complete water meter replacement project
  - Have all employees certified with a class 1 water treatment certificate
  - Continue to develop GPS/GIS system for greater functionality
  - Replace several more valves as part of the valve exercise program
  - Complete GPS/GIS water tracing program
- Long Term Goals include:
  - Water main break and service line repair restoration performed in-house
  - Critical valve analyzation, exercise and replacement plan started



- Backflow data to be transferred into GPS/GIS program
- Grimes Circle waterline loop to Airport
- Water line replacement in critical areas with severe past break history
- S. walnut Street and Eichelberger Street water line relocation
- Water Modeling Study incorporated into GPS/GIS system
- State Route 29 WTP Iron/Manganese Filter Discharge to sanitary system
- Complete study for Old Troy Pike WTP take-over from Honeywell
- East end water tower addition

It has been a very successful year for the Water Division with the challenges that this year has brought as a new normal. I am proud to report that every task that was presented to the water department was completed in a timely and professional manner. When it looked like we may not make our goal, another department was always willing to step in and helped us complete our mission. I am equally proud that we also never failed to help out in other departments to help them meet their goals as well. We have a great team combined altogether in all the departments.

### **Water Reclamation Facility (WRF) Zachary Herrmann: Supervisor**

The City of Urbana currently operates a 4.5 million Gallon per Day (MGD) Water Reclamation Facility, NPDES Permit No. 1PD00011\*PD, effective December 1, 2020, 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 5 Industrial Users permitted under the Pretreatment Program in 2021. 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.

#### **2021 Year in Review**

- During the 2021 calendar year, the WRF treated 511 million gallons of wastewater, with an average daily flow of 1.312 MGD.
- The WRF Recorded a total of 43.9" of precipitation in 2021. This was a 6.3% decrease and 2.87" less than 2020, but 3.9" above the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana land applied 366 dry tons of bio-solids throughout 2021.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2021, we accepted 5.2 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 9.5% decrease to the amount of septage received in 2020.
- The WRF replaced the septage receiving station unit with an upgraded machine capable of up to 650 gpm. The facility is currently in the construction phase of the Septage Receiving and EQ Basin upgrade. The completed project will allow the septage haulers to unload their trucks quicker and to a storage tank where the screened septage waste can be pumped into the treatment process at a consistent rate. In return, improving the biological treatment process throughout the facility.
- Urbana's industrial pretreatment group conducted 2 sampling events and an annual inspection for each of the 5 industrial users in the pretreatment program. In 2021, there were no significant noncompliance violations that occurred.
- The WRF completed a phosphorus sampling event throughout 2021. Results of the study were used to organize a Phosphorus Elimination Evaluation Plan that was submitted to the Ohio EPA as required by the facility's NPDES permit.
- Urbana's NPDES permit also required a local limits study to reevaluate the facilities capabilities, and pollutant concerns. There have been no changes required for Urbana's current local limits.
- The City of Urbana currently has 3 staff members that hold State of Ohio operator certification Class III wastewater licenses, 3 staff members with class I wastewater license, and 1 staff member with a class I collections license.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2021, the compost facility was unmanaged, but received an estimated 14,950 cu/yds of yard and tree waste.

## **2022 and Beyond**

- Assist staff with professional development goals
- Continued plant maintenance and modifications for equipment longevity, and operational efficiency
- Complete the septage receiving upgrade and equalization basin install
- Study and implement more control of our BNR (biological nutrient removal) process to meet new, and future water quality standards, as efficiently as possible.

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

## **Sewer Brad Yost: Supervisor**

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.

- We received 70 sewer calls due to potential back-ups. Increase of 5 calls over 2020.
- Staff completed 14 sanitary sewer digs, 6 more than 2020.
- Staff completed 60 camera inspections of sewer laterals; a free service offered by the City to the citizens of Urbana. We doubled over 2020.
- We also performed 80 hydro excavations either for the Water Division. This is an increase of over 20 from 2020 mainly due to the amount of construction and water valve locating.
- We also performed 3,650 locates for OUPS. This is a decrease of 1,079 tickets over 2020.
- The Urbana Sewer staff coordinates the monitoring of the closed landfill located at Children's Home Rd. including quarterly gas monitoring. We installed a new sump pit 2021.
- Staff hauled 120,000 gallons of back flush water from old Troy Pike and State Route 29 water plants to the WRF.
- Staff cleaned and inspected over 24,000 feet of sanitary sewer main line.
- Staff replaced 50 manholes in our Manhole Replacement Program; 18 of those were storm manholes; 32 of those were sanitary manholes. 50 additional manholes were replaced during paving projects and were completed by contractors. We would have completed more manholes but due to parts shortage for our manhole saw we were unable to complete.

## **Sharing Our Vision for 2022 and Beyond**

- Staff has completed cleaning and camera inspection of sanitary sewer in the 3<sup>rd</sup> Ward with plans to complete the 4<sup>th</sup> Ward by year end. This was not completed in 2021.
- Staff spec'd a new pickup truck that we hope to take delivery in 2022.
- We were able to hire an additional person starting in January 2022.
- Our goal is to repair and or replace 70 manholes this year.
- We will be updating the Park pump station with brand new equipment.
- All of our pump stations will be outfitted with SCDATA equipment that will allow us to livestream pump station data.

## **Street Mark Muirhead: Supervisor**

### **Activity Summary:**

- Street Maintenance:
  - Responsible for over seventy (70) miles of roadway within the corporation limits.
  - Weather cooperated in mid-December which allowed us to run our street sweeper 52 hours cleaning the main routes, secondary streets, and many side streets throughout town. Collected 107 tons of debris over the year.
  - Supported all other public works departments with various projects requiring heavy equipment needs. The trained operators and the heavy equipment all come from this department.
  - Mark Muirhead, the new street supervisor returned to the city and began in his new role on December 6<sup>th</sup> due to Colin Stein's retirement after 16 years in that position.

- Mark brings a fresh perspective, as well as a wealth of experience and knowledge to the department.
- Replaced 7 catch basins throughout Urbana to improve our storm water collections.
- 2021 recorded a below average snowfall mainly in the 4<sup>th</sup> quarter resulting in the use of 602 tons of salt.
- Began the design, implementation and tweaking of numerous computer programs for reporting and record keeping electronically rather than on paper. Programs include but are not limited to work orders, force accounts between departments, snow and salt time, usage and cost reporting.

### **Sharing Our Vision for 2022 and Beyond**

- Launch the new asphalt repair program for utility digs and street repairs
- Complete street sign GPS/GIS inventory program
- Initiate design and pricing for salt building replacement
- Continuation of efforts to fine tune and us computer programs and spreadsheets for tracking time and costs associated with the department's events and daily work.

## **TECHNOLOGY**

### **CCTSS Seth Markin: CEO**

**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 2021**

- Phase 1a of Network Disaster Recovery offsite data center project.
- Unitrends secondary offsite backup project
- Xcenter offsite Hypervisor Project
- Phone System Cloud Migration/Hosted Project
- WSUS – Windows Server Update Services Project
- Internal Security Audit
- Network Architecture Assessment
- Security Policy Revision
- Threat Response Assessment
- Disaster Recovery Documentation and Procedure Testing

### **Sharing Our Vision for 2022 and Beyond**

- Firewall Replacements
  - Water Reclamation Facility
  - Grimes Field Airport
  - Melvin Miller City Park
- Core Switch Replacements
  - Administration
  - Fire Dept.
  - Police Dept.
- Street/Water Dept IP Scheme Change
- Network Restructure Project
  - Migrate all VLANS to Firewall
  - Dynamic Routing
  - SD-WAN failover
- Phase 1b & 2 – Network Disaster Recovery
  - Hypervisor Migration and Update Project – Data Center A & B
  - VM Replication

# **ZONING & COMPLIANCE**

**Preston Carter: Zoning Officer**

## **Overview**

The Department of Zoning & Compliance, comprised of 2 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 City Administration, we would not have been able to accomplish so much in 2021. 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 a productive year.

## **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 2021, the department issued 153 zoning related permits:

- 50 Accessory Permits
- 49 Fence Permits
- 29 Principal Structure Permits
- 23 Sign Permits
- 2 Flood Plain Permits

## **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 2021, the Planning Commission reviewed 30 proposals including:

- Site Plan for the Q3/JMC redevelopment by TIS Properties
- Site Plan for Ultra-Met Manufacturing expansion and new parking area
- Site Plan for Urbana Dental Smiles expansion
- Site Plan for Pet Clinic of Urbana expansion
- Site Plan for Arby's remodel
- Site Plan for a new structure at the Champaign County Complex
- Site Plan for Dunkin Donuts
- Site Plan for new Sutphen facility
- Multiple Zoning Map updates
- 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 2021, the Design Review Board reviewed 25 proposals including:

- Skylight Lofts remodel
- The Merchant remodel
- Urbana Youth Center remodel/addition
- Urbana Brewing Company remodel
- Gloria Theater remodel
- 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 2021, the Board of Zoning Appeals heard 46 cases. The variances requested included:

- Front, rear and side setbacks
- Paving requirements for parking areas and driveways
- Minimum lot area and width
- Minimum floor area
- Accessory structure with no principal structure

## **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 total, 142 code violations were issued. These included:

- 64 violations for inoperative and/or unlicensed vehicles
- 37 violations for accumulation of trash and debris
- 25 violations for indoor furniture stored outdoors
- 16 other violations

In addition, we oversaw the city's first "self-help" summary abatement of a long time, chronic nuisance property.

## **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 2021, the City's Parks and Recreation Department, on behalf of the Zoning & Compliance Department completed the following:

- Abated Weed Control Nuisances at 28 different locations within the City of Urbana
- On 61 different occasions, sent workers to these properties to mow or cut down overgrown weeds or grass.
- As a result, the City Finance Department billed or assessed property owners for a total of \$11,380.00

## **Lodging Tax**

The department assists the Finance Department with the Lodging Tax Ordinance by making sure that every lodging establishment within the City has been registered and follows the requirements set forth in the ordinance. In 2021, we issued 3 new 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.

### **Legislative Accomplishments**

- Rewrote Chapter 1129.10 Fences, Walls and Hedges to include more specificity and language in order to achieve more uniformity and better standards across the city.
- Developed changes to Chapter 1123 BR-1 Business Residential District. Expanded principal and conditional uses to better accommodate economic growth.
- Expanded Chapter 1102 Definitions to include more clearly defined uses in various zoning districts.
- Currently presenting ordinances to city council dealing with Chapter 1133 - Off-street Parking including prohibiting parking on grass, long-term occupancy of recreational vehicles, and updating parking count requirements based on use.

### **Sharing Our Vision for 2022 and Beyond**

- Simplify city processes, forms, applications, etc. to be more customer-friendly and easy to understand for the public.
- Continue to update and/or rewrite outdated ordinances to address current issues.
- Continue to establish strong relationships with citizens and setting clear expectations and providing high-level customer service.
- Continue to implement process improvement wherever possible.