

**2022
IN REVIEW**

**CELEBRATE
THE CITY
OF
URBANA**



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Dear Citizens of Urbana,

In this topsy-turvy world of ours, we have much to be thankful for, and there is still much to do as we move into the new year, but let's take time to reflect on 2022; a year full of sowing, nurturing and harvesting.

J.P. Morgan, the late great American financier and banker who dominated the American financial and industrial world through the late 19th and into the early 20th century said, "The first step towards getting somewhere is to decide that you are not going to stay where you are". We continue to build on our successes and prudently work to build our economic base within the city. As one drives through the community, change is in the air; to some, it may be uncomfortable, yet to others the changes may be met with enthusiasm, and the sense of, what took so long?

To those who have concerns about the amount of growth Urbana is fostering, a quote from Tulsa, Oklahoma's, Mayor, G.T. Bynum, may ring true, "Anyone who is worried about us growing too much, just know that we've tried the alternative". We can stay right where we are, doing what we've always done. It's easier that way. It's safer that way. It's more predictable that way. It's more comfortable that way. Growth doesn't happen in a vacuum. It comes as a result of serious planning, assessing, and often with a bit of soul-searching. It's all too common for communities to get stuck where they are because they haven't made that all-important commitment that they're no longer willing to stay where they are.

Ushering in the New Year is a perfect time to reflect on the past year, and begin planning for the next. Despite the ongoing residual pandemic and political issues, 2022 was a year of celebrations and successes for our community; a time to reflect on the past, present and future of Urbana. While it would be easy to simply rest on the laurels of yesterday, the Urbana team is thinking about the future and how we can pull together as a community to have the biggest impact possible. As a community, we have incredible opportunities to improve our base and provide those amenities to not only our existing residents, but to our visitors who may be looking for a new place to land.

Over the past several years, City staff made a concerted effort to continue the momentum we've established as a community striving to reach its potential. As we entered the year, Urbana was celebrating a highly successful 2021 and we were poised to deliver on our commitment to re-establish the City as, the "best kept secret in the Miami Valley", and deliver we did.

The past two years will be difficult to forget; however from ever-changing viewpoints to charting paths we haven't ventured before, the City's leadership team and its dedicated employees pushed forward, often making the best of challenging circumstances. It may not have always been smooth, but the focus on the community and its growth remained our target.

In the following pages, we close our 2022 Year-in-Review with a recap of the City's results, and we couldn't be prouder of the team and community's efforts. We thank you for your support, and allowing us the opportunity to serve you.

In closing, as we begin the new year, let's say a kind word to each other, offer help when able, listen when necessary and do our part to work toward peace in our little corner of the world.

At the intersection of history and tomorrow, sits the City of Urbana, It's time to begin, again.

Sincerely,

Bill Bean -- Mayor

Kerry Brugger – Director of Administration

GRIMES MUNICIPAL AIRPORT

Elton Cultice: Airport Manager

2022 Summary

- Our 2021 – 2023 Construction project is to replace the failing pavement around the original T-Hangar buildings. In 2021 the engineering and planning was completed with actual replacement scheduled for 2023. As the substrate is still in very good condition only the top layers will be replaced. Maintaining the pavement in good condition is one of the requirements of the Federal Aviation Administration and the Ohio Department of Transportation Aviation Division in order to continue receiving their support (funding) for projects at an airport.
- The Terminal Building parking lot received a much-needed seal coating.
- Fuel Sales for the year totaled 44,450.16 gallons, a slight increase from the previous year.
- Ageless Aviation Dream Foundation again 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, including one 98 year young!
- July 4th the Rotary Club's Chicken Dinner was again a sell-out and the local band and fireworks were appreciated by all. Crowds again filled the airport, and lined State Route 68 and the surrounding roads to watch the fireworks display, which included a 20-minute-long "grand finale!"
- Weather conditions were perfect for a Friday night launch of hot air balloons at the Champaign County Hot Air Balloon Festival. Saturday's winds prevented a launch, but the balloonists put on a 'Candlestick' show for the crowd. Music, food and drink made it a great night!

2023 Planned Events

- EAA Chapter 421 Young Eagles Day is scheduled for July 8th (free intro flights for kids 8 to 17)
- The Vietnam Travelling Wall is scheduled to be at Grimes Sept 21st thru 24th. The wall will arrive Wednesday night; a caravan from the Champaign County Administration Building to Grimes Municipal Airport on Thursday morning; the display will then be set up at the airport. Vietnam period aircraft will arrive Friday night, and be on display through Sunday morning. The Vietnam wall and the Aircraft will end the event Sunday evening at dusk. Rides in period aircraft are planned to be available.
- The Grimes Flying Lab Aircraft again has a full schedule of appearances planned around the State.
- Ageless Aviation Dream Foundation will again give rides to Veterans from Ohio Masonic Homes, this year on Tuesday July 25th. A Boeing Stearman Bi-Plane will be at Grimes to give the rides.
- The Champaign Aviation Museum Gala - April 29th, the guest speaker is Air Force Col Mark Tillman. Col Tillman was at the controls of Air Force One from 2001 thru 2009, including most notable during the terror attacks on Sept 11, 2001.
- Independence Day Festival, Firecracker Auto Show, Rotary Chicken Dinner, Arts Council Band
- MERFI (Mid-Eastern Regional Fly-in Wings and Wheels Cruise-In) – Third Saturday in August
- Champaign County Hot Air Balloon Festival, Second Friday & Saturday nights in September.

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 13th Governor of Ohio, Joseph Vance, Sculptor John Quincy Adams Ward, and former U.S. Congressman William Warnock. David “Bus” Hill, the longest serving black police officer, and the first African-American officer to retire with a pension from the Urbana Police Department, was honored with a commemorative marker at his grave in Section 17. Born on January 18, 1868, Mr. Hill joined the force in 1896 and retired as a Sergeant in 1938 with forty-two (42) years of faithful service to our community.

2022 Activity Summary:

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 108 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 of Oak Dale Cemetery, five (5) new trees were planted throughout the cemetery to replace those that were removed. All the large urns along with both Shepherd and Legacy mausoleums were planted and landscaped to enhance the aesthetic appeal of Oak Dale Cemetery. Upgrades to the Shepherd Mausoleum included new windows, door seals and concrete apron. The overgrown invasive vegetation along the south property boundary was removed to enhance the general appearance of the section.

Charles Hiltibran, a Korean War soldier missing for 72 years was brought home and laid to rest in Oak Dale’s Veterans’ Section on Saturday, May 28th. In preparation for the solemn burial ceremony, the large dead Oak Tree was removed and the gravel path adjacent to the Veterans’ Section was refreshed, giving the area a crisp appearance for the ceremony.

The Oak Dale Cemetery Board met for three (3) sessions. “The Women of Oak Dale” tour was conducted by John Bry, an expert in history of cemeteries sponsored by Champaign County Preservation Alliance. The sold-out tours were held on Friday, October 21, 2022 and Saturday, October 22, 2022. On Saturday, December 17th our staff assisted the DAR in their 5th “Wreaths Across America” event, laying balsam Christmas Wreaths for every veteran interred at Oak Dale Cemetery. Our current records state we have 1733 military veterans, including six (6) Revolutionary War soldiers and the first Champaign County casualty of the Civil War.

215: Cemetery Operating Fund:

- Purpose - Cemetery operations
 - Beginning Balance: 27,776.47
 - Revenue 104,641.30
 - General Fund Subsidy 80,000.00
 - Expense -195,332.60
 - Ending Fund Balance 17,085.17

805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
 - Beginning Balance: 11,214.66
 - Revenue 551.66
 - Expense -3,550.00
 - Ending Fund Balance 8,216.32

835: Cemetery Mausoleum Trust:

- Beginning Balance: 29,968.48
- Revenue 73986.00
- Expense -38199.20
- Ending Fund Balance 65,755.28

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:	6,251.00
• Revenue:	1,850.00
• Expense:	<u>-0-</u>
Ending Fund Balance:	8,101.00

2022 Operating Totals:

• Burials	108
• Saturday Burials	20
• Graves sold	64
• Mausoleum Niches Sold	13 (1 in Shepherd and 12 in Legacy)
• Mausoleum Crypts Sold	14 (Shepherd - sold out and 14 in Legacy)

COMMUNITY DEVELOPMENT

Doug Crabill: Manager

- The Legacy Place Senior Apartments which were created from the repurposing of the former South Elementary, the former North Elementary, and the former Douglas Inn on Monument Square were officially opened with a ribbon cutting and community open house held on February 14, 2022. This project was culminated from several years of persistence and community partnerships to assist 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 that are fully occupied, and this project has been well received by the community. In October of 2022, Heritage Ohio awarded an honorable mention to this project for Best Public-Private Partnership. Furthermore, this project has received local, regional, and statewide news coverage.
- Completed the preliminary planning process for the proposed residential development behind Walmart to be known as Dugan Place. In late January of 2022, Highland Real Estate applied for a preliminary development plan under the city's planned unit development (PUD) process. In late March of 2022, after review by Planning Commission and extensive input from city staff, Planning Commission approved the preliminary development plan for Dugan Place. Furthermore, Urbana City Council approved the preliminary development plan on May 17, 2022. As currently proposed, this development would include four subareas with four different housing product types. In total, up to 513 housing units are proposed as follows: 75 patio homes, 132 single family homes, 114 townhomes, and 192 market rate apartments.
- On August 19, 2022, a ribbon cutting ceremony was held for the new Urbana location for Community Health and Wellness Partners on the first floor of the former Johnson Manufacturing Company building at 605 Miami Street. This ribbon cutting followed years of redevelopment efforts of this site by the City of Urbana and TIS Properties with assistance from local, regional, and state partners. Furthermore, the opening of this facility concluded several years of efforts by Community Health and Wellness Partners to expand their services into Urbana and Champaign County from their existing base in Logan County. This new health center will provide primary care, behavioral health, addiction treatment, pharmacy, and nutritional services. In addition, on November 16, 2022, True Inspection Services held a ribbon cutting ceremony for their new office on the second floor of the same building above Community Health and Wellness Partners.
- Following the issuance of the covenant not to sue for the west side of the former Q3 JMC site by Ohio EPA on April 12, 2022, the City of Urbana sold the remaining parcels that previously comprised the former Q3 JMC property to ORBIS Corporation in August of 2022. As a result of this sale, ORBIS was

able to solidify an expansion of their existing Urbana plant. This expansion project will expand the existing manufacturing plant for ORBIS by approximately 50,000 square feet. Furthermore, ORBIS will invest over \$46,300,000.00 into the project, and this project will retain 327 jobs and add 46 new jobs to the Urbana facility. In addition to a local CRA incentive of 75% for 10 years for the expansion project, the West Central Ohio Port Authority assisted with an application to secure a \$100,000.00 grant through the Ohio Rail Development Commission to bring an underutilized rail spur back into use by ORBIS. Lastly, the Champaign Economic Partnership worked with regional and statewide partners to secure a Job Creation Tax Credit for ORBIS through the Ohio Tax Credit Authority for this project.

- Finalized the annexation process for approximately 256.386 acres owned by Phoenix Ag LTD. on Norwood Avenue. This annexation is anticipated to result in additional industrially zoned land being available for development within the city. The first speculative warehousing project at this site commenced construction in the fall of 2022, and this first warehouse is planned as a 960,000 square foot facility.
- In late 2022, Aldi, Inc. commenced redevelopment/demolition of the former shopping center at 735 Scioto Street, 741 Scioto Street, and 747 Scioto Street to clear the way for a new 20,487 square foot grocery store that is anticipated to open in July 2023. Grant funding through the Champaign County Commissioners from the State of Ohio's Building Demolition and Site Revitalization Program was utilized to assist with Aldi's redevelopment project by completing asbestos abatement work prior to demolition.

ENGINEERING

Tyler Bumbalough: City Engineer

Major Projects Completed

- The 2022 Unit Price Concrete Work contract was performed by J & J Schlaegel Inc. It covered City dig-related work as in years past as well as the 2022 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: Eastview Drive, Seville Drive, Long Bay Drive, Nova Drive, Parview Court, South Main Street and North Main Street. Small portions of the first blocks of E. Court Street, E. Church Street and E. Ward Street were also covered. The total work completed by J & J for the Sidewalk, Curb and Gutter piecemeal program totaled over \$108,000. The total amount assessed to owners' taxes at year end was just over \$81,000.
- South and North Main Street Curb & Gutter Improvements were designed in-house. The project replaced curbs and gutters along South Main Street between Market Street and SR 55 as well as those along North Main Street between Court Street and Washington Avenue/Gwynne Street, 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. D.L. Smith Concrete LLC and their subcontractor completed the work for \$549,866.04. The City billed \$437,526.13 to private owners and ended up assessing \$354,206.25 to the property taxes, payable over 5 years. After this improvement, ODOT paved Main Street within the aforementioned limits, implementing some new striping layouts on S. Main Street per a safety study performed through LUC planning money.
- 2022 Crack Seal Program focused on pavement maintenance. Crack sealing occurred on the following streets: Scioto Street (SR 29), US 36 East, Community Drive, W. Ward Street, Grand Avenue, Clay Street, S. Locust Street, Hovey Street, Orchard Drive, Thompson Street, Henry Street, N. Kenton Street, E. Reynolds Street, West Drive, East Drive, Sweetman Avenue, N. Rohrer Street, W. Light Street, N.

Oakland Street, cemetery drives, Union Alley, Poplar Street, Gwynne Street, Union Street, Mosgrove Street, Pindar Street, Eagle Street, Hagenbuch Street, W. Twain Avenue and Millerstown Road. This work was awarded to American Pavements, Inc. and came in at \$47,543.38.

- 2022 Asphalt Program – The asphalt program was awarded to A & B Asphalt Corp. and finished with a contract value of \$685,172.67. Street paving work included at least portions of Eastview Drive, Nova Drive, Seville Drive, Long Bay Drive, Parview Court, Tanglewood Drive and Lippencott Lane (Additive #1). Additionally, paving and repairs at Melvin Miller Park took place. An ODNR NatureWorks grant of \$49,666 helped offset the costs for paving at the park. The project came in under the original bid by \$27,738.69 thanks in part to the non-performance of some milling at the park that was accomplished in-house by our Street crews.
- Dellinger Road Improvements was a joint project between Salem Township and the City of Urbana. OPWC grant funding obtained in 2020 supplied the majority of the money for this project (roughly \$81,758.38 for the City portion and \$35,300.57 for the Township portion). The project was designed in-house with the main purpose of repaving and re-berming Dellinger Road. Bidding was handled by the County Engineer’s Office on behalf of the two entities and Fillmore Construction ended up with the contract. The final project cost was \$139,355.89.
- The Water Main Pipe Network Addition was not designed or inspected in-house, but Engineering’s involvement was necessary in the grant application and final closeout of the project. Construction extended new 12” water main down Dellinger Road, East Lawn Avenue and Childrens Home Road, culminating at the future site of a new booster station funded by the same grant. The grant obtained was from the Ohio Department of Development Water and Wastewater Infrastructure Program (American Rescue Plan Act money), totaling \$2,847,800 for design, administration and construction. The water main installation portion of this project finished at a cost of \$825,738. The remaining booster station portion will happen in 2023, and was awarded to The Righter Company, Inc. for \$1,877,500.

Sharing Our Vision for 2023 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. The City was also awarded OPWC grant and loan funding in the amounts of \$600,000 and \$1,326,583, respectively. Approximately \$1.2 million in ARPA funding will also help offset stormwater and water costs. The project bids in May of 2023 and construction will last into 2024. Final design (LJB) and right-of-way acquisition (Dunrobin) are wrapping up now. This project’s current construction estimate is roughly \$6 million inclusive of contingency.
- The City obtained Ohio Bridge Partnership Grant funding for the W. Court Street Bridge replacement. Compass Infrastructure Group is designing the bridge replacement and made it through Stage 1 design in 2022. The project is proposed for 2025 with design continuing in 2023. The current construction cost is estimated at \$436,720. The grant award is for \$379,500 through the Ohio Bridge Partnership Program administered by ODOT.
- The Sidewalk, Curb and Gutter Program for 2023 is planned for at least portions of Miami Street, Bloomfield Avenue and E. Light Street. The City plans to do wholesale curb and gutter replacement on Miami Street from Walnut Street to Edgewood Avenue (skipping fully intact and exposed curb and gutter) and Bloomfield Avenue from N. Main Street to the railroad tracks. During the wholesale curb

and gutter replacement, the southeast radius of the Miami Street/Edgewood Avenue intersection will be widened via grant funding obtained in 2022 from the ODOT Office of Jobs & Commerce Economic Development Program. The grant covers 74% of the cost of the radius improvement, up to \$41,000.

- The 2023 Asphalt Paving outlook will include at minimum the following streets: E. Twain Avenue, Logan Street, Bloomfield Avenue, E. Light Street and Miami Street (Urban Resurfacing through ODOT, from Walnut Street to Edgewood Avenue).
- The 2023 Asphalt Maintenance Program is proposed to be crack sealing and striping. Streets under consideration for crack seal are those which were paved or crack sealed 4-8 years ago. In addition, striping refreshes will occur on chosen collector or arterial streets.
- A Miami Street Safety Study was conducted in 2022. Most of the proposed striping and signage changes will be implemented during the ODOT Urban Resurfacing project for the paving of Miami Street (US 36) in fall of 2023.
- The Railroad Street Storm Project has been awarded a CDBG Critical Infrastructure grant of \$470,000. The goal of the Stormwater Utility Committee upon initial formation was to have one large project every five (5) years or so. However, the estimated cost of this project sits at \$1,226,500 which is more than the Stormwater Fund currently has set aside. Since the project is being designed in-house, design must wait until Engineering has more time in the fall of 2023 anyway, which will allow the Stormwater Fund to meet its necessary match. Surveying has been completed for this project and utility coordination is underway.
- The CDBG First and Second Ward Curb Ramp project has obtained allocation grant funding in the amount of \$118,400 to benefit the aforementioned City Wards by installing ADA compliant curb ramps where none currently exist. This totals 73 curb ramps. The project is currently out to bid at an estimate of \$169,000; Engineering performed the design in-house.
- Another grant obtained in 2022 was for consultant services for two bike trail crossings in Urbana; this STBG grant totaled \$44,900 for engineering design and \$50,000 for right-of-way services and acquisition. The applicable locations are the Simon Kenton Trail crossing at Miami Street and at N. Main Street. The objective at Miami will be to add RRFBs at the crosswalks (same signs we have downtown and near the library on US 36 East) while the objective at N. Main is to add the same, move the trail crossing further north away from the railroad, reduce the crossing distance and eliminate the first block of Laurel Oak Street. Urbana was also awarded an ODOT Systemic Safety Grant for the construction of this project, totaling \$542,000. LJB Inc. is currently through Stage 1 of the design.

Miscellaneous Accomplishments

- Engineer Technician, Clay Miller's main tasks during 2022 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. He plays a key role in both the inspection of the current year's sidewalk, curb and gutter program and the preparation for the coming year's program.
- Engineering completed inspections for 73 right-of-way permits issued. Most of these were related to the sidewalk, curb and gutter program.
- Approximately 128 zoning permits, including site plans for Dunkin Donuts, Sutphen, Aldi, Phoenix Ag, JWP and Orbis, were reviewed by Engineering before being approved by Zoning.
- Three (3) lot splits were reviewed by Engineering for zoning conformance.
- Fourteen (14) new addresses were issued.

- Discussion continued on a large proposed subdivision behind Walmart, names Dugan Place, which proposes 513 total dwelling units distributed among four product types (single-family, patio homes, townhomes and apartments). The PUD Preliminary Development Plan was passed early in the year. The next expected step will be the Preliminary Plat. The designer is currently working through utility-related due diligence before embarking on the main design.
- Three studies being funded through LUC Regional Planning Commission’s rural transportation planning allocation are as follows: 1) Miami Street Safety Study for Striping and Signage, 2) Gwynne Street Bridge Maintenance Planning and 3) Simon Kenton Trail – East Lawn Avenue to Melvin Miller Park Connectivity Study. The first study was completed and handed over to ODOT for its incorporation into the Miami Street (US 36) resurfacing project next year. The second was also completed, with budgetary design and rehab numbers for the bridge established. The third will have the consultant authorized to begin in early 2023.
- The Engineering and Sewer Departments completed dry weather outfall screening in Dugan Run in 2022. The whole ditch was walked from one end of Urbana to the other, noting issues or abnormal inflows along the way. This must occur once every five years to comply with the City’s Ohio EPA stormwater permit. Engineering also helped, as usual, in the yearly reporting for the stormwater permit.
- Tyler Bumbalough was President of Logan-Union-Champaign (LUC) Regional Planning Commission in 2022, representing Champaign County.

FINANCE

Chris Boettcher: Director of Finance

2022 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. 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. 2022 marks the seventh 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
2022	14,647	\$1,436,794.73

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:

- 72% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 20% Business Income Tax - Businesses located in the city or doing business in the city are required to file an annual tax return and pay city income tax on their net profit.
- 8% 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 2022.

City of Urbana		
General Fund Budget by Expense Type	FY22 Budget	% of Budget
Salaries	\$3,973,885	54.3%
Pension	\$707,135	9.7%
Medical & Life Insurance & Medicare	\$1,087,710	14.9%
Worker's Compensation	\$71,330	1.0%
Travel & Training	\$42,400	0.6%
Utilities	\$184,300	2.5%
Professional Services	\$278,650	3.8%
Equipment & Building Maintenance	\$302,800	4.1%
Miscellaneous	\$149,600	2.0%
Insurance	\$91,000	1.2%
Printing, Advertising, Memberships, Postage	\$186,800	2.6%
Supplies	\$110,200	1.5%
Gas & Oil	\$56,700	0.8%
Subsidies	\$80,000	1.1%
Total	\$7,322,510	

City of Urbana		
General Fund Budget by Department	FY22 Budget	% of Budget
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 2022.

City of Urbana - General Fund

Tax Revenue Budget

	2022	% of	
	<u>Budget</u>	<u>Budget</u>	<u>Explanation</u>
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	\$3,549,250	48.5%	Municipal income tax revenue
Total Revenue	<u>\$7,323,550</u>		

FIRE & EMS

Chief Dean Ortlieb

The Urbana Fire Division is a 24-hour organization that responds to EMS, fire, and rescue emergencies. It is led by a fire chief and staffed by one captain and six firefighters. The captain is in charge of the crew’s daily operations. The Fire Division serves the city of Urbana and surrounding areas, including all of Urbana Township and parts of Concord and Salem Townships. It is responsible for protecting a population of approximately 16,000 people and covering 91 square miles. At minimum manpower, the division maintains a staff of five people per day.

Mission

The mission of the Urbana Fire Division is to establish a scalable framework that encourages excellence in fighting fires and saving lives, promotes the cultivation of intellectual and organizational profitability, maximizes individual and organizational performance, and supports continual individual and organizational growth to meet the needs of the community. The division aims to fulfill its mission through five dimensions of risk reduction, including economic impact, public education, emergency operations, safe engineering practices, and code enforcement. These efforts have resulted in an Insurance Service Office (ISO) rating of 3 out of 9, with 1 being the highest rating. ISO uses data and analytics to evaluate fire agencies, with lower scores indicating a higher ability to manage property and casualty risks. Insurance companies may use these scores to determine insurance premiums for residential and commercial properties. One of the main obstacles to further improving the Division’s ISO rating is the limited availability of personnel to respond to calls within 10 minutes.

Personnel

The division is in the process of replacing two personnel who have left recently. An entry level test was given in January 2023 and it is expected that the selection process will be finished by April. Training remains a high priority for the division, with 14,251 logged training hours in 2022. In addition, the following personnel have obtained individual certifications to help improve the division:

- Firefighter De Cola: Live Fire Instructor
- Firefighter Chris Jones: Fire Safety Inspector

- Firefighter Schrader: Fire Safety Inspector
- Firefighter Stevens: Rope Rescue Technician
- Firefighter Wagner: Fire Officer I

Firefighter Kyle Schrader was named the Division’s Firefighter of the Year for 2022. Captain Croker and Firefighters DeCola, Flora, Nitchman, & Wolf were awarded the State Star of Life for their role in saving a young person from a drowning incident. Additionally, Firefighters Drake, Flora, Logan, and Stevens received recognition from Mercy Health in highlighting their successful management of cardiac patients.

Equipment

In January of 2022, the division put a new Sutphen pumper into service. The division has also ordered a new medic from Life Line, which is expected to be received in late 2023. The division received grants from the State of Ohio to update radio equipment in the tanker and provide video intubation tools for airway management in EMS. The Division also replaced rope and water rescue tools that were more than 20 years old.

Operations

The division divides its operations into three main categories and assigns each shift officer to oversee one of these areas. Captain Croker is responsible for EMS, Captain Beverly is responsible for rescue, and Captain Countryman is responsible for fire operations. On average, all three operational sectors take over 30 minutes per incident. However, some incidents may take several hours, while others may last a few minutes. To manage these incidents effectively, the division maintains minimum staffing levels of one shift officer in a command vehicle, two firefighters on EMS, and three firefighters on a fire apparatus.

In 2022, the Division responded to 9% more incidents than in 2021 and 78% more incidents than in 1992, the last time the division increased its manpower. Table 1 shows a summary of the division’s operations since 1992. The population of the community served by the division remained relatively constant over this period. In 2022, the fire division requested and received mutual aid 95 times and provided mutual aid 165 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>	<u>2022</u>
EMS	1431	1564	1885	2408	2554	2703
Rescue	N/A	145	148	130	190	231
Fire	396	418	515	357	240	325
Total Incidents	1827	2127	2548	2895	2984	3259

Table 2 compares division EMS, rescue, and fire incidents from 2021 to 2022. In 2022, of the 2,703 EMS incidents, 1,944 were transports, representing over a 71% transport rate.

Table 2 2021 to 2022 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>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
EMS	2554	2703	86%	83%	7.00	7.41
Rescue	190	231	6%	7%	.52	.63
Fire	240	325	8%	10%	.66	.89
Total Incidents	2984	3259			8.18	8.93
Multiple Incidents in Progress	596	667	20%	20%	1.63	1.83

Townships

The division has contracts with several township agencies to provided services to these communities. It uses a service fee calculator (SFC) to calculate fees in a fair and consistent manner. If a township only requests one of the services offered, the SFC is reduced by half. These contracts with the township agencies roughly increase the population served by the division by approximately 5,000 people and account for about 23% of all the divisions incidents. Table 3 compares the number of incidents in the townships from 2021 to 2022.

Table 3 2021 to 2022 Township Incident Summary

<u>Incident Type</u>	<u>Urbana Township</u>		<u>Salem Township</u>		<u>Concord Township</u>		<u>Total Townships</u>	
	2021	2022	2021	2022	2021	2022	2021	2022
EMS	385	487	52	73	22	38	459	598
Rescue	40	61	17	10	2	0	59	71
Fire	45	63	10	13	N/A	N/A	55	76
Total Incidents	470	611	79	96	24	38	573	745

Risk Reduction

The division employs various EMS and fire risk reduction measures to ensure the safety of our community. Some of these measures can be quantified and are listed in Table 4.

Table 4 2022 Summary of EMS and Fire Risk Reduction Activities

<u>Activity</u>	<u>Type</u>	<u>Amount</u>
CPR Cards Issues	EMS	86
Car Seats Installed	EMS	7
Community Paramedic Referrals	EMS	31
Safety Inspection	Fire	419

Sharing Our Vision for 2023 and Beyond

In 2023, the division plans to promote three personnel to fire lieutenant as part of our succession plan and to improve management span of control during incidents. Further the division plans to work on a federal grant to replace our 25-year-old ladder truck.

Our vision for our personnel is to create a positive work environment where they can be proud of their work and strive to exceed community expectations in their efforts to fight fires and save lives. Additionally, we aim to always have the capacity to respond to a second emergency, regardless of the type of incident. We will continue to work toward these goals in the coming months and years.

Law Office

Mark Feinstein: Director of Law

Law Director

City Council Meetings/Work Sessions

The Law Director attended regular City Council Meetings the first and third Tuesday of each month. He provided guidance to all members, and provided additional guidance (as needed) to new members. He also worked with all members of Administration and Council to assist them generally in matters involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and specifically in preparation for meetings of Council.

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, and to assure that the legislation was properly worded.

Inter-Departmental Outreach

During 2022, the Law Director worked with 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 worked hand-in-hand with Planning and Zoning, Community Development, Cemetery, Water, Fire, Police, Engineering, Human Resources, Water Reclamation, Airport, Streets, and Finance, and assisted with the fulfilling of numerous public records requests.

Public Records Retention Schedules

In 2022, the Law Director and his staff undertook a major task, and endeavored to revamp the Records Retention Schedules for each Department and Division of the City of Urbana. He met with each Department/Division head, and went through their existing schedules, working to craft newer, more relevant schedules for each.

Administrative Responsibilities

The Law Director met regularly 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.

Code Enforcement

Planning and Zoning, Administration, and the Law Director worked hand-in-hand to overhaul and update provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations. Throughout the 2022 calendar year, the Law Director assisted in enforcement of nuisance and zoning code violations in his capacity as Municipal Court Prosecutor.

Easements, Appropriations, and Other Civil Matters

The Law Director represents the City in matters of easements, annexations/Petitions to appropriate, and/or civil cases.

Boards and Commissions

The Law Director prepared and presented educational material to various Boards and Commissions, to assist them in understanding the nuances of their responsibilities. The effort to educate the members will continue into the 2023 calendar year.

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 2022, the Law Department prosecuted over 3,000 cases, which included almost 4,500 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 some cases. These cases require analysis of complex legal application of the law to the facts. They may also involve factors such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges. The Municipal Court Prosecutor reviewed cases for members of the Urbana Police Division, the Champaign County Sheriff's Office, and the Villages of St. Paris, North Lewisburg, and Mechanicsburg.

Victim Advocacy

In 2022, 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

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.

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 2022, the Municipal Court Prosecutor continued to successfully operate the Champaign County Municipal Court Diversion Program, which allows offenders whom the Prosecutor believes will not re-offend, and who otherwise qualify, to enter a Diversion Program to avoid conviction of various 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.

New Hires

In 2022, the Law Office was fortunate to add Heather Grim to our staff as the Executive Assistant to the Law Director and Prosecutor, and Karen Salerno as Victim Advocate.

PARKS, GROUNDS & RECREATION

Ryan Lantz: Supervisor

Operations

2022 was yet another successful year for the Parks, Grounds & Recreation Division. With assistance from our seasonal employees, equipment, operators and time from Street, Water and Sewer Divisions, we were able to:

- Apply 100 yards of playground mulch to the Pool, Hillside and Barbara Howell playgrounds
- Finish new maintenance building interior to meet final inspection of building inspector and complete transition to work out of the structure daily;
- Clean up the 4 parks and grounds riding mowers and compact tractor for resale on Gov deals;
- Install new park rules and regs signage at Weidmann, Roadside and Barbara Howell parks;
- Clean out park house of any remaining trash, contents, etc. in preparation of demolition, my thanks to the Street Division;
 - Remove fuel oil tank and hot water tank for repurposing
 - Disconnect all utilities in preparation
- Oversee year three of Weidmann's ballpark project at Gwynne St which included replacement of the backstop portion of fencing and adding additional side netting. This was made possible

by another large donation from Weidmann Electrical coupled with a contribution from Urbana Ramjets Baseball Organization;

- Add fueling station area to exterior rear of the maintenance building for parks and grounds equipment;
- Complete installation of new 4' outfield fence on diamond #5 at Melvin Miller Park;
- Take delivery on 3 new Toro riding mowers, 1 Grasshopper riding mower and new Kubota 60hp compact tractor for the continued upkeep of city grounds and nuisance remedies;
- Install and mount new pool basketball hoop backboard assembly;
- Mulch and install 80- one gallon, St John's Wort plants, replacing the ones that didn't survive the roundabout upgrade;
- Oversee the completion of tennis court seam repair and resurfacing;
- Complete Nature Works #27 Melvin Miller Park resurfacing project which included:
 - Re-development of Pickleball court/ playing surface area size from the old existing tennis courts
 - Paving/ re-surfacing of following areas
 - Newly designed Pickleball courts
 - East end of existing gravel parking area adjacent to tennis, sand volleyball, pickleball, church shelter, skatepark, inclusive playground area
 - Park drive from roundabout area back to tennis courts
 - Park maintenance building front entry approach
- Assist with West Liberty Salem High School service project (30 students)
 - Stained Stage ADA ramp railing
 - Scraped and painted 14 picnic tables and 3 bleachers
- Plant 2 additional trees as part of the Legacy Tree Project
- Add additional planting to the front of the Municipal Building where the sidewalk was replaced
- Clean up the recently purchased parcel adjacent to the Municipal and Finance Building

Goose Control

- Thanks to the ongoing efforts of "Goosebuster" the goose population at Melvin Miller Park has dramatically reduced during the months of April through October. Each year the city applies for permits through ODNR for the proper destruction of nests during the flock's Spring season
 - In 2022 a total of 53 nests were destroyed eliminating more than 400 "future geese
 - Goosebuster is contracted through September with methods of harassing our current flock, discouraging their presence at the park

Park Activities

- Completed the "travel" baseball season for 63 students ages 8-12.
- Completed another successful city pool season, operated by The Champaign Family YMCA.
- Helped prepare and monitor the 2nd Annual Healthy Kids Day at Melvin Park on June 4.
- Assisted in additional cleanup of Barbara Howell Park in preparation of the inaugural Juneteenth Celebration:
 - This included some minor basketball goal repair and refreshing.
- Planned & prepared the following areas for the fall youth sports season:
 - 1 pee wee tackle football field – grades 3-6
 - 1 flag football field - grades K-2
 - 12 soccer fields – ages 3-14
- Approximately 300 students participated in 2022 Fall recreation and club soccer season;
- More than 80 students participated in Pee Wee tackle and K2 flag football this year.

- Several “marathon” walking/running events took place:
 - Rock the Monument Four Miler
 - High School and Junior High Cross-country event and practices
 - Thanksgiving Day “Turkey Trot”
- Numerous disc golf events and tournaments took place at our Hilltop Disc Golf Course, many of which were sponsored by the founding committee.

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.

Our Vision for 2023 and Beyond

- Continue our work with the Parks and Recreational Board on projects;
- Increase community participation, engagement and collaboration;
- Continue the attention to detail needed which makes a difference on our City grounds and in our Park
- Complete the final steps for the Pickleball Courts Project;
- Pursue available Naturework Grants to benefit our parks
- Encourage placement of additional memorial benches;
- Continue service projects presented through various local groups;
- Work toward completing additional projects planned for Weidmann Park/ Gwynne St project, to include new concession/ restroom/ storage in the years to come
- Removal of the RC Track Drivers Stand that has become a Structural liability;
- Continue Geese Management Servicing Plan;
- Upgrades to Wendell B. Stokes Community Pool including surrounding fencing;
- Revitalize stadium lighting to both field #6 and field #9;
- Paint Deck and Youth Sports Building exteriors;
- Continue to build on our working relationship with the Champaign Family YMCA and Weidmann
- Continue working with the Lawnview Board regarding phases 2 and 3 of *EVERYbody Play!*
- Additional Shelter house needs- Rotary Shelter.

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.”

2022 Activities

School Resource Officer (SRO)

We completed our fourth year of contracting our police services to the Urbana City School District with a full-time School Resource Officer, A.J. Ervin, handling those responsibilities. SRO Ervin handles SRO responsibilities at both school sites throughout the school day, which occasionally poses a challenge during times when his services may be required at both sites at the same time. During 2022, another officer, Robbie Evans, received training and certification as a School Resource Officer. He is used to fill in for Ervin during days that Ervin is off-duty. At the close of the 2021-22 school year – Officer Ervin handled 136 total incidents involving either Urbana High School, Urbana Junior High School, Urbana Elementary School or the Transportation Department. The partnership between the Urbana City School District and the City of Urbana’s Police Division has been a tremendous asset to both organizations as we work together to provide for a safe learning

environment for Urbana school administration, staff and students. During the summer months, SRO Ervin handles our Safety Town Program and then is assigned to fill in on Police Patrol shifts while the schools are on summer break.

In April, Officers Robbie Evans, Sam Harris and Noah Curl were presented with the Division's *Life Saving Award* for their team efforts on Easter Sunday morning at a residential fire on West Ward Street where they worked together to enter a heavily engulfed house fire to get four people out to safety. Unfortunately, one person was trapped in a 2nd floor room when the structure became fully engulfed, preventing their successful rescue.

In December, Officer Sam Harris was recognized by the Ohio Chapter of Mothers Against Drunk Driving (MADD) as a recipient of the 2022 Award of Excellence for his enforcement efforts involving alcohol and drug impaired drivers in Urbana. Officer Harris is a 5-year veteran of the division and works the overnight shift, where he has led the division in OVI enforcement efforts for the past three years.

Conviction obtained in the 2011 homicide of Mr. Louis Taylor -- 2022 ended on a high note as the division witnessed finality and justice with the conviction of Josiah W. Mathews for the 2011 homicide of Mr. Louis Taylor. Mathews was convicted by a Champaign County Common Pleas Court jury in October after a two-week trial and will be sentenced for that conviction in the Spring of 2023.

Staffing – During 2022 we hired three new officers, Ely Louck, Damion Williams and Major Stratton. Louck, 21, of Urbana, was a graduate of the Clark State College Basic Police Academy. He is currently assigned to the 0600 – 1400 hours Patrol Unit, Williams, 22, of Urbana, is finishing up his five-month Basic Police Certification at the Ohio State Highway Patrol Academy and will begin his field training program with the division in January – 2023. Stratton, 21, of Bellefontaine, is a graduate of the Clark State College Basic Police Academy and completed his field training program with the division in December and is currently assigned to the 1400 – 2200 hours Patrol Unit. At the close of 2022, we still find ourselves three officers short of full staffing of 21 officers so we will continue to work on filing those vacancies in 2023.

In April, Logan Dunn, a five-year veteran of the division, was promoted to Sergeant, filling the vacancy resulting from the retirement of 29-year veteran Sergeant David Reese. Dunn, had been assigned to our Investigative Unit but, due to staffing challenges, was moved back into the Patrol Unit, where he currently is assigned as the Relief Sergeant – filling in for the other three sergeants during their regularly scheduled days off.

Due to the shortages in the Patrol Unit, we closed our Investigative Unit in 2022 and reassigned the two officers from that Unit back into our Patrol Unit. We're hopeful that as we continue to fill our vacancies during 2023 that we'll be able to have officers specifically assigned to our Investigations Unit to handle the more challenging, complex and long-term cases.

2022 First Responders Appreciation Recognition -- During the month of May, the Urbana Police Division was recognized by the Walter & Lewis Funeral Home, in partnership with Mercy Health – Urbana Hospital. The *2022 First Responders Appreciation Honor* was displayed using 200 American flags positioned in the hospital's Field of Flags. Proceeds from the private sponsorship of the flags were used to help the Urbana Police Division provide its inaugural *COPs & Bobbers* fishing program for area youngsters.

2022 Juneteenth Celebration – During Urbana's Black History Celebration Day, held June 19, 2022, Chief Lingrell and the Urbana Police Division unveiled a memorial marker, honoring Sergeant David Leander "Bus" Hill (ret.) for his service to the Urbana community. After its unveiling at the celebration, the marker was permanently placed at the gravesite of Sergeant Hill in Oak Dale Cemetery. Hill, born in 1868, the same year the Urbana Police Division was established, began his 42-year career with the Urbana Police Division in 1896, retiring in 1938, at the rank of Sergeant.

New Equipment in 2022

- In August we completed a Capital Budget project with the purchase of a Digital DART Range Simulation system for use to supplement our weapons, tactics and decision-making training involving stressful weapons related police incidents.
- Another Capital Budget project helped us to refurbish the main hallways and offices throughout the facility, including new paint and carpeting. The last upgrade happened in 2008.
- Six new ballistic vests for officers were purchased in 2022 for new officers and as replacements for some officers (vests must be replaced every five years). The total cost for the vests was \$4,830.18; \$3,215.09 was covered through grant money, making our final cost \$1,615.09.

Project Ice Cream covert drug investigation – In July, after several months of covert investigations into drug abuse and drug trafficking of methamphetamine in and around the city of Urbana, involving a group of individuals, Urbana police conducted multiple search warrant raids and the arrests of several individuals on various felony drug related charges. Many officers were a part of these investigations, dubbed *Project Ice Cream*, which were coordinated and led by Sergeants Jason Kizer and Logan Dunn.

Drug Investigations - Conducted three drug related search warrants throughout the city in 2022. Fifty-three drug investigation cases were presented to Champaign County Grand Juries. Officers also conducted multiple covert drug cases throughout the city resulting in numerous arrests and criminal indictments of drug traffickers and abusers in Urbana. In 2022, the Urbana Police Division investigated 14 overdose cases with two deaths, compared to 2021 which saw 12 overdose cases, resulting in four deaths.

- Drug arrests stats:

<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
231	309	365	473	550	724	620	611	302
- **Three firearms** were confiscated during investigations.
- **\$1,203.00 in cash** was confiscated during investigations.
- Our **Drug Drop Box** took in **191 lbs.** of old, unused medications for disposal purposes.
- We continued our partnership with the METRICH Drug Enforcement Unit.

Grand Jury Cases -- In 2022, Urbana police presented 85 criminal cases to the Champaign County Grand Jury resulting in 222 criminal indictments.

<u>Champaign County Grand Jury</u>	<u>Cases</u>	<u>Indictments</u>
Urbana Police Division	85	222
Champaign County Sheriff Dept.	107	370
Mechanicsburg Police Dept.	40	111
Saint Paris Police Dept.	9	27
North Lewisburg Police Dept.	<u>3</u>	<u>21</u>
Totals	244	751

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 or whenever used on a critically injured animal (i.e. deer struck by a motor vehicle).

Response to Resistance (RTR) Reports:

	<u>2022</u>	<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	17	19	28	32	24	22	27	37
Total # of Firearm Use reports	12	12	15	12	8	11	14	16
# of incidents OC spray used	1	2	1	2	2	2	2	4
# of incidents ASP baton used	0	0	0	1	0	1	0	0

Outreach Efforts in 2022 - 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 its police division. Throughout 2022, some of those efforts where we participated 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** -- The FOP and Lieutenant Josh Jacobs oversaw this outreach effort for us where over 2000 plastic eggs with treats inside were “hidden” and found by local youngsters.
- **Safety Town** – In June – July we conducted two classes of Safety Town where we hosted twenty-eight kindergarten-to-be aged youngsters at our Safety Town (located inside 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 and Robbie Evans.
- **Law Enforcement Torch Run** – In June, Officers Seth Lingrell and Tristin Williams, Lieutenant Josh Jacobs and Chief Matt Lingrell participated in the annual LE Torch Run and raised \$400 to benefit our Champaign County Special Olympians.
- **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 2022, we collected and disposed of 191 pounds with this program. The Drug Enforcement Agency (DEA) disposes of our collected drugs for us safely. We also held two off-site Drug Take Back Day events where we collected another 45 pounds of drugs from citizens.
- **COPs & Bobbers** – In July, we began a new outreach program, COPS & Bobbers, to help connect kids with police officers by learning and participating in a day of fishing together. COP’s & Bobbers was a project by Sergeant Shawn Schmidt as part of his participation in the local Leadership Champaign County program. We hosted 47 youngsters and their parents to a beautiful day of fishing at the Melvin Miller City Park. Some of the fishing and tackle gear used and given to participants at the event were provided to us by the Ohio Department of Natural Resources as well as the Walter & Lewis Funeral Home in honor of the Urbana Police Division being recognized in May as the 2022 First Responders Appreciation – Field of Flags honoree.
- **FOP Halloween Treats** – In October, the FOP handed out \$500 worth of candy to our trick or treaters who visited us here at the police division. Sergeant Todd Pratt and his family handed the candies out.
- **COP Cards** program – The Police Division added COP Cards to their outreach efforts with a new edition of printed cards for each officer to have to carry with them and to hand out to people that they come in contact with, especially children. A total of twenty-eight different cards were printed, depicting the officers and civilian staff as well as some special occasions that are depicted in the cards. Sergeant Todd Pratt spearheaded this project for us.

- **FOP Community Christmas** – December – provided Christmas gifts for 15 families and 28 children this year. The FOP and Lieutenant Josh Jacobs oversee our efforts in making Christmas special for these select families.

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 were 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 were not proper or lawful. Discipline can range from Remedial Training, Supervisory Counsel session, Written Reprimand, Suspension, Demotion or Termination.

Professional Responsibility Investigations (PRI):

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total # of PRI's	3	6	3	6	6	5	3
Total # resulting in Supervisory Discussions	0	0	2	0	1	0	1
Total # resulting in Written Infractions	0	1	0	1	0	1	0
Total # resulting in Suspension	1	0	1	1	2	0	0
Total # resulting in Termination/Resignation	1	3	0	0	1	0	0
Total # resulting in other Sanctions	0	0	0	1	0	0	0
Total # resulting in Unfounded or Exonerated	1	2	0	3	2	4	2

Training 2022

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

- In May, the police division hosted the North Coast Polytechnic Institute to provide officers with state mandated continuing professional development training on the following topics: **Cultural Diversity; Inclusion and Equity; Responding to Mental Health; Use of Force; Legal Updates; along with Officer Personal Wellness; and Domestic Violence.** In addition to Urbana officers attending this training, many other nearby agencies also had officers attended the training as our guests.
- In May, **Officer Mike Cooper** attended a week of training in Michigan where he received training and certification to become a **Less Lethal ICP Instructor.** In addition to being a Weapons Instructor for the agency, Cooper can now also train officers in the use of less-lethal weapons (i.e. bean bag shotgun, OC Aerosol Projectors, Impact Munitions, Chemical Munitions and Distraction Devices).
- In July, **Lieutenant Josh Jacobs** and **Sergeants Jason Kizer, Todd Pratt and Logan Dunn** attended a week of training in Columbus for supervisors titled **Mastering Leadership Challenges.**
- In September, **Officers Luke Hiltibran, Sam Harris, Seth Lingrell and Keith Hurst** attended a three-day training program in Sandusky, presented by the Ohio Identification Officers Association titled: **Crime Scene Investigations Techniques** where current best practices in identifying and collecting different types of evidence and techniques to use during interviews and interrogations to help with criminal investigations.
- In October, new **Officer Ely Louck,** attended a week of **Crisis Intervention** Training in Union County. This training helps officers in dealing with incidents involved mental health challenges.
- In November, **Officers Sam Harris, Seth Lingrell and Keith Hurst** attended training to become certified as **Field Training Officers.**
- **Officer Damion Williams,** hired in August has been in the Ohio Highway Patrol **Basic Police Certification Academy** since then and is scheduled to graduate in the 147th Class in January 2023. He'll then begin his 13-week Field Training Program with the division before he is given a permanent assignment on a patrol shift.

- **Officer Major Stratton**, hired in September, was a graduate of the Clark State College Basic Police Academy. In December, he completed his 13-week Field Training Program with the division and has been given his permanent assignment working on our 2nd Patrol Shift Unit (1400-2200 hours).
- **Sergeant Jason Kizer** completed the **2021-22 Leadership-Champaign County program** provided by the Champaign County Chamber of Commerce. His group project was to provide repairs and new paint to the Concord Community Building.

Urbana Police Division Activity Statistics for 2022

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Calls for Service	11,307	11,181	11,248	13,618	14,688	14,279	13,158	13,191	13,116
Arrests	1,125	1,179	1,460	1,704	2,000	2,116	1,835	1,780	1,511
Felonies	197	264	391	358	402	546	415	375	305
Misdemeanors	928	915	1,069	1,265	1,598	1,570	1,420	1,405	1,206
Offense Reports	1,436	1,573	1,741	2,103	2,288	2,271	2,123	1,956	1,763
Homicides	0	0	1	0	0	0	1	0	1
Robberies	1	3	1	5	1	5	6	3	4
Burglaries	25	30	47	30	53	70	89	71	82
Rapes	12	10	10	16	15	6	5	9	12
Sexual Assaults	15	18	23	23	25	23	15	27	19
Assaults	124	107	119	114	181	149	150	134	118
Thefts	228	211	285	298	398	433	378	445	432
Auto Thefts	16	21	10	21	29	28	31	16	11
Forgery/Fraud	14	15	19	23	37	47	54	21	67
Vandalism/Crim. Damaging	124	104	167	131	152	167	217	218	170
Drug Offenses	221	309	319	473	404	529	417	409	302
Traffic Citations	597	434	539	891	1,265	989	945	1,108	1,089
OVI's	25	69	59	78	96	86	50	82	94
DUS's	106	97	99	183	231	165	179	187	167
Speed	58	94	36	78	165	80	72	161	103
Traffic Control Device	36	42	31	37	57	41	52	36	31
Parking Citations	16	6	3	11	37	25	18	33	47
Crash Reports	289	348	311	360	421	405	460	403	424
Fatal Crashes	1	0	0	1	0	0	1	2	0
Mental Health Complaints	270	186	151	131	52	69	64	80	107
Suicide (includes attempts)	6	16	20	22	36	23	17	33	35
Curfew	4	9	6	17	39	20	38	23	12
Alarms	789	1,012	920	771	911	887	807	981	493
Dead Body (non-criminal)	7	3	6	16	17	10	14	17	16
Business/House Checks	161	141	120	611	1,046	1,562	1,221	1,665	1,584

Special Recognitions -- Throughout 2022 several officers or citizens were recognized for their special efforts and successes to the division and to the community. Those honored were:

Life Saving Award

A citation award signifying commendation for an act performed in the line of duty, which, through disregard of personal safety or prompt and alert action, results in the saving of a life.

Officer Robbie Evans

Officer Sam Harris

Officer Noah Curl

Distinguished Duty Award

A citation award for: (1) an individual or unit signifying high commendation for efforts to carry out safely, or, improve a police patrol or tactical operation, or, (2) demonstrated a high degree of personal initiative by contributing significantly to the achievement of law enforcement goals, or community policing program which benefits both the public and the division.

Sergeant Shawn Schmidt Sergeant Logan Dunn

Exceptional Duty Award

A citation award signifying commendation for a highly credible accomplishment, bringing public acclaim to the employee, the Division or the police profession as a result of training, devotion to duty or service to the public.

Sergeant Shawn Schmidt (2x) Sergeant Todd Pratt (2x) Sergeant Logan Dunn (2x)
Officer Mike Cooper Officer Luke Hiltibran Officer A.J. Ervin (2x)
Officer Sam Harris Officer Seth Lingrell Officer Noah Curl

Chief's Challenge Coin Award

A Medallion award representing the Urbana Police Division which is awarded either to show an appreciation to any person, reflecting goodwill for positive partnerships between them and the police division, or, for an act by a member of the Division of high achievement bringing acclaim to the Division and the Law Enforcement profession.

Officer AJ Ervin Officer Luke Hiltibran Officer Sam Harris
Officer Seth Lingrell Officer Keith Hurst

Physical Fitness Award

A citation award signifying commendation for passing the annual physical fitness testing.

(13 officers passed the fitness testing with an overall division average of 80.81%, an improvement of 5.33% over 2021 results)

Chief Matt Lingrell Lieutenant Josh Jacobs Sergeant Jason Kizer
Sergeant Logan Dunn Officer Mike Cooper Officer Luke Hiltibran
Officer A.J. Ervin Officer Sam Harris Officer Seth Lingrell
Officer Keith Hurst Officer Tristin Williams Officer Noah Curl
Officer Ely Louck

TOP Shot Award

For scoring the highest on a Division wide range training competition that measures accuracy and timeliness on a challenging course utilizing division firearms.

Officer A.J. Ervin

MADD Award

Officer with the highest arrest totals of Drivers Operating a Motor Vehicle While Under the Influence of Alcohol and/or Drugs

Officer Sam Harris (17 arrests)

Chief's Award

Mrs. Lilli Ann Johnson, President of Johnson's Welded Products, Inc., for her tremendous generosity in helping the Urbana Police Division meet our everyday challenges of providing services and outreach programs which benefit the Urbana community.

The Urbana Moose Club organization, for their tremendous generosity in helping the Urbana Police Division to meet our everyday challenges of providing services and outreach programs to benefit the Urbana community.

Sharing our Vision for 2023 and Beyond

- 2023 will be a year geared toward 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 the same -- to find servant leadership minded and community committed officers who can serve our wonderful community for many years.
- 2023 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.

In closing, I’d like to thank Mayor Bean, Director Brugger, City Council, fellow Division leaders and staff for the professional leadership, assistance and support you’ve provided for me and the Urbana Police Division throughout 2022, helping us to have success during a very challenging year. I’d also like to thank the community and those leaders and citizens who overwhelmed us at times with their outpouring of support. 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.

PUBLIC WORKS

Chad Hall: Superintendent

"If everyone is moving forward together, then success takes care of itself." – Henry Ford. The Division of Public Works is a multi-faceted program emphasizing “team.” We take the quote by Henry Ford seriously, to maximize efficiency and minimize spending. The City strongly supports and continues its focus on cross-training, allowing for a fully leveraged service division. The Division of Public Works is responsible for: Facilities; Grounds Maintenance; Street; Water; Waste Water; and Sewer while maintaining a close and productive relationship with the Engineering staff.

Our trained and licensed staff, continues providing 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 2022:

Facilities Brad Yost: Supervisor

Our Facilities staff helps when and where necessary throughout various City Departments/Divisions; oversees the submission; sale and closure of Govdeals for select (no longer utilized equipment); performs multiple maintenance tasks at all city owned locations; teams up with contractors who specialize in HVAC, plumbing, roofing, and electric.

2022 Projects

- Responded to over 150 service call requests by city staff; in most cases we were able to handle the repairs internally.
- Installed new ceiling in the street garage on Taft Avenue.
- Participated in annual inspections for the following: State Boiler Certification; Elevator Certification; Municipal Fire Alarm System; Municipal Sprinkler System; fire extinguishers.
- Contractors installed a new door for the Police Division off of the patio.
- Contractors installed a new exterior door for the Court.
- Replaced ceiling tiles and LED light bulbs in the Police offices and hallways.
- Replaced ceiling tiles and LED light bulbs in the elevator and minor corrections made from our State inspection report.

- Installed bullet resistant glass in lobby for Zoning/Engineering Administrative Assistant Office.
- Installed new HVAC for the server room in Municipal Building.
- Replaced roof over Municipal Court.
- Power washed 3 sections of roof on Municipal Building.
- In August we hired a full-time Facilities staff member.
- Implemented Asset Essentials our new work order management software in late December. This system went live January 1st.
- Completed in-house bi-annual maintenance on all HVAC units and boiler systems; previously this was something we utilized a contractor for.
- Responsible for maintenance on decorative lighting citywide; we replaced 20 light bulbs under warranty, awaiting parts and poles to replace 8 lights that were damaged due to motor vehicle accidents.
- Govdeals – 22 City assets sold online; net sales: \$88,332.00; average \$4,015.00 per item sold. We doubled the assets sold and net sales from 2021 totals (this is two years in a row).

Sharing Our Vision for 2023 and Beyond

- Weidmann Park/Gwynne Street ball field renovations.
- Airport: plan minor renovations to front dining area.
- Replace three (3) sections of roof on the Municipal Building in Spring 2023.
- Begin servicing all overhead doors quarterly - citywide.
- Continue to build our work order- asset management system.

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 2022 and before.

	2018	2019	2020	2021	2022
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Million Gallons Pumped/yr.	687.49 MG	660.35 MG	555.032 MG	579.619 MG	581.166 MG
Million Gallons per Day	1.884 MG	1.779 MG	1.516 MG	1.588 MG	1.573 MG
Population of Urbana	11,618	11,793	11,233	11,450	11,116
Gallons per Person	162 Gal/Day	115 Gal/Day	133 Gal/Day	138 Gal/Day	141 Gal/Day

2022 Distribution Repair Digs and Previous Years

2017	2018	2019	2020	2021	2022
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
55	59	50	58	42	38

2022 Accomplishments:

- High Service Pump #1 rebuilt
- Well 12 rebuilt and leaks fixed
- Flow tested all wells for efficiency and production
- Water Street Booster Pumps rebuilt
- Leak detection survey completed showing several underground leaks
- Leaks repaired from survey saving over 75,000 Gallons per day
- 3,167 OUPS water line locate request (decreased from 2021)
- all operators have passed their Ohio EPA class 1 water treatment requirements
- Booster Station water line Project Completed (Children's Home, Dellinger and East Lawn)
- Meter replacement project (AMR) completed
- Implemented in house Grass seeding and Asphalt repair for water main breaks
- Well 10 communications replaced.
- Engineering for new Booster stations completed
- Bids put out for new booster stations
- Righter Company accepted as contractor for new booster stations
- Many updates made to mapping with actual location information
- New water department utility truck delivered
- Complete office renovation, painting new floors and furniture
- Valve exercise program continued with several broken valves replaced
- Nutwood Place wells completely abandoned

Note: These are just a few of the highlights of 2022 and do not reflect the many other accomplishments that were completed, or are in the process of completion.

Sharing Our Vision for 2023 and Beyond

- Capital Improvement goals for 2023 include but are not limited to:
 - GPS/GIS locations completed for the distribution system (curb stops)
 - Surveillance cameras installed at the Rt.29 WTP
 - Completion of new booster stations
 - Begin computer generated work orders for water department/Utility office
 - Begin inhouse leak detection
 - UCMR5 EPA mandated sampling will begin
 - Replace water department utility vehicle
 - Have some employees certified with a class II water treatment certificate
 - Continue to develop GPS/GIS system for greater asset management functionality
 - Replace several more valves as part of the valve exercise program
 - Complete GPS/GIS water tracing program
 - Reclassify Old Troy Pike water treatment plant from a class II to a class I
- Long Term Goals include:
 - Continuous analyzation of water loss in distribution system
 - Critical valve analyzation, exercise and replacement plan started
 - Backflow data to be transferred into GPS/GIS program
 - Water line replacement in critical areas with severe past break history
 - Additional water tower added to east end after development studies are complete
 - 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 another very successful year for the Water Division with the challenges that we all face. I am again proud to report that every task that was presented to this division was completed in a timely and professional manner. When it looked like we may not make our goal, other divisions of Public Works were willing to step in and help us complete our mission. I am equally proud that we, too were able to assist other divisions to help them meet their goals. We have a great team and will continue to expand our abilities.

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 2022. 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.

2022 Year in Review

- The WRF treated 570.4 million gallons of wastewater, with an average daily flow of 1.57 MGD.
- The WRF Recorded a total of 45.76" of precipitation in 2022. This was a 4.15% decrease and 1.86" less than 2021, but 5.76" below the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana land applied 558.32 dry tons of bio-solids throughout 2022.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2022, we accepted 4.3 million gallons of septic tank waste originating from Champaign surrounding counties.
- The WRF installed the Septage Receiving EQ Basin. The completed project allows the septage haulers to unload their trucks to a storage tank where the screened septage waste is 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 2022, there were no significant noncompliance violations that occurred.
- The WRF completed a phosphorus elimination study facility in 2021. As part of the study, the WRF removed one of the oxidations ditches from service. As a result, the WRF left the oxidation ditch offline after results of improved biological nutrient removal, energy cost savings, and increased storage capacity for high flow events.
- The City of Urbana currently has 3 staff members that hold State of Ohio operator certification Class III wastewater licenses, 2 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 2022, the compost facility was managed from June-December, and received an estimated 5,704 cu/yds of yard and tree waste.

2023 and Beyond

- Assist staff with professional development goals
- Continued plant maintenance and modifications for equipment longevity, and operational efficiency
- Implement Asset Management and online work orders to improve administrative and operational efficiency
- Study and implement more control of our BNR (biological nutrient removal) process to meet new, and future water quality standards

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; 87 miles of storm sewer infrastructure; 3 major lift stations located at the Vancrest Nursing Home, Melvin Miller Park and The Woodruff Farm; and 2 blower systems at the closed City landfill.

- We received 64 sewer calls due to potential back-ups; decrease of 6 calls over 2021.
- Staff completed 12 sanitary sewer digs; decrease of 2 over 2021.
- Staff completed 55 camera inspections of sewer laterals; a free service offered by the City to the citizens of Urbana; decrease of 5 from 2021.
- We also performed 93 hydro excavations. This is an increase of over 13 from 2021, mainly due to the amount of construction and water valve locating.
- We also performed 5,277 OUPS locates for the year averaging 440 ticket per month; an increase of 1,627 tickets over 2021.
- The Urbana Sewer staff coordinates the gas monitoring of the closed landfill located at Children's Home Rd. including quarterly gas monitoring.
- Staff hauled 111,000 gallons of back flush water from old troy pike and State Route 29 water plants to the WRF. Decrease of 9,000 from 2021 due to changes in the water plant operations.
- Staff cleaned and inspected over 20,500 feet of sanitary/ storm sewer main line.
- Staff replaced 20 manholes in our Manhole Replacement Program; 8 of those were storm manholes; 12 of those were sanitary manholes. 90 additional manholes were replaced during paving projects and were completed by contractors. We were unable to complete more manholes due to shortages of concrete.
- Our 3 pump stations were outfitted with SCDATA equipment this allows us to livestream the pump station data in real time remotely.

Sharing Our Vision for 2023 and Beyond

- Staff has completed cleaning and camera inspection of sanitary sewer in the 3rd Ward with plans to complete the 4th Ward by year end.
- Expecting delivery of a new 2500-gallon tanker truck in 1st quarter 2023.
- Our goal is to repair and or replace 70 manholes this year.
- Tear down old Gwynne street pump station building.
- Investigate new ways to rehabilitate sewer pipe.
- Upsizing pipe in various locations in town for future use and expansion.
- Adding an additional pump station on old troy pike. This is expected by end of 1st quarter 2023.

Street Mark Muirhead: Supervisor

Activity Summary:

- Street Maintenance:
 - Responsible for over seventy (70) miles of roadway within the corporation limits.
 - Street sweeper logged 337.5 hours cleaning the main routes, secondary streets, and many side streets throughout town. Collected 165.31 tons of debris over the year.
 - Supported all other public works divisions with various projects requiring heavy equipment needs. The trained operators and the heavy equipment were furnished by the Street Division. Totals for work done for other departments are;
 - Manhours logged 1962.5
 - Equipment hours logged 848
 - Overtime hours logged 35
 - Replaced 9 catch basins throughout Urbana to improving our storm water collections system.
 - 2022 recorded a relatively light year with a total of 15 snow events in January, February and December resulting in 12.4 inches of measurable snow, requiring 369.75 regular man-hours, 718.25 overtime hours and 1033 tons of salt spread to clear city streets. The total cost for snow plowing and salting in 2022 was \$87,473.01.
 - New computer programs and spreadsheets were developed and implemented to electronically track inventory, man-hours and budget oversight
 - Examples of various programs include but are not limited to chemical spray records, landfill manifests, employee performance reviews, manpower utilization reports, snow and salt tracking usage and reporting, NOVA time, asset management tracking, work order program and force account programs between divisions.
 - Nova Drive storm sewer project was successfully completed. Special thanks to the Sewer Division for all their assistance.
 - Large 48” culvert under Powell Avenue was replaced.
 - Hot Mix Program kicked off in 2022.
 - 31 total utility service dig locations were restored.
 - 17 other areas throughout the City of Urbana were milled down and re-asphalted to repair bad sections on streets.
 - 4,059 square feet of 12’ deep rebase work was completed on North & South Main Street project.
 - Special thanks to both Water and Sewer Divisions for their assistance.
 - Tree trimming hours logged were 414 manhours.
 - Demolished and removed the three old well/pump houses at Nutwood Place.
 - Dirt was hauled in and graded in the area upon completion.
 - Many hours of exploratory digging were performed to assist the Water Division in documenting underground water line locations and routes.
 - Assisted Park Supervisor (and crew) in a variety of park improvement projects (i.e. completion of ODNR Nature Works paving grant; demolition; excavations; grading, etc.)
 - There was a total of 33 special events in 2022 which involved assistance from the Street Division.
 - A “new” Detour and Special Event Signage Program was planned, implemented and used numerous times, providing a more efficient and safe process for motorists navigating the various (and necessary) detours.
 - Leaf pick-up was completed on 12/13/22. A total of 119 loads of leaves were collected and hauled to our compost facility.
 - Taft facility maintenance and improvements include: new paint, flooring, outside gutters, facia, windows and overhead doors either repaired or replaced – with labor from the Street and Water Divisions..
 - The Street Division received several new pieces of equipment:

- Duel drum vibratory roller. (Used in the hot mix program)
- Vibrating plate compactor with water dispenser. (Used in the hot mix program)
- Prodigy snow plow. (skid loader mounted)
- Asphalt mill. (skid loader mounted, used in the hot mix program)
- Replaced all 32 American flags and poles in downtown area.
- Chemical Pesticide spray program
 - Mark received his pesticide chemical applicators license from the Ohio Department of Agriculture.
 - 1024 concentrate ounces of pesticide was sprayed covering 567,396 square feet of ground to control grass and weeds.

Sharing Our Vision for 2023 and Beyond

- Line park banks with concrete from South and North Main project to slow erosion along the driveway.
- Inspect all hanging signs and traffic signals for wear and condition.
- Reach arm mowing around fields at Pointe North.
- Paint exterior of buildings at Taft Avenue facility.
- Remodel office building restrooms.
- Tree trimming will be ongoing.
- New salt barn will involve site work done by the street department.
- Continue GPS/GIS of all signs in Urbana.
- Initiate a new sign inventory system.
- Hot Mix Asphalt program will be doing similar work on Miami Street as was done on North and South Main Streets as well as many other problem areas throughout town.
- Dugan’s Ditch repair and maintenance to banks and at headwalls, sandbars removed.
- Curb painting and street line painting.

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 2022

- Firewall Replacements
 - Water Reclamation Facility
 - Grimes Field Airport
 - Melvin Miller City Park
- Water/Street Dept
 - Water Department Taft Switch Replacement
- Oak Dale Cemetery
 - High Speed Internet Upgrade
 - Wifi Project
 - iPad Replacement
 - CIMS Migration/Update
- Network Restructure Project
 - Migrate all VLANS to Firewall/Core Switches
 - Utility/ Camera System Vlan Migration
 - Core Fiber Upgrade
 - ONT Replacement

- Static IP Update
- Remote Site VPN Restructure
- GIS System Updates
 - iOS and Android Integration
 - Cert Upgrades
- UPD
 - Authority Mobile Update
 - CMI VPN Consolidation
 - Sonic Wall Removal
- Water Reclamation
 - Data Cabinet Upgrade/Installation
 - Server Migration
 -

Sharing Our Vision for 2023 and Beyond

- UPD
 - Body Camera Project
 - Docking Station Install
 - Outdoor Wifi Sync
 - Active Directory Integration
- Core POE Switch Replacements
 - Administration
 - Fire Dept.
 - Police Dept.
- Phase 2 – Network Disaster Recovery
 - Hypervisor Update Project – Data Center A & B
 - VM Replication Install and Configuration
 - QNAP Install and Configuration
 - Citrix License/Service Agreement Renewal
 - Create DR VPN Group
 - Manual DR Testing and Procedure Documentation
- Firewall Replacements
 - Main City Firewall
 - Water/Street Dept Firewall
- Endpoint and Email Security
 - Management Console Deployment
 - AV Installation
 - 365 Integration
- Street/Water Dept IP Scheme Change
- Data / Cabling Upgrades
 - Admin Data Closet / Main Server RM
 - Add Rack
 - Punch all cables and label
 - Color Code Uplinks
- Admin Wifi Project Install/Replacement

ZONING & COMPLIANCE

Preston Carter: Zoning Officer

Overview

The Department of Zoning & Compliance 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 2022. 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 2022, the department issued 145 zoning related permits:

- 20 Principal Structure Permits
- 42 Accessory Permits
- 46 Fence Permits
- 35 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 2022, the Planning Commission reviewed 29 proposals including:

- Preliminary development plan for Dugan Place
- Site Plan for ALDI
- Site Plan for Taco Bell remodel
- Site Plan for Sutphen
- Site Plan for Walmart remodel
- Site Plan for Urbana Youth Center remodel
- Site Plan for new Phoenix Ag spec building
- Site Plan for ORBIS expansion
- Site Plan for ColePak expansion
- 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 2022, the Design Review Board reviewed 6 proposals including:

- Farmers & Merchants State Bank exterior remodel
- Pequenos Tapas and Wine Bar site plan/signage
- Bell's Flowers Signage

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 2022, the Board of Zoning Appeals heard 16 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
- Requirement to install sidewalks
- Parking space count requirement

Additionally, there were 5 Conditional Use applications for Multi-Family Dwellings in an R-2 District.

Nuisance

The primary function of the nuisance code is to eradicate situations that pose a threat to the public health, safety, or welfare of the City of Urbana. In total, 154 code violations were issued. These violations included:

- 45 for accumulation of trash and debris
- 26 for indoor furniture stored outdoors
- 25 for inoperative and/or unlicensed vehicle
- 8 for accumulation of earth, rubbish or other material
- 8 for campers, recreational trailers, utility and commercial trailers being parked on unapproved surfaces
- 7 for commercial, recreational and motor vehicles being parked on unapproved surfaces
- 6 for building materials in excess of thirty days
- 5 for fence without permit
- 5 for tree/plant/bush/shrub obstruction traffic
- 4 for semi-trailers and commercial trailers shall not be parked, kept or stored in residentially zoned areas
- 3 for structure without permit
- 3 for overgrown shrubbery onto sidewalk
- 3 for fence construction and maintenance
- 3 for fence material
- 2 for no occupancy of a camper, travel trailer, or motor home allowed for greater than 72 hours
- 1 for hazardous falling or likely to fall tree/branch

Additionally, the city successfully carried out 6 "Self-Help" summary abatement in 2022. A streamlined process has now been established for this process which gives the city another tool to enforce our nuisance code more effectively.

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 2022, there were 88 violations issued. The City's Parks and Recreation Department, on behalf of the Zoning & Compliance Department, completed the following:

- Abated Weed Control Nuisances at 24 different locations within the City of Urbana
- There were 63 individual grass/weed abatements performed across the 24 properties
- As a result, the City Finance Department assessed property owners for a total of \$12,327.50

Vacant Registration

The City of Urbana established the Vacant Building Registration Program as a means to identify and register vacant building located within the corporation limits, to govern the responsibilities of vacant building owners, and to provide appropriate incentives for vacant buildings to be returned to productive use. In 2022, 15 properties were successfully registered as vacant.

Lodging Tax

The Zoning 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 2022, we issued 2 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

- Developed additions and updates to our parking ordinances including prohibiting parking on grass, long-term occupancy of recreational vehicles, and updating parking count requirements based on use.
- Assisted in the overhaul of Chapter 1339, the city's nuisance code, which included the expansion of definitions and updates to notification procedures.
- Working on overhauling Chapter 1112 which establishes the City Center Heritage Overlay District as well as the associated Design Review Board Guidelines.
- Working on overhauling Chapter 1137, the City of Urbana Sign Code.

Sharing Our Vision for 2023 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.