



**TO** Mayor Bill Bean and Members of Urbana City Council  
**FROM** Staff  
**SUBJECT** Division Activities Report  
January - March

**DATE:** April 12, 2023

**CEMETERY**

<b>Total Burials:</b>	29
Including Saturday (a.m.):	3
Saturday (p.m.):	1
<b>Total Graves Sold:</b>	20
(Including)	
Shepherd Mausoleum:	0 (Niche)
Shepherd Mausoleum:	0 (Crypt)
Legacy Mausoleum:	9 (Niche)
Legacy Mausoleum:	1 (Crypt)
<b>Misc. Sales:</b>	2 (Vases)

**Notes:**

- Spring decoration clean-up began on March 15, 2023 and will continue until the 3<sup>rd</sup> week of May.
- Grounds and storm damage cleanup continued through the early spring storms.
- Starting to prepare for digging of foundations received over the 4<sup>th</sup> Quarter from monument companies.
- The DAR removed all of the wreaths they set for *Wreaths Across America* and conducted a private service for the burning of those wreaths.
- Seasonal help will be called back the beginning of the 2<sup>nd</sup> quarter.

**ZONING & COMPLIANCE**

Overview

- Continued enforcement of the City Zoning and Nuisance Code.
- Reviewed and issued various large-scale commercial development projects.
- Assisted in developing a substantial update to the City Nuisance Ordinance.
- Completed various zoning map updates through Planning Commission and City Council.
- Continuing work in rewriting Chapter 1112 City Center Heritage Overlay District.
- Continuing to revamp and enforce the City Vacant Property Registration Program.
- Updating the city's mural regulations.
- Updating sign ordinance.
- Working with various local developers on downtown renovation efforts

Statistics

- 45 total zoning and nuisance violations issued.
- 26 new permits issued
  - 7 sign permits
  - 7 fence permits
  - 3 principal structure permits
  - 9 accessory permits

## **PARKS AND RECREATION DIVISION**

- Create and construct planting beds around all City welcome signs. (North, East, West and Southeast roadway entrances to the city).
- Service, clean and perform preventive maintenance all parks and grounds equipment.
- Begin spring clean-up on grounds including the Roundabout, Municipal buildings and surroundings.
- Cleaned front two Youth Sports storage lockers for repurpose.
- Layout and paint 3 spring season club soccer fields.
- Spot repair chain link fences around Melvin Miller Park.
- Continue cleaning the grounds by the former maintenance building.
- Work to complete trimming street trees in 500 and 600 blocks of Water St.
- Reestablish West bank of pond at Melvin Miller Park along drive where it has eroded several feet over the years. This project was courtesy of the Street Division.
- Ballfield preseason prep, adding diamond mix as needed.
- Begin Spring clean-up on Melvin Miller Park grounds

Continue daily responsibilities of building and grounds maintenance and upkeep

## **AIRPORT**

### **2023 Planned Events**

- Champaign Aviation Museum Gala - This year's speaker is Retired Air Force Col Mark Tillman who was at the controls of Air Force One during the attacks on 9/11; **GALA - April 29.**
- Commemorative Air Force Capital Wing's TBM Avenger, 'Doris Mae' will be here on display and offering rides; arrival, Monday **May 23**; selling Rides, **May 24** and departing Wednesday, **May 25.**
- Independence Day Activities: Firecracker Auto Show; Rotary Chicken Dinner; Arts Council Band; Rotary Fireworks; **July 4.**
- EAA Chapter 421 Young Eagles Day (free intro flights to children ages 8 to 17); **July 8.**
- Ageless Aviation Dream Foundation to offer free rides to Veterans from Ohio Masonic Homes; **July 24-July 25.**
- MERFI (Mid-Eastern Regional Fly-in Wings and Wheels Cruise-In); **August 19.**
- Champaign County Hot Air Balloon Festival; **September 8 & 9.**
- Vietnam Travelling Wall & Vietnam Period Aircraft Fly-In; **September 21-25.**

### **Future Planned FAA Airport Improvement Projects:**

- Pavement repairs around T-hangars A & B (2023 project)
- Airport Beacon Replacement (2024 project)
- Apron/Ramp Expansion (TBD); Airport Master Plan Update (TBD)
- Runway/Taxiway Sealing & Extensions (Sealing 2023, Extension TBD)
- Airfield Lighting Replacement (TBD)
- Equipment Acquisition to support longer runway (TBD)
- Terminal Building Update & Enhancements (TBD)
- Grimes Hangar Roof & Siding (TBD)

## **FIRE DIVISION**

### **News**

- Preparing to onboard two new firefighters, which will bring us to full staffing.
- Preparing to onboard three new lieutenants.
- Working on a grant to replace our ladder truck.
- Our new medic vendor estimated that we should receive our new vehicle in the fourth quarter of this year.
- Working on specifications for a new command vehicle to replace the current chief's vehicle.
- Logged 848 hours of training for the quarter.

### **Administrative**

<b>1<sup>st</sup> Quarter Inspections</b>	
<b>Inspection Type</b>	<b>Amount</b>
Building	130
Complaint	14
Fire	3
Fire Alarm	13
Fire Protection	11
Food Truck/Festival	0
Foster Care	3
General	14
New Business	6
Plan Review	6
Pre & After School Programs	1
Re-inspection	85
<b>Total</b>	<b>286</b>

### **Operations**

<b>1<sup>st</sup> Quarter Incidents</b>			
<b>Incident Type</b>	<b>Amount</b>	<b>Daily Average</b>	<b>Daily Average Year to Date</b>
EMS	605	6.72	6.72
Fire	53	.59	.59
Rescue	61	.68	.68
<b>Totals</b>	<b>719</b>	<b>7.99</b>	<b>7.99</b>
Multiple incidents in progress	132	1.47	1.47
Transports	419	4.66	4.66
Mutual aid received	7	.08	.08
Mutual aid given	50	.56	.56

## **PUBLIC WORKS**

### **WATER RECLAMATION FACILITY (WRF)**

- The WRF operated 1,777 consecutive days without an NPDES permit violation.
- The WRF operated for 1,487 consecutive days without a lost-time accident.
- The WRF treated 156.9 MG of wastewater in the 1<sup>st</sup> quarter of 2023.
- The Septage Receiving accepted 1.2 million gallons of domestic septic tank waste in the 1<sup>st</sup> quarter of 2023. The WRF is currently using the updated septage receiving station and has experienced improved performance.
- The Plant recorded 14.61" of precipitation in the 1<sup>st</sup> quarter of 2023. This is a 2.17" increase compared to the 1<sup>st</sup> quarter of 2022 and a 2.27" increase compared to the 30-year average.

- During the 1<sup>st</sup> Quarter of 2023, RG Trucking hauled 17.288 dry tons of bio-solids to Cherokee Run Landfill. Due to wet weather conditions biosolids were not able to be land applied.
- Preparations are being made for the upcoming disinfection season. The WRF is required to disinfect effluent wastewater from May 1<sup>st</sup> to October 31<sup>st</sup> of each year.
- Plans for the 2<sup>nd</sup> quarter of 2023 include:
  - Pretreatment program sampling for local industries as required to be done each half of the year
  - Continue with various plant maintenance and process improvements.
  - Training and license examination for certified operators will take place for staff.
  - The septage receiving EQ basin project will be completed.
  - Roof replacement for the WRF lab building.

## **WATER DIVISION**

### **Flow information:**

January – 49.7816 Million Gallons

1.6059 Million Gallons Average Daily Flow

February – 46.8816 Million Gallons

1.6743 Million Gallons Average Daily Flow

March – 51.4111 Million gallons

1.6584 Million Gallons Average Daily Flow

(All water treatment plants and distribution system are EPA compliant)

### **Revenue & Expense**

#### **As of 03/31/2023**

Budget Amount \$2,791,092.54

Month to Date Expense \$231,760.62 (March)

Year to Date Expense \$963,787.92

Encumbered Balance \$202,906.25

Unencumbered Balance \$1,624,398.37

### **Water Division Personal Completed the following for January-March:**

- 6 hydrants repaired/replaced
- 1197 OUPS tickets were called in and located
- 5 water Main Breaks
- 5 Service Line Repaired or Replaced
- Painted 29 WTP High Service Pumps and Lines
- Rebuilt East lawn Water tower SCADA water pressure lines
- Assisted with flow testing for new housing project behind Walmart
- Implemented new backflow notification program
- Started the EPA UCMR 5 testing program
- Continued investigation on large meters that are not reading correctly
- Took the service truck for a recall at Columbus where we purchased it
- Continued to do GPS/GIS location work

### **Projects that we are working on:**

- Valve Exercising
- GPS/GIS new forms and additional functions added
- Locating all water Valves and Customer service valves (GPS/GIS Program)
- Asset Management program updated into GIS/GPS software
- Meter Installation Program (on going from last year)
- Assisting other departments
- Complete office remodeling, new bathroom phase
- Cemetery water lines and meter rebuild

- Start in house restoration from water main breaks and service line replacements

**Upcoming Projects:**

- Booster Station project will start this summer
- Lead line inventory
- Start in house leak detection
- hydrant flushing
- complete OTP GAC feasibility study
- Conduct a water audit on large water customers
- Distribution system broken valves replaced
- City owned backflow devices tested

Note: These are only highlights and do not reflect day to day accomplishments. There are many other projects and programs that have been completed and others that are in the process of completion.

**FACILITIES**

Staff continues to perform routine maintenance throughout the city’s multiple locations.

- Staff responded to 125 various work orders; Increase of 150%.
- We began utilizing our workorder software in December 2022, but effective the 1<sup>st</sup> of the year started utilizing it in most of public works. This has proven to be a vital asset to our daily operations.
- We are waiting on contractor to start work on the replacement roof at the Municipal building, Spring 2023.
- Decorative lights: We had several motor vehicle crashes damage light poles. Currently we have 7 poles that need replaced. Several of these are from 2 years ago. Unfortunately, due to supply chain issues we don’t know when these will be delivered. We are currently finding other avenues to get these replaced. We are also waiting on parts to fix 4 other lights but again due to supply chain issues we don’t know when these will be delivered.

**SEWER MAINTENANCE**

- Recorded 28 calls/ backups and 8 sanitary digs; increase of 25% over 1<sup>st</sup> quarter 2022. This has been an increase trend over the last couple of years.
- 1197 OUPS tickets. (811 call before you dig); Increase of 10% over last year 1<sup>st</sup> quarter.
- Staff continues to perform sewer lateral camera inspections free of charge to city residents.
- Continue to monitor and clean every three weeks 22 “trouble spot” areas in town.
- Recorded 8 camera inspections for residents. decrease of 10%
- Cleaned over 8250 feet of Sanitary and Storm Sewer mains; decrease of 25%
- Inspected over 5625 feet of Sanitary and Storm Sewer mains; increase of 5%
- Performed over 19 hydro excavations; 10% decrease
- Maintain the collection system and pump stations.
- Maintain the blower system at the closed landfill. Staff checks the blowers daily and performs maintenance as necessary; contractor monitors gas readings quarterly.
- Completed the 1<sup>st</sup> quarter grease trap inspections in Mid-February.
- Assisted the Street Division with snow removal in January.
- Worked along with a contactor to get our SCADA system for Vancrest pump station finalized in early January.
- Continue pumping water and haul from the Water plant to the WWTP every 3 weeks.
- Hired a replacement staff member to fill a vacancy in late November. He has been training with staff and completed his CDL training.

**GOVDEALS**

Six (6) “lots” listed; sold for an approximate total of: \$27,930mark.

**STREET DIVISION**

**Street Sweeper Operations**

- An estimated 32 tons of sweeper debris was collected and ready to haul to Cherokee Run Landfill for disposal.
  - 42 hours total broom time.

### **O.U.P.S. Utility Locates**

- 1/1/2023 thru 3/31/23 responded to 1,197 tickets for locating of underground utilities.
  - This is an average of 399 tickets per month.

### **Street Light Outages**

- Reported and logged a total of 18 street light outages and/or issues to Miami Valley Lighting for repair.

### **City Pond Bank Repair Project**

- Based from aerial photography it was determined the bank closest to the park drive had eroded away 11' closer to the drive over the past 10 years.
  - Clay was brought in from Pointe North to replace eroded material
  - This clay built the eroded area back to as it was 10 years ago
  - Saved crushed recycled concrete from the 2022 South and North Main project was placed on the newly built bank which will help prevent erosion in this area

### **Tree Trimming**

- Tree trimming was delayed due to necessary repairs for the City's bucket truck.
  - It is our hope to have this truck repaired and back to us within the next couple of months

### **A New Sign Rack**

- Designed and constructed by Street personnel.
  - Saves space in the building, allows for easier storage and locating of signage as well as helps with inventory counts

### **Special Events**

- The Street Division recorded a total of three special event requests.
  - None of these events required involvement from the Division
  - Revamped the special event request process; any requests for city supplied cones or signage requires an additional form noting requested items and quantities

### **Winter (2022-23) Plowing and Salting Report**

- Fortunately, we experienced a much milder winter than in the past few years.
- 134.5 regular man hours.
- 165 overtime manhours.
- 158 tons of salt was used.
- Comparison of snowfall 1<sup>st</sup> quarter totals by year.
  - 2023 total snowfall. 6.0"
  - 2022 total snowfall 19.6"
  - 2021 total snowfall 11.5"

### **Cold Patching**

- 22 total tons of cold patch was used to patch holes throughout Urbana.

### **Reach Arm Mower**

- The reach arm mower has not yet been able to work on any projects because of the warm winter and rain, the ground never froze delaying the start of our winter projects.

### **New 84'X62' Salt Barn.**

- Site work began this quarter to prepare the site and construct a building pad for the new salt barn.

### **Sewer, Water and Storm Water Divisions**

- The Street Division logged a total of 260-man hours, 14.5 overtime hours and 271.5 equipment hours assisting various PW Divisions with service digs and other projects.

### **Looking Ahead to the 2nd Quarter 2023**

- \*PRIORITY Safety concerns/Liability - Inspect all hanging signs and traffic lights for wear.\*
- Begin deep base repairs of over 4,000 square feet on Miami Street.
- Site work and pad for new salt barn to begin at Taft Avenue facility.
- Place D.O.R.A. stickers at 35 locations on sidewalks downtown.
- Repair eroded sections of Dugan's Ditch and dip sandbars out of centerline.
- Repair and asphalt all service digs throughout town.

## **ENGINEERING**

### **• New projects in 2023**

- Champaign County CDBG PY2021 Urbana Curb Ramp Improvements – This project obtained CDBG allocation grant funding in the amount of \$118,400 to benefit the first and second City wards by installing ADA compliant curb ramps where none currently exist. This totals 73 curb ramps. Engineering designed and then bid this project with an opening date in late-January of this year. D.L. Smith Concrete LLC was the lowest and best bidder at \$175,198 and has almost completed the work.
- 2023 Unit Price Concrete Work – this contract was bid with only one bidder responding: J & J Schlaegel Inc. The City of Urbana denied their bid due to poor performance in 2022 and much higher prices. Instead, the City Departments will contract individually for dig-related concrete work or other items historically covered. The contract was due to be lessened substantially this year anyway, with asphalt street patching now being performed in-house.
- Miami Street and Bloomfield Avenue Curb & Gutter Improvements – This project is set to begin in late-April 2023 at an at-bid cost of \$725,203 by SiteWorx Unlimited LLC. The in-house designed project replaces wholesale curbs and gutters along Miami Street between Edgewood Avenue and Walnut Street as well as those along Bloomfield Avenue between North Main Street and the railroad tracks, save a dozen or so properties with fully intact and exposed curb and gutter. It also includes service walks and/or drive approaches as applicable. In straying from years past, piecemeal work on sections of marked sidewalks or curbs will be done by this contract too if owners do not first replace the concrete themselves. Work on E. Broadway Street, Freeman Avenue, Storms Avenue and E. Light Street in addition to work on Miami and Bloomfield falls under this category. The owners will then be billed by the City for their portion of the project costs in August and given an opportunity to pay. The remaining amounts get assessed to the individual property taxes over 5 years, without fee or interest imposed by the City. Additionally, within the cost cited above, is a \$41,000 grant from ODOT Jobs and Commerce to widen the southeast corner of the Miami and Edgewood intersection.
- 2023 Asphalt Program – The asphalt program will receive bids in mid-April, having an engineer’s estimate of \$625,810. Street paving work will take place in late summer or early fall. Streets to be milled/filled are Bloomfield Avenue, E. Light Street, Storms Avenue, Talbot Avenue, Rolling Stock Avenue, Downs Avenue and Evans Avenue. There are also two streets with full depth reclamation planned prior to paving: E. Twain Avenue and Logan Street. Additionally, ODOT is currently bidding Miami Street (US 36) paving, which spans from Edgewood to Walnut like the aforementioned curb and gutter project.
- 2023 Crack Seal Program – Pavement maintenance via crack sealing will be performed this year on the following streets: SR 54 (S. Jefferson and Patrick), Monument Square (including one block each direction), Miller Drive, Bon Air Drive, Rue St. Clair, Rue Royale, Rue St. Charles, Lynn Street, Todd Street, Anderson Drive, S. Kenton Street, N. Jefferson Avenue, Laurel Oak Street, Fyffe Street, N. Walnut Street, Railroad Street, E. Ward Street, N. Kenton Street and N. Locust Street. This work has an engineer’s estimate of \$44,000 and opens bids in mid-April.
- South High Street Improvements – This project improves the existing street from SR 55 to Miami Street via roadway, drainage, pedestrian and bicycle additions or alterations. Traffic calming and a cross-section of water and sanitary replacement are also proposed. The City’s engineering consultant LJB, Inc. finished design of the South High Street Improvements in March, 2023. The City subsequently went out to bid in April with an early May bid opening scheduled. This project has been awarded approximately \$3.1 million through federal grants and another \$600,000 through OPWC. The City will also use ARPA grant funding in the amount of \$1.2 million for at least the stormwater portion of this project. There is also approximately \$1.3 million in OPWC loan funding at 0% interest. Construction is currently set to begin as early as July 2023 with an October 2024 completion. The engineer’s estimate is \$6.719 million.

- **Major Designs in Progress**

- Ohio Bridge Partnership Program funding was obtained in 2021 for the W. Court Street Bridge Replacement project. The project will replace a 100-year-old plus structure with new 96" piping. The engineer's estimate for this 2025 construction project is \$436,721. The grant is for \$379,500. Compass Infrastructure Group has completed Stage 1 (of 3) design with Stage 2 design due by November. The environmental review was kicked off recently, with ODOT District 7 handling that for us.
- The City obtained a grant in 2022 for engineering design services on two bike trail crossings in Urbana; this grant totaled \$44,900. In 2023 we added another \$50,000 to that grant total for right-of-way services and acquisition. The affected crossings are the Simon Kenton Trail's intersection with Miami Street and with N. Main Street. The objective at Miami will be to add RRFBs at the crosswalks like we have downtown 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 end of this project, totaling \$542,000. The City has LJB performing the design work and right-of-way plans; they submitted Stage 1 plans in November of 2022 and have Stage 2 plans due in June of 2023.

- **Projects to be Designed**

- 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.
- Engineering is proposing to work with Urbana Township to jointly apply for a CDBG allocation grant for paving North Edgewood Avenue. Grant applications are due at the end of April.

- **Miscellaneous**

- Private developments, such as Orbis, Phoenix Ag, ColePak, Dugan Place, Aldi, Sutphen, Dollar General (N. Main and Dellinger) and Seth's Produce and Garden Center, garnered attention during the first quarter.
- 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 was already completed and is currently being bid within the Miami Street (US 36) resurfacing project, which will be undertaken later this year. The second was also completed, with budgetary design and rehab numbers for the bridge established. Burgess and Niple has been authorized to proceed with pulling together biddable plans for Gwynne Street bridge maintenance. The third was recently authorized to begin a feasibility study.
- Clay Miller, engineer technician, continued managing sidewalk, curb and gutter projects. He also began GIS inventory work for sewer manholes. Clay is and will be the primary inspector for the CDBG Urbana Curb Ramp Improvements project as well as the Miami Street and Bloomfield Avenue Curb and Gutter Improvements.
- For the water line extension project on Dellinger, East Lawn and Childrens Home, Urbana may explore resurfacing a portion of Childrens Home Road once the booster station portion of the project is complete next year due to the toll construction took on the road. The line installation contractor is set to return this spring to re-dress topsoil and seed issues that have arisen.
- Engineering completed about 1/3 of an annual stormwater report due to the Ohio EPA in late March, working in conjunction with the Sewer Department who is responsible for the rest.



## **COMMUNITY DEVELOPMENT**

On January 25, 2023, the Ohio Department of Commerce, Division of Liquor Control, approved the Downtown Urbana Designated Outdoor Refreshment Area (DORA). This approval followed the passage of Ordinance No. 4584-22 by Urbana City Council on December 6, 2022 to approve the DORA plan application and to establish the Downtown Urbana DORA. Throughout the first quarter of 2023, the local DORA committee held multiple meetings to continue with implementation and public rollout of the DORA. Due to warmer weather being required to install the DORA pavement markings that delineate the DORA boundaries, the official start-up of the DORA is not anticipated until late April or early May 2023. In total, up to twelve (ten existing and two pending) establishments will be participating in the DORA once fully operational.

- Completed right of way acquisition activities for the South High Street Improvements (ODOT PID #112019) and received right of way certification from the Ohio Department of Transportation for the project. In addition, federal authorization was approved to place the project out to bid, and the project was released for bid on April 4, 2023. The engineer's estimate for the project is \$6,719,021.49 with contractor bids due on May 1, 2023. If bids are favorable, construction will commence on or after July 1, 2023 with project completion by October 31, 2024. Federal grant funding for this project was originally obtained through ODOT back in 2019. In addition to ODOT grants, this project is anticipated to be funded with an OPWC grant, OPWC 0% interest loan, and ARPA funds.
- Continued to advance the proposed residential development behind Walmart to be known as Dugan Place. 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. During the first quarter of 2023, multiple meetings were held with the proposed homebuilder and their engineer as they continued project related due diligence. In addition, in February 2023, a preliminary step toward the establishment of a TIF for Dugan Place was taken with the passage of Ordinance No. 4588-23 by Urbana City Council. Additional TIF establishment legislation is anticipated to follow. In the second quarter of 2023, the engineer for the homebuilder is anticipated to submit for engineering and platting approval with this approval process anticipated to take approximately six months. If the proposed development continues to progress, site development work may start in late 2023 or early 2024 with the first homes being constructed in the fall of 2024 and being occupied in early 2025.
- Completed the state required tax incentive review process for all active CRA and Enterprise Zone Agreements within the City of Urbana. The Tax Incentive Review Council met on Wednesday, March 8, 2023 and CRA Housing Council met on March 22, 2023. Furthermore, all required state reporting was filed with the State of Ohio by the required deadline of March 31, 2023.
- Facilitated formal bid processes for the Champaign County CDBG PY2021-Urbana Curb Ramp Improvements, Miami Street & Bloomfield Avenue Curb and Gutter Improvements, 2023 Asphalt Program, and 2023 Crack Sealing Program.

## **POLICE DIVISION**

### **January Highlights**

- 1/17/2023 – Friday afternoon, January 20, 2023 was the graduation of the 147<sup>th</sup> Basic Police Officer School, held at the Ohio State Highway Patrol Academy, in Columbus. Forty-two new law enforcement officers from around the state made up this class, including new Urbana Police Officer, Damion Williams. Williams was hired in August of 2022 and had been attending the 21-week Academy since August 29<sup>th</sup>. We are very proud of Damion and his accomplishment in attaining state certification and joining our agency.

### **February Highlights**

- 2/13/2023 – After completing 40-hours of training in Crisis/Hostage Negotiations, Officers Seth Lingrell and Keith Hurst were given special assignments to handle tactical hostage/barricade negotiations for the Division. They are joining our previous negotiators, Sergeants Shawn Schmidt and Todd Pratt whom are now tasked with overseeing these operations.

### **March Highlights**

- In March, we completed our facility refurbishing projects after our kitchen renovation was completed. Altogether from the last quarter of 2022 until now we've replaced the carpeting throughout the division including hallways and offices, repainted these areas, replaced our vinyl flooring in our back vestibule and kitchen area and refurbished our kitchen cabinets and sink. This is the first update to the facility since 2008.
- In March we took delivery on two new 2023 Police Interceptor SUV vehicles, our first new vehicle purchases since 2021.
- 3/16/2023 – We took delivery on our new Digital/Radar trailer. We now have two different radar trailers to deploy within the city. Each is capable of collecting traffic study information for the Zoning/Engineer Departments to have and they have message boards that can be used to get messaging out to the public. The main function for these trailers is to monitor and slow speed violations wherever they are deployed.
- 3/16/2023 – The Division hosted the 2022-23 Leadership Champaign County group providing them with a presentation, tour and practical exercises to help them learn more about the daily workings of the agency.
- 3/24/2022 – The Division conducted training and range qualifications on the deployment of Distraction Devices (i.e. flashbangs) that we use during tactical operations and on the use of Less-lethal Bean bag shotguns (SIMS) which are carried in each patrol unit.
- Throughout the month of March, Sergeant Logan Dunn has been providing *ALICE* (best practices for use during an active killing event) training to the current and incoming employees (187 total) of the Sutphen Fire Manufacturing Company (3 plants) who'll eventually be working at the new Urbana Sutphen Plant located on South Edgewood Avenue, once its construction is completed. *ALICE* stands for Alert, Lockdown, Inform, Counter, Evade. We have two certified **ALICE** Instructors on the Division.

### **LAW OFFICE**

#### **Law Director**

##### **City Council Meetings/Work Sessions**

In the 1<sup>st</sup> Quarter, the Law Director attended regular City Council Meetings to provide guidance on procedure and to answer any legal questions that may arise. He also availed himself to all members of Administration and Council for legal advice and representation as pertains to any matter involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and as to any matters which arise during those meetings.

##### **Ordinances and Resolutions**

In the 1<sup>st</sup> Quarter, the Law Director has reviewed and approved several pieces of Legislation for presentation to Council, and has advised Council as to the appropriate procedure for enacting same. **For clarity, the Law Director does not propose legislation on behalf of City Council members or City staff.** Rather, he assists Council members and/or City staff in presenting their desired legislation in proper format and assures that the proposed legislation does not conflict with any Local, State, or Federal laws. The Law Director is neither a proponent nor an opponent of any legislation presented.

##### **Code Enforcement**

Planning and Zoning, Administration, and the Law Director work hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, are being adequately enforced. The focus in the 1<sup>st</sup> Quarter has been on self-help legislation and zoning enforcement.

##### **Contract/Legal Document Review/Modification**

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

### **Boards and Commissions**

In 2023, the Law Director undertook the task of reviewing and advising the several Boards and Commissions here at the City. Much emphasis was placed on the Building and Zoning Appeals Board, as the first Board to be addressed. It is anticipated that the remaining Boards and Commissions will be evaluated and addressed this year.

### **Records Retention Schedules**

Work continues on the revamping of the Records Retention Schedules for the many Departments and Divisions of the City of Urbana. Final edits have been made to the Schedules and they have been presented to the several Department/Division Heads for final commentary and review.

### **Municipal Court Prosecutor**

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

### **Cases Prosecuted**

In the 1<sup>st</sup> Quarter of 2023, the Prosecutor's office processed over 900 cases. This includes all matters, whether resolved by admission, plea, at pretrial, at a trial to the Bench, or by Jury Trial.

### **Case Reviews**

In addition to prosecuting cases, the Municipal Court Prosecutor answered inquires of law enforcement and reviewed numerous "Prosecution Packets", submitted to him for consideration of charges by the Champaign County Sheriff Office, the Urbana Police Division, the Saint Paris Police Department, the Mechanicsburg Police Department, and the North Lewisburg Police Department. These packets contain fact patterns and evidence gathered by law enforcement, to determine whether it would or would not be appropriate to file any charges in a particular case. Generally, the Prosecutor is approached to review cases which require analysis of complex legal application of the law to the facts. They may also involve other issues, such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges.

### **On-scene/After-hours Contact by Law Enforcement**

The several law enforcement agencies in the County have been provided the Prosecutor's cellular telephone number, and many of them reached out to the Prosecutor's afterhours and on the weekends, to have questions answered while on-scene. This may sound like an inconvenience to the Prosecutor but, in fact, it is the opposite. He appreciates and encourages the willingness of law enforcement to seek his counsel as to issues presented while in the midst of investigations. The Prosecutor does not require his Assistant Prosecutor to field such calls afterhours, however, on occasion he does so.

### **Victim Advocacy**

Through the Municipal Court Prosecutor's Victim's Advocate program, numerous victims of crime were provided guidance and services in the 1<sup>st</sup> quarter of 2023. The vast majority of these were victims of crimes of violence, such as assault and domestic violence. The victims who appeared for Court met with the Victim Advocate and the Prosecutor, and were accompanied to Court by staff. Services were offered to any victim in need of assistance, such as shelter or protection.

**FINANCE**

2023 Expected Revenue & YTD Revenue by Fund

Fund Number	Fund Name	2023 Expected Revenue	YTD 03/31/23 Revenue	Expected Revenue %
100	General	\$7,563,375	\$2,167,415	29%
200	Airport	\$380,800	\$68,418	18%
205	Street	\$938,000	\$171,265	18%
215	Cemetery	\$187,500	\$28,352	15%
275	P & F Tax Levy	\$1,511,625	\$382,708	25%
401	Capital Improvement	\$1,446,125	\$327,088	23%
402	P & F Tax - Cap Imp	\$503,875	\$128,804	26%
605	Water	\$2,610,000	\$599,844	23%
610	Sewer	\$3,687,400	\$875,346	24%
620	Stormwater - Oper	\$92,000	\$23,588	26%
625	Stormwater - Cap Imp	\$216,000	\$55,051	25%
	TOTAL	\$19,136,700	\$4,827,877	25%

2023 Department Operating Budgets & YTD Expenses

Department	2023 Budget	YTD 03/31/23 Expenses	Budget %
CITY COUNCIL	\$93,360.00	\$24,423.86	26%
ENGINEERING	\$294,690.00	\$89,300.64	30%
FIRE	\$3,077,740.00	\$791,460.08	26%
MULCH/COMPOST	\$24,350.00	\$1,163.78	5%
MUNICIPAL COURT	\$749,250.00	\$224,106.27	30%
POLICE	\$2,760,210.00	\$673,024.33	24%
POOL	\$82,200.00	\$6,269.59	8%
MAYOR/ADMIN	\$270,190.00	\$72,542.03	27%
COMMUNITY DEV	\$142,000.00	\$80,260.48	57%
REC-ADMIN	\$213,650.00	\$48,004.87	22%
PUBLIC WKS	\$170,100.00	\$67,018.96	39%
MISC-NON-DEPT	\$548,300.00	\$236,015.89	43%
FINANCE-ACCTG	\$331,925.00	\$90,332.81	27%
FINANCE-INC TAX	\$167,500.00	\$43,458.01	26%
FINANCE-UTIL BILL	\$194,230.00	\$52,548.49	27%
LAW DEPT	\$291,550.00	\$78,096.14	27%
ZONING COMPLIANCE	\$172,600.00	\$44,362.28	26%
AIRPORT	\$404,260.00	\$61,926.92	15%
CEMETERY	\$181,510.00	\$46,694.62	26%
STREET	\$861,930.00	\$237,200.61	28%
POLICE & FIRE LEVY	\$135,000.00	\$2,267.84	2%
SEWER WRF	\$4,025,830.00	\$1,381,499.93	34%
STORMWATER-OP	\$81,000.00	\$3,232.37	4%
STORMWATER-CAP IMP	\$638,000.00	\$0.00	0%
WATER	\$2,734,680.00	\$552,309.13	20%
TOTAL	\$18,646,055.00	\$4,907,519.93	26%