



THE CITY OF URBANA, OHIO

2014 IN REVIEW

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Mayor Bean/Administration Welcome	3
Urbana City Council	4
Airport/Grimes Field.....	5
Cemetery	6
Community Development	7
Economic Development	9
Engineering	11
Facility Management.....	13
Finance	15
Fire & EMS	18
Law Director	21
Park & Recreation	23
Police	25
PUBLIC WORKS	
Water	28
Sewer & WWTP	29
Street	31
Technology	32



205 S. Main Street • Urbana, Ohio 43078 • <http://www.urbanaohio.com> • 937-652-4300

Dear Citizens of Urbana,

2014, like most years, was a dynamic period for the City of Urbana. Every division within the City's organization spent countless hours looking within their respective groups identifying opportunities whereby they could continue providing the services citizens deserve while controlling their costs with minimal impact to the budget. Improvements in City processes; the ground-breaking for pivotal projects; and the renewed synergy of legislative, administrative and community efforts were realized.

It is through this combined sense of community that our various departments find reward in a "job well done" – that you as citizens find satisfaction in supporting the place in which you live, work, and play. A shared "Thank You" goes out this year to our city employees and citizens for their hard work and dedication; for their patience and "team-work"; for their commitment to each other; and their vision for making the City of Urbana thrive!

There is a paradigm shift underway across the United States. Urbana, like the majority of municipalities in the state, cannot continue to operate like we have in the past, but rather must look for opportunities to maintain service levels within the confines of a relatively flat budget. Integral in the efforts to maintain a sound level of service is a continued focus on challenging the norm and re-evaluating "what we do" and "why we do it." Peter F. Drucker, a world renowned authority on organization management, once said, "If you want something new, you have to stop doing something old." "That's the way we've always done it", can no longer be the basis for our actions, but should be the catalyst for challenging the way in which we conduct our day-to-day activities.

As you read through the annual summary, we are confident you will agree that every employee is committed to providing the best service possible to the citizens of the community. In 2015, the key to the City's effort to deliver on this commitment has each division focused on four key goals.

- Identify and develop opportunities for sustainable community expansion and development.
- Organizational alignment: Is our organization structured properly and trained adequately to deliver the best service possible?
- Embrace Technology: Identify and develop opportunities for sustainable improvements to the City's operating systems and front line communications.
- Asset Preservation: Identify areas in need of repair and take actions to address deficiencies and plan for ongoing maintenance or timely replacement.

If you have any thoughts or ideas on how to make our community even stronger, please feel free to call or meet with us. We are here for you!

Sincerely,

R. William Bean
Mayor

Kerry Brugger
Director of Administration

Urbana City Council

Urbana City Council meets on the 1st and 3rd Tuesday of every month at 7:00 p.m. in the courtroom of the city building. The administration may call 'special meetings' or 'work sessions' as needed and are usually held on the 4th Tuesday of the month. All meetings are open to the public and the public is encouraged to attend the meetings to address concerns to the council members or the administration. Council meetings are taped for broadcast on the local access channel. A live broadcast of the first meeting of the month will continue through the new year.

The current city council members include: 1st Ward, the southwest part of town, Eugene Fields, (937-653-8063); 2nd Ward, the southeast part of town, Al Evans (937-869-4453); 3rd Ward, the northeast part of town, Dwight Paul (937-207-8736); 4th Ward, the northwest part of town, Virginia Smith (937-653-8106); at-large, representing the entire town, Doug Hoffman (937-508-8739), Tony Pena (937-215-7920) and Pat Thackery (937-408-3459). The president of Urbana City Council is Marty Hess (937- 652-1525). Council and president terms are four years. All terms are staggered. The president of council presides over all meetings and has no vote unless to break a tie vote of council. The president of council becomes 'acting mayor' in the mayor's absence or if the mayor is unable to perform the duties of mayor. City council members hire a council clerk and the clerk records all regular meetings, keeps all records in the council office and files all council legislation. All this information is stated in the Urbana City Charter, which is available both online and hard copy in the council office.

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

All residents of the city are encouraged to attend the council meetings to learn firsthand how your government works, state concerns and personally meet your elected officials.

Sincerely,



Marty Hess
President, Urbana City Council

Airport **Grimes Field**

Grimes Field Airport is owned by the city of Urbana and is self-supporting. To help fund the many activities and special events and the regular recreational and business flights, the airport offers services that include fuel sales (both Av Gas and Jet) aircraft repair, flight instruction, and hangar rentals. There is also a full service restaurant in the terminal building.

Major Events/Projects:

- Roof repairs were completed for the Grimes hangar.
- Fuel sales remain steady with over 41,000 gallons sold
- June: The Pilots Club held their annual pancake breakfast. Over the years this fundraiser has helped the Pilots Club give back to the community over \$66,000 toward scholarships and basic repairs at the airport.
- July: The Rotary Club sponsored their annual chicken barbeque and provided fireworks for the community – live entertainment was provided by the Champaign County Arts Council.
- August: The Mid-Eastern Regional Fly In: MERFI held another successful event providing entertainment and a variety of aircraft, during this two day annual gathering.

The Champaign Aviation Museum:

- The museum hosted a variety of events in 2014, providing the area with another venue for gatherings (listed below are two examples of many groups utilizing this unique option for a meeting facility)
 - Community Gala
 - Annual 401st Bombardment Group Reunion

Sharing our Vision for 2015 and Beyond:

- Plans continue as we move forward to host future (flight) reunions with various interest groups (i.e. Vietnam, WWII, etc.)
- Continue with aesthetic, operative, and safety projects through regional, State and government funding opportunities.

Cemetery

Oakdale Cemetery, formerly known as Greenwood Cemetery, was dedicated on July 19, 1856. Through the efforts of numerous community members and city officials, Oakdale Cemetery celebrates its 159th year!

“Lend your assistance in preserving the neatness and careful keeping of the grounds, remembering that whatever is beneficial to the appearance of the Cemetery in general, is of interest to you as a lot owner.”

(Excerpt from 1907 Oak Dale Cemetery Handbook; page 36)

2013 Activity Summary: (numbers rounded)

215: Cemetery Operating Fund

Purpose: Cemetery operations

Revenue	\$154,418.58
Expense	<u>\$155,456.87</u>
Increase/Decrease(-)	-\$1,038.29
Ending Fund Balance	\$8,712.28

805: Cemetery Trust Fund

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

Revenue	\$266.56
Expense	<u>\$3,770.33</u>
Increase/Decrease(-)	-\$3503.77
Ending Fund Balance	\$18,275.38

835: Cemetery Mausoleum Trust

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

Revenue	\$41,625.90
Expense	<u>\$47,400.00</u>
Increase/Decrease(-)	-\$5774.10
Ending Fund Balance	\$4,076.49

850: Cemetery Trust Principle

Purpose: Funds donated for perpetual care

Revenue	\$0
Expense	<u>\$0</u>
Increase/Decrease(-)	\$0
Ending Fund Balance	\$88,382

- Continue to identify needed improvements, including facilities, grounds & equipment
- Continue to monitor changes in the industry and shifts in demographics to adapt our operation

Sharing Our Vision for 2015 and Beyond

- Continue toward finalizing the upgrades to the cemetery house and relocating the Funeral Coordinator's office to the 1st floor.
- Continue technology updates regarding burial information and cemetery mapping.
- Continue to pursue the preservation of historic plot information through available grant opportunities.

Community Development

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

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

Division Restructuring

In 2014, the Community Development Division was restructured to accommodate staffing changes. Doug Crabill was promoted to Community Development Manager where he oversees both the Zoning Division and the Code Enforcement Division. Pam Babjack joined us as the City's new Zoning Officer and Dan Shover was hired as our Code Enforcement Officer. The work of staff in the Community Development Division is supplemented by the Downtown Design Review Board, Planning Commission, Board of Zoning Appeals, and Board of Nuisance Appeals.

Zoning Division Activity Summary:

- 159 Permits were issued in 2014
 - Zoning Permits = 43
 - Right-of-Way Permits = 26
 - Fence Permits = 25
 - Temporary Sign Permits = 12
 - Sign Permits = 50
 - Floodplain Permits = 2
 - Pool Permit = 1
 - Total associated fees collected \$5,096.28

Downtown Design Review Board:

- Downtown Design Review Board reviewed a total of twenty-three (23) applications.
- Multiple signs were reviewed for businesses opening or relocating within the downtown.
- The former Robert's on Miami at 116 Miami Street was remodeled and reopened as the Coppertop.
- The DAV and VFW completed their renovation project of the old Urbana Daily Citizen building (220 East Court Street) for offices, a reception hall open to the public, and a club for veteran organizations.
- The old county jail at the north end of the Champaign County Courthouse at 200 North Main Street was demolished to make way for the construction of a new sally port.
- John Doss continued renovation of the old Catfish building (15 Monument Square). The new interior retail space was completed and occupied. Space remains in the rear of the building for a possible new restaurant space. In addition, renovations to the front facade were started and several windows in the other portions of the building were replaced.

Planning Commission:

- Planning Commission reviewed a total of twenty-four (24) applications.
- Multiple signs were reviewed for businesses opening, remodeling, or relocating within the city.
- Earhart Petroleum completed a new storage building at their complex at 756 James Avenue.
- Johnson Welded Products completed a factory addition at 625 South Edgewood Avenue.
- Wal-Mart underwent exterior remodeling, including repainting and new signage.
- The old Swifty gas station at 1273 South US Highway 68 was reconstructed and reopened as a Valero gas station, including a new drive-thru and convenience store.

- The existing Pizza Hut at 726 Scioto Street was demolished and a replacement building for Pizza Hut was constructed on site.
- American Pan completed a factory addition at 417 East Water Street.
- Thermwell Products/Frost King completed a warehouse truck dock at 1000 S. Edgewood Avenue.

Board of Zoning Appeals:

- Board of Zoning Appeals reviewed a total of nineteen (19) applications.

Board of Nuisance Appeals:

- Board of Nuisance Appeals reviewed a total of two (2) appeals.

Nuisance & Code Enforcement Highlights:

- One thousand ninety-eight (1,098) inspections were performed.
- Three hundred twenty-two (322) violations were abated (closed/resolved).
- The majority of nuisance complaints (reported by the public or by proactive enforcement) are in three categories: tall grass (108), trash (76), and motor vehicle (55).
- Proactive enforcement of temporary signage violations started in earnest in October. Most violations were abated by improved communication with business owners about this regulation.
- Thirteen (13) home demolitions were completed citywide. These demolitions were fully funded by the Moving Ohio Forward grant received by Champaign County.

Community Development Highlights:

- On April 21, 2014, the Ohio EPA issued the Covenant Not to Sue (CNS) for the Former Fox River Paper Mill. Late in 2014, the five year project to redevelop the paper mill for Weidmann Electrical Technology's use was completed with the transfer of the property from the city to Weidmann.
- Successful application was made to Champaign County for CDBG funding to resurface Taft Avenue and replace/construct curb ramps on Taft Avenue in the summer of 2015.
- Administrative support was provided for the following projects: Dellinger Road Improvements, US 36 East Sewer Extension, and the Gravel Pit Storm Project.

Looking Ahead for 2015

- Continue collaborative efforts to redevelop the former Q3 JMC sites on Miami Street and Beech Street.
- Assist the Urbana City School District with their school building project through plan review, permitting, and continued communication and dialogue.
- Begin land use planning efforts for the redevelopment of existing school sites used by the Urbana City School District.
- Begin land use planning efforts for future development near the new school site off of Community Drive behind the Champaign Family YMCA.
- Continue proactive enforcement of the zoning and nuisance ordinances. Strive to streamline permitting processes in order to be business friendly

Economic Development

Our community continues to experience growth in economic development. The unemployment rate continues to decrease in our county, as well as in the State of Ohio. During 2014 we saw significant growth, expansion and capital investments. There continues to be interest from others to relocate into our community as their business increases (agriculture, manufacturing, retail and services).

Tourism is another vital tool for our community; noting an increase of visitors and residents into our downtown areas to shop and dine. The City of Urbana and each of the surrounding villages continue to offer events and attractions to encourage visitors. Recent statistics from Ohio tourism indicated over \$11.5M was spent in Champaign County from visitors (2013 latest data). This substantial impact is attributed to the many volunteer boards as well as the local merchants that offer unique shopping and dining experiences.

2014 Key Accomplishments:

Unemployment rate (Champaign Co.) – Jan. 2014 (6.7%) as of Dec. 2014 (3.9%)

- Manufacturer's Council
 - Formed a manufacturers HR council
 - Completed a Champaign County Wage and Benefit survey
 - First ever manufacturers display at the Champaign County Fair, in partnership with Urbana High School students
 - First ever manufacturers display at UHS basketball game(s)
 - RT Bundy/Shaffer hosted Manufacturer's Day tour with Urbana High School and Ohio High Point students
 - Coordinated tours for federal, state and local dignitaries
 - Coordinated news articles regarding progress of local manufacturing – including Channel 7
- Manufacturer's Champaign County economic profile as of Oct. (annually)
 - 2013 – 2.75x national concentration
 - 2928 employed in manufacturing
 - \$66,000 average annual salary
 - \$221M Gross Regional Product
 - 2014 – 3.6x national concentration
 - 3487 employed in manufacturing
 - \$68,000 average annual salary
 - \$271M Gross Regional Product
- Retention/Growth/Expansion/Investment/Attraction
 - Submitted 16 responses to inquiries from Dayton Development Coalition, JobsOhio, brokers, out of state and local business regarding possible relocation, buildings, sites, expansion etc.
 - Manufacturing
 - Retail & Service industry
 - Warehousing
 - Entrepreneurial
 - Co-hosted with West Central Ohio Development Coalition a 2 day site selector tour of our regional counties highlighting manufacturing expansion locations
 - KTH: Construction continues on this expansion project with an estimated completion in late 2015
 - Investment of \$28.7M (building, equipment, trailer yard)
 - Additional payroll of \$471,000.00
 - Michael's Farms - Wittenberg Center Entrepreneurial Business Award 2014
 - Trutec – Capital investment of a new production line
 - ORBIS – Capital investment - expansion of building
 - RT Bundy – Capital investment - expansion of building and internal renovations

- Robert Rothschild’s Farm – Sanitary sewer line connection to Urbana to be completed by June 2015
- Honeywell – Capital investment of new equipment and internal operating system
- Colepak - Featured on Fox Business Network
- Retail expansions – several new stores have opened in the villages and the City of Urbana, new restaurants, change of ownership of Scioto St. Plaza and Country Hearth Inn
- Community Involvement
 - Working to finalize the creation of the Champaign Economic Partnership (CEP) – private/public agency for economic development in Champaign County
 - Serve on MSD board
 - Co-Chair GALA
 - Membership in Heritage Ohio as a Downtown Affiliate Program
 - Guest speaker for Economic Development day/Leadership Academy
 - Participate with local Food Growers
 - Attend various ribbon cuttings, 1st Fridays and B2B events
 - Serve on steering committee for LUC Rural Transportation Planning Organization
- TIRC- Tax Incentive Review Council
 - Completed annual review (county) – all in compliance with CRA agreement
 - Completed semi-annual monitoring of KTH new construction

Sharing Our Vision for 2015 and Beyond

- Marketing
 - Continue updating information on various state and local websites for available properties, land etc.
 - Continue work on consolidation and upgrade to economic development local website.
 - Highlight local resources such as abundant water supply, transportation/logistics of our area, available workforce, technology, quality of life and diversity of products and careers available.
 - Continue participation in West Central Ohio Development Coalition and DDC
- County Economic Development
 - Continue exploring various private/public partnerships - CEP
 - Develop “intake” form related to inquiries
 - Develop resource pamphlet for site selectors etc. regarding county
 - Create a reporting mechanism to show the community and accurate picture of the city’s Return on Investment (ROI)
- Manufacturers Council
 - Continue marketing for future workforce needs
 - Continue working with the 7 county regional system on alternative training opportunities
 - Public awareness of products, technology, expansions, investments etc. in our community

Engineering

Major Projects Completed

- Early in the spring, the Dellinger Road Improvements project was completed with the final lifts of asphalt being applied. The hill was lowered approximately 2.5 feet while a sanitary sewer line was installed from Julia Street east through the hill. J&J Schlaegel completed the project for \$365,469.
- The U.S. 36 East Sewer Extension project extended gravity and force main sewer from the edge of the new Walmart facility to Rothschild Berry Farm east of Urbana. A City-owned and operated pump station was set on an easement at Rothschild's west property line. Starting in February 2015, the City should begin receiving flow from their operations. The station was designed to easily accept other sewer flow when the need arises. Tom's Construction of St. Henry completed the project for about \$5,000 more than the \$346,044 bid price. Seeding work is the only item remaining for the spring.
- The Gravel Pit Storm Project was completed in July by LeVan's Excavating of West Liberty for about \$4,000 less than the bid price of \$57,708. This was a precursor storm water project to the future U.S. 36 East Improvements. About half of the storm water from the incorporated portion of U.S. 36 East will be directed to the City-owned, former gravel pit behind the YMCA. These efforts look to reduce flooding in the vicinity of Berwick Drive and the hospital.
- In conjunction with Urbana Township in June, the City took part in a cape seal project (chip seal overlaid by a microsurface) on East Lawn Avenue and Children's Home Road. Strawser Construction, Inc. was the prime contractor, completing the project at a cost of \$68,137. Through the County's striping program, the township and city combined to install centerline striping on both roads.
- CDBG FY2013 grant money was used this year to fund Railroad Street paving. Wagner Paving did the work in mid-June for an as-built price of \$40,913.80.
- 2014 Asphalt Paving of Streets, the City's local paving program, was completed by Wagner Paving for a final price of \$148,221.92. Paved roads included East and West Broadway, Wards Lane, East Powell, Thompson, Johnson, and Julia. The Miami Street public parking lot also received fresh paving and striping. Several patching areas around town were included as well.
- ODOT's 2014 Urban Resurfacing Program, with 20% participation from the City, completed the third leg of U.S. 68 through town. The portions completed were S. Main Street from the south corporation limit to State Route 55 and N. Main Street from Laurel Oak Street to the north corporation limit. A&B Asphalt completed the work under the supervision of ODOT.

Major Ongoing Projects

- The Phase 1 Water Replacement Project has continued into the winter. We are over 1/3 of the way done with the project now that E. Ward Street and its connectors are complete. Milcon, the selected contractor at a bid price of \$2,689,337, has also completed the installation of water main on E. Church Street and its connecting side streets. They will work on E. Church Street through the winter as long as the weather allows.
- EMH&T will be continuing a study of the greater Dugan Ditch floodplain through town in 2015. Right now, they're still in the data collection stage of the process (3 step process). This study will aim to shrink the existing floodplain since the installation of the many storm water improvements in recent years (i.e. larger box culverts, Russell Street bottleneck alleviation, ditch cleaning, etc.).

Miscellaneous Accomplishments

- With the addition of an intern, Sudheer (Sid) Penimicha, to the team this summer, Engineering has been able to complete two speed studies. One studied the section of SR 54 between E. Water Street

and E. Powell Avenue and recommends 35 mph through the curves and 45 mph the rest of the way out of town. Statutory speed limit in that section would have necessitated posting 50 mph throughout the whole section even though the City currently has it posted at 35 mph. The other speed study looked at Dellinger Road and suggested a speed limit of 40 mph on both sides. The township is working in conjunction with the city to post equal speed limits on their half.

- At varying points throughout the year, Engineering provided maps to the Economic Development, Zoning, Administration, Sewer, Street and Fire Departments as well as others in the community.
- Completed inspections for twenty-six (26) right-of-way permits issued.
- Periodically checked and logged City, Columbia Gas and homeowner right-of-way digs. Seven (7) letters were sent to homeowners requiring the replacement of missing sidewalk. Approximately one hundred eighty-six (186) non-project related concrete patches were tracked and completed by contractors.
- Approximately forty-three (43) zoning permits, including site plans, were reviewed by Engineering before being approved by Zoning.
- Yearly bridge inspections and reporting were completed late in the year.

Sharing Our Vision for 2015 and Beyond

- The Phase 1 Water Replacement – Wooddale/Amherst project has bid with the apparent low bidder, Kinnison Excavating, coming in at \$558,435. The City plans to officially award the project in January of 2015 with construction to follow. Undersized and deteriorating water mains on Wooddale Drive, Amherst Drive and Finch Street will be abandoned with new 8” mains being laid in exchange.
- The Muzzy Road Bridge Widening project will also construct during 2015. Bids for it were received in December, with the apparent low bidder being Tom’s Construction at \$109,813. Existing conditions are too tight for turning semi traffic so the bridge will be widened a total of 8 feet by adding box beams to either side of the existing abutments.
- W. Market Street Bridge Replacement construction and right-of-way plans have been completed. The small amount of right-of-way acquisition necessary to construct the project has also been completed. The total estimated construction cost is \$165,000. Bids will open in January 2015 with construction following soon after.
- LED lights should be purchased in early 2015 and installed by the street department in the Miami Street decorative fixtures. Costs savings is estimated at \$1,300 a year with a return on investment of five to six years. Expected useful life is over 10 years. Hopefully, a lighting rebate from DP&L will still be available for their installation.
- Safe Routes to School, Phase 2 Stage 2 plans will be due to ODOT by March 2, 2015. This 100% SRTS grant comes in at \$224,000 for right-of-way acquisition and construction. The environmental review has been completed and right-of-way plans are forthcoming by the City’s surveying consultant, DLZ. The project is composed of new sidewalk along Boyce Street and Madison Avenue and is proposed for 2016 construction.
- The U.S. 36 East Improvements Project has been postponed to 2017 construction due to unanticipated environmental clearance delays. The project is funded through ODOT’s Transportation Alternatives grant for the sidewalks, curbs and other enhancements and an Ohio Public Works Commission grant for the storm water portion. The Urban Resurfacing program through ODOT will immediately follow the rest of the project. Currently, the total estimated project cost is \$1,362,081 (excluding Urban Resurfacing). DLZ Ohio, Inc. is finalizing the right-of-way plans for the project. Construction plans, done in-house, will be due to ODOT by 1/30/15.

Facility Management

Construction/Procurement

- Completed the installation of windows and doors for the Fire Department Training Tower including painting and detailing.
- Finished the modifications and painting to the Fire Department's internal doors.
- Municipal Building window replacement is complete.
- Finalized the specifications for roof replacement at the Airport hangar structure.
- Installed wire molding in the court room to properly manage the new microphones.
- Cleaned and painted storage area for the Fire Department to relocate records from the boiler room.
- Helped in the removal of significant shelving from the probate document room.
- Installation of two Festival Power Box Services at the County Building was completed to allow vendors and entertainment the ability to access electric power during festivals. Existing City owned Gull Wing distribution boxes can be connected to these service boxes for future festival activities.
- Supported the coordination of construction specification, demolition and rebuild of the Water Plant Chlorine Building located on Old Troy Pike as identified in "Action Items" in the OEPA spring report.
- Specification and selection of a contractor and materials to restore the roof and external masonry wall structure of the Urban Motor Pool Building. The work to be complete by year end.
- Finalized the specifications for the roof of Grimes Field Hanger, in queue for Council approval. Work will extend the life of the roof with a ten year product warranty. Materials have been purchased, awaiting acceptable weather.
- Obtained budgeting estimates for blacktop sealing and line striping of public parking areas for FY15.
- Provided specifications and received budgetary estimates for the main-level public restroom and Fire Department restroom restoration project for a FY15 capital project.

Preventative Maintenance

- Reviewed HVAC equipment for the filter longevity and completed all recommended HVAC repairs identified.
- Coordinated with Honeywell the multi-year contract requirements for the first quarter of boiler heat and controls.
- Completed the repairs identified on the Preventative Maintenance of Overhead doors at the Municipal Building and Airport.
- Developing the hierarchy for approval on the Facility Dude PM system.
- Proved out the pneumatic controls for the old part of the Municipal Building and verified the circulating pumps.

- Contracted the repair of the heating system at the Depot.
- Completed the fall preventative maintenance work on HVAC equipment for the Municipal Building and Urbana Armory to assure efficient and dependable operation through the winter months.
- Replaced the washable filters for the Fire Department's open truck bay due to age and deterioration.
- Completed the State required semi-annual elevator inspection, supported annual backflow protector testing and annual life safety equipment inspection.
- Completion of routine maintenance for fire prevention equipment for municipal structures.
- Coordinated with Honeywell a review of the energy management equipment previously installed. Programming modifications were made to allow better environmental control of the most difficult spaces. Additional verification will be performed to validate sensors and control algorithms.
- Replaced faulty overhead lamps and ballasts as needed for the Court, FD and Finance.
- Contracted the sealing and line striping of blacktop parking at the Depot and Urbana City Pool.

Finance

Overview

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

Utility Billing

Utility Billing has an employee headcount of 1.5 FTE who are responsible for servicing approximately 4,600 utility customers each month. The office processes billings and provides customer service for water, sewer 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. The City is currently evaluating options to begin accepting credit cards and online payments.

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

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

Income Tax

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

The following summarizes annual average Income Tax Office activity:

- 4,500 active individual income tax accounts
- 1,000 active business tax accounts
- 1,300 active withholding accounts

The General Fund receives 1% of the income tax and the Police and Fire Income Tax Fund receives .4%. Income tax revenue generates approximately 50% of the total revenue in the general fund. The following is a breakdown of general fund tax revenues by source:

- 55% Withholding - Income Tax
- 39% Business - Income Tax
- 6% Individual - 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. Annually on average, 2,500 checks are issued for authorized disbursements. The capital expenditure budget is funded at a minimum of 25% of the annual income tax collections.

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 2014.

City of Urbana		
General Fund Budget by Expense Type	FY14 Budget	% of Budget
Salaries	\$3,457,587	54.8%
Pension	\$665,482	10.6%
Medical & Life Insurance & Medicare	\$707,673	11.2%
Worker's Compensation	\$167,683	2.7%
Travel & Training	\$37,701	0.6%
Utilities	\$202,652	3.2%
Professional Services	\$149,568	2.4%
Equipment & Building Maintenance	\$167,069	2.6%
Miscellaneous	\$80,750	1.3%
Insurance	\$77,000	1.2%
Printing, Advertising, Memberships, Postage	\$132,435	2.1%
Supplies	\$132,445	2.1%
Gas & Oil	\$78,377	1.2%
Subsidies	\$249,852	4.0%
Grand Total	\$6,306,273	

City of Urbana		
General Fund Budget by Department	FY14 Budget	% of Budget
City Council	\$82,171	1.3%
Code Enforcement	\$148,244	2.4%
Engineering	\$111,153	1.8%
Finance - All Departments	\$480,098	7.6%
Fire/Ambulance	\$1,822,518	28.9%
Law Department	\$136,131	2.2%
Mayor/Administration	\$341,558	5.4%
Misc. Non-Departmental	\$569,457	9.0%
Mulch/Compost	\$20,483	0.3%
Municipal Court	\$637,734	10.1%
Parks & Recreation - All Depts.	\$282,528	4.5%
Police	\$1,515,847	24.0%
Public Works & Property	\$158,351	2.5%
Grand Total	\$6,306,273	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2014.

City of Urbana - General Fund			
Tax Revenue Budget			
	2014	% of	
	Budget	Budget	Explanation
Local Taxes	\$485,000	7.5%	Real estate taxes
State-Shared Taxes	\$296,000	4.6%	Local govt. - county
Intergovernmental	\$178,000	2.7%	Local govt. - state, Cty. Court reimbursement
Recreation Collection	\$4,000	0.1%	Park & recreation revenue
Pool Collections	\$57,500	0.9%	Pool admissions, rentals, sales
Charges for Service	\$937,000	14.4%	Ambulance, cable tv, township contracts
Licenses & Permits	\$7,000	0.1%	Building permits
Court Collections	\$560,200	8.6%	Fines and fees associated with court
Miscellaneous	\$123,000	1.9%	Interest revenue, mulch revenue
Reimbursements	\$815,000	12.5%	Reimburse general fund use of resources
Income Tax	\$3,032,000	46.7%	Income tax revenue
Total Revenue	\$6,494,700		

Fire & EMS

Major Highlights

- 2014 has seen some major changes within the division. FF/EMT Chris Massie and FF/PM Brian Williams retired in January, Captain David Torsell with 37 years of service retired in May and FF/PM David Curnutte retired in July. Two of these vacant positions were filled with new hires, FF/PM Parker Robison and FF/PM Jonathan De Cola.
- Continued to negotiate fire and EMS contracts with the surrounding townships
 - Urbana Township – 2015 completes the final year of service in our current agreement
 - Salem Township negotiated a 1 year contract with same specifications as 2013
 - Concord Township has an active contract until 2015 for EMS only protection.
- The CPR program for the community continues– educating our citizens to the importance and teaching the correct administration of CPR, knowing that this knowledge will someday help to save a life!
- The Urbana Fire Division continues to administer car seats to families not able to afford them through grant money from the Champaign County Health Department.
- Both Urbana University and Urbana High School came to the Urbana Fire Division with Kettering Medical Center staff to train on sports injuries as well as preplanning logistics on how to handle these injuries at our local sports facilities.
- We continue to fine tune our digital improvements with the use of I-Pads in our apparatus. The I-Pads have become a very valuable asset to streamline our operations. We loaded a system called *Active 911* that gives us direct information from dispatch, improving our effectiveness. This information also includes hydrant locations, mapping and GPS on other vehicles. We now enter Emergency Medical Services Reports into the I-Pad which is linked to our billing company, improving billing efficiency.
- Work continues on the training facility just north of the airport. We received shipment of 5 intermodal (shipping) containers which have been placed in position; special cuts in the containers now make the space equivalent to a 1400 square foot building that simulates a residential building. These containers were purchased with a grant from a local organization.
- We partnered with a second EMS billing company to capitalize on billing as much as possible. This company seeks out methods to get the most out of EMS billing by alternative means. This does not affect the patient but is completed through working with insurance companies.
- We received \$183,000 to replace our aging Self Contained Breathing Apparatus (SCBA), through a FEMA Grant Program (AFG Grant). Our current SCBA meet the 1997 NFPA Standard; the new SCBA will meet the 2013 NFPA Standard.
- We worked hard to improve the fire station by painting the walls ourselves and we had an epoxy floor coating put down in the older bay floor.

Operational Summary

	2014	2013	2012	2011	2010	2009	2008
EMS Runs	1854	1795	1799	1708	1731	1590	1729
City	1467	1424	1474	1388	1385	1295	1385
Rural	361	359	304	307	325	278	299
Mutual Aid	26	12	21	13	21	17	45
Motor Vehicle Acc.	119	117	113	141	154	154	147
City	59	60	55	81	76	79	83
Rural	54	51	52	55	72	70	62
Mutual Aid	6	6	6	5	6	5	2
Fire Runs	478	411	448	446	515	547	715
City	369	302	322	334	380	382	530
Rural	82	96	99	80	107	129	146
Mutual Aid	27	13	27	32	28	36	39
Total Runs	2451	2323	2360	2295	2400	2291	2591
Fire Loss/Saved Est.							
City	\$229,547	\$136,870	\$398,826	\$476,800	\$928,341	\$76,200	\$431,712
Rural	\$70,295	\$51,951	\$58,320	\$55,600	\$183,000	\$157,200	\$915,261
City Property Saved	\$2,044,485	\$3,065,390	\$1,333,249	\$1,346,500	\$4,173,766	\$7,653,640	\$8,959,658
Rural Property Saved	\$3,456,420	\$761,000	\$160,530	\$60,400	\$452,345	\$1,811,310	\$7,456,390
Receipts							
EMS Receipts	\$407,863	\$390,508	\$424,870	\$405,620	\$432,204	\$445,155	\$358,426
Township Contracts	\$277,149	\$288,683	\$215,979	\$174,105	\$208,866	\$160,081	\$156,502
Grants	\$199,075	\$83,654	\$112,394	\$98,689		33,915	
Statistics							
Training Hours	6498	5826	5618	6104	6023	6035	7069
Vehicle Maintenance Hours	117	140	169	28	45.5	166	1043
Initial Inspections	74	134	192	77	120	155	125
City Re-inspections	69	84	179	9	9	18	29
Consultations	73	40	85	15	24	39	21
Lectures/Tours	18	12	28		10	28	32
Number of Adults	226	90	172		75	676	562
Number of Children	1327	1634	2623	1306	397	1816	2000
Vacation Hours Used	3903	4218	3848	5018	4273	5079	4924
Sick Hours Used	1708	2238	*4191	*3641	2153	1504	2019
Comp Hours Used	986	785	936	1017	1011	1485	1350
Personal Hours Used	906	**1636	548	722	633	899	757
Duty Overtime Hours	558	503	603	1142	1926	2299	2393
Minimum Staffing Overtime	***1654	67	16	197	70		
Training Overtime Hours	63	74	220	294	24	351	632
Holiday Hours Earned	1761	2115	1994	1699	1783	2155	1945

*Several members had injuries, illnesses or family illnesses again this year that caused an increase in sick leave use.

**Personal Time use has increased due to a policy change that requires a 72 hour notice prior to using Vacation or Comp Time. Personal Time is the only allowable time off with less than 72 hours' notice.

***Minimum Staffing increase due to 4 retirements and several members on extended injury leave at the same time.

Sharing Our Vision for 2015 and Beyond

- We will apply for a new SAFER Grant, which would allow us to obtain our full staffing levels at least for the next 2 years or so. We continue to have 2 vacant positions.
- Continue to improve Fire and EMS reporting on the digital format (instead of using paper).
 - Continue using the I-Pads that have been installed in our vehicles to improve our response efficiency during EMS Operations.
 - Continue using the I-Pads in the engines and staff vehicles to allow easier access to preplans of buildings, mapping and hydrant information
- Continue to build our training facility. Currently, the Urbana Fire Division does not have a fire training simulator or area to maintain competency in Fire, EMS, Haz Mat and Rescue situations. We will look at constructing an inexpensive fire training lab that will be able to accommodate these training sessions. In the past we would have to look for houses that we can burn for this type of training, a rather costly endeavor. We now can build the fire lab using intermodal containers that have segregated areas to conduct a live burn for training purposes - this in turn will help improve our ISO rating in the future.
- We plan to begin a more thorough study on our fire suppression capabilities such as water supply (hydrants) systems within the city as well as in the townships. We will work with the Water Division and private business owners to look into what we can do to make improvements.
- Focus on creating the specifications for a new ambulance. Our newest ambulance is now over 8 years old and is budgeted to be replaced in 2016. We will make every attempt to get ambulance replacement on a 5-7 year replacement plan. These vehicles are used more than any other in emergency response. We will also be looking into non-traditional ways to purchase these vehicles.
- In 2017, we will begin working on specifications for a new rescue/engine to replace Engine 2 which is now over 30 years old. The new rescue/engine is budgeted for purchase in early 2018. This may change based on our look into response capabilities.
- Over the next 3-5 years we will be looking into improving our response capabilities throughout our fire and EMS district. This may include changing the capabilities of our apparatus to make a more efficient use of these vehicles.

Law Director

Council/Legislation

The law director serves as the civil attorney for all City departments, boards and commissions, attends all City Council meetings, and work sessions when requested. In 2014, the law director attended 24 regular council meetings and seven work sessions. The law director reviewed 27 proposed resolutions and 33 proposed ordinances for conformity with state and federal law, drafted 11 ordinances on behalf of other City departments, and drafted an ordinance to allow shared service agreements for municipal court prosecution with Mechanicsburg and St. Paris.

Municipal Court Cases- Criminal and Traffic

The law director also serves as the municipal prosecutor pursuant to the Urbana City Charter and state law, for all offenses committed in the territorial boundaries of the City of Urbana and unincorporated areas of Champaign County. Prior to 2014, the law director contracted separately with the other municipalities in the court's jurisdiction for prosecution services. This model has changed for 2015 to a shared services agreement between municipalities.

In 2014, the law director handled approximately 1,200 jailable criminal and OVI offenses. The time-per-case dedicated by the law director and support staff is difficult to track, but new procedures have been put in place to improve this function through technology, as the factors for any given case are highly variable. Based on observations from 2014, support staff and the prosecutor spend about 10-25 minutes on cases prior to arraignment, performing functions such as review of the facts,

While the bulk of "other traffic" cases result in payment of tickets by defendants without prosecutor involvement, a substantial share also proceed to bench trial pro se. "Other traffic" cases include some jailable offenses, such as repeat moving violations that elevate the penalties, along with driving under suspension, hit-skip, and fictitious registration. A conservative estimate is that 25 percent of "other traffic" cases require prosecutor involvement; in 2014, that was 454 cases. As we continue into 2015, we have implemented a case tracking system to establish whether this estimate is on target.



CASES FILED in 2014	Urbana Police Division	Champaign County Sheriff	OSHP	M'Burg Police	St. Paris Police	Other Agencies
Felonies	63	45	0	6	1	0
Misdemeanors	529	326	2	42*	27	15 (pros.) 34 (ODNR) 3 (CHD)
OVI's	90	50	8	6	7	
Other Traffic	688	519	563	26	20	
TOTAL	1370	940	573	80	55	
Appeals	0	5	0	0	1	2

*Mechanicsburg's number of misdemeanors is actually comparable to St. Paris when looking at inflation factors, such as inmate-related charges from Tri-County Regional Jail and multiple case numbers involving single defendant (e.g. three defendants with eight total case numbers).

Appeals generally require a much more significant time investment in terms of research, writing and oral argument (in Dayton or Columbus), than the general criminal and traffic caseload. As my predecessor did, I plan to continue utilizing local practitioners to assist with appellate work whenever possible so I may focus on my primary duties here in the City of Urbana.

Copper

Copper has been a huge asset to the office as a therapy dog. He received his basic obedience training through a grant from the Urbana Wal-Mart, with Off-Leash K9

Training. He also acclimated to large groups at public meetings such as City Council sessions. In November of 2014, he completed additional specialized training with the Miami Valley Pet Therapy Association. He is now able to accompany victims and witnesses to the courtroom in addition to providing a friendly face in our office, helping us connect to the public.

Victim Advocacy

A federal grant from the Victims of Crime Act (VOCA) partially funds salaries for the two support staff. Amy Deere administers the grant and reports regularly to the Ohio Attorney General's Office. She tracks the monthly activity of our victim-witness advocate functions. Both Amy Deere and Lyndsay Bumbalough completed the BASICS academy offered by the OAG in August of 2014 to receive their national credentials as advocates. Amy also completed training with Copper to be his certified handler in therapeutic public and medical settings.

Public Records

All personnel in our office have completed certified public records training offered through the Ohio Attorney General and Ohio Auditor.

Municipal Court Cases – Civil/Small Claims

The law director currently acts as the City's in-house collection agent for unpaid income tax and ambulance bills. This role often requires obtaining judgment for unpaid debts through the civil division of the Champaign County Municipal Court. Once judgment is awarded, the debtors may enter a payment agreement with the city, or the city can proceed with other collection methods such as wage garnishment, etc. In 2014, 30 civil cases were filed by the City of Urbana as plaintiff. The office also collected payments on judgments from prior years and tracked those payments in conjunction with the Finance Department.

Law Enforcement Training

The law director, as the chief legal officer of the municipality, conducted a training program to assist the Urbana Police Division, as state law (R.C. 2935.081) permits officers that have in-service training approved by their chief legal officer to administer oaths to other officers for court complaints and other "matters related to the peace officer's official duties." This training addressed a critical manpower issue on second and third shift, as court clerks and notaries public were often unavailable during their work hours, and the number of officers who are also notaries public has dwindled. With the assistance of Sgt. David Reese and Sgt. John Purinton, a set of video lessons was created, and a written test was administered through an online platform to all interested officers, with 100 percent pass rate.

Outside Legal Counsel

From time to time, the City requires legal expertise which the Law Director is unable to provide due to time constraints or fields of specialization. While the Law Director may recommend another attorney or firm for certain projects, the City has historically retained Michael Soto of Westerville for matters related to workers compensation, and the firm of Blaugrund, Kessler, Myers and Postalakis, Inc. for personnel issues such as labor negotiations, etc., and Frost Brown Todd for brownfield remediation issues.

Contracts

The law director reviewed more than 20 contracts and agreements, and drafted nine contracts on behalf of the city in 2014. Several reviews involved complex agreements for issues such as FAA grants, paving and construction projects, the Rothschild sewer extension, and the final transfer of the paper mill property to Weidmann.

Sharing Our Vision for 2015 and Beyond

As we move forward, we will strive to improve our service to victims of crimes, witnesses, local law enforcement agencies and the general public as municipal prosecutor. I hope to continue to build our relationships with the administration, council, finance office and all other city departments, as well as other local government entities which require our assistance. We intend to continue to provide cost-effective solutions to meet the legal needs of the City. If you have any feedback or opinions to share, please stop in and let us know.

Parks & Recreation

The Urbana City Park system, headquartered at 731 Children's Home Road, encompasses over 120 acres and provides a variety of recreational opportunities for the citizens of the community. Included in the Parks and Recreation Division is the operation and maintenance of Melvin Miller Park, along with smaller City Parks including, Gwynne Street Park, Barbara Howell Park and the Roadside Park.

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

Our Gwynne Street Park is located at 251 Gwynne Street and offers one (1) baseball/softball field, along with a swing set. Barbara Howell Park, located on E. Market Street consists of one (1) basketball court, a shelter house with picnic tables and a playground area. The Roadside Park at East State Route 29 provides two (2) shelter houses.

Operations Summary:

- Misc. Park Activities
 - Completed sealcoat and striping of driveway & parking areas at the pool
 - 18-hole disc golf course, *Urbana Hilltop* 'formally' opened and widely received
 - Project planning began in 2012
 - Key planning and construction provided by Tyler Bumbalough, Keith Smith, Gene Newcomer, and John Smith
 - Scores of volunteers assisted with the 2-year construction
 - Donations provided by over 30 community members and businesses
 - Completed construction of our 4th shelter house (the first to be totally handicapped accessible), thanks to the generous donations provided by the First Christian Church of Urbana
 - Adult Softball
 - 17 Teams playing in Spring and Fall
 - 2 Tournaments
 - Miracle Youth League – 8 "quad fields" reservations
 - Worked with the Champaign County Arts Council to provide *Concerts in the Park*
 - Rentals
 - 102 Shelter Rentals
 - 44 "The Deck" Rentals
- The Wendell Stokes Swimming Pool
 - Due to inclement weather, the pool closed early a total of 12 days
 - Total Revenue of \$46,155.00 was a direct result of the following activities:
 - 190 Season Memberships
 - 327 Swim Lessons (139 complimentary lessons administered to season pass holders, 188 paid by non and pass holders)
 - 18 Pool Rentals
 - 3 Complimentary (UYS girls soccer, YMCA in exchange for indoor pool time, and Fido's Swim Fest)
 - 72 Swim Team members
 - 2 Home Swim Meets

The park staff continues to work closely with Urbana Youth Sports (UYS) to support the growing number of youth activities located within the Park system.

2014 Urbana Youth Sports Annual Participation Report

	Divisions	2014 Enrollment	Number of Urbana Teams	Number of Non-Urbana Teams	Approximate Number of Volunteers
Spring					
Baseball	6U	91	10	0	40
	8U	85	8	0	32
	10U	55	5	0	20
	12U	33	5	2	20
	14U	22	2	2	8
	Total	286	30	4	120
Softball	6U	21	4	2	12
	8U	46	3	5	12
	10U	34	4	6	16
	12U	20	1	4	4
	16U	17	1	3	4
	Total	138	13	20	48
Miracle Youth League	Total	24	4	0	12
Swim Team	Total	65	1	6	52
Spring Totals		513	48	30	232
Fall					
Soccer	5U-Boys	71	8	0	16
	5U-Girls	42	5	0	10
	7U-Boys	49	5	0	10
	7U-Girls	42	4	0	8
	9U	48	4	0	8
	11U	68	6	0	12
	16U	45	4	0	8
	Total	365	36	0	72
Football	Total	44	2	4	6
Football Cheer	Total	27	2	4	4
K-2 Flag Football	Total	31	4	0	12
Club Softball	Total	16	1	10	4
Urbana Girls Soccer	Total	55	4	20	5
Fall Totals		538	49	38	103
Annual Totals		1051	97	68	335

Sharing Our Vision for 2014 and Beyond

- Replace fencing around adult softball fields through grant received from Ohio Department of Natural Resources (ODNR)
- Plan to create a priority list of updates and improvements through funding from community donations

Police

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

Major Highlights

Staffing struggles – While still operating 4 officers short of full staffing at 19 sworn officers most of the year, the police division lost two officers to resignation and retirement during the final quarter of 2014. We are working hard to replace those two officers quickly to offer support to the strained staff of 17 officers as we continue to face an increase in violent crime, sexual abuse cases and mental health cases.

Jerald Myers Homicide – On the evening of May 24, 2014 Urbana Police began a homicide investigation in the brutal death of 65-year old Jerald Myers. The investigation led to the arrest and conviction of Christopher Myers, the victim’s 38-year old son. Also charged and convicted in the case for his actions after the homicide was Clark County Sheriff Deputy Matthew Kerns, a cousin to Christopher Myers, who assisted Myers by destroying evidence in the homicide case. Both men are scheduled to be sentenced in January – 2015.

Lou Taylor Homicide - In 2014, we increased the REWARD to \$10,000 for information leading to the arrest and conviction of the person(s) responsible for the 2011 homicide of Mr. Louis Taylor. This case continues to be the top priority for the police division.

New Property/Impound Facility – Work was completed on transforming the old Armory into a new Property/Impound facility for the police division and near the end of 2014 we began using it. This is the location where we will hold large property or evidentiary items recovered from crime scenes, as well as towed/impounded vehicles from crimes and junk/abandoned vehicles from throughout the city. This has been a need for a number of years and we believe this facility allows us to provide better service to our citizens.

Drug Trafficker - (charged with homicide in overdose death) – Urbana Police became one of the first agencies in Ohio to charge a drug trafficker with Reckless Homicide and Involuntary Manslaughter for his criminal actions that led to the heroin overdose death of an Urbana man. This case is still processing through the court system, but police investigators were able to backtrack from the overdose death scene and develop a heroin drug trafficking case, along with the more serious charges against a 23-year old Springfield man.

Updated Policy & Procedure Manual – In May, a new and updated General Orders manual was issued that helps to guide Urbana Police employees in their daily responsibilities. This was the first full upgrade to the UPD General Orders, since it was last completed in 1997, during our national accreditation period.

Drug Enforcement Strategy – In 2014 the police division continued with its drug investigation strategy, “Covert to Overt to Closed in 30-Days”, begun in 2013 and continued to have great successes.

- 6 Search Warrant Drug Raids of homes were conducted in 2014.
- Drug arrest stats:

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
	302	308	171	108
- Several Covert cases were conducted resulting in numerous criminal arrests and indictments for drug traffickers and abusers in Urbana
- A large amount of illegal drugs were removed from the community
- Several handguns were confiscated during investigations
- We solved many additional theft related cases through our drug investigations

Outreach Efforts in 2014

We believe we must continue to meet the needs of our community in as many ways as possible by providing various outreach efforts helping us develop lasting partnerships and to strengthen professional relationships in our community.

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

- **Safety Town** / June
- **Drug Drop-off** / March & October
- **FOP Halloween Treats** / October
- **FOP Community Christmas** / December
- **Criminal Justice Internships** / 2-3 per year
- **Public Speaking & Crime Prevention** programs
- FOP high school **scholarships** for Criminal Justice majors
- **FOP sponsorship of Youth sports** teams
- **FOP Fair purchases**

Employee Recognition – We improved upon employee recognition efforts in 2014 by formally recognizing several individual employees for the special efforts they gave to the division and to the community throughout 2013. Those honored are:

- ***Distinguished Duty*** Award recipients
David Reese, Ed Burkhammer, Kip Michael, Todd Pratt, Shawn Schmidt, Mike Cooper & Jason Kizer
- ***Exceptional Duty*** Award recipients
David Reese, Ed Burkhammer, Josh Jacobs, Mike Hughes, Todd Pratt, Shawn Schmidt, Mike Cooper, Jason Kizer & Scott Bowling
- ***Meritorious Service*** Award recipient
David Reese
- ***Police Chief's Challenge Coin*** Award recipients
John Purinton, David Reese, Ed Burkhammer, Josh Jacobs, Brian Cordial, Todd Burkett, Chris Snyder, Todd Pratt, Jason Kizer, Mike Cooper & Scott Bowling
- ***Physical Fitness*** Award recipients
David Reese, Josh Jacobs, Shawn Schmidt, Robbie Evans, Mike Cooper, Jason Kizer, Seth King & Matt Lingrell
- ***MADD*** Award recipient
David Reese (29 OVI arrests)
- ***Top Shot*** Award recipient
Brian Cordial

Training 2014

- Midwest Hostage/Crisis Negotiations Conference (Roberts & Schmidt)
- REID Interview Technique (Cooper, Kizer & Bowling)
- Pre-employment Interviewing (King)
- Ohio Attorney General Valor/Officer Survival (Snyder, Hughes & Pratt)
- Active Shooter response (Division)

New Equipment in 2014

- Office Computers (5)
- Cruiser (1)
- New Police RMS Server
- Night Vision Binoculars
- Tactical ladder
- Tire & Footprint Casting Kit
- FST Alco Sensor – (for alcohol intake testing)

Sharing Our Vision for 2015 and Beyond

- We will continue with the **open homicide investigation** of Louis Taylor which occurred on October 24, 2011 (he died on November 17).
- **Drug Investigations** – We will continue with our Drug Enforcement strategy begun in 2013.
- **Hiring and training** at least two new officers to replace the two we lost to resignation and retirement in 2014.

Urbana Police Division Activity in 2014

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Calls for Service	13,116	12,851	16,167	13,511
Arrests	1,511	1,759	1,707	1,391
Felonies	305	291	168	161
Misdemeanors	1,206	1,468	1,539	1,230
Offense Reports	1,763	1,898	2,049	1,716
Homicides	1	0	1	1
Robberies	4	6	3	7
Burglaries	82	71	93	112
Rapes	12	7	9	2
Sexual Assaults	19	9	16	28
Assaults	118	130	142	112
Thefts	432	425	516	387
Auto Thefts	11	19	21	28
Forgery/Fraud	67	95	68	75
Vandalism/Criminal Damaging	170	168	240	161
Drug Offense	302	308	171	108
Traffic Citations	1,089	1,336	1,695	977
OVI's	94	108	105	89
DUS's	167	173	224	88
Speed	103	240	493	196
Traffic Control Device	31	51	91	54
Parking Citations	47	31	232	266
Crash Reports	424	380	419	349
Fatal Crashes	0	0	1	0
Mental Health Complaints	107	154	116	82
Suicide (includes attempts)	35	41	33	22
Curfew	12	10	14	39
Alarms	493	423	454	325
Dead Body (non-criminal)	16	19	16	21
Business/House Checks	1,584	1,264	946	286

PUBLIC WORKS

Water

The City of Urbana is committed to consistently deliver a water supply that meets or exceeds all health, safety and quality requirements of state and federal mandates. In addition to supplying safe drinking water, the Water Division also supports key initiatives in the community:

- Promoting public health
- Maintaining adequate flow for the Fire Department
- Supporting a strong economic development initiative and
- Contributing to our community's overall quality of life.

Operations Summary

The Water Division is responsible to the community for the delivery of water required for daily consumption, fire protection and industrial use.

	2010	2011	2012	2013	2014
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
Million Gallons Pumped	761.83 MG	766.16 MG	733.36 MG	718.71 MG	685.37 MG
Million Gallons Sold	483.39 MG	493.36 MG	510.46 MG	431.23 MG	412.65 MG
Percent Unaccounted*	36.4%	35.6%	30.4 %	40%	39.7%
Number Water Connections	5383	5400	5448	5454	5454

* Increase due primarily to main breaks in an aging infrastructure.

Distribution Repair Digs

2009	2010	2011	2012	2013	2014
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
80	92	117	72	91	105

In 2014 there were No Violations of the Safe Drinking Water Act.

2014 Accomplishments

The Old Troy Pike Chlorination Building was replaced.
The Water Storage Towers were cleaned and inspected
Phase 1 Water Line Replacement Project was initiated
Dan Bair Obtained his Class 1 Water Supply Certification
Eric Jones was hired as the Assistant Water Supervisor.
The service truck was replaced.
The City obtained reduced sampling status for disinfection byproducts.

Sharing Our Vision for 2015 and Beyond

- Capital Improvement goals for 2015 include:
 - Lead and Copper Sampling Program
 - Removal of Unused Monitoring and Exploration Wells.
 - Establish Water Tower Maintenance Schedule
 - Demolition of Grimes Wells.
 - Continued upgrading of Chemical Feed systems at SR29 WTP
- The long-term goals include:
 - Tank Modeling for placement and construction for a new East Tower
 - Construction of a new East Tower
 - Looped water lines for tower including Children's Home Road and Dugan
 - Existing Chlorination System Upgrade
 - Main Line replacement Phase 2
 - Radio or Fix System Read for meters

PUBLIC WORKS

Sewer / WWTP

The City of Urbana currently operates a 3 Million Gallon per Day (MGD) Water Pollution Control Facility, NPDES Permit No. 1PD00011*ND, effective May 1, 2011, and treats the municipal wastewater from the City and parts of Champaign County. The Plant is responsible for protecting the waters of the State of Ohio from pollution and is defined as a Publicly Owned Treatment Works (POTW). The NPDES Permit also requires the City to collect, sample, and treat all wastewater to very stringent standards, and requires the City to manage, monitor, and enforce an Industrial Pretreatment Program for all industries that discharge wastewater into the City's sanitary sewer system. The City of Urbana currently has 6 Industrial Users permitted under the Pretreatment Program with the addition of Rothschild's Berry Farm in early 2015. The IU's currently account for approximately 35% of Urbana's total daily flow. In addition to protecting waters of the State, the City of Urbana is regulated by the State of Ohio to protect public health. The City of Urbana maintains 72 miles of sanitary sewer and 1 major lift station located at the Vancrest nursing home. In 2014, we received 36 sewer calls, either due to potential back-up or sewer camera inspections needing done. Camera inspections of sewer laterals are a free service offered by the City to the citizens of Urbana.

2014 Year in Review

- During the 2014 calendar year, the WPCF treated 702 million gallons of wastewater, which is an increase of 4% compared to calendar year 2013.
- Recorded a total of 39.64" of precipitation in 2014. This was an increase of 9% compared to 2013; however, we remain at a 0.36" deficit compared to the 30-year average. 18" of the year-end total precipitation came in the months of April, May, and June.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 715 dry tons of bio-solids that were beneficially used at agronomical rates on over 300 acres of Ohio EPA approved farm ground. This total includes 70 dry tons produced due to demolition of the old primary digesters to allow for the erection of two new digesters.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2014, we accepted 5.2 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 4% decrease compared to 2013. The Septage Receiving Station experienced technical issues within the software on the billing portion of the station. A new software program was downloaded and is operating effectively. Septic hauler service was not interrupted while dealing with these issues.
- The Urbana WPCF staff currently consists of 3 staff members that hold a State of Ohio operator certification Class III license, 1 operator holding a Class II, and 2 operators holding Class I licenses.

The Urbana WPCF staff coordinates the monitoring of the closed landfill located at Children's Home Rd. There are 16 monitoring wells and 13 homeowner wells currently required for testing consisting of 78 parameters for each well. The EPA-required semi-annual sampling events were completed in 2014, including quarterly gas monitoring and homeowner well testing. A Statistical Evaluation on all monitoring wells was performed by our consultant.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2014, we received 10,491 cubic yards of yard waste (a 25% increase from 2013) and distributed 3,251 cubic yards of compost. 3,107 cubic yards of the compost distributed was through an agreement with Mad River Topsoil.

Dugan & Meyers continues construction on the WPCF upgrade. Breaking ground in September of 2013, this is a 2-phase project; Phase 1 will consist of building a new oxidation ditch plant on the North side of the property; and Phase 2 will consist of revamping the current side of the plant.

The City of Urbana Sewer Maintenance staff completed video inspection and cleaning of sewer mains in the 1st Ward in 2014. Currently, they are working on video inspection and cleaning of the 2nd Ward. The goal is to

complete one Ward per calendar year.

Sewer Maintenance staff installed approximately 750' of new 8" sewer main and connecting laterals on Windsor Ave. and Westview Dr. in 2014

Sharing Our Vision for 2015 and Beyond

- In an effort to change public perception of wastewater treatment facilities, the City of Urbana Wastewater Treatment Plant will be referred to as the *City of Urbana Water Reclamation Facility* (WRF) beginning January 1, 2015. This change is being spear-headed on the national level to reflect what a treatment plant actually does-which is reclaiming wastewater.
- Phase 1 of the major plant upgrade is nearing completion and 2015 may bring with it a few challenges as the new wastewater treatment plant goes online in April. Phase 2 is scheduled to be completed in July 2015. We look forward to this educational event for the WRF staff. The new plant will be a technologically advanced facility with Biological Nutrient Removal (BNR) capable of treating incoming wastes in a cost-effective manner, while meeting and/or exceeding extensive new Water Quality Standards.
- The Rothschild's Sewer Extension Project is complete and flow to the City is projected to begin in February 2015. This extension will allow Rothschild's to discharge an estimated 300,000 gallons of wastewater per month to the WRF.
- To comply with the new Positive Response requirements from the State of Ohio, through the Ohio Utilities Protection Service (OUPS), the Sewer Maintenance Department installed a new Web TMS program on the Sewer Maintenance laptop computer. This is a "live" program which allows sewer locates to be done more efficiently while meeting Positive Response requirements.
- A new vactor truck is in the budget for 2015. This will replace the current truck that is starting to show signs of age by frequently being out of service due to mechanical issues.
- The City of Urbana WRF will no longer be disinfecting wastewater using chlorine. As part of the plant upgrade, we will be disinfecting using ultraviolet light (UV disinfection). UV has become widely popular among Water Reclamation Facilities due to lower operating costs and effective control for meeting NPDES Permit limits.
- The City of Urbana staff continues to focus on serving the citizens of Urbana while meeting and/or exceeding NPDES Permit limits and protecting the recreational uses of the Mad River.

PUBLIC WORKS

Street

Activity Summary:

- Street Maintenance:
 - Responsible for over seventy (70) miles of roadway within the corporation limits
 - Successfully maintained city streets during a record-breaking winter season
 - Record snowfall, subzero temperatures and unseasonable late spring thaw – contributed to one of the worst winters on record for Champaign County
 - Used over 800 tons of salt, compared to 670 tons in 2013 and 300 tons in 2012
 - Street crews worked diligently to keep roads clear and conserve the limited salt supply
 - Negotiations for replenishing the salt shed began mid-summer; able to attain the best possible pricing for the upcoming season
 - Spring brought necessary street repair (Durapatch used to fill many potholes)
 - Concrete work improved damaged curbs, uneven manhole covers, and entrances to municipal parking lots
 - Removed over 20 trees in City right-of-way
 - Storm damage is part of our ongoing responsibility - our thanks to the citizens of Urbana for utilizing the benefits of the City's compost facility when possible.
 - Ongoing maintenance and repair of the traffic signals and designated street lights, along with the systematic maintenance and repair of our street signs
- Construction:
 - The Street Department provides the necessary local support for ODOT road projects
 - Keeping in compliance with new State and Federal reflectivity requirements, the Street Department replaced all regulatory signs in Wards, 1, 2 and 4
- Misc. Items:
 - Provided support to other City departments for emergencies and scheduled needs: including over 100 water digs
 - As always a pleasure to continue support for the numerous community and citizen requests for Special Events including:
 - Urbana Youth Sports Festival
 - First Friday's
 - Art Affair on the Square
 - Block Parties, Car Shows/Cruise-Ins, Tractor Pulls
 - MERFI Fly-In
 - Hoopla Parade & Simon Kenton Chili Cook Off/Festival
 - Numerous installations/removals of banners at East and South entrances to the City.
 - Banner placement on decorative light poles
 - Christmas Holiday Open House - Downtown

Sharing Our Vision for 2015 and Beyond

- Continue with professional support to all departments, helping to serve the residents of the city in the best way possible.

Technology

B&K Digital, Springfield, 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.

Major Events/Projects Completed

- Installed and configured new police workstations
- Upgraded infrastructure and software for the Local Access Channel
- Set up virtual desktop infrastructure, and migrated first group of users who have XP
- Implemented Police server migration/ upgrade to virtual servers
 - door lock and scheduling software migrated to new virtual servers
- New Police network switch installed

Sharing Our Vision for 2015 and Beyond

- Eliminate xp machines with Thin Clients
- Migrate more users to Virtual desktops
- Make the VDI environment more redundant
- Enhance Disaster Recovery Plan