



**THE CITY OF URBANA, OHIO**

**2013 IN REVIEW**

# TABLE OF CONTENTS

<b><u>Title</u></b>	<b><u>Page</u></b>
Mayor Bean Welcome .....	3
Urbana City Council .....	4
Administration .....	5
Airport/Grimes Field .....	7
Cemetery .....	8
Community Development .....	9
Economic Development .....	11
Engineering .....	13
Facility Management .....	15
Finance .....	16
Fire & EMS .....	17
Park & Recreation .....	20
Police .....	22
<b>PUBLIC WORKS</b>	
Water .....	25
Sewer & WWTP .....	26
Street .....	27
Technology .....	29
Organization Chart .....	30



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

---

Dear Citizens of Urbana,

2013 was filled with success stories for the City of Urbana!

I am pleased to say that my commitment to you regarding assembling a productive team has proven to be quite enjoyable. It is rewarding to watch the interaction with Administration, Division Heads, and employees as they meet with Council. The systematic approach to the issues at hand allows Council the lead time necessary to make informed decisions that, in turn, lead to productive, cost-saving practices we are able to pass on to our residents.

A year for changes; we've said good-bye to several veteran employees, as they secure plans to enjoy retirement; transitioned several familiar faces to new roles; and we've welcomed new talent to fill pivotal positions – the organizational chart attached outlines the personnel currently at the city's disposal.

The strong team presently in place is collectively responsible for the successful efforts seen in the following pages. I continue to be overwhelmed by the talent and commitment we have available and am proud to present our 2013 accomplishments. The future of our city is limitless, together we will enjoy countless years ahead as we strive to build on the solid foundation we've assembled.

Thank you for the part you've played in helping us achieve the many tasks that outlined 2013! Serving the Urbana community continues to be an honor and a pleasure. I look forward to the improvements slated for 2014.

Sincerely,

A handwritten signature in green ink that reads "Bill".

R. William Bean – Mayor

## Urbana City Council

Urbana City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> 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 3<sup>rd</sup> 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. New for this year is a live broadcast of the first meeting of the month.

The current city council members include: 1<sup>st</sup> Ward, the southwest part of town, Eugene Fields, (937-653-8063); 2<sup>nd</sup> Ward, the southeast part of town, Al Evans (937-484-3980); 3<sup>rd</sup> Ward, the northeast part of town, Dwight Paul (937-207-8736); 4<sup>th</sup> Ward, the northwest part of town, Virginia Smith (937-653-8106); at-large, representing the entire town, Doug Hoffman (937-508-8739), Tony Pena (937-484-7831) 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

## Administration

2013, the cast is set! Like many of you, 2013 was a period of discovery, learning and forging new paths. All divisions within the City's organization spent a significant amount of time and energy evaluating the structure and activities of their respective groups looking for opportunities to provide the citizens of Urbana with the level of service they expect. With feedback from the citizens, new processes, programs and projects were launched, and in doing so, new initiatives for 2014 are being formulated. As part of the City's efforts to communicate about local government and provide a greater level of transparency, we offer this, our 2nd annual report that provides both a review of the prior year's activities and a brief look-forward for the coming year.

Abraham Lincoln said, *"I like to see a man proud of the place in which he lives. I like to see a man live so that his place will be proud of him"*. In keeping with this statement, our focus continues to be one of making Urbana an outstanding place in which to live and raise a family, with a renewed spirit of each of us, leaving things a little better than the way it was found. Succeeding in this charge will be a direct measure of each person's involvement within the community.

A key component of this effort was our approach to serving the community and the objectives of establishing a renewed focus in the areas of customer service, reliable and adequate infrastructure, fiscal responsibility, job retention and growth, activities and events within the community, redeveloping our existing land and growing into new territory. We continued our long-standing efforts to seek and obtain low interest loans and grant funding to create a better environment for the community, including starting construction of a new wastewater treatment plant, improved road and infrastructure projects, with plans to begin the initial phase of water line replacement projects in the coming year. Ongoing efforts will focus on Economic Development, maintenance and repair of City-owned property and continued improvements of infrastructure.

At this time, allow us to review just some of the City's accomplishments, which were made possible because of the many dedicated and professional staff members, elected officials and volunteer members of the various City boards and commissions. In the following pages, each of our Division Heads offers a summary of key events and highlights from the past year, which I hope you find informative. It is the culmination of many hours of information gathering and editing, and most importantly it is a reflection of our community.

Thank you for your continuing support during 2013 and I look forward to an active 2014 as we rollout new projects and initiatives.

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,



Kerry Brugger  
Director of Administration

## Major Administrative Projects Completed

- **CDBG:** In 2013, FY12 Community Development Block Grant funding was utilized to complete resurfacing improvements on portions of two city streets: East Light Street between North Main Street and Talbot Avenue and on Laurel Oak Street between North Main Street and Loudon Street. The construction cost of \$48,152.18 was paid entirely with grant funding. The FY12 CDBG Formula Allocation grant marked the last direct allocation to the city for this grant program due to changes in administration of the CDBG program at the state level. For the city to receive this funding in the future, the city will apply to the county for a portion of the county's CDBG allocation from the state.
- **Airport Runway 2-20 Work:** In 2013, Runway 2-20 (the paved runway) at Grimes Field received extensive repair work to all 4,400' of its length and 100' of its width. The project included the following work items: routing and cleaning of cracks, crack sealing, application of a rejuvenating seal coat, and repainting of all runway markings. This repair work and the application of the rejuvenating seal coat will slow the deterioration of the pavement and extend the life of the pavement. The repainting of the runway markings also eliminated the faded markings that had been noted on several recent inspections of the airport. The total project cost was \$181,430.06 with \$161,958.66 being eligible for FAA payment/reimbursement.
- **Former Fox River Paper Mill (Clean Ohio Revitalization Fund):** In May of 2013, the No Further Action (NFA) Letter for the Fox River site was submitted to Ohio EPA. On August 14, 2013, Ohio EPA issued an initial notice of deficiency (INOD) letter to the city and the certified professional (CP). On October 17, 2013, the city and the CP responded to the INOD to address the issues outlined in the letter. In late 2013, the City of Urbana received word from Ohio EPA that the NFA was approved in its final version, and that the final issuance of the Covenant Not to Sue (CNS) was pending. The CNS should be issued early in 2014, and the property will transfer from the city to Weidmann at that time.
- **US 36 East Improvements:** In May of 2013, application for the US 36 East Improvements was made to ODOT for funding from the Transportation Alternatives Program (TAP). In July of 2013, the city received word from ODOT that the project received TAP funding in the amount of \$780,515. In 2016, this funding will be used to construct sidewalks on US 36 East between approximately Berwick Drive and Lippincott Lane. The plan is to run this project simultaneously with a storm water project to be funded in part with OPWC grant funding. Upon installation of the sidewalks and the storm water infrastructure, the roadway will be resurfaced through the ODOT Urban Resurfacing Program. The city will be working cooperatively with Urbana Township to ensure that the portions of the project that are within Urbana Township are completed as part of the project.
- **Olde Towne Annexation:** On October 1, 2013, the annexation of 18.484 acres on the southern edge of Urbana along US Route 68 South was completed. Earlier in the year, on January 2, 2013, the Olde Towne Condominium Association Board filed the petition for annexation with the Champaign County Commissioners. Throughout the year, city staff followed the process throughout the required steps and timelines. Multiple city departments and divisions worked together to ensure a seamless transition for these properties into the city, including an informative letter that was sent to all impacted properties.

# **Airport**

## **Grimes Field**

Grimes Field Airport is owned by the City of Urbana and is self-supporting. To support the many annual and special events and regular recreational and business flights, the airport offers services that include fuel sales, aircraft repair, flight instruction, hangar rentals, all of which are complimented by a full-service restaurant.

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

- Airport Pavement Repairs: In 2013, repairs were made to select pavement areas at Grimes Field, restoring these surfaces to optimal condition for pilots and allowing the allocation of future grant and capital dollars to go toward additional projects for infrastructure.
  - Runway 2-20 was rejuvenated with seal coating, joint cleaning and filling, followed by new pavement markings
- Doors for the W & W Aviation and the Mad River Flight School hangars were repaired.
- Roof evaluation for the north end of the terminal building was completed. Capital funds are budgeted for further repairs in 2014.
- Over 45,000 gallons of fuel sold.
- Doug Hall completed a major renovation of the Airport Cafe and it looks fantastic. The remodeling project included the addition of a patio for outside dining and revisions to the menu.
- Hangar leases reviewed, updated and renewed.
- June: Annual Pancake Breakfast – sponsored each year by our Pilot’s Club. This is the organization’s primary fundraiser and since 1988 over \$66,000 has been raised and used for airport improvements, area scholarships and other local charitable activities.
- September: The Annual Fireworks display and Chicken Barbeque, sponsored by the Urbana Rotary, generally held on July 4<sup>th</sup> was rescheduled to Labor Day weekend due inclement weather.
- August:
  - The 401<sup>st</sup> Bombardment Group held their reunion on August 17<sup>th</sup>
  - The MERFI (Mid Eastern Regional Fly In) held on August 23<sup>rd</sup>.
- November: In conjunction with the final toast of the Doolittle Raiders held at the Wright Patterson AFB in Dayton on November 9<sup>th</sup>, several B-25’s gathered at Grimes Field over the weekend for public display and provided opportunities for those interested to purchase rides.
- The Champaign Aviation Museum continues to attract visitors to the area, as the dedicated team of volunteers continues their mission of restoring a B-17, affectionately referred to as the “Champaign Lady”.

### **Sharing Our Vision for 2014 and Beyond**

- An architect will be selected to study the feasibility of either reusing or replacing the existing terminal building – future FAA funding is allocated for renovation or replacement
- Plans are being made to host future (flight) reunions with various interest groups (i.e. Vietnam, WWII, etc.)
- Continue with aesthetic, operative, and safety projects through various 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 158th year!

*“The ideal Cemetery should be a restful and secluded place in which to deposit the mortal remains to rest. Until the day shall break and the clouds flee away”*

*(Excerpt from 1907 Oak Dale Cemetery Handbook; page 23)*

## **2013 Activity Summary: (numbers rounded)**

### **215: Cemetery Operating Fund**

**Purpose: Cemetery operations**

Revenue	\$137,428
Expense	<u>\$148,091</u>
Increase/Decrease(-)	-\$10,663
Ending Fund Balance	\$9,751

### **805: Cemetery Trust Fund**

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

Revenue	\$533
Expense	<u>\$3,026</u>
Increase/Decrease(-)	-\$2,492
Ending Fund Balance	\$21,779

### **835: Cemetery Mausoleum Trust**

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

Revenue	\$54,390
Expense	<u>\$48,413</u>
Increase/Decrease(-)	\$5,978
Ending Fund Balance	\$9,851

### **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 2014 and Beyond**

- The primary focus for 2014 will continue toward finalizing the upgrades to the cemetery house and relocating the Funeral Coordinator’s office to the 1<sup>st</sup> floor.
- Continued effort to update and computerize burial information and cemetery mapping.
- Transition genealogy records to the Champaign County Library.
  - Offering the public easier access to information
- Preserve historic plot information through Ohio Historical Fund grant.



# Community Development

The Community Development Department promotes the public health, safety, morals, convenience, and general welfare. This is done by:

- Dividing the City into districts, imposing regulations, restrictions, and prohibitions on the use and occupancy of real property; and,
- Limiting the height, area, and bulk of buildings and other structures; and,
- Providing for yards and other open spaces around them; and,
- Establishing standards of performance and design; and,
- Providing for the administration and enforcement thereof.

The Department is comprised of 2 divisions—the Planning & Zoning Division and the Nuisance Division. The Planning & Zoning Division administers and recommends Planning & Zoning Code changes and development decisions. The division also works with Planning Commission, Design Review Board, Board of Zoning Appeals, and City Council. The Nuisance Division enforces regulations to create a cleaner and safer City.

"A city is not an accident but the result of coherent visions and aims." - Leon Krier, *The Architecture of Community*

## I. Building and Zoning Permits and Fees

### Champaign County Building Regulations:

- **46 commercial** permits issued with a total estimated cost of **\$22,546,412**.
- **95 residential** permits issued with a total estimated cost of **\$862,185**.

### City of Urbana Zoning Division:

- **66 commercial** permits issued. Total estimated cost of **\$20,334,000** (55 in 2012).
  - 1 new building, 7 additions, and 2 other
  - 4 unattached structures
  - 52 signs permits, including 22 wall, 0 blade, 2 projecting, 8 monument, 3 pole/pylon, 1 directional, 2 awning, and 14 temporary
  - Total associated fees collected \$2,823.54
- **39 residential** permits issued. Total estimated cost of **\$853,000** (41 in 2012).
  - 3 single family dwellings, 5 additions, and 3 other
  - 1 multi-family dwelling
  - 4 garages, carports, pole barns, etc.
  - 5 pools, 14 sheds, and 2 other
  - 2 lot splits
  - 0 major subdivisions
  - Total associated fees collected \$1,225.
- **62 miscellaneous** permits issued—fence, right-of-way, floodplain, and other.

## II. Boards and Commissions

Each of Urbana’s Planning Boards saw an increase in the number of cases from 2012.

ZONING DIVISION		BOARDS &	COMMISSIONS
<b>*All data is approximate.</b>		01/01/13 – 12/31/13	
		<b>Total Associated Fees</b>	\$3,675
		Board or Commission	Number of cases
<b>Cases</b>		Design Review Board	36
		Planning Commission	47
		Board of Zoning Appeals	28
		Board of Nuisance Appeals	0

### Highlights of downtown redevelopment reviewed by **Design Review Board:**

- 10 **new businesses** applied for signage in downtown.
- 5 buildings received **window replacements**.
- The Sowles (111 Scioto Street) project moved-forward. The **windows** are no longer blocked-in that face Scioto Street. There was **structural work** done on the rear of the building where a rotten header was removed.
- The DAV and VFW began their **renovation project** of the old Urbana Daily Citizen building (220 East Court Street). This was a significant renovation project. The building is being converted-into offices, a reception hall open to the public, and a club for veteran organizations.
- The City of Urbana added landscaping, replaced curb, repaved, and restriped the East **Market Street parking lot** to fit the Downtown Design Guidelines.
- John Doss began **renovation of the old Catfish building** (15 Monument Square).
- The Champaign County Preservation Alliance awarded four **matching grants to downtown buildings, totaling \$19,000.**

### Highlights of development in Urbana reviewed by **Planning Commission:**

- Approved a remodel of Burger King (166 South Jefferson Avenue).
- Approved a site plan for a two-unit dwelling at the intersection of East Court Street and Jefferson Avenue. Also, a three-unit site dwelling off of Eagle Street.
- Recommended rezoning of the 18.484 acres recently annexed to the south end of town (Old Towne area) and rezoning of the 10 acres at 1250 E US Hwy 36.
- Approved plans that enabled Time Warner to upgrade their facilities.
- Approved the site plan for the Wastewater Treatment Plant upgrade.
- Recommended that Council repeal and replace Urbana Corridor Overlay Standards D. Signs. Council later accepted the recommendation.
- PC approved an application for platting from City of Urbana Engineer with variances. Property involved: Section 17 and 18, Town 5, Range 11 BTMRS, including lots 88 and 89 of E. Lawn Addition.

### **III. Nuisance Division**

#### **City of Urbana Nuisance Division:**

- **1344 inspections** performed.
- **285 violations** abated (closed/resolved).
  - **45% more Nuisance cases closed/resolved** in 2013 compared to 2008.
  - 64 letters sent.
  - 205 certified letters sent.
- 218 right-of-way signs removed.
- 63 individual properties mowed during the year, resulting in **177 grass cuttings**.
- **11 properties bid for demolition.** Demolitions to complete by the end of March.

#### **Sharing Our Vision for 2014 and Beyond**

- Improve Community Development Department organization, productivity, citizen interaction, and community image.
- Encourage appropriate downtown redevelopment; focus on residential projects.
- Improve streetscape of Urbana gateways—Miami St. and N. and S Main St.
- Reduce citizen public nuisance complaints by better-controlling junk complaints.

# Economic Development

As a community we have seen lots of growth in 2013. Urbana and our villages were hosts to many events which drew not only our residents, but many tourists to Champaign County. Tourism is a vital component of economic growth. Our retailers and service businesses offer a unique shopping and leisure experience to all.

Economic development activities make the entire county healthier by fostering a community effort. It's important to realize the success of not only the City of Urbana as the county seat, but also the villages and townships.

Our unemployment rate has declined significantly in 2013 as well. Our local manufacturers are anxious to have visitors in their facilities to learn more about their products and the skills needed to work in this exciting technology filled career.

## **2013 Key Accomplishments**

- Manufacturer's Council
  - Hosted 2<sup>nd</sup> Annual Manufacturer's Day
  - Manufacturers were presented with a signed resolution from Governor Kasich
  - Manufacturers were presented with framed picture of their library display
  - Coordinated tours and lunch with manufacturers and all 6 local high schools and faculty
  - Coordinated tours for federal, state and local dignitaries
  - Coordinated news articles regarding progress of local manufacturing – including Channel 7
  
- Retention/Growth/Expansion/Investment/Attraction
  - Submitted 37 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
  - Retention/Expansion visits increased by an additional 10% in 2013
  - Created a CRA in Johnson Township
  - Received state and local approval for CRA agreement with KTH
    - Investment of \$28.7M (building, equipment, trailer yard)
    - Additional payroll of \$471,000.00
  - The Hall Company - Wittenberg Center Entrepreneurial Business Award 2013
  - Trutec – celebrated 25<sup>th</sup> anniversary in Champaign Co.
    - New name – Parker Trutec
  - Hughey & Phillips – announced new multi-million dollar contract with Canadian customer
    - Increased workforce (Sarica, Hughey & Phillips, Eisen) by 120% since 2011
  - Weidmann – exceeded projected workforce estimates by nearly 25%
    - Operating 24/7
  - WB Marvin back to full staff – 30+ employees
  - ORBIS – 24,000 building expansion
    - Multi-million dollar investment of new equipment
  - Robert Rothschild Farm - \$700,000.00+ investment
    - Received \$127,200 CDBG funding for sewer line extension
    - Tri-party agreement – City of Urbana, Champaign County Commissioners & Ohio Development Services Agency
    - Job creation – 16 FT positions
  - Other notable investments – RT Bundy, JWP and Rittal
  - Retail expansions – several new stores have opened and pending opening of new restaurant
  - Unemployment Statistics – Champaign County
    - January 2013 – 8.0%
    - December 2013 – 5.8%
  - Assisted in application for Lawnview Building Ste. Rte. 36 rezoning

- Participated in FAA Airport Focus Study
  - Grimes Airport reclassified as Level 2
- Attended international tradeshow for attraction purposes
- Community Involvement
  - Co-Town Coordinator – GOBA
    - 2400+ visitors
  - Lead coordinator for 401<sup>st</sup> BG visit
  - 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 Council
    - Attend various ribbon cuttings, 1<sup>st</sup> Fridays and B2B events
  - Serve on steering committee for LUC Rural Transportation Planning Organization

## **Sharing Our Vision for 2014 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
  - Develop “intake” form related to inquiries
  - Develop communication system to village administrators of projects/activities
- Manufacturers Council
  - Coordinate with other entities on internship placements
  - Continue marketing/awareness with local school districts on career opportunities
  - Continue working with 7 county regional system on alternative training opportunities
  - Public awareness of products, technology, expansions, investments etc. in our community

# Engineering

## **Major Projects Completed**

- Berwick Drive Storm Improvements were made to relieve some of the stormwater burden from that area of town, including a storm extension along Community Drive. These improvements were completed in June. Total project cost was \$84,259.35, paid to prime contractor LeVan's Excavating.
- S. Main Street Urban Resurfacing led by ODOT installed fresh asphalt between the south corporation limits and Reynolds Street in June. Prime contractor A&B Asphalt was compensated approximately \$305,220.85 of which the City is responsible for 20%.
- The annual Asphalt Program paved at least portions of S. Walnut, N. Walnut, Finch, Patrick and College Street. Additions to this contract were the Market Street parking lot across from the municipal building, E. Church Street patching and manhole adjustment on Scioto Street. Total project cost was \$153,178.03, paid to prime contractor A&B Asphalt who finished all work in May.
- A CDBG FY2012 grant paved the first block of E. Light Street and all of Laurel Oak Street in mid-July. Chemcote, Inc. was the low bidder at \$49,551.73.
- Currently, the City of Urbana in conjunction with Salem Township is undertaking the Dellinger Road Improvements. This project has lowered the hill near Julia Street and extended sewer service east 800' (OPWC Grant). The project is dormant for the winter but will resume in the spring of 2014 with the final layers of asphalt pavement and seeding. J&J Schlaegel, Inc. was the low bidder at \$358,784.20.

## **Miscellaneous Accomplishments**

- A City/YMCA/School land swap took place early in the year in which the City gained the gravel pit and platted future roadways through the vacant land north of Community Drive. Engineering spearheaded this agreement and provided legal descriptions.
- 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 (20) right-of-way permits issued.
- Periodically checked and logged City, Columbia Gas and homeowner right-of-way digs to make sure each was completed in a timely manner. Six (6) letters were sent to homeowners requiring the replacement of missing sidewalk. Approximately one hundred-eight (108) non-project related concrete patches were tracked and completed by contractors.
- Approximately twenty-four (24) zoning permits, including site plans, were reviewed by Engineering before being approved by Zoning.
- LED lights were purchased in early 2013 and installed by the street department in the downtown decorative fixtures. Costs savings was estimated at \$2,700 a year (\$2,900 actual) with a return on investment of four years. Expected useful life is over 10 years. A \$2,600 lighting rebate from DP&L was acquired by Engineering for their installation.
- Yearly bridge inspections and reporting were completed mid-year.
- An annual storm water report was sent to OEPA in March.
- A team consisting of Keith Smith, Gene Newcomer and I along with other volunteers from the community raised money and installed a disc golf course in the City Park. Many participants have enjoyed the course since its inception in late 2013.

- Mike Heintz retired in July of 2013.
- Tyler Bumbalough passed his PE exam and is now a registered professional engineer in the State of Ohio

## **Sharing Our Vision for 2014 and Beyond**

- Rothschild/US 36 East Sanitary Sewer Extension project has been designed in sections by the City and its consultant, Burgess and Niple. It is proceeding towards a spring of 2014 construction timeframe for gravity sewer, force main and pump station installation from the east side of the Walmart complex to the west side of the Rothschild site. A solid cost estimate is not yet established, but will probably be in the neighborhood of \$350,000, some of which is funded by a CDBG grant.
- Powell Avenue/Cemetery Sanitary Sewer Project looks to settle capacity issues for Bon Air Subdivision, provide for future house connections along State Route 54 and allow for City expansion to the southeast when the time comes. The initial cost assigned to this project is \$640,000.
- U.S. 36 East Improvements will combine three funding sources (Transportation Alternatives Program, OPWC and ODOT Urban Resurfacing) to be completed in 2016. The project will install curb and gutter, sidewalk, a storm system, decorative lighting, trees and a new asphalt overlay before completion. The project will begin at Berwick Drive and extend past Dugan Road. The City, Urbana Township and ODOT will all participate with local match money. The overall anticipated cost for this project is around \$1.7 million.
- The Yutzy Cheese – YMCA Storm Project is designed and ready to build. It is the last of three supplemental precursors to the much larger U.S. 36 East Improvements. It is needed to convey stormwater from the U.S. 36 corridor to the newly acquired gravel pit behind the YMCA. The cost estimate for this project is \$65,000.
- The Phase 1 Water Project is funded and almost ready to go. Plans call for new 8” water main on six blocks of E. Court, E. Church and E. Ward Streets along with connectors on side streets; this portion will receive WSRLA loan funding and has an approximate cost of \$2.8 million. The Wooddale/Amherst Drive portion will receive new 8” water main, carrying an assigned \$570,000 price tag (funded by an OPWC loan). The former should start in early summer 2014 and run to November of 2015. The latter should start in the fall of 2014 with an end date to be determined. Once utility installation is completed, all streets will be resurfaced.
- W. Market Street Bridge Replacement is designed and funded by ODOT Small Cities grant money with an expected start date in early 2015. The environmental review stage is complete; focus now shifts to right-of-way acquisition and appraisal services. Final plans, estimate and specifications are due in late 2014. Current construction cost estimate sits at \$165,000.
- Safe Routes to School, Phase 2 project is on the horizon as well. Funding through the Safe Routes grant program has been secured in the amount of \$223,000. Sidewalk, curb ramps and crosswalks will be installed along one side of the street from East Lawn to Jefferson along Boyce and from Boyce to Central along Madison. Two new flashing school zone signs will also be installed near the Junior High/High School.
- Muzzy Road Bridge received 50/50 OPWC grant funding for a widening project due to be constructed in fall of 2014. The total project cost is estimated to be \$100,000 which includes some roadwork in the vicinity.
- Asphalt paving projects upcoming include funding from the City, County, Township, ODOT and a Community Development Block Grant. Streets to receive new pavement will include N. Main (ODOT/City), Railroad (CDBG), Powell (County/City), East Lawn/Clark (Urbana Township/City) and Childrens Home (Urbana Township/City). Parking lots and other roads will also be added to the list as the budget develops.

# **Facility Management**

## **Construction / Procurement**

- Directed the installation of two rooftop air conditioning units for Administration & Prosecutor.
- Contracted an infrared roof survey for the Municipal Building and WWTP
- Guided the decision making process for securing an electrical procurement contract through 2016, which will provide an estimated first-year savings of approximately \$50,000
- Approval from Board of Control on Entryway Doors w/ ADA compliant operator, Training Tower doors and windows, Municipal Building window replacement.
- Finalized the plan for the Municipal Building window replacement, slated for early 2014 completion.
- Developed, supervised and obtained pricing on roof replacement for the Airport hangar structure through capital budgeting.
- Consolidated janitorial services and supplies into one service contract.

## **Preventative Maintenance**

- Coordinated preventative maintenance on HVAC equipment for the cooling season at the Municipal Building, FD and PD.
- Completed a multi-year contract with Honeywell for building heat and controls.
- Coordinated preventative maintenance on heating equipment for the Municipal Building, FD, PD and Armory Fall Heating Season.
- Completed preventative maintenance on overhead doors at the Municipal Building and Airport.
- Cleaned and painted storage area for the FD to relocate records from the boiler room.
- Developing the hierarchy for approval on the “*Facility Dude*” PM system.
- Implemented the plan toward validating the pneumatic controls for the old part of the Municipal Building.

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

## **Utility Billing**

Utility Billing has an employee headcount of 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 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

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.

## **Sharing Our Vision for 2014 and Beyond**

- Redevelop effective process to return ambulance billing in-house
- Embrace technology to incorporate updated payment opportunities for utility billing, income tax, and various other departments.
- Develop resource planning principles that guide budget planning and decision making
- Develop a repository of statistical data for comparative analysis



## Fire & EMS

### Major Initiatives Completed

- In February of 2013, we contracted with Medicount Management to complete our EMS Billing. We believed with their expertise in the billing field we may be able to be more efficient in our billing process. Unfortunately, this has not been the case. In 2013, Medicount Management was able to generate Approximately 42% of the amount billed. Completing the billing in-house we were able to generate 46%. The 42% does not include the 6.5% Medicount Management was paid for the service. The bottom line is that we generated \$34,000 less in 2013 from 2012. We will be looking into bringing the billing back in-house in 2014.
- Continued to negotiate fire and EMS contracts with the surrounding townships
  - Urbana Township signed a 4 year contract good until 2015
  - Union Township elected to go with Mechanicsburg Fire Department for fire and EMS protection in 2014.
  - Salem Township negotiated a 1 year contract with same specifications as 2012
  - 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.

- Assistant Chief Asper and several other paramedics continue to teach student athletic trainers at Urbana University how it deal with spinal injuries and how to assist with setting up landing zones if a medical helicopter is needed during a sporting event.
- 2013, brought on the digital age at the Fire Division. Last year we planned to put laptop computers in the medic units and engines. We found that the computers did not suit our needs - instead we installed I-Pad's in all three medic units, Engine 1, Engine 4, and both staff vehicles. We can now map out the locations of calls as well as see where key items are that we may need to use such as hydrants or key lock boxes. Previously, we had large binders with detailed maps; now our Emergency Response guidebooks among other resources are available in the I-Pad. In the near future EMS providers will enter call data into the I-Pad as well.
- Additional technology improvements include putting our daily paperwork into digital form. The Captains now complete their daily activity reports on the computer. All time off requests and training reports are also completed on the computer, reducing the amount of paper use. We will continue to reduce our carbon footprint in 2014.
- We received a grant to partially fund a fire training facility that will be built in 2014.

## Operations Summary

---

	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
<b>EMS Runs</b>	<b>1795</b>	<b>1912</b>	<b>1849</b>	<b>1885</b>	<b>1745</b>	<b>1873</b>	<b>2029</b>
City	1424	1529	1469	1460	1342	1446	1549
Rural	359	356	362	398	382	378	429
Mutual Aid	12	27	18	27	21	49	51
<b>Motor Vehicle Acc.</b>	<b>117</b>	<b>113</b>	<b>138</b>	<b>148</b>	<b>148</b>	<b>145</b>	<b>142</b>
City	60	55	74	76	76	81	76
Rural	51	52	59	72	72	64	66
Mutual Aid	6	6	5				
<b>Fire Runs</b>	<b>411</b>	<b>451</b>	<b>446</b>	<b>515</b>	<b>548</b>	<b>697</b>	<b>595</b>
City	302	323	334	380	356	507	425
Rural	96	101	80	107	158	151	132
Mutual Aid	13	27	32	28	34	39	38
<b>Fire Loss/Saved Est.</b>							
City	\$136,870	\$398,826	\$476,800	\$928,341	\$76,200	\$431,712	\$237,510
Rural	\$51,951	\$58,320	\$55,600	\$183,000	\$157,200	\$915,261	\$503,030
City Property Saved	\$3,065,390	\$1,333,249	\$1,346,500	\$4,173,766	\$7,653,640	\$8,959,658	\$2,575,890
Rural Property Saved	\$761,000	\$160,530	\$60,400	\$452,345	\$1,811,310	\$7,456,390	\$815,000
<b>Receipts</b>							
EMS Receipts	\$390,508.31	\$424,870	\$405,620	\$432,204	\$445,155	\$358,426	\$376,993
Other Receipts	\$437,455	\$215,979	\$174,105	\$208,866	\$160,081	\$156,502	\$206,283
<b>Statistics</b>							
Training Hours	5826	5618	6104	6023	6035	7069	6369
Vehicle Maintenance Hours	140.2	169	28	45.5	166	1043	201
Initial Inspections	134	192	77	120	155	125	128
City Re-inspections	84	179	9	9	18	29	84
Consultations	40	85	15	24	39	21	15
Lectures/Tours	12	28		10	28	32	29
Number of Adults	90	172		75	676	562	305
Number of Children	1634	2623	1306	397	1816	2000	1997
Vacation Hours Used	4218	3848	5018	4273	5079	4924	4217
Sick Hours Used	2238	*4191	*3641	2153	1504	2019	2683
Comp Hours Used	785	936	1017	1011	1485	1350	1877
Personal Hours Used	**1636	548	722	633	899	757	647
Duty Overtime Hours	570	619	1339	1996	2299	2393	2723
Training Overtime Hours	74	220	294	24	351	632	574
Holiday Hours Earned	2115	1699	1699	783	2155	1945	2190

\*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.

## Sharing Our Vision for 2014 and Beyond

- Bring EMS Billing back in-house to improve our billing efficiency.
- Move Fire and EMS reporting to digital (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
- In 2014, we plan to build a fire training facility. We received an anonymous donation for half the cost to build the facility. With the help of the Colin Stein and the Street Department, we have prepared a site north of the airport to become the training grounds. 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 have to look for houses that we can burn for this type of training. These can be costly to set up for training. We can build the fire lab using intermodal containers and having areas that we can burn in for our annual live fire training. This in turn will help improve our ISO rating in the future.
- In 2014, we will begin operations to improve the interior look of the fire division by cleaning, painting walls and renovating the old bay floor. Some improvements started in 2013 but we will continue to these types of improvements to show our pride in the fire division and for the community.
- In 2015, the building expansion will be paid off and will free up some funds for these purchases. We will prepare to purchase a new ambulance in the late 2015 and hopefully take delivery in early 2016. Chief Keller continues to look into possibly purchasing the Urbana Township Vehicles in order to have all the fire division vehicles and equipment owned by the city. There is also discussion about Urbana Township forming a fire district with Union Township, Goshen Township and the Village of Mechanicsburg. We will continue to work on maintaining our current fire and EMS districts.

## 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 (new in 2013), two (2) sand volleyball courts (new in 2013), six (6) horseshoe pits (rebuilt in 2013), 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, three (3) 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
  - Worked with *Champaign County Citizens for Canines* to open "Fido's Field" in Melvin Miller Park, Urbana's first park facility devoted to pets
  - Installed new tennis backboards with funds donated by Security National Bank
  - Adult Softball
    - 16 Teams playing in Spring and Fall
    - 2 Tournaments
  - Park staff prepared fourteen (14) fields daily for UYS baseball, softball, soccer and football as well as the special weekend tournaments.
  - Worked with the Champaign County Arts Council to provide *Concerts in the Park*
  - Worked with Urbana Youth Sports to facilitate the (1<sup>st</sup> Annual) *Urbana Youth Sports Festival*
    - Planned, created, submitted, administered \$7500 grant from *Logan/Champaign County Mental Health, Drug, and Alcohol Services Board* – provided funds for two(2) sand volleyball courts
    - Raised over \$4500 in business donations, providing activities for the public during the festival (including a new aerator and stock for the *Fishing Derby*)
  - Rentals
    - 140 Shelter Rentals
    - 22 "The Deck" Rentals
  - Park staff, in collaboration with Elmo Layman, removed an additional thirty (30) trees infested with the Emerald Ash Borer.
- The Wendell Stokes Swimming Pool
  - Due to inclement weather, the pool closed early a total of 20 days
  - Total Revenue of \$46,155.00 was a direct result of the following activities:
    - 162 Season Memberships
    - 246 Swim Lessons (111 complimentary lessons administered to season pass holders)
    - 19 Pool Rentals
    - 2 Complimentary (UYS, UPD,)
    - 68 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.

[UrbanaYouthSports.com/UrbanaYouthSports.org](http://UrbanaYouthSports.com/UrbanaYouthSports.org) continues to offer current information, forms, relevant headlines, and upcoming clinics. The new website includes so much more than it has in the past. One of the

most recent additions features the option for members to sign-up online using a Credit Card. If you have any questions or comments, please contact [UrbanaYouthSports@live.com](mailto:UrbanaYouthSports@live.com)

- Review of Urbana Youth Sports 2013 operational statistics:
  - Baseball/Softball (including 4 teams & 39 children in the Miracle Youth League)
    - 66 Teams
    - 508 Participants
    - 171 Volunteers
  - Swim Team (1 Home Meet)
    - 7 Teams
    - 68 Participants
    - 52 Volunteers
  - Soccer
    - 35 Teams
    - 353 Participants
    - 105 Volunteers
  - Football
    - 12 Teams (including 10 area teams)
    - 44 Local Participants
    - 35 Volunteers
  - Football Cheerleading
    - 12 Teams (including 10 area teams)
    - 27 Local Participants
    - 5 Volunteers
  - **Total 2013 UYS Involvement**
    - **132 Teams (including area teams)**
    - **1000 Local Participants**
    - **368 Volunteers**

### **Sharing Our Vision for 2014 and Beyond**

- Driveway & Parking area improvements
  - Sealcoat
  - Striping
- Paint, repair fencing

# 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 Initiatives Completed

- New Property/Impound facility – Work began on transforming the old Armory into a new Property/Impound facility for the police division. At the close of 2013 the renovation had not be completed and the PD still struggles with large storage for large evidentiary items and has not updated its impound program. Once the facility is made ready (hopefully in 2014) the police division will begin using this resource immediately to provide better service to our customers.
- Concealed Carry training/certification – In April of 2013 the Urbana Police Division provided free Concealed Carry training and certification for 22 individuals including city employees, or associates of city employees. Sgt. David Reese spearheaded the project and enjoyed the time spent with the group helping them to become certified in concealed carry laws.
- Community Drug Awareness program – During the year, the Urbana Police Division provided a program on current drug problem issues facing our community with a goal of raising attendees awareness to the issue and to help them to help the police in our fight to rid the community of these problems. The program was presented to the Tri-County Action group and to the residence hall staff & student leaders at Urbana University as they prepared for a new school year.
- Employee Identification Card program – The police division took on a new initiative for the city to oversee an Employee Identification Card program as a better way of credentialing city employees as they work throughout the community representing the city of Urbana. The cards issued to employees through the police division contain a photo identification to go along with name and division the employee is assigned. The card is also used to gain entry into places throughout the city that requires electronic access approval. Ofc. Steve Molton spearheaded this project.
- New Fitness Standard – The patrol officers began a Fitness Standard requirement for which current employees have a grandfather clause which excuses them from participating but requires any new hires to pass annually. The new standard requirement has a monetary reward for those patrol officers who successfully pass the annual testing. In 2013, Officers Shawn Schmidt, Robbie Evans, Mike Cooper & Jason Kizer were successful in passing the test. Additionally, Sgt. David Reese, Sgt. Josh Jacobs, Lt. Seth King and Chief Matt Lingrell also were successful in passing the testing, however they are not subject to receiving any monetary reward.
- Police Honors Memorial Display cabinet – Officers Mike Cooper and Jason Kizer helped the police division meet its long desired goal of renovating the UPD conference room to include a display case to show older equipment and to give honor and respect to past and present Urbana police employees for special efforts that helped the Urbana community.
- A.L.I.C.E. program -- Alert, Lockdown, Inform, Counter, Evade – In March of 2013 the Urbana Police Division began providing the ALICE program to interested groups to teach them the most up-to-date preferred protocol for individuals to follow in the event of a active killing situation. A pamphlet was also developed and is available to the public which highlights the points covered in the ALICE program. During 2013 Officer Chris Snyder presented the program to the following groups:
  - Schaffer Industries / RT Bundy, Inc.
  - Lawnview Workshop
  - Rittal
  - YMCA
  - Cable United Methodist Church
  - Saint Paris Library
  - CRSI
  - Heartland

- Update of City Building (UPD) security camera system -- The police division took on and completed a project for the city that switched over our outdated security camera system to a new digital system, which required new wiring and cameras to be strategically placed in and around properties owned and managed by the city. Sgt. John Purinton spearheaded the project.
- Presenter's at Statewide Ohio Investigator's Conference – Lt. Seth King and Sgt. Josh Jacobs, along with agents from the Ohio Bureau of Criminal Investigations were presenter's on the 2012 Jessica Rae Sacco homicide at the September Statewide Criminal Investigator's conference that was held in Columbus.
- New Drug Enforcement Strategy – In 2013 the police division implemented a new strategy to fight the overwhelming issue of illegal drug abuse and trafficking in Urbana. The results of the new strategy showed we had tremendous success in our new efforts to combat this issue.
- 8 Search Warrant Drug Raids of homes were conducted in 2013, which in addition to the criminal prosecutions against the individuals from those locations, resulted in 6 of the 8 homes becoming vacant due to the raids.
- We developed and presented many more drug arrests for prosecution than in recent years.  
Drug arrest stats:    2011    2012    **2013**  
                                 108      171      **308**
- Outreach Efforts in 2013  
We believe we must continue to meet the needs of our community in as many ways as possible by providing various Outreach efforts that help us to develop lasting partnerships and to strengthen professional relationships in our community.
  - Mascot “Officer Stanley” / appearances at Community events and school/classroom presentations / year round
  - Are You Okay? (RUOK) Daily safety checks for our elderly & homebound / year round
  - FOP Easter Egg Hunt / April
  - Safety Town / June
  - UPD/FOP – Community Night Out / August
  - FOP Halloween Treats / October
  - FOP Community Christmas / December
  - Criminal Justice Internships / 2-3 per year
  - Public Speaking & Crime Prevention programs / year round
  - FOP high school scholarships for Criminal Justice majors
  - FOP sponsorship of Youth sports teams
  - FOP Fair purchases
- Training in 2013
  - Emergency Driving & Shoot/Don't shoot simulators (Division)
  - A.L.I.C.E. system (Snyder)
  - Hostage/Crisis Negotiations (Roberts & Schmidt)
  - Physical Fitness Specialist (Reese)
  - Officer Involved Shooting Investigations (King)
  - Armorer's for new weapons (Reese & Cooper)
  - Single Officer response to active shooter (Burkhammer)
  - Ohio Attorney General LE Conference (Burkett, Hughes, Pratt & Roberts)
- New Equipment in 2013
  - Mobile Data Computers (2)
  - Cruisers (2)
  - Police Bikes (2)

- Weapons as well as tactical packs for patrol cars (because of a trade in of old donated/forfeited weapons that the UPD have taken in over many years, what should have cost us \$21,000 for the new weapons and tactical packs actually cost us only \$6,500, a savings to the city of \$14,500)
- Digital Camera (2) (FREE – donated to us by a local business)
- Honor Memorial Display Case
- (8) new Conference Room chairs

## Operations Summary

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Calls for Service	<b>12,851</b>	16,167	13,511	12,913
Arrests	<b>1759</b>	1707	1391	1214
Felonies	<b>291</b>	168	161	151
Misdemeanors	<b>1468</b>	1539	1230	1063
Offense Reports	<b>1898</b>	2049	1716	1689
Homicides	<b>0</b>	1	1	0
Robberies	<b>6</b>	3	7	4
Burglaries	<b>71</b>	93	112	55
Rapes	<b>7</b>	9	2	5
Sexual Assaults	<b>9</b>	16	28	15
Assaults	<b>130</b>	142	112	154
Thefts	<b>425</b>	516	387	369
Auto Thefts	<b>19</b>	21	28	10
Forgery/Fraud	<b>95</b>	68	75	55
Vandalism/Criminal Damaging	<b>168</b>	240	161	122
Drug Offense	<b>308</b>	171	108	107
Traffic Citations	<b>1336</b>	1695	977	844
OVI's	<b>108</b>	105	89	99
DUS's	<b>173</b>	224	88	154
Speed	<b>240</b>	493	196	89
Traffic Control Device	<b>51</b>	91	54	96
Parking Citations	<b>31</b>	232	266	253
Crash Reports	<b>380</b>	419	349	354
Fatal Crashes	<b>0</b>	1	0	0
Mental Health Complaints	<b>53</b>	154	116	82
Suicide (includes attempts)	<b>35</b>	41	33	22
Curfew	<b>10</b>	14	39	36
Alarms	<b>423</b>	454	325	447
Dead Body (non-criminal)	<b>19</b>	16	21	26
Business/House Checks	<b>1264</b>	946	286	163

## Sharing Our Vision for 2014 and Beyond

- Continue working 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 (started in 2013), and will train an officer to be certified in Meth Lab cleanups.
- Justify our need to increase our manpower to meet the needs of the division & our community. We are still operating 4 short of full strength.



# 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.

	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
<b>Million Gallons Pumped</b>	715.69 MG	761.83 MG	766.16 MG	733.36 MG	718.71 MG
<b>Million Gallons Sold</b>	475.4 MG	483.39 MG	493.36 MG	510.46 MG	431.23 MG
<b>Percent Unaccounted*</b>	33.5 %	36.4%	35.6%	30.4 %	40%
<b>Number Water Connections</b>	5343	5383	5400	5448	5454

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

<b>Distribution Repair Digs</b>					
2008	2009	2010	2011	2012	2013
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
86	80	92	117	72	91

In 2013 there were No Violations of the Safe Drinking Water Act.

### Sharing Our Vision for 2014 and Beyond

- Capital Improvement goals for 2014 include:
  - Establish a Water Tank Maintenance Schedule.
  - Removal of Unused Monitoring and Exploration Wells.
  - Replace the Chlorine Feed Building and system at Old Troy Pike.
  - Upgrade the SCADA system due to phase out of Micro Soft XP
  - 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
  - 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 and they make up about 35% of Urbana's total daily flow. The City of Urbana is regulated by the State of Ohio to protect public health. We maintains 72 miles of sanitary sewer and 1 major lift station (located at the Vancrest nursing home). In 2013, we received 36 sewer calls, relating to potential back-up or sewer camera inspections.

### **2013 Year in Review**

- During the 2013 calendar year, the WPCF treated 677 million gallons of wastewater, which is a decrease of 3% compared to calendar year 2012.
- Recorded a total of 38.01" of precipitation in 2013. This was an increase of 10% compared to 2012; however, we remain at a 1.99" deficit compared to the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 391 dry tons of bio-solids that were beneficially used at agronomical rates on over 300 acres of Ohio EPA approved farm ground.
- The City of Urbana operates and maintains a Septage Receiving Facility with 12 registered haulers. In 2013, we accepted 5.4 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 33% increase compared to 2012.
- A new sewer maintenance pickup truck was purchased in 2013. We took delivery of the truck in December after modifications were made to include a utility bed.
- The Urbana WPCF staff currently consists of 3 staff members that hold a State of Ohio operator certification Class III license and 2 staff members holding Class I license.

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 2013, 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 2013, we received 7836 cubic yards of yard waste (an 11% decrease from 2012) and distributed 1594 cubic yards of compost. 1560 cubic yards of the compost distributed was due to an agreement with Mad River Topsoil.

Dugan & Meyers began construction on the WPCF upgrade in September. This is a 2-phase project. Phase 1 will consist of building a new oxidation ditch plant on the North side and Phase 2 will consist of revamping the current side of the plant. Excavation of all major structures on the new side was completed and concrete pouring is ongoing.

### **Sharing Our Vision for 2014 and Beyond**

- Phase 1 start-up of the major plant upgrade is scheduled to begin in September. Phase 2 is scheduled to be completed in the summer of 2015. This will be a challenging and educational event for the WPCF staff. The new plant will be a technologically advanced facility capable of treating incoming wastes in a cost-effective manner, while meeting and/or exceeding extensive water quality standards as we strive to protect the recreational use of the Mad River.

- The Rothschild's Sewer Extension Project is in the final stage of design. This extension will allow Rothschild's to discharge an estimated 200,000 gallons of wastewater per month to the WPCF. Construction should begin this spring.
- A new vector truck is in the budget for 2014. This will replace the current truck that is starting to show signs of age by frequently being out of service due to mechanical issues.

## **PUBLIC WORKS**

### **Street**

#### **Activity Summary:**

- **Street Maintenance:**
  - Responsible for over seventy (70) miles of roadway within the corporation limits
  - Dura-Patcher Street Repairs
    - 1600 Gallons of emulsion
    - 68 Tons of stone
  - Successfully maintained the (2012) established route to keep naturally occurring limb damage cleared from the curb areas.
  - Successfully continued with the (2012) cycle of repainting curbs and school zones.
  - 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.
  - Early winter weather challenged the annual leaf pick-up, trucks were transitioned quickly to accommodate for a pre-season snow event, however the majority of our residents were able to move their leaves to the curb for timely removal during the month of November .
  - December kicked off our season with several major "salt events" – as a result:
    - Approximately 670 tons of salt were used in 2013, compared to 300 Tons of salt used during 2012.
  - The 2013 annual Christmas tree collection was completed the first 2 weeks of January.
  - Ongoing maintenance and repair of the traffic signals and designated street lights, along with the systematic maintenance and repair of our street signs; keeping in compliance with new State and Federal reflectivity requirements.
- **Construction:**
  - Nearly \$23,000 was earmarked in 2013 for materials used to continue the replacements of catch basins and manholes.
  - The Street Department provides the necessary local support for ODOT road projects.
- **Equipment:**
  - Placed two new dump trucks in service, replacing both the 1991 and 1990 trucks in the effort to keep our fleet up to date and efficient.
  - Two new plows were placed into service helping with the early December snow events of 2013.
  - Consistent routine maintenance performed on the entire department's equipment.
- **Misc. Items:**
  - Provided support to other City departments for emergencies and scheduled needs:
    - 91 Water Digs
    - 10 Sewer Digs
    - 43 graves dug at the cemetery
  - 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
  - ✓ Downtown decorating and assisting with set-up of Santa land

## **Sharing Our Vision for 2014 and Beyond**

- Continue monitoring the systematic approach to replace the following aged critical pieces of equipment
  - Unit S-1 (1995 Dump Truck) with over 160,000 miles
  - Unit S-6 (1982 Dump Truck) with over 170,000 miles
  - 1995 Mobile Street Sweeper with over 10,000 hours
- Develop a plan to address the efficiency of street sweeping; focus on the economics and efficiency of our current system.

## **Technology**

B&K Digital, Springfield, Ohio absorbed the complete responsibility of administering, maintaining, and improving information technology for the City of Urbana. B&K successfully transitioned from back-end support to full administration April 1, 2013. They spent several months communicating with City Administration and Department Heads to plan and facilitate the process needed to effectively utilize existing hardware and begin the process to implement updated processes.

### **Major Events/Projects Completed**

- Parks and airport remote offices connected to the city office network for access to email and file storage
- Replaced and upgraded a few aging computer workstations
- Evaluated proposals for desktop upgrades utilizing server based virtual desktops
- Police department installed new security camera systems
- New higher capacity copiers installed throughout city offices
- Software upgrade to all city firewall to improve security, and provide better remote access.

### **Sharing Our Vision for 2014 and Beyond**

- Working on multi-year project to replace many aging computer systems through the implementation of server based virtual desktops
- Working on a more seamless integration between all departments of the city by standardizing computing platforms and technical capabilities