



THE CITY OF URBANA, OHIO

2015 IN REVIEW

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Dear Citizens of Urbana,

In the hustle and bustle of our daily life, it's important to take time and reflect on the many positive things that are going on to help remind us how fortunate we are that our community has the willingness to work together for progress. There is an adage, *"The only time you should look back is to see how far you've come."*

2015 may appear to be nothing but a flash in the pan, but a significant amount of progress was made by every division within the City's organization in maintaining critical day-to-day operations, managing special projects and laying the foundation for future ones. Every employee takes pride in serving the citizens of Urbana. Our Annual Review provides a more detailed summary of 2015's accomplishments, including the Wastewater Treatment Renovation; the two-part Phase 1 Water Main Project; the East Lawn Avenue Water Tower Renovation; the Market Street bridge and Muzzy Road bridge replacements; and the launching of the Champaign Economic Partnership (CEP) initiative, a collaborative effort between the City, County and private business.

Along with new resolutions, 2016 brings a significant amount of opportunity to build on last year's momentum and forge ahead with new initiatives. John F. Kennedy said, *"There are risks and costs to action. But they are far less than the long range risks of comfortable inaction. For time and the world do not stand still. Change is the law of life. And those who look only to the past or the present are certain to miss the future."* As with most communities across the country, key to our success will be to accept the challenge to re-define normal and embrace change.

Embracing change allows us the opportunity to open up and investigate new ways of doing things, which should improve our ability to perform tasks more efficiently and effectively. Jay Asher, the famous contemporary writer may have said it best, *"You can't stop the future. You can't rewind the past. The only way to learn the secret ... is to press play."*

Urbana, like the majority of municipalities in the state, continues to operate within the restrictions of a tighter and tighter budget, continually exploring opportunities to improve our value-added service levels through possible improvements in our revenue stream. While there may be arguments on both sides, the fact remains that no organization can successfully serve its customers if revenues don't keep pace with expenses and expectations; our number one objective is serving the community in the best possible manner.

We look forward to finalizing the development plans for the Urbana School District's new Pre K - 8 and High School buildings (including the Washington Avenue extension), and the redevelopment of the former Q3 JMC, Inc. brownfield property on Miami St. As the CEP becomes more established, we are confident that 2016 will bring a variety of sound opportunities for new investments.

As always, we encourage your input. If you have any thoughts or ideas on how to make our community even stronger, please feel free to call or meet with us.

Sincerely,

Bill Bean -- Mayor

Kerry Brugger -- Director of Administration

"We may not be there yet, but we're closer than we were yesterday." - Unknown

Urbana City Council

Urbana City Council meets on the 1st and 3rd Tuesday of every month at 6:00 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, Cledis Scott (937) 484-3580
- 3rd Ward, the northeast part of town, Dwight Paul (937) 207-8736
- 4th Ward, the northwest part of town, Ray Piper (937) 869-0806
- 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**

Major Events/Projects:

Signature Grimes Hanger:

- Replaced 1943 legacy doors with 2 Higher-Power hydraulic doors
- Resealed central roof; Upgraded lightening rod system and rain gutters
- Sided endcaps with steel and installed metal logo lettering
 - The Champaign County Pilots Association funded addition of wings
- Replaced two windows (courtesy of Skelley Lumber)
- Added drainage tile to route runoff to the retention ponds
- Installed 110V and 220V circuits in South Hanger
- Repainted taxi lines around hanger; wind socks replaced
- Bids in hand to apply matching steel siding to eastern wall

Existing Hangers:

- Serviced all t-hanger bi-fold doors; replaced unserviceable hanger door motors
- Fresh leases executed with all tenants; standard payment terms now 1st of month by credit card
- All hangers are “full” with waiting list of 23 pilots
- Mad River Air hanger office repainted

Terminal:

- Repainted common area restrooms
- Wi-Fi hotspot coverage of patio and restaurant enabled
- Destination / distances sign on patio repainted
- Eliminated tripping hazard at gate to ramp
- Airport Café sign repaired; replaced front door handle
- Evaluation by consultant for future repairs / improvements
- Estimates in hand to upgrade North Terminal and expand parking lot

New Construction:

- Prep work laid for ground breaking in Spring 2016
 - 14 Bay T-hanger; parallel to existing row of T-hangers
 - Ground Service Equipment shed south of Grimes Hanger
- Continuing to talk with third museum and two aircraft lighting companies about relocation
- Construction of new corporate hanger on hold

Farm, Fish & Food:

- Pointe North Grand Opening on the 28th of June
- Harvested 125 acres of corn, 164 acres of soybeans
- Alternative higher revenue crops identified with County Extension Agent
- Freshwater Farms lease for pond / land continues thru December 2016
- Airport Café renewed their lease for two years

Fuel:

- Sourced and installed FuelMaster Point of Sale Machine allowing chipped credit cards to be processed.
- Fuel farm improvements (replaced flapper valves, painted pump covers, installed pressurized nozzles, added fuel pump cutoff switch)
- Lowered retail price while increasing margin; keeping price point 3 cents less than the average in a 40 mile radius
- Sold more Avgas/Jet A January-October 2015 than entire year 2014

Runway/Ramp:

- Taxiways and apron underwent joint replacement and crack repair
- Grass runway over-seeding grant awarded by ODOT
- Repainted taxiway lines by t-hangers
- Engine run-up signs relocated
- Acquired giant “X’s” for use closing runway when required
- Routine maintenance to runway / taxiway lights and automated weather station accomplished

Events:

- Military Appreciation Day [focus – Vietnam]: 6 different helicopters, 15 fixed wing aircraft and over 30 ground vehicles from the Vietnam era attracted a crowd of over 4,000. Record number of pancakes sold; all costs covered. Kept the focus on veterans with representation from the VFW, DAV, American Legion, Wounded Warrior Project, the USO, Honor Flight and the Vietnam Veterans of America (plus recruiters from all four services).
- 4th of July: The Fourth of July celebration went well this year. The Rotary sold 2,000 chicken dinners. Phil Dirt and the Dozers, sponsored by the Champaign County Arts Council, drew an audience of over 1,000 folks listening to them on the ramp. The Firecracker Car show had over 600 entries.
- 49th annual Mid East Regional Fly In (MERFI): 2,500 in attendance with over 200 aircraft on site; 19 racers competed in the 4th annual race and set a new course record; the associated car show attracted over 140 classic and vintage automobiles
- Blessing of the Aircraft : Hosted event by St. Mary’s Parish on the feast day of St. Joseph of Cupertino, patron saint of aviation blessing over two dozen aircraft at the field; the Catholic Aviation Association was also in attendance
- Ford Tri-Motor Rides and a Young Eagles event (providing free rides to children aged 8-17) were sponsored by the Experimental Aircraft Association
- Hosted Phillips 76 Fuel QC Seminar that drew 23 airport managers
- Events hosted by Champaign Aviation Museum at the airport included: Army Air Corp Remembrance Day, WASP Brunch, Veteran’s Day Dance
- Enjoyed visits by the United Flying Octogenarians and the Flying Broncos (Western Michigan University Flying Team)
- On behalf of the City I addressed the Grimes Foundation Quarter Century Club, Daughters of the American Revolution, Champaign County Pilot’s Association, Ohio Hi Point JVS and Lion’s Club. Served as judge for aviation projects at the regional high school science fair at Sinclair College. Attended Ohio Aviation Association meeting representing the airport.
- Established Grimes Field Urbana Municipal Airport Facebook page to share information. It now has over 1100 “likes”.

37 single engine, 10 multi-engine, 6 ultra-light and 1 rotor wing aircraft are based at the field. Civil Air Patrol flight group organized; first based aircraft to arrive in January 2016.

Current tenants include 2 Part 135 Charter Operators (Careflight, Mad River Aviation), 2 Museums (Champaign Aviation Museum and the Grimes Flying Lab), 1 each Aircraft Mx Shop (W&W Aviation), 1 Flight School (Mad River Air), 1 Aeronautical Education Center (Ohio Hi Point JVS), the Champaign County Pilot’s Association and the best dang Airport Café East (or West) of the Mississippi!

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 160th year!

“The ideal cemetery should be a restful and secluded place...until the day shall break and the clouds flee away.” (Excerpt from 1907 Oak Dale Cemetery Handbook; page 23)

2015 Activity Summary:

215: Cemetery Operating Fund

Purpose: Cemetery operations

Revenue	\$151,000.53
Expense	<u>\$146,872.31</u>
Increase/Decrease(-)	\$4,128.22
Ending Fund Balance	\$11,477.88

805: Cemetery Trust Fund

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

Revenue	\$355.36
Expense	<u>\$2,857.43</u>
Increase/Decrease(-)	-\$2502.07
Ending Fund Balance	\$14,773.31

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	\$88,381.62

Sharing Our Vision for 2016 and Beyond:

- Continue toward finalizing the upgrades to the cemetery house
- 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; provides support to the Engineering Division; and works collaboratively with the Director of the Champaign Economic Partnership. 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 Staffing:

In 2015, Doug Crabill remained as Community Development Manager on a full time basis, and Dan Shover remained as Code Enforcement Officer on a part time basis. Pam Babjack resigned as Zoning Officer in late June. In July, Marcia Bailey became Director of the Champaign Economic Partnership, and she moved to the new Champaign Economic Partnership office at 3 Monument Square. On August 17, 2015, Adam Moore started as the Zoning Officer to replace Pam Babjack. Adam is a graduate of Triad High School, and he has a Bachelor's Degree from the Ohio State University in Construction Systems Management.

The Community Development Division is supplemented by Downtown Design Review Board, Planning Commission, Board of Zoning Appeals, and Board of Nuisance Appeals.

Zoning Division Activity Summary:

- 157 Permits were issued in 2015
 - Zoning Permits = 48
 - Right-of-Way Permits = 46
 - Fence Permits = 25
 - Temporary Sign Permits = 15
 - Sign Permits = 20
 - Floodplain Permits = 2
 - Pool Permit = 1
 - Total associated fees collected = \$4,160.30

Downtown Design Review Board:

- Downtown Design Review Board reviewed a total of fourteen (14) applications.
- Multiple signs were reviewed for businesses opening or relocating within the downtown.
- Forage opened at 23 Monument Square after several months of renovations to the space.
- The State Farm Insurance Agency operated by Ron Burns extensively improved the exterior of the building at 219 Scioto Street.
- The Nail Place relocated from Scioto Street on the eastside of Urbana to a new location at 300 North Main Street.
- The DAV and VFW installed a monument sign at their new location at 220 East Court Street.
- Tommy Brooks Salon on North Main Street was repainted with a new color scheme.

Planning Commission:

- Planning Commission reviewed a total of twenty-seven (27) applications.
- Multiple signs were reviewed for businesses opening, remodeling, or relocating within the city.
- White's Chrysler demolished a portion of their existing building to create more parking.
- A new 8,000 square foot horse barn was constructed north of the racetrack at the Champaign County Fairgrounds.
- The Peoples Savings Bank constructed a new brick monument sign at their branch office, 618 Scioto Street.

- Ohio Auto Loan occupied the former Sonic Drive-In at Urbana Commons along US 36 East.
- Henderson Land Investment installed a new solar awning and solar panels at their office at 606 Scioto Street.
- Urbana University enhanced its College Way entrance by constructing walls on either side of the entrance and by installing an archway sign.
- The new Dollar Tree store was constructed and opened on US Route 36 East. Upon its completion, the store was annexed into the city.
- The First Baptist Church on North Main Street started its expansion project. By year end, the new addition was under roof and nearing completion.
- Habitat for Humanity constructed a new single family home at 360 Windsor Avenue where a fire damaged house was demolished in late 2014.
- A new single family home was constructed on a wooded lot at 1311 Cambridge Drive.
- Williams Hardware reconstructed the mansard roof/awning across the front of their store.
- Weidmann Electrical Technology relocated an existing crane to improve the safety and efficiency of its operations.
- Johnson Welded Products started construction on two building additions.
- Safeway Auto Lube near Kroger was rebranded to a Valvoline Instant Oil Change.
- Urbana City Schools sought and received preliminary approval of its site plan for the new Pre-K-8 school off of Community Drive. A final site plan is anticipated to be reviewed in early 2016.

Board of Zoning Appeals:

- Board of Zoning Appeals reviewed a total of twenty (20) applications.

Board of Nuisance Appeals:

- Board of Nuisance Appeals received no appeals for review.

Nuisance & Code Enforcement Highlights:

- One thousand two hundred forty-one (1,241) inspections were performed.
- Four hundred thirty-six (436) violations were abated (closed/resolved).
- The majority of nuisance complaints (reported by the public or by proactive enforcement) are in three categories: tall grass (147), trash (104), and motor vehicle (65).
- Proactive enforcement of temporary signage violations is ongoing.
- A fire damaged garage which had become a neighborhood dumping ground at the rear of 302-304 East Church Street was demolished in August. The city paid the demolition costs and assessed these costs to the property taxes.

Community Development Highlights:

- The Phase 1 Water Replacement on East Ward Street, East Church Street, and East Court Street was completed under budget. Low interest loan funding was obtained through Ohio EPA, DEFA.
- Construction was completed on the Wooddale-Amherst Phase 1 Water Replacement. The work on the Wooddale-Amherst Phase 1 Water Replacement was funded by a no interest loan through the Ohio Public Works Commission.
- Administrative support was provided for the following projects: Phase 1 Water projects, Muzzy Road Bridge Widening, and West Market Street Bridge Replacement.
- Annexation of the new Dollar Tree store on US 36 East was completed.
- The former Lawnview School on US 68 South was connected to city water, and Koenig Equipment on US 36 East was connected to city sanitary sewer.
- Funding was secured for the North Oakland Street project to replace curbs and sidewalks in the first two blocks of this street in 2016.
- Funding was obtained in the amount of \$400,000.00 for the storm water portion of the US 36 East Improvements to be constructed in 2017.

Sharing Our Vision for 2016 and Beyond:

- Continue collaborative efforts to finalize the redevelopment of the former Q3 JMC sites on Miami Street and Beech Street.
- Continue to assist the Urbana City School District with their school building project through plan review, permitting, and continued communication and dialogue.
- Continue land use planning efforts for the redevelopment of existing school sites used by the Urbana City School District.
- Continue 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

2015 proved to be another very busy year with various economic development projects. Some are continuing in development stages and others came to a successful closure. The unemployment rate continues to decrease in our county as well as the State of Ohio. Interest to move into our community continues, as business increases (manufacturing, retail and services).

Tourism retains its place as another vital tool for our community. We see an increase in foot traffic by visitors and residents alike, frequenting our downtown areas to shop and dine. The City of Urbana and surrounding villages continue to offer events and attractions. Our thanks to the many volunteer boards and local merchants who offer unique shopping and dining experiences.

2015 Key Accomplishments:

Unemployment rate (Champaign Co.) – Jan. 2015 (5.5%) as of Nov. 2015 (4.2%)

- Manufacturer’s Council/HR Manager’s Group
 - 2nd annual manufacturers display at the Champaign County Fair in partnership with Ohio Hi Point and local high school students (ambassadors)
 - Manufacturer’s Fab Lab onsite during fair to allow visitors the opportunity to become more aware of the equipment and skills needed in today’s manufacturing environment
 - Partnered with YMCA for “Inventor’s Workshop” with 6-12 year old campers. Eight manufacturers assisted the campers with their “inventions” throughout the week and their products were displayed at the fair booth
 - Ohio Hi Point established a new advanced manufacturing satellite program at Triad High School – students can begin the program as soon as 5th grade
 - Honeywell Aerospace hosted a field trip for high school students at Triad during Manufacturing Day in Oct.
 - Coordinated tours for federal, state and local dignitaries
 - Coordinated news articles regarding progress of local manufacturing – including appearances on 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
 - 2015 – 4.05x national concentration
 - 3832 employed in manufacturing
 - \$64,807 average annual salary
 - GRP – not available
 - Manufacturing job growth – over 900 in 3 years
- Retention/Growth/Expansion/Investment/Attraction
 - Submitted 10 responses to inquiries from Dayton Development Coalition, JobsOhio, various brokers, and out of state and local businesses regarding possible relocation, buildings, sites, expansion etc.
 - Manufacturing
 - Retail & Service industry
 - Warehousing
 - Entrepreneurial
 - Presented to site consultants in a two-day visit with Dayton Development Coalition
 - Coordinated and hosted 3 site consultants looking for locations in Urbana and Champaign Co.
 - KTH: Expansion project completed
 - Investment of \$28.7M (building, equipment, trailer yard)

- Additional payroll of \$471,000.00
 - 981K SF of KTH total (started 30 years ago at 250K SF)
 - Parker Trutec announced a new expansion of 57K SF to the building in Salem Twp.
 - 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 completed
 - Investment of \$1.3M (Rothschild’s, City of Urbana and State of Ohio)
 - Koenig – Capital investment to connect to City of Urbana sewer
 - Advanced Technology Products – purchased vacant IGA building in Mechanicsburg. Renovated for warehousing space for their Milford Center facility.
 - Retail expansions – several new stores and restaurants have opened in the villages and the City of Urbana
 - Pending projects – 20 projects are currently being pursued in 2016 with all but 1 being carried over from 2015. Potential of 400 new jobs to be created in manufacturing, services, retail, health care.
- Community Involvement
 - Serve on MSD board
 - Co-Chair GALA
 - Membership in Heritage Ohio as a Downtown Affiliate Program
 - Guest speaker for Economic Development day/Leadership Academy
 - 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
- Champaign Economic Partnership
 - Creation of Champaign Economic Partnership (CEP)
 - Sole private/public agency for economic development for Urbana and Champaign County
 - 18 member board (over 70% private membership)
 - Located at: 3 Monument Square/Security National Bank Building
 - Developed a new website for CEP www.cepohio.com

Sharing Our Vision for 2016 and Beyond:

- Marketing
 - www.cepohio.com designed to be an interactive site for site consultants and local interest in economic development
 - Continue updating information on various state and local websites for available properties, land etc.
 - 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
 - Continue exploring various private/public partnerships
 - Develop “intake” form related to various incentives
 - Develop resource pamphlet for site selectors etc. regarding county
 - Create a Return on Investment (ROI) as a reporting mechanism to the community
- Manufacturers Council
 - Continue marketing for future workforce needs
 - 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:

- East US Route 36 Sewer Extension – Tom’s Construction, Inc. completed a sanitary sewer extension to Robert Rothschild Farm in early spring. The project consisted of 1,400’ of 8” gravity sewer, 5,300’ of 4” force main sewer and a pump station. Rothschild is now pumping their waste through the new system. Koenig Equipment has also tied into the new sanitary system as a result of the extension. The City will accept a portion of the gravity line Koenig installed as public infrastructure in 5 years’ time. This portion was inspected by Engineering. The final construction cost was \$351,261.66, approximately \$5,200 over the bid price. A CDBG grant partially funded this project.
- Phase 1 Water Replacement (Court, Church and Ward) – Milcon Concrete, Inc. completed a water line replacement program in late fall. The project began in 2014. The major project components consisted of 11,568’ of 8” water main, 2,464’ of 4” water main, 8,865’ of water services, 28 fire hydrants and 7,542 tons of new asphalt. The final construction cost was \$2,574,403.91, approximately \$115,000 under the bid price. An OWDA loan funded this project.
- Phase 1 Water Replacement (Wooddale, Amherst and Finch) – Kinnison Excavating, Inc. completed a water line replacement program in late summer. The major project components consisted of 3,890’ of 8” water main, 2,014’ of water services, 10 fire hydrants and 2,022 tons of new asphalt. The final construction cost was \$587,204.36, approximately \$28,800 over the bid price (some of which was elected, additional paving). An OPWC 0% loan funded this project.
- Muzzy Road Bridge Widening – Tom’s Construction, Inc. completed a bridge widening project mid-summer. The bridge was widened a total of 8’ utilizing the existing abutments and 4 new prestressed concrete box beams. Other important components included 4 new concrete end caps, 138’ of new guardrail and 312 tons of new asphalt. The final construction cost was \$118,161.50, approximately \$8,300 over the bid price. An OPWC 50/50 grant funded this project.
- West Market Street Bridge Replacement – J&J Schlaegel, Inc. completed a bridge replacement project in late summer. The new box culvert replaced a 102 year-old jack arch bridge. The major project components in addition to the new 10’ x 6’ box culvert included replacement utility lines underneath, new wing walls at the outlet, new curb, gutter and sidewalk, new ADA ramps, new asphalt and new decorative railing. The final construction cost was \$155,481.39, approximately \$3,600 over the bid price. An ODOT Small Cities 80/20 grant funded this project.
- The City’s 2015 annual paving budget paid for the following: extra paving length on Amherst Drive, a chip seal/restripe of the City’s portion of Dugan Road, a crack seal/cape seal/restripe on North Jefferson Avenue, a crack seal/restripe on East Water Street, restriping within Monument Square and a seam repair/restripe on U.S. 36 East (to hold us over until 2017). A portion of this money also helped fund the cooperative Dellinger Road bridge replacement/road realignment project. Pavement cores taken by Bowser Morner early in 2015 will help determine a best course of action in the near future for a few, failing streets.

Major Ongoing Projects:

- EMH&T, as a consultant for the City, is in the midst of a flood plain study for Dugan Run. Their sub-consultant, Edwards Surveying, completed data collection in late fall. The largest phase of the project commences in 2016, when the collected data is modeled and a new floodplain boundary is established.

Miscellaneous Accomplishments:

- Engineering employed an intern for the summer once again. Aaron Bowshier was an Urbana resident, majoring in Civil Engineering at OSU. His tasks included project inspection, plan and specification review, concrete patch monitoring, utility mapping, striping quantity projections and background work for speed studies. Aaron was a great addition for the summer since four construction projects were ongoing, and the extra set of eyes helped immensely.
- At varying points throughout the year, Engineering provided maps to the Economic Development (CEP too), Community Development, Administration, Sewer, Street, Water and Fire Departments as well as others in the community.
- Completed inspections for forty-six (46) right-of-way permits issued, twenty (20) more than last year.

- Periodically checked and logged City, Columbia Gas and homeowner right-of-way digs. In conjunction with the Nuisance Department, sixteen (16) letters were sent to homeowners requiring the replacement of missing sidewalk. Approximately one hundred thirty-seven (137) non-project related patches were tracked and completed by contractors.
- Approximately ninety-four (94) zoning permits, including site plans, were reviewed by Engineering before being approved by Zoning.
- Engineering took part in many discussions and reviews of the preliminary site designs for the two new school construction sites. Also managed DHDC, a soil boring consultant, who provided geotechnical information about unimproved Washington Avenue.
- Utility Map updates were completed once the East US Route 36 Sewer Extension and the Phase 1 Water projects ended.
- Bridge inspections and inventory updates for the City's 10 bridges were completed in September. A list of maintenance items was given to the Street Department to keep the bridges functioning properly. Retucking of the mortar joints in the Edgewood Bridge over Dugan Run by J&J Schlaegel this year was a result of the bridge inspection program.
- Ten items total were sold by Engineering for a total of \$16,452 through GovDeals on behalf of other departments: six from sewer, two from water and two from street. Overall, GovDeals has provided the City a method to auction off nearly \$60,000 worth of used assets.
- On July 11th at the annual Park Fest, Engineering was asked to hold a disc golf event to promote and benefit the park. The event attracted 50 participants and raised \$350 for the park.

Sharing Our Vision for 2016 and Beyond:

- A preliminary plan was assembled in 2015 for public infrastructure improvements around the proposed Q3 redevelopment. If stakeholders are secured, Engineering will become more involved.
- The paving program for 2016 has been developed. New treatments are being considered for 2016 and beyond, including flexible membrane interlayers and full depth reclamation. A continued focus on maintaining good roads will benefit the City in the future.
- LED lights should be purchased in early 2016 and installed by the street department in the Scioto Street (62) and Lippincott Lane (17) decorative fixtures. Electric costs savings is estimated at \$3,400 a year with a return on investment of five to six years. Expected useful life is over 10 years. DP&L will still have a \$50 per fixture lighting rebate that will assist in upfront costs. Upfront costs are estimated at \$28,800.
- CDBG FY2014 Street Resurfacing Program (Taft Avenue) – The Taft Avenue repaving project was bid twice in 2015 (July and September). No bids were within 110% of the Engineer's Estimate due to the limited availability of contractors that late in the year. The City received an extension to rebid the project in early 2016 and is expected to receive much better pricing as a result. This project will be funded partly by a grant and partly by local capital. Project estimate is \$86,000.
- CDBG FY2015 Oakland Street Curbs and Walks, Phase 1 – Sidewalks, curbs and gutters, catch basins and drive approaches will be replaced in 2016 along the 100 and 200 blocks of N. Oakland Street. The City hopes to slowly improve this corridor by replacing the concrete year by year. A CDBG grant, CDBG Program Income and local capital will fund this project. Project estimate is \$114,000.
- Urbana Safe Routes to School, Phase 2 – This 100% SRTS grant comes in at \$224,000 for right-of-way acquisition and construction. The environmental review and right-of-way plans have been completed. DLZ Ohio, Inc., a consultant for the City, is in the midst of acquiring the needed strips of land. The project is comprised of new sidewalk along Boyce Street and Madison Avenue and is proposed for 2016 construction.
- U.S. 36 East Improvements – The project is funded in part by ODOT's Transportation Alternatives Program grant for sidewalks, curbs and other enhancements and also by 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. finalized the right-of-way plans for the project in

January 2015. Construction plans will be worked on throughout the winter, in preparation for 2017 construction.

- Simultaneous with and included in the aforementioned Urban Resurfacing for U.S. 36 East in 2017, State Route 29 East (Scioto Street) will be repaved from the US 36/SR 29 split to the eastern corporation limits.
- Through an early 2016 study, the roundabout in Monument Square will be reassessed for possible improvements that the City will aim to make in 2019 or 2020. Safety and functionality are two primary focus points.
- ODOT Central Office is considering a 100% grant for the analysis, retiming and synchronization of signals along the U.S. 68 corridor, three blocks south and four blocks north of the square. Engineering made application in November 2015.

Facility Management

Construction / Procurement:

- Installation of new carpeting and painting for Code Enforcement and Finance Departments.
- Supported the specifications for the roof of Grimes Field Hanger restoration project and completed the roof coating on the center section of the hanger. Roof work will extend the life of the hanger with a ten year product warranty.
- Obtained budgeting estimates for blacktop sealing and line striping of public parking areas for FY16.
- Coordinated the installation upgrade for the roof top air conditioning unit for Engineering, Code Enforcement and Training areas.
- Specified and Procured window replacement for the court office windows.

Preventative Maintenance:

- Completed the spring and fall preventative maintenance work on HVAC equipment for the Municipal Building and Urbana Armory to assure efficient and dependable operation through the winter months.
- Steam cleaned and changed filters in HVAC units for the Municipal, Airport Café, Armory and Mausoleum buildings.
- 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 and correction of the energy management equipment previously installed. Programming modifications were made to allow better environmental control of the most difficult spaces. Add controls to newly installed unit for the conference room.
- Re-lamped overhead lamps and ballasts as needed for the Court, Fire Department and Finance offices.
- Contracted the sealing and line striping of asphalt parking area at the Melvin Miller Park.

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.

In 2015, the City partnered with an outside firm to offer credit card and online payments. In May 2015, the City began accepting in person credit card payments and online payments. During 2015 there were a total of 1,651 transactions resulting in a total of \$123,256.71 in revenue.

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.

The City's income tax ordinance underwent major changes due to the passage of House Bill 5. These changes approved by Urbana City Council will take effect January 1, 2016.

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 2015.

City of Urbana		
General Fund Budget by Expense Type	FY15 Budget	% of Budget
Salaries	3,348,223	53.0%
Pension	648,239	10.3%
Medical & Life Insurance & Medicare	808,357	12.8%
Worker's Compensation	155,932	2.5%
Travel & Training	35,700	0.6%
Utilities	212,252	3.4%
Professional Services	193,227	3.1%
Equipment & Building Maintenance	161,329	2.6%
Miscellaneous	87,062	1.4%
Insurance	72,949	1.2%
Printing, Advertising, Memberships, Postage	158,229	2.5%
Supplies	79,512	1.3%
Gas & Oil	76,429	1.2%
Subsidies	274,852	4.4%
Grand Total	6,312,292	

City of Urbana		
General Fund Budget by Department	FY15 Budget	% of Budget
City Council	92,846	1.5%
Code Enforcement	169,086	2.7%
Engineering	157,891	2.5%
Finance - All Departments	481,695	7.6%
Fire/Ambulance	1,715,148	27.2%
Law Department	137,538	2.2%
Mayor/Administration	262,316	4.2%
Misc. Non-Departmental	567,344	9.0%
Mulch/Compost	24,913	0.4%
Municipal Court	664,569	10.5%
Parks & Recreation - All Departments	290,316	4.6%
Police	1,591,180	25.2%
Public Works & Property	157,450	2.5%
Grand Total	6,312,292	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2015.

**City of Urbana - General Fund
Tax Revenue Budget**

	2015 Budget	% of Budget	<u>Explanation</u>
Local Taxes	509,500	8.1%	Real estate taxes
State-Shared Taxes	231,705	3.7%	Local government - county
Intergovernmental	142,020	2.2%	Local government - state, County reimbursement
Recreation Collection	11,473	0.2%	Park & recreation revenue
Pool collections	50,644	0.8%	Pool admissions, rentals, sales
Charges for Services	859,264	13.6%	Ambulance, cable tv, township contracts
Licenses & Permits	7,024	0.1%	Code/zoning permits
Court Collections	457,273	7.2%	Fines and fees associated with Municipal Court
Miscellaneous	129,083	2.0%	Interest revenue, mulch revenue
Reimbursements	754,338	12.0%	Reimburse general fund use of resources
Municipal Income Tax	<u>3,160,000</u>	50.1%	Municipal income tax revenue
Total Revenue	<u><u>6,312,324</u></u>		

Fire & EMS

- We had two members leave the fire division in 2015. Fire Captain Phil Kellenberger retired in October with over 27 years of service to the fire division. Firefighter/Paramedic Adam Puhl resigned to join the Huber Heights Fire Division with nearly 3 years of service. Firefighter/Paramedic Thad Davis was hired to replace Adam.
- Continued to negotiate fire and EMS contracts with the surrounding townships. All contracts were renewed with the following terms:
 - Urbana Township – 3 year contract 2016-2018
 - Salem Township - 5 year contract 2016-2020
 - Concord Township – 5 year contract 2016-2020
- 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. The number of individuals and families coming to get a car seat has dwindled and is being re-evaluated for effectiveness in 2016.
- We continue to fine tune our digital improvements with the use of I-Pads in our apparatus. The I-Pads are a 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, Pre-planning and GPS on other vehicles.
- Work continues on the training facility just north of the airport. We received shipment of 6 intermodal (shipping) containers which have been placed in position; special cuts in the containers now make the space equivalent to a 1600 square foot building that simulates a residential building. These containers were purchased with a grant from a local organization. We have conducted several training exercises at the facility and will continue to improve the facility.
- We received \$57,620 to replace our aging rescue tool systems, through a FEMA Grant Program (AFG Grant). Our current SCBA meet the 1997 NFPA Standard; the new SCBA will meet the 2013 NFPA Standard. Our older tools were not able to cut the material that is used to build newer vehicles. They simply did not have the strength to cut the material. We also purchased new airbags to lift very heavy objects. Our older airbags were nearly 30 years old.
- We received over \$305,000 from a Staffing for Adequate Fire and Emergency Response (SAFER) Grant. This will allow us to fill two vacant positions that we had over the past year, bringing our staffing back to 7 suppression personnel on each shift and two administrative personnel. This grant will fund two positions for at least two years.
- We received an Ohio Bureau of Worker’s Compensation Grant worth \$40,000.00 to assist with the purchase of two Stryker Power Load Systems and two Battery Powered Cots. This will help prevent lifting injuries which is very common in this industry.
- We purchased two thermal imager cameras in 2015. Urbana Township purchased one camera to be placed on Engine 4, the township’s engine and the Fire Division purchased one to be placed on Engine 1. These cameras and the technology that they provide are an important part of our fire and rescues operations.
- We continue to work hard to improve the fire station daily cleaning as well as painting areas that have not been touch for a long time.

Operational Summary

	2015	2014	2013	2012	2011	2010	2009
EMS Runs	1796	1854	1795	1799	1708	1731	1590
City	1445	1467	1424	1474	1388	1385	1295
Rural	327	361	359	304	307	325	278
Mutual Aid	24	26	12	21	13	21	17
Motor Vehicle Acc.	146	119	117	113	141	154	154
City	66	59	60	55	81	76	79
Rural	71	54	51	52	55	72	70
Mutual Aid	9	6	6	6	5	6	5
Fire Runs	501	478	411	448	446	515	547
City	372	369	302	322	334	380	382
Rural	94	82	96	99	80	107	129
Mutual Aid	35	27	13	27	32	28	36
Total Runs	2449	2451	2323	2360	2295	2400	2291

Sharing Our Vision for 2016 and Beyond

- 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 to maintain competency in Fire, EMS, Haz Mat and Rescue situations. We will continue to be as cost effective as possible by reusing materials such as wood and metal while constructing the building. In the past we would have to look for houses that we can burn for this type of training, a rather costly endeavor. In 2016 we hope to have the majority
- We will continue our 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.
- Purchasing a new ambulance at the beginning of the year. A specifications committee worked hard last year to come up with specifications for a new ambulance that could be here for the next 25-30 years.
- In 2018, 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 2019. This may change based on our look into response capabilities. We will also, look into making this purchase with the assistance of an Assistance to Firefighters Grant. The grant could save over half the cost of the new engine which is estimated to cost approximately \$550,000.00.
- 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.

Human Resources

Miscellaneous Accomplishments:

- 2015 was completed with ten work related accidents with a total loss of 8 working days.
- 2014 completed with eight work related accidents with a total loss of 62 working days
 - Safety awareness continues to be present
 - We successfully met Ohio BWC program requirements for earning a Destination Excellence Program premium bonus.
 - The Destination Excellence savings totaled \$33,668
 - Included Industry Specific Safety program, Safety Council Participation and Performance, Transitional Work Bonus and Drug-free Safety Program.
 - Approved for enrollment for 2016.
- Completed negotiations for five labor agreements; Public Works; Police; Police Sergeants; Fire; and Fire Captains
- Responded to 15 public records requests opposed
- Annual Health Insurance enrollment for 2015 successfully completed.
 - Health insurance committee met quarterly throughout the year
 - For the first time additional life insurance was made available to our full time employees
 - During the enrollment period, 47 employees elected coverage
 - Training was conducted throughout the year as needed per department.
 - In compliance with the Drug-free Safety Program all employees attended annual awareness training; the supervisors also attended the required supervisor awareness training.

Sharing Our Vision for 2016 and Beyond:

In addition to the day to day operations time will be devoted to implementing the following:

- Annual Enrollments and Health Insurance Committee meetings.
- Devise a safety team.
- Continue to comply with the Destination Excellence Programs.
- Implement a timekeeping system.
- Complete the final phase updating Global Harmonized Safety Data Sheets.

Law Office

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 2015, the law director attended 24 regular council meetings and seven work sessions. The law director reviewed 35 proposed resolutions and 32 proposed ordinances for conformity with state and federal law, drafted several ordinances on behalf of other City departments, and drafted shared service agreements for municipal court prosecution with Champaign County, 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 changed in 2015 to a shared services agreement between municipalities, and for 2016 forward, that shared service model also includes Champaign County.

In 2015, the law director handled approximately 2,200ailable criminal and OVI offenses. This included cases from prior years in addition to the 3,868 new cases filed into Champaign County Municipal Court. While approximately half of "other traffic" cases result in payment of tickets by defendants without prosecutor involvement, a substantial share of those cases areailable offenses such as repeat moving violations that elevate the penalties, along with driving under suspension, and hit-skip. Many speeding and unclassified misdemeanor offenses also proceed to bench trial pro se.

CASES FILED in 2015	Urbana Police Division	Champaign County Sheriff	OSHP	M'Burg Police*	St. Paris Police	Other Agencies
Felonies	53	39	0	3	7	5
Misdemeanors	505	244	7	86	31	31 (pros.) 24 (ODNR)
OVI's	80	36	6	11	8	
Other Traffic	729	370	1432	87	54	
TOTAL	1367	689	1445	187	100	50
Appeals	0	3	1	1		

*Mechanicsburg's Mayor's Court ceased operation, therefore case totals are higher than 2014. The village is also the site of the Tri-County Regional Jail, which inflates the number of criminal cases related to inmate activity at the jail.

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

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 on the regular activity of our victim-witness advocate functions. In February 2015, we bid farewell to our other experienced advocate, Lyndsay Bumbalough, and hired our former intern, Nick Sullivan, to finish the grant cycle from May through September. Thanks to the approval of additional VOCA funding for the 2016 grant cycle, the law department was able to hire Aimee Belliveau as an advocate to begin the year.

Copper continues his work as a certified therapy dog with Amy Deere as his handler. He accompanies victims and witnesses to the courtroom in addition to providing a friendly face in our office, helping us connect to the public, and also attends City Council meetings.

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 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 2015, 24 civil cases were filed by the City of Urbana as plaintiff, compared to 30 cases in 2014.

Law Enforcement Training:

The law director, as the chief legal officer of the municipality, repeated a training program implemented in 2014 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 for the department, as court clerks and notaries public were often unavailable during second and third shifts. The test incorporated material on changes to local rules for becoming a notary public in Champaign County, and the exam was administered through an online test to three additional officers with 100 percent pass rate.

In March of 2015, the City hosted a "Cops in Courts" workshop by the Ohio Department of Public Safety, with a turnout of approximately 35 officers from Urbana police and other local law enforcement agencies. The ODPS traffic safety resource prosecutor ("TSRP") focused on giving officers skills to improve their report writing and testimony in court. Sgt. Josh Jacobs showed off his skills on the witness stand as the training culminated with a mock motion hearing presided over by Acting Judge Richard A. Meyer, with direct and cross-examination by the Municipal Prosecutor, TSRP, and local attorney Addie King, a former Dayton City and Champaign County assistant prosecutor.

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.; Frost Brown Todd for brownfield remediation issues, and Thompson, Dunlap and Heydinger for title work.

The Law Director anticipates that with the addition of an assistant attorney to share the prosecution duties, the City should realize a cost savings by allowing the Law Director to more effectively coordinate with outside counsel on such specialized matters, in addition to handling routine civil matters in a more timely fashion. Civil priorities in 2016 include a thorough review of the City Charter and all codified ordinances, as well as addressing annexation, contracts, taxation, personnel and other matters with the partnership of the administration and City Council.

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.

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, five (5) 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.

Pointe North is located at 2222 State Route 68 (just north of Grimes Airfield). Open March 1 through October 31, Pointe North is a 224 acre parcel offering public fishing, wildlife observation and picnic opportunities. This location is a "Trash Free" park; rules and regulations (as posted in the park) are enforced by the Ohio Department of Natural Resources-Division of Wildlife, the Champaign County Sheriff's Department and City of Urbana Police Division;

Operations Summary:

- Misc. Park Activities
 - Planned and orchestrated the first annual ParkFest
 - Held July 10-11, 2015
 - Concerts, vendors, sports tournaments, family activities
 - With over 24 sponsors; Urbana Parks and Recreation raised over \$8000
 - Profits from the festival were placed in a newly created Park Fund and will be budgeted for future improvements
 - Adult Softball
 - 3 Leagues
 - 21 Teams playing in Spring and Fall
 - Worked with the Champaign County Arts Council to provide *Concerts in the Park*
 - Hosted 4 separate 5K runs for local organizations
 - Rentals
 - 110 Shelter Rentals
 - 54 "The Deck" Rentals
- The Wendell Stokes Swimming Pool
 - Due to inclement weather, the pool closed early a total of 12 days
 - Total Revenue of \$54,536.45 was a direct result of the following activities:
 - 191 Season Memberships
 - 309 Swim Lessons (141 complimentary lessons administered to season pass holders, 168 paid by non and pass holders)
 - 19 Pool Rentals
 - 2 Complimentary (YMCA in exchange for indoor pool time and Fido's Swim Fest)
 - 61 Swim Team members
 - 3 Home Swim Meets
 - Jr Lifeguard Class
 - Concessions

Sharing Our Vision for 2016 and Beyond

- Begin construction of indoor restroom facility through grant from ODNR
- Continue updating list of improvements through community donations earmarked for the Park Fund

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 – We continue to struggle with dangerously low staffing levels and spent a good part of 2015 with only 16 officers. As retirements continue to hit us over the next few years, we will continue to look for opportunities to get the Urbana Police Division back to (or closer to) full staffing, which is 23 sworn officers.

Bank Robbery – On March 5, just after 9:00 a.m., Urbana officers responded to a robbery at the ATM machine located in front of Security National Bank, 848 Scioto Street. Police found that while two bank employees were outside the bank, they were approached by a suspect wearing a stocking over his face who demanded they turn over a bag they were carrying, which contained a large amount of money. The suspect ran to a waiting vehicle and fled the scene with the help of an accomplice who was driving the getaway car. This car was later recovered near Springfield and impounded by Urbana police. On September 23, after many months of investigation, Urbana police made two arrests for the robbery when they arrested Michaela M. Anderson, age 19, of Urbana, and, Ryan Henry Seibert, age 22, of Springfield.

Police went to Florida twice to follow up on investigative leads, after they discovered the two were hiding out there. Both Anderson & Seibert plead guilty to their crimes, without going to trial and were sentenced to prison.

Lou Taylor Homicide Case -- In 2015, in an effort to keep the awareness of an unsolved 2011 homicide case alive, police erected two billboards along State Route 68 between Springfield & Urbana, regarding the \$10,000 Reward offered in connection with the homicide of Mr. Louis Taylor. This case continues to be the top priority for the police division.

Drug Investigations – 2015 was our busiest and most successful year in drug investigations since our implementation of a new Drug Enforcement Strategy in 2013. Sixteen drug related search warrant raids were served on suspected drug houses throughout the city. A large amount of drugs and weapons were recovered as the result of these cases. On March 31, Urbana police conducted two drug related search warrant searches and recovered evidence and plants from an indoor marijuana grow operation, at 314 Miami Street, Apt. 2, and at 10257 East US Route 36. Steven Inskeep, age 57, was arrested in that case and later plead guilty to drug charges.

On April 25, at 10:48 p.m., several officers acting with a drug related search warrant raided a residence at 312 East Water Street. Officers recovered drugs and paraphernalia during the raid. Officers discovered occupants of the home were abusing drugs while there was a two year old child within reach of them.

Drug Enforcement Strategy – In 2015 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.

- 16 Search Warrant Drug Raids of homes were conducted in 2015.
- Drug arrest stats:

<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
611	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

Fatal crashes – In 2015 we experienced two fatal crashes within the city. The first occurred on May 16, at 1:06 a.m. in the 300-block of Lewis B. Moore Drive. A 19 year old Wittenberg student was killed and his 19 year old passenger was injured. The investigation revealed that the driver was under the influence of alcohol and drugs at the time of the crash and that he was not wearing a seatbelt.

The second crash fatality occurred on November 27, at 5:38 p.m. in the 1600-block of US Route 36 East. A 38 year old Urbana woman was killed. She was a front seat passenger in a car that turned into the path of an eastbound pickup truck. This crash remains under investigation.

Outreach Efforts in 2015:

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 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**

Safety Town Donations:

We were very fortunate to be the recipients of two generous donations for our Safety Town program. In December, we received over \$1700 from John and Beverly Titus, on behalf of the Alicia Titus Peace Memorial organization, as reward for our annual participation and assistance to the organization with their efforts to promote peace in our world, in the memory of Alicia Titus, a flight attendant killed during the attacks of 9-11. We were also grateful to be the recipients of \$1,000 from the local State Farm Insurance agencies, who helped us with a grant award as well as local matches from the Ron Burns State Farm Company, and the Erin Patton Agency. Together, these monies will be used to purchase some new items for Safety Town and to refurbish the asphalt, pavement markings and buildings.

Our 2015 Safety Town program was the largest to date, with 66 incoming kindergartners participating.

FOP Community Christmas / December:

In addition to providing Christmas gifts for 262 Urbana children this year, the FOP/Community Christmas program provided gifts to several children spending their Christmas in Columbus’s Children’s Hospital. Those gifts were delivered to the hospital by Officer Todd Pratt and his family, on behalf of the UPD.

Employee Recognitions:

During our annual 2015 Division meeting in January we recognized several officers for their special efforts and successes to the division and to the community during 2014. Those honored were:

- ***Distinguished Duty Award*** recipients
David Reese, Ed Burkhammer, Josh Jacobs, Todd Pratt, Shawn Schmidt, Mike Cooper & Robbie Evans
- ***Exceptional Duty Award*** recipients
David Reese, Ed Burkhammer, Josh Jacobs, Mike Hughes, Todd Pratt, Shawn Schmidt, Mike Cooper, Jason Kizer, Robbie Evans & Todd Burkett
- ***Police Chief’s Challenge Coin Award*** recipients
Seth King, David Reese, Brian Cordial, Chris Snyder, Shawn Schmidt, Todd Pratt, Jason Kizer, Mike Cooper & Robbie Evans
- ***Physical Fitness Award*** recipients
Shawn Schmidt, Robbie Evans, Jason Kizer, Seth King & Matt Lingrell
- ***TOP COP for OVI arrests***
David Reese (31 OVI arrests)

Training 2015:

- Blue Courage (entire Division)
- Crisis Leadership in Active Shooter incidents (presenters were: Police Chiefs from the Boston Bombing, MIT University murder of police officer & Virginia Tech massacre) (Lingrell & King)

New Equipment in 2015:

- Unmarked Cars (2)
- Simulator for our OVI testing Datamaster machine
- Target System (15) for the weapons range
- Neon Traffic Cones (30)
- Heat sealer for our Evidence/Property Room

Sharing Our Vision for 2016 and Beyond:

- We will continue with the **open homicide investigation** of Louis Taylor which occurred on October 24, 2011 (he died on November 17, 2011).
- **Drug Investigations** – We will continue with our Drug Enforcement Strategy initiated in 2013.
- **Hiring and training** new police officers to replace the ones we lost in 2015 and will lose in 2016 to resignation or retirement.

Urbana Police Division Activity Statistics for 2015

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Calls for Service	14,476	13,116	12,851	16,167	13,511
Arrests	1,780	1,511	1,759	1,707	1,391
Felonies	375	305	291	168	161
Misdemeanors	1,405	1,206	1,468	1,539	1,230
Offense Reports	1,956	1,763	1,898	2,049	1,716
Homicides	0	1	1	1	1
Robberies	3	4	6	3	7
Burglaries	71	82	71	93	112
Rapes	9	12	7	9	2
Sexual Assaults	27	19	9	16	28
Assaults	134	118	130	142	112
Thefts	445	432	425	516	387
Auto Thefts	16	11	19	21	28
Forgery/Fraud	21	67	95	68	75
Vandalism/Criminal Damaging	218	170	168	240	161
Drug Offense	409	302	308	171	108
Traffic Citations	1,108	1,089	1,336	1,695	977
OVI's	82	94	108	105	89
DUS's	187	167	173	224	88
Speed	161	103	240	493	196
Traffic Control Device	36	31	51	91	54
Parking Citations	33	47	31	232	266
Crash Reports	403	424	380	419	349
Fatal Crashes	2	0	0	1	0
Mental Health Complaints	80	107	154	116	82
Suicide (includes attempts)	33	35	41	33	22
Curfew	23	12	10	14	39
Alarms	981	493	423	454	32
Dead Body (non-criminal)	17	16	19	16	21
Business/House Checks	1,665	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.

	2011	2012	2013	2014	2015
	Actual	Actual	Actual	Actual	Projected
Million Gallons Pumped	766.16 MG	733.36 MG	718.71 MG	685.37 MG	674.83 MG
Million Gallons Sold	493.36 MG	510.46 MG	431.23 MG	412.65 MG	505.6 MG
Percent Unaccounted*	35.6%	30.4 %	40%	39.7%	25.1%
Number Water Connections	5400	5448	5454	5454	5463

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

Distribution Repair Digs					
2010	2011	2012	2013	2014	2015
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
92	117	72	91	105	65

In 2015 there were No Violations of the Safe Drinking Water Act.

2015 Accomplishments:

- Phase 1 (two-part) Water Line Replacement Project completed
- The East Lawn Storage Tower cleaned, painted and refurbished
- The Gwynne Street Bridge Water Main Isolation Valves installed
- The WebTMS System relocated to Taft Ave Garage
- Andy Deaton resigned his position and Russ Thackery was hired.
- 2015 Lead and Copper sampling completed with no violations.

Sharing Our Vision for 2016 and Beyond:

- Capital Improvement goals for 2016 include:
 - Gwynne Street Tower painting and Maintenance
 - Removal of Unused Monitoring and Exploration Wells.
 - 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

Water Reclamation Facility

The City of Urbana currently operates a 4.5 Million Gallon per Day (MGD) Water Reclamation Facility, NPDES Permit No. 1PD00011*OD, effective December 1, 2015, 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 7 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 77 miles of sanitary sewer and 1 major lift station located at the Vancrest nursing home. In 2015, we received 38 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.

Operations Summary:

- During the 2015 calendar year, the WRF treated 566 million gallons of wastewater, which is an increase of 20% compared to calendar year 2014.
- Recorded a total of 42.33" of precipitation in 2015. This was an increase of 6% compared to 2014.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 455 dry tons of bio-solids that were beneficially used at agronomical rates on approximately 165 acres of Ohio EPA approved farm ground.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2015, we accepted 4.9 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 6% decrease compared to 2014.
- The Urbana WRF 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 2015, 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 2015, we received 9,307 cubic yards of yard waste (an 11% decrease from 2014) and distributed 5,591 cubic yards of compost. 5,500 cubic yards of the leaves and chips distributed were due to an agreement with Mad River Topsoil. Dugan & Meyers completed construction on the WRF upgrade and the new plant was commissioned in May 2015. This was a 2-phase project. Phase 1 consisted of building a new oxidation ditch plant with Ultraviolet disinfection and Phase 2 consisted of revamping the South side of the plant. This has been a challenging and educational event for the WRF staff. The new plant is 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.

Sharing Our Vision for 2016 and Beyond:

- In an effort to change public perception of wastewater treatment facilities, the City of Urbana Wastewater Treatment Plant is now referred to as the City of Urbana Water Reclamation Facility beginning January 1, 2015. This change was spear-headed on the national level to reflect what a treatment plant actually does-which is reclaiming wastewater.
- The Rothschild's Sewer Extension Project was completed and flow to the WRF began in February 2015. This extension allowed Rothschild's to increase production and retain employees in Urbana and surrounding areas.

- 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 mobile laptop computer. This is a “live” program which allows sewer locates to be done more efficiently while meeting Positive Response requirements.
- As part of the upgrade, the WRF facility is being operated and controlled using Supervisory Control and Data Acquisition (SCADA) system. This system allows remote channel access and control in addition to numerous valve and pump set points for optimal plant performance.
- In 2015, Beehive Industries asset management software was purchased for the Sewer Maintenance Dept. This software allows City staff to streamline sewer calls and connect to the City’s infrastructure to capture, preserve, and use data in an efficient manner.
- Operator 10 software will be commissioned in 2016 as part of the plant database to simplify and electronically submit monthly report data to Ohio EPA.
- The City of Urbana WRF is no longer disinfecting wastewater using chlorine. As part of the plant upgrade, we are 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 is dedicated to 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
 - 2015 started out much like 2014 with lots of snow and bitter cold temps creating havoc with the City streets and salt supply. Several tons of salt were used through the end of March. The second half of winter was surprisingly mild with no salt usage during November and December.
 - Participated with Champaign County on a co-op salt purchase through state contract
 - The City has an ample salt supply going into 2016
 - As we do every spring into summer we fought the pothole battle on many of the city streets with a combination of cold patch and hundreds of gallons of mix thru the dura-patcher.
 - The completion of the Phase 1 Water Project helped repair many troubled spots resulting in an improved driving experience on many streets
 - In 2015 a variety of catch basins were replaced on our ageing storm system – 8 of which were located on N. Oakland.
 - Numerous trees were removed and replaced in 2015
 - We planted 30 bare root trees in 2015
 - Several larger trees were planted at the Cemetery
 - 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.
 - Completed Federal upgrades to regulatory signage

- **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

Technology

Overview:

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.

Completed Projects 2015:

- Muzzy Road water reclamation – Assisted setup of Network and Workstations for new plant
- Expanded coverage to supporting police computer systems
- Police domain migration and cleanup
- CT Network cutover of all remote sites to new CT standard
- Airport optimization – Machine Converted to Thin Client – New Copier Implemented – New Fuel System Configured
- Police Rack Organized – Legacy Hardware Removed
- Evaluated alternate Internet service providers
- Migrated additional users to VDI

Sharing Our Vision for 2016 and Beyond:

- Expand capacity of VDI infrastructure
- Eliminate remaining XP Machines with Thin Clients
- Review and Enhance Disaster Recovery and Backups
- Explore Server Operating System Upgrades
- SSI finance system Upgrade
- Police video surveillance equipment consolidation
- Evaluate custom legacy applications for migration to standardized database application