



THE CITY OF URBANA, OHIO

2016 IN REVIEW

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Dear Citizens of Urbana,

It's hard to believe, but we are in the midst of starting a new year. Reflecting on the events of the past twelve months may cause some to pause and wonder, "where did the time go?" and at the same time, marvel at what has taken place in the last 12 months. Preparing for 2016, many hoped for life to slow down and allow for events in our lives to become more predictable, but unfortunately that's not how things work. As much as we might like, our lives are full of change and our attitudes are framed, not by the events themselves, but rather how we react to them.

For a number of reasons, we can look back on 2016 as a year that set the stage for the future. It was filled with new opportunities for the City and through a concerted effort and dedication of every employee in every division of the city, it was also a year filled with a number of success stories. Working collaboratively with local businesses, the County and the Urbana City School District, we continue to build the community our families and neighbors expect and deserve.

From the onset, city staff focused on specific areas throughout the community that provide the basis to address a few of our biggest challenges — infrastructure and economic growth. The new Water Reclamation Facility became fully operational early in 2016. Final plans and securing rights-of-way for the U.S. Route 36 enhancement, east of Berwick Drive were completed in preparation for an early 2017 bid process, with construction targeted for the 3rd and 4th quarter of 2017. Another water tower refurbishment, the Gwynne Street tower, moved us another step closer to completing the comprehensive plan to assure the city has adequate water storage and system functionality. Final plans for the Urbana School District's new High School complex and the expansion of the Pre-K thru 8 campus on South U.S. Route 68 were approved.

With the CEP becoming more established, a variety of sound opportunities for new investments in the community were realized. The redevelopment of the former Q3 JMC, Inc. brownfield property on Miami Street moved closer to reality as City Council approved the County's transfer of the property to the city late in the year. Marysville based, Memorial Health, announced the expansion of their Urbana operation, with construction anticipated to begin in the Spring of 2017. A number of other initiatives have been started and will become realities in the new year.

As productive as 2016 was, we cannot rest on our successes, but rather continue to identify new opportunities to further establish Urbana as "The best kept secret in the Miami Valley". Looking ahead, I'm confident 2017 will truly be a special year as we start fresh and continue to aim high. I believe in a year from now we'll be looking back on one of the most productive years in recent history.

Sincerely,

Bill Bean -- Mayor

Kerry Brugger – Director of Administration

"You have to do your own growing no matter how tall your grandfather was." – Abraham Lincoln

Urbana City Council

Dear Citizens,

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 recorded for viewing on Youtube.

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:

Overview

- Grimes Field is a general aviation airport located one mile north of Urbana, Ohio on Route 68. Major facilities include a 4,400' runway with full parallel taxiway. Operations are supported by a GPS approach with vertical guidance and AWOS III weather reporting. Grimes Field is owned and operated by the City of Urbana, but the Airport is self-supporting, receiving no money from the City's General Operating Fund.
- Grimes Field is managed by 1 Full-time city employee, 1 part-time associate responsible for grounds maintenance, and 1 contracted part-time maintenance associate.
- Grimes Field is included in the National Plan of Integrated Airport Systems and a member of the National Aviation Heritage Area.
- Grimes Field is home to several on-airport businesses, including: Miami Valley Hospital's Careflight, Mad River Air Flight Instruction and Charter, W & W Aviation Maintenance, the Champaign Aviation Museum, the Grimes Flying Lab Museum, and the Airport Café. Services include a General Aviation Terminal building, Fuel Sales, Hangar Rental, Flight Instruction, Charter Operations, and light Aircraft Maintenance.
- Currently there are 55 aircraft based at Grimes Field. We are in the process of re-building a B17 bomber at the Champaign Aviation Museum.

Economic Impacts

Grimes Field, along with its related events have an economic impact equivalent to 56 full time jobs with an annual payroll of \$1,038,600, equaling \$3,407,500 in output. (*data from ODOT aviation study)

2016 Highlights:

- Military Appreciation Day – with moving Vietnam Wall Memorial. Attendance included: 12 different helicopter types, 21 warbirds, 40+ military land vehicles, 5,000+ people at the airshow and 10,000+ people visited the Vietnam Wall Memorial. Champaign County Pilots Association served over 700 Pancake Breakfasts, rides included Hueys, Cobras, C-47s, T-28s.
- July 4th – Precision Exotics Lamborghini and Ferrari rides, Sierra Aeronautics Helicopter Rides, Dewey Davenport Bi-Plane Rides, Rotary Club Chicken BBQ, Champaign County Arts Council sponsored Phil Dirt & The Dozers, Rotary Club sponsored fireworks to finish the day. Chance of rain kept attendance down, but those who did attend had a great time.
- Sept 18th – Blessing of the Aircraft. Bishop Binzer from Cincinnati performed the blessing, after arriving by aircraft, chauffeured by Martha Lunken. Gerry Fritz provided bag pipe music for the occasion.
- 2016 Fuel Sales totaled 49,206 gallons, an increase of 3.3% from 2015
- Terminal Parking Lot resurfaced, and restriped
- AWOS lightning strike caused major damage to the AWOS, repaired and returned to service
- Retired debts for Grimes hangar doors and FuelMaster Jet Fuel Delivery System installation
- Executed hangar lease addendums and did Annual Inspection of all hangars for Aviation compliance.
- Coordinated all annual preventative maintenances, license renewals, regulatory inspections

Champaign Aviation Museum held many events, including: Annual Gala, 2nd Annual Army Air Force Remembrance Day, Annual 401st Bombardment Group Reunion, hosted Chinese TV program visit and many private events (weddings, receptions, etc.)

Sharing Our Vision for 2017 and Beyond:

- Pursue growth and improvements maintaining Grimes Field as a destination airport in the region
- Hangars are full with 25 names on waiting list, follow-up on additional hangar installations
- Bring additional aviation related businesses to Grimes (electronics, paint, interior, museums)
- Investigate cost saving measures – digitalization / LED lighting / alternative methods of operations
- Update Airport Layout Plan for next 20 – 25 years
- Implement live online video broadcast of airport activities
- Coordinate with Champaign Aviation Museum on future expansion.
- Collaborate with Stantec, consultant to Grimes Field, to develop future vision of terminal building (roof requires immediate attention)
- Maintain programs and events to enhance community outreach.

2017 Events

- April 15/16 - Gathering of B-25s – Doolittle Raid Commemoration
- May 20 - Young Eagles Rally
- June 17 - Military Appreciation Day - Honoring All Veterans featuring ‘Eyes of Freedom Memorial’
- July 4th - Independence Day Celebration
- August 17/18 - MERFI presents a Barnstorming Festival
- Sept 22/24 - Balloon Festival/Rally

Cemetery

Oak Dale Cemetery, formerly known as Greenwood Cemetery, was dedicated on July 19, 1856. Through the efforts of numerous community members and city officials, Oak Dale Cemetery celebrates its 161st year!

“There is a natural sentiment in the bosom of man, as a general rule, strong in his proportion to his cultivation and refinement, that after life’s silver cord has been loosed, his resting place may be in some quiet, sequestered retreat....” (Excerpt from 1907 Oak Dale Cemetery Handbook; page 12)

2016 Activity Summary:

Introducing the newly formed Oak Dale Cemetery Board; consisting of five (5) members with two (2) alternates. The first meeting was held in October 2016, with monthly meetings held every third Thursday at 3:00 p.m. in the Municipal Building.

215: Cemetery Operating Fund

Purpose: Cemetery operations

Revenue	\$151,543.00
Expense	<u>\$155,144.98</u>
Increase/Decrease(-)	-\$3601.98
Ending Fund Balance	\$7875.90

805: Cemetery Trust Fund

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

Revenue	\$423.33
Expense	<u>\$2113.56</u>
Increase/Decrease(-)	-\$1690.23
Ending Fund Balance	\$13,083.08

835: Cemetery Mausoleum Trust

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

Revenue	\$56,816.00
Expense	<u>\$50,375.00</u>
Increase/Decrease(-)	\$6441.00
Ending Fund Balance	\$10,517.49

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 2017 and Beyond

- Work toward building the efficiency of bookkeeping and information preservation.
- Continue to engage the newly formed Oak Dale Cemetery Board.
- Continue to seek methods of cost effective grounds maintenance.
- Improve and preserve plot information through available grant opportunities.

Community Development

The Community Development Division includes the functions of the Zoning Division. In addition, this division provides support to the Engineering Division in several areas. This division also works collaboratively with the 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 2016, 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. Adam Moore was promoted to full time status as the Zoning Officer in October of 2016.

In addition, the work of staff in 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:

- 171 Permits were issued in 2016
 - Zoning Permits = 57
 - Right-of-Way Permits = 27
 - Fence Permits = 29
 - Temporary Sign Permits = 26
 - Sign Permits = 30
 - Floodplain Permits = 1
 - Pool Permit = 1
 - Total associated fees collected \$10,689.38

Downtown Design Review Board:

- Downtown Design Review Board reviewed a total of twenty-two (22) applications.
- Multiple signs were reviewed for businesses opening or relocating within the downtown.
- Roxy's Hair Studio relocated from 213 Scioto Street to the former Chamber of Commerce building at 113 Miami Street.
- Carriage House Salon opened at the former Roxy's Hair Studio location at 213 Scioto Street.
- Kerr Farm Sip & Paint, an art studio, opened at 124 South Main Street at the northwest corner of South Main Street and West Market Street.
- Streamline Design and Print, a graphic design and printing business, opened at 223 North Main Street.
- Michael Major, downtown building owner, replaced the rear windows along the alleyway at 113 North Main Street.
- Fireflye Electronics Restoration opened at 231 North Main Street.
- Creative Foundations opened an office at 22 Monument Square as an extension of their existing space in the 300 Block of North Main Street.
- Thompson, Dunlap, and Heydinger, LTD., a Bellefontaine law firm purchased and renovated the building at 18 Monument Square for the location of a new Urbana office.

- Tompkins and Ellis Co. LPA, Attorneys and Counselors at Law, completed the exterior renovation of their office at 121 South Main Street that was previously approved by the Downtown Design Review Board in late 2015.
- Bootstrap & Co. Creative Studios, a design and branding company, opened a new office at 112 South Main Street.

Planning Commission:

- Planning Commission reviewed a total of thirty (30) applications.
- Multiple signs were reviewed for businesses opening, remodeling, or relocating within the city.
- A new Sprint store opened at 682 Scioto Street.
- Habitat for Humanity constructed a new home and attached garage for a client at 218 Harmon Avenue on land that was acquired from the City of Urbana.
- Another condo was constructed in the uncompleted section of the Bon Air Condominium development.
- Jim Inskeep Construction constructed two additional condos at the incomplete Lightway Condominium development on West Light Street.
- A third Edward Jones office opened in the City of Urbana at Scioto Square Shopping Center.
- Marco's Pizza opened inside the Wal-Mart store in the space that was previously occupied by a Subway restaurant.
- J&J Schlaegel, Inc. purchased the building formerly owned and occupied by the Champaign County Board of Development Disabilities on US 36 East. This building was renovated and new signage was installed for the new home for J&J Schlaegel, Inc. and McKeever's Excavating.
- The Champaign County Board of Development Disabilities relocated to a remodeled space in Patrick Plaza.
- Mary Rutan Hospital relocated its Urbana Clinic to a newly remodeled space at 1880 East US Hwy 36.
- Mercy Health rebranded Mercy Well Child Pediatrics at 204 Patrick Avenue as Urbana Family Medicine and Pediatrics with expanded services at that location.
- Kentucky Fried Chicken on Patrick Avenue was remodeled inside and out with a new exterior color scheme and appearance.
- All Star Self Storage on US Route 68 South was granted approval for another self-storage building on their premises.
- Two small additions were approved and permitted for Johnson Welded Products and Solvaira Solutions (International Fiber).
- Permitting for the new Urbana High School building was completed and construction started at the site.
- Rittal Corporation expanded and renovated the guard shack at the entrance to their facility.
- The former Siemens facility on Dellinger Road was demolished and secured by newly installed fencing.
- Healthcare developer, HPLex, was granted site plan approval and zoning approval for the planned 30,000 square foot medical office building for Memorial Health at the intersection of US 36 East and North Dugan Road.

Board of Zoning Appeals:

- Board of Zoning Appeals reviewed a total of eighteen (18) applications.

Board of Nuisance Appeals:

- Board of Nuisance Appeals received no appeals for review.

Nuisance & Code Enforcement Highlights:

- One thousand two hundred ninety-eight (1,298) inspections were performed.
- Five hundred and six (506) violations were abated (closed/resolved).

- The majority of nuisance complaints (reported by the public or by proactive enforcement) are in three categories: tall grass (142 in 2016 vs. 147 in 2015), trash (119 in 2016 vs. 104 in 2015), and motor vehicle (161 in 2016 vs. 65 in 2015).
- Proactive enforcement of temporary signage violations is ongoing.
- On February 2, 2016, Urbana City Council passed Ordinance 4451-16 to update the nuisance notification requirements to require only first class mail for the first issued notice instead of both of first class mail and certified mail. For tall grass notices, both notification methods were utilized in addition to posting at the property. This ordinance change resulted in 42% fewer certified mailings being sent in 2016 vs. 2015 with an estimated savings in excess of \$1,000.00 for the calendar year.
- The establishment of Chapter 521.12 (Outdoor Use of Furniture) has proved to be a valuable tool for nuisance enforcement since its establishment by ordinance in September of 2015.

Community Development Highlights:

- Administrative support was provided for the following projects that were completed in 2016: Taft Avenue Improvements (FY14 CDBG); 2016 Asphalt Program; North Oakland Street, Curbs and Sidewalks, Phase 1 (FY15 CDBG); and Safe Routes to School, Phase 2.
- Worked with the City Engineer and engineering consultant, Burgess & Niple, to complete a study of the existing Monument Square Roundabout and used the study results to obtain funding for improvements that are slated for construction in 2019.
- Secured funding through the county's FY16 CDBG grant program for the next phase (Phase 2) of North Oakland Street project to replace curbs and sidewalks between West Church Street and West Ward Street. A total of \$67,880.00 in CDBG funding was obtained for this \$74,000.00 project with construction planned for the summer of 2017.
- Assisted the city's acquisition consultant and appraisal team in completing the property purchases required for the US 36 East Improvements in 2017.
- Facilitated several meetings and written communications with the Urbana City Board of Education as the district secured a different site for the planned PreK-8 school on US Route 68 South.
- Worked with the Memorial Health and their developer, HPLex, on the rezoning process and zoning text adoption for their planned development at the intersection of US Route 36 East and North Dugan Road.

Sharing our Vision for 2017 and Beyond

- Continue collaborative efforts to redevelop the former Q3 JMC sites on Miami Street and Beech Street.
- Continue to work cooperatively with the Urbana City School District and Urbana Township on the PreK-8 school building project on US 68 South through plan review, annexation assistance, utility infrastructure planning, 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 proactive enforcement of the zoning and nuisance ordinances.
- Continue to streamline permitting processes in order to be business friendly.

Economic Development **Champaign Economic Partnership**

2016 Key Accomplishments:

- Unemployment rate (Champaign Co.) – Jan. 2016 (5.1%) as of Nov. 2016 (4.1%)
- Sixteen “wins” for our community involving investment of \$26,000,000.00± new employees 100±
 - KTH – 99,000± SF new construction, \$7,000,000.00 investment, 20 new hires, payroll \$812,000.00±
 - Parker Trutec – 57,000± SF new construction, \$8,000,000.00 investment, TBD new hires
 - Memorial Health – 30,000± SF new construction, \$9,000,000.00 investment, 12 new hires, payroll \$1,400,000.00
 - Navistar/Damewood – 355,000± SF new construction, \$12,000,000.00 investment, 13 new hires, payroll \$572,000.00
- Average of 15 economic development projects monthly (ongoing)
- Manufacturer’s Council/HR Manager’s Group
 - YMCA camp, Champaign County Fair, monthly workforce meetings, continued partnership with education and support services
- Manufacturer’s Champaign County economic profile as of Oct. (annually)
 - 2014 – 3.6x national concentration
 - 3487 employed in manufacturing
 - \$68,000 average annual salary
 - 2015 – 4.05x national concentration
 - 3832 employed in manufacturing
 - \$64,807 average annual salary
 - 2016 – 4.0x national concentration
 - 3725 employed in manufacturing
 - \$66,200 average annual salary
 - Manufacturing job growth – over 200 in 3 years
- Retention/Growth/Expansion/Investment/Attraction
 - Submitted 12 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
- CEP has representation throughout the community by actively serving on a variety of boards and committees, including the Urbana University Board of Trustees and Monument Square District Board

Sharing our Vision for 2017 and Beyond

- Enhancements to www.cepohio.com to include workforce development, highlighting available properties and a “playbook” for economic development in Champaign Co.
- JOBS (Jobs, Opportunities, Buildings and Space) team – to conduct Business Retention Expansion visits quarterly
- Create a Return on Investment (ROI) as a reporting mechanism to the community
- Community Job Connector – local job board hosted on the CEP website
- “Open for Business” campaign – marketing Champaign County for both businesses and workforce talent

Engineering

Major Projects Completed

- CDBG FY2014 Taft Avenue Improvements construction was completed in May. It included new curb ramps, milling and paving in all four blocks of Taft Avenue. The project was completed by The Shelly Company for \$87,986.00.
- The Urbana 2016 Asphalt Program was completed in June and included at least portions of the following streets for resurfacing: E. Powell Avenue, W. Powell Avenue, N. Russell Street, Railroad Street and Union Alley. Also, at least portions of the following streets were crack sealed: East Lawn Avenue, Washington Avenue, Dorothy Moore Avenue, Boyce Street, Fountain Circle, Diamond Court, West Drive, East Drive, Sweetman Avenue, S. High Street and State Route 55. The contract was completed by A&B Asphalt Corporation for \$301,124.01. Champaign County reimbursed their portion of the repaving of E. Powell Avenue in the amount of \$50,032.35.
- Urbana Safe Routes to School, Phase 2 has been completed by J&J Schlaegel, Inc. for \$99,535.43. The project added sidewalks to Boyce Street between East Lawn Avenue and North Jefferson Avenue and to Madison Avenue between Boyce Street and Central Avenue. Urbana SRTS, Phase 2 was a federal project through the Safe Routes to School program, funded 80% federal and 20% state. This project finished in the middle of August and has already gotten a lot of use.
- CDBG FY2015 Oakland Street Curbs and Walks, Phase 1 has also been completed by J&J Schlaegel, Inc. for \$110,387.77. The project replaced sidewalks, catch basins and curbs and gutters on the first two blocks of North Oakland Street. The City teamed up with Mechanicsburg's sidewalk project to help reduce costs for both entities. This project finished at the end of August.
- One year maintenance work was completed by Milcon Concrete for the Phase 1 Water Project on Court, Church and Ward in early 2016. The other three projects from 2015 (other Phase 1 Water, W. Market St. bridge, Muzzy Rd. bridge) were also inspected and found to be satisfactory.
- TEC Engineering, through a State contract, has retimed and synchronized seven signals along the Main Street corridor (Reynolds, Water, Market, Court, Church, Ward and Washington). This was 100% funded through a Signal Synchronization, Timing and Phasing Program (SSTPP) Grant from ODOT. As an extension to TEC's scope, the City also chose to study and re-time the intersection of N. Main and Light with its own funds (\$2,350.00). TEC has implemented all retiming measures.
- LED upgrades have been made to the City's remaining decorative light fixtures. 17 Cree retrofits were installed for the Holophane poles along Lippincott Lane, and 62 MaTech retrofits were installed for the Main Street Lighting poles along Scioto Street. Each of these carries a 10-year warranty and 5 to 6 year payback period, inclusive of the \$50 per fixture rebate from DP&L. New decorative lights installed in next year's US 36 East project will come as LEDs.

Major Ongoing Projects

- EMH&T, as a consultant for the City, has completed the largest phase of the City's ongoing floodplain study: the hydrologic and hydraulic modeling phase. A report was issued to the City in December relaying the findings of the study. From the looks of it, approximately 55 primary structures have been subtracted from the 100-year floodplain and 12 added. The bridge and piping improvements made in recent years coupled with better terrain and flow modeling allowed for the shrinkage in the floodplain breadth. The next step is to submit to FEMA for formal map revisions.

Sharing Our Vision for 2017 and Beyond

- The paving program for 2017 is being developed. Chip sealing will be done on a couple outskirt roads to help extend their lifespan. Also, crack sealing will continue with a focus on roads that were paved from 2008 to 2011. With only \$200,000 available in next year's budget, fewer roads will receive the traditional mill and fill.
- CDBG FY2016 Oakland Street Curbs and Walks, Phase 2 – Sidewalks, curbs and gutters, catch basins and drive approaches will be replaced in 2017 along the 300 and 400 (only up to Union Alley on the west side) blocks of N. Oakland Street. The City hopes to slowly improve this corridor by replacing the concrete year by year. A CDBG grant (\$67,880) and local capital will fund this project. Project estimate is \$74,000.

- 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 stormwater portion. The Urban Resurfacing program through ODOT will immediately follow the rest of the project. The final engineer’s estimate for the project is \$1,392,000 (excluding Urban Resurfacing). DLZ Ohio, Inc. finalized the right-of-way plans for the project in January 2015. Construction plans were completed in-house in early December of 2016, just in time for the final project submittal to ODOT on December 9th. Between the ODOT and OPWC grants, the City is in line for approximately \$1,000,000 in aid.
- Simultaneous with and included in the aforementioned ODOT 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 near Eastview Drive. The City’s 20% local share for the two roadways is budgeted at \$146,000.
- The Safety Study done for the roundabout in late 2015/early 2016 turned into two ODOT grants applied for by Engineering, a Highway Safety Grant and a Small Cities Grant that will help pay for design and construction of safety and aesthetic improvements to Urbana’s Monument Square Roundabout. Construction is slated for 2019. Burgess and Niple, who completed the aforementioned safety study, is under contract for preliminary design engineering services to kick off 2017.

Miscellaneous Accomplishments

- LPA (Local Public Agency) paperwork was updated to keep Urbana’s status as a qualified municipality able to administer ODOT grants. Through this, Engineering is also qualified to submit for cost recovery on any construction inspection it has on an ODOT funded project. This came into play on 2016’s Safe Routes to School project where the City was reimbursed \$4,770.
- Engineering employed an intern for the summer once again. Aaron Bowshier, an Urbana resident majoring in Civil Engineering at OSU, was hired for the second summer in a row. His tasks included some project inspection, CAD work for cross sections and details on the US 36 East project, concrete patch monitoring, inventory updates for the City’s stormwater conveyance systems, Excel sheet development for various engineering processes, bridge maintenance and stormwater utility background work. Aaron was a great, 12-week addition for the summer once again.
- Engineering made updates to corporation boundaries for the U.S. Census Bureau on account of the Dollar Tree annexation.
- Engineering assisted Brent Zerkle at the Sewer Department with the 2015 Storm Water Annual Report.
- Engineering Standard Drawings were updated.
- Completed inspections or have pending inspections for twenty-seven (27) right-of-way permits issued.
- Periodically checked and logged City, Columbia Gas and homeowner right-of-way digs. In conjunction with the Nuisance Department, ten (10) letters were sent to homeowners requiring the replacement of missing sidewalk. Overall, approximately one hundred twenty-five (125) non-project related patches were tracked by Engineering when time permitted.
- Approximately one hundred twenty-nine (129) zoning permits, including site plans, were reviewed by Engineering before being approved by Zoning. Two proposals, Memorial Health’s new medical office building and Damewood’s new warehouse, are especially encouraging developments for the City of Urbana.
- Engineering took part in many discussions and reviews for the two Urbana City School sites, the High School on Washington Avenue and the PreK-8 on South U.S. 68. The high school plan was approved and is currently under construction. Clayey fill has been accepted free of charge as a landfill cap from that project. Also, the City paid for trucking costs only to haul excess topsoil away and store it for next year’s U.S. 36 East Improvements project. Although the PreK-8 site is in the township, its eventual annexation into the City limits necessitated a joint review effort by the City and Urbana Township, which has worked well to date.
- Engineering participated in bridge inspection refresher training in June through ODOT. Annual bridge inspections for the City’s 10 bridges were completed in November. A list of maintenance items was given to the Street Department to keep the bridges functioning properly. Gwynne Street bridge joint replacement and concrete sidewalk repair will be a contracted item in 2017.

- Eighteen (18) items total were sold by Engineering for a total of \$17,761.56 through GovDeals on behalf of other departments: one (1) from the airport, eleven (11) from sewer, five (5) from water and one (1) from law. Overall, GovDeals has provided the City a method to auction off over \$76,000 worth of used assets.
- Sat on the inaugural stormwater advisory committee that considered whether or not to implement a utility fee to cover stormwater related expenses and capital improvements. The committee presented a draft ordinance to City Council in December recommending a \$5.00 flat fee be attached to all utility accounts.
- A small amount of review and planning work was done for the proposed airport hangar project. Now that the project has been pushed to 2017, more thought can be put into utility design that will complement the project and allow for future growth of the airport.
- Columbia Gas work also occupied time, overseeing road closures, responding to issues with utilities and following up on complaints from property owners.
- The Urbana Hilltop Disc Golf Course at Melvin Miller Park now has an associated club. I, along with three other founding members, formed it in order to maintain the course and provide for future improvements. The associated club members worked to establish a league (around 25 total members) which made it easier to host tournaments. This first year, the club hosted four tournaments, the last of which welcomed 84 participants.

Finance

Utility Billing, Income Tax and Accounting

Overview

The Department of Finance is made up of Utility Billing, Income Tax and Accounting under supervision 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 1.75 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.

Although the majority of customers choose to pay their utility bill through the mail service or in person at the Utility Office window, the option to pay online or by telephone are gaining in popularity. In 2016, the City continued to partner with an outside firm to offer credit card and online payments. This service has been welcomed by our customers as evidenced by the number of transactions.

Year	Number of Transactions	Amount of Transactions
2016 (partial year)	1,651	\$123,256.71
2017	4,710	\$351,202.67

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 working and residing within the city limits, and is serviced by an employee headcount of 1 FTE. The income tax rate for the City of Urbana is 1.4%, and residents paying income tax to another municipality are eligible for a credit of up to 1%.

The Income Tax Office manages approximately 4,500 individual income tax accounts, 1,000 business tax accounts and 1,300 withholding accounts

The General Fund receives 1% of the income tax and the Police and Fire Income Tax Fund receives .4%. By City Charter, each fund is required to use 75% of tax revenue for operating expenses and the remaining 25% earmarked for capital improvement.

Income tax revenue generates approximately 50% of the total revenue in the general fund. The following is a breakdown of the city's income tax revenues by source:

- 73% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 20% Business Income Tax - Businesses located in the city or doing business in the city are required to file an annual tax return and pay city income tax on their net profit.
- 7% Individual Income Tax - Receipts from residents' filing an annual tax return with the city and paying the tax balance due (i.e. employer not withholding Urbana income tax).

City of Urbana residents are required each year to file a timely income tax return. Each year approximately 1,000 income tax returns are not filed timely.

The City’s income tax ordinance underwent major changes due to the passage of House Bill 5, with an effective date of January 1, 2016. The effect of these changes will be more noticeable in 2017, when the 2016 income tax returns are filed in April 2017.

Accounting

The Accounting office has an employee headcount of 3 FTE including the Director of Finance. The office prepares an annual budget, based on a fiscal calendar year, which includes operating revenues and expenditures and capital expenditures. An average of 2,500 checks is issued annually for authorized disbursements.

The Accounting office oversees the collection of all incoming revenues, the disbursement of authorized funds, the investment of available funds and the issuance of authorized debt instruments. They are accountable to lead and oversee the annual city audit.

In an effort to end the use of “in house” computer programs, the Accounting office added another module to our current software suite. The new module will retain all fixed assets (equipment, buildings, land) from their purchase date throughout their useful life, and calculate annual depreciation, and maintain current values. This change will provide for an easier compilation of financial information for the city’s annual financial statements and audit.

The following charts provide expenses by department and type of expense for the originally appropriated budget for calendar year 2016.

City of Urbana		
General Fund Budget by Expense Type	FY16 Budget	% of Budget
Salaries	3,340,692	53.1%
Pension	633,123	10.1%
Medical & Life Insurance & Medicare	856,532	13.6%
Worker's Compensation	162,510	2.6%
Travel & Training	44,600	0.7%
Utilities	212,500	3.4%
Professional Services	173,023	2.8%
Equipment & Building Maintenance	191,545	3.0%
Miscellaneous	88,150	1.4%
Insurance	71,935	1.1%
Printing, Advertising, Memberships, Postage	152,481	2.4%
Supplies	80,680	1.3%
Gas & Oil	67,162	1.1%
Subsidies	212,500	3.4%
Grand Total	6,287,433	100%

City of Urbana		
General Fund Budget by Department	FY16 Budget	% of Budget
City Council	97,330	1.5%
Code Enforcement	181,374	2.9%
Engineering	159,571	2.5%
Finance - All Departments	470,091	7.5%
Fire/Ambulance	1,748,994	27.8%
Law Department	137,538	2.2%
Mayor/Administration	258,135	4.1%
Misc. Non-Departmental	507,703	8.1%
Mulch/Compost	24,652	0.4%
Municipal Court	684,005	10.9%
Parks & Recreation - All Departments	286,442	4.6%
Police	1,572,523	25.0%
Public Works & Property	159,075	2.5%
Grand Total	6,287,433	100%

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2016.

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

	2016 Budget	% of Budget	Explanation
Local Taxes	509,500	8.1%	Real estate taxes
State-Shared Taxes	231,704	3.7%	Local government - county
Intergovernmental	142,020	2.3%	Local government - state, County court reimbursement
Recreation Collection	11,806	0.2%	Park & recreation revenue
Pool collections	50,644	0.8%	Pool admissions, rentals, sales
Charges for Services	866,000	13.8%	Ambulance, cable tv, township contracts
Licenses & Permits	7,024	0.1%	Code/zoning permits
Court Collections	403,983	6.4%	Fines and fees associated with Municipal Court
Miscellaneous	120,713	1.9%	Interest revenue, mulch revenue
Reimbursements	754,338	12.0%	Reimburse general fund use of resources
Municipal Income Tax	<u>3,195,000</u>	50.8%	Municipal income tax revenue
Total Revenue	<u><u>6,292,732</u></u>	100%	

Fire & EMS

Major Highlights

- Firefighter/Paramedic Parker Robison resigned in August to work at the Marysville Fire Division. We conducted an entry level test to obtain a certified eligibility list to hire a replacement.
- Purchased a 2017 Freightliner/Horton ambulance to maintain an effective fleet of ambulances. This new unit was placed in service in October and has been very reliable so far. The ambulance being removed from our fleet will be used for a rehab unit replacing a 1991 ambulance currently being used by Box 13.
- Our leadership team changed with the retirement of Captain Phil Kellenberger late in 2015, making a Captain's position available. Jason Croker was promoted to Fire Captain in February on 2106.
- Captain Freeman is retiring early in 2017.
- Firefighter/Paramedic Joe Hester was hired to replace Captain Croker's firefighter position.
- Assistant Chief Jeff Asper, also a Major in the Army Reserve, was deployed to the Middle East in August of 2016. He will be on active duty until the middle of 2017. We continue to keep him in our thoughts and prayers.
- The CPR program for the community continues— educating and teaching our citizens the importance of correct CPR administration of CPR, this knowledge will someday help save a life!
- The Urbana Fire Division continues to distribute car seats to families not able to afford them. The program is funded by grant money from the Ohio Department of Health. The number of individuals and families receiving a car seat has increased; we have trained an additional firefighter to install and inspect the car seats.
- Work continues on the training facility just north of the airport. During 2016 we conducted training at the facility for search and rescue, a procedure we call Vent Enter Search for upper level rescues, Hose line advancement, communications and live car fires. We hope to have a public open house in the spring of 2017.
- We received nearly \$3,800 in grant funds from a private donor to purchase new CPR training aids as well as rescue manikins to be used at the training facility.
- We continue to receive funding from the Department of Homeland Security through their Staffing for Adequate Fire and Emergency Response (SAFER) Grant.
- Work continues in the fire station sprucing-up areas in need of attention.
- Operationally, 2016 was our busiest year to date. We saw nearly a 12% increase in EMS calls and over 24% increase in motor vehicle accidents from 2015. Our previous busiest year was 2007 which is included in the statistics displayed. In 2007 we covered approximately 100 square miles while in 2016 we covered just over 86 square miles.

Operational Summary

	2016	2015	2014	2013	2012	2011	2010	2007
EMS Runs	2010	1796	1854	1795	1799	1708	1731	1866
City	1655	1445	1467	1424	1474	1388	1385	1484
Rural	343	327	361	359	304	307	325	343
Mutual Aid	12	24	26	12	21	13	21	39
Motor Vehicle Acc.	182	146	119	117	113	141	154	158
City	98	66	59	60	55	81	76	84
Rural	70	71	54	51	52	55	72	67
Mutual Aid	14	9	6	6	6	5	6	7
Fire Runs	454	501	478	411	448	446	515	593
City	337	372	369	302	322	334	380	427
Rural	87	94	82	96	99	80	107	132
Mutual Aid	30	35	27	13	27	32	28	34
Total Runs	2646	2449	2451	2323	2360	2295	2400	2617

Sharing Our Vision for 2017 and Beyond

- 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 the spring of 2017 we plan to have an open house to show the capabilities of the facility.
- We will continue researching 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 utility truck in the first quarter of the year to replace a 2001 vehicle. This vehicle, a former Home Depot truck, was purchased used and has served the division well. The current utility truck will be repurposed for city use in another department. The new vehicle will be a 4 wheel drive truck, equipped with a snow plow, allowing improved response capabilities during snow events; easing access to patients with long snow covered driveways and impassable roadways.
- 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 through 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

- 2016 was completed with ten work related accidents with a total loss of 49 working days.
- 2015 was completed with ten work related accidents with a total loss of 8 working days.
 - Safety awareness continues to be present.
 - There have been changes with the new Perspective Billing and True-up with the Ohio BWC.
 - We came in \$4,938.16 under the estimated premium for the first installment invoice.
 - The rebates for the Drug-Free Safety Program, Industry-Specific Safety Program & Transitional Work Bonus Program have not yet been calculated for the 1/1/16-12/31/16 program year.
 - Approved for enrollment for 2017.
- Responded to 8 public records requests opposed.
- Annual Health Insurance enrollment for 2016 successfully completed.
 - Health insurance committee interviewed four (4) new Health Insurance Brokers and chose USI.
 - 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 2017 and Beyond

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

- Continue with Annual Enrollment and Health Insurance Committee meetings.
- Work on Employee awareness and Population Health Management (Wellness).
- Continue to comply with the Destination Excellence Programs.
- Participate in the 2017 OSU Civil Engineering Job Shadow Program.

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 2016, the law director attended 24 regular council meetings and seven work sessions. The law director reviewed 28 proposed resolutions and 18 proposed ordinances for conformity with state and federal law, drafted several ordinances on behalf of other City departments, and drafted and reviewed more than 30 contracts and agreements on behalf of the City. The law department also worked closely with City Council, administration, and Clerk of Council on presenting amendments to the City Charter to voters, which passed in the election of November 2016.

Municipal Court Cases- Criminal and Traffic

The law director serves as the municipal prosecutor for all offenses committed in the territorial boundaries of the City of Urbana and Champaign County. Prior to 2014, the law director contracted separately with other municipalities in the court's jurisdiction for prosecution services. This model changed in 2015 to a shared services agreement between municipalities as well as Champaign County in 2016.

In 2016, 3,734 new cases were filed into Champaign County Municipal Court. While approximately 40 percent of "other traffic" cases result in payment of tickets by defendants without prosecutor involvement, many are jailable offenses such as driving under suspension, and hit-skip. Quite a few 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	60	27	0	10	4	0
Misdemeanors	448	218	7	79	34	26 (ODNR)
OVI's	45	46	12	13	11	
Other Traffic	664+31	407	1099	365	36	
TOTAL	1248	698	1118	467	85	51
Appeals	1	0	0	0		

*Mechanicsburg's Mayor's Court ceased operation in 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, even though many are from other jurisdictions.

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. Karen Salerno joined us in July and brings a wealth of experience specializing in domestic violence advocacy. Copper continues his work as a certified therapy dog with Amy 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.

Law Enforcement Training and Advisement

The law director provides periodic trainings for local departments and updates on changes to the Ohio Revised Code as well as local ordinances in addition to federal case rulings that impact law enforcement.

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. In 2016, the City 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.

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 "catch and release" 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 second annual ParkFest!
 - Held July 8-9, 2016.
 - Concerts, vendors, sports tournaments, family activities.
 - Thank you to our many sponsors; Urbana Parks and Recreation raised over \$1400.
 - Profits from the festival are budgeted for future improvements.
 - Adult Softball
 - 3 Leagues
 - 18 Teams playing in Spring and Fall.
 - Worked with the Champaign County Arts Council to provide *Concerts in the Park*.
 - Hosted 2 separate 5K runs for local organizations.
 - Rentals
 - 111 Shelter Rentals
 - 57 "The Deck" Rentals
- The Wendell B. Stokes Swimming Pool
 - Total Revenue of \$67,883.67 was a direct result of the following activities:
 - Season Memberships: \$30,830.00
 - Daily Admissions: \$25,447.00
 - Swim Lessons: \$5880.00
 - 32 Pool Rentals: \$4700.00
 - 50 Swim Team members
 - 5 Home Swim Meets
 - Jr Lifeguard Class
 - Concessions: \$1026.67

Sharing Our Vision for 2017 and Beyond

- Complete construction of an additional indoor restroom facility through grant from ODNR.
- Engage Champaign Family YMCA to manage the Wendell B. Stokes Swimming Pool and activities.

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 mightily with dangerously low staffing levels, far below the appropriate level necessary needed for quality and safe service and the full complement of 23 officers we had in 2010. Additionally, in 2016, we had long-time veteran officers retire, including Todd Burkett, Brian Cordial and Ed Burkhammer. On a brighter note, we have been working steadily to meet the continuous challenge of replacing our retirees with new officers, including Casey Evans (Feb), Luke Hiltibran (Aug), Tyler Reasor (Aug), and Andrew (AJ) Ervin (Dec). Casey Evans became the 4th female officer in our history. We are still working through the hiring process of at the very least, two additional officers near the first of the year. With a younger workforce, great efforts will be needed to mold them into long term, community minded and committed officers to provide law enforcement services to the Urbana community for many more years. It will also require more expenditures on training the workforce to keep us in compliance to meet the standards required of law enforcement officers.

Promotions – In 2016 we witnessed the promotions of two officers to sergeants, Shawn Schmidt and Chris Snyder. Shawn oversees the 3rd shift (10p – 6a) and Chris oversees the 2nd shift (2p – 10p). Shawn and Chris are very committed to the Urbana community and the police division.

Bank Embezzlement Case – On July 14, 2016, Police investigators identified two bank employees involved in theft/embezzlement from the Security National Bank, resulting in the loss of \$391,000.00 to the bank. In December, Kristie Shover and Kristen Head, entered guilty pleas in Common Pleas Court, admitting to their roles in the embezzlement case and are awaiting formal sentencing.

BB shooting incidents – On September 2, police made an arrest in the BB shooting of a 4-year old that happened on the night of August 31. Officers arrested Chad L. King, 19, of Columbus, and a student at Urbana University, after they identified him as a person of interest in the case. King was interviewed and admitted to police to being responsible for the shooting which injured the child. King was later convicted of various charges in the case and was sentenced to 90 days in jail and fined \$850.

Drug Investigations – Seventeen drug related search warrant raids were served on suspected drug houses throughout the city during 2016.

- 17 Search Warrant Drug Raids of homes were conducted in 2016.
- Drug arrest stats:

<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
620	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 firearms were confiscated during investigations.
- We solved many additional theft related cases through our successes in drug investigations.

Outreach Efforts in 2016

We believe we must continue to meet the needs of our community in as many ways as possible by providing various Outreach efforts that will help us to maintain and/or develop lasting partnerships 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.
 - The police division graduated our 4th year of Safety Town classes with a ceremony in front of each participant’s family and program sponsors. Officers Todd Pratt & Jason Kizer oversee the week-long Safety Town programs and make it a great development program for youngsters to enjoy while learning about various safety topics.

- Chief Lingrell purchased the lunches for the **Habitat for Humanity** building crews working on the new Harmon Avenue residence.
- **Drug Drop-off** / April & October.
- In August and December Chief Lingrell, Sgt. Snyder, Ofc. Steve Molton & Ofc. Mike Hughes, along with family and friends, prepared and served the monthly **Community Meal** at the Episcopal Church of the Epiphany.
- On September 10, Chief Lingrell ran in the “**Alicia Titus Peace Memorial**” 5-K run. Five other officers handled traffic control throughout the route. For our efforts, the Titus family presented the Alicia Titus Peace Memorial Award to the Urbana Police Division for 2017.
- **FOP Halloween Treats** / October.
- **FOP Community Christmas** / December.
 - In addition to providing Christmas gifts for over 100 Urbana children this year, the FOP/Community Christmas program provided gifts to several children spending their Christmas in Dayton’s Children’s Hospital. In partnership with the KTH organization special gifts were delivered to the hospital by Officers Todd Pratt and Tyler Reasor, on behalf of KTH and the UPD.
- Public Speaking & Crime Prevention programs

Employee Recognition

During our annual 2016 Division meeting we recognized several officers for their special efforts and successes to the division and to the community during 2015. Those honored were:

- ***Distinguished Duty*** Award recipients
David Reese, Ed Burkhammer (2), Josh Jacobs, Todd Pratt (2), Shawn Schmidt, Chris Snyder, Mike Cooper, Jason Kizer & Brandon McCain
- ***Exceptional Duty*** Award recipients
David Reese, Josh Jacobs & Chris Snyder
- ***Police Chief’s Challenge Coin*** Award recipients
Seth King, Todd Pratt & Brandon McCain
- ***Physical Fitness*** Award recipients
Shawn Schmidt, Jason Kizer, Mike Cooper, Brandon McCain, Josh Jacobs, David Reese, Seth King & Matt Lingrell

Citizen Recognition

During a July 19, 2016 City council meeting, Mr. Larry Lawson III was presented with the Urbana Police Division’s “**Civilian Service Award**” for his help in the investigation of a repeat sex offender, committing new criminal acts involving a minor in our jurisdiction.

Training 2016

- Officer Robbie Evans received training to become the manager of our radar (speed) detection equipment program, taking over the role one of our retirees had handled.
- Officers Cade Hunt & Casey Evans attended a seminar at Wittenberg University on “Response to Sexual Trauma Crimes”.
- Officer Todd Pratt attended a weeklong School Resource Officer training program at the Columbus Police Academy. While we not currently have the staffing to allow us to have a SRO program, we remain hopeful that we will one day soon be able to have the staffing that will allow for this much needed assignment.
- Officers Brandon McCain, Cade Hunt & Casey Evans attended “the Bullet Proof Mind” training in Miamisburg, presented by the well-known military veteran and author Dave Grossman.
- Sgt. Shawn Schmidt attended the 3-Day Midwest Crisis Negotiators Conference in Columbus, to keep sharp his hostage & barricaded subject crisis negotiations skills.
- Officers Cade Hunt & Casey Evans attended a 4-day Crisis Intervention training.
- Sgt. Chris Snyder attended a 1st Line Supervisor program.
- Sergeants Dave Reese and Josh Jacobs were trained to conduct lab testing on suspected marijuana offences, and are able to provide testimony on such for UPD drug cases.
- Sgt. Josh Jacobs is participating in the 2016-17 Champaign County Leadership program.
- Officer Brandon McCain attended a weeklong “Police Bike Patrol” training at the Columbus Police Academy.

New Equipment in 2016

- Patrol Car
- Covert Body Wire for undercover police investigations
- Four new handguns to replace those of retiring officers
- Two Kenwood portable radios
- Four digital cameras
- Hand held Speed/Measuring Laser, valued at \$2,000, which was given to us for free from State of Ohio for our Division's loyal participation in statewide traffic safety initiatives.
- Ten new bullet-proof vests; 6 replacement vests for current officers and 4 for new hired officers\
- Lab equipment for testing suspected marijuana offences

Sharing Our Vision for 2017 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 begun in 2013.
- Hiring and training new police officers to replace the ones we lost in 2016 and will lose in 2017 to resignation or retirement.
- Continuing to build an administrative leadership team with many new faces and roles for newly promoted officers.

Urbana Police Division Activity Statistics for 2016

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Calls for Service	13,158	13,191	13,116	12,851	16,167
Arrests	1,835	1,780	1,511	1,759	1,707
Felonies	415	375	305	291	168
Misdemeanors	1,420	1,405	1,206	1,468	1,539
Offense Reports	2,123	1,956	1,763	1,898	2,049
Homicides	1	0	1	1	1
Robberies	6	3	4	6	3
Burglaries	79	71	82	71	93
Rapes	5	9	12	7	9
Sexual Assaults	15	27	19	9	16
Assaults	134	134	118	130	142
Thefts	378	445	432	425	516
Auto Thefts	25	16	11	19	21
Forgery/Fraud	52	21	67	95	68
Vandalism/Criminal Damaging	205	218	170	168	240
Drug Offense	383	409	302	308	171
Traffic Citations	876	1,108	1,089	1,336	1,695
OVI's	47	82	94	108	105
DUS's	172	187	167	173	224
Speed	68	161	103	240	493
Traffic Control Device	49	36	31	51	91
Parking Citations	16	33	47	31	232
Crash Reports	407	403	424	380	419
Fatal Crashes	1	2	0	0	1
Mental Health Complaints	64	80	107	154	116
Suicide (includes attempts)	17	33	35	41	33
Curfew	38	23	12	10	14
Alarms	734	981	493	423	454
Dead Body (non-criminal)	14	17	16	19	16
Business/House Checks	1,135	1,665	1,584	1,264	946

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.

	2012	2013	2014	2015	2016
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>
Million Gallons Pumped	733.36 MG	718.71 MG	685.37 MG	674.83 MG	669.95 MG
Million Gallons Sold	510.46 MG	431.23 MG	412.65 MG	505.6 MG	527.63 MG
Percent Unaccounted	30.4 %	40%	39.7%	25.1%	21.24%
Number Water Connections	5448	5454	5454	5463	5463

Distribution Repair Digs					
2011	2012	2013	2014	2015	2016
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
117	72	91	105	65	56

In 2016 there were No Violations of the Safe Drinking Water Act.

2016 Accomplishments

- 11 monitoring wells were removed.
- The GAC media was replaced in vessels A1 and A2 at Old Troy Pike.
- The Gwynn St. Storage Tower was cleaned, painted and refurbished.
- The Potassium Permanganate chemical feed skid was rebuilt.

Sharing Our Vision for 2017 and Beyond

- Capital Improvement goals for 2017 include:
 - 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
 - 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 2016, we received 100 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 2016 calendar year, the WRF treated 533 million gallons of wastewater, which is a decrease of 6% compared to calendar year 2015.
- Recorded a total of 36.22" of precipitation in 2016. This was a decrease of 15% compared to 2015 and 3.78" below 30 year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 330 dry tons of bio-solids throughout calendar year 2016.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2016, we accepted 4.3 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 12% decrease compared to 2015.
- The City of Urbana WRF has currently operated 2,460 days without a lost time accident, and 1,552 days without an NPDES permit violation.
- The Urbana WRF staff currently consists of 2 staff members that hold a State of Ohio operator certification Class III license, and 3 operators holding Class I licenses.
- Sewer Maintenance staff cleaned 10,542' and video inspected 8,667' of sanitary sewer in 2016. This completed approximately half of the 2nd Ward.

The Urbana WRF staff coordinates the monitoring of the closed landfill located at Children's Home Rd. There are 16 ground water 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 2016, including quarterly gas monitoring and homeowner well testing. A Statistical Evaluation on all monitoring wells was performed by our consultant. In addition to closed landfill corrective action plan, staff installed 20 passive vents under the technical direction of Hull and Associates to potentially remediate additional methane levels. This project was phase 1 of the study and required by OEPA.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2016, we received 7,103 cubic yards of yard waste and distributed 464 cubic yards of compost. 400 cubic yards of leaves and chips distributed were due to an agreement with Mad River Topsoil.

Many control documents were updated in 2016. The Industrial Pretreatment Program documents were updated so each industry has their own sole-source discharge permit. This allows the industry to focus on the City of Urbana's local limits in addition to meeting national categorical discharge limits.

The City of Urbana WRF hired 2 staff members in 2016, due to resignations of 2 employees. 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.

A new vector truck was ordered during the 4th quarter of 2016, after council approval. Delivery is expected in March 2017.

Sharing Our Vision for 2017 and Beyond:

- Local Limits study will begin in late 2017, with the strategic sampling of industrial discharge along with residential background flow. This data will be analyzed and used to develop influent loadings on the treatment plant. These loading parameters include heavy metals, solids, and organic loading, in addition to the side stream loadings from the septage receiving facility. This study will take approximately 6 months to complete.
- To meet requirements of Senate Bill 1, April 2015, a technical and financial capability study to reduce phosphorous is required to be completed by December 1st, 2017. This study will include any cost associated to reduce phosphorous, monthly expense of O&M, along with estimated capital to achieve an average concentration of 1 mg/l. This study is being required throughout the state of Ohio, for plants discharging 1 million gallons or more that do not currently have a phosphorous limit, to reduce the potential growth of algae blooms and affecting drinking water sources.
- Multiple sanitary infrastructure projects are in process to be begin in 2017. The preliminary stages of the Powell Avenue sanitary extension has begun, as we strive to eliminate the Amherst pinch point and add flexibility for future growth outside City limits to the Southeast.
- Sewer Maintenance staff will continue video inspection and cleaning of the 2nd Ward in early 2017, before continuing on to the 3rd Ward, once complete.
- The City of Urbana WRF staff is dedicated to serving the citizens of Urbana, while improving water quality and protecting the recreational uses of the Mad River.

PUBLIC WORKS

Street

Activity Summary:

- Street Maintenance:
 - Responsible for over seventy (70) miles of roadway within the corporation limits.
 - 2016 recorded as a “light” winter.
 - One plow event
 - Additional 12 salt treatments – 700 tons of road salt used
 - 20 catch basins were replaced or repaired for our ageing storm system – several storm sewer lines were also replaced or repaired.
 - Assisted with tree removal and replacement throughout the City, including tree lawns, Oak Dale Cemetery and city parks system.
 - Ongoing maintenance and repair of the traffic signals and designated street lights, along with the systematic maintenance and repair of our street signs.
 - Assist Police and Fire Departments with accident clean-up.
 - Replaced decorative lighting in town with retrofit LED lamps.
- Construction:
 - The Street Department provides the necessary local support for all ODOT road projects.
- Misc. Items:
 - Continued support to other City departments for emergencies and scheduled needs: including 56 water digs.
 - Keep the miles of roadside ditches mowed and maintained.
 - Happily continue support for the numerous community and citizen requests for Special Events including:
 - ParkFest!
 - Art Affair on the Square
 - Block Parties, Car Shows/Cruise-Ins, Tractor Pulls
 - 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
 - Annual Christmas Parade

Sharing Our Vision for 2017 and Beyond

- Continue with professional support to all departments, helping to serve the residents of the city in the best way possible.
- Continue with a plan to replace all City Street marker signage, as the budget permits, to comply with updated regulations from the Ohio Department of Transportation.
- Continue prudence with departmental spending as we salvage all usable parts of decommissioned equipment to maintain and improve existing equipment.

Technology

Overview

CCTSS LLC, assumed the technology responsibilities for the City of Urbana in October of 2016; CCTSS LLC continues to successfully administer full technology support to all departments. Their processes and vision to keep the City offices current in the latest trends while maintaining budgetary limits, are integral in allowing all departments to deliver the best service possible to our residents.

Completed Projects 2016

- Update SSL Certs for ci.urbana.oh.us
- Move City to a FQDN
- Upgrade Citrix to Newest Rev
- Add Thin Client Management Console
- Increase vDisk on Personal VM's
- Resize Data Drive for SVR-Fileprt1

Sharing Our Vision for 2017 and Beyond

- Review and Enhance Disaster Recovery and Backups.
- Evaluate custom legacy applications for migration to standardized database application.
- WSUS Upgrade.
- Main QNAP Replacement.
- Unitrends Backup System Upgrade.
- Server Migration/Replacement for Xen1 and Xen2.
- Move City to Hosted Exchange.
- Update of Equipment Inventory.
- Upgrade and Redeploy of Trendmicro Clients.