



THE CITY OF URBANA, OHIO

2018 IN REVIEW



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Dear Citizens of Urbana,

There's an old adage that goes something like, "time flies when you're having fun", and like most people, when we flipped the calendar to January a rather unsettling sensation occurred, along with the thought, "where did the year go?" It is fun to look back on the days and months of progress, and always a pleasure to gather these highlights of success and share them with you.

We look back on 2018 as a year of positive change and continued growth; we remain focused on our commitment to improving the city's physical and economic infrastructure. After much planning and hard work, 2018 proved that creating a vision, establishing goals and then focusing on implementation made for a year of solid growth, as evidenced by the opening of Memorial Health's and Navistar's new facilities; the opening of Urbana City School's new Pre K-8 and High School buildings and re-establishing a School Resource Officer (SRO) within the district. It's refreshing to see the collaborative efforts of our community's families, businesses, non-profits, schools, churches and governments successfully bring about the improvements we all want and need. After all, this is OUR community and when everyone pulls together, the opportunities are endless.

Throughout the year, 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 plans. Each division of the City, in collaboration with the CEP, contributed to our efforts in expanding economic development; pursuing available funding opportunities; and prudently addressing deferred maintenance issues of our facilities and infrastructure, demonstrating that we all take great pride in serving the citizens of Urbana and it shows in what we do.

Urbana, like the majority of municipalities across the United States, cannot operate like the days of old, but rather we must look for opportunities to maintain value-added service levels within the confines of a relatively flat budget. Key to our efforts to maintain a sound level of service is a continued focus on challenging the norm and applying the "prudent man" philosophy by re-evaluating "what we do" and "why we do it." 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; our number one objective is serving the community in the best possible manner.

The following summary provides you with an overview of a few of the City's accomplishments, which were made possible through the efforts of our dedicated and professional staff members, elected officials and volunteer members of various City boards and commissions. Our Division Heads, through a culmination of information gathering and many hours of editing share a résumé of key events and highlights from their respective divisions, which we hope you find informative, but most importantly it is a reflection of our commitment to the community.

Remember, vibrant communities aren't created by accident, but rather they are built through a concerted effort of engaged stakeholders. The city is at a critical juncture with major initiatives focusing on revitalizing our community, as reflected in our 2019 plan, including finalizing the redevelopment of the former Q3 JMC, Inc. brownfield property on Miami St., the reconstruction of the Roundabout (in collaboration with ODOT) encompassing one block each direction from Monument Square, and the groundbreaking for the new hotel near the intersection of U.S. Rte. 68 and St. Rte. 55. We look forward to an exciting year ahead as these new projects and initiatives are rolled out. Serving the Urbana community continues to be an honor and a pleasure.

Sincerely,

Bill

Bill Bean -- Mayor

Kerry

Kerry Brugger -- Director of Administration

"Someone is sitting in the shade today because someone planted a tree a long time ago." -- Warren Buffet

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 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 Charter and Maintenance, W & W Aviation Maintenance, the Champaign Aviation Museum, the Grimes Flying Lab Museum, the 'Ohio Wing of the Mid America Flight Museum', and the Airport Café. Services include a general aviation terminal building, fuel sales, hangar rental, flight instruction, charter operations, and aircraft maintenance.
- Currently there are 62 aircraft based at Grimes Field. The Champaign Aviation Museum continues to 're-build' a B-17 bomber to flying condition. Approximately 75% of the parts are being built from scratch, brand new, so they are actually building a 'brand new' B-17. The Champaign Aviation Museum has become the "Center of Excellence" for B-17 Bombers. The Grimes Flying Lab Museum & Foundation preserves and maintains the legacy of Warren Grimes, who developed much of the aircraft and airport lighting we see today.

Economic Impact

- Grimes Field, along with its related events has 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)

2018 Summary

- May – In partnership with the National Museum of the U.S. Air Force, Grimes Field hosted a Gathering of Aircraft in observance of the opening of the Memphis Belle Exhibit. During World War II the Memphis Belle was the first B-17 to complete 25 missions and make it back to the U.S. We welcomed over 10,000 visitors to Grimes Airport during the week, including many veterans and prior crew members of the B-17. We also had several P-51 and other support aircraft from the same time period here at Grimes Airport. Weather concerns did not allow for many of the 'on the ground' activities at the National Museum of the United States Air Force, so most of the week the aircraft were here at Grimes Field, we didn't mind a bit!
- July – Grimes hosted the annual July 4th celebration – The Rotary's Chicken Dinner was again a big hit. The Art Council presented the Tom Petty tribute band 'Kings Highway' to a large crowd, which was enjoyed by all. The fireworks presented by the Rotary Club were the best yet!
- 2018 Fuel Sales totaled 54,000+ gallons, an increase of roughly 5,000 gallons from 2017
- The two pitched south sections of the terminal building roof were replaced, the terminal building now has a completely new roof.
- Lightning strikes again caused damage to the AWOS, all repairs were completed and returned to service. We increased grounding and since have had no additional problems.
- Coordinated all annual preventative maintenances, license renewals, regulatory inspections
- Champaign Aviation Museum held many events, including: Annual Gala, Annual Army Air Force Remembrance Day, Several Reunions and private events. The B-25 Champaign Gal which is based here at Grimes attended many Events and Fly-Ins around the country. They have recently received approval by the FAA to sell rides in the B-25.

- Champaign Aviation Museum also began construction of a 60 X 100 addition on the north side of building. This will be used as workshop and storage space, freeing up valuable floor space.
- We increased Grimes Airport security by adding security monitoring cameras(4) to monitor both electric gates, main ramp, and fuel pump area.
- Supported Champaign County Visitor's Bureau with presence at AAA Travel & Lodging Show in Columbus and various events throughout the area. Also supported Urbana's 'New Hotel' committee.
- Continued working with the FAA and the Ohio State Historical Preservation Office on improvements at Grimes, completed our Environmental Study and began construction of a new T-Hangar building. Pre-ground work is complete, but as of this writing weather has stopped concrete work until spring (or extended warm spell)
- In August, MERFI, the Mid Eastern Regional Fly-In held its 51st annual Fly-In 'Wings & Wheels'. MERFI is one of the longest running Fly-Ins held in the United States. Weather dampened the aviation activities Saturday morning, but approximately 50 cars were on-hand for the car show. After noon the skies cleared off and many aircraft showed up.
- October 5th & 6th, Champaign County Balloon Festival returned to Grimes. Winds prevented launching the balloons but they still managed to inflate and glow. A huge crowd enjoyed watching them light up in time to the music.

Sharing Our Vision for 2019 and Beyond:

- Pursue growth and improvements maintaining Grimes Field as a destination airport in the region
- Bring additional aviation related businesses to Grimes (electronics, paint, interior, museums)
- Add additional cameras to the video monitoring system for 'next step' security increase
- Maintain programs and events to enhance community engagement.
- Continued support to other departments as needed

2019 Planned Events:

- April 13th / Rain date – April 20th, EAA Chapter 421 will host a Young Eagles Day (kids 8 to 17 get to experience their first airplane ride free)
- May 13/14/15 – The 'D-Day Doll', a C-53 aircraft will visit Grimes Field. During World War II this aircraft was based in England, and dropped paratroopers into Normandy on D-Day. The aircraft is also a veteran of Operation Market Garden, Operation Varsity and the Siege of Bastogne. It will be stopping at Grimes on her journey to return to Normandy for the 75th Anniversary activities there. Rides and tours are planned while here.
- May 24th – Grimes Airport, in partnership with Walter & Lewis Funeral Home will host a 'First Responder Appreciation Day' – the goal is to raise funds to purchase equipment for the Urbana Fire Dept. Planned to be an annual event, the benefactor will be a Champaign County organization.
- June 6,7,8 – Grimes will be presenting a Military Appreciation event in remembrance of D-Day in cooperation with National Museum of U.S. Air Force. Actual events and activities are still being discussed.
- July 4th - Independence Day Celebration, Firecracker Auto Show, Rotary Chicken Dinner, Arts Council Live Entertainment, Rotary Fireworks
- August 17/18 – Mid Eastern Regional Fly-in Wings and Wheels Cruise-In
- Oct 4/5 - Balloon Festival / Rally

CEMETERY

Originally named Greenwood Cemetery, Oak Dale Cemetery is owned and operated by the City of Urbana. The cemetery was established in 1856, with a formal dedication on July 19, 1856. Oak Dale Cemetery currently has more than 23,000 memorials/headstones within its grounds; among the memorialized being Justin Rouget Delisle, Medical Pioneer, Simon Kenton, US Frontiersman, Joseph Vance, Governor of Ohio and William Warnock, US Congressman.

2018 Activity Summary:

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 96 families in providing final burial or committal services for their loved ones; assisted the DAR laying Christmas Wreaths for many of our 1681 veterans (including 6 Revolutionary War soldiers). Restoration projects included the cleaning of Simon Kenton's and John Quincy Adam Ward's historical markers.

215: Cemetery Operating Fund

Purpose: Cemetery operations

Revenue	\$86,872.75
Expense	<u>\$159,974.73</u>
Increase/Decrease(-)	(-\$80,000.00)
Ending Fund Balance	\$8,821.17

805: Cemetery Trust Fund

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

Revenue	\$619.07
Expense	<u>\$2,154.00</u>
Increase/Decrease(-)	(-\$1,534.93)
Ending Fund Balance	\$10,683.37

835: Cemetery Mausoleum Trust

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

Revenue	\$45,135.00
Expense	<u>\$47,675.00</u>
Increase/Decrease(-)	(-\$2,540.00)
Ending Fund Balance	\$14,684.09

840: Cemetery Improvement Trust

Purpose: Funds donated for designated projects

Revenue	\$7,800.00
Expense	<u>\$5,800.00</u>
Increase/Decrease(-)	\$2,000.00
Ending Fund Balance	\$2,000.00

2018 Totals

• Burials	96
• Saturday(AM) Burials	07
• Saturday(PM) Burials	0
• Graves Sold	39
• Shepherd Mausoleum Niche Sold	06
• Shepherd Mausoleum Crypt Sold	01
• Legacy Mausoleum Niche Sold	09
• Legacy Mausoleum Crypt Sold	08
• Misc. Sales (vases/embrs)	07

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 2018, 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 continued as the Zoning Officer on a full time basis. In July of 2018, Catherine Tanujaya joined the staff on a part-time basis to provide administrative support to the Community Development and Engineering Divisions.

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:

- 245 Permits were issued in 2018
 - 1,409 phone calls (in/out)
 - 2,693 emails received
 - 1,016 emails sent
 - Commercial Investment = \$2,068,277.00
 - Residential Investment = \$1,315,766.22
 - Fees Collected = \$16,480.00

Downtown Design Review Board:

- Downtown Design Review Board reviewed a total of fifteen (15) applications.
- Signage for an antique and vintage store, PB&J on Main, was approved for this new business at 122 South Main Street
- Sign lighting was approved for Big Willie's BBQ at 23 Monument Square.
- An exterior remodel and new sign for CT Comm at 126 Scioto Street was approved.
- Wall signage for the new location of The Vintage Traveler at 107 Scioto Street was approved.
- Wall signage was approved for a new downtown business, The Adler Co., for the new retail location of this woodworking business at 223 North Main Street.
- The new Urbana radio station, 106.9; The Bull, opened 'The Bullpen' in downtown Urbana at 124 South Main Street.
- Replacement windows were approved for the buildings at 100 ½ - 102 ½ South Main Street and 107 Scioto Street.
- Facade enhancements were approved for the Hotel Sowles at 113 Scioto Street. Proposed modifications to the rear of this structure were denied as proposed.
- Facade enhancements for the former Little Nashville building at 115 South Main Street were approved in late 2018 with rehabilitation of this structure anticipated to start in early 2019.
- During 2018, the Downtown Design Review Board started a review of its existing guidelines for wall signs in the downtown district. In 2019, these changes to the guidelines will be finalized with input from property owners and sign makers.

Planning Commission:

- Planning Commission reviewed a total of thirty-two (32) applications.
- The existing Boost Mobile store on Scioto Street installed internally illuminated channel letters to further advertise this business.
- CashMax relocated to the former Sonic drive-in location at 1754 East US Highway 36.
- Signage for the new location for Colepak at 1030 South Edgewood Avenue was approved. Furthermore, ColePak completed and opened their new office addition at this location.
- Urbana Dental Smiles relocated to a newly renovated office structure at 1052 South Main Street. New signage was installed at this location, and a new parking lot with site landscaping was installed as part of the redevelopment of this location.
- Essential Wellness Center opened at 518 Miami Street. This location was approved for a monument sign.
- Taco Bell at 707 Scioto Street was remodeled inside and out with a new exterior look and updated signage.
- O'Reilly Auto Parts completed and opened their new store at 1682 East US Highway 36 in the Urbana Commons development.
- Crop Production Services (now Nutrien Ag Solutions) completed and opened their new fertilizer distribution facility at 668 State Route 55.
- Memorial Health completed and opened their new Urbana Medical Center at 1958 East US Highway 36 which includes urgent care, primary care, lab testing, and rotating specialists.
- The new Urbana High School at 500A Washington Avenue opened to students in April of 2018 after several years of planning and construction.
- Mercy Health rebranded and installed new signage at all of their facilities in Urbana, including the main Urbana Hospital campus.
- Urbana Self Storage at 1336 East US Hwy 36 installed a new wall sign.
- The Pet Clinic of Urbana at 1053 North Main Street improved their existing pole sign, including internal illumination of the sign face.
- Maze Hearing and Balance opened an Urbana location at 848 Scioto Street.
- Anytime Fitness opened a new Urbana franchised location at the Scioto Square shopping center.
- The new PreK-8 school at 1673 South US Hwy 68 opened to students in September of 2018 after several years of planning and construction.
- Urbana University completed its new athletic/locker room facility adjacent to the Grimes Center.
- The existing Speedway convenience store on North Main Street was approved for an interior remodeling project that will incorporate a Speedy Café. Construction is anticipated to be completed in 2019.
- The Champaign Aviation Museum started a workshop addition for their facility at Grimes Field

Board of Zoning Appeals: Board of Zoning Appeals reviewed a total of thirty-one (31) applications.

Board of Nuisance Appeals: Board of Nuisance Appeals received one (1) appeal for review.

Nuisance & Code Enforcement Highlights:

- One thousand six hundred and twelve (1,612) inspections were performed.
- Four hundred and sixty-six (466) violations were abated (closed/resolved).
- The majority of nuisance complaints (reported by the public or by proactive enforcement) are in three categories: tall grass (121 in 2018; 106 in 2017; 142 in 2016; 147 in 2015), trash (184 in 2018; 137 in 2017; 119 in 2016; 104 in 2015), and motor vehicle (100 in 2018; 90 in 2017; 161 in 2016; 65 in 2015).
- Eight (8) nuisance cases were filed during 2018 with Champaign County Municipal Court in order to seek abatement through the court.
- Proactive enforcement of temporary signage violations is ongoing.
- The establishment of Chapter 521.12 (Outdoor Use of Furniture) continued to be a valuable tool for nuisance enforcement since its establishment by ordinance in September of 2015.
- A vacant building enforcement program ordinance was passed in October of 2017. However, enforcement of this ordinance did not get started in 2018 as planned. Enforcement is anticipated to begin in early 2019. The enforcement of this ordinance remains valuable to getting vacant buildings put back into productive use.

Zoning Highlights:

- Staff facilitated multiple zoning approvals that were required to be in place at the time of the housing tax credit application filed with the Ohio Housing Finance Agency by Flaherty & Collins, developer of the proposed senior residential redevelopment of the Douglas Inn, South Elementary, and North Elementary.
- The Zoning Officer proposed several zoning code changes that were adopted by Planning Commission and Urbana City Council, including the following changes: an increase in the lot occupancy standard from 25% to 30% in the R-2 and R-3 districts; removal of the satellite dish chapter and related chapters from the zoning code as these regulations were meant to regulate a different type of dish than the type of dish used today; removal of adult entertainment as a conditional use in the BR-1 district; and a two building limit on accessory buildings in the R-1, R-2, and R-3 zoning districts.
- An extensive rezoning process for portions of South Main Street, including review by the Logan-Union-Champaign Regional Planning Commission, was initiated as part of the requested rezoning of several parcels from BR-1 to B-2 for the development of a Casey's General Store at the intersection of South Main Street and East Powell Avenue. The rezoning request for Casey's and the larger rezoning for this part of town was approved by Planning Commission, but this same request was voted down by Urbana City Council.
- Due to an alleged error in the zoning map, the Zoning Officer proposed one zoning map change that was later approved by Planning Commission and Urbana City Council for the parcel known as 716 Miami Street.
- As part of the redevelopment of the former Q3 JMC site, the Zoning Officer initiated the vacation of an unimproved street and connecting alleyways off of Storms Avenue. These vacations were later approved by Planning Commission and Urbana City Council.
- For the development of a new hotel on the Slesinger property at the intersection of State Route 55 and US Route 68 South, a rezoning process was initiated by the property owner with assistance from staff to rezone portions of this parcel from R-3 to B-2. This rezoning change was approved, and development of the new hotel is anticipated to occur in 2019.
- Due to interest from a new developer, the Champaign Plaza shopping center at 707-747 Scioto Street was rezoned from PUD to B-2. As part of the process, the PUD was revoked, and this rezoning process is anticipated to clear the way for redevelopment of this shopping center by a new property owner.
- With the addition of Catherine Tanujaya to the staff, outstanding zoning violations were systematically addressed during the second half of 2018 with the backlog of violations being reduced significantly by year end.
- The Zoning Officer continued to serve on the boards of Monument Square District and the Champaign County Convention and Visitors Bureau in 2018.

Community Development Highlights:

- Worked extensively with Flaherty and Collins, developer of the proposed senior residential redevelopment of the Douglas Inn, South Elementary, and North Elementary to facilitate public meetings, public notifications, zoning approvals, and other necessary application items for the housing tax credit application filed with the Ohio Housing Finance Agency by Flaherty and Collins. As a result of these efforts, this project secured \$7,759,224.00 in housing tax credits.
- Served as the city's liaison for remediation efforts conducted by contractors of Honeywell at the Q3 JMC site.
- Served as the city's liaison for demolition and remediation efforts undertaken at the Q3 JMC site by contractors of the city's development partner, True Inspection Services.
- Worked with the school district's attorney to finalize three easements that were required to facilitate the construction of the sanitary sewer extension, turn lane improvements, and a traffic signal to serve the new PreK-8 school on US Route 68 South.
- Completed the annexation process for the new PreK-8 school site (71.973 acres).
- Worked with the City Engineer, Logan-Union-Champaign Regional Commission, and the Champaign County Commissioners to secure a CDBG Critical Infrastructure grant from the Ohio Development Services Agency to complete sidewalk and curb and gutter replacement work on North Oakland Street. This \$297,000.00 grant will allow for the completion of this project during the 2019 construction season.
- Secured grant and loan funding through the Ohio Public Works Commission to fully fund the Powell to Bon Air Sanitary Sewer Project. This \$1.3 million project is anticipated to start in the fall of 2019 with completion in 2020.

- Obtained funding through Clark County TCC/LUC for a corridor study of South High Street from Miami Street (US 36) to Lewis B. Moore Drive (SR 55). This corridor study will provide concepts and estimates for future drainage, pedestrian, and bicycle improvements within this corridor. This study is anticipated to be completed in early 2019 so that funding applications can be submitted in the spring of 2019 to ODOT.
- Started work on the South Main Street Corridor Plan with assistance from Burton Planning Services. This plan is anticipated to be completed during the second half of 2019, and this plan is to serve as a land use and access management plan for the future and continued development of southern end of the city.
- Facilitated a change in the schedule from two days of service to four days of service for the curbside recycling program with Rumpke to improve the quality of service being provided by this city contractor.

Sharing Our Vision for 2019 and Beyond

- Continue collaborative efforts to redevelop the former Q3 JMC sites on Miami Street and Beech Street by finalizing the remediation work at the site and securing a covenant not to sue for the site.
- Continue to work with the Urbana City School District, Champaign Economic Partnership, Flaherty and Collins Properties, and other community partners to finalize the redevelopment of the Douglas Inn, South Elementary, and North Elementary for senior housing.
- Work cooperatively with the LUC Regional Planning Commission and the Champaign County Commissioners to finalize the update of the county's comprehensive plan.
- Continue proactive enforcement of the zoning and nuisance ordinances.
- Continue to streamline permitting processes in order to be business friendly.

ENGINEERING

Major Projects Completed

- The 2018 Asphalt Program was awarded to A&B Asphalt Corporation for a base bid price of \$241,510.24. This was approximately \$24,000 under the Engineer's Estimate, which allowed the City to contract for a portion of Bon Air Drive (bid as an additive) for \$21,471.67. The program included at least portions of Grand Avenue, Lynn Street, Todd Street, Ridgewood Avenue and the WPCF driveway as well as full depth repairs on Miami Street and S. Main Street. This work was completed in July and August. Anderson Drive, Miller Drive, Rue St. Clair, Rue Royale, Rue St. Charles and Bon Air Drive have been delayed until 2019 due to the curb and gutter replacement issues. Once we found out the majority of the program needed to be delayed until 2019, S. Edgewood Avenue full depth repairs were priced, accepted and completed at an as-quoted price of \$48,144.00.
- The Champaign County Engineer chip sealed South Edgewood Avenue in early August after the above asphalt repairs were finished. They performed the work with their crews through force account labor and billed the City for the incorporated portions (the majority). The Engineer's Estimate for chip sealing South Edgewood was \$27,807.00, although the final bill came in at \$16,757.10.
- Paint striping was bid via the Miami Valley Communications Council (MVCC). This was Urbana's first year bidding striping in this manner. Aero-Mark completed the striping on at least portions of East Lawn Avenue, Childrens Home Road, Bloomfield Avenue, Gwynne Street and S. Edgewood Avenue for \$3,142.10 plus a \$1,375.00 layout fee for non-retrace markings. This work was done in late August.
- The City utilized its storm water utility fee to take care of a few small storm projects in 2018. Slemmons Excavating completed work in October under N. Main Street in front of the airport (culvert replacement through boring). Eclipse Company was contracted to complete work under SR 54 near the cemetery exit: lining of a three-sided box culvert with a 36" plastic storm pipe. A few catch basins along Miller Drive were repaired using the fund as well as an additional pipe and catch basin added on Grand Avenue. Also, the County Engineer's Office installed a culvert under Campground Road for which Urbana Township and the City split the cost. The approximate total cost of storm water work done in 2018 was \$79,000.

- Grimes Field hangar expansion was proposed in mid-2018 so the City decided to quickly move forward with a sanitary sewer and water extension to get through the heart of the project area to the far side. Utilities are now available if more T-hangar rows are added in the future. LeVan's Excavating first completed the sanitary sewer in September at a price of \$20,390.00. LeVan's then completed the water work in October at a cost of \$33,148.50 (added a north/south 12" branch at the end of the water so it was available for future tie-in from Nutwood Place). Expedited plan development and permitting were all done in-house by Engineering.
- ODOT completed paving of State Route 54 (South Jefferson Avenue/Patrick Avenue) through their Urban Resurfacing Program (80% state, 20% city). A&B Asphalt, for a contract amount of \$231,033.55, paved from Scioto Street to the second cemetery curve in November. However, permanent thermoplastic striping was put on pause until spring of 2019 due to temperatures. A dashed white line was added along the lane edge through the intersection of Patrick Avenue and State Route 54 to help delineate traffic flow around the curve.
- A curve analysis was performed on State Route 54 through services rendered by a consultant on behalf of LUC and its partner, Clark County TCC. The \$7,800 study was free to the City of Urbana. The curves in question were those adjacent to Oak Dale Cemetery. Results called for slower advisory speeds, more chevron signs and arrow signage for emphasis on the 90° curve. Even though we discussed budgeting for the signage upgrades in 2019, administration decided to move the project forward in 2018 and take care of it while new pavement was going down. A&A Safety performed the signage installation at a cost of \$5,200.00 in October.

Major Ongoing Projects

- The only street still mandated to complete sidewalk, curb and gutter repairs in 2018 was S. Jefferson Avenue because of the pending ODOT Urban Resurfacing of State Route 54. The rest of the sidewalk, curb and gutter replacement program for 2018 was halted. Owners there now have until April 19, 2019 to complete repairs; letters to this effect were sent in early September. In addition to the Miller Drive, Bon Air Drive, Rue St. Clair, Rue St. Charles and Rue Royale area, Engineering also sent letters to South Kenton Street (200-400 blocks). They too will have to repair cracked and deteriorated portions of sidewalk, curb and gutter where marked.
- GIS program implementation was a big push throughout 2018. We began the year believing we would move forward with Trimble Unity only to get pretty deep in the process and realize they could not deliver. The City then moved on to mPower Innovation's Integrator platform and we are glad we did. The company will not only integrate our utilities into a manageable database, but will also be able to add such things as signs, trees and cemetery headstones (essentially as much data as we're willing to collect). Engineering has been through numerous trainings because we will manage the backbone of the GIS system.
- Removal of traffic signals at the intersections of Pindar/N. Russell, Gwynne/N. Russell and E. Ward/East Lawn are set to happen in 2019. The turning movement counts were taken by Clark County TCC in the fall. From this it was determined that these signals were no longer warranted and stop sign controls would be erected in their place. In addition, the City plans to change the four-way stop at Railroad and Gwynne to a two-way stop.
- The S. High Street corridor study began in 2018 and has lasted into 2019. Burgess and Niple still owes the City a final proposed layout as well as a cost estimate. The City plans to apply for ODOT grant funding beginning in February 2019. The project would aim to close sidewalk gaps, install paved parallel parking areas, add bike lanes and put in a drainage system.

Sharing Our Vision for 2019 and Beyond

- Improvements to the roundabout and one block in each direction are being planned for 2019. Two grants from ODOT have been approved: a Highway Safety Grant for roughly \$559,000 and a Small Cities Grant for about \$192,000. This money, in conjunction with ODOT Urban Resurfacing funds for paving, local match and a \$404,000 OPWC loan for water lines, will be used to co-fund the roundabout improvements project. Final plan and estimate were approved by ODOT in December and bidding has now commenced with a bid opening date of February 7, 2019. Construction is anticipated to start in March or April of 2019 and last throughout the summer. Leg closures will be necessary and separate detours will be signed during those time periods.
- The Gwynne Street Bridge Sidewalk and Expansion Joint Repair Project has been awarded to Eagle Bridge Company for \$65,256.00. This has been designated as a winter project with a two-week bridge closure allowed. Completion is by March 29, 2019.
- Design for Hill Street Improvements in conjunction with the 2019 Asphalt Program is underway. The aim is to install a brand new storm system along Hill Street (where none previously existed) and redo in its entirety the sidewalks, curbs and gutters. In addition, Hill Street would be patched and resurfaced along with S. Kenton Street from Market to Hill. This would compose the 2019 Asphalt Program.
- CDBG FY2017 North Oakland Street Curbs and Walks (Phase 3) is the final piece of the North Oakland Street catch basin, sidewalk, curb and gutter rebuild. It will take place in 2019 and has been awarded to D.L. Smith Concrete, LLC for an as-bid amount of \$263,158.00. Work will take place from Union Alley to just north of W. Light Street.
- The Powell Avenue to Bon Air Drive Sanitary Sewer Extension Project, which will bid in late 2019, will install a new sanitary main from the east side of the fairgrounds along Powell Avenue to State Route 54, up State Route 54, across to Oak Dale Cemetery, through the new portion of the cemetery, along the back edge of Oak Dale Section 1, through the former Moffitt property and finally end at the intersection of Bon Air Drive and Miller Drive. Here it will intercept the vast majority of sanitary sewer flows within these newer subdivisions, preventing backups due to capacity issues downstream along Bon Air Drive and Amherst Drive. The project has been given an OPWC grant in the amount of \$658,900 and an OPWC 0% interest loan in the amount of \$513,900. The sewer fund will provide an additional \$145,000 of local match.

Miscellaneous Accomplishments

- Clay Miller came onboard in June 2018. His main tasks include creation of an ADA Transition Plan, inspections for right-of-way work and projects, collection of basemapping data for projects and management of the City's street patching list. Next year he will be heavily into data collection for the GIS system, including headstones in the cemetery.
- Engineering completed inspections for sixty-five (65) right-of-way permits issued.
- Clay periodically checked and logged City, Columbia Gas and homeowner right-of-way digs. In conjunction with the Nuisance Department, at least six (6) letters were sent to homeowners requiring the filing of right-of-way permits. Overall, approximately ninety-five (95) non-project related patches were tracked by Engineering when time permitted.
- Approximately one hundred seventy-two (172) zoning permits, including site plans, were reviewed by Engineering before being approved by Zoning.
- Four (4) lot splits were approved by Engineering for Zoning conformance before being approved at the County level.
- Engineering took part in inspections on multiple building sites throughout the year.
- Engineering performed yearly bridge inspections (10 bridges) in the fall and did a wholesale scour assessment update within ODOT's bridge management program. Next year, another "orphan" bridge found under W. Court Street will be added to the inventory with the help of an ODOT consultant.

- Columbia Gas project work also occupied some time, overseeing road closures and inspecting patch backs.
- Local Updates of Census Addresses (LUCA) was completed by Engineering in May. This added recent and missed addresses to the Census Bureau’s database for their 2020 decennial census.
- Co-taught Junior Achievement again with Adam Moore at West Liberty-Salem Schools. The third graders learned about “Our City.”
- The Urbana Hilltop Disc Golf Course at Melvin Miller Park is still going strong and is ranked number 5 of over 140 courses in Ohio. The club hosted six tournaments in 2018, one of which (an annual charity event for the Caring Kitchen) welcomed 112 participants, the most ever. As part of an ODNR grant to the City, the club will be tasked with leading the construction of a beginner-friendly 9-hole course called the Urbana Valley Disc Golf Course (since the other is called the Urbana Hilltop Disc Golf Course). This will take place in 2019 and is estimated to cost \$12,000.

FINANCE

Utility Billing, Income Tax and Accounting

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. – Noon and 1:00 pm - 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 and are responsible for servicing approximately 4,600 utility customers each month. The office processes billings and provides customer service for water, sewer, stormwater, 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 still 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. 2018 marks the third full year that the City has offered 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
2015 (partial year)	1,651	\$123,256.71
2016	4,710	\$351,202.67
2017	5,963	\$474,095.75
2018	7,537	\$601,820.87

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

- 4,600 utility customers billed
- 1,500 customers receive delinquent notices
- 250 customers receive shut off notices
- 30 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:

- 71% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 23% 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.
- 6% 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. These changes were included in the 2016 tax returns filed in 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.

The following charts provide expenses by department and type of expense for the originally appropriated budget for calendar year 2018.

General Fund Budget by Expense Type	FY18 Budget	% of Budget
Salaries	3,444,487	52.7%
Pension	659,080	10.1%
Medical & Life Insurance & Medicare	976,555	14.9%
Worker's Compensation	113,428	1.7%
Travel & Training	37,750	0.6%
Utilities	176,700	2.7%
Professional Services	199,900	3.1%
Equipment & Building Maintenance	287,900	4.4%
Miscellaneous	84,600	1.3%
Insurance	79,925	1.2%
Printing, Advertising, Memberships, Postage	172,750	2.6%
Supplies	76,900	1.2%
Gas & Oil	50,200	0.8%
Subsidies	180,000	2.8%
Grand Total	6,540,175	

City of Urbana		
General Fund Budget by Department	FY18 Budget	% of Budget
City Council	91,492	1.4%
Code Enforcement	191,242	2.9%
Engineering	153,054	2.3%
Finance - All Departments	483,239	7.4%
Fire/Ambulance	1,881,380	28.8%
Law Department	184,133	2.8%
Mayor/Administration	290,899	4.4%
Misc. Non-Departmental	499,200	7.6%
Mulch/Compost	24,169	0.4%
Municipal Court	704,121	10.8%
Parks & Recreation - All Departments	292,647	4.5%
Police	1,591,177	24.3%
Public Works & Property	153,422	2.3%
Grand Total	6,540,175	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2018.

City of Urbana - General Fund Tax Revenue Budget

	<u>2018 Budget</u>	<u>% of Budget</u>	<u>Explanation</u>
Local Taxes	511,300	7.8%	Real estate taxes
State-Shared Taxes	315,000	4.8%	Local government - county
Intergovernmental	122,000	1.9%	Local government - state, County court reimbursement
Recreation Collection	10,000	0.2%	Park & recreation revenue
Pool collections	56,500	0.9%	Pool admissions, rentals, sales
Charges for Services	928,000	14.2%	Ambulance, cable tv, township contracts
Licenses & Permits	15,250	0.2%	Code/zoning permits
Court Collections	421,625	6.4%	Fines and fees associated with Municipal Court
Miscellaneous	137,000	2.1%	Interest revenue, mulch revenue
Reimbursements	697,000	10.7%	Reimburse general fund use of resources
Municipal Income Tax	<u>3,328,125</u>	50.9%	Municipal income tax revenue
Total Revenue	<u><u>6,541,800</u></u>		

FIRE & EMS

The Urbana Fire Division responds to EMS and fire incidents 24/7 under the direction of the Fire Chief. The Assistant Fire Chief is responsible for fire prevention, fire investigations, training, and day to day operations of the fire division. At full manpower, the on-duty staff is one captain and six firefighters. The captain is responsible for the daily operations of the shift. In addition to serving the community of Urbana, Urbana Fire Division is also contracted to provide services to Urbana, Concord, and part of Salem Townships.

The Urbana Fire Division is guided by:

- **Vision Statement:** Urbana Fire Division's vision is to create an environment where people want to work, are proud of the work they do, fight fires and save lives to the best of their ability in a way that exceeds community expectations.
- **Mission Statement:** Urbana Fire Division shall be proficient at developing procedures and processes that promotes excellence in fighting fires and saving lives, ensures the cultivation of intellectual and organization profitability, maximizes individual and organizational performance, and promotes continual individual and organizational growth.
- **Culture Statement:** Urbana Fire Division shall hold our department members responsible in a fair and unbiased manner, create a positive work environment that harbors and promotes personal and organizational growth, a framework to supports growth, and pathways for future growth, in a way that supports the vision and mission of the division.
- **Climate Statement:** Urbana Fire Division is a community-oriented division that supports and encourages helping others and is mission-driven towards community and organizational objectives. Our division is dedicated to the purpose that the whole is stronger than any individual part.

Core Values

- **Purpose:** All of our firefighters shall have the skill and knowhow to fight fires and save lives, the passion to help others, do the right thing, and treat the division and community with respect while on and off duty.
- **Passion:** Our firefighters foster the belief that we work for an organization that fits into our own life's mission to help others. To not let a day go by without bettering ourselves in the ability to fight fires and save lives. To follow the golden rule and treat others the way that we would want to be treated.
- **Dedication:** We shall hold ourselves to the highest standard to the people we serve. To accept responsibility for our own actions and to be able to adapt to changes in the division and community in a professional manner. To be reliable and trustworthy to the community, the office we hold, and to remind ourselves daily the purpose of why we are here.

Organizational Goals

- Develop an organizational culture and climate that supports the mission and vision
- Create pathways and opportunities to improve on the ability to fight fires and save lives
- Create a framework to support continuous growth
- Build exceptional internal and external relationships

Strategic Plan

The Urbana Fire Division's Vision and Mission are interconnected with each other in creating a culture and climate that supports the organizational goals in fulfilling the strategic plan. The strategic plan is the central concept to support success. Our leaders are empowered to guide behavior toward strategic results. Our core values enforce behavioral standards and cultivate a culture that is mission-driven and community focused. Clear vision allows us to see that the path forward may not always be straight but sticking to the plan will achieve organizational goals.

Major Highlights

- In June, Chief Mark Keller retired from the fire division. In 1994, Keller was appointed as the Union President, and served in the position for 10 years. In 2007, he was promoted to Captain and in 2011 to Fire Chief. Chief Keller was known for both his administrative and operations ability. A major accomplishment under Chief Keller was the establishment of a more detailed and defined training probationary period for newly hired firefighters.
- After an extensive process to select a replacement for Chief Mark Keller, Dean Ortlieb, Ph.D. was sworn in as the new Fire Chief for the City of Urbana, with an effective date of October 29th. Chief Ortlieb retired from the City of Whitehall as a captain and was also the Public Safety Coordinator for Tolles Career & Technical Center from 2005 to 2016. He holds certifications as; Firefighter II, Fire and Live Fire Instructor, Fire Safety and Wellness Officer, Fire Safety Inspector, Fire Officer I, II & III, Fireworks Operations, Paramedic, BLS and EMS Instructor, FEMA (IS-100, IS-700, G-300, G-400 ICS) IS-702 PIO, IS-703 Resource Management, & G-775 EOC Ops, Hazardous Material Technician, and Weapons of Mass Destruction. Chief Ortlieb has the following degrees; Associate of Applied Business, Bachelor and Master of Business Administration, and Doctor of Philosophy in Psychology.
- We continue to have fire and EMS contracts with the surrounding townships. All contracts have the following terms:
 - Urbana Township – 1 year contract 2019
 - 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.
- To make our Fire Division more productive and efficient the following positions were defined and assigned to personnel at no additional cost to the tax payer:
 - Chief of Operations: Assigned to Assistant Chief Asper, in addition to his already assigned duties, the chief of operations will oversee the overall readiness of the division on a daily basis.
 - EMS Coordinator: Assigned to Firefighter John Flora, in addition to his already assigned duties, the EMS coordinator will oversee EMS certification, training, and supplies.
 - Shift Battalion: Assigned to the on-duty shift captain, in addition to his already assigned duties, the shift battalion will oversee incident and daily crew operations. The shift battalion shall respond in a separate vehicle and assume a stationary command post.

Emergency Response Statistics

Below are the emergency response statistics for the fire division. The last time the division increased manpower was in 1992. Since that period the division has had over a 50% increase in incidents. However, the population of our community has stayed relatively the same.

Operational Summary

Incident Type	1992	2000	2010	2018
EMS Runs	1431	1564	1885	2394
Motor Vehicle Acc.	N/A	145	148	224
Fire Runs	396	418	515	260
Total Runs	1827	2127	2548	2878

Vehicles

<u>Vehicle</u>	<u>Year</u>	<u>Mileage</u>	<u>Life Expectancy</u>	<u>Projected Replacement Cost</u>
Medic 1	2017	11,716	10	\$250,000
Medic 2	2007	97,787	10	\$250,000
Medic 3	2001	187,125	10	\$250,000
Engine 1	2004	54,154	20	\$600,000
Engine 4	1997	N/A	20	N/A
Tanker		N/A	20	N/A
Truck 1	1997	28,139	20	\$1,200,000
Brush 1	2004	N/A	10	N/A
Chief 1	2013	40,000	8	\$40,000
Chief 2	2018	3,200	8	\$40,000
Utility	2018	4,737	8	\$40,000
Rehab 1	1991	N/A	10	N/A
Haz Mat 1	1981	N/A	20	N/A
Fire Safety Trailer	1998	N/A	20	\$50,000

*E4, Tanker, and Brush 1 owned by Urbana Township

Summary

When Chief Ortlieb took office he had three main priorities. The first was to be more than a 911 response service, which means we are conducting EMS and Fire prevention, engaging in the schools, working with community partners to help our individuals with challenges, and telling our story on social media. The second priority was to make sure we are using the tax payer's money wisely. An example of prudent financing, since 2002 the division has been granted more than one million dollars in FEMA grants at the cost to the city of \$53,000. The final priority for the division was to define manpower in a way that assures the best EMS and fire response to our community.

The early focus was to determine the type and frequency of incidents to determine which vehicles should take priority. Based on run statistics, it was determined in 2018 that the division received over six EMS runs and one fire run a day. Incident command was utilized on all of the Division's incidents. It should be noted that motor vehicle accidents counted for both EMS and fire runs in computing the statistics since both EMS and fire respond to accidents.

On average we have two or more incidents happening at the same time about once a day. Therefore, it is likely in the near future that we will not have ample resources to fight a fire or save a life if we are tied up on two other incidents at the same time. Urbana Fire Division is the only full-time (24/7) department in the area, limiting our ability to rely on additional help from outside departments. We will develop a sustainable plan to continue providing the sufficient amount of resources necessary to meet the ever-growing needs of our community.

Law Office

Law Director

City Council Meetings/Work Sessions

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

Ordinances and Resolutions

The law Director reviewed any Ordinances and/or Resolutions drafted by any Department, and also drafted and submits Ordinances and/or Resolutions when needed for any issues. The review is for correctness, but also to assure that the underlying objective of the Legislation is being met by the draft. In 2018, in addition to this, implemented a policy of Legislative sponsorship, under which a member, or members, of council sponsor selected legislation.

Inter-Departmental Outreach

Occasionally, the Law Director is approached by employees and/or heads of Departments to assist with various legal matters, such as collection letters, review of leases/contracts, correspondence to individuals affected by policy, Notice letters, and Cease and Desist letters.

The Law Director worked hand-in-hand with a number of Departments including, Planning and Zoning, Cemetery, Water, Fire, Police, Engineering, Human Resources, Water Reclamation, Airport, Streets, and Finance.

Community Outreach

The City works diligently to spearhead and to coordinate efforts between itself and a myriad of outside entities, such as the Chamber of Commerce, the LUC, the Township Trustees, the County Commissioners, the Health District, and the Historical Society.

Administrative Responsibilities

The Law Director works directly with the Mayor and the heads of Administration and Finance to coordinate and oversee the smooth, efficient and cohesive operation of the City of Urbana, Ohio.

Weekly meetings were held throughout the year, at which the Law Director conferred and participated in dialogue with the Mayor and the heads of Administration and Finance. The Law Director came prepared to update the group regarding any and all matters pending and pertinent to the administration of the City, and to report the progress on all projects.

Code Enforcement

Planning and Zoning, Administration, and the Law Director work hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, are being adequately enforced.

Throughout the 2018 calendar year, the Law Director spent a substantial amount of time working with Zoning and Nuisance, assisting them in enforcement.

Contract/Legal Document Review/Modification

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

Easements, Appropriations and Other Civil Matters

The Law Director represents the City in matters of easements, appropriations, takings, and/or civil cases. He also appeared in Court for suits regarding unpaid utility bills.

Municipal Court Prosecutor

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

Cases Prosecuted

In 2018, the Prosecutor's office processed:

- 94 Preliminary Hearings (Felony);
- 1046 Misdemeanor Criminal Charges;
- 2646 Traffic Cases (other than OVI);
- 158 OVI Cases; and
- 37 Other cases (Nuisances, etc).

This includes all matters, whether resolved by admission, plea, at pretrial, at a trial to the Bench, or by Jury Trial.

Case Reviews

In addition to prosecuting cases, the Municipal Court Prosecutor reviews fact patterns and evidence on behalf of law enforcement, to determine whether it would or would not be appropriate to file any charges in a particular case. Generally, the Prosecutor is approached to review cases which require analysis of complex legal application of the law to the facts. They may also involve other issues, such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges. In 2018, the Municipal Court Prosecutor was approached by, and reviewed cases for, increased numbers of members of the Champaign County Sheriff's Office, the Urbana, St. Paris, and the Mechanicsburg Police Departments.

Code Enforcement

When called upon to so do, it is the burden of the Municipal Court Prosecutor to both draft and file the criminal complaints alleging misdemeanor violations of the Urbana Codified Ordinances, and to prosecute same. In 2018, the Municipal Court Prosecutor filed multiple criminal charges in matters of continued violations of zoning and/or nuisance provisions of the Urbana Codified Ordinances.

Victim Advocacy

The Municipal Court Prosecutor's Office has established a Victim's Advocate program, which offers comprehensive victim services including, but not limited to, referral for counseling services, support in court and throughout the legal process, and assistance in securing restitution. In 2018, through utilization of the VOCA Grant, which was successfully secured, the Municipal Court Prosecutor's office assisted countless victims of crime through the legal process.

Law Enforcement Training

On occasion, the Law Director assists law enforcement with training and updating the Departments regarding legal trends and/or developments. In 2018, the Municipal Court Prosecutor conducted a training seminar to certify members of law enforcement to administer oaths. This will allow officers and deputies to notarize criminal complaints drafted by other members of law enforcement. Further, he educated various members of law enforcement as to various nuances of certain statutes and Ordinances, and as to the application of Marsy's law to their cases.

Contracts for Prosecution Services

The Municipal Court Prosecutor has contracted to provide prosecution services to Champaign County, and the Villages of St. Paris and Mechanicsburg.

Diversions

In 2018, the Municipal Court Prosecutor successfully set up and implemented the Champaign County Municipal Court Diversion Program. This program allows offenders whom the Prosecutor believes will not re-offend, and who otherwise qualifies, to enter a Diversion Program to avoid conviction of various offenses, namely, drug and alcohol-related offenses. The Diversion program provides counseling and other support services to such individuals, in an effort to minimize the risk of recidivism. In the event that the offender successfully completes the Diversion Program, the Prosecutor drafts and files a Motion to Dismiss the charge and to Seal the Record. Since its inception in February of 2018, the Program has accepted 23 cases for diversion, with a 95% success rate.

PARKS & RECREATION

Operations Summary

- Grounds and Facilities Maintenance
 - Completed a productive and efficient mowing season with 8 seasonal employees; this included much of the City wide mowing, nuisance mowing, general equipment maintenance, minor facility upkeep, as well as field prep for organized sports activities
- Park Activities
 - Champaign Family YMCA completed their first year running both youth rec baseball/softball and soccer programs, which were a great success with increased participation for all sports.
 - The YMCA also managed and operated The Wendell B. Stokes Swimming Pool for a second straight year, which hosted the YMCA youth swim team, Flying Fish, for practice and swim meets.
 - Urbana Ramjets Boys Youth Baseball Organization, consisting of four different teams in separate age groups, competed for the first time using the Melvin Miller Park ball diamonds. This brought spectators in from the Springfield, Dayton and surrounding areas on at least 20-25 occasions. For the previous two seasons, the Ramjets Organization only utilized the Gwynne St. ballpark, but expanded to Melvin Miller Park in 2018 because of additional growth in participants.
 - Worked with Champaign County Arts Counsel to provide Concerts in the Park
 - Hosted Summerfest '18 in collaboration with the local Lions Club, which included a variety of merchandise and food vendors, several activities for the kids, fishing derby, open swim at the pool, a sand volleyball tournament, a men's slow pitch softball tournament, music on the stage and a beer tent.
 - Hosted United Service Day; students and volunteers assisted in bike path clean-up
 - Urbana University students assisted in park clean-up; organized by Alicia Titus Peace Fund
 - United Rehabilitation Services (URS) participated in their guided work program, subsidized by the State of Ohio, giving their students a two week assignment with the purpose of teaching general labor skills, responsibility and ethics.
 1. Students were accompanied by a "work coach"
 2. A suitable project was given by Parks and Recreation which included cleaning, scraping and painting the handball courts and some park benches at Melvin Miller Park. They also mulched much of the playground adjacent to the pool.

Park Events

We continue to host a variety of events including family picnics, birthday and graduation parties, group assemblies and community gatherings: to name a few...

- Urbana High School Boys and Girls Tennis
- Lil Climbers tackle football teams practiced 4 nights a week
- NFL youth flag football completed another successful season
- Urbana Hilltop Disc Golf- ranked one of the top 10 courses in Ohio
- "Rock the Monument"
- "Hope for a Hero"
- "Fido's Swimfest"
- "Serve a Soldier"
- YMCA's "Turkey Trot"

Park Improvements

- Completed restoration of the Park Maintenance Building
- Worked toward cleaning, sorting and organizing Park Maintenance bullpen area
- Removed old signage and replaced with new, way finding signage throughout city and park
- Prepped and painted pool house exterior
- Crack fill, seal coat and line basketball and volleyball court surface; including removal of aged side hoops
- Crack fill, seal coat and line baseball, pool playground and tennis/ deck parking lots
- Removed and/or repaired playground equipment to PEP standard
- Constructed 44 new team benches made of plastic lumber
- Painted restrooms in Youth Sports Building
- Installed water line to (future) park maintenance building

Sharing Our Vision for 2019 and Beyond

- Completion of Nature Works Grant 25 Project, including fence replacement, HillTop Disc Golf expansion; updates to (tennis court) restroom facility
- Continue to develop and implement way finding and directional signage
- Continue to work with Parks and Recreation Board on projects involving:
 - Memorial Benches
 - Additional Shelter house needs
 - Increased community participation, engagement and collaboration
 - Development and construction of an inclusive playground
 - Develop feasible long-range strategic plan

POLICE

“Proudly Sewing Our Community Since April 27, 1868

Mission

“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.”

Capsule of 2018 Activities

On April 28, 2018, we began a year-long celebratory commemoration of the 150th Anniversary of the Urbana Police Division. On that night, we hosted over 125 invited guests including 13 living retired officers, local dignitaries, special guests and families with a formal dinner and program held at the DAV/VFW Brown Ridge Hall. During the program we enjoyed a dinner provided to us by Paul Poppel’s Catering Service and an uplifting message from our Guest Speaker, State Representative Nino Vitale.

Chief Lingrell gave an overview of the past, present and future of the organizations, which included a final Shift Briefing for all officers, retired and current ones, to update them on a handful of the biggest cases from over the past 45 years that many of the retired and some of the current officers had a role in handling.

New commemorative badges were issued to the current police division, and replicas of the badges depicted on Commemorative Coins, were awarded to everyone in attendance. Large stickers of the commemorative coins were also placed on all Urbana police cruisers. Three large framed display boards were made which consisted of historical documents, photos and news stories surrounding the history of the Urbana police division from the 1890’s until now.

Special Awards were presented to each retired member of the agency, including copies of historic documents for each of them to have as well as a Commemorative Coin. Photographs were taken of the officers from the 1960’s, 1970’s, 1980’s, 1990’s and the current team of officers.

Special Awards were also presented to various members of the current police agency for special efforts in investigations handled over the past year. A new specially inscribed Bible, gifted to the Urbana Police Division by Chief Lingrell, was blessed by Pastor Michael Stewart of the Urbana First Christian Church. It was then used as the current officers of the police division, surrounded by our retirees, once again took the sworn Oath of Office, as given to them by Municipal court Judge, Gil S. Weithman.

Staffing

With lower staffing levels early in the year, we were challenged trying to meet the needs of the community. By the end of the year we were authorized to increase our manpower to 21 officers, a much appreciated change; every new position helps us to maintain peace and order in our City. With retirements and the need for required basic training, we continue to be challenged to maintain a consistent 'boots on the ground' level of staffing. In 2018 we had the retirements of a 25-year veteran, Officer Steve Molton and 23-year veteran, Officer Mike Hughes. We welcomed new officers Seth Lingrell and Keith Hurst. We remain one officer short of 21 but hope to fill that vacancy during the 1st quarter of 2019. Our hope is that in 2018 we will be able to improve our service position to meet our 'Mission' to serve the community.

We sadly said a final goodbye to Sergeant George W. Jumper (ret.), who died in October of 2018. Sgt. Jumper served the Urbana community, starting in 1971 until his retirement in 1996. Throughout his years of service, George was a weapons instructor and was responsible for helping to bring us into the technology age of computers and digital devices.

Ohio Collaborative

The Urbana Police Division met the 2018 standards set forth by the Ohio Collaborative Community-Police Advisory Board and were certified by that board in July. We continue to work to maintain certification and to meet any new or required standards in 2019.

Opioid Deaths

In 2018 Urbana police investigated 26 (we had 57 cases in 2017) overdose cases, including the deaths of 2 (we had 7 deaths in 2017) people.

Drug Investigations

Seven drug related search warrant raids were served on suspected drug houses throughout the city during 2018. Several covert drug investigations were also conducted throughout the city resulting in numerous arrests and indictments of drug traffickers and abusers in Urbana.

- 7 Search Warrant Drug Raids of homes were conducted in 2018.
- Drug arrest stats:

<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
550	724	620	611	302	308	171	108
- Several firearms were confiscated during investigations.
- We trained & certified three officers, bringing our total to five, who can conduct our in-house marijuana testing.
- We continued our partnership with the METRICH Drug Enforcement Unit.
- We solved many additional theft related cases through our successes in drug investigations.

Urbana University Shooting

On November 6, 2018, police responded to the Urbana University Campus, at the Sycamore Hall Dormitory, regarding a shooting incident. Police secured the campus, with help from Campus Security and the Champaign County Sheriff's department. Although no one was wounded by the gunfire, two young men were injured during the fight involving the guns. The Ohio Bureau of Criminal Investigation Crime Scene Unit was requested to assist us in processing the shooting scene, collecting items of evidence to the shooting. Before the next day, Urbana police had been to Huber Heights, Cincinnati & Carlisle, Ohio identifying and locating five of the six subjects involved in the UU shooting incident. Five individuals have been indicted and four have been in custody. One remains at large and there are active arrest warrants out for this individual. Police determined that this was a drug deal / robbery that turned violent among two groups of young men, some of whom were UU students.

Outreach Efforts in 2018

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
- **FOP Easter Egg Hunt** / April
- **Safety Town** / June - The police division graduated our 6th year of Safety Town classes with a ceremony in front of each participants’ family and program sponsors. Sergeant Jason Kizer and Officer AJ Ervin provided the two, week-long Safety Town programs.
- **Special Olympics Law Enforcement Torch Run** / June – A team of officers and family members raised money for, and then ran in the LE Torch Run for the 2nd straight year. Our team raised \$475 for the cause.
- **Drug Drop-off** / April & October
- In August and December members of the police division, along with family and friends, prepared and served the monthly **Community Meal** at the Episcopal Church of the Epiphany.
- In September, members of the police division participated in the “**Alicia Titus Peace Memorial**” 5-K run. We raised \$275 for our efforts, and the Titus family presented the Alicia Titus Peace Memorial Award to the Urbana Police Division for 2018.
- **FOP Halloween Treats** / October
- **FOP Community Christmas** / December -- provided Christmas gifts for over 85 Urbana children this year.
- **Public Speaking & Crime Prevention** programs

New Equipment in 2018

- Patrol SUV
- New 150th Anniversary Badges
- Cellebrite Digital Extraction Forensics equipment (from a State Drug Task Force Grant)
- Two Portable Breath Testers (PBT’s) paid for by the local Drug Free Youth Coalition to use at scenes involving alcohol violations.
- The police division was the benefactor of Rite Aid Pharmacy grant that provided our agency with a permanent Drug-Drop Box for our community to use to properly dispose of old or unused prescription medications. Our Drop Box is secured within the front vestibule to the Municipal Building.
- At no additional cost, we traded in our duty handguns and transitioned from our 40 Caliber semi-automatics to a 9 Millimeter semi-automatic handgun. We did this by also trading in our current weapons along with several confiscated/forfeited firearms that we had in our property system over the past several years.

Training 2018

- Officer **Seth Lingrell** completed the *140th Basic Police Officer training* at the Ohio State Patrol Academy. At the close of 2018, Officer **Keith Hurst** is in the 141st class working towards completing his academy in January of 2019.
- Officer **Luke Hiltibran** became a certified *Physical Fitness trainer* for the agency.
- Officers **Logan Dunn & Sam Harris** completed *Crisis Intervention training*.
- Officer **Tyler Reasor** became certified as a *Drug Recognition Expert* through the National Traffic Safety board. He is the first ever Urbana officer to have this type certification. He is also our top officer for identifying and arresting OVI offenders.
- Officer **Kerrie Kimpel** received training in managing a *Property/Evidence Room*. She is now the officer in charge of the Urbana Police Division Property Control system, replacing Sgt. Jason Kizer.
- Officers **Casey Evans, A.J. Ervin, Kerrie Kimpel & Tyler Reasor** attended training on *Interviews & Interrogations* at OPOTA.
- **Chief Lingrell, Lieutenant Josh Jacobs and Sergeants Shawn Schmidt, Chris Snyder and Jason Kizer** received training on *Taking the Lead – Courageous Leadership*.
- **Lieutenant Jacobs** received training in *Managing/Investigating a Deadly Force incident*.
- **Officer Todd Pratt** received specialized training in conducting *Hostage/Barricaded Negotiations*, by the Columbus Police Division.

- **Officers Luke Hiltibran, A.J. Ervin & Kerrie Kimpel** received specialized training in *the REID method of Interview & Interrogation*.
- In May the division hosted a two day in-service training on Advanced Roadside Impaired Driving Enforcement (*ARIDE*) to help officers learn how to observe, identify and articulate indicators of impaired driving caused by drugs and alcohol.
- Officers **Mike Cooper & Robbie Evans** attended *Field Training Officer (FTO) training* at Columbus State.
- Officer **Luke Hiltibran** attended *Advanced Criminal Investigations* training at OPOTA.
- In October the division hosted three days of OPOTA's *Driving & Firearms Simulators*.

Sharing Our Vision for 2019 and Beyond

- Depending on the level of staffing increases, we hope to re-open our Criminal Investigative Unit sometime during 2018 to have specialized officers to deal with the more difficult, time-consuming type cases including death scenes, sex crimes, robberies and covert drug investigation.
- We hope to purchase a Special Response vehicle to be used at large incidents or events for transporting a large number of officers & equipment and to be used as an Incident Command Post during tactical incidents.
- Drug Investigations – We will continue with our Drug Enforcement strategy begun in 2013.
- Implementing a Facebook page for the agency and completing a Recruitment Video with the help of Graham High School Technology students.

Urbana Police Division Activity Statistics

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Calls for Service	14,688	14,279	13,158	13,191	13,116	12,851	16,167
Arrests	2,000	2,116	1,835	1,780	1,511	1,759	1,707
Felonies	402	546	415	375	305	291	168
Misdemeanors	1,598	1,570	1,420	1,405	1,206	1,468	1,539
Offense Reports	2,288	2,271	2,123	1,956	1,763	1,898	2,049
Homicides	0	0	1	0	1	1	1
Robberies	1	5	6	3	4	6	3
Burglaries	53	70	89	71	82	71	93
Rapes	15	6	5	9	12	7	9
Sexual Assaults	25	23	15	27	19	9	16
Assaults	181	149	150	134	118	130	142
Thefts	398	433	378	445	432	425	516
Auto Thefts	29	28	31	16	11	19	21
Forgery/Fraud	37	47	54	21	67	95	68
Vandalism/Criminal Damaging	152	167	217	218	170	168	240
Drug Offense	404	529	417	409	302	308	171
Traffic Citations	1,265	989	945	1,108	1,089	1,336	1,695
OVI's	96	86	50	82	94	108	105
DUS's	231	165	179	187	167	173	224
Speed	165	80	72	161	103	240	493
Traffic Control Device	57	41	52	36	31	51	91
Parking Citations	37	25	18	33	47	31	232
Crash Reports	421	405	460	403	424	380	419
Fatal Crashes	0	0	1	2	0	0	1
Mental Health Complaints	52	69	64	80	107	154	116
Suicide (includes attempts)	36	23	17	33	35	41	33
Curfew	39	20	38	23	12	10	14
Alarms	911	887	807	981	493	423	454
Dead Body (non-criminal)	17	10	14	17	16	19	16
Business/House Checks	1,046	1,562	1,221	1,665	1,584	1,264	946

Special recognitions

Throughout 2018 Division recognized several officers or citizens for their special efforts and successes to the division and to the community. Those honored were:

American Police Hall of Fame *Criminal Investigation Award*

Sergeant Dave Reese
Officer Todd Pratt

Sergeant Chris Snyder
Officer A.J. Ervin

Sergeant Jason Kizer

Distinguished Duty Award

Sergeant David Reese
Officer Robbie Evans
Officer Casey Evans
Officer Kerrie Kimpel

Sergeant Shawn Schmidt
Officer Brandon McCain (2)
Officer Tyler Reasor

Sergeant Chris Snyder
Officer Cade Hunt
Officer A.J. Ervin

Chief's Challenge Coin Award

UPD Lieutenant Jack Holland (ret)
UPD Sergeant George Jumper (ret)
UPD Officer Don Richardson (ret)
UPD Officer John Evans (ret)
Officer Kerrie Kimpel
Officer Casey Jennings
Officer Cade Hunt
Officer AJ Ervin
Officer Tyler Reasor
Officer Luke Hiltibran
Susan J. Fornof-Lippencott
Hope Stout
Jana Weithman
Gerald Malanec
Virginia Rothman

Nino Vitale
Sheriff Matt Melvin
Matt Larmee
Vannessa Haley
Amy Collins
Robin Ballard
Leslie Massie
Caitlin Lockard
Cody Stanley
Drew Goins
Kylee Stidham
Dean Ortlieb
Gary Baker
Charles Schlickler
Laura Anderson

Paul Poppel
Phil McMahill
John Alexander
Nick Black
Ashton Morgan
Mark Keller
Darrell Heckman
Nigel VanMeter
Steve Molton
Jackie Schmidt
Brad Eckert
Jim Aills
Barry Wolfe
Melissa Sorensen

Physical Fitness Award

Chief Matt Lingrell
Sergeant Shawn Schmidt
Officer Mike Cooper
Officer Casey Evans
Officer A.J. Ervin
Officer Sam Harris

Lieutenant Josh Jacobs
Sergeant Jason Kizer
Officer Brandon McCain
Officer Luke Hiltibran
Officer Kerrie Kimpel

Sergeant David Reese
Officer Robbie Evans
Officer Cade Hunt
Officer Tyler Reasor
Officer Logan Dunn

Civilian Service Award

Samantha Lupien

PUBLIC WORKS

Water

The City of Urbana Water Department Administration and Employees are committed to produce a water supply that meets or exceeds all health, safety and quality requirements in the most cost efficient manner and with no or very little interruption. In addition to supplying safe drinking water, the Water Division also supports all other City Departments with equipment, labor and skill sets that lend to the shared resource commitment and value added efficiency goal.

Operations Summary

The Water Division is responsible to the community for the delivery of water required for daily consumption, fire protection and industrial use. The following are numbers that reflect usage for 2018 and before.

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>
Million Gallons Pumped	685.37MG	674.83 MG	669.95 MG	694.05 MG	687.49MG
Million Gallons per Day	1.877 MG	1.848 MG	1.835 MG	1.901 MG	1.884 MG
Population of Urbana*	11,525	11,547	11,425	11,405	11,618
Gallons per Person	162 Gal/Day	160 Gal/Day	160 Gal/Day	166 Gal/Day	162 Gal/Day

*www.biggestuscities.com (population Info)

2018 Distribution Repair Digs and Previous Years

2013	2014	2015	2016	2017	2018
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
91	105	65	56	55	29

- Repair digs totaled over 707 man hours with an average of 4.4 men and 5.06 hours per dig.
- Department overtime hours totaled 427.3 hours at a cost of \$13,239.00. These hours include weekend duty, snow plowing, water main breaks, locates, turn water services off/on , fire hydrant repairs and accidents, possible water main break investigation, just to name a few.

2018 Accomplishments:

- GIS/GPS program purchased and implemented
- New Valve Exercise Trailer Purchased
- 1 additional employee hired totaling 8 for the department
- Water Line installed on Dellinger Rd with Water and Street Department Employees
- Water line to new Park Building Installed with Water and Street Department Employees
- Federal EPA UCMR4 sampling completed
- 5,261 OUPS water line locate request
- Carbon Exchange at Old Troy Pike WTP
- Approximately 64,200 water meters read
- Replaced the # 12 well pump and motor at the St.Rt. 29 WTP
- Replaced Old Troy Pike Well # 9 pump & Motor and VFD
- Mobile telephone access to water treatment plants SCADA systems

Sharing Our Vision for 2019 and Beyond

- Capital Improvement goals for 2019 include:
 - GPS/GIS locations completed for the distribution system
 - Set up an Independent GIS/GPS Computer Station
 - Dig truck equipped with hydraulics, air and Crane
 - SCADA system re-design
 - Begin computer generated work orders
 - Plan for Booster Pump Station Replacement
 - Grimes Well Field completion
 - Round-a-bout water line replacement
 - Have two employees obtain OEPA Class II Water Supply Certification
- Long Term Goals include:
 - GPS/GIS Home Owner Water Service Locations Completed
 - Fixed Base Water Meter Reading System
 - Phase 2 Water Line Replacements
 - Grimes Circle water Line Loop to Airport
 - Dellinger Road Water Line Loop to Dugan Road
 - East Side Water Modeling Study
 - State Route 29 WTP Iron/Manganese Filter Discharge to Sanitary System
 - Begin Study for Old Troy Pike WTP Take Over from Honeywell

PUBLIC WORKS

Water Reclamation Facility (WRF)/Sewer

WRF/Sewer 2018

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 6 Industrial Users permitted under the Pretreatment Program. 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 2018, we received 41 sewer calls, either due to potential back-up or sewer camera inspections needing done and 8 digs. Camera inspections of sewer laterals are a free service offered by the City to the citizens of Urbana.

2018 Year in Review

- During the 2018 calendar year, the WRF treated 731 million gallons of wastewater, which is an increase of 15% compared to calendar year 2017.
- Recorded a total of 50.68" of precipitation in 2018. This was an increase of 3.27" compared to 2017 and 11.67" above 30 year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana produced 570 dry tons of bio-solids throughout calendar year 2018.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2018, we accepted 4.6 million gallons of septic tank waste originating from Champaign and Clark counties. This was a 14% increase compared to 2017.
- The Urbana WRF staff currently consists of 2 staff members that hold a State of Ohio operator certification Class III licenses, and 5 operators holding Class I licenses.
- Sewer Maintenance staff completed cleaning and video inspection of sanitary lines in the 2nd Ward.
- The EPA-required Local Limits Study was completed in 2018, with only 1 minor change recommended.

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 12 homeowner wells currently required for testing consisting of 78 parameters for each well. The EPA-required semi-annual sampling events were completed in 2018, including weekly and quarterly gas monitoring along with homeowner well testing. A Statistical Evaluation continues on all landfill monitoring wells performed by our consultant in 2018.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2018, we received 9,477 cubic yards of yard waste and distributed 770 cubic yards of compost.

Sharing Our Vision for 2019 and Beyond

- As an upgrade to our current solids handling process at the WRF, design has been completed for a new Schwing Bioset screw press. Construction is expected to begin spring 2019, with tentative start-up for the new process late summer 2019. The new screw press replaces a 27 year old Belt Filter Press that has shown signs its age and nearing the end of its useful life, due to equipment breakdowns, maintenance demands and operator attention.
- Staff has completed cleaning and camera inspection of sanitary sewer in the 3rd Ward with plans to complete the 4th Ward by year end.

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.
 - 2018 recorded as a “normal” winter with approximately 800 tons of salt used
 - 18 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.
 - Completed a full year of street sweeping for primary and secondary routes within the city
 - 207 tons of “cast-off” were hauled to the city landfill
 - Compared to 96 tons in 2017; ~215% increase in 2018
 - Ongoing maintenance and repair of the traffic signals and designated street lights
 - Installed new street signage west of Main Street
 - As per the Manual on Uniform Traffic Control Devices (MUTCD)
 - Remaining City streets scheduled for updated signage in 2019-2020
 - Installed wayfinding signage for Melvin Miller Park, Urbana University and Mercy Memorial Hospital
 - Continue to assist Police and Fire Departments with accident clean-up.

- **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
 - Continue support for the numerous community and citizen requests for Special Events including:
 - 15th Annual Art Affair on the Square
 - Home and Garden Tour
 - Candlelight tour of Homes
 - 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 2019 and Beyond

- Prepare for and support the Monument Square Roundabout Upgrade
- Working under the recommendation of the City Tree Commission; plans are underway to oversee the removal of many tree lawn trees that have “poor” ratings
- Continue with professional support to all departments, helping to serve the residents of the city in the best way possible.

TECHNOLOGY

Overview

CCTSS LLC, 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 2018

- Consolidation of Police and Court Networks
- VDI Management Console Upgrades
- Installation of Centralized Storage Appliances
- Installation of Xen 4 and Xen 5 Production Servers
- Create New Server Pool
- Upgrade Hypervisor to Latest Rev
- Migration of Current VM's to New Server Pool
- Resource Allocation to Existing VM's for Increased Performance
- Review and Enhance Disaster Recovery and Backups
- Airport Gate Camera Security Project
- Update SSL Certs for ci.urbana.oh.us
- Court Remodel and Upgrade Project
- Court Wifi Project
- Migrate Court Email to City Exchange Server
- Phone System Update
- Consolidation of Networks to Primary Firewall

Sharing Our Vision for 2019 and Beyond

- Move Xen1 and Xen2 Server to Offsite Data Center for Disaster Recovery
- Create Secondary/Backup Server Pool
- Replication of Backups to Offsite Data Center
- Zoning Department Equipment Upgrade
- City Email Migration to Hosted Exchange
- Engineering/WWTP/Street Department Server Project
- Phone System Expansion
- Fiber Install to New City Building
- Improved Security at Offsite City Buildings
- Update of Equipment Inventory
- Upgrade/Replace Fire Dept Layer 2 Switches
- Expansion of Licensing for Unitrends Backup
- Server Room Cable Management Project