



THE CITY OF URBANA, OHIO

2020 IN REVIEW

**A YEAR OF ADAPTING TO CHANGE
REMINDED US ALL:**

BE KIND
— for —
EVERYONE
YOU MEET *is*
FIGHTING
a HARD BATTLE

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Dear Citizens of Urbana,

If someone told me last January, that the year would be one of turmoil, uncertainty, and trepidation, it would have been difficult to take them seriously. Who would have imagined that 2020 would unravel the way it did. Across the country people lived on the threshold of personal disaster, the likes of which had never been experienced.

As 2020 passes into the annals of history, we look back at the havoc and suffering the pandemic wreaked across the country. It is difficult to articulate just how radically it changed the way we lived and worked. Experiencing the lingering effects of the pandemic, exposed to many of us just how fragile our day-to-day societal infrastructure is. After suffering personal losses, many grieving family members reflected on how secure they thought their lives were, but suffering such as this affirms that while we may be experiencing good health today, an unexpected health crisis can change our lives in an instant.

As the year unfolded, extra attention was given to keeping city employees safe and taking measures to minimize risk exposure to them and the public. In every division, safety procedures and work protocols were adjusted along with making facility alterations and modifying building access. Despite best efforts, there were instances where an employee, or a family member became ill, and had to quarantine to limit the spread of the coronavirus. When those instances arose, the rest of the employees stepped up and filled the voids.

Even though the year was full of curveballs, City Divisions successfully maintained their focus on providing the services you come to know and expect, and continue moving projects forward for the betterment of the community. As you will see in the accompanying division summaries, a number of milestones were reached and projects, long in preparation and execution, came to fruition.

After months of planning, and uncontrollable delays during construction, the round-about project was completed in October. This project was one of the more challenging the City has undertaken, but with the concerted effort of all the divisions, it enhances the safety and functionality of a multi-modal, high traffic hub within the City.

Staying diligently on course, in May, the City of Urbana transferred the east side of the former Q3 JMC property on Miami St. to the development arm of True Inspection Services (TIS). The building is being transformed to house TIS' operations, and after extensive renovations, a new medical clinic operated by Community Health & Wellness Partners will locate on the first floor of the main building.

Legacy Place, an affordable housing project for seniors, is a textbook case of community collaboration, both public and private. From concept discussions in early 2018, the development firm F&C Legacy Place is renovating the former North and South Elementary Schools and the Douglas Hotel into fifty-one (51) apartments for senior living. With the Urbana School District, the owner of the Douglas, the CEP and the City of Urbana, working through the myriad of challenges along the way, it is exciting to see new life being breathed into these buildings.

Work began on two (2) significant infrastructure projects that will improve city-provided utility services in the 2nd Ward. The Phase 2A Water and Sanitary Sewer Replacement Project along Scioto St. and Crescent Dr. will provide more reliable service to the residents and business in this area. After several years of planning and design, work began on the Sanitary Sewer project, that reduces the burden on the system that serves Bon Air Dr., Miller Dr. and areas further east, by connecting it with the interceptor on Powell Ave. began in October. Work is expected to be complete in early 2021.

Looking ahead, 2021 brings a significant amount of opportunity to build on last year's momentum. 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".

Bill

Bill Bean -- Mayor

Kerry

Kerry Brugger – Director of Administration

"You can't stop the future. You can't rewind the past. The only way to learn the secret is ... to press play." - Jay Asher

AIRPORT **GRIMES FIELD**

Overview

- Grimes Field is located one mile north of Urbana, Ohio on US Route 68. Grimes Field is owned by the City of Urbana, but the Airport is 100% self-supporting, receiving no money from the City's General Operating Fund. Grimes Field is included in the National Plan of Integrated Airport Systems.
 - On-airport businesses include: Miami Valley Hospital's Careflight, Mad River Air Flight, Instruction, W & W Aviation Maintenance, Champaign Aviation Museum, Grimes Flying Lab Museum, Mid America Flight Museum of Texas "Restoration Facility", Airport Café
 - Services include a General Aviation Terminal building, Fuel Sales, Hangar Rental, Flight Instruction and Aircraft Maintenance.
- Grimes Field is the only airport in the United States with 3 museums on site

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 2013-2014 ODOT aviation study, New study will be completed in 2021-2022)

2020 Summary

- Fuel Sales for the year were the lowest we've experienced since 2007.
- January & February sales were strong, but after February sales were very slow due to COVID and reduced traffic (All 2020 public events were postponed)

2021 Planned Events (tentative):

- EAA Chapter 421 Young Eagles Day
- Grimes Flying Lab Annual Fish Fry
- Ageless Aviation Dream Foundation Rides for Veterans from Ohio Masonic Homes
- Commemorative Air Force Wing of Central Texas C-47, "That's All Brother" – here at Grimes, offering tours, rides, memorabilia (This aircraft led the invasion forces on D-Day)
- Champaign Aviation Museum Gala – Granddaughter of President and General Dwight D Eisenhower guest speaker
- Walter & Lewis Funeral Home 'First Responder's Appreciation Day'
- Independence Day Festival, Firecracker Auto Show (next door), Rotary Chicken Dinner, Arts Council Live Entertainment (Shifferly Road Band), Rotary Fireworks
- Beech Twin-Tail Gathering / Food Truck Festival
- Vietnam Wall on site
- Military Appreciation Day
- Mid-Eastern Regional Fly-in Wings and Wheels Cruise-In
- Champaign County Hot Air Balloon Festival
- Still investigating hosting a 'Pork Festival' and a 'Fall Harvest Festival'
(All events are weather dependent and subject to change)

Future Planned Projects:

- Stub taxiway 'C' will be extended out to connect to main taxiway 'A', this will facilitate access to the T-Hangar area for departing and arriving traffic and reduce traffic through the Terminal Ramp Area, New Airport Beacon (LED), Ramp Extension to accommodate increased traffic to the Terminal/Café Area, Additional buildings/hangars, Wildlife, Security and Environmental Studies, Runway/Taxiway Extensions including switching lighting to LED (cost effective)

CEMETERY

Formally dedicated on July 19, 1856, Oak Dale Cemetery, originally named Greenwood Cemetery, is owned and operated by the City of Urbana. Oak Dale currently has more than 23,000 memorials/headstones within its grounds; among those memorialized include, Col. William Ward, the founder of the City of Urbana, U.S. Frontiersman, Simon Kenton, the 13th Governor of Ohio, Joseph Vance, Sculptor John Quincy Adams Ward, and former U.S. Congressman, William Warnock.

2020 Activity Summary:

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 109 families in providing final burial or committal services for their loved ones. Additionally, our staff assisted with inquiries for burial and genealogy records. In an effort to enhance the beauty of the grounds, four (4) large trees that fell during seasonal storms, were cleared and approximately twelve (12) new ones planted through the Memorial Tree program.

With approval from the Oak Dale Cemetery Board, a new section of the cemetery was opened in 2020. In response to an inquiry, the Board agreed to open Section 69 and dedicate it for the exclusive use as family burial plots. Although it had been platted, Section 69, like the rest of the older sections of the cemetery had not been mapped to identify individual burial spaces. The Family Section has been mapped & pinned and guidelines placed in the City of Urbana's policies and procedures. The 'Family Section' which will be sold as large family plots, as described, will offer our community yet another option for the interment of their loved one. This use allows the cemetery to reintroduce and incorporate larger memorials within the mature area of the cemetery, particularly with the adjacent sections 66, 68, & 70, while maintaining the general open appearance as viewed from the roadway.

The Powell Ave./Bon Air Dr. Sewer Project that crossed through the southern portion of Oak Dale Cemetery is nearly complete. In the Spring/Summer of 2021 the roads will be repaired and resurfaced along with any disturbed green spaces.

In recognition of a generous donation from the Karen Kerns Dresser estate, plans were initiated to establish an arboretum within the cemetery. In their respective August meetings, the Urbana Shade Tree Commission and the Oak Dale Cemetery Board voted unanimously to pay homage to the former Greenwood Cemetery name while honoring Karen for her support of tree planting in Oak Dale Cemetery, by naming the newly established arboretum in her memory. In October, City Council approve Resolution 2590-20, to formally establish the Greenwood Arboretum at Oak Dale Cemetery in memory of Karen Kerns Dresser, and to pursue accreditation of this newly established arboretum. Work will continue to finalize the establishment during 2021.

Oak Dale Cemetery was the host site for two significant community events. The CCPA conducted eight (8) sessions of "A Walking History" of Oak Dale Cemetery on Friday, October 23rd and Saturday, October 24th. Conducted by Urbana resident, John Bry, an expert in historic cemeteries, all tours were sold out. On Saturday, December 19th, staff assisted the DAR in their 3rd "Wreaths Across America" event, laying balsam Christmas Wreaths on approximately 650 graves of our nearly 1700 military veterans (including 6 Revolutionary War soldiers and the first Champaign County casualty of the Civil War).

Acct. 215: Cemetery Operating Fund:

- Purpose - Cemetery operations
 - Beginning Balance: \$ 5,752.75
 - Revenue 154,397.59
 - General Fund Subsidy 20,000.00
 - Expense - 154,860.43
 - Ending Fund Balance \$ 25,289.91

Acct. 805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
 - Beginning Balance: \$ 12,018.35
 - Revenue 1,227.61
 - Ending Fund Balance \$ 13,245.96

Acct. 835: Cemetery Mausoleum Trust:

○ Beginning Balance:	\$ 7,092.09
○ Revenue	58,460.00
○ Expense	- 49,975.00
○ Ending Fund Balance	\$ 15,577.09

Acct. 850: Cemetery Trust Principle:

- Purpose - Funds donated for perpetual care
 - Balance: \$ 88,381.62

Acct. 840: Cemetery Improvement Trust:

- Purpose - Funds donated for capital improvements & purchases, or donor specified projects
 - Beginning Balance: \$ 2,456.00
 - Revenue: 1,862.50* (from new fee schedule)
 - Expense: 0
 - Ending Fund Balance: \$ 4,318.50

2020 Operating Totals:

○ Burials	109
○ Saturday Burials	18
○ Graves Sold	68
○ Mausoleum Niches Sold	14 (5 in the Shepherd and 9 in the Legacy)
○ Mausoleum Crypts Sold	12 (1 in the Shepherd and 11 in the Legacy)

COMMUNITY DEVELOPMENT

Major Events/Projects:

- Served as the Chair of the Champaign County Census 2020 Complete Count Committee to promote the 2020 Census within Urbana and Champaign County. This committee of local community partners was established for the first time in Champaign County to promote and encourage residents to self-respond to the 2020 Census. In partnership with the Champaign County Commissioners, Logan Union Champaign Regional Planning Commission, and numerous other community partners, local efforts to promote the 2020 Census included social media postings, radio advertising, digital billboard advertising, utility bill messages, news stories, press releases, yard signs, and postcard mailings. The national self-response rate to the 2020 Census was 67.0% and 70.7% for the State of Ohio. Locally, 2020 self-response rates were as follows (with 2010 self-response rates shown in parentheses): Champaign County ended at 73.4% (70.0%) and Urbana ended at 70.7% (69.3%). Furthermore, Champaign County had the 30th best self-response rate out of 88 Ohio counties, and Urbana was tied for the 378th best self-response rate out of 958 ranked municipalities in Ohio. In comparison to the 2010 Census and as a result of this committee's efforts, self-response increased in Champaign County by 3.4% and in Urbana by 1.4%. In addition, three out of the five largest villages in the county exceeded their 2010 self-response rates.
- Obtained contractor bids and secured loan funding through the Ohio Water Development Authority and the Ohio Environmental Protection Agency, Division of Environmental and Financial Assistance for the Phase 2A Water & Sanitary Replacement Project. This project started in the summer of 2020 and will be completed by the summer of 2021. This project encompasses water main replacement and sanitary sewer replacement on Scioto Street from Jefferson Avenue to the 36/29 split. In addition, the project includes water main replacement on Crescent Drive, Finch Street, and Ames Avenue. The contractor is M&T Excavating LLC of Bradford, OH and the original construction contract amount is \$1,730,090.59.
- Finalized the creation and establishment of a Revitalization District within downtown Urbana. The Ohio Department of Commerce, Ohio Division of Liquor Control approved the Urbana Downtown Revitalization District on June 1, 2020. As a result, up to twelve (12) D5-L liquor licenses will be able to be issued within the district. In addition, existing D5 licenses in the district may be transferred to an

establishment outside of the district and replaced with a D5-L which will create additional opportunities outside of the district. Prior to the establishment of a revitalization district, Urbana had met its state mandated quota of six (6) D5 licenses based on population (1 license for every 2,000 residents) which limited the development of new restaurants within the community. D5-L licenses are for the owner or operator of a retail food establishment or food service operation that derives seventy-five percent of its gross annual receipts from the sale of food and meals. Throughout Ohio, Revitalization Districts have proven successful in creating new restaurant development opportunities in communities such as Bellefontaine, Sidney, and Medina.

- After three years of community partnership, persistence, and hard work, a media event was held on Thursday, September 17, 2020 with the development team, community partners, and local officials to signal that the Legacy Place project was moving into the construction phase. This project will invest approximately \$13 million dollars to repurpose the former Douglas Inn, former North Elementary, and former South Elementary into a total of fifty-one (51) affordable apartments for seniors. Construction started in the fall of 2020 at all three buildings, and North and South are anticipated to be ready for leasing/occupancy by the summer of 2021. After being vacant since February 2003, The Douglas Inn is anticipated to be ready for leasing/occupancy by the end of 2021.
- Obtained contractor bids in July 2020 and started construction on the Powell to Bon Air Sanitary Sewer Project in October 2020. This project was awarded to Milcon Concrete, Inc. of Troy, OH in the amount of \$835,956.90. To finance this project, a grant from the Ohio Public Works Commission in the amount of \$658,900.00 was obtained. In addition, a loan (0% interest, 20-year term) was obtained from the Ohio Public Works Commission in an amount of up to \$513,900.00. This project is being constructed to address an existing bottleneck in the city's sanitary sewer system at the intersection of Amherst Drive and Bon Air Drive that limits the city's ability to continue to support additional growth on the city's east side. Furthermore, this capacity issue has historically required cleaning and maintenance of the sanitary system on Amherst Drive and adjacent Bon Air Drive in order to mitigate sewer backups. This project will eliminate this bottleneck by sending the sanitary sewer flow from approximately 430 households (approximately 1,075 residents) and 186 acres of existing development, including Parmore Estates and most of the Bon Air Subdivision, into this new sanitary sewer main. In addition, the project will install a sanitary sewer in an area that is currently unsewered. Long term, the project is also designed to accommodate the future connection of unsewered areas south of the city such as Short Cut Road.
- In mid-May of 2020, completed the property transfer of the east side of the former Q3 JMC property to the real estate affiliate of True Inspection Services, the city's development partner in this redevelopment project. Furthermore, the NFA letter for the east side was submitted to Ohio EPA on June 29, 2020, and a covenant not to sue is anticipated to be issued for the east side of the former Q3 JMC site in early 2021. In late November 2020, True Inspection Services formally announced their redevelopment plans for the east side of the site. After being vacant since 2008, renovations of approximately \$2 million are planned to start in the first quarter of 2021 with the first floor of the remaining brick building at 605 Miami Street being repurposed for a new medical clinic to be operated by Community Health & Wellness Partners. This non-profit healthcare organization will be opening their first facility in Champaign County. Currently, they operate similar facilities in Bellefontaine, at Indian Lake, and in West Liberty. In addition, the second floor of the building will be utilized for new office space for True Inspection Services that will be relocated from their existing South Main Street location. Lastly, new warehouse space will be constructed for The Door Shop which is a commercial door and hardware distributor that will have light manufacturing and warehouse operations at the renovated complex. Presently, the city retains ownership of the west side of the Q3 JMC site with the NFA letter for the west side anticipated to be submitted to Ohio EPA early in 2021, and efforts continue to secure an end user for the west side of the property.
- Held a well-attended public meeting in regards to the South Main Street Corridor Plan in early 2020 prior to the onset of the pandemic. Planning Commission approved this plan at their meeting in February 2020. The final adoption of this plan by council was completed in late 2020, and this document will serve as an official planning guide for the city for future land use, access management, and development for the southern portion of the city. Furthermore, in concert with the Champaign County Commissioners, Urbana City Council adopted the Champaign County Comprehensive Plan 2020 Update in late 2020.

ENGINEERING

Major Projects Completed

- The Monument Square Roundabout Improvements Project began in May 2019 and finished in October 2020 with remedial paving work. R.B. Jergens was awarded the project at a price of \$1,808,913.09, but the final amount grew to \$2,022,738.60 due primarily to underground unknowns, plan deficiencies and a few requested additions. Though the end to the project was long awaited and the path bumpy, the improvements make for a safer and more aesthetically pleasing roundabout.
- The 2020 Microsurfacing Program was able to resurface East Lawn Avenue (12 years old) and E. Water Street (14 years old) for a fraction of the cost of a normal mill and fill. This particular “thin lay” maintenance treatment should extend the pavement surface another ten (10) years. Strawser Construction, Inc. completed the microsurfacing for a total cost of \$130,785.34.
- The 2020 Crack Sealing Program was awarded to Bituminous Pavement Systems and finished at a total cost of \$44,550.50. Streets sealed at least in part were: Bloomfield, Fyffe, Main, N. Walnut, Lincoln, W. Powell, Phoenix, E. Light, Laurel Oak, S. Walnut, College, Julia, Dellinger, Childrens Home, East Lawn, Wards Lane, E. Broadway, W. Broadway, E. Powell, Thompson, Johnson, Railroad, E. Ward, N. Locust, N. Kenton, Lynn and N. Jefferson.
- The 2020 Asphalt Program was awarded to Shelly Company and included at least portions of: Elm, Ann, Gwynne, Mosgrove, W. Light, Elbert, Hitt, Cherry, WRF Driveway, two alleys, S. Kenton, Boyce and W. Ward. The final project cost was \$320,649.70.
- The 2020 Unit Price Concrete Work contract was awarded to McGuire Farm and Excavating LLC. It covered City dig-related work as in years past but also covered the 2020 Sidewalk, Curb and Gutter program for owners opting not to contract their own work. Streets impacted by the Sidewalk, Curb and Gutter program included: Hitt, Elbert, E. Water, East Lawn, S. Kenton, Scioto, Finch and Ames. The total amount assessed to owners’ taxes at year end was roughly \$32,000.
- Signal upgrades for the US 68/PreK-8 drive intersection took place in 2020. Security Fence Group, Inc. was chosen through a quotation process to implement a protected left turn phase into the school for a total cost of \$7,336.55. This included two new signal heads, a new loop detector and wiring and new programming. The design for the signal was completed by Burgess and Niple through LUC Regional Planning Commission’s contract with Clark County TCC. In other words, the study was completed free of charge to the City (savings of \$5,592.13).

Major Ongoing Projects

- The Phase 2A Water and Sanitary Replacement Project was designed externally by Choice One Engineering. The project entails sanitary sewer replacement on Scioto Street between Jefferson Avenue and the 36/29 split and water replacement within the same limits. Water replacements are also taking place on Finch Street, Crescent Drive and Ames Avenue. The project was awarded to M&T Excavating LLC at a price of \$1,730,090.59, which was approximately \$188,000 under the Engineer’s Estimate. To date, M&T has finished the sanitary sewer installation (Scioto) and has almost completed the water installation on the side streets (Finch, Crescent and Ames). The main focus during the spring will be Scioto Street water line replacement and remaining restorations on the side streets.
- The Powell to Bon Air Sanitary Sewer Project was designed in-house and is currently underway. Milcon Concrete, Inc. was the lowest and best bid at \$835,956.90. Sanitary sewer is being extended from the fairgrounds to the Bon Air Drive/Miller Drive intersection to relieve an historic pinch-point on Amherst Drive and provide for additional capacity and serving area. Since Milcon has been able to work deep into the winter, almost all the sewer extension has been completed. Their tie-in at the Bon Air Drive/Miller Drive intersection is the only remaining installation. Streets impacted: E. Powell, SR 54, Oak Dale Cemetery drives in the new section and Bon Air Drive. The project is being paid via an OPWC grant, OPWC loan and local sewer capital.

Sharing Our Vision for 2021 and Beyond

- The S. High Street Improvements Project, which was awarded grant funding through ODOT's Small Cities Program, Highway Safety Program and Transportation Alternatives Program amounting to \$3,098,163, began the design process in 2020. LJB Inc. was chosen through a qualifications-based process as the designer. This project was borne of a \$30,000 feasibility study performed through LUC Regional Planning Commission and completed free of charge to the City. The project looks to install sidewalks, curbs, gutters, bicycle friendly treatments, storm line improvements, partial water and sanitary sewer replacements, and traffic calming features through the entire S. High Street corridor. In order for this project to work out, we will still need to obtain one additional stormwater grant from OPWC. The project would be constructed in 2023-2024. Stage 1 submission to ODOT was near the end of the year and those preliminary plans are currently under review.
- The Freeman Avenue Improvements, funded through a CDBG grant for \$136,000 and local match of roughly \$80,000, will entail curb, gutter, ADA ramp and paving along Freeman Avenue this year. The total project cost (whole length of Freeman) is estimated to be \$216,000. The City plans to apply for a similar CDBG project on neighboring Sara Street in the future.
- Our 11 bridges, with the exception of the W. Court bridge (posted at 45% of the legal load) remain in good to excellent condition; even though we tried and failed to acquire funding through ODOT in 2019 for its replacement, we will continue to pursue that option in 2021. Council has approved a resolution to apply to either ODOT grant funding source: the Ohio Bridge Partnership Program or the Municipal Bridge Program. We plan to try and apply for the former first and the latter only in the case of denial.
- The Sidewalk, Curb and Gutter Program will likely have limited focus on Scioto Street only, knowing there's a large price tag for the City to front when replacing all curb and gutter up and down Scioto (Locust to Patrick).
- The 2021 Asphalt Paving outlook will include at minimum the following streets: Ames Avenue, Crescent Drive, Patrick Avenue, Dellinger Road (separate OPWC Grant with some City and Township share which may spill into 2022), Freeman Avenue (aforementioned CDBG project) and Scioto Street (Urban Resurfacing through ODOT for which the City's share is \$123,984).
- The 2021 Asphalt Maintenance Program is proposed to be crack sealing only. Streets under consideration are those which were paved 5-8 years ago.
- A Scioto Street Safety Study was conducted toward the end of 2020 in the hopes of implementing some striping and signage modifications into the ODOT Urban Resurfacing project for the paving of Scioto Street between Locust Street and the US 36/SR 29 split. Proposed modifications include striped turn lanes where none exist, better aligning lanes, a striped/signed restricted area in front of the hospital emergency entrance and re-introducing a no left turn out of Patrick Avenue.
- The Railroad Street Storm Project will become a concentration in 2021, including design and grant application. The goal of the Stormwater Utility Committee was to have one large project every five (5) years once the funds were built up. We currently plan to utilize the funds in the stormwater capital budget for this project in conjunction with a CDBG grant we plan to pursue.

Miscellaneous Accomplishments

- Engineer Technician, Clay Miller's main tasks during 2020 included inspections for right-of-way work and projects, collection of basemapping data for projects and management of the City's street patching list. In 2020, he took an even greater role in the Sidewalk, Curb and Gutter Program and initiated in-house crack sealing of City parking lots and other low-speed and low-volume areas.
- Coordinated a pole move on S. Main Street near Urbana Dental Smiles for their driveway move and sidewalk extension. Engineering and Community Development worked with the owner to connect the sidewalk endpoint on S. Main Street to the new Cobblestone sidewalk next door.

- Engineering completed inspections for ninety-eight (98) right-of-way permits issued. Most of these were related to the sidewalk, curb and gutter program; Clay periodically checked and logged City, Columbia Gas and homeowner right-of-way digs.
- Approximately one hundred seventy-four (174) zoning permits, including site plans for Ultra-Met, Legacy Place and the Senior Center, were reviewed by Engineering before being approved by Zoning.
- Four (4) lot splits were reviewed by Engineering for zoning conformance, one of which was a proposed Major Subdivision at the corner of S. Kenton Street and E. Powell Avenue.
- Nineteen (19) new addresses were issued.
- The Urbana Hilltop Disc Golf Course at Melvin Miller Park is still doing well and ranked number seven (7) of 160 courses in Ohio. The club hosted only three (3) tournaments in 2020 due to the pandemic. As part of an ODNR grant to the City (\$9,000), the club finished construction of a beginner-friendly, handicap accessible, 9-hole course called the Urbana Valley Disc Golf Course (since the other is called the Urbana Hilltop Disc Golf Course). The course straddles the stream in the low-lying area between the skate park and the soccer fields. In 2019 the baskets, trees and concrete tee pads were installed and in 2020 we finished with the signage. For the 25% local match needed, the club had roughly 25 volunteers and City personnel pitch-in to work in excess of 200 man-hours.

Covid-19

- The coronavirus pandemic hit close to home in our office towards the latter half of 2020. But from March 2020 when our offices went into lockdown, things were different. I felt that public interaction decreased and things were calmer. We could focus more on projects. Even with the decreased public interaction, Urbana still had its highest number of permits in recent memory with over 280. Work was still happening and our “essential” status as a public employee at the beginning of the year was well-founded based on the sheer volume of work. 2020 was a very busy year.

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. In September 2019, the Department of Finance along with the Human Resources Office moved to 225 S. Main Street. Although the new location allows for more customer parking, due to the pandemic our lobby was closed in March 2020; however, the drive thru lanes have allowed our customers to make utility and income tax payments while remaining in their vehicle. Office hours are 8:00 a.m. – 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, 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, the option to pay online or by telephone are gaining in popularity. 2020 marks the fifth 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
2019	9,224	\$ 708,665.76
2020	11,404	\$1,094,514.57

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 (via an automated telephone call)
- 40 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:

- 77% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 16% 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.

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 2020.

City of Urbana		
General Fund Budget by Expense Type	FY20 Budget	% of Budget
Salaries	\$3,784,175	54.0%
Pension	\$696,885	10.0%
Medical & Life Insurance & Medicare	\$1,056,930	15.1%
Worker's Compensation	\$104,520	1.5%
Travel & Training	\$40,900	0.6%
Utilities	\$175,125	2.5%
Professional Services	\$223,000	3.2%
Equipment & Building Maintenance	\$269,455	3.8%
Miscellaneous	\$163,800	2.3%
Insurance	\$86,850	1.2%
Printing, Advertising, Memberships, Postage	\$171,750	2.5%
Supplies	\$95,400	1.4%
Gas & Oil	\$53,100	0.8%
Subsidies	\$80,000	1.1%
Grand Total	\$7,001,890	

City of Urbana		
General Fund Budget by Department	FY20 Budget	% of Budget
City Council	\$91,170	1.3%
Community Development	\$123,850	1.8%
Engineering	\$242,500	3.5%
Finance - All Departments	\$523,450	7.5%
Fire/Ambulance	\$1,921,155	27.4%
Law Department	\$235,850	3.4%
Mayor/Administration	\$303,200	4.3%
Misc. Non-Departmental	\$463,500	6.6%
Mulch/Compost	\$23,075	0.3%
Municipal Court	\$753,425	10.8%
Parks & Recreation - All Departments	\$290,150	4.1%
Police	\$1,738,140	24.8%
Public Works & Property	\$162,150	2.3%
Zoning Compliance	\$130,275	1.9%
Grand Total	\$7,001,890	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2020.

City of Urbana - General Fund

Tax Revenue Budget

	2020	% of	
	<u>Budget</u>	<u>Budget</u>	<u>Explanation</u>
Local Taxes	\$521,300	7.4%	Real estate taxes
State-Shared Taxes	\$260,000	3.7%	Local government - county
Intergovernmental	\$120,000	1.7%	Local government - state, county court reimbursement
Recreation Collection	\$3,000	0.0%	Park & recreation revenue
Pool collections	\$61,900	0.9%	Pool admissions, rentals, sales
Charges for Services	\$1,066,000	15.1%	Ambulance, cable tv, township contracts
Licenses & Permits	\$18,100	0.3%	Code/zoning permits
Court Collections	\$487,100	6.9%	Fines and fees associated with Municipal Court
Miscellaneous	\$167,000	2.4%	Interest revenue, mulch revenue
Reimbursements	\$879,300	12.5%	Reimburse general fund use of resources
Municipal Income Tax	<u>\$3,455,300</u>	49.1%	Municipal income tax revenue
Total Revenue	<u><u>\$7,039,000</u></u>		

FIRE & EMS

The Urbana Fire Division is a 24/7/365 organization that fights fires and saves lives under the direction of the fire chief. The first organizational goal for the Division is to have the ability to scale up by maximizing current capacity. Capacity relates to management, staffing, operations, and available resources. At full manpower, the on-duty staff consists of one captain (shift officer) and six firefighters. The shift officer is responsible for the daily operations of the shift. The Fire Division’s minimum manpower is five a day and in addition to serving the City of Urbana the Division is contracted to provide services to Urbana Township and parts of Concord and Salem Townships. It is estimated that the Division serves 16,000 people and covers 90 square miles of territory.

Your Fire Division has an ISO rating of 3

Mission: The Urbana Fire Division’s mission is to develop a scalable framework that promotes excellence in fighting fires and saving lives, ensures the cultivation of intellectual and organizational profitability, maximizes individual and organizational performance, and promotes continual individual and organizational growth.

Summary

The Urbana Fire Division continues to be steadfast in accomplishing its strategic plan. The foundation of the plan consists of its personnel, equipment, and operations. These variables are complexly entwined and have equal value, which collectively creates synergy towards meeting organizational goals.

Further, the Division cannot be a standalone identity and must work with its community partners. Which includes this year working internally and externally with stakeholders to get through the COVID-19 pandemic. The COVID-19 pandemic was so dynamic that the Fire Division established temporary measures (ETM) in order to address constantly changing conditions. The focus of an ETM is eliminating single points of failure and creating the ability to scale up in the event of a surge in COVID-19 cases and/or a reduction in hospital capacity. The ETMs related to operations, personnel, station, and staffing procedures.

Personnel

This year, the Division lost Firefighter Joe Hester to an off-duty auto accident. The Division is in the process of replacing him. The Division continues to work toward one of its organizational goals for personnel of providing pathways and opportunities for growth; which includes standardizing crew training and defining expectations of each crew. In 2020, the Division logged 12,836 hours of training, compared to 10,500 in 2019. Additionally, Firefighters Sprankle, Stevens, Vondenhuevel, and Wagner completed their probationary training and logged over 3,500 hours in doing so. Further, the following personnel received certifications:

- Firefighter Wolf: Fire Officer II
- Firefighter De Cola: Fire Officer I
- Firefighters Drake and Stevens: Certified CPR Instructor

Equipment

Major equipment highlights for this year include placing into service our rescue trailer, which includes a boat and ATV unit. Additionally, the Division accepted a bid from Sutphen to build a new fire truck. The new fire truck will replace the current one, which will go into reserve status. The new fire truck is schedule to be completed in December of 2021.

Grants have allowed the Division to better serve the community and for its personnel to become more productive and efficient. Grants awarded to the Division in 2020 include:

- State Fire Marshal: \$10,035.84 towards firefighter training fire gear and thermal imagers
- Bureau of Workman’s Compensation: \$7, 406 towards a new washer extractor
- Division of EMS Priority 1: \$3,836 for video laryngoscopes and EMS software

Operations

Similar to 2019, the Division responded to over 2,800 incidents in 2020. Minimum staffing of vehicles is a fire officer in a command vehicle, two firefighters on EMS, and three firefighters on fire apparatus. Additionally, the Division separates its operations into three areas and assigns an area to each shift captain; Captain Croker oversees EMS operations, Captain Beverly rescue operations, and Captain Countryman fire operations.

The following are estimated average times of an incident: EMS 36 minutes, rescue 38 minutes, and fire 39 minutes. In some cases, incidents can go over an hour. The on-duty shift officer is constantly managing their resources since an EMS incident alone can tremendously affect operational capabilities. Ultimately the Division seeks to improve on its ability to scale up and to take a second run. The Division continues to work on its capacity to diversify, expand, and grow to allow it to have the appropriate measures in fighting fires and saving lives. **Table 1** represents a historical operation summary of the Division. 1992 is the last time the Division increased manpower. Since 1992 the Division has had over a 50% increase in incidents. However, the population of the community the Division serves has relatively stayed the same. In 2020, the Fire Division asked for and received mutual aid 59 times and provided mutual aid 36 times.

Table 1 Historic Operational Summary for the Urbana Fire Division

<u>Incident Type</u>	<u>1992</u>	<u>2000</u>	<u>2010</u>	<u>2020</u>
EMS	1431	1564	1885	2408
Rescue	N/A	145	148	130
Fire	396	418	515	357
Total Incidents	1827	2127	2548	2895

Table 2 represents a detailed incident summary for 2020. Of the 2,408 EMS incidents; 1,638 were transports, representing over a 68% transport rate. As mentioned earlier, the Division becomes limited as more than one incident is in progress. Meaning if there are still personnel on station they will respond to the incident, but may have limited capacity to resolve it.

Table 2 2020 Division Incident Summary

<u>Incident Type</u>	<u>Total Incidents</u>	<u>Percent of Total</u>	<u>Daily Average</u>
EMS	2,408	83%	6.58
Rescue	130	4%	.36
Fire	357	12%	.98
Total Incidents	2895		7.91
Two Incidents in Progress	556	19%	1.38
Three Incidents in Progress	65	2%	.24
Total of Duplicate Incidents in Progress	621	21%	1.70

Major Highlights

- Firefighter John Flora was awarded Firefighter of the Year
- Captain Croker and Firefighters John Flora, Jonathan De Cola, Tyler Wolf, and Adam Nitchman received the Ohio Division of EMS Star of Life Award
- Provided a virtual tour of fire station
- EMS billing revenue for 2020 more than \$450,000
- Provided more than 30 hours of in-house vehicle maintenance
- Installed 15 car seats to families not able to afford them through grant money from the Champaign County Health Department
- Issued more than 20 CPR cards
- Conducted 84 fire inspections
- Partnered to developed five emergency operation plans with local businesses and government agencies

Townships

The Division has contracts for services for all of Urbana Township and parts of Salem and Concord Township. The Division is helping the townships it serves to create a three-step strategic plan. In 2020 we completed the first step of the plan and now have a service fee calculator (SFC) that is easily understood, along with being applied fairly and consistently to each township. The 2021 SFC fee for EMS and Fire service is \$81.50 per township resident, if a Township would only want one of the services we provide the fee is cut in half. **Table 3** represents the 2020 operational summary for the townships covered by the Division.

Table 3 Township Incident Summary

<u>Incident Type</u>	<u>Urbana Township</u>	<u>Salem Township</u>	<u>Concord Township</u>	<u>Total Townships</u>
EMS	401	80	25	506
Rescue	46	7	3	56
Fire	68	13	N/A	81
Total Incidents	515	100	28	643

Sharing Our Vision for 2021 and Beyond

The Urbana Fire Division’s vision for its personnel is to have 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. The Division’s operational vision is to always have the capacity to take a second emergency run regardless of type of incident.

Law Office

Law Director

City Council Meetings/Work Sessions

The Law Director attended regular City Council Meetings (usually virtually due to the Covid-19 pandemic), 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 the discharge of same.

Urbana City Charter Review Committee Work

The Charter Review Committee concluded its hard work in 2020 and submitted several proposed Charter Amendments to the City Electorate. We proudly report that each and every one of those Amendments passed in November, 2020, and have now become law.

Ordinances and Resolutions

The law Director reviewed several Ordinances and/or Resolutions drafted by many Department, and also drafted and submitted Ordinances and/or Resolutions when needed. He reviewed them for compliance with all local, State and, if applicable, Federal laws. In addition to review for compliance and correctness, he reviewed them to assure that the underlying objective of the Legislation was met by the draft.

Inter-Departmental Outreach

During 2020, the Law Director was 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, and notice letters. He also assisted many Departments with the proper handling of public records requests.

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

Administrative Responsibilities

The Law Director worked 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 to provide counsel as to proposed and impending actions. The Law Director came prepared to update the group regarding any and all legal 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 worked hand-in-hand to assure that all provisions of the Urbana Codified Ordinances, and specifically, those provisions pertaining to nuisances and zoning violations, were adequately enforced. Throughout the 2020 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

The Law Director reviewed, advised upon, and drafted 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, 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.

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 2020, and despite the Covid-19 challenges, the Law Department prosecuted approximately 2,500 cases through the Champaign County Municipal Court). 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 2020, the Municipal Court Prosecutor was approached by, and reviewed cases for members of the Champaign County Sheriff's Office, the Urbana, St. Paris, North Lewisburg, 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 2020, the Municipal Court Prosecutor filed multiple criminal charges in criminal matters as well as 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 2020, 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

In 2020, the Law Director, in his role as Chief Legal Officer for the City of Urbana, conducted multiple training seminars to certify members of the Urbana Police Division, The Saint Paris Police Department, the Mechanicsburg Police Department, and the Champaign County Sheriff's Office to administer oaths. This seminar allows a peace officer 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 office continued to provide prosecution services to Champaign County, and the Villages of St. Paris and Mechanicsburg under the provisions of contracts for same. In addition, he negotiated a prosecution contract for the newly-formed North Lewisburg Police Department.

Diversion

In 2020, the Municipal Court Prosecutor continued to successfully operate 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.

In 2020, the Program accepted multiple cases for diversion, with a 100% success rate.

Covid-19 Challenges

The global pandemic hit the Justice system especially hard, in particular with the holding of jury trials and in dealing with victims of crimes. Due to the pandemic, the law department had to make the same adjustments as everyone else in terms of social distancing, masks and so forth, but also had to overcome the additional challenges of dealing with the administration of justice in the municipal court cases with efficiency and expedience as the pandemic allowed. Additionally, multiple safeguards had to be implemented and protocols established for how to have the contact that is required with victims of crime when needed. Many victims were handled over the phone and with the utilization of email. The Law Department was able to successfully discharge this responsibility during the course of 2020.

PARKS, GROUNDS & RECREATION

Operations

- Park, Grounds, and Nuisance
 - Continue regular mowing, landscaping and grounds responsibilities of Melvin Miller Park, downtown round about and all other city owned properties/ areas our department are responsible for. This includes all nuisance orders throughout the calendar year.
 - Completion of a boys and girls travel fall soccer season organized by Champaign Dynamo and Urbana Girls Soccer Club. This brought travel teams from surrounding counties and Dayton area to Melvin Miller Park for their team's home games.
 - Completion of the recreational youth flag football league and Pee Wee tackle football seasons organized by Urbana Youth Sports
 - Completion of park maintenance building exterior structure
 - Painted fencing surrounding tennis courts, buildings and dumpster enclosures
 - Installation of pull off shoulder parking area close to stage along park main drive
 - Expansion of Youth Sports Building parking area for events and rentals
 - Trails or Treats put on by Urbana United Methodist Church on October 31
 - Northridge 12u girls recreation softball league used the quad field area of Melvin Miller Park on Tuesdays in September into October to hold their postponed summer league due to Covid-19 restrictions in their area
 - Completed renovation of tennis (storage) building and restroom, now making it ADA compliant
 - Continue daily responsibilities of cleaning and upkeep of Melvin Miller Park buildings, restrooms, and the Municipal building.

- Park Activities
 - Completion of Little Climbers tackle football season for grades 3-6 and NFL flag football for grades K-2 and 3-5; both programs were organized and run by Urbana Youth Sports

 - Champaign Family YMCA completed another successful year running both youth rec baseball/softball and soccer programs, with increased participation for all sports because many of the surrounding communities didn't offer recreational leagues due to Covid 19. The YMCA also managed and operated The Wendell B. Stokes Swimming Pool again this summer.

 - Urbana Ramjets Boys Youth Baseball Organization continued to host multiple teams throughout the tri-county, increasing visitors from April through July.

 - Melvin Miller Park played host to two separate baseball tournaments this year for the first time in a long time. One tournament was in June and the other in August which together

included almost 50 teams that came from all over the Dayton, Columbus and local surrounding areas

- The Disc Golf Course throughout the year continued to hold several tournament events on top of those that came daily for play.

Park Events

With indoor facility rentals, field, shelter house, and Special Event Requests, Melvin Miller Park continues to increase its service to the community; offering everything from a safe, peaceful place to stroll to the challenge of multi-state league competition on our Hilltop Disc Golf Course.

Sharing Our Vision for 2021 and Beyond

- Continue our work with the Parks and Recreation Board on projects
 - Paint/ stain stage structure
 - Additional Shelter house needs- Rotary Shelter
 - Paint Deck building exterior
 - Continue development of new park maintenance building interior
 - Additional memorial benches
 - Increased community participation, engagement and collaboration
 - Upgrades to Wendell B. Stokes Community Pool including surrounding fencing
 - Geese Management Servicing Plan; Year three of a three-year program with Stalk and Awe

POLICE

Proudly Serving 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.”

2020 Activities

2020 brought numerous challenges to the police division that had to be met. Just after the New Year on January 3, we were tasked with handling a very brutal homicide case where the victim was stabbed an estimated 37 times but were able to arrest the individual responsible for the killing at the scene of the crime.

Beginning in March and lasting throughout the remainder of the year we’ve dealt with the challenges brought about by COVID-19. We’ve done our best to keep our officers safe, but we’ve had to handle numerous cases involving COVID-19 positive persons, which increases the stress to the officers as they leave work to return their own homes. Throughout the pandemic we’ve been blessed at the Urbana Police Division to have a wonderful community who has made special efforts to help provide Personal Protective Gear (PPE) and various other outreaches for us to have and use when it became apparent that our supplies would not last long.

In May, our country began experiencing widespread civil unrest after Minneapolis police officers killed a man they had in their custody. Results of that outrage were directed at law enforcement nationwide and were even felt here locally in Urbana. On June 6, local citizens gathered to express their sadness, anger and remembrance for Mr. George Floyd, the man killed by Minneapolis police in May. While many nearby communities experienced some violence and property damage during civil protests, we in Urbana didn’t. That was due mostly to the efforts of local protest organizers, the Champaign County Ministerial Association and local community leaders getting involved in working together with the Urbana police division to present something with a lasting and meaningful purpose as together we joined as one to remember those killed, pray for a better way forward, and committing to doing our very best to do our parts to help resolve these issues as they pertain to race relations and accountability. The evening ended with a march from the Champaign County Courthouse to the Urbana Municipal Building where as it began, it ended in prayer. Afterward, those in attendance were invited to the Barbara Howell Park where food and drinks were provided to participants by the Urbana Police Division. The best part of the entire event though was being able to have open discussions and the beginning or strengthening of new or old professional police - community relationships that are so important to helping us to have a healthy community during challenging times.

It is truly an honor and a privilege for the members of your Urbana Police Division to represent and serve the great city of Urbana. Whenever law enforcement here encounters those really difficult times (homicides, tragic deaths, broken families, mental health issues, or addiction crisis) within our community, it seems that we are always shown tremendous community support and kindness by the citizens we are so lucky to serve. It is in those trying times that we will always work our hardest to make sure we are doing our absolute best to serve and protect the city, our citizens and our visitors of Urbana.

Staffing – We were fortunate that in September we were able to complete Entry-Level Civil Service testing for new officers to fill our three vacancies. We hired two new officers in December, Caleb Edwards and Tristin Williams, graduates of the Clark State College Basic Police Academy. At the close of 2020 we had a conditional offer out to our final patrol officer candidate and hope to bring him on in February 2021. This will bring us to full staffing of 21 officers, a level we haven’t seen in 10 years.

With the impact of COVID 19, we temporarily closed our full-time Records Unit (which had been staffed by two part-time civilian employees) in March. In June we were able to re-open our Records Unit with a part-time civilian employee Laura Milton (after our two former Records Clerks chose to remain retired) who has done a tremendous job overseeing the numerous records requests and public service help she’s provided.

At the beginning of 2020, the police division transitioned from having a full-time sworn officer being tasked with managing our Property Control System/Room to a part-time civilian employee. We hired former UPD officer Mike Hughes to oversee these duties, handling the intake and disposition of any property or evidence logged into the police Property Control Room. In 2020, officers logged in 1,522 items; and our Property Clerk disposed of 267 items by either returning them to the owner or destroying them by Court Order. Our Property clerk is also responsible for handling the processing of towed and impounded Junk/Abandoned vehicles within the city. In 2020, he disposed of 22 impounded junk vehicles.

A challenge we are facing, as are many other law enforcement agencies, is that we’ve not been successful in attracting minority candidates to participate in entry-level civil service testing to become police officers here. There are currently a handful of minority officers who originate from Urbana who are currently serving on larger sized law enforcement agencies throughout Ohio. There are more opportunities in those agencies to work in specialized units and to advance in rank than small city agencies have to offer, and the pay and benefits are generally better in larger cities. We will continue with our commitment to recruit locally and at colleges and universities to attempt to increase minority applicants to test with us to become officers for the Urbana Police Division.

Promotion to Sergeant – After promotional testing was completed by the Ohio Chiefs of Police Association and internal interviews were conducted, Director Kerry Brugger in March selected 23-year veteran officer Todd Pratt to fill the vacancy left from the 2019 retirement of Chris Snyder. Sergeant Pratt oversees our evening shift (1400 – 2200 hours).

Investigations Unit – Due to the staffing increase of adding an additional officer we were able to increase the staffing in our Criminal Investigative Unit which is now filled by Sergeant Shawn Schmidt and Officer Logan Dunn. Our Criminal Investigative Unit covers the hours of 0800 – 1800 hours most days and is responsible for handling or helping patrol officers to handle our more complex type investigations, for example: death cases, covert drug cases, sex crimes and extensive or prolonged investigations.

Grand Jury Cases -- In 2020 Urbana police presented 123 criminal cases to the Champaign County Grand Jury resulting in 421 criminal indictments. These were more than the rest of Champaign County Law Enforcement agencies presented combined for the year.

<u>Champaign County Grand Jury</u>	<u>Cases</u>	<u>Indictments</u>
Urbana Police Division	123	421
Champaign County Sheriff Dept.	63	205
Mechanicsburg Police Dept.	22	61
Saint Paris Police Dept.	4	11
North Lewisburg Police Dept.	2	4
Adult Parole Authority (APA)	8	20
Totals	222	722

Drug Investigations -- Urbana police conducted four drug related search warrant raids of suspected drug houses throughout the city in 2020. Several covert drug investigations were also conducted throughout the city resulting in numerous arrests and criminal indictments of drug traffickers and abusers in Urbana.

Opioid Overdose Cases -- In 2020, Urbana police investigated 21 overdose cases with five deaths. Last year we handled 26 overdose cases, resulting in two deaths. In 2018 we experienced 7 overdose deaths in the city.

- Drug arrests stats:

<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
365	473	550	724	620	611	302	308	171
- Four **firearms** were confiscated during investigations.
- **\$4,881.00** in cash was confiscated during investigations.
- Two **vehicles** were confiscated for forfeiture during investigations.
- Our Drug Drop Box took in **124.89 lbs.** of old, unused medications for disposal purposes.
- We continued our partnership with the METRICH Drug Enforcement Unit.

Pamela Combs Homicide -- On January 3, 2020 at 12:05 p.m. while conducting a welfare check on 66 year old Pamela Combs at her 662 Lionel Drive residence, Officers Hurst and McCain discovered that she had been victim to homicide at the hands of her 29-year old son Robert “Jamie” Stevenson, who also resided at the home. After locating Combs deceased inside the home, Stevenson made incriminating statements to Hurst, admitting to the killing, and was taken into custody. Additional officers were assigned to this investigation to obtain and serve search warrants at the crime scene and for Stevenson. The Ohio Bureau of Criminal Investigations (BCI) was requested to assist us in processing the scene and collecting evidence.

Stevenson has since been found mentally incompetent to stand trial on charges of Aggravated Murder, Murder, Felonious Assault, and Tampering with Evidence and Gross Abuse of a Corpse of his mother. He continues to be housed in a State Mental Hospital where he’ll remain, unless diagnosed mentally fit to stand trial for this homicide.

Valero robbery -- On July 29, 2020 at 10:26 p.m. an attempted robbery occurred at the Valero gas station, 1273 South SR 68. During the attempt the suspect fought with the store clerk who had armed himself with a knife for protection. The suspect fled the scene in a vehicle prior to officers arriving on scene.

The next day at 4:30 p.m., Sergeant Shawn Schmidt and Officer Logan Dunn, who handled the investigation of the robbery, arrested Brandon J. Lee, 32, at his home in Russell’s Point, and charged him with Robbery, a 3rd degree felony.

Urbana officers released surveillance photos to surrounding law enforcement agencies and a Bellefontaine police officer recognized the suspect from the photo, as being someone who had recently been released from prison who resided in Logan County.

Sergeant Schmidt and Officer Dunn were surveilling the Russell’s Point home of Lee, when at 4:30 p.m., Lee and his family arrived home in the vehicle police believe was used in the getaway Wednesday night.

Police collected evidence from Lee and the home and obtained a confession from him.

Lee later pled guilty to Felony 3 counts of Robbery and Tampering with Evidence. He was sentenced to six years in prison.

Outreach Efforts in 2020 -- We believe that 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 that will help in strengthening professional relationships between the community and it’s police division. Due to the challenges of COVID-19, many of our outreach efforts were curtailed or not done at all. Cancelled were the Easter Egg Hunt, Safety Town, Special Olympics Torch Run and the Alicia Titus Peace Memorial Run.

Throughout 2020 some of those efforts that we did participate in outreach included:

- **Mascot “Officer Stanley”** – appearances at various community events and for presentations.
- **Alert, Lockdown, Inform, Counter, Evacuate (ALICE), or, Run, Hide, Fight (RHF)** – presentations for various schools, businesses or organizations.
- **Bad Art by Good People** – Lieutenant Josh Jacobs was the 2020 award winner of this event which is a fundraiser for the Champaign County Arts Council. Jacobs raised \$1926.00 for the cause with his “Climber Country” display.
- **Special Olympics Basketball game** – In February several officers participated in the annual fundraiser event for our local athletes.
- **Funeral Escort** – In February the Urbana Police Division and Officers Luke Hiltibran and Seth Lingrell were honored to escort the funeral home and family caravan for 2016 Urbana High School graduate and US Army Specialist Cameron Logwood as his body was returned home to Urbana from the Columbus International Airport as he was returned there from Alaska for his funeral and burial in Urbana/Champaign County after a tragic motor vehicle crash claimed his life.
- **Labor Day - 5K First Responder’s run** – September 7, 2020 – the following UPD employees and some family members ran or walked in the Inaugural event: Lieutenant Josh Jacobs, Officers Robbie Evans, Casey Evans, Luke Hiltibran, Kerrie Kimpel, Seth Lingrell, Logan Dunn, Keith Hurst and Chris Bourque.
- **Drug-Drop-box program** – We have a permanent Drug Drop-box program located inside the Municipal building for residents to drop off old, unused prescription medications safely and securely. In 2020 we collected and disposed of 124.89 pounds with this program. The Drug Enforcement Agency (DEA) disposes of our collected drugs for us safely.
- **FOP Halloween Treats** – October
- **FOP Community Christmas** – December – provided Christmas gifts for 29 families and 73 children this year.

New Equipment in 2020

- Two Patrol Ford Explorer SUV’s (which we are still awaiting delivery on)
- We purchased a 2017 unmarked Ford Explorer from Franklin University to replace a 2005 Dodge used by the police administration.
- Five new ballistic vests for officers were purchased in 2020. Three were replacements for current officers and two were for new hires. The total cost on these vests was \$4,797.25. Sergeant Jason Kizer oversees a federal/state grant for these and he was able to obtain \$2,639.16 in grant money. Our out-of-pocket cost was \$2,158.09.

Response to Resistance Reporting (RTR)

For each incident in which an officer(s) deals with a non-compliant subject where some force must be used to gain compliance, we require a Response to Resistance (RTR) report be completed. All RTR reports are reviewed after each incident, quarterly by our administrative and supervisory staff and weapons instructors and annually by the Chief of Police and City Law Director. Our goals always are to make certain officers are responding to resistance as per Urbana Police Division Policy and Procedure and Standards of Conduct. If we find incidents whereby an officer acts outside of these doctrines, administrative action can be taken and can range from retraining up to termination.

Firearm’s Use Report (FUR)

A Firearms Use Report (FUR) is completed every time an officer withdraws a firearm and points it at a subject during an incident.

Response to Resistance (RTR) Reports:

	2020	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total # of RTR reports	28	32	24	22	27	37
Total # of Firearm Use reports	15	12	8	11	14	16
# of incidents OC spray used	1	2	2	2	2	4
# of incidents ASP baton used	0	1	0	1	0	0

Professional Responsibility Investigations (PRI)

Professional Responsibility Investigations (PRI) takes place when an officer is accused of violating a Policy and Procedure or the Standards of Conduct of the Urbana Police Division. After an internal investigation is completed, a **Conclusion of Fact** of either: **Exonerated**--the allegation is true; however, the employee's action and conduct was proper and lawful. **Unfounded**--the allegation is false or not factual. **Policy Failure**--the allegation is true; however, the employee's action and conduct resulted from an inadequate policy or procedure. **Not Sustained**--there is insufficient evidence to either prove or disprove the allegation. **Sustained**--the allegation is true and the employee's actions and conduct was not proper or lawful.

Discipline can range from Remedial Training, Supervisory Counsel session, Written Reprimand, Suspension, Demotion or Termination.

	2020	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Total # of PRI's	3	6	6	5	3	5
Total # resulting in Supervisory Discussions	2	0	1	0	1	0
Total # resulting in Written Infractions	0	1	0	1	0	0
Total # resulting in Suspension	1	1	2	0	0	0
Total # resulting in Termination/Resignation	0	0	1	0	0	1
Total # resulting in other Sanctions	0	1	0	0	0	0
Total # resulting in Unfounded or Exonerated	0	3	2	4	2	4

Training 2020

Off-site or specialized training was impacted tremendously due to the COVID-19 pandemic. Officers were able to maintain all required state certifications in weapons and tactics.

- **Sergeant Jason Kizer** became certified on conducting forensic digital cell-phone extractions using new investigative equipment after completing a week of training with *Cellebrite* which has greatly enhanced many of our investigations and greatly reduced the time turnaround that happens when we send electronic devices to a crime lab to be tested. We now have the capability to complete internal analysis ourselves and we've been able to assist other Champaign County law enforcement agencies on some of their more difficult cases.
- **Officer Logan Dunn** completed weeklong training on *Core Criminal Investigations* at OPOTA.
- Two new officers, **Caleb Edwards** and **Tristin Williams**, who were hired in December, completed their **Basic Police Officer Training Class from Clark State Community College. They are both currently going through the UPD 12-week Field Training Program.**
- **Sergeant Shawn Schmidt** was participating in the **2019-20 Leadership-Champaign County program** when it was interrupted by COVID-19.
- All officers received **Biased Free Policing** training, helping to keep us in compliance with the State of Ohio Collaborative Commission.

Sharing our Vision for 2021 and Beyond

- COVID-19 has impacted and changed various safety protocols officers must use to do our best to take precautions to prevent contracting or spreading the virus. For many months beginning with March, we changed how some reports and Calls-for-Service were handled and tried as much as possible to reduce face-to-face encounters with the public. This included a scaling down of Self-Initiated-Field- Activity (SIFA) by officers to protect both their and the public's health. We never missed responding to the daily crashes, criminal acts and disturbances, etc. that still happen with or without COVID.

- Once COVID restrictions begin to return us to the normal we once knew, we'll need to get some officers to various specialized training to continue to keep the division well-trained and represented in meeting the various needs policing requires.
- Continual training of new and young officers in the areas of service, investigations and tactics and then placing them in roles from which they and the division can best succeed.
- With the commitment by our City Administration to increase our staffing to a safer level of 21 full-time officers, we have been able to re-open our Criminal Investigative Unit (which I'd shuttered in 2016 due to low staffing in the Patrol Division). We now have a two officer Investigative Unit, Sergeant Shawn Schmidt and Officer Logan Dunn, who are tasked with overseeing our more difficult and time-consuming criminal investigations. A great example of them raising our level of performance was shown in the help the Investigative Unit provided during the January homicide of Pamela Combs and the July robbery of the Valero Gas Station. They also take on many of our covert drug investigations as well as sexual assault crimes.
- We look forward with gratitude to City Administration and Council for building the new Parks/Police building at the Melvin Miller Park that we hope to begin using in early 2021, after transitioning there from the former site at the old Armory motor pool building.

PUBLIC WORKS

The City of Urbana continues streamlining their Public Works services, as it's proven to be an effective way to maximize efficiency and minimize spending. 2020 served as the second full year the City integrated its Public Works Departments with Facilities and Grounds Maintenance, while maintaining a close and productive relationship with the Engineering staff. Street; Water; Waste Water; and Sewer remain operational and cross-trained under the Public Works "umbrella" allowing the city to exercise prudent use of taxpayer's money.

With a highly trained and licensed staff, the City provides the services necessary to meet and/or exceed the requirements of State and Federal guidelines, while minimizing the cost to our residents. The information below provides a snapshot of accomplishments in 2020:

Facilities

The staff helps when and where necessary throughout various City departments; oversees the submission; sale and closure of GovDeals for select (no longer utilized equipment); perform multiple maintenance tasks at all city owned locations; team with several contractors that specialize in HVAC, plumbing, roofing, and electric.

2020 Projects Include:

- **Fire/Police Training Room** - completed LED light fixture conversions and chair railing installation; assisted in the upgrading of audio, video and furniture upgrades.
- **Law Director's Office** - This included replacing carpet, new paint, new doorway and key card access.
- **Prosecutor's Office** - installed a new waiting area, new carpet, new paint, upgraded the phones and installed a camera system.
- **Melvin Miller Park Restroom** - completely renovated the tennis court restroom; installed new metal siding and roofing; converted the two (original) restrooms into one ADA compliant restroom with hands-free devices. An ADA compliant sidewalk was installed to the building and tennis courts.
- The City received funds dedicated to update equipment through the CARES ACT; portions of this funding allowed the City to purchase and install hands-free devices, including: hands-free flush valves, sink faucets, paper towel dispensers, and soap dispensers.
- **GovDeals** – 14 City assets sold online; gross sales: \$34,597.77

Sharing Our Vision for 2021 and Beyond

- We are looking forward to implementing a new Software management system to handle facility related maintenance work orders. This will streamline our process of PM tasks.
- Municipal Building’s Market street entrance renovation project
- Municipal Building’s lobby renovation project
- Gwynne street ball field renovation

Water

The City of Urbana Water Division’s 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 2020 and before.

	2016	2017	2018	2019	2020
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Million Gallons Pumped/yr	669.95 MG	694.05 MG	687.49 MG	660.35 MG	555.032 MG
Million Gallons per Day	1.835 MG	1.901 MG	1.884 MG	1.779 MG	1.516 MG
Population of Urbana	11,425	11,405	11,618	11,793	11,233
Gallons per Person	160 Gal/Day	166 Gal/Day	162 Gal/Day	151 Gal/Day	133 Gal/Day

2020 Distribution Repair Digs and Previous Years

2015	2016	2017	2018	2019	2020
<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
65	56	55	29	50	58

2020 Accomplishments:

- All moldy pipe insulation removed from Old Troy Pike WTP
- Painted all pipes at Old Troy Pike WTP and labeled
- Rebuilt booster station and completely repainted
- Repaired all faulty actuators at the St. Rt. 29 WTP (continuing project)
- Gwynne Street Water Tower painted (inside)
- New inside flow meter installed at Old Troy Pike
- 4,729 OUPS water line locate request
- Carbon exchange at Old Troy Pike WTP
- Approximately 64,200 water meters read
- Round-a-bout project completed
- New water lines installed in the round-a-bout project area
- All wells were flow tested as part of our maintenance program
- All electrical components evaluated for our maintenance program
- West tower painted (outside)
- New water line on Kenton between Market and Water
- New SCADA computers installed at 29 TTP and the Taft Ave site
- West tower wash out
- GPS/GIS all street valves located
- Valve exercise program continued with several broken valves replaced
- Phase Two project started with new water lines on Scioto, Crescent, Finch and Ames

Note: These are just a few of the highlights of 2020 and do not reflect the many other accomplishments that were completed or are in the process of completion.

Sharing Our Vision for 2021 and Beyond

- Capital Improvement goals for 2021 include but are limited to:
 - GPS/GIS locations completed for the distribution system
 - Surveillance camera installed at the Rt.29 WTP
 - SCADA system re-design phase three
 - Begin computer generated work orders
 - Begin water meter replacement AMI program
 - Grimes Well Field completion
 - Complete phase two water line replacement
 - Have three employees obtain OEPA Class I Water Supply Certification
 - Asset management program incorporated into GPS/GIS system
 - Replace several valves as part of the valve exercise program
 - Begin GPS/GIS water tracing program

- Long Term Goals include:
 - GPS/GIS: homeowner water service locations completed
 - Critical valve replacement
 - Backflow data to be transferred into GPS/GIS program
 - Grimes Circle waterline loop to Airport
 - Dellinger Road waterline loop to Dugan Road
 - East Side Water Modeling Study
 - State Route 29 WTP Iron/Manganese Filter Discharge to sanitary system
 - Complete study for Old Troy Pike WTP take-over from Honeywell
 - Backup generator at the Old Troy Pike WTP

It has been a challenging year for the Water Division with the Covid-19 virus and the changes this brought as a new normal. I am proud to report that every obstacle that we have encountered has been handled by the employees in a professional manner and with a positive attitude that has allowed us to continue with our daily tasks and our short/long term goals with very little disruption – a division to definitely be proud of.

Water Reclamation Facility (WRF)

The City of Urbana currently operates a 4.5 Million Gallon per Day (MGD) Water Reclamation Facility, NPDES Permit No. 1PD00011*PD, effective December 1, 2020, 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 had 5 Industrial Users (IUs) permitted under the Pretreatment Program in 2020. The IUs 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.

2020 Year in Review

- During the 2020 calendar year, the WRF treated 672 million gallons of wastewater, with an average daily flow of 1.7 MGD. This is a 21% decrease compared to the 2019 year.
- The WRF recorded a total of 46.77" of precipitation in 2020. This was a 3.7% decrease and 1.75" less than 2019, but 6.8" above the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana hauled and land applied 495.7 dry tons of bio-solids throughout calendar year 2020.
- Urbana's WRF was issued a new NPDES permit that went into effect December 1st, 2020 and expires November 30, 2025.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In 2020, we accepted 5.68 million gallons of septic tank waste originating from Champaign and Clark Counties. This was a 24% increase to the amount of septage received in calendar year 2019.

- Ohio EPA required modifications to the sewer use ordinance in 2019. These modifications were accepted by OEPA, City Council approved, and the modifications went into effect January 2020.
- Industrial Pretreatment Program permit renewals were issued to 5 IUs within the program, and went into effect January 1st, 2020.
- The City of Urbana currently has 2 staff members that hold State of Ohio Operator Certification Class III Wastewater Licenses, 2 staff members with a Class II Wastewater License, 3 staff members with Class I Wastewater License, and 1 staff member with a Class I Collections License.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2020, the compost facility was unmanaged due to Covid-19 but received an estimated 12,000 cu. yds of yard and tree waste.

Sharing Our Vision for 2021 and Beyond

- Assist staff with professional development goals
- Replace septage receiving unit
- Install new slide gate at influent wet well
- Continued plant maintenance and modifications for equipment longevity, and operational efficiency
- Study and implement more control of our BNR (Biological Nutrient Removal) process to meet new, and future water quality standards, as efficiently as possible.

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.

Sewer

The City of Urbana maintains 77 miles of sanitary sewer and 3 major lift stations located at the Vancrest Nursing Home, Melvin Miller Park and The Woodruff Farm.

- We received 65 sewer calls due to potential back-ups. Increase of 25 calls over 2019. This was noticed heavily late in the 1st Quarter and early 2nd Quarter due to the Pandemic, a lot of wipes and grease in the sewer mains creating backups.
- Staff completed 14 sanitary sewer digs, 1 less than 2019.
- Staff completed 36 camera inspections of sewer laterals; a free service offered by the City to the citizens of Urbana. This is half of what we did in 2019, due to staff not being allowed to perform inside home inspections due to pandemic.
- We also performed 60 hydro excavations either for the Water Division. This is an increase of over 20 from 2019 mainly due to the amount of construction.
- We also performed 4,729 locates for OUPS. This is a decrease of 239 tickets over 2019.
- The Urbana Sewer staff coordinates the monitoring of the closed landfill located at Children's Home Rd. including quarterly gas monitoring. We replaced 1 blower and motor in 2020.
- Staff hauled 120,000 gallons of back flush water from old troy pike and State Route 29 water plants to the WRF.
- Staff cleaned and inspected over 22,000 feet of sanitary sewer main line.
- Staff installed 650 feet of sanitary line and installed a manhole at the park for the new maintenance building.
- Staff also installed 1100 feet of field tile at the park.
- Staff assisted the Street Division with constructing the building pad for the new maintenance building.
- Staff replaced 57 manholes in our Manhole Replacement Program; 30 of those were storm manholes; 27 of those were sanitary manholes.

Sharing Our Vision for 2021 and Beyond

- Staff has completed cleaning and camera inspection of sanitary sewer in the 3rd Ward with plans to complete the 4th Ward by year end. This was not completed in 2020.
- Staff will start the process of specifying/upgrading our sewer main camera to add a lateral launch.

Street

Activity Summary:

- Street Maintenance:
 - Responsible for over seventy (70) miles of roadway within the corporation limits.
 - 2020 recorded fairly normal winter temperatures with below average snow accumulation, resulting in the use of 630 tons of salt.
 - Again, provided labor assisting in the completion of the storm sewer repair/replacement at Grimes Circle; installed five catch basins; assisted with multiple projects at Melvin Miller park.
 - Residents were a great help this year getting their leaves out in record time of during fall pick-up, this allowed staff to perform some late-season street sweeping – collecting over 100 tons of debris that was hauled to the landfill
 - Continue to assist Police and Fire Divisions; Cemetery; Parks; Water and Sewer Divisions with a variety of tasks and labor.
 - Able to perform grounds maintenance with the use of the new loader and reach-arm

2020 was a year filled with uncertainty, we were faced with unexpected challenges due to the COVID-19 pandemic, yet we remained diligent, following all mandates and safety precautions, determined to stay focused on our duty to keep the roadways safe and clear. We are all looking forward to a healthy 2021!

Sharing Our Vision for 2021 and Beyond

- Provide support for the many in-house projects scheduled throughout Public Works.

TECHNOLOGY

Overview

Technology Committee

- Public communications update: urbanaohio.com averaged >43k users; >65k sessions; and >112k page views.
 - To submit a request or complaint via the website, one must supply “required” contact information in order for the communication to forward.
 - Active Facebook presence; >2k likes and >2300 followers
 - Real-time updates have proven to be well received by the public
 - The following items were purchased and installed for the Training Room: (now the Municipal Building’s only conference room for social distancing and Covid-related gathering mandates) PolyCom; sound system; cameras: laptop; microphones; and “GoToMeetng” credentials for video and audio conferencing.
- All computers are now under a Windows 10 operating system; equipped with Office ‘19
- Outlook was transferred to the “cloud” – freeing much needed server space for the City
- Building security updated
 - East Market Street locked to general public (visitors must use “red phone” in vestibule to contact the appropriate division for entry
 - 205 South Main remains open to the public during Municipal Court hours of operation
 - Entry doors to second level and all offices are key card access only
 - Cameras installed at Taft location and Water Plant locations
- Committee continues to meet monthly and explore improvements to City’s technology and security

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 2020

- Server OS Upgrades
- Create and promote new server pool master
- Create new dedicated domain controllers
 - Active Directory migration
- Create new Apputil 1 and Apputil 2 servers
- Create and migrate to new Fileprt server
- Create and migrate to new POL server
- Create and migrate to new CMI server
- Upgrade all City workstations to Windows 10 Pro
- Expansion of Licensing for Unitrends Backup
- City Email Migration to Hosted Exchange
- Install additional centralized storage
- City phone system consolidation (preparation for IP migration)
- Decommission and removal of old City networking and server equipment
- Update Hypervisor (XenCenter)
- Upgrade all City PC's to Office 2019

Sharing Our Vision for 2021 and Beyond

- Phase 1 of Network Disaster Recovery offsite data center project.
- Unitrends secondary offsite backup project
- Xencenter offsite Hypervisor Project
- Phone System Cloud Migration/Hosted Project
- WSUS – Windows Server Update Services Project
- Internal Security Audit
- Network Architecture Assessment
- Security Policy Revision
- Threat Response Assessment
- Disaster Recovery Documentation and Procedure Testing

ZONING & COMPLIANCE

Overview

The Department of Zoning & Compliance, comprised of 2.5 Full-Time Employees, is tasked with administering and enforcing the City of Urbana's Zoning Code, Nuisance Code, Vacant Building Registration Program, as well as miscellaneous codes including, but not limited to, Floodplain Regulations, Weed Control, and Health, Safety, & Sanitation Codes. The Department and its staff coordinate with multiple City Departments, County Agencies, and Private Organizations to accomplish its goal of protecting and preserving the public's health, safety, and welfare. Without the help and cooperation of the Engineering Department, Community Development Department, Fire Department, Police Department, Law Department, Parks and Recreation, Finance Department, and the City's Administration, we would not have been able to accomplish so much in 2020. The department also received valuable assistance from the Champaign Economic Partnership (CEP) and the Champaign County Auditor, Treasurer, Building, and Health Departments. We are extremely grateful for your work and service which led to a productive year.

Zoning

The primary function of zoning is to promote the health, safety, morals, and general welfare of the City of Urbana. The City is divided into eight different zoning districts which aim to separate unharmonious land uses and provide specific rules and regulations that protect the city and its citizens from incompatible land use and development.

In 2020, the department issued 176 zoning related permits (fences, accessory structures, principal structures, etc.) resulting in:

- \$1.14M Residential Property Investment
- \$2.36M Commercial Property Investment

Zoning Boards & Commission

There are three zoning boards & commissions the City uses for secondary review and recommendations for development proposals and code or map updates. Department staff accepts applications from the public to these boards, creates agendas, minutes, staff reports, and packets.

Planning Commission: The Planning Commission is responsible for reviewing all site plans, exterior modifications to structures in the Commercial Corridor Overlay District, and all proposed amendments to the City of Urbana Zoning Map or Code.

In 2020, the Planning Commission reviewed 25 proposals including:

- Adoption of the South Main Street Corridor Plan and Champaign County Comprehensive Plan
- Ultra-Met Manufacturing Expansion which includes an alley vacation and re-zoning
- All Abroad Outdoor Storage and Champaign County Senior Center Site Plan
- Park Place Preliminary Plat Review
- Beech Street Vacation
- Code Update for Chapter 1126.09
- Multiple Sign Proposals

Design Review Board: The Design Review Board advises upon development activity and exterior modifications in the City Center Heritage Overlay District (Downtown).

In 2020, the Design Review Board reviewed 13 proposals including:

- Legacy Place Façade Restoration
- Let's Eat Cake, Clayton Tire and The Studio Façade Renovation
- Multiple Sign Proposals

Board of Zoning Appeals: The Board of Zoning Appeals hears and decides on appeals regarding any alleged error in determinations made by the Zoning & Compliance Officer. The Board also authorizes variances to the zoning code not be contrary to the public interest. Finally, they review applications for conditional uses and make determinations on acceptance or rejection of the requests.

In 2020, the Board of Zoning Appeals heard 14 cases (13-Variance, 1-Conditional Use) including:

- A conditional use permit to allow an indoor self-storage facility to be located in a B-2 General Business District.
- A variance for Lincoln & Main to allow a two-tier deck 12 feet from the rear yard lot line and a storage shed 18 feet from the rear yard lot line.
- A variance for the Ultra-Met Manufacturing Company to allow a new manufacturing addition 10 feet from the rear yard lot line.
- A variance for the Cobblestone Hotel Project to allow the hotel three wall signs which is one more than allowed by code.

Nuisance

The primary function of the nuisance code is to eradicate situations that pose a threat to the public health, safety, or welfare of the City of Urbana.

In 2020, it was the department's goal to increase and streamline our violation enforcement capacity. We contracted with a Code Enforcement software company, Comcate which allows us to house all Code Enforcement activities and documents into a cloud-based server. Inspections were documented in real time and cases are able to be accessed across multiple platforms. As a result, more inspections were completed, more violations were abated, and more cases were forwarded to the City Law Department for prosecution in Champaign County Municipal Court.

- 757 Code Violations Opened
- 612 Code Violations Closed
- 63 Code Violations Court Cases

Weed Control

Between the months of May and October, property owners, or persons in charge of a property, are required to cut down and remove any weeds, grass, or vines that are in excess of ten inches in height. Failure to comply with this ordinance will result in the City abating the issue and charging the property owner a fee as designated by the Board of Control.

In 2020, the City's Parks and Recreation Department, on behalf of the Zoning & Compliance Department completed the following:

- Abated Weed Control Nuisances at 26 different locations within the City of Urbana
- On 57 different occasions, sent workers to these properties to mow or cut down overgrown weeds or grass.
 - On average, it took these workers 31 minutes to complete a job. Resulting in 1,770 minutes, or 29.5 hours of work for the Parks and Receptions Department.
- As a result, the City Finance Department billed or assessed property owners for a total of \$11,830.00

Vacant Building Enforcement Program

Structures that are left vacant for extended periods of time have been shown to pose public safety risks and reduce the property values and economic viability of adjacent buildings and the community in general. In 2017, Urbana City Council adopted the Vacant Building Enforcement Program, and in 2019 the department began to map out the processes necessary to begin enforcement.

In 2020, the Department of Zoning & Compliance completed the following:

- Identified and graded 314 structures as potentially vacant
- Removed 170 Properties from the Program
- Received 44 case resolutions

Lodging Tax

The department assists the Finance Department with the Lodging Tax Ordinance by making sure that every lodging establishment within the City has been registered and is in compliance with the requirements set forth in the ordinance. In 2020, we issued eight Lodging Tax Certificates.

Communications

The number of communications the Department receives from the public is directly correlated to our output. These communications come in many forms including, phone calls, and emails. Much of our time is dedicated to handling, processing, and returning communications, in addition to researching questions received from the public. Due to COVID-19, the department implemented a no-contact submittal policy. Applications for permits can be submitted via e-mail or into the drop box next to the entrance on West Market Street. In-person meetings with the City Zoning & Compliance staff can still be accommodated by appointment only.

Community Outreach / Involvement

The department continues to be involved in Community Organizations in order to build the relationships necessary to accomplish our goals and vision each year and to further our mission of creating a community that is vibrant, attractive, and serves the health, safety, and general welfare of its citizens. In 2020, Adam Moore, Zoning & Compliance Officer served on the following Boards:

- Monument Square District
- Champaign County Chamber of Commerce Visitors Bureau
- LUC Regional Planning Commission – Executive Board Member

Miscellaneous

- Worked with the Champaign County Treasurer to move nuisance properties that were tax delinquent through the foreclosure process.
- Worked with the Champaign County Health District to address code violations that endangers public health, safety and welfare.
- All board meetings were held in person and virtually for those who are unable to attend in person.

Sharing Our Vision for 2021 and Beyond

- Zoning & Compliance Officer and Administrative Assistant onboarding.
- Continue to search for ways to improve efficiency and productivity.
- Simplify city processes, forms, applications, etc. to be more customer-friendly and easy to understand for the public.
- Review Zoning and Nuisance Codes for updates.
- Develop a standard operating procedure for the department.