



**CITY OF**  
**URBANA**  
**2023**  
**ANNUAL REVIEW**

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Dear Citizens of Urbana,

As I reflect on the last three (3) terms as your Mayor, I recall my commitment to the citizens of Urbana; to expand our economic development efforts, pursue available funding opportunities and prudently address deferred maintenance issues of our facilities and infrastructure, and it is with great pride that I share a few of the successes of the past year with you. Please review the highlights we're sharing and let's build on our successes. With continued emphasis on teamwork, I believe we are in for bigger and better things. This is OUR community and when the administration, city council, staff and citizens pull together, there are no boundaries.

Serving the Urbana community since 2012 has been an honor and a pleasure. I trust you have seen value in what your tax dollars have been able to provide to the community during the past twelve years.

Sincerely,

Bill Bean – Mayor

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As we stare 2024 in the face, there may be some uncertainty in our lives, but in retrospect, what new year hasn't started this way? While there may be plenty of things to be concerned with in the year ahead, we can only fret so much about the future without robbing us from the present. Perhaps Winston Churchill said it best; "Let our advance worrying become advance thinking and planning". While we look to the future, it is important that we remain focused on serving our citizens today.

And serving we did, in keeping with our mission statement, which reads,

*"The City of Urbana, Ohio is committed to providing superior, cost-effective service that meets the needs of the community. We will seek to find ways to enhance the quality of life by providing a safe, secure environment for all citizens of the city",*

2023 was a year full of balancing the "looking forward" with the "doing today", and in this annual summary, we are pleased to share the many divisional highlights with you as we reflect on the activities that were either completed or launched throughout the past year.

I look forward to the coming year as we continue fostering new initiatives that have been in the discussion and planning stages awaiting the go-ahead for public announcement. The City successfully maintained a stable, highly qualified, and competitive workforce despite the economic conditions of recent years. 2024 looks to be yet another year of growth for our community.

Thank you for your continued support.

Sincerely,

Kerry Brugger – Director of Administration

*It is amazing what you can accomplish if you do not care who gets the credit. -- Harry Truman*

# **GRIMES MUNICIPAL AIRPORT**

**Elton Cultice: Airport Manager**

## **2023 Summary**

- The original plan to continue the taxi-lane E & F construction project, involving replacement of pavement around the original 2 T-hangar buildings, was delayed due to engineering, timing, and available finances. The actual replacement is now scheduled for early 2024, although this was a 2023 project; the substrate is still in good condition, only the top layer will be replaced.
- Ageless Aviation Dream Foundation again gave Boeing Stearman Open Cockpit Bi-Plane rides to Masonic Home Veterans here at Grimes (giving back to those who have given). This year a 100 year 'young' veteran from Springfield Masonic Home was Ageless Aviation Dream Foundation's one millionth rider. Media from Urbana, Springfield, Dayton, Columbus TV, FOX local TV and FOX National TV were on-hand to cover the event.
- July 4<sup>th</sup> the Rotary Club's Chicken Dinner was again a sell-out and the fireworks were appreciated by all. Crowds again filled the airport, and lined State Route 68 and the surrounding roads to watch the fireworks display. Due to an error when they loaded the fireworks on the truck at the supplier, an extra ten minutes of fireworks were presented.
- Weather conditions did not allow a launch of hot air balloons at the Champaign County Hot Air Balloon Festival. Friday night rain forced an early end to the event, and Saturday's winds prevented a launch, but the balloonists put on a 'Candlestick' show for the crowd. Despite the weather, the music, food and drink made it a great night!
- The 57<sup>th</sup> Annual MERFI (Mid-Eastern Regional Fly-In) was a huge success. The fields were full of airplanes, the Car Show brought in a record number of cars, the Pancake Breakfast sold a record number of breakfasts and everyone had a great time visiting the museums and airfield.
- The airport coordinated the arrival of the Moving Vietnam Wall in September. Many thanks to the local VFW/DAV Joint Post for all their support. After the opening ceremony on Saturday the VFW/DAV, American Legion and Moving Wall members joined in the festivities of the annual Hoopla Parade and Chili Cook-off downtown.
- The ODOT Aviation Office formed an eclipse committee; Grimes Municipal Airport was invited to attend as the voice of General Aviation Airports for Ohio. Many issues were identified that must be addressed before the eclipse in April 2024.
- ODOT Aviation Office continues updating their 10-year system plan, the committee for which Grimes is also a member.

## **2024 Planned Events**

- EAA Chapter 421 Young Eagles Day (free intro flights for children ages 8 to 17)
- The Grimes Flying Lab Aircraft has a full schedule of appearances planned around the State.
- Ageless Aviation Dream Foundation will again give rides to Veterans from Ohio Masonic Homes; a Boeing Stearman Bi-Plane will be at Grimes to give the rides.
- The Champaign Aviation Museum Gala - April 13<sup>th</sup>, will be their 12<sup>th</sup> gala; the guest keynote speaker is Lt. Commander Dan Clossen, Navy SEAL & 7-Time Paralympic Medalist.
- Independence Day Festival, Firecracker Auto Show, and Rotary Chicken Dinner will continue becoming a "Family Festival at the Airport."
- MERFI (Mid-Eastern Regional Fly-in) Wings and Wheels Cruise-In – is scheduled for the third Saturday in August.
- Champaign County Hot Air Balloon Festival is scheduled for the second Friday & Saturday in September.

# **CEMETERY**

**Robert (Bob) Jumper: Supervisor**

Formally dedicated on July 19, 1856, Oak Dale Cemetery, originally named Greenwood Cemetery, is owned and operated by the City of Urbana. Within its 70+ acres, Oak Dale is the final resting place for more than 23,000 people with memorials/headstones.

## **2023 Activity Summary:**

Along with assisting families with their pre-planning needs, the staff at Oak Dale Cemetery had the honor of serving 100 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 Oak Dale Cemetery, all the large urns, the cemetery entrance, and both Shepherd and Legacy mausoleums were planted and landscaped to enhance the aesthetic appeal of Oak Dale Cemetery. Additionally, seven (7) new trees were planted throughout the cemetery to replace those that were removed.

In May, Greenwood Arboretum, located within Oak Dale Cemetery, was accredited as a Level I arboretum by the ArbNet Accreditation Program and The Morton Arboretum. The main focus of this initiative is to recognize and preserve the unique history of the cemetery, as well as provide a place for the community to engage with nature, while paying tribute to the many tree specimens from the native forests of a by-gone era. A formal dedication is being planned for the Spring of 2024.

The Oak Dale Cemetery Board met in four (4) sessions. They continue to develop a documented history of the establishment of Oak Dale. Preliminary work began on developing a plan to preserve the hexagon building located between sections 62, 63 & 66, which was originally built as a tool shed & privy in 1884, and was used as the office for the cemetery superintendent for decades.

Urbana Rehabilitation Center, provided their residents a hayride tour on October 31<sup>st</sup>. On Saturday, December 16<sup>th</sup> cemetery staff assisted the DAR in their sixth "Wreaths Across America" event, laying balsam Christmas Wreaths for veterans interred in Oak Dale. Our current records state we have 1751 military veterans, including six (6) Revolutionary War soldiers and the first Champaign County casualty of the Civil War.

### 215: Cemetery Operating Fund:

- Purpose - Cemetery operations
  - Beginning Balance: \$17,085.17
  - Revenue: \$97,255.60
  - General Fund Subsidy: \$100,000.00
  - Expense: \$206,495.56
  - Ending Fund Balance: \$17,845.21

### 805: Cemetery Trust Fund:

- Purpose - Accounts for the earnings and care of various trust accounts.
  - Beginning Balance: \$8,216.32
  - Revenue: \$6,017.98
  - Expense: \$3,650.00
  - Ending Fund Balance: \$10,584.30

### 835: Cemetery Mausoleum Trust:

- Beginning Balance: \$65,755.28
- Revenue: \$62,393.80
- Expense: \$41,594.40
- Ending Fund Balance: \$86,554.68

### 850: Cemetery Trust Principle:

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

840: Cemetery Improvement Trust:

- Purpose - Funds donated for capital improvements & purchases, or donor specified projects
  - Beginning Balance: \$8,101.00
  - Revenue: \$400.00
  - Expense: -0-
  - Ending Fund Balance: \$8,501.00

2023 Operating Totals:

- Burials 100
- Saturday Burials 17
- Graves sold 56
- Mausoleum Niches Sold 40
- Mausoleum Crypts Sold 7

## **COMMUNITY DEVELOPMENT**

**Doug Crabill: Manager**

- On January 25, 2023, the Ohio Department of Commerce, Division of Liquor Control, approved the Downtown Urbana Designated Outdoor Refreshment Area (DORA). This approval followed the passage of Ordinance No. 4584-22 by Urbana City Council on December 6, 2022 to approve the DORA plan application and to establish the Downtown Urbana DORA. The DORA's first day of operation was May 12, 2023 with the DORA proving most popular during downtown events such as Second Saturdays. In total, eleven establishments are currently eligible to participate in the DORA based on issued liquor licenses within the DORA boundaries.
- Completed the state required tax incentive review process for all active CRA and Enterprise Zone Agreements within the City of Urbana. The Tax Incentive Review Council met on Wednesday, March 8, 2023 and CRA Housing Council met on March 22, 2023. Furthermore, all required state reporting was filed with the State of Ohio by the required deadline of March 31, 2023.
- Bids were received for the South High Street Improvements (ODOT PID #112019) on May 1, 2023 with R.B. Jergens Contractors, Inc. of Vandalia, OH being awarded the contract in the amount of \$6,733,425.85. A public meeting was held for residents and property owners along South High Street at the Champaign County Community Center on June 29, 2023. Construction on the project officially commenced on Monday, July 10, 2023 with completion now anticipated on or before November 27, 2024. Federal grant funding for this project was originally obtained through ODOT back in 2019. In addition to ODOT grants, this project is being funded with an OPWC grant, an OPWC 0% interest loan, ARPA funds, and local funds.
- The new Aldi grocery store at 741 Scioto Street officially opened to the public on August 3, 2023 with a large community turnout. Aldi's project was part of a larger effort/investment to redevelop the former shopping center that was 89% vacant at the time that it was demolished to make way for the new Aldi grocery store. Within the shopping center building that was razed, Big Lots had previously operated there until that store's closure in 2014, and Save-A-Lot had closed in 2018. With the building being largely vacant and in general disrepair within a prime commercial corridor of the city, local entities worked cooperatively to assist Aldi with their redevelopment effort. To help bring this project to fruition, at the request of the City of Urbana, the Champaign County Commissioners applied for grant funds through the State of Ohio's Building Demolition and Site Revitalization Program. As a result, state grant funds were secured to fund asbestos abatement in the building prior to demolition of the old building by Aldi's contractor. In addition, Urbana City Council, the Urbana City School District Board

of Education, and the Champaign County Commissioners approved an Enterprise Zone Agreement for a property tax exemption of an average of 35% of the increase in assessed valuation of the new construction at the project site over a six-year period as a result of Aldi's capital investment and job creation at the site. The Aldi redevelopment project also created a new outlot on Finch Street that is actively being marketed for sale to potential end users.

- On October 24, 2023, Orbis Corporation held a grand opening celebration with local, regional, and state partners for their newly expanded manufacturing plant at 200 Elm Street and their new leased warehouse and distribution facility that was developed by Phoenix Ag LTD. at 1210 Norwood Avenue.

Following the issuance of the covenant not to sue for the west side of the former Q3 JMC site by Ohio EPA on April 12, 2022, the City of Urbana previously sold the remaining parcels that previously comprised the former Q3 JMC property to ORBIS Corporation in August of 2022. As a result of this sale, ORBIS was able to solidify this local plant expansion which increased the plant's size by approximately 50,000 square feet. Furthermore, ORBIS invested over \$46,300,000.00 into the expansion project, and this project will retain 327 jobs and add 46 new jobs to the Urbana facility. In addition to a local CRA incentive of 75% for 10 years for the expansion project, the West Central Ohio Port Authority assisted with an application to secure a \$100,000.00 grant through the Ohio Rail Development Commission to bring an underutilized rail spur back into use by ORBIS. Lastly, the Champaign Economic Partnership worked with regional and statewide partners to secure a Job Creation Tax Credit for ORBIS through the Ohio Tax Credit Authority for this project.

In addition to the expansion of the Urbana plant, Orbis finalized a lease for a new warehouse and distribution facility at 1210 Norwood Avenue that was constructed and developed by Phoenix Ag LTD. By the date of the grand opening celebration held by Orbis, this facility was nearly complete with occupancy anticipated in late 2023 or early 2024. The first phase of this new facility is 670,000 square feet and started construction in the fall of 2022 after annexation of the larger Phoenix Ag LTD. property of approximately 256.386 acres was finalized. A second phase of this warehouse of up to 288,000 square feet has been proposed and approved for a maximum warehouse size of 958,000 square feet. This new warehouse will support Orbis' local operations as the company was utilizing leased warehouses outside of Champaign County to meet their warehousing space needs, and this new warehouse will allow for the company to consolidate this space locally.

- Continued to advance the proposed residential development behind Walmart to be known as Dugan Place. As currently proposed, this development would include four subareas with four different housing product types. In total, up to 513 housing units are proposed as follows: 75 patio homes, 132 single family homes, 114 townhomes, and 192 market rate apartments. Throughout 2023, multiple meetings were held with the proposed homebuilder and their engineer as they continued project related due diligence and preliminary engineering activities. In addition, in February 2023, a preliminary step toward the establishment of a TIF for Dugan Place was taken with the passage of Ordinance No. 4588-23 by Urbana City Council. Additional TIF establishment legislation is anticipated to follow in early 2024. In the first quarter of 2024, the engineer for the homebuilder is anticipated to submit for engineering and platting approval with this approval process anticipated to take approximately six months. If the proposed development continues to progress, site development work may start by mid-2024 with the first homes being constructed by late 2024 and being occupied in early 2025.
- Burton Planning Services officially kicked off the community/land use planning process for the North Main Street Corridor Plan in early August. The overall goal of the plan is to guide future development and redevelopment opportunities along North Main Street from Gwynne Street/Washington Avenue to Grimes Circle. Furthermore, the plan will be based on input from residents, local businesses, and other community stakeholders. This planning process will result in recommendations for future land use,

zoning code updates or revisions, and infrastructure improvements to support investment and reinvestment within this corridor. By April of 2024, this planning effort is anticipated to be nearing completion with adoption by the City of Urbana Planning Commission and Urbana City Council to follow.

## **ENGINEERING**

**Tyler Bumbalough: City Engineer**

### **Major Projects Completed**

- Champaign County CDBG PY2021 Urbana Curb Ramp Improvements – CDBG allocation grant funding in the amount of \$119,592.65 was used to benefit the first and second City wards by installing ADA compliant curb ramps where none previously existed. This totaled 73 curb ramps. Engineering designed the project and D.L. Smith Concrete LLC performed the work for \$179,197.00.
- Miami Street and Bloomfield Avenue Curb & Gutter Improvements – The project, which began in late-April 2023, came in at a final cost of \$740,597.20 by SiteWorx Unlimited LLC. This in-house design project replaced wholesale curbs and gutters along Miami Street between Edgewood Avenue and Walnut Street as well as those along Bloomfield Avenue between North Main Street and the railroad tracks. It also included service walks and/or drive approaches as applicable. Piecemeal work on sections of marked sidewalks or curbs was done by this contract too, inclusive of other streets paved in 2023. The owners who did not pay the bill sent by the City for their portion of the project costs were assessed on their property taxes over 5 years (without fee or interest imposed by the City). Additionally, within the cost cited above, a \$41,000 grant from ODOT Jobs and Commerce was utilized to widen the southeast corner of the Miami and Edgewood intersection. This project wrapped up in July.
- 2023 Crack Seal Program – Pavement maintenance via crack sealing was performed on the following streets: SR 54 (S. Jefferson and Patrick), Monument Square (including one block each direction), Miller Drive, Bon Air Drive, Rue St. Clair, Rue Royale, Rue St. Charles, Lynn Street, Todd Street, Anderson Drive, S. Kenton Street, N. Jefferson Avenue, Laurel Oak Street, Fyffe Street, N. Walnut Street, Railroad Street, E. Ward Street, N. Kenton Street and N. Locust Street. This work had an engineer’s estimate of \$44,000 and Scodeller Construction Inc. performed the work in early June for \$31,296.00.
- 2023 Asphalt Program – The asphalt program bid in mid-April, having an engineer’s estimate of \$625,810 and an accepted bid price of \$551,479.37 (A&B Asphalt, Corporation). Street paving work took place in September. Local streets that were milled and paved were as follows: Bloomfield Avenue, E. Light Street, Storms Avenue, Talbot Avenue, Rolling Stock Avenue, Downs Avenue and Evans Avenue. There were also two streets with full depth reclamation done prior to paving: E. Twain Avenue and Logan Street. Additionally, ODOT contracted the paving of Miami Street (US 36) from Edgewood to Walnut like the aforementioned curb and gutter project. A&B Asphalt performed this work following the local program. The City shared 20% of the bill with ODOT.
- South High Street Improvements – This project improves the existing street from SR 55 to Miami Street via roadway, drainage, pedestrian and bicycle additions or alterations. Traffic calming and a cross-section of water and sanitary replacement are also designed. The City opened bids in early May with R.B. Jergens Contractors, Inc. as the only bidder at \$6,733,425.85, which was within approximately \$14,000 of the engineer’s estimate. This project was awarded approximately \$3.1 million through federal grants and another \$600,000 through OPWC. The City will also use ARPA grant funding in the amount of \$1.2 million for at least the stormwater portion of this project. There is now approximately \$2.3 million in OPWC loan funding at 0% interest available too. Construction began in earnest in July. All of the public underground utilities, base and intermediate asphalt and curbing have been installed in the 100-300 blocks of S. High Street. The same is true for the 200 block of W. Water Street, although a major change order occurred here that required the sanitary main, sanitary laterals, and water services to be replaced in order to not conflict with the new storm line down this block. The first two out of seven raised intersections have been poured now, at Abbey Lane and W. Reynolds Street. These will act as a traffic calming measure when the street fully opens in late 2025.

## Sharing Our Vision for 2024 and Beyond

- Ohio Bridge Partnership Program funding was obtained in 2021 for the W. Court Street Bridge Replacement project. The project will replace a 100-year-old plus structure with new 96” piping. The engineer’s latest estimate for this 2025 construction project is \$561,496.80. The grant is for \$379,500. Compass Infrastructure Group has completed Stage 2 (of 3) design with Stage 3 design due by March. The environmental review was completed in June 2023, with ODOT District 7 handling that for us. Right of way acquisition begins soon for this project, with two property owners affected.
- The City obtained a grant in 2022 for engineering design services on two bike trail crossings in Urbana; this grant totaled \$44,900. In 2023 we added another \$50,000 to that grant total for right-of-way services and acquisition. The affected crossings are the Simon Kenton Trail’s intersection with Miami Street and with N. Main Street. The objective at Miami will be to add RRFBs at the crosswalks like we have downtown while the objective at N. Main is to add the same, move the trail crossing further north away from the railroad, reduce the crossing distance and eliminate the first block of Laurel Oak Street. Urbana was also awarded an ODOT Systemic Safety Grant for the 2025 construction end of this project, totaling \$542,000. The City has LJB performing the design work and right-of-way plans; they submitted Stage 2 and right-of-way plans in late-June. Right-of-way acquisition has recently begun, with Dunrobin selected to perform real estate services.
- The Railroad Street Storm Project has been awarded a CDBG Critical Infrastructure grant of \$470,000. The goal of the Stormwater Utility Committee upon initial formation was to have one large project every five (5) years or so. However, the estimated cost of this project sits at \$1,226,500 which is more than the Stormwater Fund currently has set aside. Design is being completed in-house and started in late December. Delaying the project as long as we could allows the Stormwater Fund to build and Engineering to find the time for the design. Coordination with utilities has already taken place and Columbia Gas is prepared to move conflicting lines by April 1, 2024. This project has a construction completion deadline of August 31, 2024 to comply with the grant.
- The E. Market Street Municipal Building frontage should see a facelift for concrete if Engineering can find time for the design in early 2024. This would include new walks, curbs and aprons from S. Main Street to the Box 13 building. The fire aprons are included in this project area too. We are also looking to combine the piecemeal curb ramp, sidewalk, curb and gutter work on Lincoln Place, Lafayette Avenue and Gwynne Street together with this project.
- The Sidewalk, Curb and Gutter Program for 2024 is planned for at least portions of Lincoln Place, Lafayette Avenue and Gwynne Street. The City plans to do piecemeal curb and sidewalk replacement on these streets, with much of the work started in 2023 by private contractors on behalf of the owners.
- The 2024 Asphalt Paving outlook will include at minimum the following streets: Lincoln Place, Lafayette Avenue and Gwynne Street. No ODOT Urban Resurfacing is planned for 2024. The next major road to be paved through ODOT will be N. Main Street in 2025.
- The 2024 Asphalt Maintenance Program is proposed to be crack sealing and striping. Streets under consideration for crack seal are those which were paved or crack sealed 3-8 years ago. In addition, striping refreshes will occur on chosen collector or arterial streets.

## Miscellaneous Accomplishments

- Private projects, such as Orbis, Phoenix Ag, Dugan Place, Sutphen, Dollar General (N. Main and Dellinger), Seth’s Produce and Garden Center, Urbana Vet Clinic, Ultra-Met, Settlers Ridge Apartments, Starbucks, Hueys Coffee, Willman Building and 1300 S. US Hwy. 68 (Howell), garnered attention during the third quarter.
- Multiple studies were funded through LUC Regional Planning Commission’s rural transportation planning allocation. They are as follows: 1) Miami Street Safety Study for Striping and Signage [completed striping upgrades during ODOT’s Urban Resurfacing with additional signs installed by the City of Urbana afterwards]; 2) Gwynne Street Bridge Maintenance Planning [completed with task priorities 1 and 2 being designed by Burgess and Niple for future construction]; 3) Simon Kenton Trail – East Lawn Avenue to Melvin Miller Park Connectivity Study [completed with more planning and

potential grant applications to follow]; 4) North Main Street Safety Study for Striping and Signage [completed with recommendations to be implemented during the 2025 ODOT Urban Resurfacing of this section of US 68]; 5) Traffic Signal Study [ongoing but started with traffic counts and warrants at certain signalized intersections then reduced scope to only streets on our east/west corridor]; 6) Urbana to Bellefontaine Simon Kenton Trail Assessment Study [started this study to look at preliminary estimates for paving of the trail through the two counties, Logan County will then apply for a construction grant].

- Clay Miller, engineer technician, managed sidewalk, curb and gutter projects as his main task in 2023. This primarily consisted of inspection for the Miami Street and Bloomfield Avenue Curb and Gutter Improvements and the marking of deficient concrete on Lincoln Place, Lafayette Avenue and Gwynne Street for 2024 (planned paving streets). Michelle Troyer, office manager, organized and helped mail out over 150 sidewalk, curb and/or gutter letters. Six (6) tree removal notices also went out from Engineering to homeowners on Lincoln Place and Lafayette Avenue because of trees that were damaging curb, sidewalk and pavement.
- Clay Miller also began preliminary basemapping and design for a much-needed W. Ward Street stormwater project. This project will be dependent on the availability of stormwater utility funds.
- Engineering completed inspections for 90 right-of-way permits issued. Most of these were related to the sidewalk, curb and gutter program.
- Approximately 122 zoning permits, including site plans for ColePak, Dollar General (N. Main Street), Settlers Ridge Apartments (stormwater improvements), Seth's Produce and Garden Center, Starbucks and 1300 S. US 68 (Howell development), were reviewed by Engineering before being approved by Zoning.
- Five (5) lot splits were reviewed by Engineering for zoning conformance.
- Fourteen (14) tree permits were reviewed by Engineering for compliance with our right-of-way/tree ordinances, most of which were removals.
- Seven (7) new addresses were issued.
- Discussion continued on a large proposed subdivision behind Walmart, named Dugan Place, which proposes 513 total dwelling units distributed among four product types (single-family, patio homes, townhomes and apartments). Easement acquisition and preliminary engineering were the main tasks during 2023 for the developer. The next expected step will be the preliminary plat submission followed thereafter by construction plan review.

# **FINANCE**

**Chris Boettcher: Director of Finance**

## **2023 Annual Report for 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. Office hours are 8:00 a.m. – Noon and 1:00pm- 4:30 p.m. Monday through Friday. Detailed information, frequently asked questions, forms, policies, procedures and rate schedules are available on the City of Urbana website at [www.urbanaohio.com](http://www.urbanaohio.com). Please visit individual department web pages for information specific to each area.

### **Utility Billing**

Utility Billing has an employee headcount of 2 FTE who are responsible for servicing approximately 4,700 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, they do have the option to pay online or by telephone. 2023 marks the eighth 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. The office receives well over 15,000 transactions via debit/credit card or e-check.

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

- 4,700 utility customers billed
- 1,600 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:

- 72% Withholding Income Tax - Employer withholds tax from employee wages and submits to the city on a monthly or quarterly basis.
- 20% Business Income Tax - Businesses located in the city or doing business in the city are required to file an annual tax return and pay city income tax on their net profit.
- 8% 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.

In October 2023, City council approved legislation for the City of Urbana to become a member of the Regional Income Tax Agency (RITA). Effective February 1, 2024, RITA will begin collecting municipal income tax for the City of Urbana.

### 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.

During 2023 the office went through a software conversion with Software Solutions. The new software is cloud based and enables users to access and enter purchase requisitions directly, thus, eliminating paper forms and the duplication of work by department heads and office staff. The Work Flow module also allows for a more efficient payment process.

The following charts provide expenses by department and type of expense for the originally appropriated budget for calendar year 2023.

<b>City of Urbana</b>		
<b>General Fund Budget by Expense Type</b>	<b>FY23 Budget</b>	<b>% of Budget</b>
Salaries	\$4,124,735	54.6%
Pension	\$742,490	9.8%
Medical & Life Insurance & Medicare	\$1,076,070	14.2%
Worker's Compensation	\$82,850	1.1%
Travel & Training	\$44,700	0.6%
Utilities	\$189,600	2.5%
Professional Services	\$293,900	3.9%
Equipment & Building Maintenance	\$324,900	4.3%
Miscellaneous	\$142,300	1.9%
Insurance	\$103,200	1.4%
Printing, Advertising, Memberships, Postage	\$184,200	2.4%
Supplies	\$111,300	1.5%
Gas & Oil	\$56,700	0.8%
Subsidies	\$80,000	1.1%
Total	\$7,556,945	

<b>City of Urbana</b>		
<b>General Fund Budget by Department</b>	<b>FY23 Budget</b>	<b>% of Budget</b>
City Council	\$93,360	1.2%
Community Development	\$142,000	1.9%
Engineering	\$294,690	3.9%
Finance - All Departments	\$693,655	9.2%
Fire/Ambulance	\$2,078,040	27.5%
Law Department	\$291,550	3.9%
Mayor/Administration	\$270,190	3.6%
Misc. Non-Departmental	\$548,300	7.3%
Mulch/Compost	\$24,350	0.3%
Municipal Court	\$749,250	9.9%
Parks & Recreation - All Departments	\$295,850	3.9%
Police	\$1,733,010	22.9%
Public Works & Property	\$170,100	2.3%
Zoning Compliance	\$172,600	2.3%
Grand Total	\$7,556,945	

The following chart provides a revenue breakdown by type of revenue for the original tax revenue budget for 2022.

### City of Urbana - General Fund

#### Tax Revenue Budget

	<b>2023</b>	<b>% of</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Explanation</u></b>
Local Taxes	\$593,400	7.8%	Real estate taxes
State-Shared Taxes	\$305,000	4.0%	Local government - county
Intergovernmental	\$190,000	2.5%	Local government - state, County court reimbursement
Recreation Collection	\$4,000	0.1%	Park & recreation revenue
Pool collections	\$63,900	0.8%	Pool admissions, rentals, sales
Charges for Services	\$1,137,500	15.0%	Ambulance, cable tv, township contracts
Licenses & Permits	\$22,100	0.3%	Code/zoning permits
Court Collections	\$508,600	6.7%	Fines and fees associated with Municipal Court
Miscellaneous	\$219,000	2.9%	Interest revenue, mulch revenue
Reimbursements	\$799,000	10.6%	Reimburse general fund use of resources
Municipal Income Tax	\$3,720,875	49.2%	Municipal income tax revenue
Total Revenue	<u>\$7,563,375</u>		

# **FIRE & EMS**

**Chief Dean Ortlieb**

The Urbana Fire Division is a 24-hour organization that responds to EMS, fire, and rescue emergencies. It is led by a fire chief and staffed by a captain, lieutenant, and five firefighters. The captain is in charge of the crew's daily operations. The Fire Division serves the city of Urbana and surrounding areas, including all of Urbana Township and parts of Concord and Salem Townships. It is responsible for protecting a population of approximately 14,840 people and covering 74 square miles. At minimum manpower, the division maintains a staff of five people per day.

## **Mission**

The mission of the Urbana Fire Division is to establish a scalable framework that encourages excellence in fighting fires and saving lives, promotes the cultivation of intellectual and organizational profitability, maximizes individual and organizational performance, and supports continual individual and organizational growth to meet the needs of the community.

The division aims to fulfill its mission through five dimensions of risk reduction, including minimizing negative economic impact, public education, emergency operations, safe engineering practices, and code enforcement. These efforts have resulted in an Insurance Service Office (ISO) rating of 3 out of 9, with 1 being the highest rating. ISO uses data and analytics to evaluate fire agencies, with lower scores indicating a higher ability to manage property and casualty risks. Insurance companies may use these scores to determine insurance premiums for residential and commercial properties. One of the main obstacles to further improving the Division's ISO rating is the limited availability of personnel to respond to calls within 10 minutes.

## **Personnel**

The division is in the process of replacing one firefighter who has left recently. An entry level test was given in October of 2023 and it is expected that the selection process will be finished by February. Training remains a high priority for the division, with 4,263 logged training hours in 2023. In addition, the following personnel have obtained individual certifications to help improve the division:

- Captain Croker: Credentialed as a Fire Officer through the Ohio Fire Chiefs' Association
- Firefighter Baughn: Paramedic
- Firefighter Flora: Fire Officer I
- Firefighter Schrader: Fire Officer I
- Firefighter Stevens: Fire Instructor

Furthermore, Firefighters Joyce, Nitchman, and Wolf were promoted to the rank of Fire Lieutenants. Firefighter Chris Jones was appointed as the Division's Fire Marshal. Additionally, Firefighters Baughn and Reed successfully completed their yearlong probationary training.

## **Equipment**

The division has recently acquired a new command truck, currently being prepared for service as the new chief's vehicle. Additionally, a new medic from Life Line is on order, and is anticipated to be delivered in April of 2024. The division is in the process of applying for a grant for a new ladder truck, with the estimated cost currently standing at 1.6 million dollars. Notably, the division secured a total of \$6,063.96 in grants for equipment and services in 2023.

## Operations

The division divides its operations into three main categories and assigns each shift officer to oversee one of these areas. Captain Croker is responsible for EMS, Captain Beverly is responsible for rescue, and Captain Countryman is responsible for fire operations. On average, all three operational sectors take over 30 minutes per incident. However, some incidents may take several hours, while others may last a few minutes. To manage these incidents effectively, the division maintains minimum staffing levels of one shift officer in a command vehicle, two firefighters on EMS, and/or three firefighters on a fire apparatus.

In 2023, the Division responded to 72% more incidents than in 1992, the last time the division increased its manpower. Table 1 shows a summary of the division’s operations since 1992. The population of the community served by the division has remained relatively constant over this period. In 2023, the fire division requested and received mutual aid 48 times and provided mutual aid 148 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>	<u>2023</u>
EMS	1431	1564	1885	2408	2664
Rescue	N/A	145	148	130	241
Fire	396	418	515	357	239
<b>Total Incidents</b>	<b>1827</b>	<b>2127</b>	<b>2548</b>	<b>2895</b>	<b>3144</b>

Table 2 presents a comparison of division EMS, rescue, and fire incidents between 2022 and 2023. In 2023, out of a total of 2,664 EMS incidents, 1,912 involved transports, representing over a 71% transport rate. EMS transports generated approximate revenues of \$585,295 from EMS billing. This translates to an average revenue of \$306.12 per transport.

**Table 2 2022 to 2023 Division Incident Summary**

<u>Incident Type</u>	<u>Total Incidents</u>		<u>Percent of Total</u>		<u>Daily Average</u>	
<u>Year Comparison</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2023</u>
EMS	2703	2664	83%	84%	7.41	7.30
Rescue	231	241	7%	8%	.63	.66
Fire	325	239	10%	8%	.89	.65
<b>Total Incidents</b>	<b>3259</b>	<b>3144</b>	<b>100%</b>	<b>100%</b>	<b>8.93</b>	<b>8.61</b>
Multiple Incidents in Progress	667	630	20%	20%	1.83	1.73

## Townships

The division has contracts with several township agencies to provided services to these communities. It uses a service fee calculator (SFC) to calculate fees in a fair and consistent manner. If a township only requests one of the services offered, the SFC is reduced by half. These contracts with the township agencies roughly increase the population served by the division by approximately 4,000 people, accounted for about 25% of all the divisions incidents, and generated an additional \$473,194 in contract revenue. Table 3 compares the number of incidents in the townships from 2022 to 2023.

**Table 3 2022 to 2023 Township Incident Summary**

<b>Incident Type</b>	<b>Urbana Township</b>		<b>Salem Township</b>		<b>Concord Township</b>		<b>Total Townships</b>	
	2022	2023	2022	2023	2022	2023	2022	2023
EMS	487	521	73	71	38	32	598	624
Rescue	61	60	10	11	N/A	N/A	71	71
Fire	63	58	13	18	N/A	N/A	76	76
<b>Total Incidents</b>	<b>611</b>	<b>639</b>	<b>96</b>	<b>100</b>	<b>38</b>	<b>32</b>	<b>745</b>	<b>771</b>

**Risk Reduction**

The division employs various EMS and fire risk reduction measures to ensure the safety of our community. Some of these measures can be quantified and are listed in Table 4.

**Table 4 2023 Summary of EMS and Fire Risk Reduction Activities**

<b>Activity</b>	<b>Type</b>	<b>Amount</b>
CPR Cards Issued	EMS	132
Car Seats Installed	EMS	23
Community Paramedic Referrals	EMS	17
Safety Inspection	Fire	2236

**Sharing Our Vision for 2024 and Beyond**

In 2024, the division plans to explore grant opportunities for additional personnel and submit for a federal grant to replace our 25-year-old ladder truck. Our vision for our personnel is to create a positive work environment where they can be proud of their work and strive to exceed community expectations in their efforts to fight fires and save lives. Additionally, we aim to always have the capacity to respond to a second emergency, regardless of the type of incident. We will continue to work toward these goals in the coming months and years.

**Law Office**

**Mark Feinstein: Director of Law**

**Law Director**

**City Council Meetings/Work Sessions**

The Law Director attended regular City Council Meetings the first and third Tuesday of each month. He provided guidance to all members, and provided additional guidance (as needed) to new members. He also worked with all members of Administration and Council to assist them generally in matters involving the discharge of their duties and responsibilities as representatives of the City of Urbana, Ohio, and specifically in preparation for meetings of Council.

**Ordinances and Resolutions**

The Law Director reviewed several Ordinances and/or Resolutions drafted by many Divisions/Departments, 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, and to assure that the legislation was properly worded.

### **Inter-Departmental Outreach**

During 2023, the Law Director worked with employees and/or heads of Departments to assist with various legal matters, such as review of leases/contracts, correspondence to individuals affected by policy, and notice letters. He worked hand-in-hand with Planning and Zoning, Community Development, Cemetery, Water, Fire, Police, Engineering, Human Resources, Water Reclamation, Airport, Streets, and Finance, and assisted with the fulfilling of numerous public records requests.

### **Public Records Retention Schedules**

In 2023, the Law Director and his staff continued the major task of revamping the Records Retention Schedules for each Department and Division of the City of Urbana. He met with each Department/Division head, and went through their existing schedules, working to craft newer, more relevant schedules for each.

### **Administrative Responsibilities**

The Law Director met as needed with the Mayor and the Directors of Administration and Finance to coordinate and oversee the smooth, efficient and cohesive operation of the City of Urbana, Ohio.

### **Code Enforcement**

Planning and Zoning, Administration, and the Law Director worked hand-in-hand to overhaul and update provisions of the Urbana Codified Ordinances. Throughout the 2023 calendar year, the Law Director also assisted in enforcement of nuisance and zoning code violations in his capacity as Municipal Court Prosecutor.

### **Boards and Commissions**

The Law Director prepared and presented educational material to various Boards and Commissions, to assist them in understanding the nuances of their responsibilities. The effort to educate the members will continue into the 2024 calendar year.

### **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 under the jurisdiction of the Champaign County Municipal Court, for all misdemeanors and for any felony cases filed in that Court.

### **Cases Prosecuted**

In 2023, the Law Department prosecuted over 3,600 cases through the Champaign County Municipal Court. This is all-inclusive, 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 some cases. These cases require analysis of complex legal application of the law to the facts. They may also involve factors such as mental and/or physical impairment of suspects, and how diminished capacity might affect charges. The Municipal Court Prosecutor reviewed cases for members of the Urbana Police Division, the Champaign County Sheriff's Office, and the Villages of St. Paris, North Lewisburg, and Mechanicsburg.

### **Victim Advocacy**

In 2023, through utilization of the VOCA Grant, which was successfully secured, the Municipal Court Prosecutor's office assisted several hundred victims of crime through the legal process.

### **Law Enforcement Training**

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.

### **Contracts for Prosecution Services**

The Municipal Court Prosecutor office continued to provide prosecution services to Champaign County and the Villages of St. Paris, Mechanicsburg, and North Lewisburg under the provisions of contracts for same.

### **Diversion**

In 2023, the Municipal Court Prosecutor continued to successfully operate the Champaign County Municipal Court Diversion Program, which allows offenders whom the Prosecutor believes will not re-offend, and who otherwise qualify, to enter a Diversion Program to avoid conviction of various 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.

### **New Hires**

In 2023, the Law Office was fortunate to add Heather Grim to our staff as the Executive Assistant to the Law Director and Prosecutor, and Diana Carroll-Aghdam as Victim Advocate.

## **PARKS, GROUNDS & RECREATION**

**Ryan Lantz: Supervisor**

### **Operations**

2023 was a successful year for the Parks, Grounds & Recreation Division. With assistance from our seasonal employees, equipment and operators; and employees from Street, Water and Sewer Divisions, we were able to:

- Demolish the RC Track Drivers Stand and remove the track courtesy of Street Division;
- Complete fuel enclosure project by staining the structure;
- Reestablish the West bank of pond at Melvin Miller Park along drive where it has eroded back several feet over the years, courtesy of the Street Division;
- Power wash, prep and paint Park Deck building and 4' fence along bike path at Boyce Street connection
- Complete pickleball court project. This project was funded courtesy of private donations with an additional portion awarded by the Parks and Recreation Board through the Park Trust Fund
  - 8' fencing around courts with wind screen
  - painting/ lining the courts
  - installing 3 new nets
- Clean-up and remove overgrowth of honeysuckle along bike path at Old Farm Road heading into the park;
- Power wash both shelter houses;
- Trim trees, edge sidewalks and curbs throughout several locations on city properties;
- Add topsoil to new city parcel, corner of W. Water and Locust Streets, sow grass seed and fertilize;
- Install yellow fence topper to new outfield fence on field 5;
- Repair and straighten multiple areas and runs of ball field fencing;
- Continue to trim smaller street trees around the city including 500 and 600 blocks of Water St.
- Add top soil to south side of the park maintenance building, complete final grade and sow grass seed. This project was courtesy of Street Division;
- Create and construct planting beds around all City welcome signs. (North, East, West and Southeast roadway entrances to the city);

- Urbana High School Service Day on May 12 - 12 students helped paint all the picnic tables at the park
- WLS Service Day on October 18- 32 total students helped pick up trash along bike path and paint the train located on Hilltop Disc Golf Course;
- Plant 4 additional trees as part of the Memorial Tree Program;
- Continue bullpen clean up at the former maintenance building;
- Construct 2023 Leadership Champaign project which includes permanent dugout covers on field 4 in the quad area;
- Clean existing landscape beds and install new plantings at entrance to Airport Café; and
- Remove downed trees in the island located on the Southwest bank of Melvin Miller Park pond.

## Goose Control

- Thanks to the ongoing efforts of “Goosebuster” the goose population at Melvin Miller Park has dramatically reduced during the months of April through October. Each year the city applies for permits through ODNR for the proper destruction of nests during the flock’s Spring season;
  - In 2023 a total of 21 nests were destroyed, eliminating more than 170 “future geese.”
  - Goosebuster is contracted through October with methods of harassing our current flock, discouraging their presence at the park.

## Park Events

- With indoor facility rentals, fields, 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.

## Park Activities

- Prepare and assist with 3<sup>rd</sup> Annual Healthy Kids Day at Melvin Park on June 4.
  - This event included:
    - Several recreation baseball and softball games;
    - 25 vendors from around the surrounding area;
    - Urbana Police Division;
    - Urbana Fire Division;
    - Fun race;
    - Bounce House.
- Prepare Barbara Howell Park for 2<sup>nd</sup> annual Juneteenth Celebration event;
- Host another Urbana High School Boys and Girls Tennis Season at the Melvin Miller Tennis Courts;
- Plan, prepare and complete 3 spring season club soccer fields
  - 50 participants in total.
- Plan, prepare and complete YMCA recreational baseball and softball season for children ages 3-15.
  - 270 participants in total.
- Begin and complete travel baseball season for children 8-13 years of age
  - consisting of 5 teams with around 60 players.
- Annual Monument Square District 4 Miler Event hosted on June 9<sup>th</sup>.
- Host multiple tournament field rentals along with several Disc Golf events.
- Layout, line, setup and teardown the following areas for the fall season:
  - 1 pee wee tackle football field – grades 3-6
    - 54 participants in total;
  - 11 soccer fields – ages 3-14
    - 225 participants in total.
- Over 65 Deck building and Stage rentals for parties and meetings.
- Two men’s slow pitch late summer and fall softball leagues along with several tournaments;
- Multiple Disc golf tournaments;
- Fall recreation and club soccer season, with approximately 225 children using the park and fields multiple days a week;

- With funds received from an ODNR NatureWorks Grant and local donations/involvement, we resurfaced a portion of Melvin Miller Park and completed the pickleball court.
- Assisted and monitored the plan and completion of Evan Meyer's Eagle Scout Service project which included installing a shade sail in the pool area;
- Annual Trails and Treats Event held on October 28<sup>th</sup>.

### **Our Vision for 2024 and Beyond**

- Continue our work with the Parks and Recreation Board on projects;
- Increase community participation, engagement and collaboration;
- Continue the attention to detail needed which makes a difference on our City grounds and in our Park;
- Pursue available Nature work Grants to benefit our parks;
- Encourage placement of additional memorial benches and legacy trees;
- Continue service projects presented through various local groups;
- Work toward completing additional projects planned for Weidmann Park/ Gwynne St project, to include new concession/ restroom/ storage in the years to come;
- Continue Geese Management Servicing Plan;
- Upgrades to Wendell B. Stokes Community Pool including surrounding fencing;
- Revitalize stadium lighting to both field #6 and field #9;
- Continue to build on our working relationship with the Champaign Family YMCA and other local organizations;
- Continue working with the Lawnview Board regarding phases 2 and 3 of *EVERYbody Plays!*
- Additional Shelter house needs- Rotary Shelter.

## **POLICE**

**Chief Matthew Lingrell**

**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.”

### **2023 Activities**

On January 20, 2023, Officer Damion Williams graduated from the twenty-one-week long Ohio State Patrol Basic Police Academy. Williams, an Urbana native and 2018 graduate of Urbana High School, is assigned to our overnight patrol shift (2200 – 0600 hours).

**In-car and Body Worn Camera program** - In February, the police division began its In-car and Body Worn Camera program, after officers received training on their operations, division policy, and an implementation phase. The new program has benefitted us in many ways by helping to better document the handling of police incidents. In addition to providing for another level of transparency for our public/police encounters, this new program greatly enhanced our successes in criminal and traffic investigations, and in giving greater clarity in cases where a citizen feels a citizen/police contact was improper.

**Harkins Homicide** -- On April 15, 2023 at 9:28 p.m., Urbana police began a homicide investigation in the killing of a woman inside an apartment in the Endowment Building, 113 South Main Street. Police found Kaden M. Harkins, age 25, deceased inside her apartment with multiple gunshot wounds. Many officers worked on this investigation and police were assisted at the scene by crime scene agents from the Ohio Bureau of Criminal Investigations, Champaign County Coroner Dr. Joshua Richards and Champaign County Prosecutor Kevin Talebi.

That night police arrested Jamie J. King, age 30, who was then indicted and later convicted for the killing of Harkins. On December 11, 2023, King was sentenced to 18 years to life in prison for Harkins' murder.

**Hostage Incident resolved safely** – On December 6, 2023 at 11:21 a.m. officers responded to the report of a man holding a woman at knifepoint in the 800-block of North Oakland Street. The man had told some workers in the area to call police because he was going to kill the woman. When they arrived on scene, officers encountered David Watters, 45, armed with two butcher knives, threatening to kill a 68-year-old woman, whom Watters had bound to him using duct tape adhering his left arm with her right arm preventing her from escaping him.

Officers secured the area nearby and began communications with Watters while holding him at gunpoint. He informed them it was his desire to go back to prison. After a period of negotiating with Watters to release his victim, Watters agreed to throw one knife away, but refused to release his victim or give up. As negotiations progressed, an opportunity came for an officer to rush and tackle Watters. The officers were able to secure the butcher knife, release the victim from being taped to him, and get Watters into custody safely without anyone getting hurt. Watters is incarcerated and facing Felony charges of Kidnapping, Felonious Assault, Domestic Violence, and Possessing Criminal Tools charges in Champaign County Common Pleas Court. Officers on scene were Sergeant Logan Dunn, Officers Robbie Evans, Luke Hiltibran, Ely Louck and Chief Matt Lingrell.

**School Resource Officer (SRO) program** - We completed our fifth year contracting our police services to the Urbana City School District with a full-time School Resource Officer, A.J. Ervin, handling those responsibilities. SRO Ervin handles SRO responsibilities at both school sites throughout the school day, which occasionally poses a challenge during times when his services may be required at both sites at the same time. Officer Robbie Evans is also certified as a School Resource Officer but is only used to fill in for Ervin during days that Ervin is off-duty. Our desire is to eventually have two full-time SRO's assigned to the School District so that one officer can be at both school sites throughout the day. At the close of the 2022-23 school year – Officer Ervin handled 134 total incidents involving either Urbana High School, Urbana Junior High School, Urbana Elementary School or the Transportation Department. The partnership between the Urbana City School District and the City of Urbana's Police Division has been a tremendous asset to both organizations as we work together to provide for a safe learning environment for the Urbana School District. During the summer months, SRO Ervin handles our Safety Town and COPs and Bobbers Programs and then is assigned to fill in on Police Patrol shifts while the schools are on summer break.

**Staffing** – During 2023, we hired four new officers, two of whom don't officially begin with us until January and February of 2024. At the close of 2023, Tristen Ruef, 30, and Lance Turner Jr., 24, were in the final stages of their Field Training Program and will soon be given a solo assignment on a patrol shift. Ruef is a 2020 graduate of the Clark State Basic Police Academy, and also has an Associate's Degree from there in Criminal Justice. Turner is a 2022 graduate of the Central Ohio Technical College Basic Police Academy.

As we get back to full staffing, our plan is to reopen our Investigative Unit and staff it with a sergeant and an officer. Our Investigative Unit has been closed since 2022 due to low staffing and the need to have officers to fill our three Patrol Shifts. Our Investigations Unit handles the more challenging, complex and long-term cases.

**2023 Citizens Police Academy** – Beginning in September and running six consecutive Thursdays, from 6 – 9 p.m., we conducted our first ever Citizens Police Academy program. During these six weeks, our inaugural class of nine local citizens learned more about the day-to-day operations of the police division. The Academy Commander for 2023, Sergeant Jason Kizer, oversaw the weekly classroom presentations, practical exercises, and field trips for the academy, which included most officers of the division as presenters, Judge Nick Selvaggio and the staff of the 911 Countywide Communications Center.

The final night of the academy included cake and refreshments along with final remarks by Chief Lingrell before a class photo was taken and a formal presentation of certificates were made to each class member.

### Drug Investigations

- Drug arrests stats:
 

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
	<b>150</b>	231	309	365	473	550	724	620	611
- **Eleven firearms** were confiscated during investigations.
- Our **Drug Drop Box** took in **117 lbs.** of old, unused medications for disposal purposes.
- We continued our partnership with the METRICH Drug Enforcement Unit.

**Project Hotel California covert drug investigation** – In May, after several months of covert investigations into drug abuse and drug trafficking of methamphetamine in and around the city of Urbana involving a group of individuals, Urbana police conducted a search warrant raid of 306 West Court Street and arrested several individuals on various felony drug related charges. Eleven Urbana officers and three agents from the Champaign County Adult Parole Authority carried out the planned raids. This covert investigation, dubbed *Project Hotel California*, was coordinated and led by Sergeant Logan Dunn and Officer Robbie Evans. Altogether, 12 individuals were arrested in this covert case, of whom seven received prison sentences. One arrestee later died as a result of a drug overdose while they were awaiting sentencing to prison.

**Grand Jury Cases** -- In 2023, Urbana police presented 59 criminal cases to the Champaign County Grand Jury resulting in 208 criminal indictments.

<u>Champaign County Grand Jury</u>	<u>Cases</u>	<u>Indictments</u>
<b>Urbana Police Division</b>	<b>59</b>	<b>208</b>
Champaign County Sheriff Dept.	102	330
Mechanicsburg Police Dept.	40	120
Saint Paris Police Dept.	15	38
North Lewisburg Police Dept.	<u>6</u>	<u>20</u>
<b>Totals</b>	222	716

### 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, by our administrative and supervisory staff 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 ranging from retraining to discipline.

### 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 or whenever used on a critically injured animal (i.e. deer struck by a motor vehicle).

Response to Resistance (RTR) Reports:

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total # of RTR reports	8	17	19	28	32	24	22	27
Total # of Firearm Use reports	8*	12	12	15	12	8	11	14
# of incidents OC spray used	0	1	2	1	2	2	2	2
# of incidents ASP baton used	0	0	0	0	1	0	1	0

(\*7 of 8 Firearms Use reports involved putting injured animals down)

## 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 were 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 were not proper or lawful. Discipline can range from Remedial Training, Supervisory Counsel session, Written Reprimand, Suspension, Demotion or Termination.

### Professional Responsibility Investigations (PRI):

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total # of PRI's	1	3	6	3	6	6	5
Total # resulting in Oral Reprimand	0	0	0	2	0	1	0
Total # resulting in Written Reprimand	0	0	1	0	1	0	1
Total # resulting in Suspension	1	1	0	1	1	2	0
Total # resulting in Termination/Resignation	0	1	3	0	0	1	0
Total # resulting in other Sanctions	0	0	0	0	1	0	0
Total # resulting in Unfounded or Exonerated	0	1	2	0	3	2	4

**Outreach Efforts in 2023** - 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 its police division. Throughout 2023, some of those efforts where we participated 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.
- **FOP sponsored Easter Egg Hunt** -- The FOP and Lieutenant Josh Jacobs oversaw this outreach effort for us where over 2000 plastic eggs with treats inside were "hidden" and found by local youngsters.
- **Safety Town** – In June – July we conducted two classes of Safety Town where we hosted forty-three kindergarten-to-be aged youngsters at our Safety Town (located inside Melvin Miller City Park). During Safety Town, the youngsters received information on various safety protocols including: Good Drugs / Bad Drugs, Fire Safety, Pedestrian Safety, Pool and Playground Safety, Seat Belt Safety, Storm Safety and Stranger Danger. Some of our daily presenters included: the Urbana Fire Division, the Urbana City Schools Bus Transportation, Urbana City Pool (YMCA), the Champaign County Jobs & Family Services, the Champaign County Sheriff's Department Dog Warden and the 911 Countywide Communications Center. Urbana Officers who conducted Safety Town for us were School Resource Officer AJ Ervin and Robbie Evans.
- **Law Enforcement Torch Run** – In June, Officers Keith Hurst, Tristin Williams, Major Stratton and Lieutenant Josh Jacobs participated in the annual Law Enforcement Torch Run and raised \$250 to benefit our Champaign County Special Olympians.
- **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 2023, we collected and disposed of 117 pounds with this program. The Drug Enforcement Agency (DEA) disposes of our collected drugs for us safely. We also held one off-site Drug Take Back Day event where we collected another 39 pounds of drugs from citizens.
- **COPs & Bobbers** – In July, we began a new outreach program, COPS & Bobbers, to help connect kids with police officers by learning and participating in a day of fishing together. We hosted twenty youngsters and their parents to a beautiful day of fishing at the Melvin Miller City Park. Some of the

fishing and tackle gear used and given to participants at the event were provided to us by Nasty Nate's Fishing store.

- **FOP Halloween Treats** – In October, the FOP handed out \$500 worth of candy to our trick or treaters who visited us at the police division. Sergeant Todd Pratt and his family handed the candies out.
- **FOP Community Christmas** – December – provided Christmas gifts for 10 families and 32 children this year. The FOP and Lieutenant Josh Jacobs oversee our efforts in making Christmas special for these select families.

### **New Equipment in 2023**

- We purchased a Digital Radar Trailer for \$20,294.00 as a Capital Budget project that can be used to monitor speed and traffic flow wherever it is deployed, and can be used by police or other City of Urbana work divisions, to get messaging out to the public for sudden or planned detours, emergency warnings, or city-wide alerts.
- Another Capital Budget project was used to purchase two new Police Ford Interceptor SUV's for front line use by the Patrol Unit. The overall cost for these vehicles and to upfit them with a police package was \$123,312.00. Police used two older SUV's as trade-ins on this deal lessening the final cost by \$7,800.00.
- Two new Stryker Ballistic Shields with Level III protection, valued together at \$9,000.00, were obtained at no cost through a Local Emergency Planning Commission / Homeland Security Grant. These shields are carried in front line vehicles for quick access to have during tactical or in-progress type incidents involving armed suspects.
- Five new ballistic vests for officers were purchased in 2023 for new officers and as replacements for some officers (vests must be replaced every five years). The total cost for the vests was \$5,229.50; \$3,153.28 was covered through grant money, making our final cost \$2,076.22.

### **Training 2023**

*Officers were able to maintain all required state certifications in weapons and tactics. Additionally, the following training was received:*

- In February, Officers Seth Lingrell and Keith Hurst attended a week of training, certifying them in ***Hostage Negotiations and Crisis Intervention tactics***. They, along with Sergeants Shawn Schmidt and Todd Pratt have received training to handle these incidents. In September, Lingrell and Hurst attended the ***2023 Midwest Crisis Negotiators Conference*** in Columbus.
- In May, the police division attended three days of in-service training provided by the North Coast Polytechnic Institute to provide officers with state mandated continuing professional development training on the following topics: ***Community-Police Relations, De-escalation and Crisis Intervention Tactics, Use of Force Reviews, Responding to Active Threat Incidents, Mental Health Challenges, and Legal Updates***.
- In June, Sergeant Logan Dunn and Officers Damion Williams and Major Stratton attended training on ***Investigating Child Homicides and Unexplained Deaths***.
- In June, Officer Tristin Williams attended a week of training to become certified as a ***Police Bicycle Instructor***. He is responsible for the care, maintenance and programming of our Bike Patrol program.
- In December, Officers Damion Williams and Major Stratton attended a week of ***Crisis Intervention Training*** hosted here locally by the Logan-Champaign County's Board of Alcohol, Drug and Mental Health. This training helps officers in dealing with incidents involving mental health challenges.
- In November, Sergeant Jason Kizer attended the Fall 2023 Session of the ***Supervisor Training and Education Program (STEP)***, completing the intensive three-week program in November.

## Urbana Police Division Activity Statistics for 2023

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Calls for Service	11,952	11,307	11,181	11,248	13,618	14,688	14,279	13,158	13,191
Arrests	1,201	1,125	1,179	1,460	1,704	2,000	2,116	1,835	1,780
Felonies	161	197	264	391	358	402	546	415	375
Misdemeanors	1,040	928	915	1,069	1,265	1,598	1,570	1,420	1,405
Offense Reports	1,403	1,436	1,573	1,741	2,103	2,288	2,271	2,123	1,956
Homicides	1	0	0	1	0	0	0	1	0
Robberies	2	1	3	1	5	1	5	6	3
Burglaries	20	25	30	47	30	53	70	89	71
Rapes	10	12	10	10	16	15	6	5	9
Sexual Assaults	20	15	18	23	23	25	23	15	27
Assaults	88	124	107	119	114	181	149	150	134
Thefts	273	228	211	285	298	398	433	378	445
Auto Thefts	20	16	21	10	21	29	28	31	16
Forgery/Fraud	20	14	15	19	23	37	47	54	21
Vandalism/Crim. Damaging	103	124	104	167	131	152	167	217	218
Drug Offenses	132	221	309	319	473	404	529	417	409
Traffic Citations	748	597	434	539	891	1,265	989	945	1,108
OVI's	34	25	69	59	78	96	86	50	82
DUS's	121	106	97	99	183	231	165	179	187
Speed	92	58	94	36	78	165	80	72	161
Traffic Control Device	50	36	42	31	37	57	41	52	36
Parking Citations	15	16	6	3	11	37	25	18	33
Crash Reports	290	289	348	311	360	421	405	460	403
Fatal Crashes	2	1	0	0	1	0	0	1	2
Mental Health Complaints	370	270	186	151	131	52	69	64	80
Suicide (includes attempts)	6	6	16	20	22	36	23	17	33
Curfew	4	4	9	6	17	39	20	38	23
Alarms	999	789	1,012	920	771	911	887	807	981
Dead Body (non-criminal)	13	7	3	6	16	17	10	14	17
Business/House Checks	454	161	141	120	611	1,046	1,562	1,221	1,665

**Special Recognitions** -- Throughout 2023, several officers or citizens were recognized for their special efforts and successes for the division and to the community. Those honored were:

In May, Officers Damion Williams and Mike Cooper were presented with the Division's Life Saving Award for their team effort on May 1, 2023 at 3:46 a.m., as the first on the scene of a heart attack involving a 63-year old Railroad Street resident, found face down, unconscious and not breathing. These officers arrived on scene within three minutes of the dispatch and began administering life-saving CPR.

During a June 2023 Ohio School Resource Officer Conference, held in Sandusky, Officer Ervin was recognized as a Professional Level SRO. Officer Ervin was nominated for this award by Urbana High School Principal Nathan Sever and Urbana Police Chief Matt Lingrell.

Life Saving Award

A citation award signifying commendation for an act performed in the line of duty, which, through disregard of personal safety or prompt and alert action, results in the saving of a life.

**Officer Damion Williams**

**Officer Mike Cooper**

Exceptional Duty Award

A citation award signifying commendation for a highly credible accomplishment, bringing public acclaim to the employee, the Division or the police profession as a result of training, devotion to duty or service to the public.

**Sergeat Shawn Schmidt**

**Sergeant Jason Kizer (2x)**

**Sergeant Logan Dunn**

**Officer Robbie Evans (4x)**

**Officer Luke Hiltibran**

**Officer A.J. Ervin**

**Officer Seth Lingrell**

**Officer Noah Curl (2x)**

**Officer Ely Louck**

**Officer Major Stratton**

Meritorious Service Award

A citation award signifying commendation for a high degree of personal initiative, performed significantly above normal requirements in an exemplary manner which contributed significantly to the achievement of the Urbana Police Division’s goals and mission.

**Sergeant Jason Kizer**

**Sergeant Todd Pratt**

**Sergeant Logan Dunn**

**Officer Robbie Evans**

**Officer Luke Hiltibran**

**Officer Seth Lingrell**

**Officer Keith Hurst**

Chief’s Challenge Coin Award

A Medallion award representing the Urbana Police Division which is awarded either to show an appreciation to any person, reflecting goodwill for positive partnerships between them and the police division, or, for an act by a member of the Division of high achievement bringing acclaim to the Division and the Law Enforcement profession.

**Sergeant Shawn Schmidt**

**Sergeant Todd Pratt**

**Sergeant Logan Dunn**

**Officer Mike Cooper**

**Officer AJ Ervin**

**Officer Luke Hiltibran**

**Officer Seth Lingrell**

**Officer Keith Hurst**

**Officer Tristin Williams**

**UHS Principal Nathan Sever**

**UHS teacher Patrick Trenor**

Physical Fitness Award

**A citation award signifying commendation for passing the annual physical fitness testing.**

(14 officers passed the fitness testing with an overall division average of 80.31%,)

**Chief Matt Lingrell**

**Lieutenant Josh Jacobs**

**Sergeant Jason Kizer**

**Sergeant Logan Dunn**

**Officer Robbie Evans**

**Officer Mike Cooper**

**Officer Luke Hiltibran**

**Officer AJ Ervin**

**Officer Seth Lingrell**

**Officer Keith Hurst**

**Officer Tristin Williams**

**Officer Noah Curl**

**Officer Ely Louck**

**Officer Damion Williams**

**Officer Major Stratton**

TOP Shot Award

For scoring the highest on a Division wide range training competition that measures accuracy and timeliness on a challenging course utilizing division firearms. **Officer Luke Hiltibran**

MADD Award

Officer with the highest arrest totals of Drivers Operating a Motor Vehicle While Under the Influence of Alcohol and/or Drugs. **Officer Mike Cooper (8 arrests)**

### Chief's Recognition

In special recognition to the following organizations whom were especially supportive of the police division throughout 2023.

**Mrs. Lilli Ann Johnson, and the Johnson's Welded Product's, Inc.**

**The Urbana Moose Club organization**

**The Urbana Hearth & Home Facility**

**The Urbana Trustwell Living Facility**

### **Sharing our Vision for 2024 and Beyond**

- To begin 2024 by re-instituting our Investigative Unit consisting of a sergeant and an officer assigned specifically to handle our higher profile, long term, difficult, felony type investigations.
- We hope to develop an Honor Guard team with selected officers for use during formal exemplary duties for the division and our citizens.
- We will be working to replace and update some of our tactical personal protection equipment (i.e. helmets, respirator masks, launcher) used during high risk incidents.
- We will continue to do our best to recruit and attract new officer candidates with high moral character and then develop them into becoming servant minded leaders who truly commit themselves to serving our wonderful community for many years.
- We will do our very best to meet our 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."

In closing, I'd like to thank Mayor Bean, Director Brugger, City Council, fellow Division leaders and city staff for the professional leadership, assistance and support you've provided for me and the Urbana Police Division throughout 2023, helping us to have success throughout 2023. I'd also like to thank the community and those leaders and citizens who overwhelmed us at times with their outpouring of support. 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.

## **PUBLIC WORKS**

**Chad Hall: Superintendent**

In our continued effort to maximize efficiency and minimize spending, the City's Public Works Division encourages our employees to participate in all cross-training opportunities, allowing our residents the benefits of a fully leveraged service division. "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." – Andrew Carnegie

The Division of Public Works is responsible for: Facilities; Grounds Maintenance; Street; Water; Waste Water; and Sewer while maintaining a close and productive relationship with the Engineering staff. It is through this trained and licensed staff, that we continue providing the services necessary to meet and/or exceed the requirements of State and Federal guidelines; the information below provides a snapshot of our 2023 accomplishments.

### **Facilities Brad Yost: Supervisor**

Our Facilities staff helps when and where necessary throughout various City Departments/Divisions; oversees the submission; sale and closure of GovDeals for select (no longer utilized equipment); performs multiple maintenance tasks at all city owned locations; teams up with contractors who specialize in HVAC, plumbing, roofing, and electric.

## **2023 Projects**

- Implemented Asset Essentials our new work order management software in late December 2022; the system went live January 1<sup>st</sup>, 2023.
- Responded to over 638 service call requests by city staff; in most cases we were able to handle the repairs internally. Average cost of \$116 and average 2 hours per work order. Over 1320 hours spent on work orders; 4 times as many as 2022, due to our ability of tracking work orders using Asset Essentials.
- Completed in-house bi-annual maintenance on all HVAC units and boiler systems
- Began servicing all overhead doors quarterly and have decreased costs with PM's tremendously.
- Dumpster Enclosure was built at the Airport; also painted two enclosures at City Municipal Building and the Depot.
- Contractor installed a mini split HVAC unit in the training room, allowing us to separate rooftop unit #7 which now will only serve the Law Department.
- Contractor replaced 3 sections of the municipal building roof in April, leaving 2 sections that still need replaced.
- Installed a sidewalk and walk approach at the airport.
- Replaced 8 feet of 6-inch water line at the pool, to repair a leak.
- Erected a way finding sign at the Oak Dale Cemetery; project to be completed by 2<sup>nd</sup> quarter 2024.
- Converted ceiling lights to LED at the Municipal Pool, Fire Division's bays #5 & #6; WWTP operations building and shop; sludge storage building, Municipal Building employee fitness room and basement areas; Police Division office areas
- Responsible for maintenance of decorative lighting citywide; we replaced 20 light bulbs under warranty, awaiting parts and poles to replace 8 lights that were damaged due to motor vehicle accidents.
- Govdeals – 21 City assets sold online; net sales: \$107,095.00; average \$5,099.00 per item sold. We increased net sales by nearly \$19,000.00 over 2022. We increased the items sold over the last 5 years and have steadily increased net sales every year.

## **Sharing Our Vision for 2024 and Beyond**

- Weidmann Park/Gwynne Street ball field renovations.
- Airport: Repair several buildings and paint dumpster enclosure.
- Replace wall packs and outside lighting at Business Office.
- Continue to build our work order- asset management system.
- Continue to convert City offices and buildings to LED lights. We have LED bulbs in approximately 50% of the light fixtures Citywide.
- Pool: Continue to work with Electrical contractors to replace service panel to the pool building and park sanitary sewer pump station. Begin maintenance preparations for the pool opening in May.

## **Water Joe Sampson: Superintendent**

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 2023 and before.

	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
Million Gallons Pumped/yr.	660.35 MG	555.032 MG	579.619 MG	581.166 MG	623.168 MG
Million Gallons per Day	1.779 MG	1.516 MG	1.588 MG	1.573 MG	1.689 MG
Population of Urbana	11,793	11,233	11,450	11,116	11,107
Gallons per Person	115 Gal/Day	133 Gal/Day	138 Gal/Day	141 Gal/Day	153 Gal/Day

## 2023 Distribution Repair Digs and Previous Years

<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Actual</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
59	50	58	42	38	43

## 2023 Accomplishments:

- High Service Pump #1 replaced and old pump rebuilt for a spare
- All interior water lines at 29 WTP painted
- Flow tested all wells for efficiency and production
- Rebuilt East lawn Water Tower SCADA system
- Received a grant for water leak detection equipment (\$9,500.00)
- Several insert-a-valves installed for water valve repair and replacement
- 5,258 OUPS water line locate request (increased from 2022)
- Implemented new backflow testing notification program
- New Booster Station Site preparation completed
- Started the Ohio EPA UCMR 5 testing mandate
- High Street Water line replacement project started
- Clear Well tank at the 29 WTP painted (looks like new again)
- West water tower painted on the inside
- East Lawn Water tower shut down for a complete washout
- New water taps for the new Phoenix Warehouse
- New fire line taps to the new Orbis addition
- Crack sealed parking lot at the 29 WTP
- New camera and bridge at the Old Troy Pike WTP
- Valve exercise program continued with several broken valves replaced
- All hydrants flushed by water department employees
- Several fire hydrants replaced and repaired
- More than 30 water service lines replaced with new plastic replacing lead and galvanized lines

**Note: These are just a few of the highlights of 2023 and do not reflect the many other accomplishments that were completed, or are in the process of completion.**

## Sharing Our Vision for 2024 and Beyond

- Capital Improvement goals for 2024 include but are not limited to:
  - GPS/GIS locations continuing for the distribution system (curb stops)
  - Carbon Exchange for Old Troy Pike WTP

- Completion of new booster stations
- West Court Bridge repair and water line replacement
- Begin inhouse leak detection
- RR Street Storm line project to start (possible water line work)
- Replace water department utility vehicle
- New Employee in the spring
- Continue to develop GPS/GIS system for greater asset management functionality
- Replace several more valves as part of the valve exercise program
- Begin Highland new housing development
- New staffing rules for Water Treatment Plants from EPA
- Compete water Tower location study
- Long Term Goals include:
  - Continuous analyzation of water loss in distribution system
  - Lead service line inventory for replacement
  - Assume responsibility for the Old Troy Pike WTP from Honeywell
  - Water line replacement in critical areas with severe past break history
  - Additional water tower added to east end after development studies are complete
  - Water Modeling Study incorporated into GPS/GIS system
  - State Route 29 WTP Iron/Manganese Filter Discharge to sanitary system
  - Complete feasibility study for Old Troy Pike WTP take-over from Honeywell
  - Finish painting all wells at the 29 WTP and Old Troy Pike

It has been another very successful year for the Water Division with the challenges that we all face. I am again proud to report that every task that was presented to this division was completed in a timely and professional manner. When it looked like we may not make our goal, other divisions of Public Works were willing to step in and help us complete our mission. I am equally proud that we, too were able to assist other divisions to help them meet their goals. We have a great team and will continue to expand our abilities.

### **Water Reclamation Facility (WRF) Zachary Herrmann: Supervisor**

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. The City is also required 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 permitted under the Pretreatment Program in 2023. The IU's currently account for approximately 35% of Urbana's total daily flow. In addition to protecting waters of the State, the City of Urbana is regulated by the State of Ohio to protect public health.

### **2023 Year in Review**

- The WRF treated 522.9 million gallons of wastewater, with an average daily flow of 1.526 MGD.
- Recorded a total of 42.99" of precipitation in 2023. This was a 6.4% decrease and 2.77" less than 2022. 2023 was 2.99" above the 30-year average.
- As a by-product of domestic and industrial wastewater treatment, the City of Urbana land applied 298 dry tons of bio-solids throughout 2023.
- Operated all of 2023 without any NPDES permit violations.
- Operated all of 2023 without any lost-time accidents.
- The City of Urbana operates and maintains a Septage Receiving Facility with 14 registered haulers. In

2023, we accepted 6.3 million gallons of septic tank waste originating from Champaign and surrounding counties.

- The WRF finalized the Septage Receiving and EQ Basin project. The completed project allows the septage haulers to unload their trucks to a storage tank where the screened septage waste is pumped into the treatment process at a consistent rate. In return, improving the biological treatment process throughout the facility.
- Urbana's industrial pretreatment group conducted 2 sampling events and an annual inspection for each of the 5 industrial users in the pretreatment program. In 2023, there were no significant noncompliance violations that occurred.
- The City of Urbana currently has 3 staff members that hold State of Ohio operator certification Class III wastewater licenses, 2 staff members with class I wastewater license, and 2 staff members with a class I collections license.

Staff also oversees the Ohio EPA regulated Compost Facility located on Muzzy Rd. In 2023, the compost facility was managed from April-December, and received an estimated 8,071 cu/yds of yard and tree waste.

## **2024 and Beyond**

- Assist staff with professional development goals
- Continued plant maintenance and modifications for equipment longevity, and operational efficiency
- Continue to improve asset management and online work orders to improve administrative and operational efficiency

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 Brad Yost: Supervisor**

The City of Urbana maintains 77 miles of sanitary sewer; 87 miles of storm sewer infrastructure; 4 major lift stations located at the Vancrest Nursing Home, Melvin Miller Park, The Woodruff Farm and Old Troy Pike; and 2 blower systems at the closed City landfill.

- Received 65 sewer calls due to potential back-ups; increase of 1 call over 2022.
- Completed 24 sanitary sewer digs; doubled digs from 2022.
- Completed 3 Storm Sewer digs.
- Completed 60 camera inspections of sewer laterals; a free service offered by the City to the citizens of Urbana; increase of 5 from 2022.
- Performed 75 hydro excavations. This is a decrease of 18 from 2022.
- Performed 5,258 OUPS locates for the year averaging 438 tickets per month; decrease of 19 tickets from 2022. 2022 was the highest year for tickets and 2023 comes in second over the 10-year average.
- Cleaned 78,940 feet (15 miles) of sanitary and storm mains. This completed 4<sup>th</sup> ward cleaning
- Inspected 64,275 feet (12.25 miles) of sanitary and storm mains. This completed 4<sup>th</sup> ward inspections.
- The Urbana City Sewer staff coordinates the gas monitoring of the closed landfill located at Children's Home Rd. including quarterly gas monitoring; maintain the blower systems including daily operations.
- Hauled 100,000 gallons of back flush water from old troy pike and State Route 29 water plants to the WRF. Decrease of 10,000 from 2022 due to changes in the water plant operations.
- Staff replaced 50 manholes in our Manhole Replacement Program; 10 of those were storm manholes; 40 of those were sanitary manholes. 80 additional manholes were replaced during paving projects and were completed by contractors.
- Continued to maintain 4 sanitary pump stations. We acquired a 4<sup>th</sup> pump station on old troy pike in the 2<sup>nd</sup> quarter of 2023.
- We used Cured-In-Place Pipe (CIPP) Liner to line 1850 feet of sanitary main.

## **Sharing Our Vision for 2024 and Beyond**

- Staff to begin cleaning and camera inspection of sanitary sewer 1<sup>st</sup> ward. This will be the second round

of cleaning and inspecting since implementing a routine cleaning and inspection rotation in 2018.

- Replace sanitary force main that services Trutec on Upper Valley Pike.
- Replacing our 2016 Ford F250 in 2024.
- Replacing our Envirosight push/ pull inspection Camera in 2024. Current camera is 10 years old.
- Our goal is to repair and or replace 70 manholes this year.
- Demolish the former Gwynne Street pump station building.
- Use CIPP liner to line 1500-2000 feet of Sanitary main per year.
- Upsizing pipe in various locations in town for future use and expansion. North Oakland and Boyce.

## **Street Mark Muirhead: Supervisor**

### **Activity Summary:**

- Street Maintenance:
  - Responsible for over seventy (70) miles of roadway within the corporation limits.
  - Street sweeper kept busy cleaning the main routes, secondary streets, and many side streets throughout town.
    - Collected 109.64 tons (110 yards) of debris over the year.
  - Supported all other public works divisions with various projects requiring heavy equipment needs. The trained operators and the heavy equipment were furnished by the Street Division.
  - The Street Division had one new hire in 2023, Alex Beverly.
    - Alex brings numerous important skills to the division: certified diesel mechanic; and truck and machinery fabrication skills.
  - Repaired 5 catch basins throughout Urbana to improve our storm water collections system.
  - 2023 recorded a relatively light year with a total of 5 snow events in January, February and December resulting in 7.3 inches of measurable snow.
    - This requiring 144.5 regular man-hours, 173.25 overtime hours and 193 tons of salt spread to clear city streets.
  - Hot Mix Program continued in its 2<sup>nd</sup> year in 2023
    - 91 utility service dig locations in the streets were restored.
    - Several other areas throughout the City of Urbana were milled down and re-asphalted to repair bad sections on streets.
    - Over 4000 square feet of 12" full depth reclamation work was completed on the Miami Street project ahead of the paving.
    - Special thanks to Facilities, Water and Sewer Divisions for their assistance with this program.
  - Tree trimming hours logged were 146 manhours.
    - This is down from 414 hours in 2022 due to the bucket truck being out of service since January 2023.
  - Reported a total of 53 street light outages to Miami Valley Lighting and 4-night guard outages to AES-Ohio.
  - Held training for all public works members on proper traffic control within a work zone.
  - Responded to a total of 5,258 OUPS tickets received for locating of underground electric for decorative lighting and traffic signals.
  - There was a total of 51 special events in 2023. (Up from 33 in 2022) Many of these involved some form of assistance from the Street Division.
  - 150 gallons of yellow paint was used to paint curbs on the mains and secondary streets.
  - Repaired several eroded banks that washed away at Dugan's Ditch; a number of sandbars were also removed from several locations of the ditch.
  - Worked with Zoning and Compliance to address several line-of-site issues throughout the city.
    - The goal is to make traveling through intersections safer for motorists.

- Stop sign locations were adjusted to help with the line of sight.
- New salt barn preparations completed in-house by the Street Division.
  - The 62' X 84' building pad was completed to grade and is ready for the building.
- Completed several repairs/upgrades on The Depot's parking lot ;
  - Drainage issues were corrected to eliminate standing water in the lot and now allows water to run-off to the north end of the lot.
  - Deteriorated blacktop was milled out and replaced with new asphalt.
  - Asphalt lot was sealed and parking spaces were adjusted and new lines painted.
- Leaf pick-up was completed on 12/15/23. A total of 194.5 loads of leaves were collected and hauled to our compost facility.
- State Route 54 cemetery curve berm work was completed to eliminate the years of washing out on the inside radius of the curve.
  - Grade to the cemetery property was adjusted to allow water to flow off the roadway and into the cemetery to a catch basin, rather than flow along the edge of the blacktop causing the repeated washing out of the berm.
  - The berm was reconstructed and to date the berm has remained intact and held up well.
- The Street Division received several new or used pieces of equipment:
  - A second dump truck was outfitted with a new asphalt tarp for our hot mix program.
  - Replaced our 2012 skid loader with a new 2023 John Deere.
  - Purchased a used 6-way blade attachment for the skid loader.
- The DORA program was launched.
  - All 33 concrete stencil locations were painted to mark the DORA boundaries.
- Chemical Pesticide spray program
  - 680 concentrate ounces of pesticide was sprayed covering 376,786 square feet of ground to control grass and weeds.

### **Sharing Our Vision for 2024 and Beyond**

- Inspect all hanging signs and traffic signals for wear and condition.
- Reach arm mowing around fields at Pointe North when frozen solid.
- Continue divisional and various public works training.
  - Snow plowing and salting training is this winter's priority.
  - The goal of this training is;
    - Safety for employees and motorists during a winter event.
    - Consistency, efficiency and effectiveness of our winter operations.
- Paint exterior of buildings at Taft Avenue facility. (Materials were donated)
- Remodel the 2nd office building bathroom. (Materials were purchased when the 1<sup>st</sup> bathroom was done in early 2023)
- Continue gaining knowledge, costs and potential savings with winter brine pre-treatment and Beet Heet application options to reduce salt usage.
- Replacement of the departments 1993 dump truck with a new truck.
- Continue necessary tree trimming
- Install a catch basin and roughly 250' of underground pipe to the sanitary sewer for the new salt barn.
- Continue to work with Engineering to remove specific unwarranted traffic signals at select locations throughout the city, such as E. Lawn Ave and East Ward Street.
- Intensify and improve our sign inventory system.
- Hot Mix Asphalt Program will continue on N. Main Street and various other locations, similar to what was done on Miami Street as well
- Additional curb painting and street line painting.

# **TECHNOLOGY**

**CCTSS Seth Markin: CEO**

**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 2023**

- UPD
  - Body Camera Project
    - Docking Station Install
    - Outdoor Wifi Sync
    - Active Directory Integration
- Core POE Switch Replacements
  - Administration - WRF
  - Fire Dept.
  - Police Dept.
- Phase 2 – Network Disaster Recovery
  - VM Replication Install and Configuration
  - QNAP Install and Configuration
  - Create DR VPN Group
  - Manual DR Testing and Procedure Documentation
- Firewall Replacements
  - Main City Firewall
  - Water/Street Dept Firewall
- Endpoint and Email Security
  - Management Console Deployment
  - AV Installation
  - 365 Integration

## **Sharing Our Vision for 2024 and Beyond**

- Data Center Project
  - Citrix Licensing/Service Agreement Renewal
  - Hypervisor Update
    - Update Pool A & B
      - SVR-DC2
      - SVR-DC3
      - SVR-Apputil3
      - SVR-Fileprt2
      - SVR-WWTP1
      - SVR-CMI
      - SVR-POL2
- Network Storage
  - Centralized Storage Expansion

- Firewall Upgrades
  - DNS Updates
    - Grimes Field Airport
    - WRF
    - Main City
    - Pool
    - Old Troy Pike
  - Static IP Update
    - WRF – Backup Data Center
- Data / Cabling Upgrades
  - Admin Data Closet / Main Server RM
    - Add Rack
    - Punch all cables and label
    - Color Code Uplinks
- Admin Wifi Project Install/Replacement
  - Centralized Management

## **ZONING & COMPLIANCE**

**Preston Carter: Zoning Officer**

### **Overview**

The Department of Zoning & Compliance 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.

### **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 2023, the Planning Commission reviewed 11 applications including:

- Site Plan Review for Dollar General
- Site Plan Review for Starbucks
- Site Plan Review for a multi-use complex located at 1300 S. Main
- Site Plan Review for Huey’s Coffee
- Multiple zoning map updates
- Multiple sign proposals

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

In 2023, the Design Review Board reviewed 9 proposals including:

- Multiple façade renovations
- Multiple signs
- The city’s first mural project

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 2023, the Board of Zoning Appeals heard 25 cases. The variances requested included:

- Front, rear and side setbacks
- Paving requirements for parking areas and driveways
- Minimum lot area and width
- Minimum floor area
- Accessory structure with no principal structure
- Requirement to install sidewalks

The Conditional Use requests included:

- Auto-oriented uses
- Multifamily dwellings in an R-2 District
- Educational Institution in a R-2 District
- Single Family Dwelling in a B-3 District

## **Permits**

In 2022, the department issued 136 zoning related permits:

- 10 Principal Structure Permits
- 47 Accessory Permits
- 44 Fence Permits
- 32 Sign Permits
- 3 Flood Plain Permits

## **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 total, 139 code violations were issued in 2023. These violations included:

- Accumulation of trash and debris
- Indoor furniture stored outdoors
- Inoperative and/or unlicensed vehicle
- Accumulation of earth, rubbish or other material
- Campers, recreational trailers, utility and commercial trailers being parked on unapproved surfaces
- Commercial, recreational and motor vehicles being parked on unapproved surfaces
- Building materials in excess of thirty days
- Fence without permit
- Tree/plant/bush/shrub obstruction traffic
- Semi-trailers and commercial trailers shall not be parked, kept or stored in residentially zoned areas
- Structure without permit
- Overgrown shrubbery onto sidewalk
- Fence construction and maintenance
- Fence material
- No occupancy of a camper, travel trailer, or motor home allowed for greater than 72 hours
- Hazardous falling or likely to fall tree/branch

## **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 2023, there were 54 violations issued. The City's Parks and Recreation Department, on behalf of the Zoning & Compliance Department, completed 26 grass/weed abatements.

## **Lodging Tax**

The Zoning Department assists the Finance Department with the Lodging Tax Ordinance by making sure that every lodging establishment within the City has been registered and follows the requirements set forth in the ordinance. In 2023, 12 entities registered with the city to collect lodging tax.

## **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.

## **General Accomplishments**

- Initiated regular group meeting dates with UFD Fire Inspector, Champaign County Health Department and Champaign County Building Regulations regarding a number of nuisance properties
- Worked on legislation currently being reviewed by Planning Commission to adopt and implement the 2024 Property Maintenance Code.
- Assisted in developing new review processes for proposed murals
- Assisted in developing new review processes for proposed building demolitions
- Worked with the County Health Department, Urbana Police Department and other internal city departments to improve and streamline the process of condemnations and the resulting enforcement due to water shutoffs, poor conditions, etc.
- Assisted in the overhaul of Chapter 1339, the city's nuisance code, which included the expansion of definitions and updates to notification procedures.
- Working on overhauling Chapter 1112 which establishes the City Center Heritage Overlay District as well as the associated Design Review Board Guidelines.
- Working on overhauling Chapter 1137, the City of Urbana Sign Code.

## **Sharing Our Vision for 2024 and Beyond**

- Simplify city processes, forms, applications, etc. to be more customer-friendly and easy to understand for the public.
- Continue to update and/or rewrite outdated ordinances to address current issues.
- Continue to establish strong relationships with citizens and setting clear expectations and providing high-level customer service.
- Continue to implement process improvement wherever possible.
- Establish and launch a program to turn vacant/nuisance properties back into productive use.