



132 North Elmwood Ave.
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www.medinaoh.org

CITY OF MEDINA

2018 Year End Report

Mayor Dennis Hanwell

Jarrold Fry, General Manager Medina TV
Dan Gladish, Building Official
Gregory Huber, Law Director
Chief Edward Kinney, Police Department
Kimberly Marshall, Economic Development Director
Jonathan Mendel, Community Development Director
Chief Robert Painter, Fire Department
Patrick Patton, City Engineer
Nino Piccoli, Service Director
Jansen Wehrley, Parks and Recreation Director
Mike Wright, Medina Community Recreation Center Director
Sherry Crow, Administrative Office Manager

Preserving the Past. Forging the Future.



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February 27, 2019

Dear Council, Public and Media:

I am honored to present you with the 2018 yearend report for the City of Medina. This report is very detailed and comprehensive, so I will simply provide a few highlights. The department heads and I would be happy to answer any specific questions that may arise after your review. I could not be more pleased to share with you the many positive activities and programs the city staff are involved in. Council is an integral part of supporting and assisting the city Administrative offices in providing various services to our constituents. We are blessed!

The Building Department has seen a steady increase of contractor registrations over the past four years. I am certain, and it has been confirmed by numerous contractors, that the City of Medina is a preferred place to do work. This is due in large part to our positive customer service model, friendly staff, issuing of permits in a timely manner, and prompt inspections of projects to keep projects moving. We have also seen significant increases in the value of construction over the past four years, as well as revenues generated from permits issued by our Building Department. The department has secured a Community Development Block Grant Allocation in the amount of \$15k for Property Maintenance Code Enforcement. When inspectors charge hours to these inspections, we thereby save local tax dollars that otherwise would be expended for same. This grant assists us in keeping the housing stock of our city in good and safe condition.

The city's Community Development Department encompasses the Building Department, Economic Development Department, as well as Planning and Zoning Department for the city. This collaborative approach permits staff to be used to assist all three divisions at one counter. It is also more customer-friendly, so there is one place to stop to have questions addressed from all three departments. The Community Development Department assists with our grant administration as well. These major grants include, but are not limited to, \$150,000 in Community Block Grant Allocation that funds Medina County Transit, our code enforcement program, sidewalk improvements in our city, and our fair housing program. The second grant is \$647,700 for our Community Housing Impact and Preservation Grant that we administer in partnership with the City of Brunswick. The two aforementioned grants provide administrative dollars to offset staff time, thereby saving our local tax dollars.

The Economic Development Department has continued to see a considerable amount of commercial and industrial growth. The grand total of investment was \$153,622,538 in 2018

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compared to ~ \$116m in 2017. This included 26 new businesses, 24 business expansions, and 32 business renovations. We continue to meet with new businesses in conjunction with partner agencies, Main Street Medina, Greater Medina Chamber of Commerce, Jobs Ohio, Team NEO, Medina Fiber Network, and Medina County Port Authority, as well as each department head. This provides an opportunity to meet and interact with prospective business owners and discuss local incentives as well as our Community Government Model. This approach has been very well received and presents the city in a very positive manner.

Our Engineering Department is responsible for improvements to our water system, streets and storm water management. I will note for our new Council members that when the city replaces a street, we replace all of the existing infrastructure under the street as well. This is a planned approach to avoid having to dig up newly installed street in future due to water leak, storm sewer failure, etc. This means the costs of our projects are higher than just the street pavement cost, but will last for 30 plus years without needing any attention or maintenance. In 2018, construction projects were \$17,805,111, which were paid for predominantly with grant dollars (\$15,401,369) as compared to local dollars (\$2,403,742). The Engineering staff is to be commended for seeking and being awarded these grant monies to save our local funds for other projects. Design and planning efforts for 2019 and 2020 projects amount to over \$4.2m in future projects, of which over \$1.2m is grant monies compared to over \$2.9m in local funds. Our Engineering Department staff have also been helpful with the documentation and working with the state on our capital grant for our new parking deck south of city hall.

With the recent addition of fire services to Medina Township, the City of Medina Fire Department now provides fire, rescue, and medical first responder services to Medina City, Medina Township and Montville Township. This district covers 50.4 square miles and 10.5 miles of Interstate highway, as well as services ~47,200 residents in this geographic region. As you will see from the statistical information provided, the City of Medina has the largest volume of calls from fire staff, followed by Medina Township and then Montville Township. When reviewing inspections performed, it follows the same breakdown. The talks and feasibility study (grant from the OH Auditor of State office) continue to explore the viability of a fire district for our region. These talks and meetings will continue in 2019.

The Law Department is comprised of four part-time prosecuting attorneys, a full time clerk and a part-time clerk. The prosecutors handle cases in Medina Municipal Court for police agencies filing cases in northern 2/3 of Medina County, as well as provide legal advice and case consultation to agencies in that same region. The Law Department also reviews and approves all contracts and legal matters involving the City of Medina.

The Medina Community Recreation Center celebrated its 15th Anniversary with various events and T-shirts for continuous members. The staff oversaw the outdoor pool operations for our second year and revenues generated nearly covered costs for 2018. More sponsors are helping support the MCRC and Medina Schools. We further implements a number of patron enhancements such as monthly payment option, new credit card software and new

membership software, both of which were a cost savings to the city. The new fitness room addition was discussed and planned throughout the 2018 year. We hope to break ground in 2019. This will be a great addition and help draw new members looking to train with such equipment.

Medina TV has offered programming on the city (Channel 37) and educational (Channel 201) channels as well as on YouTube, Facebook, and MedinaTV.org. The Medina TV team is very instrumental in documenting our Economic Development Ribbon Cutting events. They spent all of 2018 documenting and creating an archive of the numerous Bicentennial events in our community, thanks to the Bicentennial Committee. Miles Reed worked two years to put together an eight-part series of Medina's business and industry history. This will preserve the story for future generations. Matt Tomek worked with Councilman Bill Lamb on a project to document housing in our community over the past 200 years. Again, this effort will preserve the story for the future. Medina TV continues to look for new opportunities to promote our great city and has been posting programs on Facebook, YouTube and Podcasts to share programming with more and more people. Last, but not least, Jarrod and Miles both assisted the city with the redesign and creation of our new city website. It accomplished our goal of getting users to their website destination of three clicks or less.

The Medina Police Department has progressed very positively under the leadership of Chief Ed Kinney. A second Lieutenant was promoted to provide a more reasonable division of responsibilities. The Chief has implemented programs to replace outdated radios, outdated handguns, as well as outdated body and car cameras. Our canine unit was reinstated as well as our bicycle unit. The Police Department took over policing services for the Township of Lafayette for the last quarter of 2018. The Trustees and residents have all reported very positive responses to our presence and proactive community policing model. The department has been very active and engaged with various community groups and associations to further reinforce the community policing mission.

Our Parks Director, Jansen Wehrley, oversees our parks, cemetery and forestry divisions. This was a strategic alignment of these three divisions to permit us to share staff from each to support and accomplish the many tasks in a more efficient and effective manner. Our parks system has nearly 182 acres that are maintained including 11 pavilions, 11 soccer fields, 14 baseball fields, one football field, two disc golf courses, 16 miles of mountain bike trails and five miles of paved multipurpose and nature trails. The parks staff also care for the Uptown Park, the heart of our community, as well as the 71 flower urns that beautify our Historic District. Our Forestry Division maintains over 13,500 street trees on a five year prune cycle. Our city has been designated a Tree City USA for the past 36 years. Our Cemetery Division maintains over 35 acres of property at both the Old Town Cemetery and Spring Grove Cemetery. The city is still pursuing a second columbarium wall. The Cemetery Division works collaboratively and cooperatively with the Friends of the Cemetery.

The Service Department is comprised of four divisions - Sanitation, Streets, Vehicle Maintenance and Water. The Sanitation Department picks up trash and waste from residential, commercial and industrial customers. We regularly receive compliments on our Sanitation staff and the rates for taking whatever is placed at curb for the same monthly fee. In 2018, the residents and staff were able to divert over 224 tons of yard waste from going to landfill. This is a 70 percent increase from 2017 collections of same. The Street Department handles a variety of tasks, depending on season. These include pavement paintings, street cleaning, leaf collection (920 tons collected in five rounds), snow and ice removal, sign maintenance, street repairs, traffic signal maintenance and repair, as well as storm water maintenance and repair. We use available staff from other departments during snow emergencies to provide 24/7 coverage from available CDL certified drivers. Our Vehicle Maintenance Department handles repairs, service, and preventative maintenance on variety of city equipment and vehicles. One of our mechanics is certified by the Ohio Association of Emergency Vehicle Technicians and can work on city fire trucks and apparatus. Under our Fire Contract with Montville and Medina Townships, we are also responsible for maintaining their respective fire apparatus. Our Water Department handles water service to our area businesses, residents, and industry. Their services include disconnections for non-payment, water meter change outs, water permits for new customers, backflow testing, hydrant flushing, utility locates, water break repairs, and water quality testing as required. We continue to work on changing over our meters to radio read for time saving. We are also proactive in alerting customers when high reads of meters are observed to avoid higher bills for extended time period.

In closing, I could not be more honored or proud to be the Mayor of this great City of Medina. The city is fortunate to have the staff, leaders, and our collaborative working relationship between the city Administration and Medina City Council. The city continues to look for opportunities to collaborate and regionalize services in a more cost effective manner. We are blessed to have a vibrant Historic District, outstanding school systems, excellent medical facilities, and an industrial base that continues to grow and expand, thereby keeping taxes low for our residents. Our Community Government Model provides services that create a positive customer and business service model. The growth and interest in our city is directly attributable to our staff who serve the community day in and day out in a respectful, polite, courteous, and professional manner.

Respectfully,



Dennis Hanwell

Mayor/Safety Director

City of Medina



City of Medina

Building Department

Annual Report - 2018

Summary of 2018

Strategic Highlights

The department was able to successfully provide exceptional customer service and compliance during this busy year! We thank the Businesses, Contractors, Departments, and Residents for their collaboration on this year's projects, in which is displayed in the growth of this City.

We strive to protect the public safety, welfare and preservation of this community!

Financial Highlights

We were awarded the CDBG Allocation Grant in the amount of \$15,000 for Property Maintenance Code Enforcement. This grant funds neighborhood focused areas that are inspected on the exterior for Property Maintenance violations. This is a systematic and proactive approach to addressing code violations to ensure preservation of the Community.

The revenue generated for 2018 exceeded the previous years and covering the department total annual operating expenses.

Operating Highlights

It was an amazing team effort in 2018!

We received large scaled Commercial Projects this year totaling (7) Additions 61,015 s.f., (8) New Buildings 647,496 s.f., and (48) Alterations 148,657 s.f.

The inspectors did an excellent job with the substantiality increased and extensive inspections needed due to the large projects.

It was with great honor to assist in the 911 Memorial Monument and Pavilion Project!

Looking Ahead

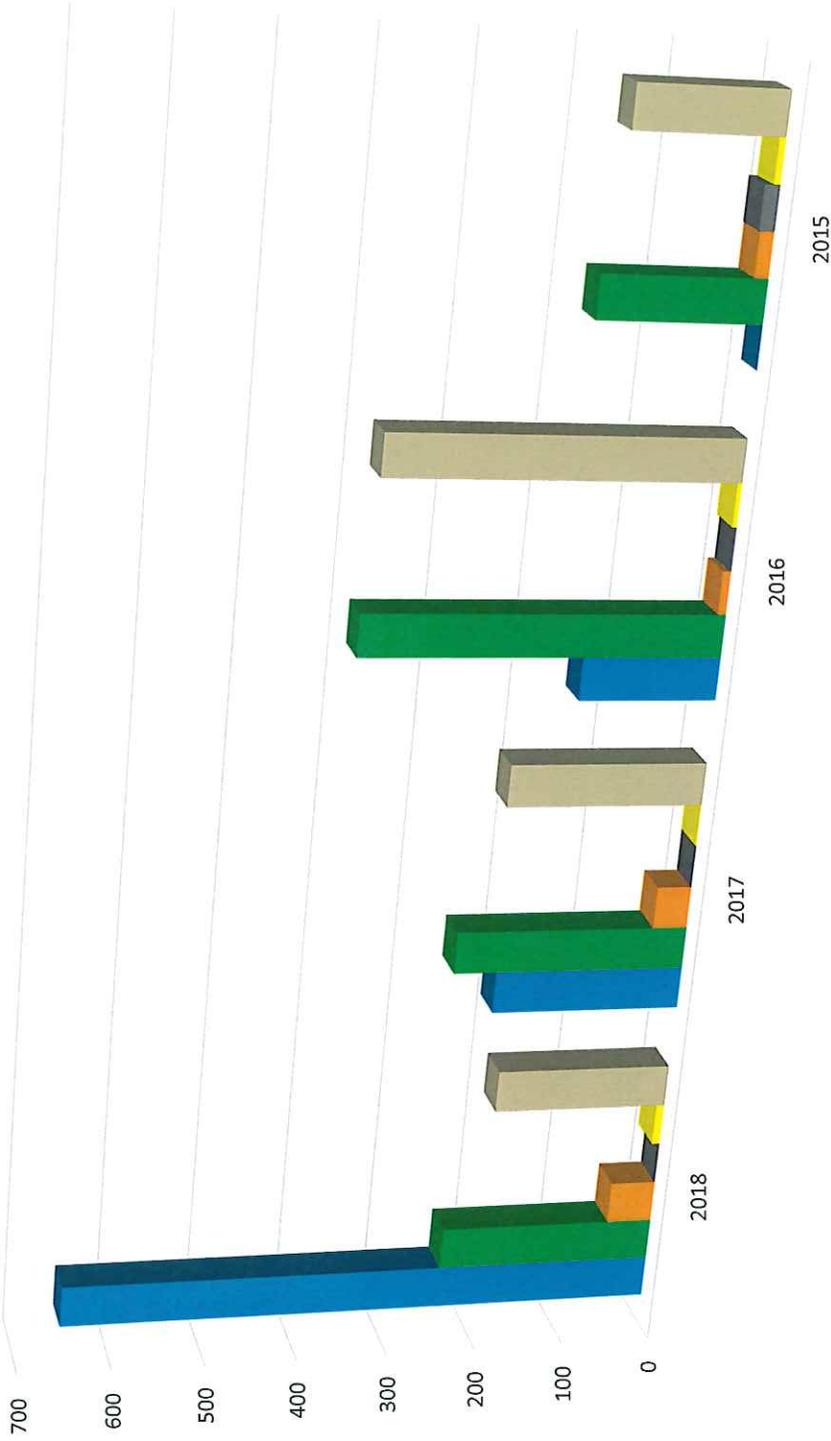
Our goal is to continually provide exceptional customer service, streamline operational processes, acquire education of the Building Codes, and to better serve the community.

Dan Gladish
Chief Building Official



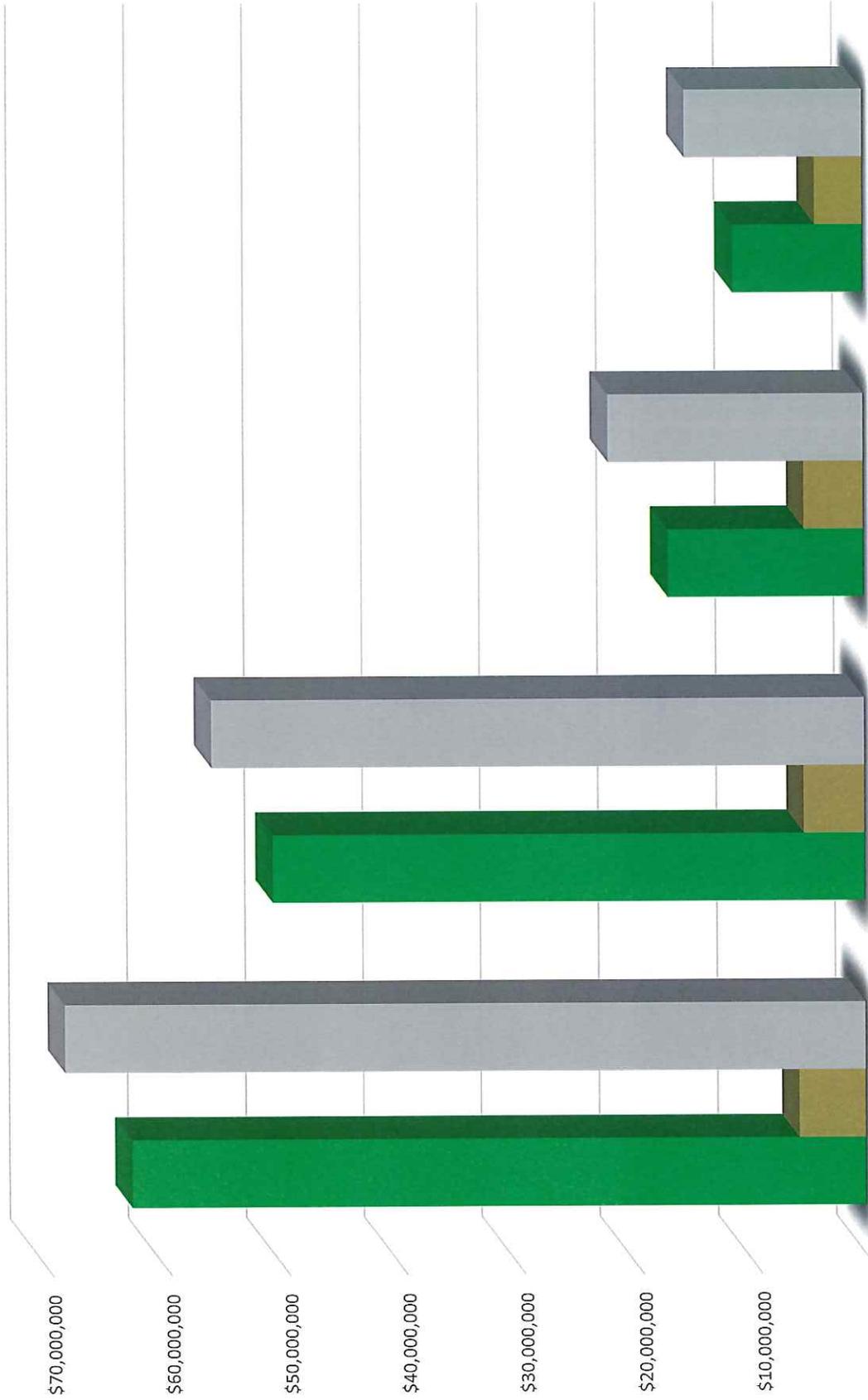
"The City of Medina Building Dept. strives to protect the Public Safety, Health & Welfare of the Community through Building Code Enforcement."

Property Maintenance & Code Enforcement



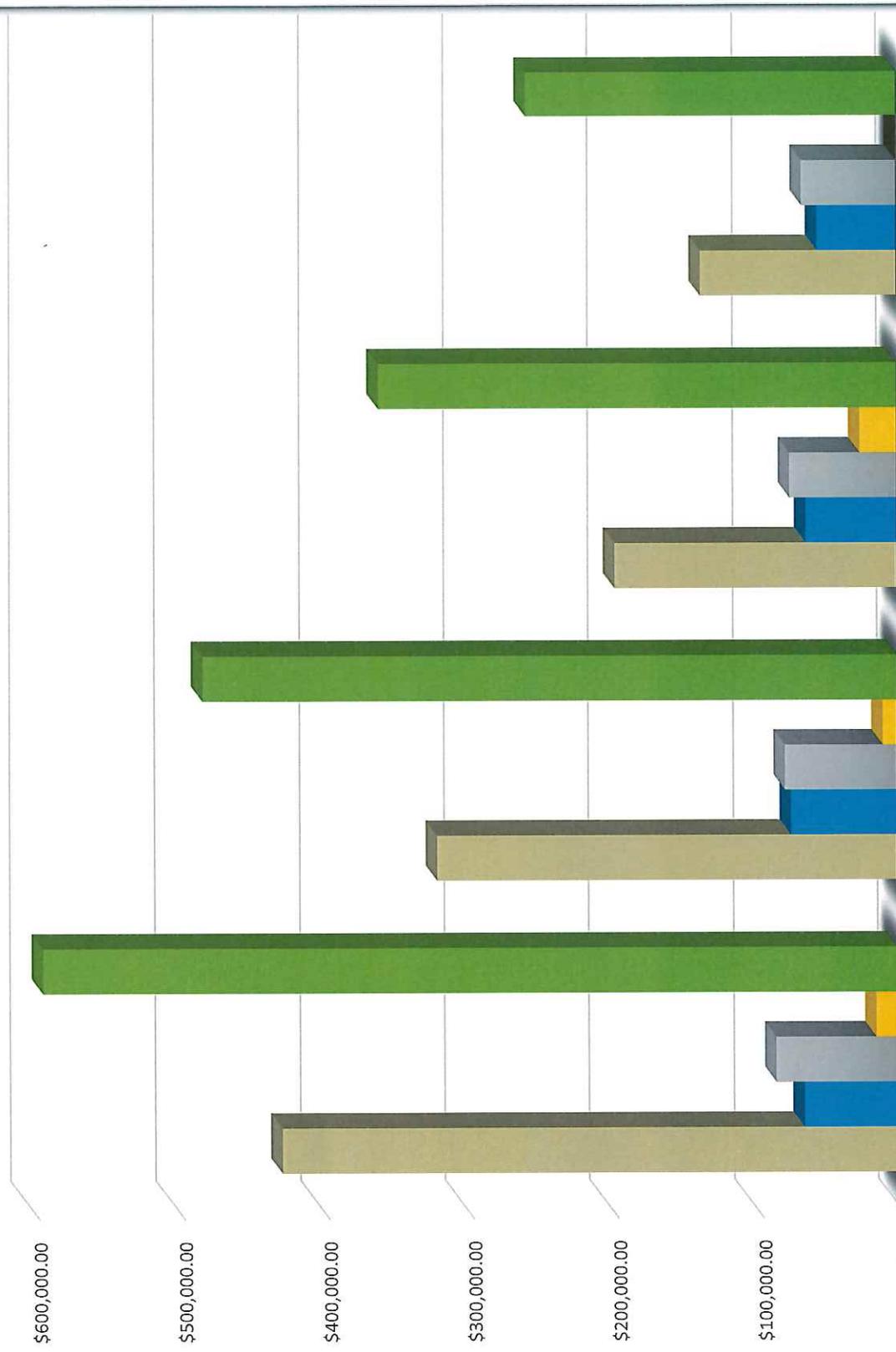
	2018	2017	2016	2015
CDBG Grant Code Enforcement Survey Inspections	652	208	150	0
Complaint Inspections	238	255	390	176
First Letter	50	38	9	15
Second Letter	1	1	2	16
Court Filings	9	1	5	7
Closed Complaints	193	215	381	160

Estimated Value of Construction



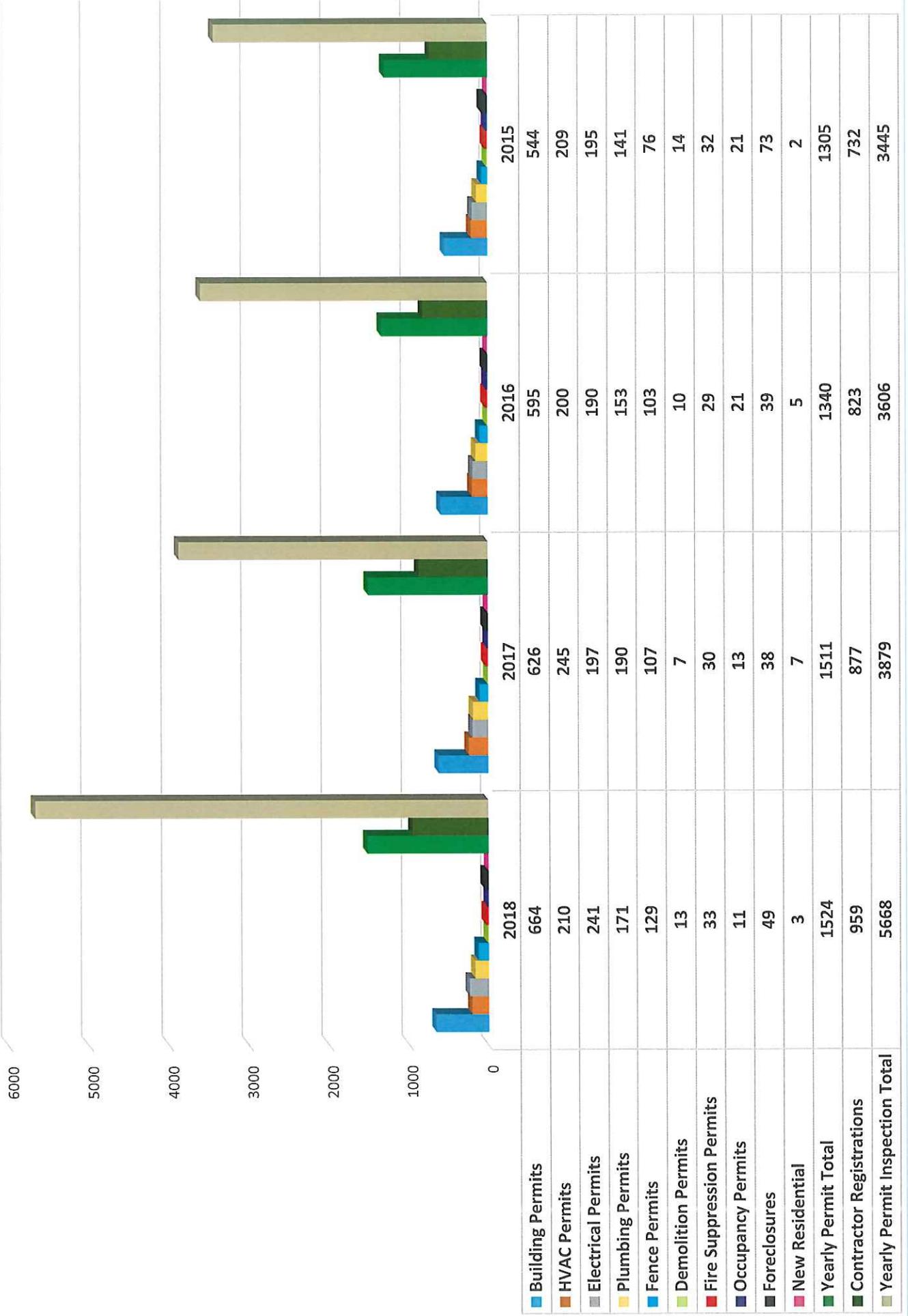
	2018	2017	2016	2015
Commercial	\$62,199,601	\$50,218,137	\$16,599,657	\$11,052,636
Residential	\$5,636,872	\$5,149,301	\$5,042,021	\$4,038,700
Total	\$67,836,473	\$55,367,438	\$21,641,678	\$15,091,336

Revenue Generated



	2018	2017	2016	2015
Commercial Permits	\$426,478.00	\$318,761.00	\$195,554.00	\$135,915.00
Residential Permits	\$64,948.00	\$73,891.00	\$63,205.00	\$55,032.00
Contractor Registration	\$84,685.00	\$78,050.00	\$74,450.00	\$65,700.00
Code Enforcement Grant	\$15,000.00	\$10,000.00	\$25,800.00	\$0.00
Total	\$591,111.00	\$480,702.00	\$359,009.00	\$256,647.00

City of Medina Building Department - Annual Report 2018





CITY of MEDINA
Community Development
 132 N Elmwood Street
 Medina, Ohio 44256

Community Development Department 2018 Annual Report

Community Development Mission Statement:

The City of Medina Community Development Department is dedicated to enhancing Medina's quality of life by using a responsive, innovative approach in partnership with our citizens toward the common goal of preserving the community's established values.

Planning & Zoning Department

Development Review

The city development review bodies (Historic Preservation, Board of Zoning Appeals, and Planning Commission) are overseen by the Planning Department. These bodies are typically the first step in the development approval process for commercial and industrial development.

Total Cases				
Board	2018	2017	2016	2015
Historic Preservation	23	13	24	28
Zoning Appeals	21	15	28	31
Planning Commission	36	31	35	36

Projects of note reviewed by the Boards are detailed under the Economic Development business Expansion section.

Zoning Enforcement Efforts for 2018

Sign permits Inspected	Property Maintenance/ Zoning Compliance Inspections	Fence Permits Inspected
84	260	128

Grant Programs

PY17 Allocation Grant

In the spring of 2018, the city applied for and received a \$150,000 Community Development Block Grant Allocation. The grant runs from September 1, 2017 through October 31, 2019. Below are the projects to be completed with the grant:

Activity	Funding Amount	Status
Medina County Transit	\$22,500	1 year completed
Code Enforcement	\$30,000	1 year completed
Sidewalk Improvements	\$82,500	Not started
Fair Housing Program	\$5,000	1 program year completed
Administration of Grant	\$5,000	ongoing

PY16 Community Housing Impact and Preservation Grant

In the spring of 2016, the City of Medina applied for a Community Housing Impact and Preservation Grant (CHIP) in Partnership with the City of Brunswick. Both Brunswick and Medina received approximately \$400,000 in funding. The city was awarded the grant in the amount of \$800,000. This was a two year grant that ran from September 1, 2016 through December 31, 2018. Below are the activities and outcomes for the 2016 CHIP grant:

Activity	Funding Amount	Status
Private Rehabilitation	\$453,500	11 Private Rehabilitations Completed 3-City of Brunswick 8-City of Medina
Home/Building Repair	\$239,500	25 Home/Building Repairs Completed 13-City of Brunswick 12-City of Medina
Rental/Housing Assistance	\$11,000	A total of 10 households were assisted in Medina and Brunswick.
Fair Housing Program	\$3,800	1 Program was completed over 2 years.
Administration of Grant	\$92,200	Completed

The City of Medina and the City of Brunswick worked closely with CT Consultants to complete a successful Community Housing Impact and Preservation Program which met or exceeded our outcomes of households assisted.

PY18 Community Housing Impact and Preservation Grant

The City of Medina issued an RFP/RFQ in the spring of 2018 for a CHIP grant consultant. The Ohio Regional Development Corporation was awarded the contract for the completion and submittal of the application, the implementation and administration of the 2018 program. The city looks forward to working with the Ohio Regional Development Corporation over the next two years for a successful Community Impact and Preservation Grant program.

In the spring of 2018, the Ohio Regional Development Corporation, on behalf of the City of Medina, applied for a Community Housing Impact and Preservation Grant (CHIP) in Partnership with the City of Brunswick. The competitive application was successful and the city was awarded a grant in the amount of \$647,700. This is a two year grant which runs from September 1, 2018 through December 31, 2020. Below are the activities, funding amounts, and projected Outcomes for the 2018 CHIP grant:

Activity	Funding Amount	Projected Outcome
Private Rehabilitation	\$339,000	8 Private Rehabilitations
Home/Building Repair	\$198,000	14 Home/Building Repairs
Rental/Housing Assistance	\$33,000	6 households assisted
Fair Housing Program	\$2,000	1 Program completed over 2 years.
Administration of Grant	\$75,700	Ongoing

City of Medina Economic Development 2018 Year in Review

Medina County Workforce Statistics

- The unemployment rate for Medina County started at 4.8% in January 2018 and the year at 4.2%
- The civilian labor force numbers started at 93,600 in January 2018 and ended the year at 94,600
- Total number of unemployed workers in the county as of January 2018 was 4,500 and by the end of the year had decreased to 4,000
- The annual unemployment average for Medina County in 2018 was 4.2% (*Source – Ohio Labor Market Information, Civilian Labor Force Estimates*)

Business Attractions

- 17 Public Square – 17 Public Square
- Aldi's – 1180 North Court Street
- Area Delivery, Inc. – 245 State Road
- Aspen Dental – 941 North Court Street
- Bee Healthy Nutrition – 44 Public Square, Suites 3&4
- Cocoa Gourmet Artisan Chocolates – 102 West Washington Street
- Elemental Boutique – 46 Public Square, Suite 4
- Greater Medina Chamber of Commerce – 211 South Court Street, 2nd Floor
- Hutch Sports – 755 W. Smith Road, Unit A
- Jobs Ohio – 60 Public Square
- Kay Jewelers – 1207 North Court Street
- Kraft Werks Engineering LLC – 935 Heritage Drive
- Mixology Hair Salon – 740 E Washington Street
- Moceanu Gymnastics – 734 Progress Drive
- New Leaf Massage & Wellness – 1075 South Court Street, Suite 200
- Orangetheory Fitness - 1120 North Court Street
- Pulp Juice & Smoothie Bar – 1122 North Court Street
- Ravago Americas, LLC – 5192 Lake Road
- Riztech Computer Sales & Repair – 115 South Court Street
- Shine Acupuncture & Wellness – 805 East Washington Street, Suite 230
- Serenite' Restaurant – 538 West Liberty Street
- Sgt. Clean Carwash – 969 North Court Street
- Sheri's Floral Designs – 113 West Liberty Street
- Siedel's Barbershop – 982 North Court Street
- Spray Products Corp. - 1000 Lake Road
- Winsell Incorporated – 865 West Liberty, Suite 270

Business Expansions Highlights

- ABC Supply – Acquired a new building at 1035 Industrial Pkwy, doubling the size of their former location
- BPR Rico – Completed a 16,320 SF manufacturing addition
- Medina Meadows Nursing Home – broke ground on a 28,802 SF addition
- Steingass Mechanical – completed a 2,400 SF addition
- Thomas Tech – leased an additional 6,000 SF for their business.
- Additionally, manufacturing companies are investing in machinery, equipment; software and other facility improvements throughout the City of Medina.

- **26 New Businesses adding approximately 271 new employees; \$117,390,020 in new investment**

- **24 Businesses that expanded adding approximately 46 new employees and \$15,770,105.00 in new investment**

- **32 Businesses that renovated investing approximately \$ 20,462,413 and adding one new employee**

- **\$153,622,538.00 Total in new investment in 2018 and adding 318 employees**

- **\$116,314,736.00 Total in new investment in 2017 and adding 489 employees**

Business Awards and Recognition

- The Medina County Economic Development Corporation held its Annual Business Award Event in the fall of 2018. This year Carlisle Brake and Friction received the Capital Investment Award.

Retention and Expansion Visits

- In conjunction with MCEDC and the Greater Medina Chamber of Commerce, we performed 46 Business Retention and Expansion visits to City of Medina Companies – Most issues revolved around workforce needs, transportation, and traffic congestion.

Joint Economic Development District

- The Montville Township / City of Medina JEDD attracted a Verizon Store as a new tenant to the LRC Realty Development.

Tax Incentives – Community Reinvestment Area (CRA)

Company	Date Certified	Project
Centurion Commercial Capital, LLC	02/14/18	5,074 SF Building Addition 260K investment
1097 Holdings, LLC (Unisand)	03/19/18	30,000 SF New Building \$2,000,000 investment
Sandridge Food Corporation	04/16/18	30,508 SF Building Addition \$2,574,622 investment
Sandridge Food Corporation	04/16/18	18,910 SF Building Addition \$9,100,000 investment
Gowe Leasing (505 N. Broadway)	05/14/18	500 SF Addition to Residential Property
Fire-Dex, LLC	05/21/18	22,100 SF New Building \$1,891,710 investment
MGM Landscaping and Contractors Inc.	06/06/18	1,100 SF Remodeling of Residential Property \$65,000 investment
Carlisle Brake & Friction	11/05/18	150,000 SF Building Addition 18.4 million investment
Secure Storage Plus, LLC	11/05/18	63,250 SF New Building \$2,100,000 investment
Centurion Commercial Capital, LLC-BPR/RICO	12/18/18	4,640 SF Building at 699 West Liberty Street \$305,857 investment
Centurion Commercial Capital, LLC	12/18/18	16,320 SF Building at 601 West Liberty Street \$1,500,000 investment
Medina Huntington RE Group II, LLC-Echelon Assisted Living	12/31/18	80,675 SF New Building \$11,650,000 investment

Job Creation Grant Program

Received one Job Creation Grant application, and it was approved. All existing grants have been monitored.

Boards and Committees

MCEDC - Made in Medina County Manufacturing Day

- The City of Medina participated in plant tours at BPR Rico, Root Candles, and Chick Master Incubator Co. to celebrate Manufacturing Month in Medina City/County
- Also served on the Comprehensive Economic Development Strategy for County Economic Development efforts

Ohio Public Works Commission

- Chosen by Senate President Larry Obhof to serve as a commissioner on the Ohio Public Works Commission; meets quarterly

Ohio Economic Development Association

- Continue to participate on their Legislative Affairs Committee once a month via a conference call

City of Medina Economic Development Committee – continued to meet on a regular basis.

- Researching implementation of a PACE District
- Opportunity Zones approved

Downtown Development Initiatives:

- Raymond Building – is in progress.
- Farmer's Exchange was acquired by Beacon Marshall and an investment group. They applied for State and Federal Historic Tax Credits which were awarded in December of 2018. They will invest \$5MM to convert the building to a mixed use project including a new restaurant, butcher shop, indoor farmers market, two floors of apartments and lower level retail. Estimated to be complete in the fall of 2019.
- Secured a \$250,000 Capital Budget Grant for the Historic District to include Fire Engine House Museum renovations; Lighting and Landscape Enhancement for Bicentennial Commons; Historic District Crosswalk Safety Improvements and Historic District Lamp Post replacements.

North Court Developments:

- The Terra Group redeveloped a portion of the Medina Shopping Plaza which included a lot split of the far north portion of the building; constructed a new 13,000 SF retail building which will house four new businesses.

Transportation Initiatives

- Route 42 Widening Project completed
- Continuing to serve on the Medina County Transportation Improvement District

Main Street Medina

- Served as Secretary on the Board and on the Executive Committee
- Continued to chair the MSM Business Development Committee
-

MSM Business Development 2018 Goals

- Offer a series of free small business education and training seminars in conjunction with the Promotions Committee as an added benefit for Main Street Medina membership. Non-members will be asked to pay a fee of \$10 per session. Seminars will be held from 8:30 am -9:30 am. In the Multipurpose room of City Hall or Medina City School Facility. 100% complete. We offered three workshops at the request of the business community.
 1. Wednesday, February 7th – CPR Training w/Kevin Rych, American Heart Association Trainer (8:00 AM – 9:30 AM)
 2. Wednesday, May 2nd– Safety and Security Trends
 3. Wednesday, July 11th – How To Do a Video for your Website

- Implement the Business Retention & Expansion Visitation program
Main Street Medina Executive Director will conduct a minimum of four visits per month in collaboration with the MSM Business Development Committee members. Document responses and report statistics to the Business Development Committee quarterly. Outcome of this goal is to provide ongoing support to city economic development efforts. 90% complete. The program surveys were created and sent to business community. Follow up visits will be conducted starting in January 2019 with another round of surveys being sent.
- Send Employer Survey to determine Workforce assistance needed. This Goal was incorporated into the above mentioned survey
- Implement a pilot program with the schools to display student art in shops and restaurants to attract more visitors to the Historic District. 100% complete.
- Support City efforts to create a Community Revitalization District. 100% complete

Medina City Development Corporation (CIC)

- Working on RFP/RFQ for Downtown Redevelopment Opportunity

Marketing Initiatives - Economic Development & Marketing Associate

This part-time position was created in 2016. The responsibilities associated with this position have grown and it has been expanded to a full-time position in 2019. Marketing initiatives now include:

- Collaboration with Greater Medina Chamber of Commerce, Main Street Medina and Medina County Economic Development Corp. on marketing for the area
- Wrote article about the City of Medina that was the featured article in the March/April issue of Ohio Municipal League *Cities & Villages* a print and on-line magazine
- Ran ad in May 2018 Akron Life Magazine - Rack Card Insert with events listed with a distribution of 15,300
- Historic District Visitor Guides – Updated, printed, and distributed 20,000 copies
Financial partnership with MSM, Chamber of Commerce and Community Design Committee for printing of guides
- Work with Northeast Ohio Commercial Realtors to update City property database, JobsOhio State database, and LOIS, a program of First Energy
- Provide additional information on Medina properties for commercial real estate leads from JobsOhio and business prospects
- Created a City Economic Development PowerPoint update for Kimberly to use at the Chamber Luncheon in June 2018
- Publish a weekly Economic Development & Construction Update E-newsletter and Emergency Alert notifications to over 1200 subscribers
- Take photos of all Ribbon Cuttings and provide each business with a DVD of photos
- Post photos and YouTube links of all ribbon cuttings on city website
- Provided copy, photos, and ads for Medina Magazine. Proofed the entire issue before publication and updated all Economic Development pages on new city website

- Placed city ad in the Medina Convention & Visitor Bureau's *Getaway Guide* with distribution of 75,000 statewide
- Reactivated and regularly update the City of Medina LinkedIn page
- Wrote numerous articles for the Mayor and the Ohio Economic Development Association E-Newsletter
- Prepared the Grant Submittal Form and all related documentation for the 2018 Capital Bill Medina Town Square Improvement
- Register and update participants in the Main Street Medina group for the Wireless Emergency Notification System (WENS)
- Oversaw the design and printing of 1,000 information folders and insert sheets/stationery to use in promoting the City of Medina. These are now used for all prospects.
- Provided copy ideas and ads for *Ohio Magazine's* Best Hometown issues
- Coordinated a series of Bicentennial displays in the city hall display case
- Serve as City Liaison and provide reports to the Greater Medina Chamber of Commerce Business Advocacy Committee which meets monthly
- Continuing to serve as City Liaison for the Bicentennial by tracking sale of Bicentennial items, preparing all written correspondence and processing of purchase order and deposits
- Serve as Administrative Secretary for the city Economic Development Committee and the Medina City Development Committee and prepared the RFP/RFQ for the Downtown Development Opportunity project
- Served on the Civil War Encampment Committee in May and the MCEDC Marketing Committee
- Sits on the Medina County Career Center Adult Division Advisory Council
- Serves on MCEDC Marketing Committee
- Chaired the Main Street Medina Organization Committee and served on the MSM Business Development Committee
- Serve as co-coordinator for the Women's Network of Northeast Ohio Medina monthly Lunch with a Notable Woman featuring women of note who live or work in Medina County
- Barbara was inducted into the Greater Medina Chamber of Commerce Hall of Fame for her work history and service to the community



City of Medina Engineering Department

2018 YEAR END REPORT

Departmental Staff

Patrick Patton, PE	City Engineer
Fred Himmelreich, PE	Assistant City Engineer
Cory Clifford	Engineering Technologist
Dave Drogell	Construction Inspector
Barb Gaiser	Clerk (part time)

February 7, 2019

SUMMARY OF 2018 WORK EFFORT and ACCOMPLISHMENTS

1. Capital Improvement Construction Projects - 2018

Type of Project	Number of Projects Completed or started in 2018	Total Construction Cost	Comment
Street & Storm Water	5	\$17,805,111	Refer to Appendix A
Water System	2	\$279,840	Refer to Appendix B
Miscellaneous	2	\$1,018,934	Refer to Appendix C
TOTAL	9	\$19,103,885	

2. Summary of 2018 Capital Improvement Grants/Partnerships

Type of Project	# Projects Completed or started in 2018	Total Construction Cost	# Grant, Loan or Partnership Projects Completed or started in 2018	Total Value of Grants, Loans & Partnerships	Value as a Percentage of Total Construction Cost
Street & Storm Water	5	\$17,805,111	4	\$15,401,369	86.5%
Water System	2	\$279,840	2	\$113,288	40.5%
Miscellaneous	2	\$1,018,934	2	\$956,052	93.8%
TOTAL	9	\$19,103,885	8	\$16,470,709	86.2%

3. Capital Improvement Project Planning, Development, Engineering and Design – 2019/2020

	Number of active projects planned, developed and designed in 2018 for construction in 2019 or 2020:	Total (estimated) Construction Cost of projects in development for 2019/2020 construction
Street & Storm Water	15	\$4,207,220
Water System	2	\$662,007
Miscellaneous	6	\$4,406,680
TOTAL	23	\$9,275,907

4. Private Projects Site Plans

- Commercial site plans reviewed and approved: 22
- Residential site plans reviewed and approved: 1 single family; 3 multi-family

5. Medina Railway

Operational Highlights

- Total Rail Cars:
- Number of maintenance and operational contracts awarded and managed:

Financial

Revenues

- 2018 Access Fees: \$ 0 (RR consortium waived access fees for 2018)
- 2018 Usage Fees: \$ 32,974
- 2018 City Contribution: \$ 0
- Total Revenue: \$ 32,974

Expenditures

- Operating Expenditures: \$ 102,873

Engineering Department
2018 Year End Report
February 7, 2019

Appendix A: 2018 Street & Storm Water Capital Improvements Projects

2018 YEAR END REPORT
ENGINEERING DEPARTMENT

February, 2019
1 of 2

STREET STORM WATER CAPITAL IMPROVEMENTS

2018 Construction Projects (Projects Completed in 2018 & Projects Under Contract/Under Construction in 2018)			COSTS (actual)					NET COST TO CITY	COMMENT
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT			
809	N. Court St (US 42) Corridor Improvement	79-16; 110-16		\$15,548,559	\$15,548,559	\$14,448,559	\$1,100,000	Complete; ODOT project	
979	Guilford Bridge Replacement	44-17; 109-17	\$71,006	\$640,988	\$711,994	\$570,442	\$141,552	City Project, ODOT Muni Bridge Program	
995a	Foundry Street Sidewalks	173-17	\$0	\$35,539	\$35,539	\$10,758	\$24,781	Cost sharing agreement with property owners	
1011	E. Smith Rd Reconstruction (Court to Jefferson)	4-18	\$4,221	\$1,131,292	\$1,135,513	\$371,610	\$763,903	OPWC Grant	
1036	2018 Concrete Street Repair	64-18	\$0	\$373,506	\$373,506	\$0	\$373,506	Complete	
	TOTAL	TOTAL	\$75,227	\$17,729,884	\$17,805,111	\$15,401,369	\$2,403,742		

STREET STORM WATER CAPITAL IMPROVEMENTS

Design/Planning Efforts Completed in 2018 for 2019/20 Construction Projects		COSTS (Estimated Costs)						
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	COMMENT
925	S. Elmwood Bridge Replacement	74-12; 121-13; 171-16; 186-17	\$97,416	\$569,000	\$666,416	\$368,000	\$298,416	2019 Construction; OPWC Grant
932	Spring Grove Bridge Replacement	147-14; 133-18	\$0	\$300,000	\$300,000	\$0	\$300,000	2020 Construction; OPWC Grant (pending)
970	2019 Sidewalk Program	109-18	\$0	\$60,000	\$60,000	\$50,000	\$10,000	Property owners responsible for costs
980	Wadsworth Rd Drainage Improvement	158-14	\$4,850	\$146,000	\$150,850	\$0	\$150,850	Estimated Cost
992	S. Broadway Reconstruction	120-17	\$45,453	\$888,157	\$933,610	\$377,214	\$556,397	2019 Construction; OPWC Grant
1024	W. Smith Ph. 3 Reconstruction (Lake to Commerce)	127-16	\$16,743	\$1,242,781	\$1,259,524	\$374,326	\$885,198	OPWC Grant
1033	Lafayette Road Sidewalks		\$4,320	\$82,500	\$86,820	\$82,500	\$4,320	2019 Construction; CDBG Grant
1037	2018 Concrete Pavement Joint Sealing	65-18	\$0	\$75,000	\$75,000	\$0	\$75,000	2019 Construction
1038	E. Washington Concrete Curbs		\$0	\$100,000	\$100,000	\$0	\$100,000	2019 Construction
1039	N. Broadway Culvert Replacement	133-18	\$50,000	\$500,000	\$550,000	\$0	\$550,000	2020 Construction; OPWC Grant (pending)
1043	2019 Residential Drainage Program		\$0	\$25,000	\$25,000	\$0	\$25,000	2019 Construction
1045	Public Square Mid Block Crossing		\$0	\$106,000	\$106,000	\$106,000	\$0	2019 Construction; State Grant
1048	2019 Pavement Marking Program	108-18	\$0	\$50,000	\$50,000	\$0	\$50,000	2019 Construction
1050	2019 Concrete Street Repair		\$0	\$400,000	\$400,000	\$0	\$400,000	2019 Construction
1051	2019 Concrete Pavement Joint Sealing		\$0	\$75,000	\$75,000	\$0	\$75,000	2019 Construction
		TOTAL	\$218,782	\$3,988,438	\$4,207,220	\$1,252,040	\$2,955,180	

Engineering Department
2018 Year End Report
February 7, 2019

Appendix B: 2018 Water System Capital Improvements Projects

2017 YEAR END REPORT
 ENGINEERING DEPARTMENT
 WATER CAPITAL IMPROVEMENTS

January, 2018
 1 of 1

2018 Construction Projects (Projects Completed in 2018 & Projects Under Contract/Under Construction in 2018)			COSTS (actual)					COMMENT
PROJ. #	PROJECT	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	
979	Guilford Blvd. Bridge Replacement	44-17; 109-17	\$4,340	\$36,950	\$41,290	\$34,898	\$6,392	City Project, ODOT Muni Bridge Program
1011	E. Smith Rd Reconstruction	18-Apr	\$890	\$237,660	\$238,550	\$78,390	\$160,160	OPWC Grant
	TOTAL	TOTAL	\$5,230	\$274,610	\$279,840	\$113,288	\$166,552	
Design/Planning Efforts Completed in 2018 for 2019/20 Construction Projects			COSTS (Costs Estimated)					COMMENT
PROJ. #	PROJECT	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	
992	S. Broadway Reconstruction	120-17	\$12,145	\$263,800	\$275,945	\$100,786	\$175,158	OPWC Grant
1024	W. Smith Ph. 3 Reconstruction (Lake to Commerce)	127-16	\$3,635	\$382,427	\$386,062	\$81,280	\$304,782	OPWC Grant
	TOTAL	TOTAL	\$15,780	\$646,227	\$662,007	\$182,066	\$479,941	

Engineering Department
2018 Year End Report
February 7, 2019

Appendix C: 2018 Miscellaneous Improvements Projects

2018 YEAR END REPORT
ENGINEERING DEPARTMENT
MISC. CAPITAL IMPROVEMENTS

February, 2019
1 of 1

2018 Construction Projects (Projects Completed in 2018 & Projects Under Contract/Under Construction in 2018)			COSTS (actual)					COMMENT
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	
968	Champion Creek Bicycle Route	46-17; 185-17; 5-18	\$14,460	\$359,700	\$374,160	\$336,744	\$37,416	Federal funds (via NOACA) Currently Bidding;
1015	Medina Airport - North/South Taxiway Reconstruction	53-16	\$163,424	\$481,350	\$644,774	\$619,308	\$25,466	ODOT Airport Grant
	TOTAL		\$177,884	\$841,050	\$1,018,934	\$956,052	\$62,882	
Design/Planning Efforts Completed in 2018 for 2019/20 Construction Projects			COSTS (Estimated Costs)					COMMENT
Proj. #	Project	ORD. #	ENGINEERING & DESIGN	CONSTRUCTION	TOTAL COST	GRANT AMOUNT	NET COST TO CITY	
947	Airport Deterrence Facility and Site Drainage		\$20,000	\$40,000	\$60,000	\$0	\$60,000	Estimated Cost; FAA Grant
993	Medina County Sanitary Engineer S. Court Sanitary Sewer Rehab Project		\$70,000	\$0	\$70,000	\$70,000	\$0	City providing right of way acquisition services
1018	Lindenwood Lane Lake Drain Repair		\$4,500	\$100,000	\$104,500	\$104,500	\$0	Property owners to be assessed costs
1030	City Hall Parking Structure	153-17; 52-18; 53-18; 97-18; 134-18	\$135,800	\$3,800,000	\$3,935,800	\$1,000,000	\$2,935,800	2019 Completion; State OFCC Grant
1041	FOHA Lake Outlet Structure & Dam Reconstruction		\$3,990	\$145,980	\$149,970	\$149,970	\$0	Property owners to be assessed costs
1042	Spring Grove Cemetery 2018 Columbarium Addition	80-18; 173-18	\$8,000	\$78,410	\$86,410	\$0	\$86,410	
	TOTAL		\$242,290	\$4,164,390	\$4,406,680	\$1,324,470	\$3,082,210	

Medina Fire Department 2018 Year End Report

1. Overview: The Medina Fire Department provides fire, rescue and medical first responder service to the City of Medina, Montville Township and Medina Township. This is provided by a staff of 50 firefighters and officers. They respond out of 6 stations and staff 11 primary pieces of fire apparatus. The response district covers 50.4 Square miles and 10.5 miles of interstate. Serving a population of approximately 47,200 residents.

2. MFD calls by Incident Type 2018

	Calls by Incident Type			Total
	Medina City	Montville Township	Medina Township	
Alarm Drops	122	44	62	228
Citizen Complaints	4	1	1	6
Electrical Problem	24	9	11	44
EMS Assist	177	34	61	272
Extrications	20	13	13	46
Fires	48	22	17	87
Good Intent Calls	108	66	58	232
Leaks, Spills	60	21	13	94
Lightning / Storm	1			1
Service Calls, Other	133	51	75	259
Grand Total	697	261	311	1,269

3. Incident Response : By Day of Week

	201			Total
	Medina City	Montville Township	Medina Township	
Sunday	73	23	28	124
Monday	124	35	52	211
Tuesday	126	47	58	231
Wednesday	109	39	39	187
Thursday	101	41	57	199
Friday	104	51	54	209
Saturday	60	25	23	108
Grand Total	697	261	311	1,269

4. Incident Response: By Time of Day

	Calls by Hour			Total
	Medina City	Montville Township	Medina Township	
0	11	7	2	20
1	8	1	3	12
2	5	3	1	9
3	8	4		12
4	7	2	4	13
5	5	4	2	11
6	8	7	4	19
7	11	11	7	29
8	29	16	18	63
9	51	9	18	78
10	43	12	27	82
11	48	7	19	74
12	46	13	23	82
13	52	12	23	87

4. Public Education Activities:

- Fire Extinguisher Training: 391 citizens
- Safety Smoke House: 80 Adults 529 Children
- F.D. History @ Museum: 35 Adults 240Children
- Miscellaneous P.R. Events: 800 citizens
- Station Tours: 37 Adults 60 Children
- CPR Class: 45 Adults 148 Students
- Apparatus Display: 4206 Adults 6513 Children

4. Fire Inspections: 841 Fire Inspections were performed

Year of Insp.	Month of In..	CITY	MED	MONT	Grand T..
2018	January	29	7	5	41
	February	42	8	8	58
	March	56	45	13	114
	April	52	20	13	85
	May	49	22	16	87
	June	56	19	20	95
	July	28	6	4	38
	August	38	10	11	59
	September	40	11	19	70
	October	53	7	14	74
	November	42	21	10	73
	December	33	9	5	47
Grand Total		518	185	138	841

5. Training:

The department participated in 1451 training activities for a total of over 2,317 hours.

6. Major Purchases:

The department received a new fire engine which is housed at station #2. We also received a new Ford F-150 pickup which is assigned to the Chief.

2018 LAW DEPARTMENT STATISTICS

The below caseload statistics are our estimates for 2018. Judge Werner implemented an intensive pretrial process that was not reflected in our Microsoft Excel tracking program. As a result, we modified the tracking program for 2019 and beyond. We are currently recreating calendar year 2018 day-by-day to establish more accurate statistics.

58 cases set for Jury Trial (46 COPs, 6 guilty findings, & 6 not guilty findings)

1300 cases set for Bench Trial (1200 COPs, 90 guilty findings, & 10 not guilty findings)

102 cases were sent to the diversion program or dismissed

400 cases were set for pre-trial that resulted in COPs

Approximately 1860 criminal cases handled in 2018

Medina Community Recreation Center 2018 Year End Summary

2018 Highlights

- The MCRC celebrated its Fifteenth Anniversary with several hosted events, several pieces of new fitness equipment as our gift to patrons, as well as T-shirt incentives for our continuous loyal members.
- Operated a successful second season for the Outdoor Municipal Pool, including expanding the Silver Sneakers membership program to include free access for eligible seniors. Revenues of \$79,894 nearly offset expenses entirely, with the unfortunate exception of costly and unexpected pump and boiler repairs. The MCRC helped host some fun outdoor parties with DJ's, donated food items and sponsored free admission days for everyone!
- Implemented the long awaited and often requested monthly payment plan option for our annual memberships, helping over 200 memberships become more affordable as an automatic monthly payment.
- Saved over \$5,700 with the new credit card processing software agreements, as well as an additional \$6,000 annual savings from the new membership software.
- Changed our gift certificates from a paper to a computerized format so all information is stored indefinitely, helping customers who may lose the paper certificate.
- Late 2018 saw several challenging changes to health insurance wellness programs, with AARP dropping the Silver Sneakers program for their supplemental health insurance participants. The MCRC quickly negotiated a new contract with Renew Active to help affected customers receive half off the MCRC annual memberships, with United Health Care providing the other half. Currently still have over 2,100 active Silver Sneakers members.
- Still actively pursuing the new fitness room addition proposal with the Board of Education and City of Medina support. Preliminary approvals were granted in late 2018, but still need finalized.
- The new Sponsorship Program with Partner Marketing secured \$9,520 in funding for capital improvements via selling business advertising inside the MCRC.
- Implemented an internal central communication hub for all MCRC employees to access for posting customer inquiries, facility updates, class updates, and general information. Due to its success, management is exploring other apps and software to make this communication log more accessible to all employees, even those with no dedicated computer access.
- Area Managers are creating more staff training tutorials and videos to help keep employees educated and up-to-date on policies and procedures.
- The MCRC offered year-long management training and seminars, with much appreciated professional development opportunities through Fred Pryor Learning Solutions.
- Expanded Healthy Medina Educational, Meltdown and C.H.E.F. Programs throughout Medina County collaborations in an effort to educate and motivate residents with weekly professional talks and events to help them reach their goals.
- Personal Training revenues hit an all-time high of over \$26,600, with the new partnership with Prescription Fitness being very successful by offering their free fitness room orientations and assessments for patrons.
- Successfully transitioned our Learn to Swim (LTS) Program to an online registration format, eliminating long wait lines for patrons and eliminating mass registration congestion at the front desk. 89% of registrations were taken online!
- 9th successful year of the Medina Hospital "Wellness Service Agreement" & Partnership. Used funding to certify fitness instructors in new classes types, purchase an AED machine for the Outdoor Municipal Pool, and purchased fun promotional items for Healthy Medina programs.
- The programming Department saw some staff changes, with the promotion of Maureen Dowell to Program Manager and new Program Specialist Steve Frantz bringing in fresh changes and new ideas! Several new instructors have also been hired and are exploring new class offerings.

- Revamped our fitness and general aquatics class pricing strategy by adding new classes, standardizing class fees and switching to a punch card policy in place of course session registrations, giving patrons more flexibility to try all classes and eliminating the need for missed class credits.
- Simplified the look of the Program Brochure, eliminating barcodes and multi-tiered pricing and individual class sessions, and trying to explain class content more thoroughly for a more customer-friendly image.
- The monthly emailed MCRC newsletter has been successful with a 30% open rate, while the industry standard for similar forms of advertising is only 12%.
- Purchased a sign making machine to create more professional in-house signage.
- Thanks to the Mayor, we ran another successful year for our "senior winter rate" program to get seniors out of the cold and into the rec for just \$3 a visit Jan-Mar!

Medina Community Recreation Center

2018 Capital Improvement projects/purchases included:

- Resurfaced the indoor walking track
- Painted the women's locker room, refurbished all lockers
- The two largest Field House curtains were replaced
- Fixed exterior wall surfaces damaged by birds on the sun deck
- New hard surface flooring on the stairs and other previously carpeted areas
- New energy efficient LED lighting in the pools and in the Field House
- New high resolution surveillance cameras
- New Torque Fitness Cage unit installed in spinning area to start new group fitness classes.
- Purchased two new Stairmaster Gauntlets
- Purchased four Curve non-electric treadmills
- Purchased new multi-bench unit

Exchange of Services agreements included:

- Renewed partnership with The Post Newspapers to provide a trade of services agreement for yearlong advertising campaign in 2018 through 2019.
- Renewed partnership with The Gazette Newspaper to provide a trade of services agreement for yearlong advertising campaign in 2018 through 2019.
- Renewed partnership with The Women's Journal to provide a trade of services agreement for yearlong advertising campaign in 2018 through 2019.

2019 Plans

- Groundbreaking for the Fitness Room Expansion, pending final approvals from the Medina City School Board and City Council.
- Continue with the five year plan to purchase new fitness room equipment for existing fitness room and rotate out the older units.
- Expand sports and summer camps and explore alternative revenue sources through partnerships and new programming.
- Further simplify and standardize class fees with the goal to computerize the current paper punch card system.
- Explore expansion of the Optum Supplemental Health Insurance Wellness benefits to include MCRC reimbursement for fitness classes.
- Continue investigating health insurance wellness opportunities to partner with various carriers to become an authorized fitness location, increasing our revenues while helping patrons stay active.

MedinaTV End of Year Report 2018

It was an exciting year in Medina with the Bicentennial celebration and MedinaTV was glad to be a part of the festivities. MedinaTV was on hand to capture all of the festivities as they took place to create a video archive of our 200 year celebration. Our part-time student staff were able to assist with the coverage of these events and gained valuable workplace experience for their future careers. We were also able to provide our expertise and provide technical assistance for these events. We also provided guests presenters for some of these festivities.

Our Operations Director, Miles Reed, took on the daunting task of creating a documentary series to tell the story of Medina. He worked for almost 2 years gathering information and interviewing experts to create an 8 part documentary series that we aired exclusively on MedinaTV in 2018. This series is one of the most extensive looks at the story of Medina and will be a narrative of our history for future generations. All created with Miles hard work under the umbrella of MedinaTV.

Technical Operations Director, Matt Tomek, also worked closely with Councilman Bill Lamb to create a documentary on the 200 years of history of the homes in Medina. This was a great collaborative effort and proceeds from the sale of the DVD went to the renovation of the Old Fire Station Museum. This is just one example of how MedinaTV is more than just programming on our television stations.

General Manager, Jarrod Fry, is constantly looking at new ways for MedinaTV to serve the residents of Medina and provide information to our residents. One of those new ways is podcasting. Working with the Greater Medina Chamber of Commerce and Main Street Medina, MedinaTV created its first podcast Called "I've Heard... The Medina Edition". This climbed the podcasting charts and got as high as #3. Another great way for MedinaTV to reach its viewers outside of our cable broadcast.

The next avenue is use of YouTube. We have setup YouTube channels for both the City of Medina and Medina City Schools. The Schools YouTube channel has 163 subscribers and has had a great viewing audience for events like the Boys State Soccer tournament game, which had 372 views. We have also taken advantage of the YouTube live option to air the School Board meetings Live. The district has also utilized this to live stream Community Chats around the district.

The City's YouTube page has over 1,200 subscribers and have all of the meetings and candidates forums so residents can get informed. We also have ribbon cuttings on the YouTube page and have had over 350 views for some of these ribbon cuttings. We are also looking forward to having our meetings broadcast live on YouTube in the future.

MedinaTV has utilized Facebook to handle most of our live streaming we have done in 2018. We have over 1,200 Likes on our page and have reached even more residents by people sharing our Facebook page with others. A great example of this is our Special Legislation Meeting on 11/1/18. Jarrod was there to tape the meeting for airing on MedinaTV while setting up a resident asked if the meeting would be "Live" after a moment's thought Jarrod said he would broadcast live to the MedinaTV Facebook page. Following the stats after the meeting aired we were able to reach almost 3,000 people who were not at the meeting. We have many more examples of the additional residents we can reach using YouTube and Facebook and would be more than happy to share those with you anytime.

The MedinaTV staff has also been very busy assisting the school district with the use of the Video Board in the High School Gymnasium. MedinaTV creates the graphics that are used on the video board during sporting events in the gymnasium. These sports range from gymnastics, wrestling, volleyball, and basketball each of these require their own personalized set of slides and videos for their sport. MedinaTV has established a working relationship with Medina High School Student Council to begin to train and teach the Student Council the use of the video board moving forward into 2019.

The videoboard is one example of how MedinaTV is a great teaching tool for our High School students as they explore career opportunities for their future. MedinaTV employs students on staff to train and teach them the world of Broadcast Journalism. MedinaTV currently employs 8 students. These students learn all aspects of video production from handling live events to working on special projects and editing of video. This work has made a difference in these students lives some of them have moved on to college but were so influenced by their work here at MedinaTV that they have switched their course of study to Broadcasting due to their time here at MedinaTV.

Another partnership is our work in the Performing Arts Center of the High School. Matt Tomek shares his time with MedinaTV and the Medina City Schools. Matt works with Jarrod to find ways to blend technology and resources of the two entities to create the best venue for our residents to enjoy the Fine Arts in our City.

Jarrod has also spent most of 2018 working on the City of Medina website redesign project that was successfully launched In January of 2019. Jarrod worked with all departments to address needs and worked to build those into the new website. The goal of the website was to make the site as user friendly for the residents and make all of the information easy to obtain. With the assistance of Miles Reed, Jarrod was able to present a website everyone in the city can be proud to represent them on the internet. Sherry Crow and Darin Zaremba will assist along with the department heads to continue to move the website forward in 2019.

Jarrod spent 2018 also researching the latest in technology to keep MedinaTV on the cutting edge. Using NDI technology MedinaTV has been able to push technology to the limits all while keeping equipment under budget. MedinaTV is looking forward to utilizing new additions in technology moving forward into 2019 like 360 degree cameras, virtual reality, and live social media broadcasting.

MedinaTV continues to broadcast on channels 201 and 37 on Armstrong cable and produced a little over 400 shows in 2018, along with maintaining the www.medinatv.org website and viebitstreaming service to go with the MedinaTV Facebook page and the YouTube pages for the City of Medina and Medina City Schools, Also MedinaTV plays a vital role in the current upkeep of the City's new website, www.medinaoh.org.

This goes with the departments goals of providing the best service possible for our residents which goes beyond just the two television stations here at MedinaTV. Our staff takes a teamwork approach to accomplish all that we do here and we look forward to providing those services for our residents in the years to come.



150 W. Friendship St.
Medina, Ohio 44256
330-725-7777
www.medinaoh.org

MEDINA POLICE DEPARTMENT

2018 ANNUAL REPORT

Edward R. Kinney
Chief of Police

Dennis Hanwell
Mayor



Members of the Bicycle Patrol Unit



MEDINA POLICE DEPARTMENT

Integrity ★ *Service* ★ *Community*
2018 Annual Report

Mayor Hanwell and Members of Council,

I respectfully submit the Medina Police Department year-end report for 2018. This report is the culmination of the activities and efforts of the men and women of the Medina Police Department. Over the past twelve months, the police department embarked on an ambitious campaign of change and upgrades, each of which provide the community with a better and more effective policing service.



The command staff has been re-organized by promoting a second lieutenant and dividing command responsibilities, resulting in a more efficient span of control for both lieutenants. The updated command structure delineates chain of command and responsibilities.

The police canine program, dormant for many years, has been re-instituted. Officer Mike Lyon and his K9 partner Nero hit the streets in April. The canine program is a valuable multifaceted tool assisting in drug enforcement, tracking of suspects, tracking of missing persons and building searches. Nero is very friendly and is a hit with community members. Officer Lyon and Nero are very engaged in the community, giving K9 demonstrations to groups throughout the city.

The bicycle officer program has also been re-instated and updated. Four Trek police bicycles were purchased from a local bicycle vendor. Four officers were trained and certified through the International Police Mountain Bike Association. The officers split their time between patrolling in a cruiser and patrolling on a bicycle. Bike patrols allow the officer to interact with citizens in a more personal manner and provide a more effective way of patrolling our parks. Bike patrols are also used for all special events occurring throughout the city, weather permitting.

The police department upgraded a variety of equipment throughout the year. Several of these projects were very complicated and technical in nature. The police radio system was upgraded from the legacy UHF single site repeater

MEDINA POLICE DEPARTMENT

Integrity ★ *Service* ★ *Community*
2018 Annual Report

system to the County P25 digital system. Operating on the P25 system allows for greater clarity in audio and county-wide coverage. Duty firearms were upgraded to the current Smith and Wesson M&P 2.0. All officers were trained and qualified on the new duty weapon. A transition from the existing L3 body and car camera system to the WatchGuard system was complete in December. This upgrade offers the department and courts a much improved audio and video recording, allowing for better documentation of incidents and crimes. I look forward to the continuation of improvements planned for 2019.

On September 1st of 2018 Medina Police Department began providing police services to Lafayette Township under a police services contract. Lafayette Township Trustees approached the City of Medina early in 2018 to request police services from the police department. The resulting contract provides the police department with a pass through of Lafayette Township's police levy revenue, which is approximately \$300,000 per year. In return, the police department provides the citizens of Lafayette Township police services including all of our community oriented policing programs.

Operationally, the police department experienced a 42% increase in self-initiated activities and a 14% increase in dispatched calls for service. The department experienced a decrease in most part 1 crimes, with the exception of vehicle thefts, which experienced a small increase.

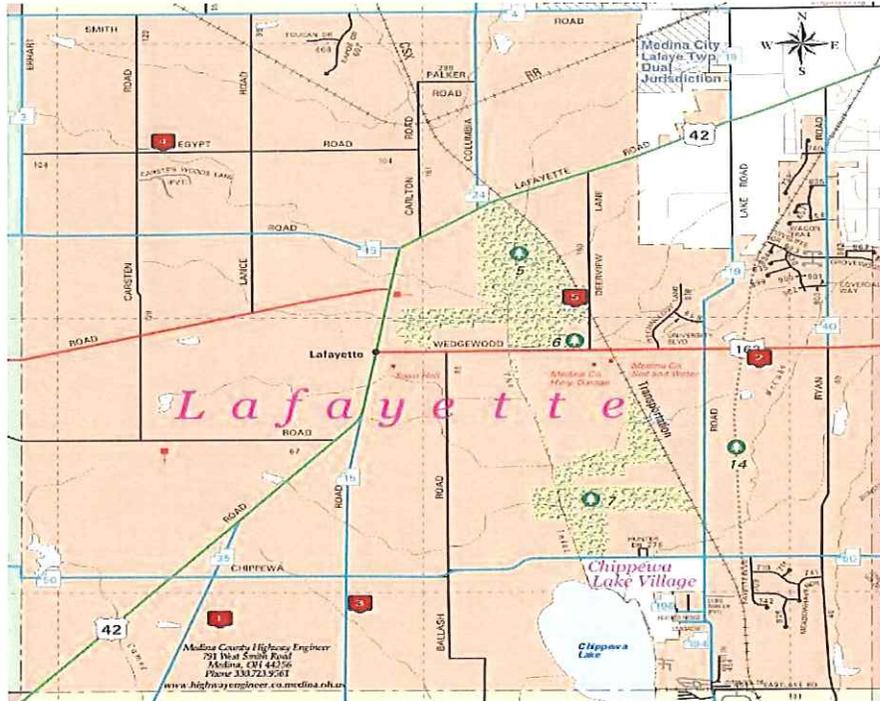
I am proud of the accomplishments the men and women of the Medina Police Department achieved in 2018. Moving forward, the Medina Police Department will continue to provide a professional and ethical police service to the citizens of the City of Medina, as well as Lafayette Township.

Respectfully submitted,



Edward R. Kinney
Chief of Police

Lafayette Township Profile



<p>Lafayette Township Population</p> <p>5,827</p>	<p>Square miles</p> <p>23.7</p>	<p>Borders</p> <p>Southwest side of the City of Medina</p>
<p>Largest natural lake in Ohio</p> <p>Chippewa Lake</p>	<p>Technology Park</p> <p>Medina County University Center University of Akron</p>	<p>Settled</p> <p>1820</p>

Staff Roster

Name	Assignment	Hire Date
Edward Kinney	Chief of Police	1997
David Birckbichler	Lieutenant	1995
Scott Marcum	Lieutenant	2000
Nathan Simpson	Sergeant	2003
Brett McNabb	Sergeant	1998
Darin Zaremba	Sergeant	1995
Patrick Sloan	Sergeant	2003
Sara Lynn	Sergeant	2005
Bryan Wagner	Sergeant	2003
Kirk Vozar	Officer	1989
Daryn Winebrenner	Officer	1995
Dan Warner	Detective	1995
Todd Grice	Officer	1996
Michael Wesner	Officer/SRO	1996
Al Roland	Officer/SRO	2005
Matthew Martincin	Officer	2005
Kelly Moran	Officer	2007
Christopher Brink	Officer	2008
Joshua Wilson	Officer	2008
James Tighe	Officer	2009
Brandon Grimm	Detective	2009
Mathew Fitz	Detective	2012
Gregory Habrat	Officer/Property	2012
James Terwilliger	Officer	2013
Nicholas MacLarren	Officer	2013
Michael Lyon	Officer/K9	2013
Derek Crooks	Officer	2014

MEDINA POLICE DEPARTMENT

Integrity ★ *Service* ★ *Community*

2018 Annual Report

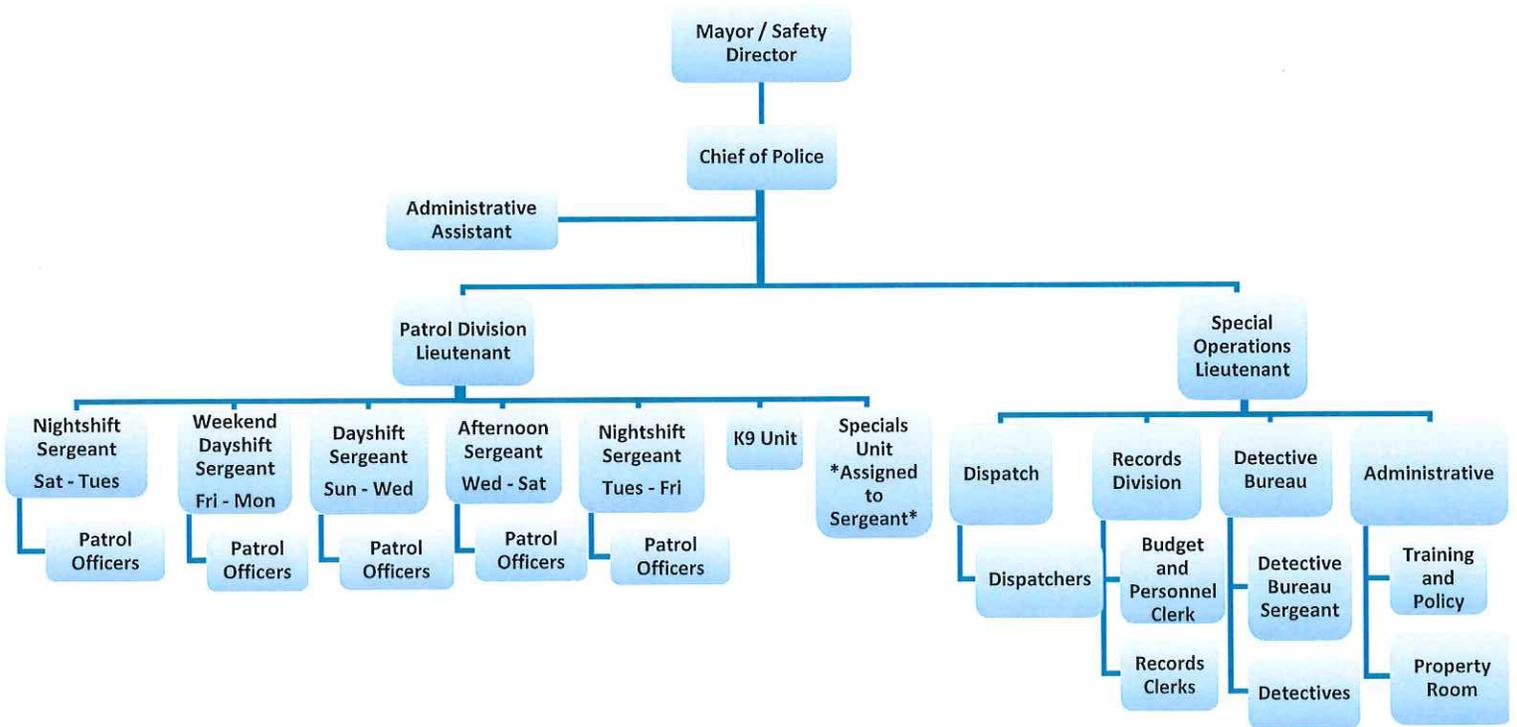
Michael Wovna	Officer	2014
Christopher Deeks	Officer	2014
Jeffrey Smith	Detective	2014
Michael English	Officer	2015
Erica Anderson	Officer	2015
Andrew Dziak	Officer	2016
Raven Ory	Officer	2017
Vincent Piccoli	Officer	2018
Christopher Wade	Officer	2018
Evan Scherer	Officer	2018
Joseph Calabrese	Officer	2018
Tyler Hughes	Officer	2019
Patty Miller	Dispatcher	1999
Denise Indovina	Dispatcher	2001
Andrew Demczyk	Dispatcher	2013
David McGurk	Dispatcher	2013
Crystal Dandar	Dispatcher	2015
Calvin Undercoffer	Dispatcher	2017
Sarah McCullough	Dispatcher	2017
Kali Bainbridge	Dispatcher	2017
Kelly Oyler	Dispatcher	2017
Justin Alferio	Dispatcher	2018
Jackie Ingersoll	Records/Budget	2007
Natalie Santivasci	Admin. Assistant to Chief	2011
Anthony Belsito	Load Limit Inspector	2013
Lyndie Gillihan	Records	2013
Monica Juka	Records	2014
Jeanne Masters	Records	2015
William Pavlick	Parking Attendant	2018

MEDINA POLICE DEPARTMENT

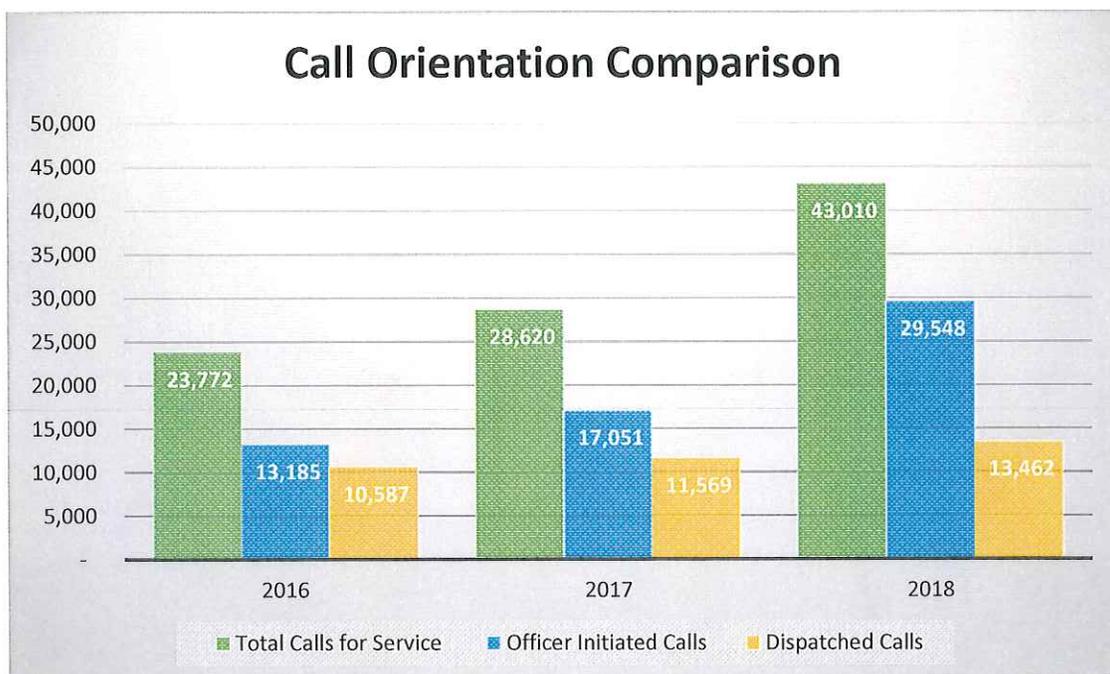
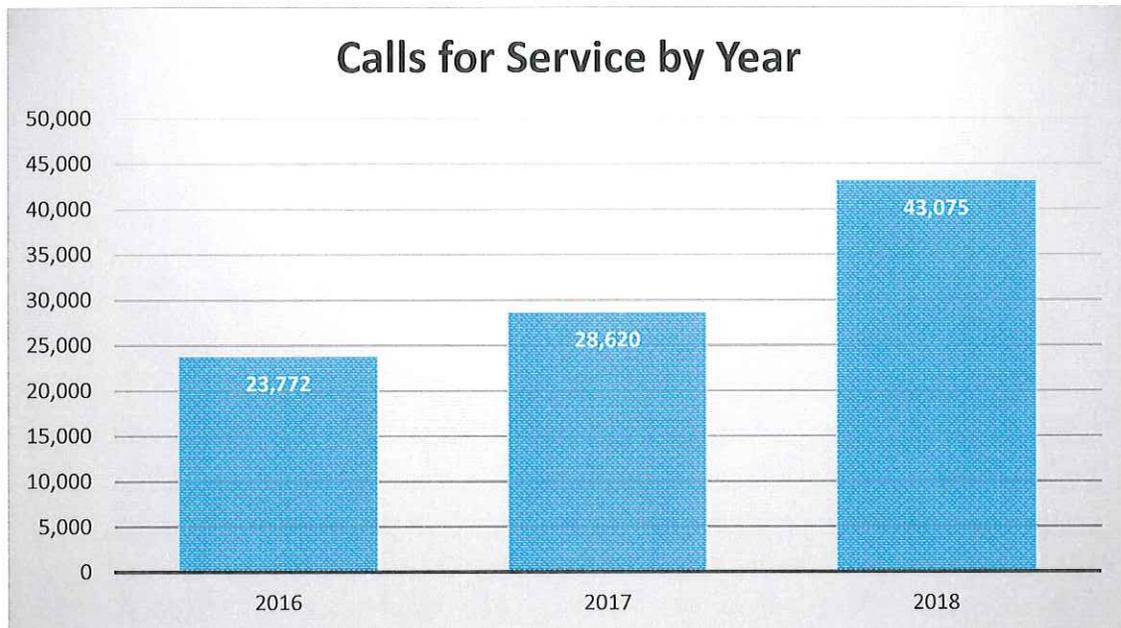
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Organizational Chart



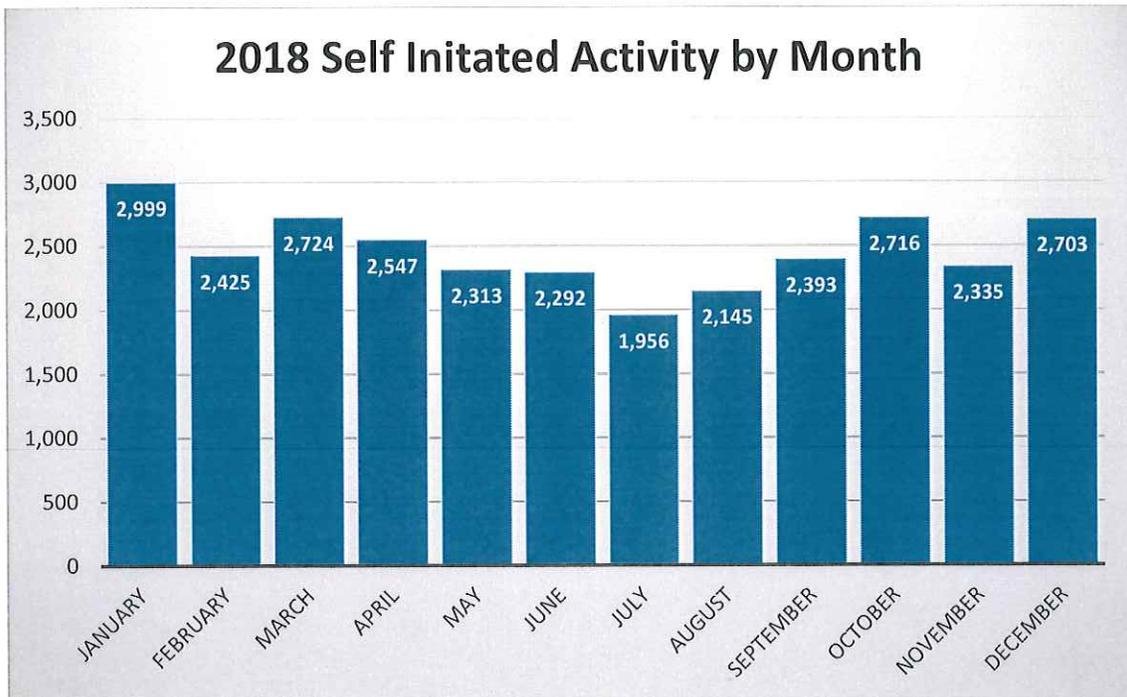
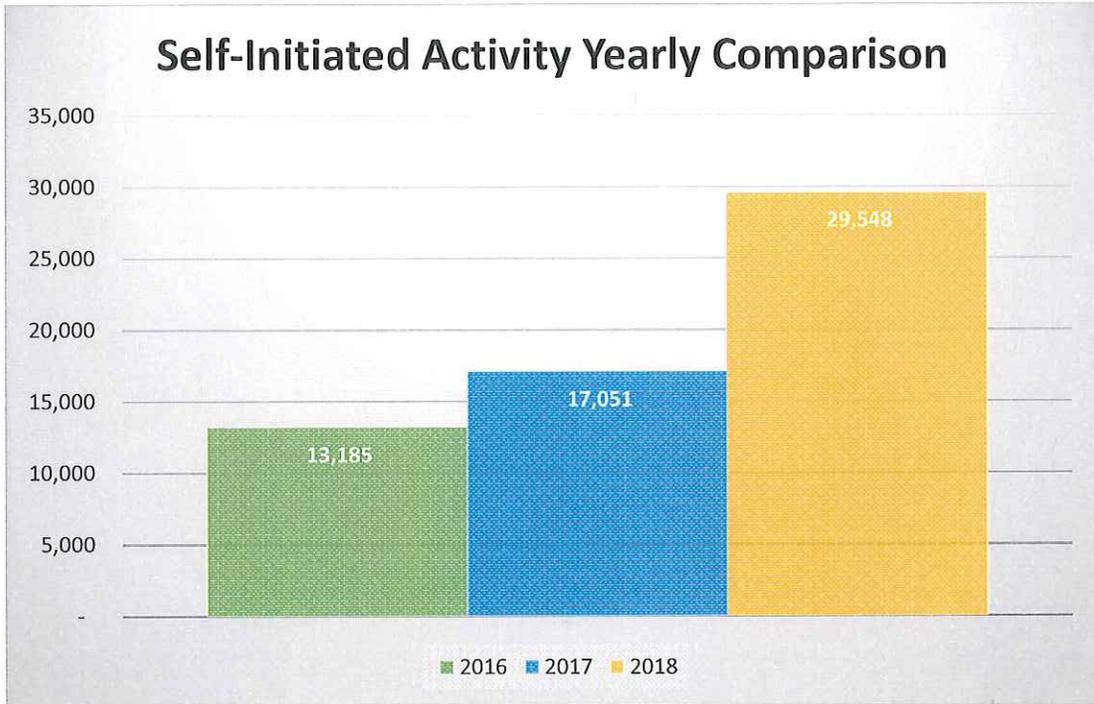
Department Statistics



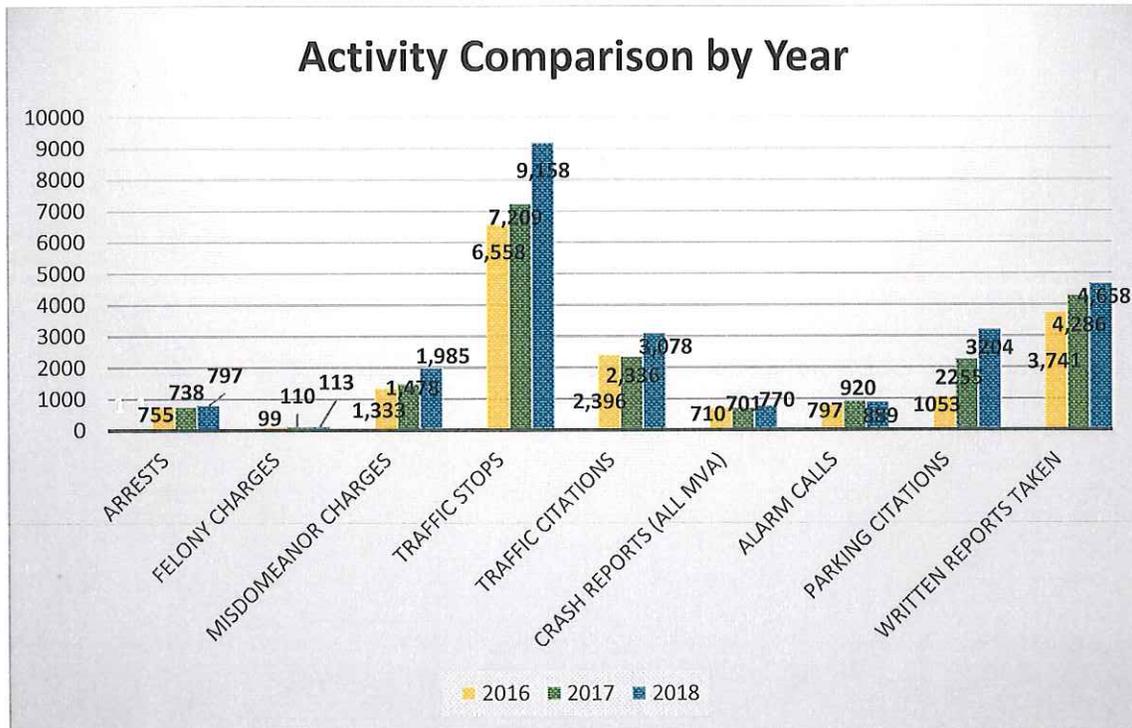
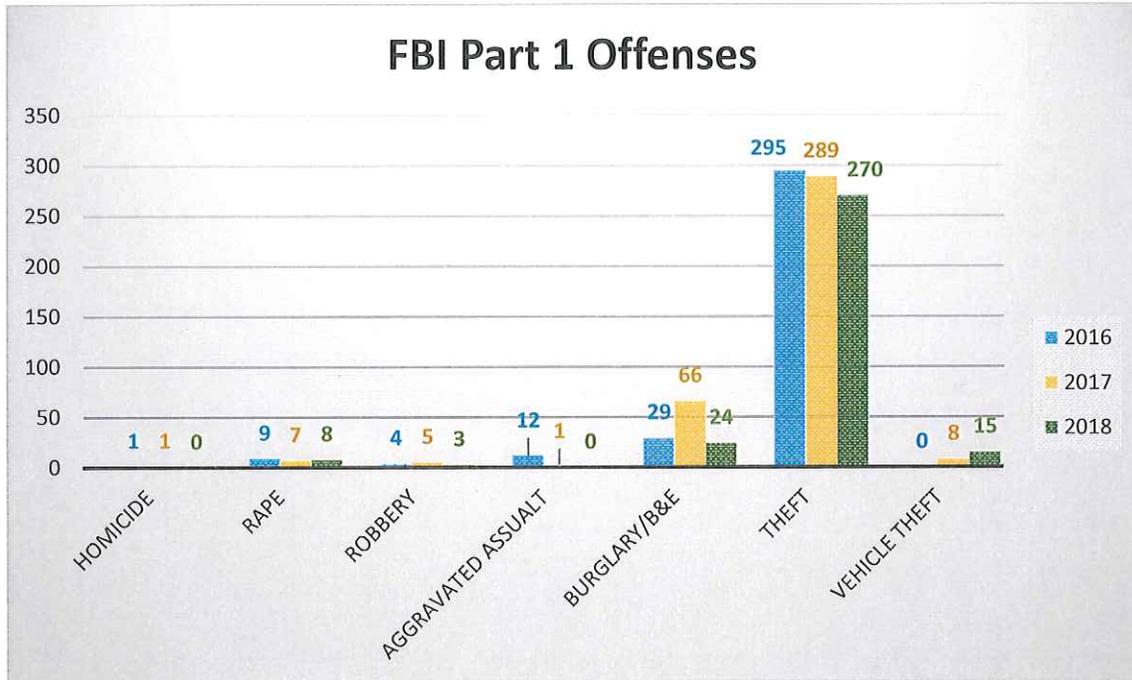
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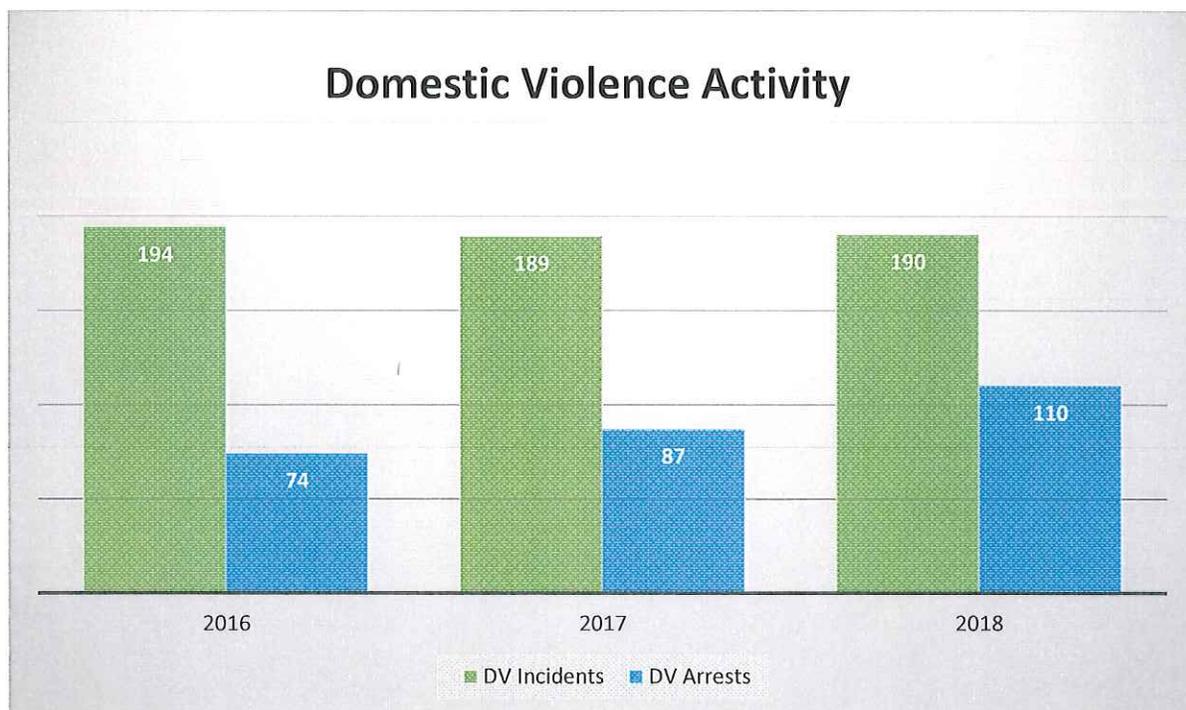
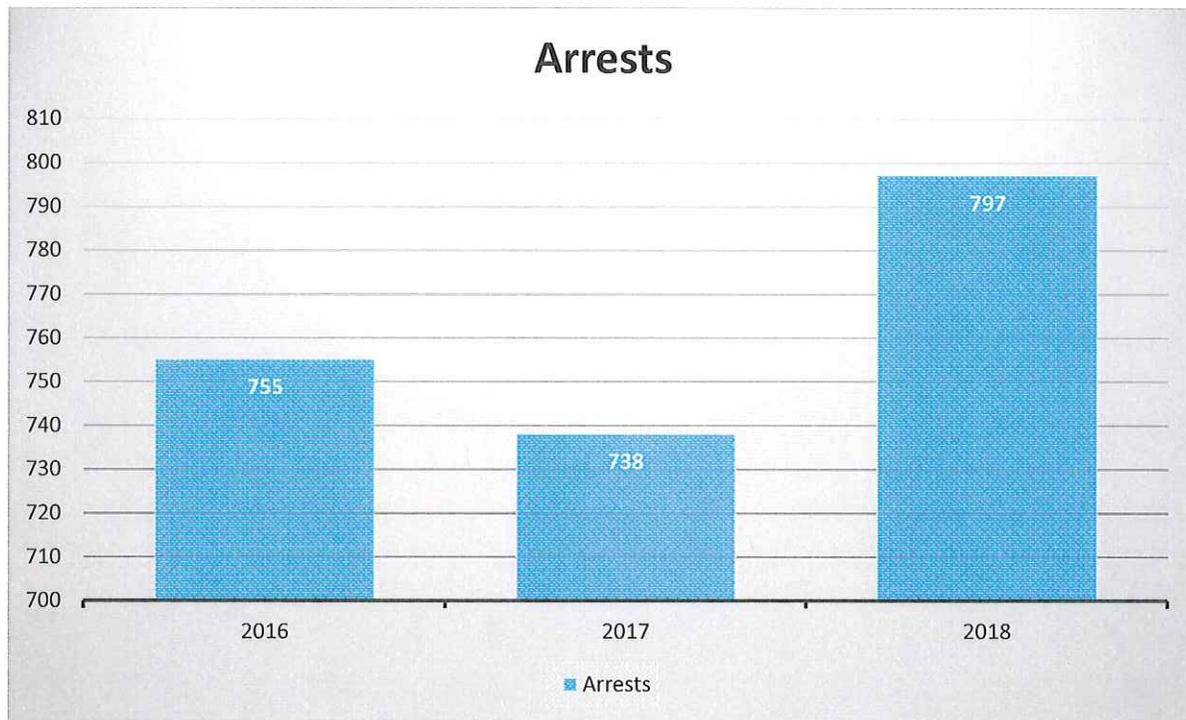
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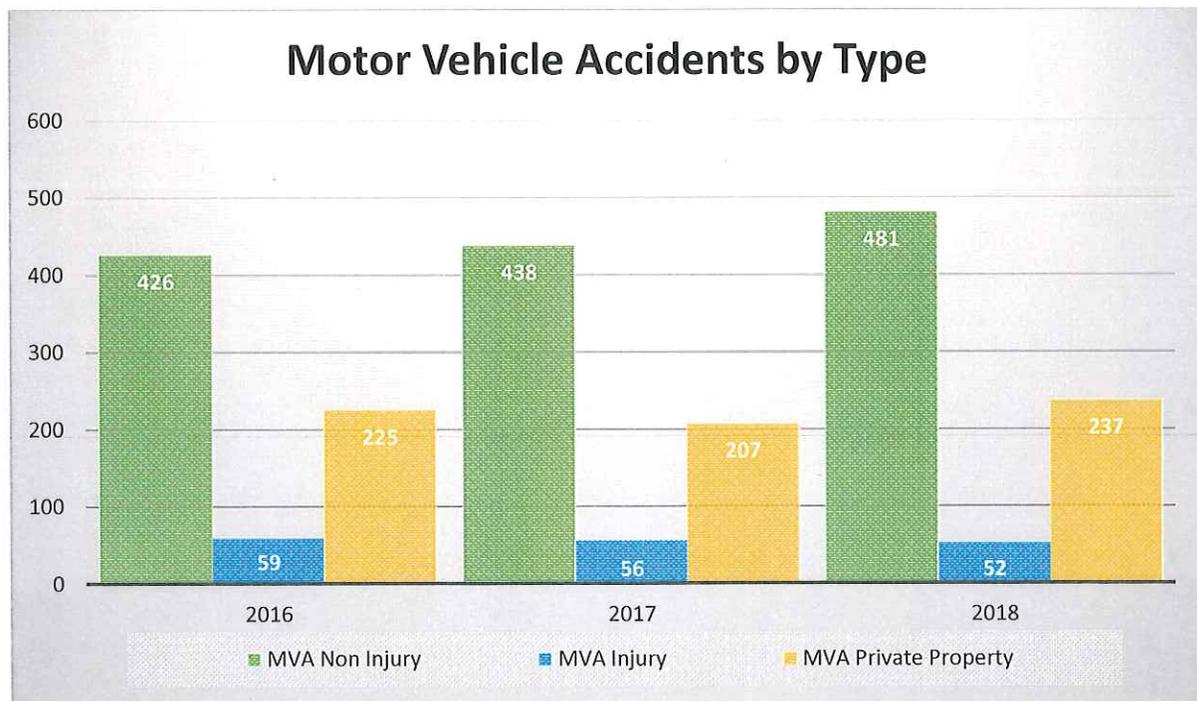
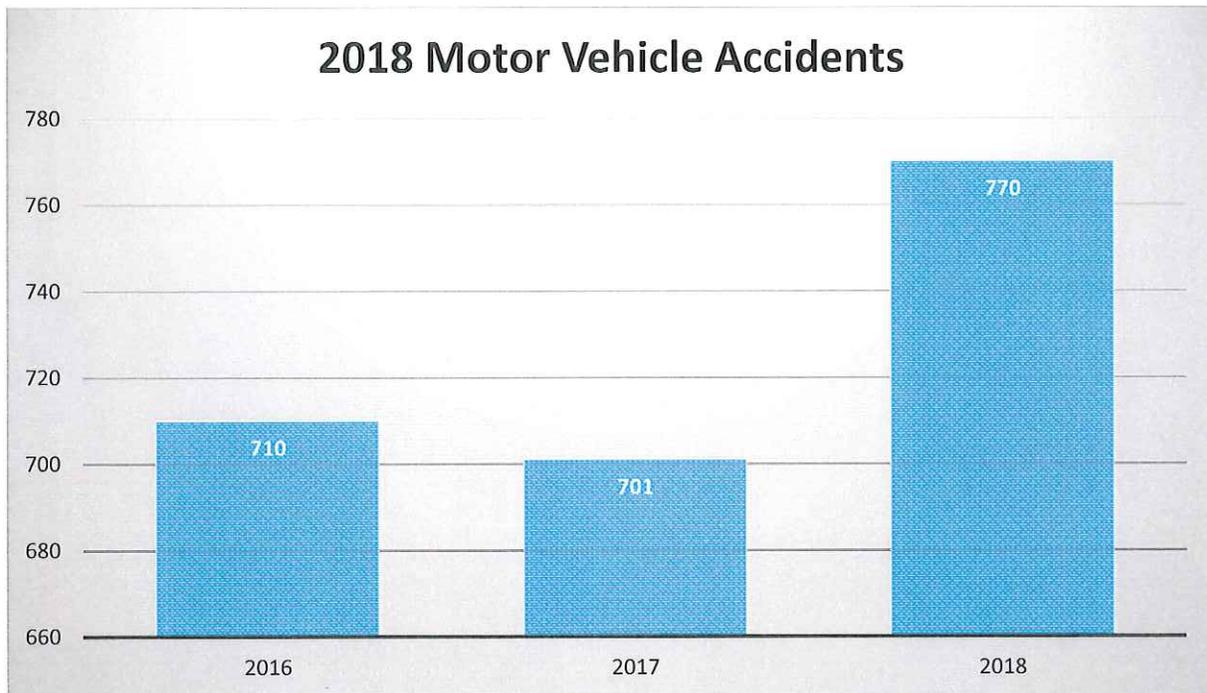
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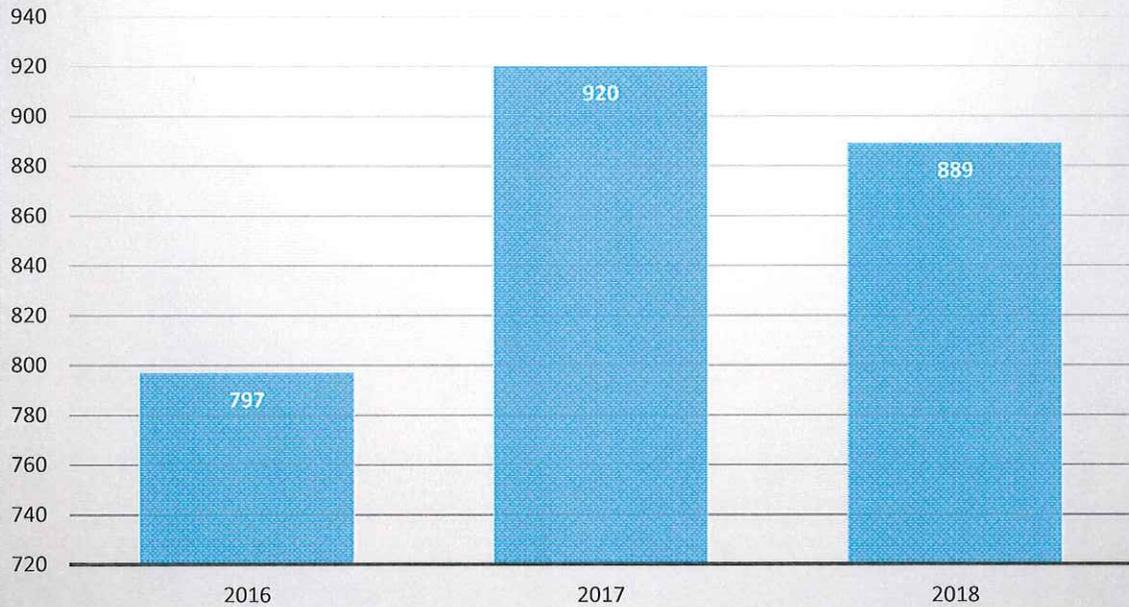


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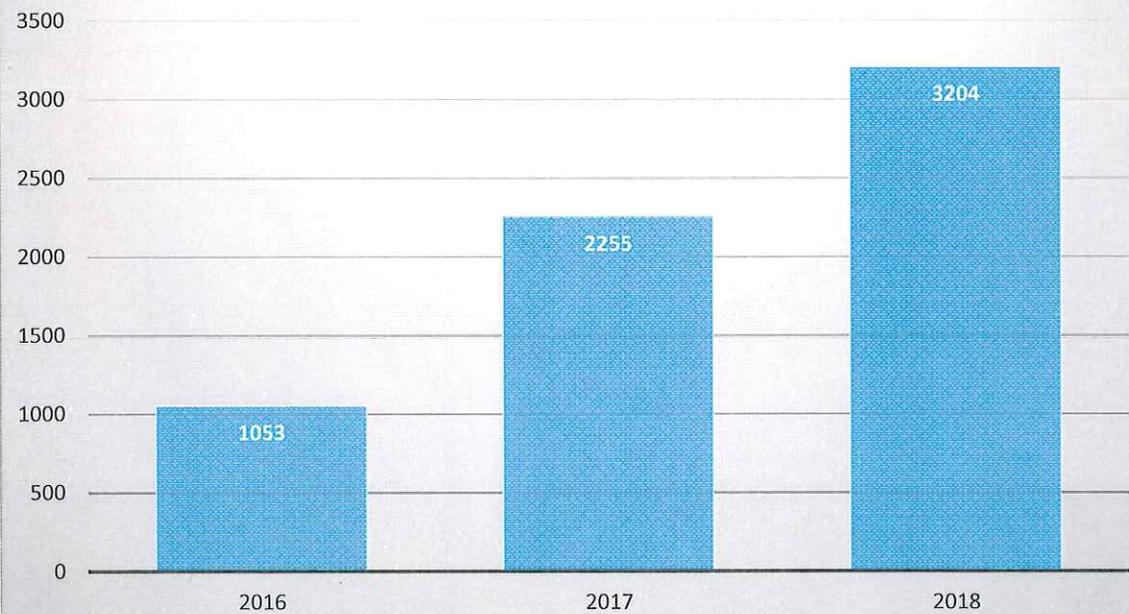
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Alarm Response Yearly Comparison



Parking Citations Yearly Comparison



Patrol Division

The uniformed patrol division officers are first to represent the Medina Police Department and the City of Medina in response to citizen requests for service. The patrol division is also responsible for carrying out initial crime scene investigations, traffic enforcement, motor vehicle accident investigations, assisting on LST calls, as well as fire calls.

Six new officers were hired in 2017. Four of the six completed all necessary training and have joined the ranks of our patrol division. The loss of two new hires required us to offer another police test in 2018. One new hire is currently in field training and a second will begin field training in January of 2019. These new hires bring our staffing to 38 sworn full-time officers.



The patrol division oversees the Traffic Calming Device Program in response to speeding complaints around the city. These signs, also known as Driver



Feedback Signs, have been utilized by the Medina Police Department for years. The program was instituted to aid the department in advising drivers to slow down. The signs act as a calming device by alerting drivers of their speed, then causing drivers to adjust their speed and change behavior by their own recognition. Studies have shown that speeders slow down 80% of the time. Traffic calming device

signs are deployed when the department is notified of an ongoing issue of speeding in a particular area. The signs record the speed of every vehicle that passes providing data to determine peak times of speed violations, an officer can then conduct traffic enforcement in that area. MPD currently has four calming

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device signs and will continue to circulate them around the city in 2019 as complaints are voiced and the need arises. Medina Police Department values feedback from residents and will continue to reinforce safety in the community.

The canine program was reinstated at the beginning of 2018. Nero was purchased from Excel K9 in Hiram. Officer Mike Lyon took possession of Nero in 2018. Officer Lyon and Nero completed all necessary training to be state certified by the Ohio



Police Officers Training Academy. Officer Lyon and Nero quickly engaged the public by conducting public presentations exhibiting their capabilities and answering questions. As a part of continuing education requirements Officer Lyon attended a national conference in Washington DC to enhance the canine program and the two attended a bite work seminar at Excel K9. Officer Lyon continues to work with Nero on shift to advance their skills as a team. Officer Lyon and Nero were deployed on 224 police related calls between April and December, they assisted various neighboring agencies for drug sniffs and searches. The two have conducted demonstrations and drug sniffs in the schools as well. Not only did Officer Lyon and Nero create a presence in the community offering citizens accessibility, but also work as a deterrent to criminals. Officer Lyon and Nero look forward to advancing their training and fostering a positive relationship with the public in 2019.



The Bicycle Patrol Unit was also revived in 2018. Three sergeants and four officers make up the unit. To accommodate the program, four Trek Police bicycles were purchased and outfitted by the Medina Bike Shop. Two bike racks for transport on the cruisers were also purchased. Each member was properly outfitted designed to the nature and

safety of the patrol cyclist. Three of the members had been previously certified as a police cyclist, the remaining four attended a 32 hour IPMBA Police Cyclist course

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to obtain certification. The bicycle patrol is utilized in areas difficult to patrol by cruiser, such as, parks, trails, and crowded events within the city. The members have been accessible to the public through personal interaction and bicycle safety demonstrations.

In addition to the volume of calls the patrol division receives, building trust and collaborating with the public through community oriented policing ranks high on the list of objectives. Officers conduct building and house checks on a regular basis as a means to provide a partnership with the community. In addition, liaison officers are assigned to apartment complexes in the city that prove to need additional assistance in maintaining harmony. The police liaison connects with the manager and staff of the complex on a regular basis to ensure safety and support. Additionally, officers hold demonstrations and talks throughout the city, walk Public Square, weather permitting, and are committed to the safety and well-being of the community on a daily basis.

The Medina Police Department began providing police services to Lafayette Township and entered into a contract to provide police services which increased our land jurisdiction substantially. A southwest zone was created for policing, and an officer is assigned to that zone each shift. The southwest zone consists of all land south of Smith Road and west of S Court Street. During their shift, officers that are responsible for the southwest zone participate in many community events, such as; Pioneers in the Park, Lafayette Halloween Party, Santa's Christmas in the Township and Lafayette Pancake Breakfast. Participating in these events has helped establish our presence in the community and provided an opportunity for personal interaction with the residents. Our patrols in Lafayette have focused on vacation watches, neighborhood patrols, and traffic enforcement at high accident/complaint areas. However, a variety of calls for service required our attention, to include; drug overdose deaths, domestic violence, and suicides. Our detective bureau has been used for investigations in the township, as well. The partnership with Lafayette Township has proven to be equitable for both entities and we look forward to continued collaboration with and providing service to our neighboring Lafayette Township.

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In 2019 the patrol division will strive to continue the growth represented in 2018. The department aims to reach further in collaborating and partnering with neighboring departments, first responders, local government, non-profits, schools, small businesses, and the citizens of Medina.



Self Defense taught by
MPD officers



MPD academy graduates Officer Piccoli, Officer
Scherer, and Officer Wade



Safe Communities award recipients
Officer Anderson and Officer Wovna with
Chief Kinney

Community Outreach

School Resource Officer-



The Medina Police Department works collaboratively with the Medina City Schools to ensure the safety of students within the district. The police department provides an SRO at the high school and another that manages time between the two middle schools.

SRO's have a variety of duties to include, serving as a liaison between youth and law enforcement, function as a role model, mentor youth at risk, calls for service that occur within the respective school, work with outside agencies such as the Medina County Health Department and Medina County Children's Services, and investigate crimes and make arrests when appropriate. SRO's also work closely with faculty to carry out school policies and procedures and are active in providing many programs within the schools, such as; ALICE drills, ROADWISE, vehicle safety checks, Medina County Safe Communities Coalition with "Click It or Ticket" events, Campus Awareness Training (CAT), Medina Police Activities League, Shop with a Cop and Special Olympics. Our high school SRO is an assistant boys lacrosse coach. The SRO's build rapport with students and work cooperatively with staff and administration to create a foundation of safety and cooperation.



Citizens Police Academy-

The Medina Police Department collaborates with the Medina Township Police Department and the Montville Township Police Department in presenting a citizens police academy for local residents. The academy consists of a curriculum intended to give a brief overview of policing in each jurisdiction. The academy

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consists of ten class presentations spread over ten weeks. The classes are generally three hours in duration for each session. Class survey results at the end of the academy are very positive with most indicating a positive reinforcement or a positive change in opinion of law enforcement.



Medina Community Police Academy Alumni Association (MCPAAA)-

The Medina Community Police Academy Alumni Association is dedicated to strengthening the partnership between the citizens of Medina and the Police Department by assisting in community-sponsored activities and acting as a resource to the Medina Police. This organization is a direct result of graduates from the citizen's police academy wishing to volunteer their time and give back.

The following are some of the areas where the MCPAAA assist the community and police department:



Memorial Day Parade, Tunnels to Tower Run, Medina Half Marathon, July 4th Twin Sizzler, July 4th Parade, Summer Concerts, Art in the Park, International Fest, *Homecoming parade, Halloween Patrol, Various Community Walks, Halloween Festival by Main Street Medina, Candlelight Festival/Parade of Lights, Small Business Saturday Shoplift Preventions, Civil Service Exam Assisting, Police Cruiser Maintenance*

Shop with a Cop-

Law enforcement members from the county came together in December to spread the joy of Christmas. More than 100 children were treated to a day of fun while bonding with the law enforcement community. This event is sponsored by the Medina County Fraternal Order of Police. Medina PD sponsored eighteen children this year and held their annual bake sale in support of the event. Children were treated to breakfast at the Blue Heron Event Center, time with Santa, a lights and sirens parade to Walmart, guidance and bonding with a law enforcement representative while shopping for themselves and their families and then lunch at Blue Heron with prizes and treats. This is a heartwarming event that our officers look forward to all year.



Juvenile Diversion –



The Medina Police Department participates in the Medina County Juvenile Traffic Diversion Program. A program administered by the Montville Police Department offered to all first time juvenile traffic offenders 16 or 17 years old. The one day class provides an alternative to the Juvenile Court system for an initial offense. A three hour class is offered at Medina High School and is taught by police officers who utilize driving simulators and hands-on driving exercises in a controlled environment to enhance the classroom portion. Participation requires a fee of \$50 which covers the administrative costs. Upon



completion of the program, neither the juvenile nor their parent(s) need to appear in court and the citation is not reported. Thus the juvenile's driving record remains clear.

Social Media Presence-

Social media is a tool used by the Medina Police Department to better engage with the community. These accounts allow the police department to have interaction with residents regarding community happenings, department updates, crime help and information relative to our community. Although the Facebook page is the most popular with 14,973 followers, we also utilize Twitter and Instagram and each has a variety of purposes and reach different audiences. There are no associated costs with any of the accounts. Please continue to utilize our social media posts in 2019 to stay updated and keep in touch.



Detective Bureau



The officers assigned to the Detective Bureau investigate felony and misdemeanor cases and complete pre-employment background investigations. Most cases originate with the Patrol Division and are forwarded to the detective bureau for additional investigation. Detectives are responsible for managing cases through the investigative process and through court proceedings.

The Detective Bureau is generally staffed by one supervisor, three detectives and a detective assigned to the Medina County Drug Taskforce. Detectives rotate through a weekly on-call schedule during the year.

In 2018, Medina Police detectives worked closely with and collaborated with multiple local, state and federal agencies. On a daily basis, detectives work with municipal and county prosecutors, social workers from Medina County Job and Family Services, local probation officers and state parole officials. On several occasions throughout the year, detectives collaborated with investigators from Ohio Internet Crimes Against Children Taskforce (ICAC) on investigations into local residents involved with child pornography.

Training is a priority for officers assigned to the Detective Bureau. In 2018, detectives continued to build skills and knowledge through training. Detective Brandon Grimm earned his Master Criminal Investigator certificate from OPOTA which required a minimum of 192 hours of specialized training. Detective Jeff Smith earned his Master Evidence Technician certificate from OPOTA after completing over 260 hours of specialized training. Both detectives worked over a number of years to accumulate the required training to earn the certificates. Detective Matt

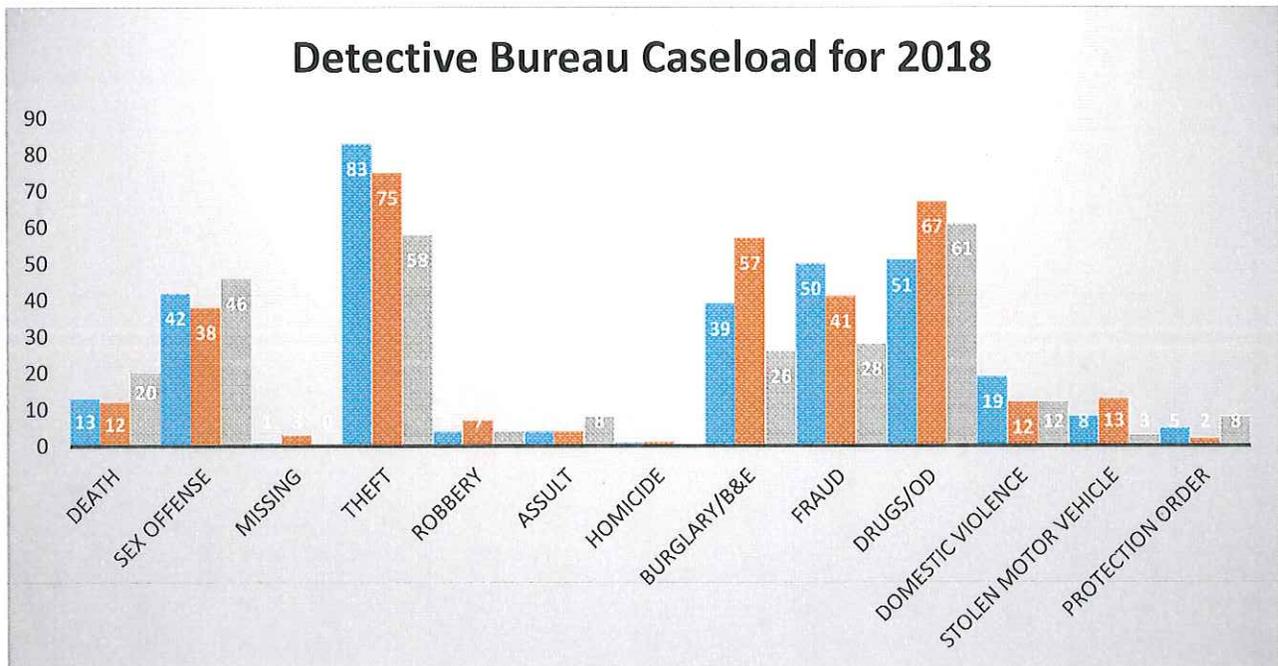


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Fitz is actively working toward his Master Criminal Investigator certificate with an emphasis on financial crimes. Detectives received training in death investigations, sex offense response, child abduction, missing persons, crime scene photography, blood splatter analysis, shooting trajectory analysis and evidence collection.

In 2018, over 330 cases were forwarded to the Detective Bureau. Cases are triaged prior to being assigned which allows detectives to prioritize solvable cases with actionable leads or evidence over cases with a low probability of being solved. More than 87 cases were presented to the grand jury resulting in over 125 felony charges. More than 50 search warrants were obtained along with countless requests for grand jury subpoenas. Detectives also filed 82 juvenile charges and completed 18 pre-hire background interviews and investigations.



Opioid Information

Overdose investigations declined in 2018, compared to 2017, however, do remain above average. Medina Police Department investigated 30 reports of an overdose in 2018, the majority are believed to be opioid related. A few reports are believed to involve LSD usage. Three overdose reports occurred in Lafayette Township, two of which resulted in death. Five deaths total occurred due to an opioid overdose in 2018.

Criminal charges were filed for eight overdose incidents. Charges filed included; possession of heroin, possession of fentanyl, and/or drug abuse instruments. In many incidents criminal charges were not filed due to a lack of physical evidence.

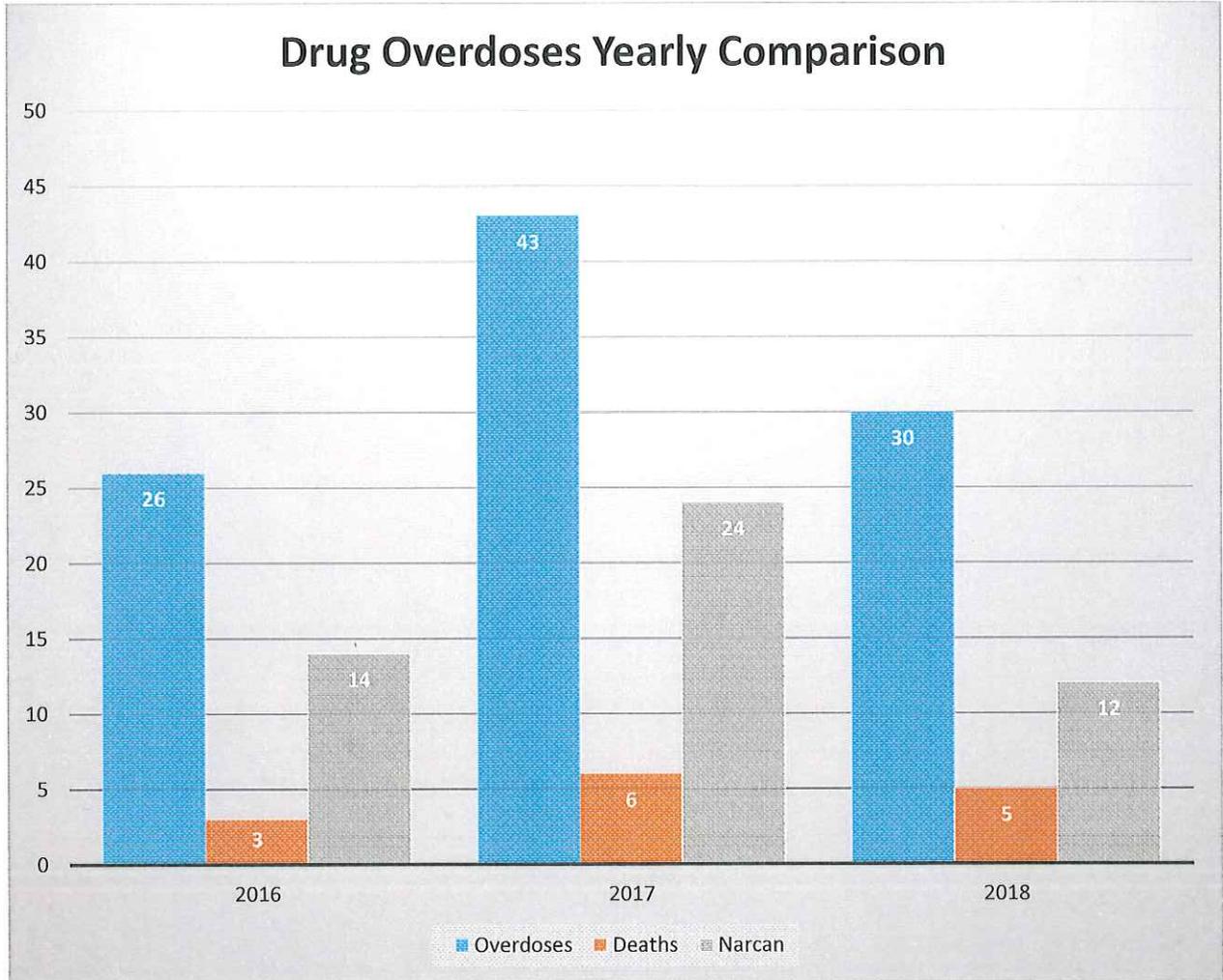
Medina officers deployed Naloxone twelve times to aid lifesaving measures of an overdosing person. All twelve occurrences resulted in success of saving a life. Officers administered Naloxone to three repeat offenders. One overdose victim was provided Naloxone on four different occasions, another was given Naloxone on two different occasions and yet a third repeat offender was administered Naloxone on three occasions, overdosed a fourth time in which the administration of Naloxone was not necessary, then this particular victim overdosed a fifth time and did not survive, he was found deceased in his home.

The Good Samaritan Law, in its second year, provides immunity to persons who call 911 to obtain medical treatment for an overdose victim, as well as immunity for the person receiving the medical treatment. Medina officers served eight immunity letters to persons who had overdosed advising them of their duties in seeking immunity. Of those eight only one was criminally charged after failing to comply with their duty to seek immunity, and one was granted immunity. The other six resulted in no charges being filed due to a lack of

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physical evidence. Nine overdose victims did not qualify for immunity due to constraints of community control sanctions at the time of the offense.



Medina County Drug Task Force

In 2018, agents from the Medina County Drug Task Force, to include Medina Police Detective Dan Warner, conducted 55 criminal investigations in the city of Medina. Thirty-seven of these investigations were conducted by Detective Warner. Thirty-seven different people were charged with 61 different criminal offenses as a result of the investigations by Detective Warner.



Agents of the MCDTF served sixteen search warrants and conducted three consent searches relative to investigations initiated in the city of Medina. Agents conducted forensic examinations on sixteen mobile devices relative to these investigations.

Criminal activity occurring in the City of Medina has a tremendous effect on what is taking place in the townships. Agents have found that many people involved in drug trafficking and abuse that have historically been found in Medina have migrated to the townships surrounding the city to conduct their illegal activities. The motels along SR18 and I 71 have become a popular location for these people to further their illegal drug activities.

Criminal Investigation Initiated in the Medina Area 2016-2018

To include the City of Medina, Medina Township, Montville Township, Lafayette Township and York Township

2016	2017	2018
89	80	74

Medina Area Drug Trends

Methamphetamine has quickly become the primary drug choice for all of Medina County. Crystal methamphetamine has become more readily available in the entire region at a significantly reduced price. Many opioid users have begun abusing methamphetamine due to the minimal chance of overdose and the cost involved. One gram of methamphetamine is available at approximately 1/10th the cost of one gram of heroin or fentanyl.

Narcotics Seized in the Medina Region in 2018

To include the City of Medina, Medina Township, Montville Township, Lafayette Township and York Township.

Type of Drug	Quantity
Carfentanil	.85 grams
Cocaine	4.03 grams
Crack Cocaine	12.51 grams
Fentanyl	2.85 grams
Heroin	2.46 grams
LSD	303 unit doses
Marijuana	5,386.84 grams
Marijuana Plants	32 plants
MDMA (Ecstasy)	6.85 grams
Methamphetamine	34.25 grams
Psilocybin Mushrooms	454 grams
THC Extracts	35.4 grams
Prescription Drugs	1,841 unit doses
Prescription Drugs	63.5 milliliters
Steroids	131.67 grams

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The pharmaceutical drug collection boxes located at the City of Medina, Medina Township and Montville police departments continue to collect hundreds of pounds of unwanted medications. Since the inception of the program in 2011 over 18 tons of medications have been collected throughout Medina County and disposed of safely. In 2018, the collection box located at the Medina Police Department yielded 402 pounds of unwanted medications

Report submitted by MCDTF Director Gary Hubbard

Communications

The Medina Police Department Communications Center has many responsibilities. Not only does the center provide dispatch and telephone services for our department and the Medina City Fire Department, but also, provides contractual services to the Montville Police Department, Medina Township Police Department and the Cleveland Clinic's Life Support Team.



Additionally, the center is a point of contact for all City services outside regular business hours, as the communication center operates 24 hours a day all 365 days of a year.

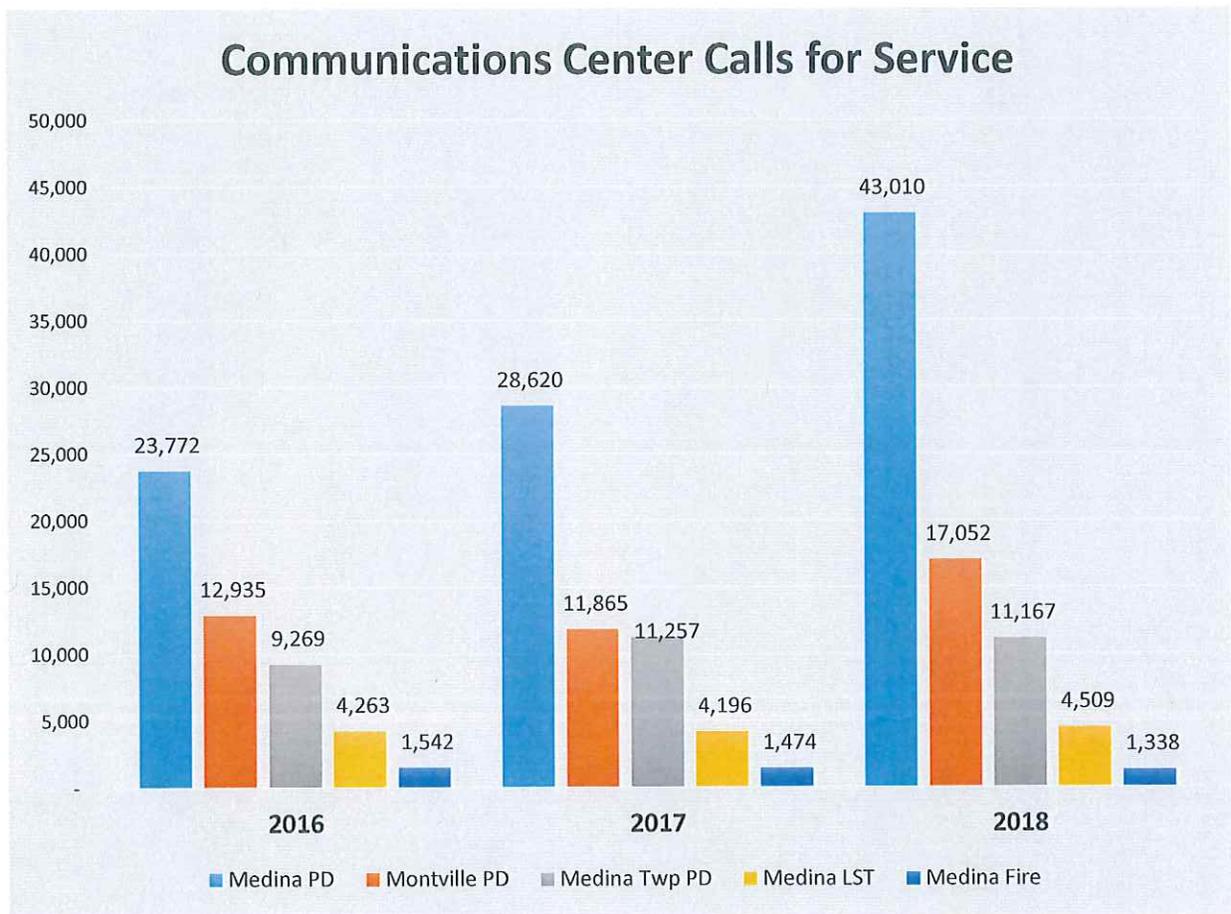
In 2018 the center became fully staffed and able to operate with two dispatchers on duty at all times and a third dispatcher on duty during peak hours. Once staffing reached the authorized level, overtime was reduced significantly compared to 2017.

Several major projects occurred in 2018, and some will continue into 2019. A new Internet-based E911 system was installed and is fully operational. This project is a collaborative effort with all Public Safety Answering Points (PSAPs) in Medina County. Some of the many advantages with E911 include full interoperability with the other three PSAPs in Medina County, an improved call mapping and redundant operability. As of December, all safety service radios were upgraded to a digital P25 (project 25) system, this has greatly improved radio quality and coverage. The communication center will have a strong infrastructure and stand prepared when neighboring partners opt to upgrade their radio system. A new Computer Aided Dispatch system is in the beginning stages of implementation and will continue toward a goal to be fully functioning by the summer of 2019.

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In 2018 the Medina Communication Center handled over 883,219 telephone and radio calls. This amount shows a 56% increase from 2017. This amount of calls can be compared to one call every 35 seconds every day of the year. Situated at the leading edge of public safety, our dispatch center continues to improve both in skill and technology serving the residents of The City of Medina and its visitors to its fullest potential.



Property / Evidence

Daily maintenance of the Medina Police Department’s Property/Evidence Room involves many functions, to include; the collection, preservation, storage, security and disposition of property and evidence. Evidence is maintained only as long as necessary for use in any pending investigation or prosecution. Non-evidentiary property is maintained only until it can be returned to its rightful owner or otherwise be disposed of in accordance with the law.



The Property Room is managed by a part-time officer under the supervision of the Special Operations Division Lieutenant. The officer devotes 29 hours a week to the department’s continuous flow of property and evidence.

Support may be provided by Records department personnel and intermittent volunteers when necessary and sustainable.

Property Room Activity 2018

	<u>Property Received</u>	<u>Narcotics</u>	<u>BCI Lab Submissions</u>	<u>Items Destroyed</u>	<u>Items Forfeited</u>	<u>Items Auctioned</u>
<u>2018</u>	1176	467	216	1348	1368	94
<u>2017</u>	1225	441	256	362	777	61
<u>2016</u>	1298	369	282	454	898	50

Police Specials Unit

The Medina Police Department “Specials Unit” was established in April of 1958. At that time, nine members of the community formed the volunteer unit to assist and augment the Medina Police Department. Over the years, the unit has grown and evolved, but one aspect remains the same; the members of the unit continue to donate thousands of volunteer hours to the community and the police department.



In 2018, the Special's Unit grew to nineteen members with the addition of three new volunteers. The nineteen members are comprised of 10 OPOTA certified members and 9 non-certified. The ten certified members are state certified police officers who are held to the same standards for training as a full-time officer. Non-certified members are not required to complete the training, but many choose to do so. All members are regularly trained to handle medical emergencies. Collectively, members volunteered nearly 4,000 hours to the community and to MPD. Hours are accumulated by attending monthly meetings, fulfilling training requirements, riding with officers, working paid details and most importantly, working volunteer details. The Specials Unit provided security and traffic control at nearly 50 community and school events during 2018. Many of these events could not be held without the assistance of Specials Unit volunteers. You may have seen members at the events listed below.

1. Step Up to Suicide Community Unity Walk
2. Medina Half Marathon
3. Memorial Day Parade



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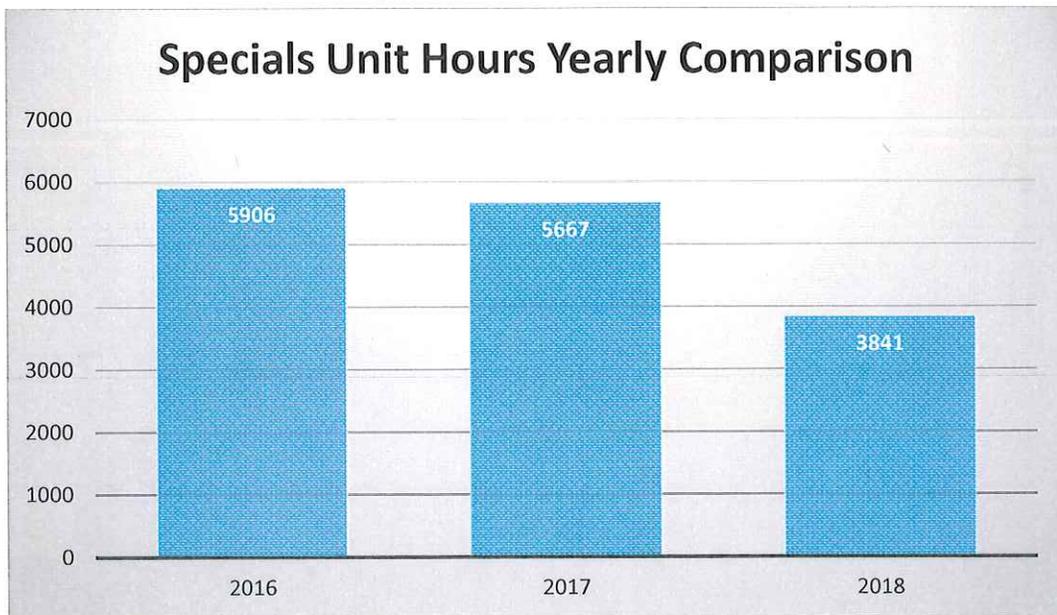
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4. Band Concerts at Uptown Park throughout the summer
5. Fireworks
6. Twin Sizzler 5K, 10K, and bike race
7. July 4th Parade
8. Art in the Park
9. International Festival
10. Medina High School Homecoming Parade
11. Race with Grace
12. Paws for the Cause 5K
13. Tunnels to Tower 5K
14. Trick or Treat
15. Candlelight Walk
16. Shop with Cops
17. Parade of Lights

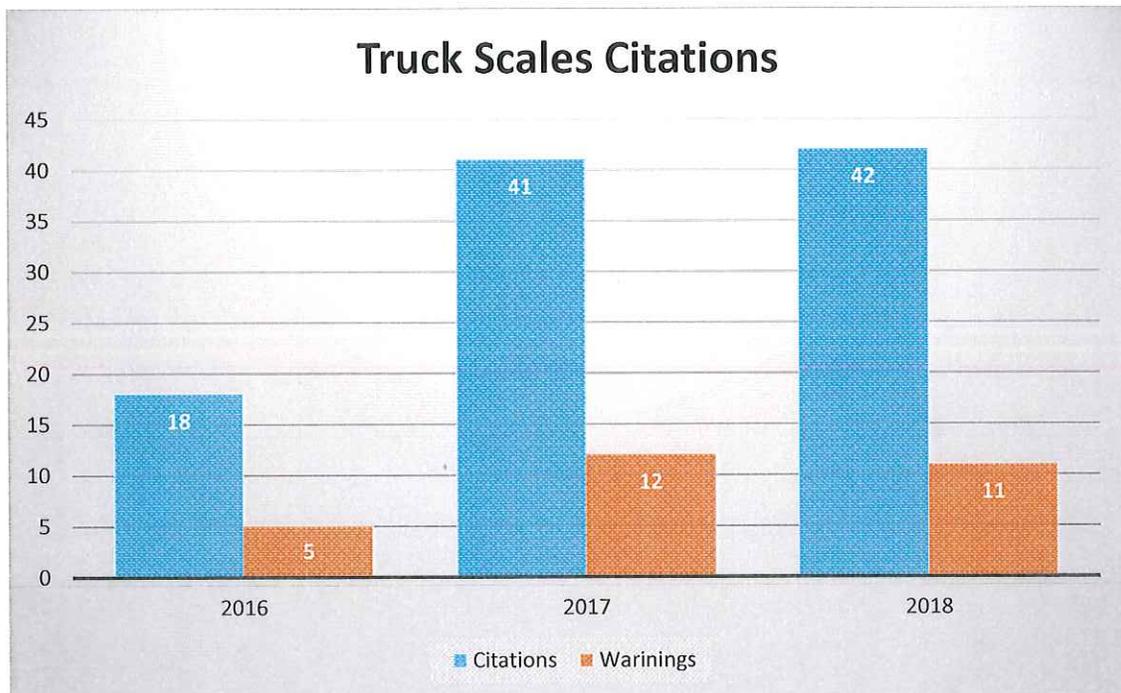


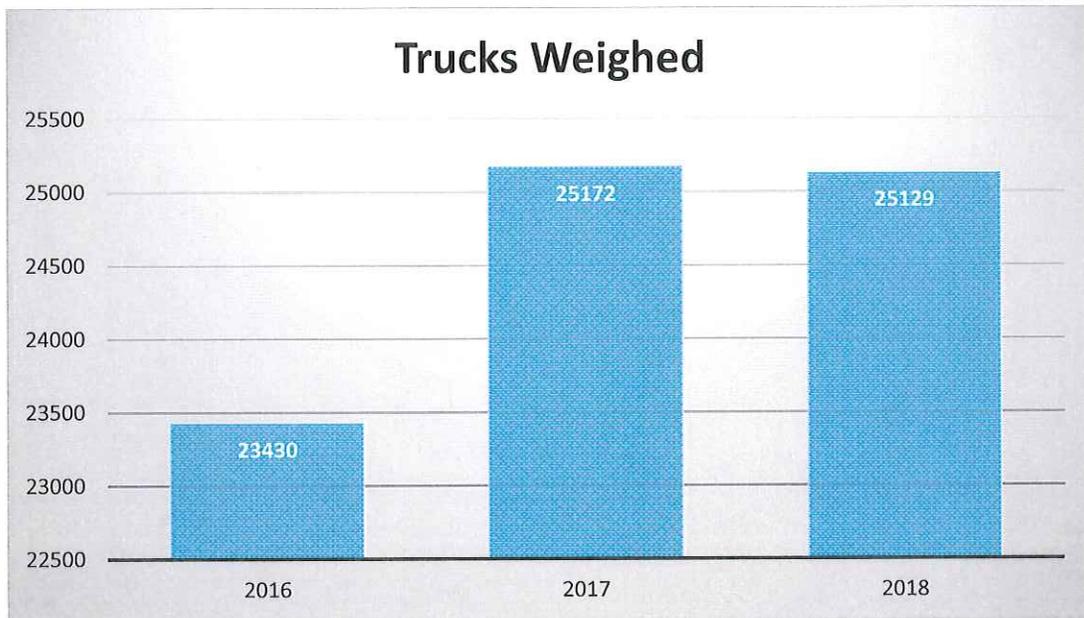
The members of the Special's Unit are excited to continue their long history of serving the community in 2019.



Commercial Truck Scales

The Medina Police Department Truck Scale continues to strive to decrease heavy truck traffic in and around Public Square and promote driver safety. By limiting both the amount of damage done to the roads and disturbing noise around Public Square citizens of Medina and visitors to the our city can better enjoy the shopping, dining and sight seeing of our town. The truck scale is open 29 hours a week. The decrease in truck traffic through Public Square is remarkable when the scale is open.





Records Division

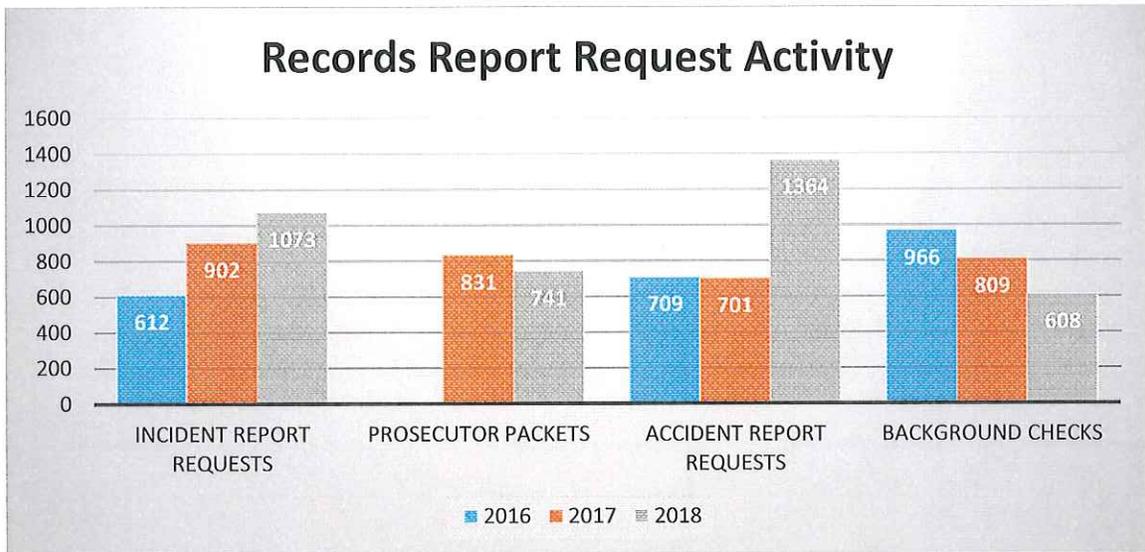
The Records Division is comprised of one full-time and three part-time employees. The constant flow of information, data and material coming and going from this centralized area necessitates personnel of the Records Division to maintain a well-rounded knowledge of the City of Medina, and surrounding communities we serve, as well as law enforcement procedures and reference information for the public. Records personnel assist all divisions within the police department, most city and county judicial agencies, as well as the public with any public record inquiries and call taking. Records personnel prepare paperwork, process and store all forms of citations, camera video and all electronic recordings which may be forwarded to inquiring agencies. This division handles state mandated reporting for accidents, towed vehicle tracking, domestic violence and finger



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printing. At the records window the public may obtain solicitor registration licenses, bicycle licenses, and inquire about public records. Furthermore, annual records destruction preparation, city budget preparation, and purchasing for the police department also originate in the Records Division. Activity may change and fluctuate from year to year, but the Records Division remains an integral part of all police department happenings.



Medina County SWAT

The Medina County SWAT team is a collaborative effort between seven law enforcement agencies and the Medina Life Support Team in Medina County. Medina police department provides five qualified officers to the SWAT team. The SWAT team operates under the memorandum of understanding agreed to and signed by all participating agencies. Currently the team is comprised of twenty-



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one team members. The hope moving forward into 2019 is to grow the team to twenty-five members.

SWAT members come together on a monthly basis to complete an eight hour training. A total of 96 training hours were completed in 2018. Training this year included scenarios such as; barricaded suspects, hostage situations, high risk search warrants, open area search and arrest, building searches, and active shooter scenarios.

Medina County SWAT was called out for three situations in 2018. In June, a situation where a Wadsworth man standing on his front porch with a firearm threatening to shoot any law enforcement officer that came near him was defused utilizing SWAT and he was taken in to custody. In November, a high risk search warrant for the Drug Task Force called for SWAT involvement. It was reported that guns were inside the home. Seven were found in the home and taken into custody. The home and out buildings were secured by the SWAT team before the DTF took over for further investigation. In December Hinckley Police Department requested SWAT assistance for a barricaded suspect in a barn where shots had been fired. The male was taken into custody prior to SWAT arrival and the response was cancelled.



Medina County SWAT Team will continue to provide a level of dedication and expertise necessary to keep the citizens of Medina County safe.

PARKS & RECREATION DEPARTMENT 2018 YEAR END REPORT

The Parks and Recreation Department is comprised of three divisions including parks maintenance, forestry, and cemetery. These departments were combined in 2014 in an effort to utilize resources, skillsets, equipment, and labor. The merger has increased operational efficiencies resulting in better service to the public, quicker turn around on projects, and the ability to keep up with preventative maintenance.

PARKS MAINTENANCE:

Medina City Parks encompasses over 775 acres of dedicated parkland within the City of Medina. Of that, approximately 182 acres are maintained for public enjoyment. Notable amenities include: 11 pavilions, 11 soccer fields, 14 baseball fields, 1 football field, 2 disc golf courses, 16 miles of mountain bike trails, over 5 miles of separate paved multipurpose and nature trails, 2 splash pads, an Outdoor pool, 10 sports associations, and many organized events throughout the year.

Expense Topics of Note

- Reconstructed 6 dugouts and installed concrete for \$32,178 at Fred Greenwood Park softball fields #1,2,3
- Replaced bleachers and benches for \$10,154 at Fred Greenwood Park softball fields #1,2,3
- Renovated the concession stand at Fred Greenwood Park including a new roof and siding for \$9,850.
- \$36,660 was spent to pave the entry drive at Fred Greenwood Park
- \$11,800 grant was received from the Willard Stephenson Foundation for the renovation of the Pavilion at Ray Mellert Park
- \$11,456 was spent renovating the lower pavilion at Reagan Park. The Medina Sunrise Rotary received a district grant and donated \$7,300 towards the completion of this project.
- Staff spent 6 weeks and approximately \$9,000 completely renovating J.U.M.P. Playground at Memorial Park
- The department purchased two new trucks in 2018
- \$3,900 was spent installing bike racks in the Historic District. \$1,500 was donated towards this project by the Cleveland Clinic Medina Hospital and Medical Staff

2018 Highlights

- Performed annual maintenance and repairs to the Gazebo including painting, washing, concrete sealing, and wood replacement.
- Renovated the landscaping around the splash pad at Fred Greenwood Park
- Planted and maintained wildflower beds as part of the National Wildlife Federation Mayor's Monarch Pledge.
- Hired two seasonal employees to maintain mountain bike trails, organize volunteer work days, and manage closures and updates on social media.
- Worked to bring Medina Youth Lacrosse Association on as a city sanctioned sports association
- Completed the annual turf renovation at the Uptown Park and athletic fields
- Maintained 71 flower urns and various planters in the downtown.
- A total of 4,106 participants were registered with sports associations for various sports
- A total of 159 pavilion rentals were scheduled and reserved in 2018.

Parks Maintenance (continued)

- A total of 75 events were scheduled at the Uptown Park
- A total of 33 special events were held throughout various parks
- Implemented new maintenance plans and weekly departmental safety meetings
- The parks department restructured staffing in 2018
- Collected trend data as part of our deer management plan

2019 Plans to note

- Construct a sidewalk to Kuehn-Todd Conservation area from Wadsworth Road
- Replace park entry signs at Huffman Cunningham Park and Roscoe Ewing Park
- Wash and stain pavilion at Memorial Park
- Purchase new ball diamond groomer for baseball and softball fields
- Purchase new truck for the department
- Construct new dugouts at Reagan Park field #6
- Replace bleachers and benches at Reagan Park
- Pave Fred Greenwood entry drive from Bristol Lane
- Replace concrete by concession stand at Fred Greenwood Park
- Replace concrete around Romtec Restroom at Roscoe Ewing Park
- Purchase CXT vault restroom for Sam Masi Park
- Apply for ODNr grant to extend Reagan Park Multipurpose Trail to N. Court Street
- Design and replace handrails at the Gazebo in the Uptown Park
- Implement an annual tree planting program for parks

FORESTRY:

The City of Medina has over 13,500 street trees in the right-of-way. These trees are maintained by the city on a five year cyclic pruning cycle. The departments' responsibilities include: planting, watering, fertilization, treatment, pruning, removing, and stump grinding. For the past 36 years the City of Medina has been designated a Tree City USA by the Arborday Foundation program in cooperation with the US Forest Service, United States Department of Agriculture, and the National Association of State Foresters.

Expense Topics to Note

- Approximately \$13,800.00 was spent to purchase replacement trees. Majority of these tree replacements were a direct result of the exotic invasive insect, Emerald Ash Borer, which has killed millions of Ash trees across the nation.
- \$137,800.00 was spent to purchase a new 65' forestry bucket truck for the department
- \$20,088.63 was spent to rebuild the department's 2004 Woodsman 2114 chipper

2018 Highlights

- Pruned 3,539 street trees
- Removed 96 street trees that were dead, diseased, dying, or had extensive storm damage
- Planted 120 trees as street tree replacements, improvements at city parks, public properties, and Spring Grove Cemetery
- Watered approximately 300 trees between June and September
- Continued pruning section 3 of the cyclic pruning cycle and started on section 4
- Fertilized approximately 450 newly planted street trees.

Forestry (Continued)

Accomplishments and Awards

- Employees attended classes put on by the Ohio Department of Natural Resources Division of Forestry.
- Obtained the necessary continuing education units to retain certifications by attending industry trade shows and classes
- Over 125 volunteer/community service hours were worked within the department
- Fulfilled the requirements to receive the 36th Tree City USA Award the National Arborday Foundation

2019 Plans to note

- Complete section 4 of the 5 year cyclic pruning cycle and move on to section 5
- Remove and replace dead, diseased, or dying trees
- Complete Ash tree removals and begin prioritizing final replacements
- Work with Medina City Schools and Medina Kiwanis Club in conducting an annual Arborday Program
- Meet the standards for re-certification as a Tree City USA
- Begin training for line clearance certification

CEMETERY:

The cemetery division maintains over 35 acres at two locations, the Old Town Cemetery and Spring Grove Cemetery. The Spring Grove Cemetery is listed on the National Registry of Historical Places. The cemeteries include a mausoleum, chapel, reflecting pond, columbarium wall, soldiers monument, over 6,500 monuments, and over 10,000 internments. The cemetery division works collaboratively with the Friends of the Cemetery towards the perpetuation and conservation of Medina's Cemeteries.

Expense Topics to Note

- Worked with the Friends of the Cemetery to get a new light installed at the office building
- Purchased 2 leaf blowers
- Purchased a new mower
- Installed a new drain behind the mausoleum in section 1A
- Started construction on the new columbarium wall

2018 Highlights

- Replaced the 26 trees that were removed at Spring Grove Cemetery
- Straightened 38 small monuments at Spring Grove Cemetery
- The staff was responsible for selling 89 burial plots and reverting 10 lots back to the City
- The staff performed 33 cremation burials, 46 full internment burials, and 1 baby burial
- A total of 38 monument footers were poured. Of those, 14 were flush stones and 24 were upright monuments
- Completed the new cremains section at the end of section 16 flush stone
- Worked with the Friends of the Cemetery to get the Spring Grove Cemetery ready for the Encampment event for the Bicentennial
- Worked with the Friends of the Cemetery to create a new master plan for Spring Grove Cemetery

Cemetery (continued)

- Painted the material storage bins
- Removed 10 trees in Spring Grove Cemetery and 1 tree in Old Town Cemetery

2019 Plans to note

- Construct a new columbarium wall for cremains
- Purchase a new dump truck
- Resurface the driveway between section 19 and section 18
- Repair the walls inside the chapel
- Update the computer program for cemetery records
- Install gutters on the mausoleum
- Complete maintenance items identified in the master plan

Sanitation Department Year End Report
2018

During the year 2018, the City of Medina Sanitation Department dumped waste at one location. The location used was The Medina County Solid Waste District Central Processing Facility in Seville.

The Sanitation Department paid \$1,166,102.18 to the Medina County Central Processing Facility to dispose of 27,751 tons of waste from 3791 loads.

In 2018, The Sanitation Department continued their curbside yard waste recycling program. From the middle of May through the end of November, the department collected residential yard waste on a separate route. The yard waste then was transported to the Medina County Central Processing Facility for composting. Through everyone's efforts, the department diverted 224.64 tons of yard waste from going into the landfill, a 70 percent increase from 2017.

The Sanitation Department had 14 outside haulers register for the 2018-2019 year to be able to haul trash within the City limits of Medina.

During the 2018 year The Sanitation Department delivered 51 roll-off containers to residential and commercial accounts within and outside of the City of Medina for temporary use.

As of December 2018 the City maintains 25 permanent business roll-off containers with pickups being on a scheduled basis for most of the businesses.

With the decommission of the 1999 International Roll-Off truck, a new Freightliner Roll-Off truck was purchased for the price of \$181,444.00 to be delivered in May of 2019.

The Sanitation Department provides 7,570 residents with curbside pickup each week and 794 commercial units with curbside pickup each week. (Commercial units also include condo complexes within the City and Brookdale Mobile Homes.)

There are 395 businesses within the city and 4 businesses outside the city that use the Medina Sanitation Department for the weekly pickup of their dumpster (not roll-off).

The Sanitation Department also provides support to the Street Department during the yearly pickup of leaves and Christmas trees.

2018 Street Department Year-End Report

The City of Medina Street Department is responsible for the following:

- Snow and Ice Control
- Leaf pick-up
- Street Cleaning
- Street Maintenance and Repair
- Asphalt patch repair
- Sign Maintenance
- Traffic signal maintenance and repair
- Line striping
- Storm sewer maintenance and repair

Some of the expense of these includes:

Snow and Ice Control:

Commencing January 01 2018, Street Department received numerous call outs for overtime to address snow, ice, flooding, etc. Thus far the winter season of 2018/2019, we have seen snow accumulation increase and temperatures drop increasing our use of salt and calcium chloride. We met our contractual obligation for the purchase of 90% of the estimated salt use for the winter season of 2017/2018.

Leaf Pick Up:

The 2018 leaf program began on 10/15/2018 and finished up on 12/21/2018. After completing five rounds of the city, we picked up and hauled away an estimated 920 ton of leaves.

Street Cleaning:

Our sweepers made multiple trips around the city in 2018, plus numerous sweeps for cleanup of spills, cleanup of the square for parades, etc. While generating a total of 103.18 ton of street debris.

Street Maintenance and Repair:

Street Department crews made multiple street and sidewalk repairs city wide. Back fill seed and straw was completed for street and storm sewer repairs, along with tree lawn repair.

Asphalt Patch Repair:

We placed 124.59 tons of cold patch for temporary repair of potholes and water main breaks. This quantity has been greatly reduced with the surfacing and road reconstruction projects thru out the city.

Sign Maintenance:

We have removed and replaced over a hundred street name signs and posts, the upgrade of the street name signs will continue into 2019. Street department will continue to make and install traffic signs, with the addition of the sign machine.

Traffic Signal Maintenance and Repair:

We made minor repairs to our traffic lights and pedestrian crosswalks. We contracted with an outside contractor to maintain and repair our traffic signals. We also contracted our annual traffic monitor and pedestrian system testing.

Line Striping:

We did complete our in house paint program of Handicap zones, parking stalls, railroad crossings, crosswalks, stop bars, arrows, and channel lines.

STORM SEWER REPAIR:

In addition to the basins repaired under Street Repair, we also used our equipment to open many ditches and clear headwalls for proper drain of storm water. We also contracted with an outside contractor to grout and seal some of our storm mains, to help eliminate some of the issues with sink holes. Street crews have been utilizing the sewer jet truck and sweepers for storm main and catch basin cleanout. Resulting in the removal of 122.82 tons of debris from the storm sewers. There are about approximately 1,400 inlet catch basins and 689 man holes that are checked and cleaned of leaves and debris. We have generated a list of inlet catch basins to be repaired commencing in early 2019.

City of Medina

Vehicle Maintenance 2018

The City of Medina owns and operates a wide variety of vehicles and equipment used in the city service departments. Vehicle Maintenance is performed at the City Garage by the city's own Vehicle Maintenance Department.

Vehicle Maintenance charges the departments a flat hourly rate of \$70.00. Included in the hourly rate are many of the supplies and materials used in routine maintenance procedures. Vehicle Maintenance also performs welding and fabricating.

Among the over 80 licensed vehicles the City owns and operates, the majority of the preventive maintenance and repairs are performed at the City Garage.

Vehicle Maintenance also sends a mechanic to the OAEVT (Ohio Association of Emergency Vehicle Technicians) once a year to keep updated on the City's Fire Department trucks and fire equipment apparatus.

Vehicles serviced and repaired at the City Garage are as follows:

- 11 Fire trucks, 8 support vehicles and numerous pieces of firefighting apparatus. Including the newly acquired equipment from Medina Township.
- 16 Explorer Police Interceptors and 7 Detective automobiles
- 6 Rear load trash trucks
- 4 Front load container trucks
- 2 Roll off container haulers
- 1 Container carrier/transport truck
- 8 Dump trucks plow/salt
- 6 Small dump trucks/plow
- 4 Backhoes
- 2 Tandem Axle dump trucks
- 3 Leaf vacuum trucks
- 2 Street sweepers
- 1 Sewer jet truck
- 2 Aerial bucket trucks
- Loader, Skid Steer and Mini Excavator
- All pickup trucks, SUV's and other utility vehicles
- Woodsman tree chipper
- Numerous mowers and landscape equipment and many other pieces of support equipment that the departments use in City services.

City of Medina

Vehicle Maintenance 2018

Vehicles are scheduled for service by tracking hours, miles or the frequency in which it is used. Some newer vehicles have an Oil Life Monitoring Function which helps further assist in the preventive maintenance scheduling. This information is gathered from inspection and various other maintenance request forms submitted by the drivers. The current service schedule used by the Vehicle Maintenance department is as follows:

Cars and Light Trucks	300 Hrs. or 4000 Mi.
Police Vehicles	4000 Miles or Oil Life Monitor
Medium Duty Trucks	300 Hrs. or 4000 Mi.
Heavy Trucks	300 Hrs.
Heavy Equipment	250 Hrs.
Mowers and Small Equip.	100 Hrs. or as required

Service notification stickers are used to remind drivers of when service is needed to further assist in scheduling preventive maintenance, showing hours and mileage for next service due.

With the continued rising cost of new equipment it is essential to perform preventive maintenance on the equipment to further the longevity of its useful service life.

To further the ability of the department, Vehicle Maintenance has updated its diagnostic tools to assist in troubleshooting and repairing the more complex electrical problems which occur with the newer computer controlled electrical, fuel and emissions systems used in vehicles and equipment.

As always, it is the Vehicle Maintenance department's goal to provide the City departments with the necessary services to keep their vehicles and equipment in safe operating condition in a timely and cost effective manner.

**Year 2018
Water Department**

1. Service Disconnections due to non-pay:

Jan	12	(+ 0 non-sufficient funds)
Feb	35	(+ 1 ")
Mar	22	(+ 0 ")
Apr	29	(+ 1 ")
May	13	(+ 0 ")
June	23	(+ 0 ")
July	18	(+ 0 ")
Aug	26	(+ 0 ")
Sept	25	(+ 1 ")
Oct	22	(+ 0 ")
Nov	15	(+ 0 ")
Dec	13	(+ 0 ")
TOTAL	253	3

2. Water Meter Changes (includes complete meter changes + radio read meter repairs)
Residential / Commercial

Jan	24/1	July	26/1
Feb	23/1	Aug	19/0
Mar	20/0	Sept	11/4
Apr	17/0	Oct	11/0
May	21/1	Nov	9/3
June	15/0	Dec	15/3

TOTAL: 211 residential / 14 commercial

3. Water Permits:
2 Water Service Connections by permit issued in 2018
(1 Commercial tap and 1 Residential tap)

4. Backflow Prevention Testing

Total: 1,134 Testable Containment

Backflow Prevention Devices in system

1,053 Total # tested in calendar year 2018

*remainder awaits testing from annual inspection dates or were

Irrigation system backflow devices that did not get tested.

Performed 103 on site surveys.

Did testing on 41 City own backflow devices.

5. Microbiological Contaminants

Routine:	440
Special:	<u>52</u>
TOTAL	492

6. TTHM and HAAS
 Stage 1 Compliance: 16 each (4 each per quarter)
 TOTAL 32

7. LEAD AND COPPER SAMPLING - due to treatment change at Avon Lake
 A set of 60 per each 6 months
 TOTAL 122 (collected 2 extra in first set)

8. Yearly Pumpage @ Spieth Road Station
 1078.494 Million Gallons

9. Hydrants
 Total Flushed: 1,409 of 1682
 Repaired: 27
 Replaced: 0
 Removed: 0
 Inactive: 0
 Painted: 39
 Flow Tests: 9

10. Water Breaks Total: 47

Cedar 637	Jan-18	C.I.	6	concrete street
E Smith 800	Jan-18	C.I.	6	treelawn
Medina @ Blake	Jan-18	C.I.	8	asphalt street/berm/treelawn
E Washington 606	Jan-18	C.I.	8	asphalt berm
Cedar 631	Jan-18	C.I.	6	concrete street
Howard 240	Jan-18	C.I.	2	concrete street
South Dr @ S Court	Jan-18	C.I.	6	asphalt street
E Washington 694	Jan-18	C.I.	8	asphalt berm
N Spring Grove 136	Jan-18	C.I.	4	concrete street
				concrete
				street/curb/sidewalk
N Jefferson 308	Jan-18	C.I.	4	
Deepwood 850	Feb-18	C.I.	8	treelawn
N Harmony 131	Feb-18	C.I.	6	concrete street
N Harmony 506	Feb-18	C.I.	6	treelawn
Lafayette 467	Feb-18	C.I.	6	asphalt berm
E Friendship & N Broadway	Feb-18	C.I.	8	asphalt street
N Huntington 136	Feb-18	C.I.	6	concrete street
Valley 911 W Abbey rear drive	Mar-18	D.I.	8	concrete apron
Springbrook 320	Mar-18	D.I.	8	treelawn
Granger 3733	Apr-18	C.I.	2 private service line	treelawn
Wadsworth @ Grant	Apr-18	D.I.	8 plug on tee	treelawn
E Washington 920	May-18	C.I.	8	treelawn
Broadway 620	May-18	C.I.	2	treelawn
Lafayette 245	May-18	D.I.	8	treelawn
Lake 975	May-18	D.I.	12	treelawn
Continental between 612&624	May-18	D.I.	bonnet bolts & gasket on 6"V	treelawn
W Liberty 887	Jun-18	C.I.	12	concrete apron

Prospect 290	Jun-18	C.I.	12	concrete lot
Harding @ N Broadway	Jul-18	C.I.	6	concrete street and sidewalk
Harding 500	Jul-18	C.I.	6	treelawn
Harding 401	Jul-18	C.I.	6	treelawn
Wadsworth 815	Jul-18	C.I.	8	treelawn
N Broadway 833	Jul-18	C.I.	6	concrete street
Baxter 390	Jul-18	C.I.	4	asphalt street
S Huntington @ bridge	Jul-18	C.I.	6	concrete street
E Washington 809	Jul-18	C.I.	8	asphalt berm
Harding @ N Harmony	Jul-18	C.I.	6	treelawn
Grant @ S Court	Sep-18	C.I.	8	asphalt street
Wadsworth 1000	Oct-18	D.I.	8	treelawn
South Dr	Oct-18	C.I.	6	asphalt street
Ryan Rd 831	Oct-18	D.I.	8	concrete apron
Wadsworth 1000	Oct-18	D.I.	8	treelawn
Commerce 133	Nov-18	C.I.	12	treelawn
E Washington @ Alber	Nov-18	C.I.	8	asphalt berm
S Jefferson @ E Washington	Dec-18	C.I.	8	treelawn
Spruce 723	Dec-18	C.I.	6	concrete street
Longview 389	Dec-18	C.I.	6	treelawn
Medina 106	Dec-18	C.I.	8	concrete street

11. BOIL ORDERS: Issued for water breaks/water line projects necessitating testing
17 for 2018 Calendar Year

12. UTILITY LOCATES: Underground water line locate service/remarking requests

<u>Total:</u> 6738	
Jan 62	July 706
Feb 294	Aug 670
Mar 566	Sept 696
Apr 608	Oct 708
May 752	Nov 302
June 868	Dec 238

13. WORK ORDERS (Finals/Restores) Totals: 776/100
(Finals: changes in billing service/ Restores: instituting billing service)

Jan 46/5	July 75/8
Feb 44/9	Aug 100/14
Mar 49/3	Sept 64/8
Apr 60/16	Oct 74/9
May 66/9	Nov 70/3
June 81/11	Dec 47/5

14. Curb Box repairs:	14
Lowered	35
Straightened	17
Locate buried c/b's:	14
Replace curb boxes:	12
Replace curb stops:	5

15. VALVE AND VALVE BOX REPAIRS

Valve repairs:	1
Valve box repairs:	13
Valves exercised:	113

16. Landscaping from water breaks: 40 plus Prospect Project

17. BUILDING, EQUIPMENT, and SYSTEM MAINTENANCE

Mowing at Water plant, Pump Stations, Tanks, and W. Reagan sound mounds.
Repaired control valve, VFD # 2 issues, and #3 pump at Koons BPS
Upgraded modem at Progress Tank for tank telemetry
Repaired interior light fixture, wet floor alarm, #3 VFD at Spieth Rd Station
Replaced heater blower fan blade at SRBPS
Replaced and rebuilt chlorine feed lines and regulators at SRBPS
Repaired and repainted exhaust fan assembly at Fair Rd Pump Station
Designed and installed air gap on bulk water station
Continued scrapping of no longer used piping and wiring at Water Plant
Continued updating Valve Box Books from edited scans of water projects
Began work on Asset Management plan as required by new EPA regulations
Cleaned around wells in preparation for well abandonment
Pilot AML study with Master Meter
Replaced 2 lead service line.
Taps: 2 - 1 Commercial and 1 Residential