



Building Safety in Wooster

2017 Annual Report
City of Wooster Building Standards Division

Building Standards Division Mission: To protect the public from hazards incidental to the design, erection, repair, demolition or use and occupancy of all buildings or structures and to ensure the safe and sanitary maintenance of existing buildings using effective code enforcement while providing open communication, courtesy, and respect.

Letter from the Chief Building Official

Each time we go to work, shop, eat at a downtown restaurant, or send our kids to school we take for granted the building will be safe and the building will not make us sick. We take building safety for granted. Successful code enforcement in Wooster means protecting the health and safety of the public by ensuring safe buildings, and yet there is more. Our work also impacts community development. All things being equal, studies show investment flows to communities with an efficient and customer focused permitting process. Our work is an important part of what makes Wooster a great place to live. Wooster indeed is a great place to live. We had impressive accolades for 2017 including Ohio Magazine: “Best Hometown 2017”, Money Magazine: 37th of “Top 100 Places to live in the United States”, and the Financial Times: “#4 FDi Strategy for Top Micro American Cities of the Future.”

In this report, I will present the activity of the division while identifying trends and opportunities. I hope you will take the time to appreciate the work behind the statistics. For example, in 2017 we became one of the few paperless building departments in the country. Think of the obstacles and challenges we overcame. Imagine the work of inspectors who spent hundreds of hours and felt personally responsible making sure complex healthcare projects such as the Wooster Community Hospital addition, Danbury Senior Living expansion and the new Avenue at Wooster nursing facility comply with the codes.

I encourage you to ask questions to learn more about our activity. I welcome your comments and suggestions so together we can continue to improve our important work.

Sincerely,



Tim Monea, CBO
Building Standards Manager

\$1,098,055,969

Value of construction in Wooster in the last 20 years is over one billion

24,000

Permits Issued in the last 20 years

60,000

Inspections made since 1997

1,700

Permits issued in 2017

3,400

Inspections made in 2017

\$86,946,213

Value of construction in Wooster in 2017

City of Wooster Building Standards Division Significant 2017 Accomplishments

- **Online Permitting went live January 1, 2017.** Functioned as a “paperless” office using a cloud-based permitting system. Applications were completed online, and inspection requests, permits, receipts, reports, and other documents were issued as a pdf. Over 25,000 sheets of paper were saved, and countless full-size plan sheets have also been foregone. A public kiosk was set up to aid users without internet access. Also, the City’s Engineering, Recreation, and Utility Divisions also utilized ViewPoint Cloud to process permits and applications. Also, the Building Standards and Planning and Zoning Divisions have redesigned the City’s parking permit program and transitioned the program to an online process that will begin during 2018.

- **Major Construction Projects in 2017:** Daisy cottage cheese production expansion, Gojo facility expansion, College of Wooster projects, Milltown professional building alterations, Shoppes at Burbank, LUK expansion, new Comfort Suites, Wooster Community Hospital, St. James Episcopal Church, AEP service center, Aspen Racquet Club, The Village Network, Campbell Oil Bell Store, Wooster City Schools, Wayne County Agricultural Museum, Pet Smart, Wooster Safety Center, Wooster Chamber of Commerce, Taco Bell, Planet Fitness, Westfield Bank, and others.

- **Completed Insurance Services Office (ISO) 2017 Building Department Review.** ISO is the leading supplier of statistical data to the insurance industry in the United States. They analyze the building code enforcement efforts to classify the effectiveness of the Building Division. Insurers can use the data provided by ISO to offer premium discounts to eligible Wooster properties.

2017 Plan Review, Permitting, and Inspection

Activity Summary

The Division maintains certification as a State Certified Building Department with Certified personnel. As such, the Division deals directly with private architects, developers, contractors, property owners and others in carrying out the mission to protect the public. This work includes performing 250 plan reviews, issuing over 1,700 permits and conducting 3,000 construction inspections and another 2,150 existing property inspections.

- **1,700 permits** were issued, up again nearly 14% along with **3,000 construction inspections**.
- The total value of permitted **construction was nearly \$88 million**. This total was 12% less than last year's record of \$100,000,000.
- We collected **\$315,000 in fees**, up nearly 12%.
- **11 new single-family houses** were approved, and this is down 55% from each of the last several years.
- The Division used cloud-based online software to track the **testing of approximately 1,800 backflow prevention devices**.

2017 Property Maintenance Code Enforcement

Activity Summary

Code enforcement is some of the most challenging work we do. It is undeniably difficult with imperfect results. But it is important work and can be satisfying because it not only protects public health and safety but also safeguards relationships between neighbors, beautifies our neighborhoods, and preserves property values.

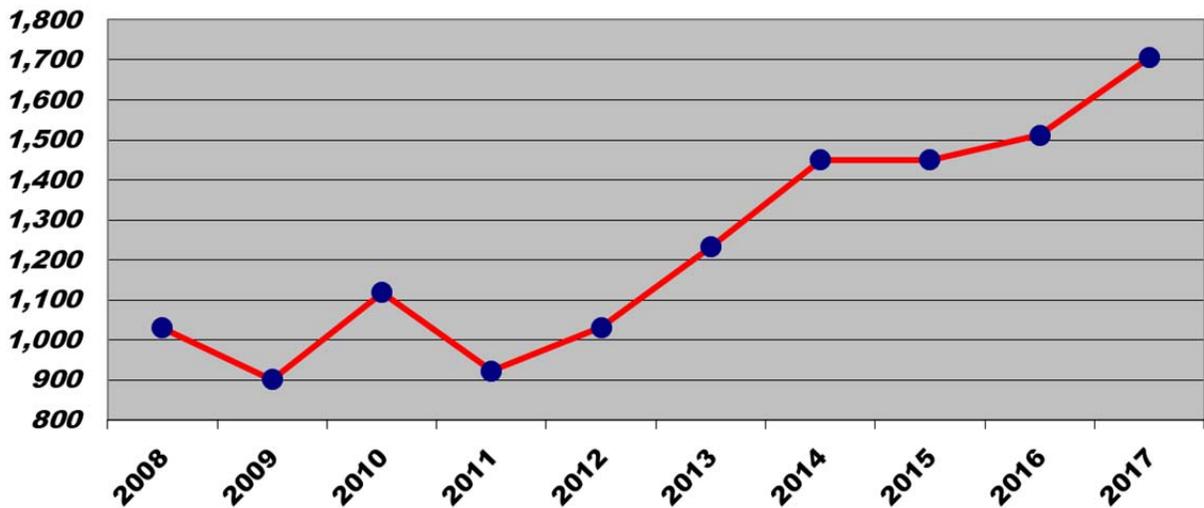
- We performed **2,155 maintenance code inspections**, and this is up 37% from 2016.
- We **inspected 1,429 different properties**.
- We identified **557 Property Maintenance and 268 Zoning Code violations**.
- A total of **9 houses were approved for demolition**.

2017 PERMIT ACTIVITY CONTINUES UPWARD TREND

In 2017, over 1,700 permits were issued, up again nearly 14% over what was an exceptional 2016 year. This is a strong four-year upward trend as the chart below shows.

Inspections were also up with 4,794 inspections conducted.

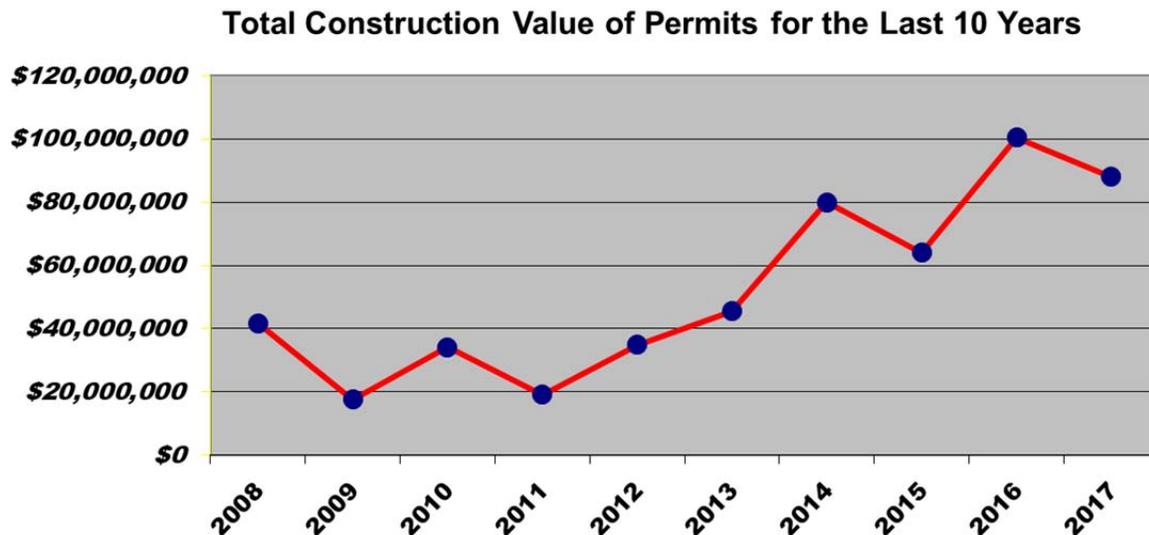
Number of Permits Issued Last 10 Years



During 2017, the Division reviewed and issued over 1,700 permits. These permits include residential and commercial building, electrical, plumbing, HVAC, and fire sprinkler and alarm permits. Also included in the figures are residential zoning permits (the division issues residential zoning permits). The last four years were record highs for permit issuance with 2017 the highest number on record.

2017 VALUE OF CONSTRUCTION CONTINUES OVERALL UPWARD TREND BUT DIPS FROM 2016

In 2017, the total value of construction was nearly \$88 million. This total was 12% less than last year. 2016 saw many large-scale projects permitted and this drove the number to an all-time high of \$100 million. Although this was below last year, it represents the third highest year ever.



Over the years, construction in the City of Wooster has certainly had its ups and downs. Before 2001, construction values remained fairly constant in the \$30 - \$40 million range. The years between 2001 through 2007 saw construction activity levels peak in the City with 2005 seeing nearly double the norm with \$90 million in value. The housing crisis represented the low point. The last four years were very high and **2016 we issued building permits on construction valued at \$100 million – a new all-time high. 2017 was the third highest year on record.**

2017 FEE COLLECTION CONTINUES 3 YEAR UPWARD TREND

In 2017, fees collected were up nearly 12% to over \$315,000. This increase is despite the fact that permit fees were lowered approximately 15% due to the efficiencies of the new cloud permitting process. Fees represent about two-thirds of budget expenses in line with our *revenue policy*.



The general mix of fees is 60% user fees and 40% general fund. This mix is part of a revenue policy developed by the Division and Administration and is reviewed periodically. The policy reflects the view that fees from permits should not subsidize code enforcement and the burden should be placed on the community as a whole.

In 2017 fees accounted for about two-thirds of the operating budget. Additional funds approved by Council to perform added demolitions and property maintenance abatement actions bring the percentage down, as fees are not collected for such actions.

2017 SINGLE FAMILY HOUSING STARTS DIP SIGNIFICANTLY FROM PREVIOUS 4 YEARS

In 2017, 11 new houses were approved. The previous five years saw 20 – 25 houses built each year. The reasons for this are complex and require further evaluation.



Housing has averaged **64 new units for the each of the ten years from 1999 – 2007**. Housing unit growth has paralleled the growth of the North End of the City as new subdivisions were built out at the same time as the North End developed.

For the years **2010 – 2016, Wooster averaged 23** new single-family houses. It appears that approximately 25 housing units/year has been a sustainable number in the City for the last several years.

In recent years, very few new subdivisions have been brought to the City for development. Only two residential subdivisions have developed in the last several years: Tartan Ridge and Crooked Creek. These, along with the Reserve at Deer Creek and the Meadows, have most of the available lots.

This is an area that merits further study with questions such as: Is there a pent-up demand or shortage of new single-family housing? Is the City providing adequate housing choices?

Top 8 projects in 2017

1. Daisy Brand LLC
New 110,000 sf addition
2. Lieben Wooster LP
New Comfort Suites hotel 55,000 sf
3. The College of Wooster
Stevenson Hall alterations
4. Goo Goo Express Wash
New car wash
5. Wooster City Schools Board of Education
New Early Education Center at Cornerstone
6. Aspen Grove Investments
New 51,000 sf Aspen Racquet Club
7. St. James Episcopal Church
Major addition
8. Wooster Place Inc.
New Pet Smart tenant build out

Floodplain Administration

Flooding has been a notorious cause of damage and life loss in the United States, with an average annual damage cost of \$6 billion and loss of 140 people. Floods can occur due to heavy rain, snowmelt, or a body of water overflowing, among other causes. The people and places affected by flooding are located in what is referred to as the floodplain.

Since standard homeowners insurance doesn't cover flooding, the National Flood Insurance Program (NFIP) offers flood insurance to homeowners, renters, and business owners if their community participates in the program. Participating communities agree to enforce and adopt ordinances that meet FEMA requirements to reduce the risk of flooding. In the spring of 2007, the City began participating in the National Flood Insurance Program with the adoption of the Flood Damage Reduction Ordinances. As if on cue, the City experienced a 100-year flood event in 2009 and another in 2010.

The NFIP standard for floodplain management is based on the 100-Year Flood. This is a flood event that has a 1 percent chance of occurring in any given year. An even larger flood is called the 500-Year Flood, which has a 0.2 percent chance of occurring every year. The last 500-Year Flood occurred in Wayne County on July 4, 1969, causing \$17,000,000 in damages and claiming the lives of 21 people.

On average, the City will issue 3 permits per year in the floodplain. Projects in the floodplain are required to build to higher standards including dry-flood proofing, raising the elevation of the lowest floor or other flood resistant methods. By limiting activity in these areas, flood damage risks are properly managed.

During 2017, the division conducted over 24 floodplain reviews and assisted property owners determine the base flood elevation of their properties.

Backflow Prevention Program

Backflow can be described as “a reversal of the normal direction of flow within a piping system.” Contaminated water or other substances may flow from a property/building **into the distribution pipes** of the City’s potable water supply, causing contamination.

What our **Backflow Prevention Program** means to our customers is that once the potable water passes through the water meter into a facility, premise or home, it will be uncontaminated from other users. The backflow device protects other users from possible contamination.

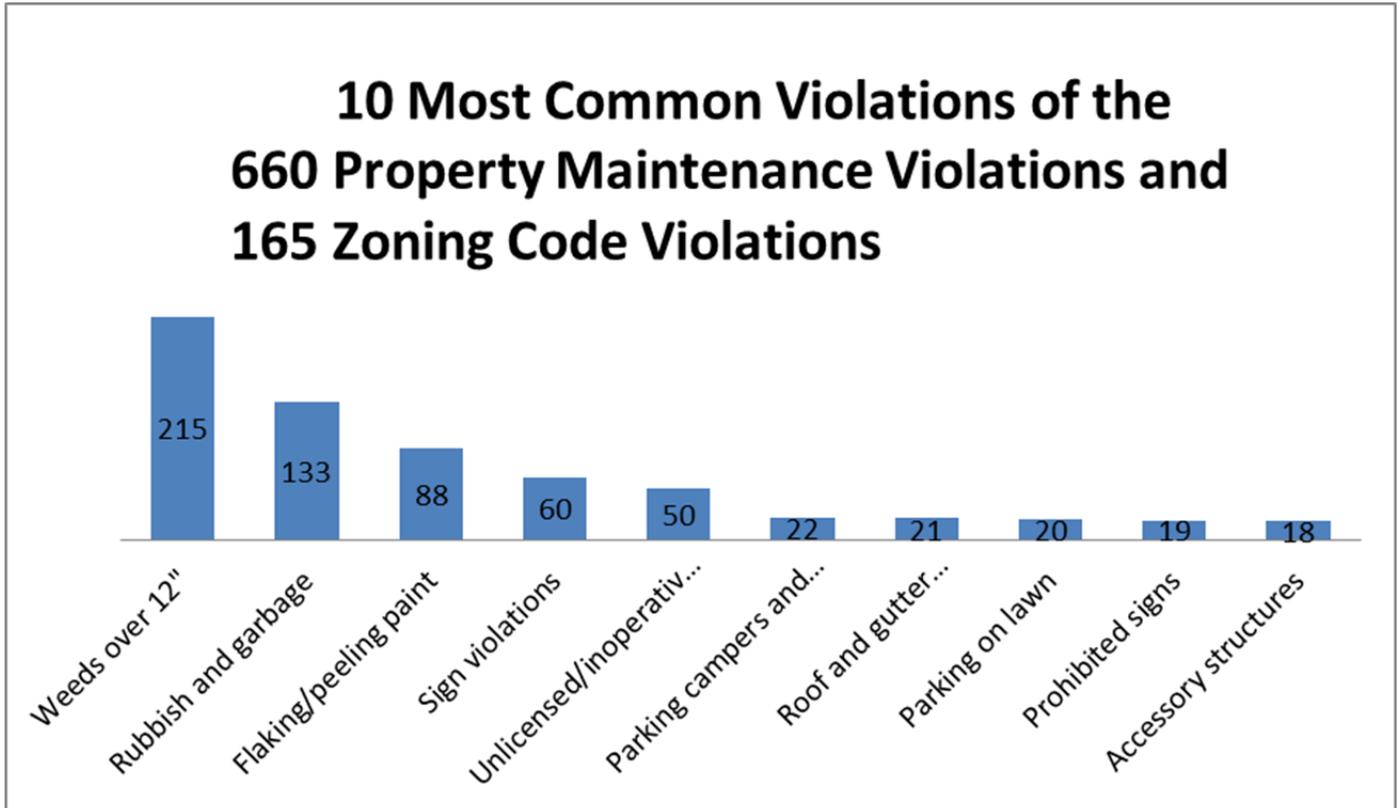
Backflow and cross connections are covered by the Ohio Environmental Protection Agency (EPA) under sections 3745 – 3795 of the Ohio Administrative Code and the City’s Utility Ordinances. Under these ordinances, commercial and industrial facilities are in need of an approved backflow device. Also, residential sites may be required to have protection based on use (for example residential irrigations systems).

A survey/plan review is done for all new water connections and may be conducted at an existing site by the Program Coordinator (Scott Davis) at his discretion. Devices may be required based on this survey.

- During 2017, the **Division tracked the testing of approximately 1,800 devices** using the City’s online tracking system.
- The Division also conducted surveys and site visits to eliminate potential sources of cross-contamination.
- Additionally, the Division enforced the required testing of these devices. They are required by law to be tested annually.
- Also, the division required the installation of these devices on new and existing water service lines as stated in the law, particularly devices required to be installed on existing fire sprinkler supply lines.

Property Maintenance Code Enforcement

We performed 2,155 Property Maintenance and Zoning Code inspections in 2017 resulting in 825 violations.

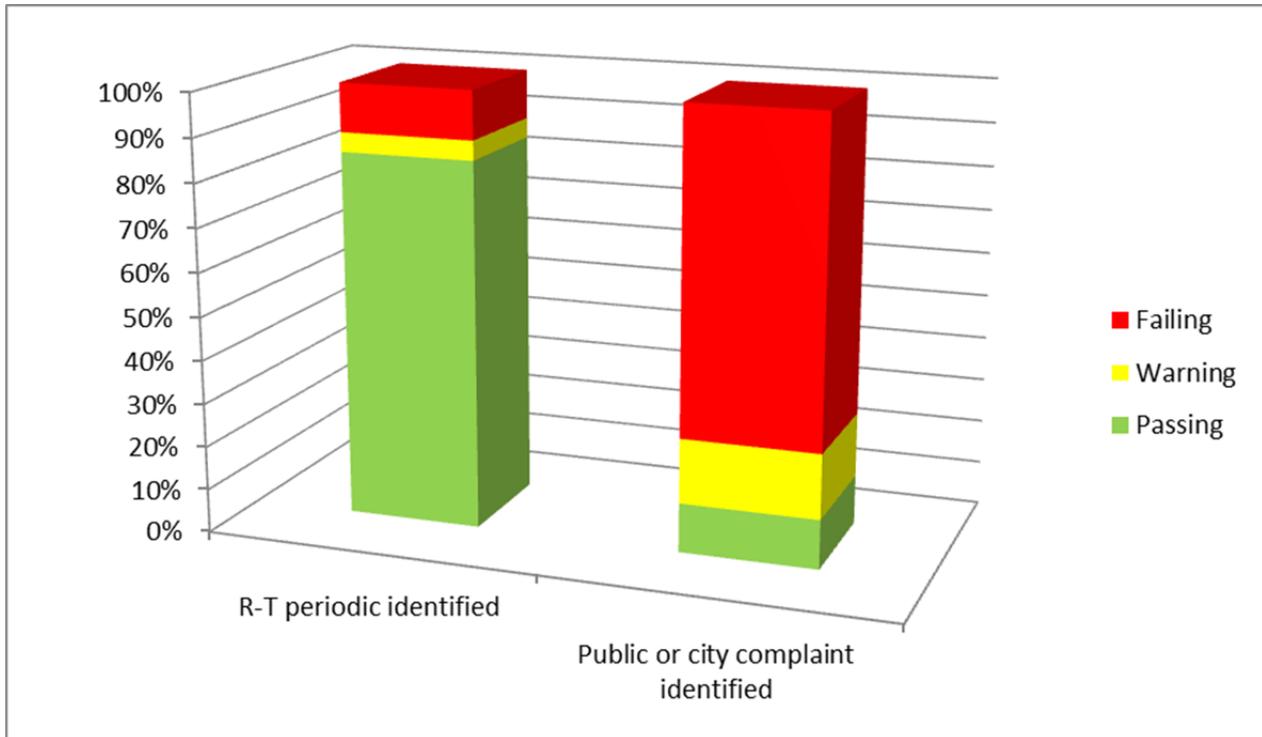


It is clear that an effective code administration program enhances the quality of life for the residents of Wooster in many ways. The program must include effective enforcement of the maintenance and zoning codes.

The 2,155 property maintenance and zoning code enforcement inspections are up from 1,576 during 2016. The increase is due to the cycle of the R-T Zoning District Periodic Inspection program. During 2017, we started over inspecting the 1,735 parcels in this district. This round of inspections was the second time through and as with the first time through in 2014; the inspection activity is higher during the initial year.

We inspected 1,429 properties in 2017.

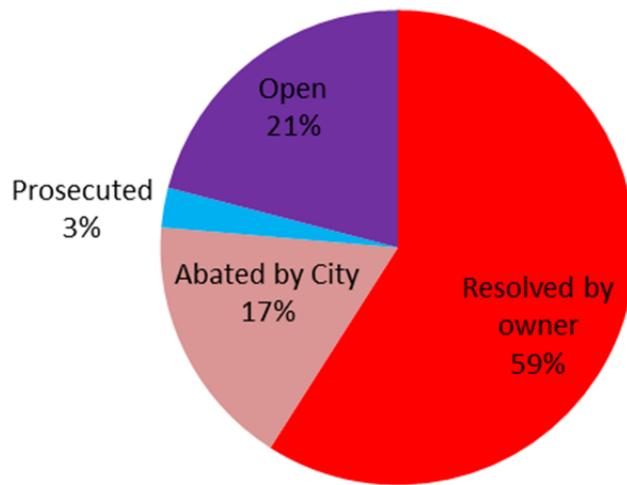
Most of the complaint driven inspections resulted in a violation, while most of the proactive inspections resulted in no violation.



Although scheduled periodic inspections will result in a violation only about 20% of the time, they are effective in covering large areas and identifying violations that may go unreported. **Each type has advantages and limitations.**

39%, or 557, properties had one or more Property Maintenance Code violations.

Resolution of the 557 Properties with Violations



60% (327) of the time, the owner resolved the issue/s.
17% (96) of the time, the City hired contractors to abate the issue/s.
3% (15) of the time, the City prosecuted the owner.
21% (116) of the time, the violations are open and pending resolution.

2017 Demolitions

We approved nine houses for demolition.



City of Wooster Building Standards Division

2017 Goal Setting and Action Planning

Goal One: Assist the Engineering Division to fully implement the Viewpoint cloud-based online permitting product.

Status: The Engineering Division has implemented Viewpoint for their permits, and they are all available as an online application and approval process.

Goal Two: Set up Viewpoint to administer the Parking permit/pass/lease program.

Status: All of the setup is complete, and the transition to online parking permits are in process. Notification of all of the stakeholders and should be completed early 2018.

Goal Three: Consult with the Human Resources Division to discuss the use of Viewpoint for internal processes, applications, etc.

Status: Preliminary conversations were started, but this work must be moved to 2018 due to time and staff constraints.

2018 Goal Setting and Action Planning

Goal One: Work with City Managers regarding utilization of Viewpoint cloud-based application software for their divisions. Make presentation outlining current use and possible further Citywide utilization.

Goal Two: Work with Viewpoint to continue improving the function of the current online permitting processes.

Goal Three: Complete update of Chapter 13 of the Codified Ordinances. This Building Code chapter needs a comprehensive update.

City of Wooster Building Standards Division Significant Prior Accomplishments

- Assisted the Wayne County Commissioners with interviews and the selection of a new County Chief Building Official
- Hosted the following cities searching for best practices regarding code enforcement, downtown rehabilitation of buildings and improved customer service: Ohio cities of Steubenville, Mansfield, Upper Arlington and Hudson and cities from North Carolina and Rhode Island.
- Developed joint meeting with local code officials and the local Homebuilders Association to provide HBA members with code updates and education.
- Managed Larwill Trailer Park clean-up project and worked with the housing coalition and WMHA to assist with the relocation of all residents to improved housing.
- Managed the project to transfer the administration of the City's backflow valve testing program from a paper system to an online system. This included the online registration for tester certification and recording of mandatory annual tests. The City has over 1200 registered valves.
- Worked with Cleveland State University School for Professional Studies to streamline the plan review process. Used software updates and concurrent plan review to reduce the average review time to 21 days for complex projects.
- Began large format scanning and electronic archiving of all commercial plans since 2002.
- Developed "mutual consent" appeal process for commercial building code appeals for downtown businesses.
- Developed a system of updating and coordinating all lot information and address information with the Wayne County Auditor's records. This allowed the accurate identification of current owners, lot/parcel information, and addresses.

- During 2002-2005, initiated the discontinuance of the citywide “radio alarm box” fire alarm systems. These were unreliable and non-code compliant. This resulted in 220 commercial buildings upgrading to code-compliant fire alarm systems and the City no longer monitoring fire alarm systems with outdated equipment.
- Co-managed the municipal building’s \$1.7 million remodel project in 2002, the exterior bicentennial project in 2007 and the 2008 Schellin Park bicentennial monument project.
- Created the full-time position of Property Maintenance inspector during 2002. Created new R-T District periodic inspection program during 2013/14.
- Served on the WC Housing Coalition representing the City of Wooster since 2003.
- Ordered and worked with property owners on 42 structure demolitions during a 30 month period ending in 2014 utilizing 16 Moving Ohio Forward funds provided by the State. Served on the county-wide MOF committee.
- Served on the Howey House committee working in the N. Buckeye St. neighborhood. Worked to save the “Black” century home and secured funding for complete renovation. Initiated the replacement of sidewalks in the area and street tree trimming and replacement.
- Began a partnership with the local Homebuilders Association to provide members with code updates and education.
- Elected during a statewide election to serve as a director for the Ohio Building Officials Association.
- Awarded Building Official of the Year in 2005 by the Five County Building Officials Association representing 15 counties in NE Ohio.
- Received certification from the State of Ohio for Residential Building Department and all personnel during 2010.

“The City of Wooster Building Standards Division staff is well trained, experienced, and committed to our mission of protecting the public and we are ready for the challenges of 2018.”

Tim Monea	Chief Building Official Floodplain Administrator
Carla Jesse	Administrative Assistant Building Standards Division Planning and Zoning Division
Kim Fahrni	Electrical Inspector Commercial Building Inspector
Scott Davis	Plumbing and HVAC Inspector Backflow Valve Program Coordinator
Mark Nussbaum	Building Inspector Zoning Inspector
Justin Reed	Property Maintenance Inspector Zoning Inspector

Respectfully submitted by:

Tim Monea, CBO
Building Standards Division Manager



EXECUTIVE SUMMARY

Creating Opportunities for Prosperity for Wooster Residents, Businesses & Start-Ups in 2017

Development is responsible for supporting **Economic and Community Development** under the direction of the Administration. Development pursues various grants to support City infrastructure projects to improve the quality of life for residents and to aid in job creation. The department also manages local tax incentive programs to encourage development. The Division performs a variety of real estate and business analyses to support City affairs and to aid in business growth. Development also performs Project Management for the City's community improvement corporation, Wooster Growth. Among the programs managed, highlights from 2017 include:

Major Development Highlights



Daisy Brand Phase II Expansion secured with Development's assistance, in partnership with WEDC and Wooster Growth. **\$142,000,000 new investment, 81 new Jobs with \$4,779,000 payroll.** Support: 10-Yr, 75% Enterprise Zone and Local-Job Creation Tax Credit, coupled with JobsOhio Economic Grant.

iAlexo Expansion (NetOps Consulting), from a leased location to a Permanent Wooster Site. The growing technology firm committed to retaining **23 jobs with a minimum \$387,504 payroll.** Support: 10-Yr, 50% Community Reinvestment Area to rehabilitate abandoned building at 2241 Benden Drive, Wooster, Ohio 44691.



RBB Systems Inc. Expansion into Wooster to underutilized 1909 Old Mansfield Road (newly acquired and rehabilitated by Baker Enterprises – Mt. Vernon LLC), with assistance from Development, Wooster Growth, and WEDC. **Represents 77 new jobs (52 existing) with \$3,375,000 payroll within 36 months.** Support: Real Estate Transaction, Leasehold improvements grant coupled with JobsOhio Economic Grant

2017 RECOGNITIONS:



- **Ohio Magazine Best Hometown Award 2017 / 2018**
Application Follow-Up, Site Tour, Community Outreach, and Award Ceremony
- **Money Magazine Top 100 Best Places to Live in the United States in 2017**
Inquiry Response
- **#4 FDi Strategy for Top Micro American Cities of the Future**
Courtesy of WEDC Submission

Funding:

\$962,500
CHIP GRANT

Development was the lead in an effort to secure a historic **\$962,500 Community Housing Impact and Preservation** grant covering the repair of ~20 homes in Wooster and also ~22 in Wayne County, prepared on behalf of the Wayne Partnership with Wayne Metropolitan Housing Authority.



1. Development also provided support for a Safe Routes to School Project in 2017 for a 2018 pursuit.
2. Development managed a \$192,500 CDBG Targets of Opportunity Grant through 2017.

Major Project Completions:



GOJO Industries Inc. Grants Close-Out.

Wooster Campus operational with new railway installation as part of the firm's \$43,096,000 expansion. Unofficial job creation estimates, including temporary employees, exceeded **300** in 2017, in comparison to a 244 job commitment with a \$12M Payroll. The rail project was made possible through Wooster Growth, Wayne County CIC, and ODOT. *WCH Medical Reimbursement Grant, WCH Medical Start-Up Grant, L-JCTC, Wooster Growth Rail Development Grant combined with Wayne County CIC grant and Ohio Rail Development Commission, in addition to support from the Ohio Development Services Agency and JobsOhio.*

Daisy Brand Phase I Completed

Daisy Brand LLC completed its **\$125,000,000** Phase I expansion into Wooster to produce sour cream for its eastern United States market. **89 persons** were employed in 2017 and production fully operational, allowing the plant to consider an expansion for cottage cheese production.

Waterline Infrastructure Grant (CDBG Economic Grant), Roadway Improvement Grant (Ohio DOT Jobs & Commerce), 2014 Enterprise Zone, L-JCTC, in addition to support from the Ohio Development Services Agency and JobsOhio.



Schaeffler Opening / 40th Anniversary

LuK USA, which started as a 35-person assembly operation in the 1970's, celebrated the completion of its 90,000 square foot expansion with an investment of \$61,500,000. The firm has committed to creating 250 new jobs while retaining 1,767 positions by 2021, representing a combined payroll of **\$112,550,926**. LuK/Schaeffler is Wooster's top employer. *Previous Enterprise Zone, 629 Road Grant, L-JCTC Pre-Payment Incentive through Wooster Growth, in addition to support from the Ohio Development Services Agency and JobsOhio.*

Development by the Numbers

Enterprise Zone

Three agreement actions
1 New, 1 Proposed, 1 Existing

18 Active EZ Agreements managed in 2017:

\$111,967,716 in property investment

\$89,662,101 in capital investment

2,391 jobs created / retained.

Community Reinvestment Area

Five CRA agreement actions
1 New, 1 Proposed, 3 Existing

32 Active CRA Agreements managed through 2017 with an impact of:

\$29,115,752 in property investment

\$889,484 in capital investment

337 jobs created / retained.

Community Development

Seven Private Business Consultations

55 Fair Housing Inquiries, five out-reaches, and 36 mailings processed.

Five Real Estate Site Studies / Reports

Six Biz-Connects

14 Business Consultations

Managed Reporting for

166 Loan (1909 Old Mansfield Rd)
629 Loan (Schaeffler Way)

Job Ready Sites Grant (Secrest)

Five Local Job Creation Tax Credit (L-JCTC)

CDBG Economic Grant (Daisy Brand)

CDBG Targets of Opportunity Grant (Polen)

CDBG Critical Infrastructure Grant

\$755,000 North Street & Liberty Signaling System

Housing Advisory Committee (CHIP)

Wooster's American Community Survey

Annual Census updated conducted by the US Census Bureau

27,023 People

A **3.2%** increase over 2010 vs. **0.7%** Statewide

2,152 registered firms¹

59.8% in labor force¹

\$1,406,265,000 in manufacturing shipments¹

\$597,894,000 in retail sales¹

\$303,983,000 in healthcare spending¹

\$41,703 median household income

19.3% in poverty vs. **14.6%** Statewide²

43% Low-to-Moderate Income²

90.1% high school graduate
Versus 89.5% Statewide

28.7% Bachelor's degree or higher
Versus 26.7% Statewide

1. 2012 Economic Census, latest figure available

2. While these numbers demonstrate challenges within our local economy, Wooster's household size, education, and age should be factored in considering the community's lower income and higher poverty rate. The utility infrastructure in Wooster has allowed for the development of apartment complexes that provide one-bedroom and two-bedroom affordable living opportunities for smaller families either starting out or down-sizing that are generally not available in non-urbanized areas.

The Year Ahead

- 2018 CDBG Grant Pursuits
 - Safe Routes to School Grant Application (Melrose)
 - Community Reinvestment Area Boundary Analysis
 - Coordination on Bike Trail in Wayne County
 - Creating New Tools for Local Entrepreneurship
 - Akron Road Industrial Park Project
- Continued Business Outreach, Consultation, and Project Management

Incentives Details

Enterprise Zone Program (EZ) – *Real estate tax abatement program focusing on major commercial.*

18 agreements were managed through 2017, including one new application and also a termination for 2017.

- *Daisy Brand LLC* received a 10-year, 75 percent EZ to invest \$140M and create 81 new jobs while retaining 89 positions previously committed under a prior agreement. The project represents one of the largest single capital expenditures in the City of Wooster's history.
- Processed a voluntary termination with *ABS Materials*, ending a 10-year, 75% abatement at its facility at 1909 Old Mansfield Road, Wooster, Ohio.
- Assisted *Baker Properties - Mt. Vernon LLC* on a 10-year, 75% EZ application that was approved by Wooster City Council. The business later generously declined the EZ, allowing the City to extend incentives to a prospective tenant.

Community Reinvestment Area (CRA) Program – *Real estate tax abatement program for rehabilitation.*

This Office managed 32 active CRA agreements, processing one new application, an application proposal, a transfer, a modification, a termination, and providing guidance in 2017.

- *Loral Properties LLC* received a 10-year, 50% abatement to convert a long-abandoned restaurant located at 2241 Akron Road into offices and create 2 jobs.
- Processed a CRA transfer from *Loral Properties LLC* to *iAlexo LLC*, revising a job commitment from the creation of two jobs to the retention of twenty-three employees.
- Processed a CRA modification request for *Brasfond USA LLC*.
- Processed a CRA application for *Braking Point Recovery Center* up through Wooster City Council's review. The applicant did not provide the details requested and the application was later denied.
- Processed a voluntary termination with *Just Basic Sports, Inc.* and *Retail Rentals LLC*, ending a 10-year, 50% abatement six years early, with the firm generously allowing \$20,000 to be reinvested in the community.
- Assisted the *Wooster Republican Printing Company* with a new firm with a CRA transfer application.

Local Job Creation Tax Credit (L-JCTC) – *Offered on new income taxes when creating 25 or more jobs.*

The Local JCTC grant offers firms up to a 50% credit on new local income taxes from qualifying created jobs (generally, primary-industry) for up to five years. Program requires participation in a State JCTC program.

- *Daisy Brand LLC* was awarded an 8-Yr, 50% job creation tax credit for creating 81 new jobs starting 2017.

Community Development Block Grant Program (CDBG) – *Grants for public infrastructure or benefit.*

The City of Wooster is eligible to compete for CDBG funds to support community development.

- Secured **\$192,500** in 2017 to assist Brian and Tammy Polen as owners of the 148 W. Liberty Street building in downtown Wooster, to assist with a historic restoration of one of Wooster's oldest buildings. Upon further architectural study later in the year, the scope changed dramatically and federal requirements rendered the grant unusable. The City has since cancelled this grant, however, the project will move forward due to Ohio Historic Preservation Tax Credits secured with assistance from this Office.

Community Development Block Grant Program (CDBG) – Continued

- Processed work on a previously-secured **\$379,000** grant for the replacement of five traffic signaling systems along Liberty Street and expanding medical services at VSFC.
- Processing information for \$500,000 CDBG Economic Grant (To close-out in 2018)
- The City of Wooster was not eligible to apply for CDBG funding in 2017, however, this office prepared a CDBG-required Community Development Implementation Strategy and other information to make funding applications in 2018.

Assisted other Departments in Securing Additional Grants – Grant pursuits to aid public infrastructure.

- Assisted with other grant requests, including a Safe Routes to School funding request to construct sidewalks connecting to Melrose Elementary in 2017, which remains on-going.
- On-going work with Ohio Department and Commerce to secure funding for industrial park expansion.

Business Consultation – Responds to Requests for proposals.

- Consulted with **six** businesses on WEDC BizConnects and individually regarding various expansion efforts.
- Coordinated with WEDC on information requests from JobsOhio on regional business inquiries.
- Provided consultations to **14** businesses, exclusive of previously described firms receiving CRA, EZ, or other incentives. While level of effort varies, Development’s consultations generally concern a local business start-up, expansion, or disposition, and typically involve at least one in-person meeting or site-visit (sometimes several) and a deliverable, such as creating or providing data or assisting the business through a unique process. Development coordinates with WEDC on most consultations performed.

Wooster Growth Corporation – This office provides project management to the not-for-profit corporation.

- Responsible for arranging monthly agendas, research requested by the Board, and oversight of land holdings.
- Negotiated a new lease with *Chemviron Midwest LLC* at 2579 Long Road, Wooster, Ohio 44691.
- Negotiated the sale of *1909 Old Mansfield Road* and also a related mutual lease termination tied with State of Ohio loan performance guarantees.
- Processed a Leasehold Improvements Incentive grant to follow along with a State of Ohio grant to secure *RBB System Inc.*’s expansion into Wooster, with a commitment of bringing 77 new jobs with a payroll of \$3,375,000 within three years.
- Processing of previous incentives to *LuK USA LLC*, *Daisy Brand LLC*, and *GOJO Industries*.

Community Development – This office provides project management to the not-for-profit corporation.

- Coordinated interviews, events, and other data to secure recognitions, including *Ohio Magazine Best Hometown Award 2017 / 2018*, and *Money Magazine Top 100 Places to Live in the United States in 2017*.
- Processed **55** fair housing inquiries in 2017 in coordination with property maintenance division and partner regional agencies. The Wooster Fair Housing Program performs outreach efforts in addition to answering inquiries for prospective and current landlords, tenants seeking information on landlord-tenant resources, and complaints from current and prospective residents concerning fair housing violations.
- Completed **five** comprehensive real estate analysis reports to aid various projects.
- Also provided support to the Northeast Ohio Four County Organization, Main Street Economic Development Committee, Planning and Zoning Committee, Bike Trail Committee, and WEDC Site Selection Committee.

###

CITY OF WOOSTER
DIVISION OF ENGINEERING
2017 Annual Report



Burbank Road Reconstruction
G.E. Baker Construction

Prepared by:
Roger Kobilarcsik, P.E. – City Engineer
Amy Hamilton – Administrative Assistant
February, 2018

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Summary & Narrative – Section 1



Division of Engineering 2017 Annual Report Executive Summary

The 2017 Annual Report for the Division of Engineering is contained in the following pages. The intent of this report is to summarize roles and responsibilities of the Division of Engineering, as well as describe the major projects and activities accomplished by the Division of Engineering for the year ending December 31, 2017. Hopefully, this report will provide information that can be used for City organizational, development and infrastructure planning for the coming years.

The Division of Engineering has attempted to meet the City's mission in the most cost-effective way possible. Most infrastructure projects are designed, managed, and inspected in-house by Engineering Division staff, keeping average fees for professional services at 4.05% for 2017. The industry average for design and professional engineering costs is 8% to 11% of the estimated construction costs. The value of engineering services provided by the Engineering Division for projects was over \$1,255,000 in 2017.

The Engineering Division managed over 30 infrastructure projects in 2017. The total dollar value of construction projects completed or under construction in 2017 was over \$16,600,000. Approximately 60% of the contracts finalized in 2017 came in at or under the contractors' bid price. The division diligently tracks and records quantities, materials stored and other aspects of construction management to ensure the city does not incur unjustified overages.

The Engineering Division is responsible for managing the replacement and improvement of the City's infrastructure. Including construction and development in 2017, the City now has over 400 miles of piping in its utility system and over 130 miles of roadway in its transportation system; 70% of the utility infrastructure is greater than 20 years old.

The Engineering Division also reviews and issues permits for all utility and site work construction activity in the City, as well as enforcing the City's Site Development Regulations and Storm Water Management Regulations. 185 permits were issued in 2017 compared to 197 in 2016.

The Engineering Division is also the City's representative for the Ohio Utilities Protection Service and is responsible for locating and marking all city-owned utilities whenever requested by contractors and proposed development. These requests have consistently numbered over 2000 each year since 1991. In 2017 our staff processed 2,767 OUPS requests. Per state law, not only are we responsible for physically marking the locations, we also are responsible for responding to requests electronically. The Engineering Division along with PPM traffic use WEBTMS software to note whether the locations have been marked, no conflict or a design ticket.

The Engineering Division is also responsible for all mapping, parcel data, addressing, utility information, and traffic control data that is contained in the City's Geographic Information System, or GIS. This information is updated and used on a daily basis for project planning, design, and maintenance of the City's infrastructure.

Division of Engineering Mission Statement and Objectives

Mission: Our mission in the City of Wooster, Division of Engineering is to plan, advise, administer, oversee implementation of and document all public works improvements and subdivision development with the aim of providing these services cost effectively and timely while protecting the public health, safety, and welfare.

2018 Objectives: To continue to manage the City's infrastructure construction and documentation in a way that will provide adequate service to residents, sustain development, and allow for intelligent infrastructure planning. The Division of Engineering attempts to balance the infrastructure needs of the city with the financial resources available. At the same time, current and future development and its associated demands are considered when attempting to develop a strategic plan for infrastructure improvements. The Division strives to provide design engineering services and construction monitoring to keep the outside engineering costs below the 8.5% industry average. We accomplished this goal in 2017 with a 4.05% average.

Personnel:

<i>Name</i>	<i>Title</i>	<i>Years Experience</i>
Roger Kobilarcsik	City Engineer, Licensed Professional Engineer	28
John Rice	Staff Engineer, Licensed Professional Engineer	11
Amy Hamilton	Administrative Assistant/Contract Specialist	1
Lance Cole	Project Manager	25
Spencer Gray	Engineering Technician/Drafter	33
Andy Gregory	Engineering Technician/GIS Technician	11
Dave Case	Inspector II, Assoc. Degree Civil Eng. Technology	24
Matt Hill	Inspector II, ODOT Right-of-Way Certification	33
Tim Leach	Inspector II, Assoc. Degree Civil Eng.	8

Operations:

O&M costs have remained steady over the past several years. The Division is on a regular schedule for replacing and/or upgrading computer equipment. The cost is spread out over two years; 2015 saw the replacement of 5 employees' computers, and in 2016 we purchased 2 computers. The three Surface Pro 3 Tablets purchased in late 2015 are now in the field and being used by inspectors to access the GIS system and inspection software.

Capital:

The current system of infrastructure project prioritization is primarily reactive. Capital improvement projects are currently implemented as portions of the system fail, in response to regulatory mandates, in an effort to avoid lawsuits, or are complaint driven. Funds are limited and the result is that the most needed projects are not always addressed.

Wooster's Infrastructure Strategic Plan indicates the following funding needs:

- ▶ 89 projects planned for construction from 2018-2022
- ▶ \$23,254,000 in Roadway
- ▶ \$6,995,000 in Water
- ▶ \$5,455,000 in Sewer
- ▶ \$3,130,000 in Storm

The most pressing needs within the next two years are as follows:

1. Water Distribution and Storage – Replacing existing mains and maintenance of water tanks
 - a. Funding Needs in 2018 = \$1,825,000
 - b. Funding Needs in 2019 = \$1,275,000
2. Sewer Collection – Lift Station upgrades
 - a. Funding Needs in 2018 = \$1,595,000
 - b. Funding Needs in 2019 = \$2,025,000
3. Roadways – Traffic signals, streetscape, road reconstruction
 - a. Funding Needs in 2018 = \$4,721,000
 - b. Funding Needs in 2019 = \$5,676,000
4. Storm Sewer – Culvert and storm sewer replacements
 - a. Funding Needs in 2018 = \$585,000
 - b. Funding Needs in 2019 = \$455,000

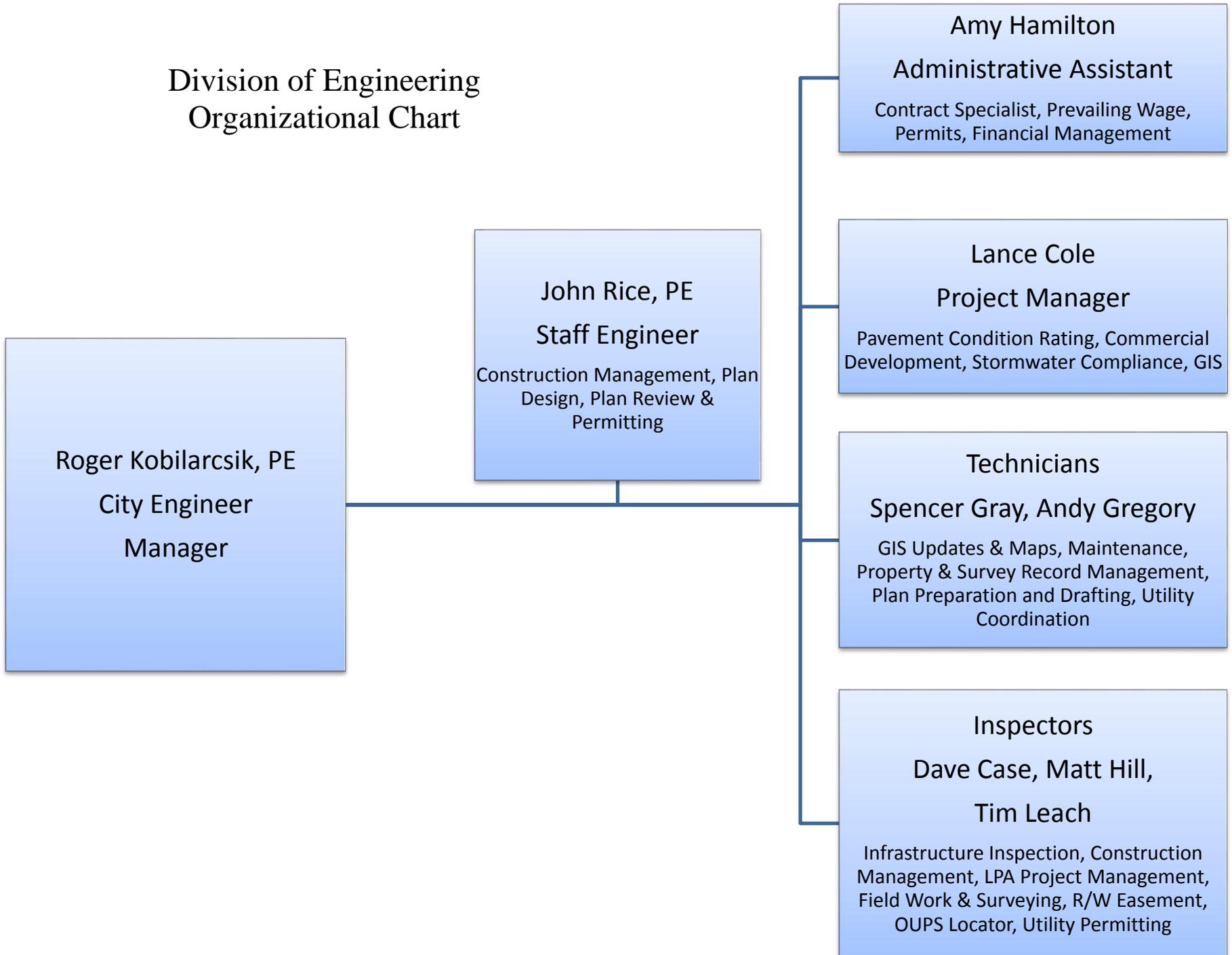
The Engineering Division aggressively seeks outside funding sources in an effort to offset the high costs of infrastructure improvements. The City was awarded \$1,358,000 in grant money in 2017 from various sources such as ODOT, OPWC, CDBG, and NatureWorks. These funds have been applied to water system projects, traffic signals, roadway (including reconstruction and resurfacing), and recreation projects.

The chart below details the actual dollars received from the various sources in 2017.

2017 Funding Received

PROJECT	BID PRICE	FINAL PROJECT COST	Funding Source	Funding Received
Burbank Road	\$1,727,435.00	\$1,824,374.00	OPWC	\$461,008.78
North Street Signals	\$505,300.00	\$471,640.00	CDBG	\$365,500.00
ODOT Paving FY17	\$630,294.00	\$558,308.00	ODOT	\$442,693.94
Pickleball	N/A	\$60,808.00	NatureWorks	\$26,421.00
Basketball	\$86,832.00	\$88,495.00	NatureWorks	\$62,385.00
				<u>\$1,358,008.72</u>
			Total Grant	\$1,358,008.72
			Total Loan	\$0.00

Division of Engineering Organizational Chart



Stormwater Management

The Division of Engineering is responsible for the City's Stormwater Management Plan and Municipal Separate Storm Sewer System (MS4) as mandated by the Ohio EPA. The program entails managing a minimum of six control measures.

- 1) **PUBLIC EDUCATION AND OUTREACH:** The City has formed and maintained a cooperative agreement with Wayne County Soil and Water Division (Wayne SWDC) to educate students and the general public in environmental conservation through programs such as Freddie the Fish, Groundwater Wonders, and Enviroscope. Kelly Riley, Education Specialist with the Wayne SWDC, taught more than 61 sessions last year through public school programs reaching more than 1,525 students and 1,612 adults. The programs provided 128 hours of education to the public. Riley also provided information and support through programs offered at the Wayne County Fair and the Ohio Agriculture Research and Development Center (OARDC) addressing such topics as conservation, pond maintenance, point source and non-point source pollution and Best Management Practices (BMPs).

The City has also continued several outreach programs to educate residents within the City. These programs included informational letters to residents that maintain septic systems within the City limits called HSTS, and educational flyers on an annual basis to residents who receive public water, storm and/or sanitary services. The City also maintains a public website that provides information to users about the City's stormwater system, how and where to dispose of materials that could impact public waterways and users can submit stormwater complaints via the web interface directly to the City Engineer and others involved.

- 2) **PUBLIC INVOLVEMENT AND PARTICIPATION:** The College of Wooster, OARDC and various service organizations partner with the City's Park Department in park clean-up activities, tree planting, and trail projects. Links are provided on our website for local information on recycling and connecting users to the Tri-County Waste Management Division. The City is actively looking for methods to increase public involvement and participation.
- 3) **ILLICIT DISCHARGE DETECTION AND EDUCATION:** The Engineering Division is responsible to locate, map and update the City's stormwater system onto the GIS. The Engineering Division is in the process of completing a comprehensive review of the existing data and making significant modifications to how data is stored to meet new Ohio EPA permit requirements. Comprehensive inventories of all public and private outfalls (discharge points of the stormwater system), culverts, HSTS and permanent Best Management Practices (BMP) are being completed to facilitate the management of these assets and compliance with Ohio EPA permits guidelines.

The City has formed a cooperative with the Wayne County Environmental Health Department to ensure compliance with Ohio EPA requirements pertaining to Home Septic Treatment Systems (HSTS) within the City. The Health Department performs regular inspections of the fifty-seven (57) identified systems within the City and ensures the owners are on a regular maintenance program. Non-complaint systems must connect to the

City sanitary network when available, initiate repairs when feasible or upgrade to a non-discharging system meeting current EPA requirements.

The City is maintaining numerous programs to aid in the detection, prevention, and monitoring of the stormwater system in terms of illicit discharge. These programs include; smoke testing of areas that have been identified as possible contributors of illicit discharge, regular inspection of more than 500 outfalls for signs of contamination, environmental stress, overall structural condition and proper function, video inspection of storm and sanitary systems to evaluate possible infiltration, along with damage and tree root infestation. The Engineering Division performs annual dry weather screenings to identify other areas possible requiring further investigation. A new flow monitoring program is being implemented by the City to establish baseline flow of natural and manmade drainage areas within the City. This monitoring can also be utilized in illicit discharge detection.

- 4) **CONSTRUCTION SITE RUN-OFF CONTROL:** This year seventeen (17) new National Pollution Discharge Elimination System NPDES permits were issued by the Ohio EPA for projects greater than one acre within the City of Wooster MS4. The Engineering Division is responsible for reviewing the plans for these permits, monitoring construction activities for new and previously issued permits and ensuring compliance with Ohio EPA regulations. The City project manager inspects and monitors an average of twenty (20) sites per month for compliance to their approved Storm Water Pollution Prevention Plan (SWP3), proper installation and maintenance of BMPs and issues notices of noncompliance and violation notices as needed to meet EPA regulations.

The Engineering Division is continuing the process of incorporating NPDES permit data into the City GIS system to assist in tracking the progress of active NPDES permits and provide historical data for previously issued permits. This effort is being undertaken to meet new requirements of the most recent issuance of the City's MS4 permit and Ohio EPA requirements.

- 5) **POST CONSTRUCTION STORMWATER MANAGEMENT:** The City has completed an inventory of known post-construction stormwater management controls totaling 194 units to date throughout the City. Ninety (90) percent of the units are located on private residential and commercial developments. cursory site visits have been performed by the City of all private units to evaluate the general condition of the stormwater controls and maintenance status. Approximately thirty (30) percent of the private units were found to be in need of extensive maintenance and/or repair, forty (40) percent are in need of general maintenance. Public units are inspected and maintained by the City on an annual basis.

The maintenance and inspection by the owner of post-construction stormwater management controls has been a requirement of the Ohio EPA general stormwater permit since 1992. In December 2016, the City was mandated by the Ohio EPA to enforce this requirement as units were not being maintained and resulting in substantial downstream impacts. During 2017 the City worked with the Ohio EPA to develop a program comprised of annual inspection reporting requirements by the owner to the City and professional engineering inspection requirements every five (5) years for which the engineer shall issue an engineering

certification and corrective requirements on behalf of the owner. This program will be implemented during 2018 and the first owner/professional inspection reports will need to be submitted to the City by May 31st of 2019.

- 6) **POLLUTION PREVENTION/GOOD HOUSEKEEPING:** In 2013 the City implemented a Stormwater Pollution Prevention Plan for the Wooster Service Center as part of the City's MS4 permit. The plan addresses service center activities, methods to minimize exposure, good housekeeping, spill prevention and response, management of surface water runoff, waste and garbage management and dust generation control. The plan is jointly managed by PPM and Engineering to implement training, inspections, documentation and meet compliance requirements. The Stormwater Pollution Prevention Plan for the Wooster Service Center is due for renewal in 2019. Several new quantifiable programs will be implemented to control salt application during the winter season and management of roadway sweeping waste to minimize environmental impacts.

During 2018/19 the City will continue to implement modifications to the stormwater management plan to meet current and forthcoming Ohio EPA requirements. These are outlined below:

- 1) February 2018 – Finalize the identification of post-construction stormwater management controls and determine ownership. Initial letters will be sent to the owners informing them of their obligations and reporting requirements.
- 2) March 2018 – New aerial imagery flight scheduled and data shall be utilized to update Estimated Storm Unit (ESU) calculations during the summer.
- 3) April 2018 – Ohio EPA to finalize the new Ohio General Stormwater Permit. The City will be required to implement the new requirements effective immediately upon issuance. The City has been informing contractors, developers and design firms of the forthcoming changes since the fall of 2017. The proposed major modifications to the permit include:
 - a. All new construction sites larger than one acre or part of a larger common development larger than one acre shall implement stormwater detention and water quality.
 - b. Redevelopment areas shall be required to reduce impervious area by 20%, provide 20% of the water quality volume by green infrastructure or provide 40% water quality volume for the site.
 - c. Only stormwater controls approved by the Ohio EPA shall be utilized. Although a method of having alternative methods approved by the Ohio EPA has been included
 - d. The calculation method to determine the site water quality volume is being revised to better represent real-world conditions.
 - e. Phased construction projects shall be required to meet current EPA stormwater requirement for each subsequent phase of construction. Additional detention or water quality volumes may be required within each phase of construction to meet these requirements.
- 4) May 2018 – Second notice to be sent to Owners of post-construction stormwater management controls informing them of their obligations and first required reporting to be completed by May 2019.

- 5) June to August 2018 – begin evaluation of estimated stormwater unit (ESU) calculations from new imagery for the determinate of the current City average ESU and billable ESUs for commercial sites.
- 6) July 2018 – Annual Ohio EPA audit and site visits.
- 7) December 2018 – To be in compliance with Ohio EPA requirements the City must have the following programs in place before December 31, 2018.
 - a. Submit a revised stormwater management plan addressing the new general permit requirements to be issued in April.
 - b. Finalize the post-construction stormwater management control inventory and inspection program.
 - c. Maintain an active and historical Ohio EPA general stormwater permit records and inspection data available in a physical or digital form.
 - d. Finalize implementation of the Home Septic Treatment Systems (HSTS) inventory within the City and ensure the units are on a scheduled maintenance program.
- 8) January 2019 – Notice sent to owners of post-construction stormwater management controls requesting 2018 maintenance and inspection records be submitted by May 31, 2019.
- 9) June 2019 – Owners who fail to provide the required post-construction stormwater management control inspections, maintenance and documentation shall be issued a Notice of Violation by the City and given 30 days to correct the issue. Failure to respond shall result in:
 - a. Loss of any stormwater ESU credits/discounts for one year for commercial establishments receiving these discounts.
 - b. The City shall retain a qualified individual to perform regular or professional inspections required and charge the owner(s) for these services via utility billing and/or tax assessment.
 - c. Provide the owner 30 days to complete any needed repairs prior to the City retaining a contractor to complete the work and bill/assess the owner(s).

2017 PROJECT NARRATIVE

The Engineering Division managed more than 30 various projects in 2017. Roadway and new building construction accounted for the majority of the \$16,000,000 in infrastructure improvements. The staff of nine designed, inspected and administered three waterline projects, six sanitary project, nine roadway projects, five storm sewer projects and seven miscellaneous projects.

The following pages give a brief synopsis of our 2017 infrastructure projects.



2017 Projects Completed or Under Construction

ROADWAY – SIDEWALK PROJECTS - (10 projects - \$4,660,443 Estimated Construction Costs)

<p>2017 Paving</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Bid Date: October 2016 • Estimate: \$490,000 • Contractor: Kokosing • Bid Price: \$479,533 • Additional SCMR funds used to extend project • Final Cost: \$658,793 Completed August 2017 	<p>2017 Paving – ODOT</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: ODOT & Local • Bid Date: December 2016 • Estimate: \$685,000 • Contractor: Kokosing • Bid Price: \$630,294 • Final Cost: \$558,308 Completed August 2017 	<p>3426 Friendsville Rd Driveway Improvements</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$45,000 • Contractor: Stout Excavating • Quoted Price: \$44,681 • Final Cost: \$40,800 • Completed: October 2017
<p>Burbank Road Reconstruction - Waterline</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: OPWC & Local • Bid Date: July 2016 • Estimate: \$390,000 • Contractor: Fioritto • Bid Price: \$325,032 • Final Cost: \$406,855 • Completed: January 2017 	<p>Burbank Road Reconstruction - Roadway</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: OPWC & Local • Bid Date: April 2017 • Estimate: \$1,885,000 • Contractor: G.E. Baker • Bid Price: \$1,402,403 • Final Cost: \$1,417,519 • Completed: December 2017 	<p>Curb Ramp Replacement</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$30,778 • Contractor: T.R. Snyder • Quoted Cost: \$22,653 • Final Cost: \$10,314 • Completed: October 2017
<p>Freedlander Road Rehabilitation</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$42,665 • Contractor: TR Snyder/Melway Paving • Quoted Cost: \$59,350 • Final Cost: \$36,577 • Completed: November 2017 	<p>Liberty Street Signals</p> <ul style="list-style-type: none"> • Designed: Poggemeyer • Funding: CDBG & Local • Bid Date: September 2017 • Estimate: \$730,000 • Contractor: Perram Electric • Bid Price: \$756,176.50 • Under Construction 	<p>North Street Traffic Signals</p> <ul style="list-style-type: none"> • Designed: Poggemeyer • Funding: CDBG & Local • Bid Date: August 2016 • Estimate: \$600,000 • Contractor: Perram Electric • Bid Price: \$505,300 • Final Cost: \$471,640 • Completed July 2017

2017 Projects Completed or Under Construction

ROADWAY – SIDEWALK PROJECTS -

Timken/Madison Intersection

- Designed: Engineering
- Funding: Local
- Estimate: \$18,500
- Contractor: TR Snyder
- Quoted Cost: \$18,000
- Final Cost: \$17,826
- Completed: November 2017



2017 Projects Completed or Under Construction

WATER PROJECTS

(3 projects - \$747,340 Estimated Construction Costs)

Catalina & Skylark Waterlines

- Designed: Engineering
- Funding: Local
- Bid Date: February 2017
- Estimate: \$460,000
- Contractor: Dirt Dawg
- Quoted Cost: \$351,747
- Final Cost: \$347,296
- Completed: June 2017

Northview Drive Waterline

- Designed: Engineering
- Funding: Local
- Bid Date: February 2017
- Estimate: \$150,000
- Contractor: Dirt Dawg
- Quoted Cost: \$154,933
- Final Cost: \$145,177
- Completed: June 2017

North Well Field Check Valve Replacement

- Designed: Engineering
- Funding: Local
- Bid Date: April 2017
- Estimate: \$200,000
- Contractor: Dirt Dawg/Spring Electrical
- Quoted Cost: \$254,242
- Final Cost: \$254,867
- Completed: November 2017



2017 Projects Completed or Under Construction

SANITARY PROJECTS

(6 projects - \$1,299,500 in Estimated Construction Costs)

<p>Brookside Drive Sanitary Sewer Lining</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Bid Date: September 2017 • Estimate: \$140,000 • Contractor: Insituform • Bid Price: \$82,348 • Final Cost: \$89,494 • Completed: December 2017 	<p>E. Henry & Minerva Sanitary Sewer Replacement</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$22,000 • Contractor: Dirt Dawg • Quoted Cost: \$11,230 • Under construction 	<p>E. University Sanitary</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$95,000 • Contractor: Dirt Dawg • Quoted Cost: \$44,344 • Under construction
<p>Manhole Replacements</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$25,000 • Contractor: Wenger Excavating • Quoted Cost: \$22,722 • Under construction 	<p>Nupp Drive Lift Station</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Bid Date: August 2017 • Estimate: \$350,000 • Contractor: Simonson Construction • Bid Price: \$320,245 • Under construction 	<p>S. Spink St. & Gasche St. Sewer Separation</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: OPWC & Local • Bid Date: June 2017 • Estimate: \$667,500 • Contractor: Stout Excavating • Bid Price: \$579,547 • Under construction



2017 Projects Completed or Under Construction

STORM SEWER PROJECTS

(5 projects - \$354,700 Estimated Construction Costs)

<p>Bowman Culvert Repair</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$21,500 • Contractor: T.R. Snyder • Quoted Price: \$18,610 • Final Cost: \$27,959 • Completed: October 2017 	<p>CSO Outlet</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$6,200 • Contractor: Stout Excavating • Quoted Price: \$6,700 • Final Cost: \$6,700 • Completed: May 2017 	<p>Dix Culvert Lining</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Bid Date: December 2016 • Estimate: \$200,000 • Contractor: GE Baker • Bid Price: \$105,720 • Final Cost: \$102,984 • Completed: May 2017
<p>Geyers Chapel Culvert Replacement</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Bid Date: July 2017 • Estimate: \$125,000 • Contractor: Bogner Construction • Bid Price: \$123,117 • Final Cost: \$120,518 • Completed: November 2017 	<p>Lagoon Culvert Repair</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$7,000 • Contractor: Stout Excavating • Quoted Price: \$6,200 • Final Cost: \$5,211 • Completed: September 2017 	



Geyers Chapel Culvert Replacement
Bogner Construction Company

2017 Projects Completed or Under Construction

MISCELLANEOUS PROJECTS (7 projects - \$9,304,770 Estimated Construction Costs)

<p>Christmas Run Basketball Courts</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: ODNR & Local • Bid Date: August 2016 • Estimate: \$65,000 • Contractor: TR Snyder • Bid Price: \$86,832 • Final Cost: \$88,495 • Completion Date: April 2017 	<p>Christmas Run Pickleball Courts</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: ODNR & Local • Estimate: \$39,000 • Contractor: Various vendors • Final Cost: \$60,808 • Completion Date: October 2017 	<p>Downtown Streetscape</p> <ul style="list-style-type: none"> • Designed: OHM • Funding: Local • Bid Date: July 2017 • Estimate: \$1,695,000 • Contractor: Simonson • Bid Price: \$1,504,506 • Under Construction
<p>PNC Bank Parking Lot</p> <ul style="list-style-type: none"> • Designed: Engineering • Funding: Local • Estimate: \$18,000 • Contractor: TR Snyder • Quoted Price: \$15,806 • Final Cost: \$17,970 • Completion Date: 	<p>Safety Services Building</p> <ul style="list-style-type: none"> • Architect: Bowen & Associates • Funding: Local • Estimate: \$7,000,000 • Contractor: John G. Johnson • Bid Price: \$7,570,637 • Completion Date: August 2017 	<p>Utilities Building Addition</p> <ul style="list-style-type: none"> • Designed: BA Widder • Funding: Local • Bid Date: November 2016 • Estimate: \$425,000 • Contractor: CCI • Bid Price: \$465,885 • Final Cost: \$579,303 • Completion Date: August 2017

- Welcome Signs**
- Designed: OHM
 - Funding: Local
 - Estimate: \$44,270
 - Contractor: Bogner Construction
 - Quoted Price: \$34,250
 - Under Construction

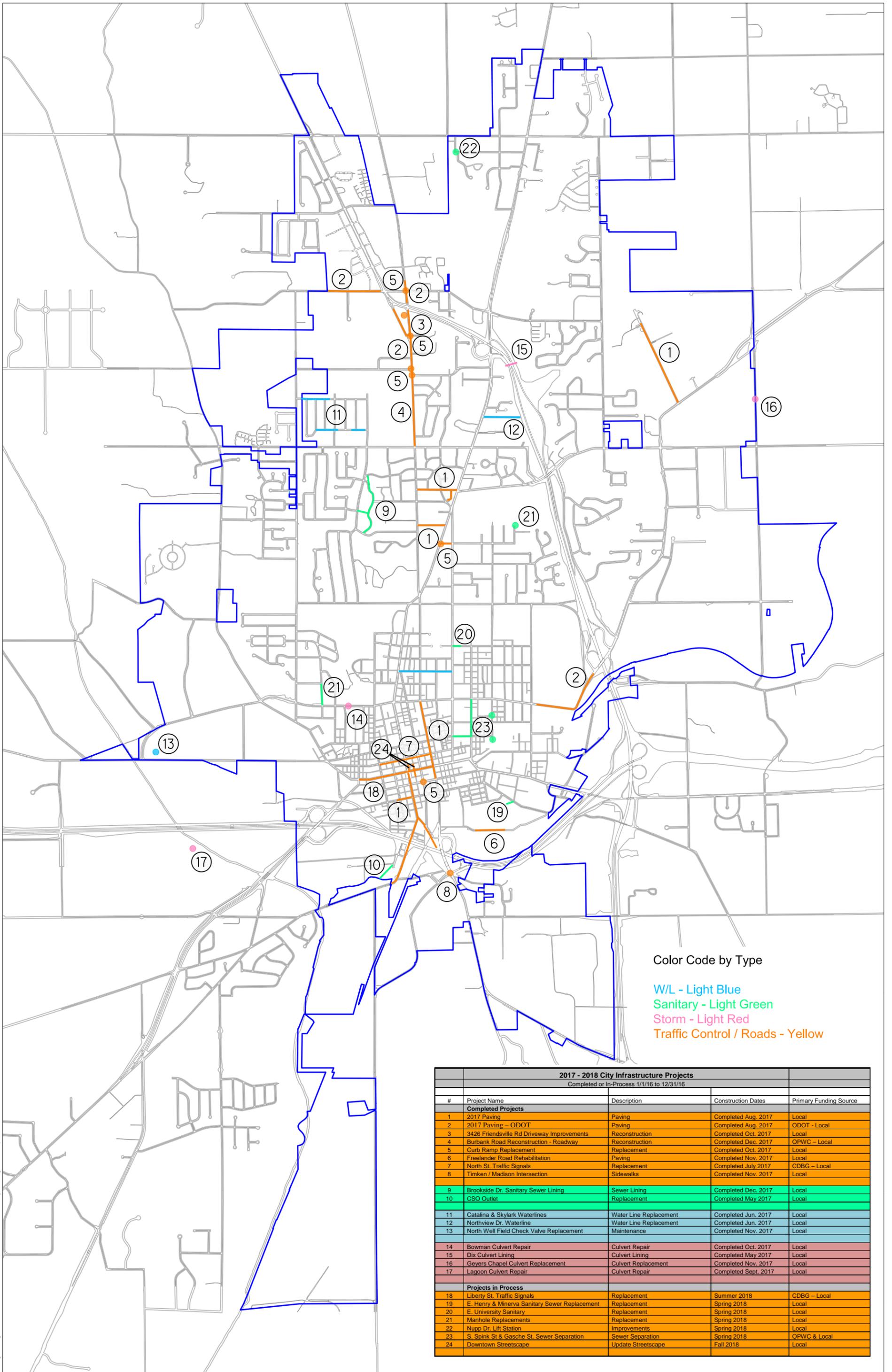


Christmas Run Park Basketball Courts

INFRASTRUCTURE PROJECTS SCHEDULED/PLANNED FOR 2018:

1. **SRTS –Sunset/Armstrong Sidewalk:** The Engineering Division is applying for ODOT funding to complete the sidewalks in the Melrose Elementary area. Plans will be developed if funding is awarded and construction is projected to begin in 2020.
2. **Downtown Streetscape:** Simonson Construction Services was awarded the contract for this project and construction is planned to begin in 2018. The estimate for construction is \$1,850,000. The project will construct new streetscape features in the NE Quadrant, the first two alleys east of the square, and the area around the Wayne County courthouse along Market and Liberty Streets.
3. **Wooster Bike Loop – Phase 1:** This is a 2.1-mile construction of a dedicated 10' wide multi-use path for non-motorized transportation from Bloomington to Highland Avenue. The project is partially funded by ODOT. Poggemeyer Group is in the process of developing the final plans and specifications. A public meeting was held in December 2016 to discuss the preliminary plans and obtain suggestions from the community. Acquisition of easements and rights-of-way were completed in 2017. Utility relocations and construction will begin in 2018.
4. **Northwestern Sidewalks:** This project is being designed by the Engineering Division and consists of installing sidewalks on the west side of Northwestern Avenue between Parkview Drive and Hamilton Avenue. This project completes sidewalk construction in this area.
5. **Culvert Replacements:** Roadway culvert replacements or rehabilitations are scheduled for locations on Melrose Drive and W. Wayne Avenue. These will be designed by the Engineering Division.
6. **Dix Expressway Repairs:** The Engineering Division is working with ODOT to identify portions of the roadway that need to be repaired and seeking financial assistance for those repairs.
7. **Oakley/Brookside Waterline and Pavement Resurfacing:** The City has applied for funding through OPWC for the replacement of the waterlines on these streets as well as the resurfacing of the pavement. The estimated cost of the project is \$1,066,000, of which \$426,600 is requested from OPWC.
8. **Nupp Drive Lift Station:** This project was designed by the Engineering Division with a contract awarded to Simonson Construction Services. The project is currently underway and expected to be complete in late spring.
9. **Lemar Storm Sewer:** This project is being designed by the Engineering Division. The estimated costs for construction is \$85,000.
10. **S. Spink Street Sewer Separation:** This is a continuation of the OEPA mandated separation of storm and sanitary sewers. The Engineering Division completed the design portion of the project and the contract was awarded to Stout Excavating. Work on this project began late in 2017 and should be complete in May 2018.

11. **Liberty Street Traffic Signals:** The City obtained a Community Development Block Grant for replacement of traffic signals on West Liberty Street. Perram Electric started work on the project in December 2017 and should be done by the end of July 2018.
12. **SR 83 Resurfacing/ODOT Urban Paving Program:** ODOT plans to resurface SR 83 from the intersection with Milltown Road north to the city limits in 2018. The City's share of the cost is 20%, or approximately \$200,000, for this project.
13. **Concrete Street Repairs:** The following streets are scheduled to receive concrete repairs in 2018: Marilyn Drive, Mindy Lane, Country Club Drive, Normandy Drive, Patrick Place, Brooke Way, and Melanie Drive. Plans will be completed by the Engineering Division as well as construction inspection and administration of the project.
14. **Asphalt Street Repairs:** The following streets are scheduled to receive asphalt repairs in 2018: Skylark Avenue, Catalina Avenue, Monterey Street, Highland Park Road, Highland Avenue (Cleveland to Portage), and Graustark Path. Plans will be completed by the Engineering Division as well as construction, inspection, and administration of the project.
15. **Beaver Alley Sewer Separation:** This work is located in the alley behind Spoon Market and consists of new sanitary and storm sewers. The Engineering Division has completed the design work for the separation and the project will be bid out in early 2018.
16. **Madison Ave Signals:** Replacement of the traffic signal at SR 83 and Madison Avenue intersection. Burgess and Niple completed the design and the engineering estimate is \$145,000.
17. **W. Liberty Sanitary Sewer:** A new sanitary sewer is going to be installed to serve residents along West Liberty Street who previously were not connected to the municipal sewer. The Engineering Division will design, inspect, and administer the project.



Color Code by Type

- W/L - Light Blue
- Sanitary - Light Green
- Storm - Light Red
- Traffic Control / Roads - Yellow

2017 - 2018 City Infrastructure Projects				
Completed or In-Process 1/1/16 to 12/31/16				
#	Project Name	Description	Construction Dates	Primary Funding Source
Completed Projects				
1	2017 Paving	Paving	Completed Aug. 2017	Local
2	2017 Paving - ODOT	Paving	Completed Aug. 2017	ODOT - Local
3	3426 Friendsville Rd Driveway Improvements	Reconstruction	Completed Oct. 2017	Local
4	Burbank Road Reconstruction - Roadway	Reconstruction	Completed Dec. 2017	OPWC - Local
5	Curb Ramp Replacement	Replacement	Completed Oct. 2017	Local
6	Freelander Road Rehabilitation	Paving	Completed Nov. 2017	Local
7	North St. Traffic Signals	Replacement	Completed July 2017	CDBG - Local
8	Timken / Madison Intersection	Sidewalks	Completed Nov. 2017	Local
9	Brookside Dr. Sanitary Sewer Lining	Sewer Lining	Completed Dec. 2017	Local
10	CSO Outlet	Replacement	Completed May 2017	Local
11	Catalina & Skylark Waterlines	Water Line Replacement	Completed Jun. 2017	Local
12	Northview Dr. Waterline	Water Line Replacement	Completed Jun. 2017	Local
13	North Well Field Check Valve Replacement	Maintenance	Completed Nov. 2017	Local
14	Bowman Culvert Repair	Culvert Repair	Completed Oct. 2017	Local
15	Dix Culvert Lining	Culvert Lining	Completed May 2017	Local
16	Gevers Chapel Culvert Replacement	Culvert Replacement	Completed Nov. 2017	Local
17	Lagoon Culvert Repair	Culvert Repair	Completed Sept. 2017	Local
Projects in Process				
18	Liberty St. Traffic Signals	Replacement	Summer 2018	CDBG - Local
19	E. Henry & Minerva Sanitary Sewer Replacement	Replacement	Spring 2018	Local
20	E. University Sanitary	Replacement	Spring 2018	Local
21	Manhole Replacements	Replacement	Spring 2018	Local
22	Nupp Dr. Lift Station	Improvements	Spring 2018	Local
23	S. Sprink St & Gasche St. Sewer Separation	Sewer Separation	Spring 2018	OPWC & Local
24	Downtown Streetscape	Update Streetscape	Fall 2018	Local

Private Developments

1. Private Subdivisions/Commercial Property under Construction:

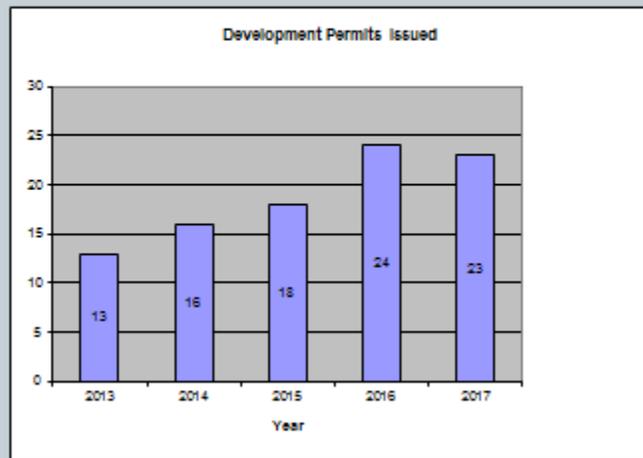
The Engineering Division saw just one fewer Development Permit issued in 2017 (23) as compared to 2016 (24). Several parking lot expansions as well as additions to existing facilities made up a majority of the work. The City issued 23 development permits in 2017..

LuK continued its expansion with a transfer switch and substation, while AEP is constructing a brand new substation along State Route 585 and service center on Long Road. Comfort Suites is building a new hotel in the south end of Wooster and the 48,000 square foot Aspen Racquet Club was also completed in 2017.

All private developments required oversight and permit approval from the City Engineering Division for compliance with the Wooster Site Development and Improvement Regulations. The Engineering Division reviews all plans and provided inspection of all these developments.

City of Wooster Engineering Development Permits						2017
DEVELOP. #	PERMIT NO.	PROJECT NO.	NAME / DESCRIPTION	SITE IMP.S COST ESTIMATE	PLAN REVIEW FEE	DATE RECEIVED
1	2017001	#163067	Comfort Suites	\$7,000,000	\$ 1,328.06	01/05/17
2	2017002	#173071	Wakefield Insurance	\$ 3,000	\$ 150.00	01/24/17
3	2017003	#173018	Taco Bell	\$680,000	\$ 2,526.68	02/16/17
4	2017004	#163071	OSU Residence Hall	n/a	\$ 1,484.20	03/01/17
5	2017005	#163067	Comfort Suites	n/a	\$ 5,378.45	03/10/17
6	2017006	#173072	Project Cardinal (Daisy)	\$580,000	\$ 5,544.03	03/17/17
7	2017007	#173073	Montessori School		\$ 921.80	03/30/17
8	2017008	#173022	COW Stevenson Hall	\$4,700,000	\$ 2,733.88	05/04/17
15	81155	#173034	Summit Motorcars	\$ 50,000	\$ 1,114.20	06/01/17
9	2017009	#173074	Luk Storage Building	\$ 174,000.00	\$ 150.00	06/02/17
10	2017010	#173024	Baseball & Softball Fields - Wooster City Schools	\$ 87,850.00	\$ 150.00	06/12/17
12	2017012	#173075	GoJo Industries Campus Track Improvements	\$620,000	\$ 1,684.00	06/16/17
11	2017011	#173026	Goo Goo Car Wash	\$2,000,000	\$ 3,552.50	06/19/17
13	80331	#173027	Wayne Mutual Parking Lot	\$ 62,000.00	\$ 242.20	07/14/17
14	80484	#173028	Cornerstone Elem. NE Parking Expansion	\$ 35,000	\$ 668.35	08/02/17
22	82740	#173029	Aspen Racquet Club Tennis Court	\$ 150,000.00	\$ 10,237.27	08/02/17
18	81993	#173047	Akron Road Bellstores	\$ 1,000,000	\$ 1,761.70	10/12/17
16	81795	#173049	Village Network Gymnasium	\$ 250,000	\$ 1,430.55	10/25/17
17	81807	#173050	WCH Parking Lot Extension	\$150,000	\$ 150.00	10/25/17
19	82063	#173051	LuK Transfer Switch & Substation	\$ 3,000,000.00	\$ 1,788.53	10/25/17
20	81495	#173052	AEP Substation Service Center	\$ 7,000,000.00	\$ 17,549.60	10/25/17
21	82179	#173053	Western Reserve Parking Lot Expansion	\$ 20,000.00	\$ 829.88	10/25/17
23	83118	#173068	Shoppes at Burbank Outparcel	\$ 635,500.00	\$ 1,641.45	12/06/17
				\$28,197,350	\$ 63,017.33	

2013 – 2017 Development Permits



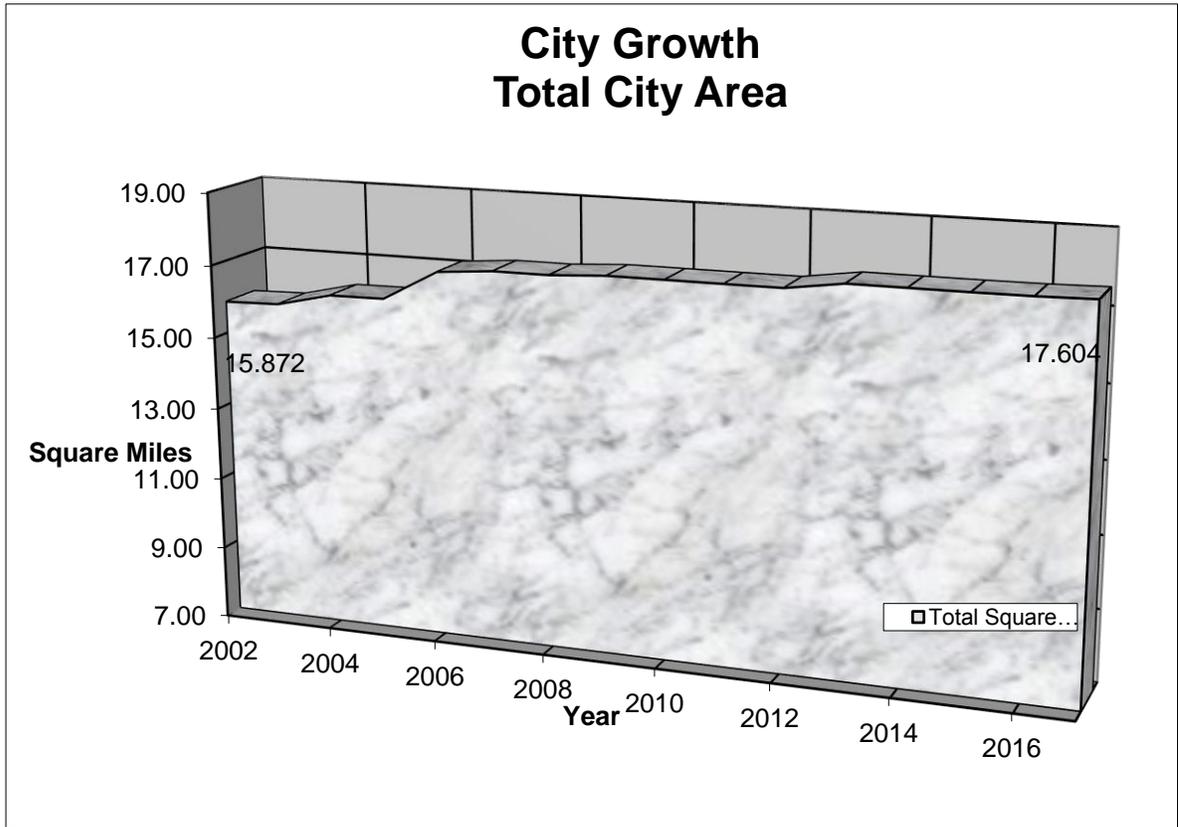
ENGINEERING FEES AND REVENUES :

The following chart details the revenues received the past few years by the Division of Engineering.

	2013	2014	2015	2016	2017
Single Inspection	\$21,338.26	\$10,478.20	\$19,800.00	\$9,650.00	\$7,450.00
Construction Inspection	\$50,476.60	\$114,642.28	\$58,105.03	\$97,105.93	\$21,826.81
Plan Review Fee	\$14,160.00	\$10,480.00	\$12,960.00	\$11,680.00	\$63,017.33
Plan Copies	\$4,634.54	\$4,213.25	\$5,489.15	\$3,713.10	\$3,140.13
Yard Pipe Permit	\$160.00	\$0.00	\$160.00	\$240.00	\$0.00
Sanitary Sewer Permit	\$480.00	\$480.00	\$960.00	\$480.00	\$320.00
San. Sewer Availability Charge	\$25,740.00	\$7,584.00	\$47,746.56	\$4,522.00	\$51,538.96
Water Availability	\$25,461.00	\$704.00	\$50,300.80	\$24,008.16	\$5,066.60
Water Service Permit	\$1,400.00	\$640.00	\$800.00	\$640.00	\$240.00
Development Permit Waiver	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEES COLLECTED	\$143,850.40	\$149,221.73	\$196,321.54	\$152,039.19	\$152,599.83

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City Growth Statistics – Section 2



Year	City Population		City Area	City Streets
1990	22,427	(a)	12.822 Sq. Mi.	106.42 Miles
2000	24,811	(a)	15.767 Sq. Mi.	120.41 Miles
2010	26,119	(a)	17.334 Sq. Mi.	133.10 Miles
2011	26,397	(b)	17.334 Sq. Mi.	133.10 Miles
2012	26,677	(b)	17.336 Sq. Mi.	133.10 Miles
2013	26,961	(b)	17.557 Sq. Mi.	133.78 Miles
2014	27,247	(b)	17.557 Sq. Mi.	133.78 Miles
2015	27,537	(b)	17.557 Sq. Mi.	133.78 Miles
2016	27,830	(b)	17.567 Sq. Mi.	133.78 Miles
2017	27,023	(c)	17.604 Sq. Mi.	135.33 Miles

(a) Census

(b) Estimated from Housing Starts

(c) This figure comes from the Census Bureau and does not include a full count of undergraduate students at the College of Wooster and ATI.

2017 Annexations

No.	Description	Date	Area
1	W Highland Ave	4/4/2017	4.49 Acres
2	2114 Oak Hill Rd	6/6/2017	0.56 Acre
3	3755 Long Rd	12/19/2017	89.51 Acres

City Area

Year	Increases (Acres)	Total Acres	Total Square Miles	% Increase
1965	0.000	4,966.400	7.760	0.000
1966	648.890	5,615.290	8.774	13.066
1967	0.000	5,615.290	8.774	0.000
1968	0.000	5,615.290	8.774	0.000
1969	331.550	5,946.840	9.292	5.904
1970	62.470	6,009.310	9.390	1.050
1971	0.000	6,009.310	9.390	0.000
1972	181.810	6,191.120	9.674	3.025
1973	54.380	6,245.500	9.759	0.878
1974	173.858	6,419.358	10.030	2.784
1975	4.000	6,423.358	10.036	0.062
1976	19.532	6,442.890	10.067	0.304
1977	25.032	6,467.922	10.106	0.389
1978	79.990	6,547.912	10.231	1.237
1979	56.819	6,604.731	10.320	0.868
1980	3.000	6,607.731	10.325	0.045
1981	135.195	6,742.926	10.536	2.046
1982	2.730	6,745.656	10.540	0.040
1983	47.046	6,792.702	10.614	0.697
1984	148.203	6,940.905	10.845	2.182
1985	0.000	6,940.905	10.845	0.000
1986	45.319	6,986.224	10.916	0.653
1987	0.000	6,986.224	10.916	0.000
1988	187.711	7,173.935	11.209	2.687
1989	1,031.835	8,205.770	12.822	14.383
1990	0.000	8,205.770	12.822	0.000
1991	541.763	8,747.533	13.668	6.602
1992	166.072	8,913.605	13.928	1.899
1993	160.949	9,074.554	14.179	1.806
1994	1.080	9,075.634	14.181	0.012
1995	0.000	9,075.634	14.181	0.000
1996	23.626	9,099.260	14.218	0.260
1997	123.047	9,222.307	14.410	1.352
1998	40.564	9,262.871	14.473	0.440
1999	610.865	9,873.736	15.428	6.595
2000	217.389	10,091.125	15.767	2.202
2001	2.781	10,093.906	15.772	0.028
2002	64.491	10,158.397	15.872	0.639
2003	24.120	10,182.517	15.910	0.237
2004	226.640	10,409.157	16.264	2.226
2005	11.090	10,420.247	16.282	0.107
2006	537.062	10,957.309	17.121	5.154
2007	78.780	11,036.089	17.244	0.719
2008	0.000	11,036.089	17.244	0.000
2009	57.450	11,093.539	17.334	0.521
2010	0.000	11,093.539	17.334	0.000
2011	0.000	11,093.539	17.334	0.000
2012	1.61	11,095.149	17.336	0.015
2013	141.202	11,236.351	17.557	1.273
2014	0	11,236.351	17.557	0.000
2015	0	11,236.351	17.557	0.000
2016	6.69	11,243.041	17.567	0.060
2017	94.56	11,266.75	17.604	0.842

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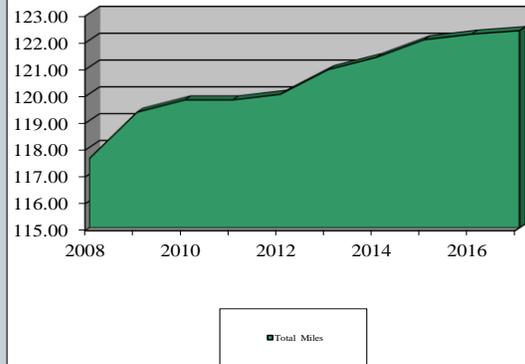
Utility Statistics – Section 3

Sanitary Sewer Mileage

Sanitary Sewer Mileage

Year	Increase in Miles	Total Miles	% Increase
		117.44	
2008	0.14	117.58	0.12%
2009	1.73	119.31	1.47%
2010	0.46	119.77	0.39%
2011	0.00	119.77	0.00%
2012	0.21	119.98	0.18%
2013	0.92	120.90	0.77%
2014	0.45	121.35	0.37%
2015	0.66	122.01	0.54%
2016	0.21	122.22	0.17%
2017	0.13	122.35	0.11%

Sanitary Sewer Total Mileage

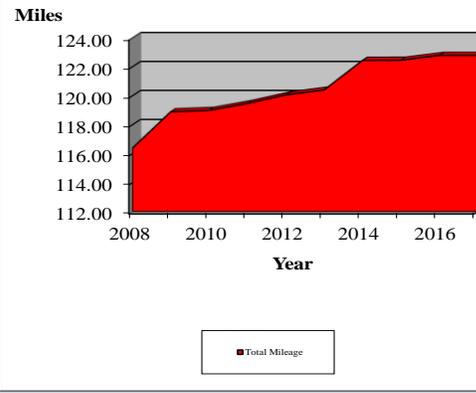


Storm Sewer Mileage

Storm Sewer Mileage

Year	Increase in Miles	Total Mileage	% Increase
		115.63	
2008	0.75	116.38	0.65%
2009	2.51	118.89	2.16%
2010	0.10	118.99	0.08%
2011	0.48	119.47	0.40%
2012	0.59	120.06	0.49%
2013	0.34	120.40	0.28%
2014	2.04	122.44	1.69%
2015	0.01	122.45	0.01%
2016	0.33	122.78	0.27%
2017	0.00	122.78	0.00%

Storm Sewer Total Miles



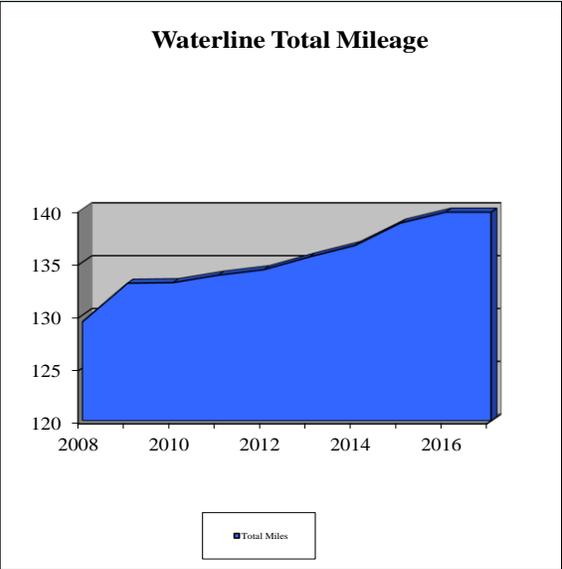
Waterline Mileage



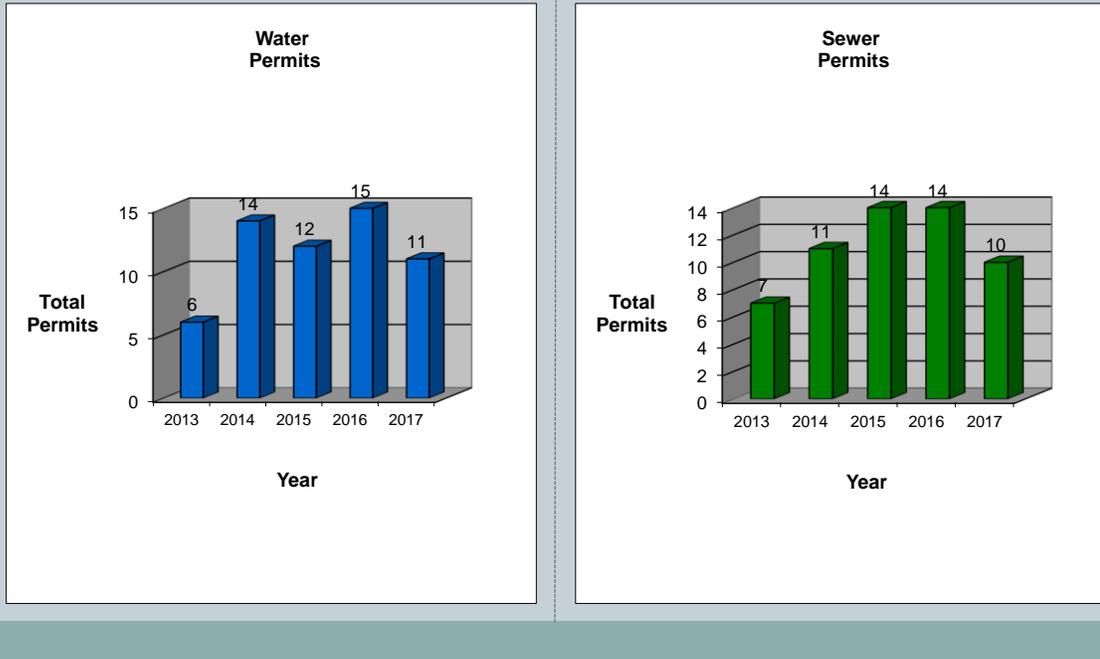
Waterline Mileage

Year	Increase in Miles	Total Miles	% Increase
		124.45	
2008	0.71	129.35	0.55%
2009	3.68	133.03	2.84%
2010	0.05	133.08	0.04%
2011	0.71	133.79	0.53%
2012	0.52	134.31	0.39%
2013	1.20	135.51	0.89%
2014	1.08	136.59	0.80%
2015	2.12	138.71	1.55%
2016	1.04	139.75	0.75%
2017	0.00	139.75	0.00%

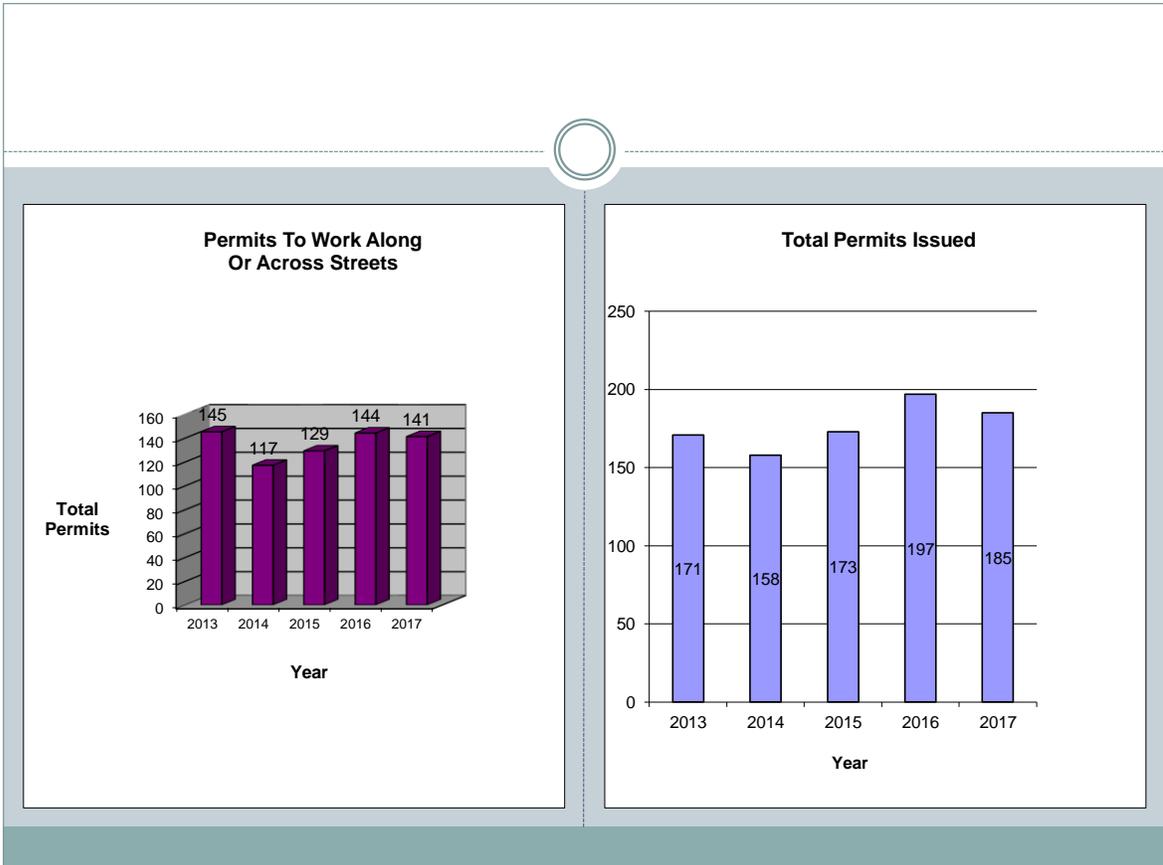
Waterline Total Mileage



2017 Permits



Water and Sewer Permits remain fairly level throughout the years. Permits are issued for these utilities for any new development or whenever the need for a replacement or repair becomes necessary to a homeowner or business. Our inspectors are on site to make sure the contractor follows the City's Standards and help the contractor with any questions or problems that might arise during the project.



Dominion East Ohio Gas continues to be the primary company obtaining Right-of-Way Permits. The company is in the process of improving their infrastructure throughout the city and replacing their main lines. Right-of-way permits are required any time there will be work along the City's streets and/or across the street. This ensures that the City can monitor restoration of the area after the contractor has completed the project.

2017 Water Main Leaks

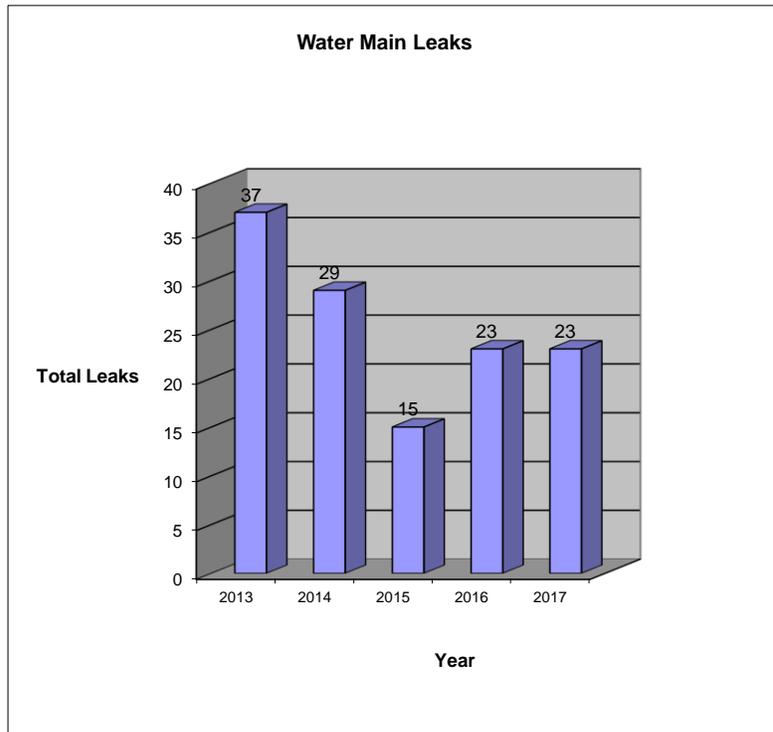
The City currently maintains over 138 miles of waterline.

Waterline replacements for 2017 include the areas of:

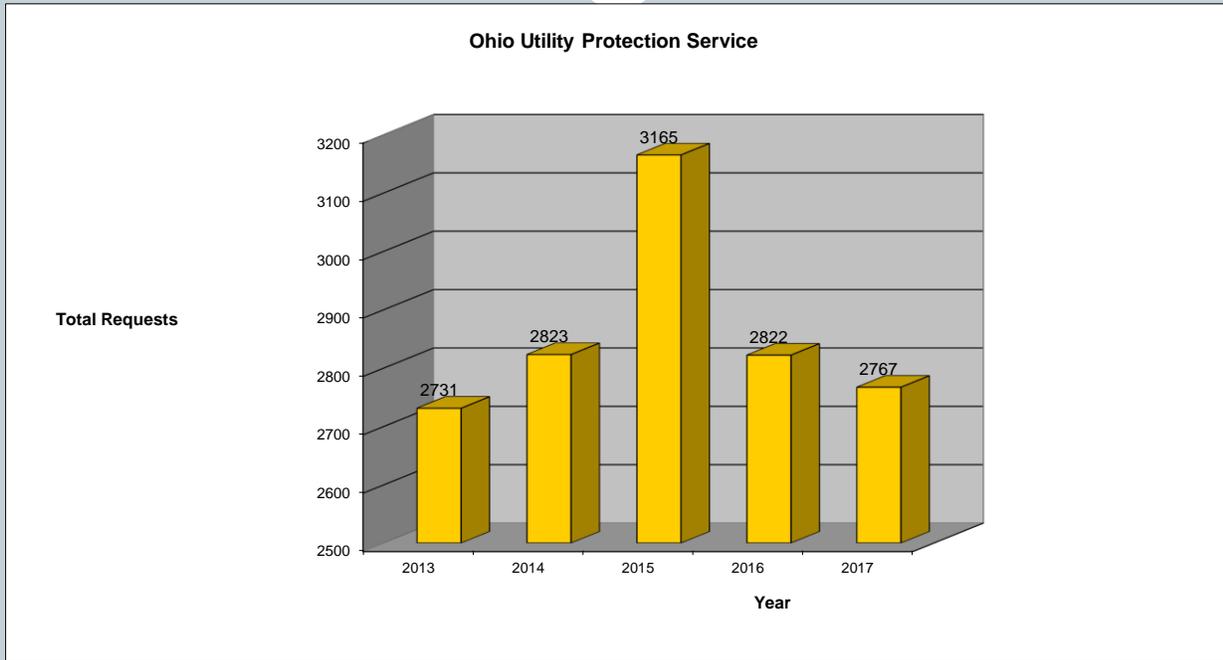
Northview Drive

Catalina Avenue

Skylark Avenue



2017 OUPS



OUPS location notices continue to increase as more and more contractors and residents call 811 to notify the Ohio Utilities Protection Agency of anticipated digging. Our inspector marks the requests within 48 hours of receiving the notice if any of the city’s utilities would be affected by the excavation. Our inspector is also responsible for emergency OUPS locations such as water line breaks or gas line ruptures. Each notification is also recorded in the WEBTMS software which tracks the notifications and the positive response (outcome) for each ticket.

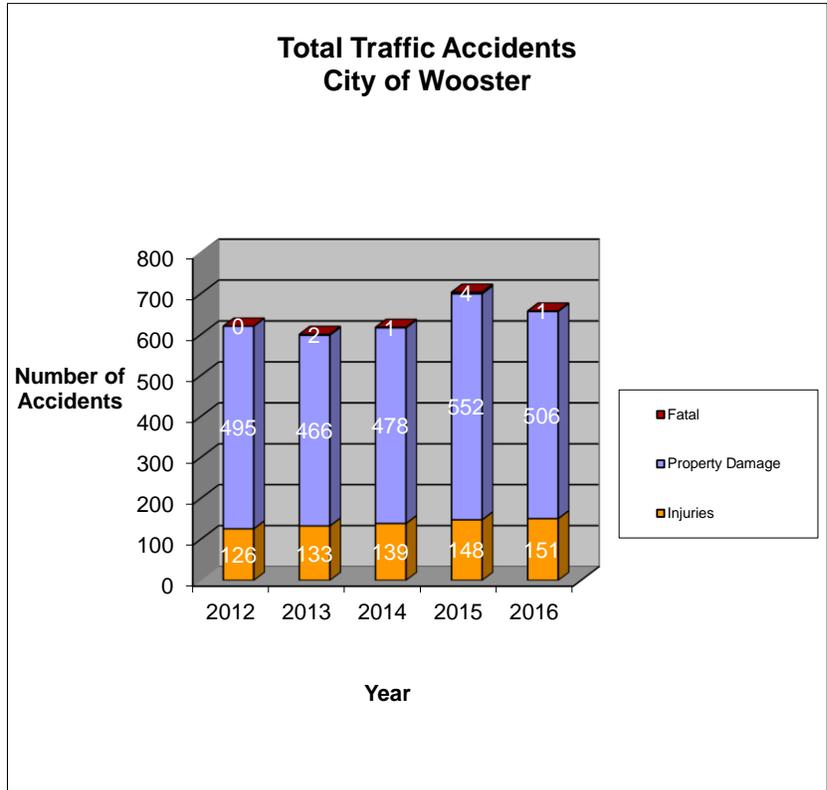
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Traffic Statistics – Section 4



2012-2016 Comparison

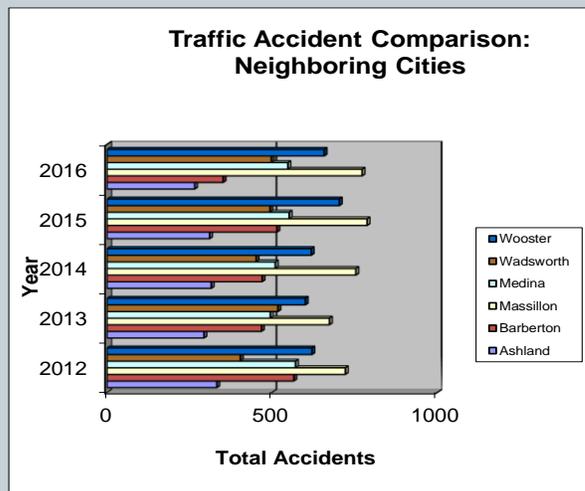
Data is compiled from the Ohio Department of Public Safety's "Ohio Traffic Crash Facts"



2012-2016 Total Crashes

**Traffic Accident Comparison
Totals By Neighboring Cities**

Year	Ashland	Barberton	Massillon	Medina	Wadsworth	Wooster
2012	333	566	722	571	404	621
2013	294	468	674	495	518	601
2014	316	470	754	510	452	619
2015	311	515	788	552	494	704
2016	266	352	773	548	498	658

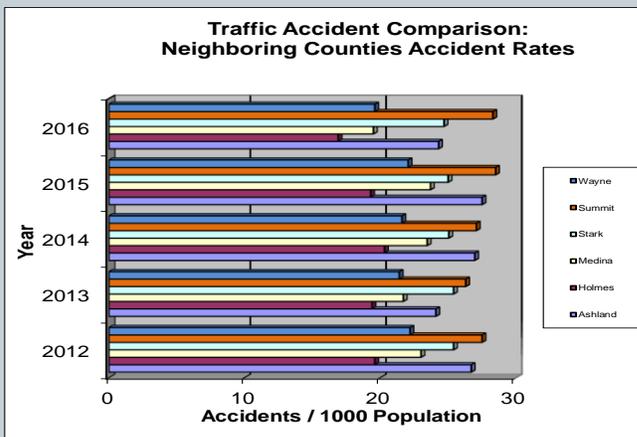


County Crash Comparison

**Rates per 1000 based on
2010 U.S. Census**

**Traffic Accident Comparison
Rates by Neighboring Counties**

Year	Accidents Per 1000 People					
	Ashland	Holmes	Medina	Stark	Summit	Wayne
2012	26.7	19.6	23.0	25.4	27.5	22.2
2013	24.1	19.4	21.7	25.4	26.3	21.4
2014	26.96	20.31	23.46	25.05	27.08	21.6
2015	27.5	19.3	23.7	25	28.5	22.06
2016	24.3	16.9	19.5	24.7	28.3	19.6



*Division of Engineering
City of Wooster
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Engineering Design Statistics – Section 5

DIVISION OF ENGINEERING
2017 Project Summary
(Projects Designed or Constructed in 2017)

PROJECT	DESIGNER/CONSULTANT	DESIGN COST	CONTRACTOR	ESTIMATED			Contract Balance	% Complete	Retainage
				CONST. COST	BID PRICE	FINAL COST			
2017 Paving	Wooster Engineering	\$0	Kokosing	\$490,000	\$479,533	\$658,793	\$0	100%	\$0
2017 Paving ODOT	Wooster Engineering	\$0	Kokosing	\$685,000	\$630,294	\$558,308	\$0	100%	\$0
3426 Friendsville Rd. Driveway Improvements	Wooster Engineering	\$0	Stout Excavating	\$45,000	\$44,681	\$40,800	\$0	100%	\$0
Bowman Culvert Repair	Wooster Engineering	\$0	TR Snyder	\$21,500	\$18,610	\$27,959	\$0	100%	\$0
Brookside Drive Sanitary Sewer Lining	Wooster Engineering	\$0	Insituform	\$140,000	\$82,348	\$89,494	\$89,494	100%	\$0
Burbank Road Reconstruction	Wooster Engineering	\$0	G.E. Baker Construction, Inc./Fioritto	\$1,995,000	\$1,727,436	\$1,824,374	\$0	100%	\$0
Catalina & Skylark Waterline	Wooster Engineering	\$0	Dirt Dawg Excavating	\$460,000	\$351,747	\$347,296	\$0	100%	\$0
Christmas Run Basketball Court	Wooster Engineering	\$0	TR Snyder	\$65,000	\$86,832	\$88,495	\$0	100%	\$0
Christmas Run Pickleball Courts	Wooster Engineering	\$0	City of Wooster	\$39,000	n/a	\$60,808	\$0	100%	\$0
CSO Outlet	Wooster Engineering	\$0	Stout Excavating	\$6,200	\$6,700	\$6,700	\$0	100%	\$0
Curb Ramp Replacement	Wooster Engineering	\$0	TR Snyder	\$30,778	\$22,653	\$10,314	\$0	100%	\$0
Dix Culvert Lining	Wooster Engineering	\$0	GE Baker	\$200,000	\$105,720	\$102,984	\$0	100%	\$0
Downtown Streetscape	OHM	\$100,000	Simonson Construction Services, Inc.	\$1,695,000	\$1,504,506	UC	\$1,504,506	0%	\$0
E. Henry & Minerva Sanitary Sewer Replacement	Wooster Engineering	\$0	Dirt Dawg Excavating	\$22,000	\$11,230	UC	\$11,230	0%	\$0
E. University Sanitary	Wooster Engineering	\$0	Dirt Dawg Excavating	\$95,000	\$44,344	UC	\$44,344	0%	\$0
Freedlander Road Rehabilitation	Wooster Engineering	\$0	Melway/TR Snyder	\$42,665	\$59,350	\$36,577	\$0	100%	\$0
Geyers Chapel Culvert	Wooster Engineering	\$0	Bogner Construction Company	\$125,000	\$123,117	\$120,518	\$2,599	98%	\$0
Lagoon Drive Culvert	Wooster Engineering	\$0	Stout Excavating	\$7,000	\$6,200	\$5,211	\$0	100%	\$0
Liberty Signals	Poggemeyer	\$35,864	Perram Electric	\$730,000	\$756,176	UC	\$663,531	12%	\$8,056
Manhole Replacement	Wooster Engineering	\$0	Wenger Excavating	\$25,000	\$22,772	UC	\$22,772	50%	\$0
North Street Traffic Signal	Poggemeyer	\$38,148	Perram Electric	\$600,000	\$505,300	\$471,640	\$0	100%	\$0
North Well Field Check Valve Replacement	Wooster Engineering	\$10,000	Dirt Dawg/Spring Electric	\$200,000	\$254,242	\$254,867	\$0	100%	\$0
Northview Dr. Waterline	Wooster Engineering	\$0	Dirt Dawg Excavating	\$150,000	\$154,933	\$145,177	\$0	100%	\$0
Nupp Drive Lift Station	Wooster Engineering	\$9,000	Simonson Construction Services, Inc.	\$350,000	\$320,245	UC	\$320,245	0%	\$0
PNC Bank Parking Lot	Wooster Engineering	\$0	TR Snyder	\$18,000	\$15,806	\$17,970	\$0	100%	\$0
S. Spink St. Sewer Separation	Wooster Engineering	\$0	Stout Excavating	\$667,500	\$579,547	UC	\$456,758	10%	\$10,677
Safety Service Building	Bowden & Associates	\$450,000	John G. Johnson	\$7,000,000	\$7,570,637	\$7,570,637	\$0	100%	\$0
Timken/Madison Intersection	Wooster Engineering	\$0	TR Snyder	\$18,500	\$18,000	\$17,826	\$0	100%	\$0
Utilities Building Addition	BA Widder	\$20,000	CCI Commercial	\$425,000	\$465,885	\$579,303	\$0	100%	\$0
Welcome Signs	OHM	\$3,500	Bogner Construction Company	\$44,270	\$34,250	UC	\$750	98%	\$0
							UC=Under Construction		
Subtotals		\$666,512		\$16,392,413	\$16,003,093	\$13,036,050			

PROJECT	DESIGNER/CONSULTANT	DESIGN COST	CONTRACTOR	ESTIMATED		STATUS
				CONST. COST	BID PRICE	
2018 Paving ODOT	Wooster Engineering	\$0	Kokosing	\$853,000	\$719,716	DC
Beaver Alley Sewer Separation	Wooster Engineering	\$0		\$45,000	N/A	DC
Madison Avenue Signals	Burgess & Niple	\$19,000		\$145,000	N/A	DC
Northwestern Avenue Sidewalks	Wooster Engineering	\$0		\$86,000	N/A	DC
Wooster Bike Loop 1	Poggemeyer	\$127,625		\$750,000	N/A	DC
Subtotals		\$146,625		\$1,879,000		DC=Design Complete
Bike Path Phase 2	Poggemeyer	\$97,000		\$1,113,000		UD
Cedar Lane Stream Stabilization	Wooster Engineering	\$0		\$65,000		UD
E. University Storm Sewer (Quinby to Bever)	Wooster Engineering	\$0		\$250,000		UD
Friar Tuck Storm Sewer Replacements	Wooster Engineering	\$0		\$160,000		UD
Lemar Storm Sewer Replacement	Wooster Engineering	\$0		\$85,000		UD
North High W/L Extension to Tank (Daisy)	Wooster Engineering	\$0		\$400,000		UD
Oakley/Brookside Paving	Wooster Engineering	\$0		\$300,000		UD
Oakley/Brookside W/L Replacement	Wooster Engineering	\$0		\$745,000		UD
ODOT Urban Paving	Wooster Engineering	\$0		\$200,000		UD
Sanitary Sewer Lining Projects	Wooster Engineering	\$0		\$200,000		UD
Street Repair Asphalt	Wooster Engineering	\$0		\$805,000		UD
Street Repair Concrete	Wooster Engineering	\$0		\$305,000		UD
Sunset Lane	Wooster Engineering	\$0		\$600,000		UD
W. Liberty St. Area	Wooster Engineering	\$0		\$330,000		UD
Wal-Mart Lift Station Gravity Study	Wooster Engineering	\$0		\$30,000		UD
Wayne (Bever to Beall)	Wooster Engineering	\$0		\$100,000		UD
Wayne Avenue Culvert Replacement	Wooster Engineering	\$0		\$150,000		UD UD = Under Design
Subtotals		\$97,000		\$5,838,000		

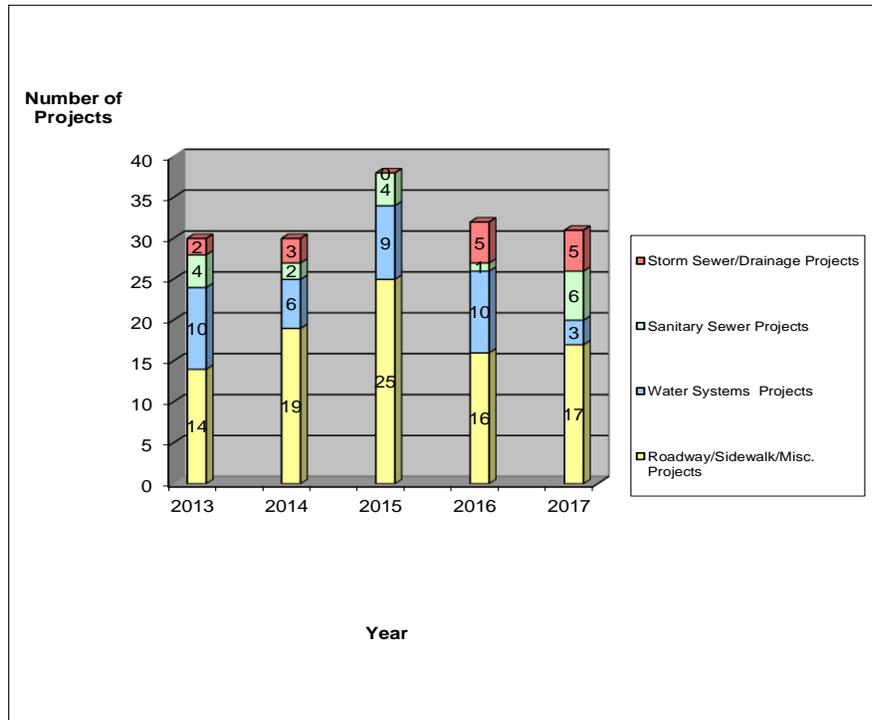
Note: Engineering consultant services and construction costs shown in this table represent totals to date. Actual expenditures occurred over several years.

2017 Breakout for Types of Projects

The Division of Engineering staff designed 22 of the 30 projects for 2017.

Our ability to keep design work in-house enables us to stay below the industry average of 8% to 11% for design costs.

2017 saw our design cost average to be 4.1%.

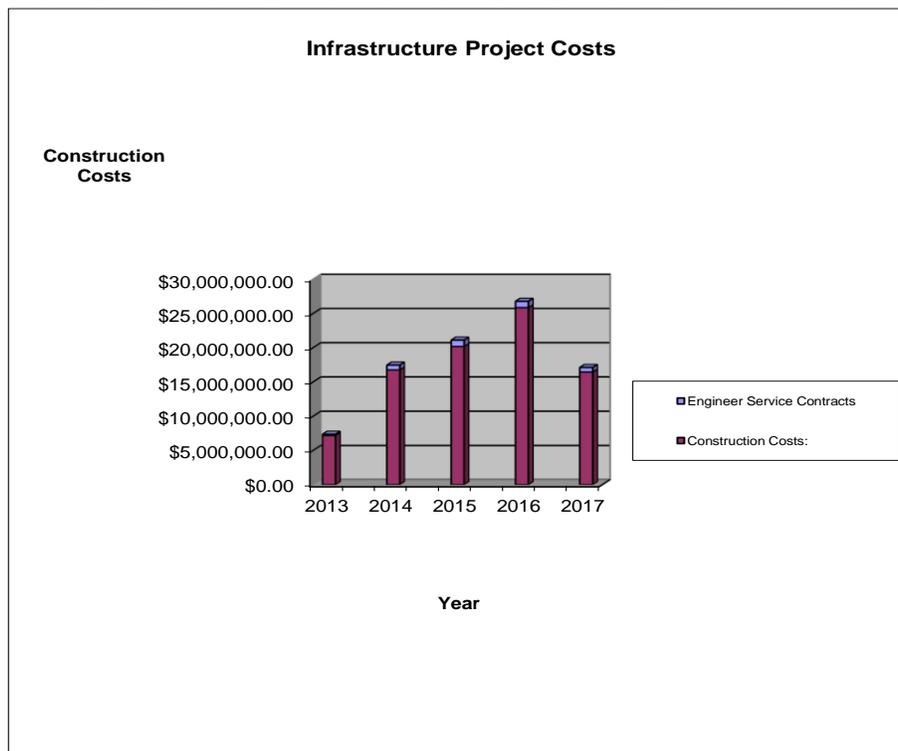


Project Cost over the years

The Engineering Division oversaw \$16,448,913 of infrastructure construction projects in 2017.

Outside design contracts totaled \$666,512.

The ratio between outside design contracts and our construction projects remains fairly constant throughout the years.



Engineering Value Calculations

Project	Design Cost	2017 Design	2016 Design	2015 Design	2014 Design	2013 Design	Engineer's		Bid	Final	2017 Const.
		Costs Paid	Estimate	Contractor	Price	Cost	Payments				
2017 Paving	\$0						\$490,000	Kokosing	\$479,533	\$658,793	\$658,793
2017 Paving ODOT	\$0						\$685,000	Kokosing	\$630,294	\$558,308	\$558,308
3426 Friendsville Rd. Driveway Improvements	\$0						\$45,000	Stout Excavating	\$44,681	\$40,800	\$40,800
Bowman Culvert Repair	\$0						\$21,500	TR Snyder	\$18,610	\$27,959	\$27,959
Brookside Drive Sanitary Sewer Lining	\$0						\$140,000	Insituform	\$82,348	\$89,494	\$89,494
Burbank Road Reconstruction	\$0						\$1,885,000	G.E Baker	\$1,402,403	\$1,417,519	\$1,417,519
Burbank Waterline Replacement	\$0						\$390,000	Fioritto Construction	\$325,033	\$406,855	\$406,855
Catalina & Skylark Waterline Replacement	\$0						\$460,000	Dirt Dawg	\$351,747	\$347,296	\$347,296
Christmas Run Basketball Court	\$0						\$65,000	TR Snyder	\$86,832	\$88,495	\$88,495
Christmas Run Pickleball Court	\$0						\$39,000	Various	N/A	\$60,808	\$60,808
CSO Outlet	\$0						\$6,200	Stout Excavating	\$6,700	\$6,700	\$6,700
Curb Ramp Replacements	\$0						\$30,778	TR Snyder	\$22,653	\$10,314	\$10,314
Dix Culvert Lining	\$0						\$200,000	GE Baker	\$105,720	\$102,984	\$102,984
Downtown Streetscape	\$100,000	\$57,805	\$32,190				\$1,695,000	Simonson Construction	\$1,504,506	UC	\$0
E. Henry & Minerva Sanitary Sewer Replacement	\$0						\$22,000	Dirt Dawg Excavating	\$11,230	UC	\$11,230
E. University Sanitary Sewer	\$0						\$95,000	Dirt Dawg Excavating	\$44,344	UC	\$44,344
Freedlander Road Rehabilitation	\$0						\$42,665	TR Snyder/Melway	\$59,350	\$36,577	\$36,577
Geyers Chapel Culvert Replacement	\$0						\$125,000	Bogner Construction	\$123,117	\$120,518	\$120,518
Lagoon Drive Culvert	\$0						\$7,000	Stout Excavating	\$6,200	\$5,211	\$5,211
Liberty Street Signals Replacement	\$35,864						\$730,000	Perram Electric	\$756,176	UC	\$92,615
Manhole Replacements	\$0						\$25,000	Wenger Excavating	\$22,772	UC	\$0
North Street Traffic Signals Replacement	\$38,148		\$30,889				\$600,000	Perram Electric	\$505,300	\$471,640	\$471,640
North Well Field Check Valve Replacement	\$10,000	\$8,800					\$200,000	Dirt Dawg/Spring Elec	\$254,242	\$254,867	\$254,867
Northview Dr. Waterline Replacement	\$0						\$150,000	Dirt Dawg	\$154,933	\$145,177	\$145,177
Nupp Drive Lift Station Improvements	\$9,000						\$350,000	Simonson Construction	\$320,245	UC	\$0
PNC Bank Parking Lot	\$0						\$18,000	TR Snyder	\$15,806	\$17,970	\$17,970
S. Spink St. Sewer Separation	\$0						\$667,500	Stout Excavating	\$579,547	UC	\$122,789
Safety Service Building	\$450,000		\$373,600				\$7,000,000	John G. Johnson	\$7,570,637	\$7,570,637	\$0
Timken/Madison Intersection	\$0						\$18,500	TR Snyder	\$18,000	\$17,826	\$17,826
Utilities Building Addition	\$20,000		\$11,436				\$425,000	CCI Commercial	\$465,885	\$579,303	\$579,303
Welcome Signs	\$7,000		\$4,000				\$44,270	Bogner Construction	\$34,250	\$34,250	\$34,250
	\$670,012	\$66,605	\$452,115	\$0	\$0	\$0	\$16,672,413		\$16,003,094		\$5,770,642
Industry Standard for Design Engineering* =	8.5%								\$1,360,263		

Design Completed	Design Cost	2017 Design	2016 Design	Engineer's Estimate	Under Construction (2017)		
		Costs Paid	Costs Paid		Value of Construction Engineering	10.00%	\$510,458.92
					Design Value Provided in 2017	12.0%	\$100,985.13
2018 Paving ODOT	\$0			\$853,000	Design Completed (2017)		
Beaver Alley Sewer Separation	\$0			\$45,000			
Madison Avenue Signals	\$19,000			\$145,000			
Northwestern Avenue Sidewalks	\$0			\$86,000			
Wooster Bike Loop 1	\$127,625	\$106,067		\$750,000			
	\$146,625	\$106,067		\$1,879,000	Value of Design Engineering		\$13,090.00

Under Design				Engineer's Estimate	Under Design (2017)	
Bike Path Phase 2	\$97,000			\$1,113,000		
Cedar Lane Stream Stabilization	\$0			\$65,000		
E. University Storm Sewer (Quinby to Bever)	\$0			\$250,000		
Friar Tuck Storm Sewer Replacements	\$0			\$160,000		
Lemar Storm Sewer Replacement	\$0			\$85,000		
North High W/L Extension to Tank (Daisy)	\$0			\$400,000		
Oakley/Brookside Paving	\$0			\$300,000		
Oakley/Brookside W/L Replacement	\$0			\$745,000		
ODOT Urban Paving	\$0			\$200,000		
Sanitary Sewer Lining Projects	\$0			\$200,000		
Street Repair Asphalt	\$0			\$805,000		
Street Repair Concrete	\$0			\$305,000		
Sunset Lane Reconstruction	\$0			\$600,000		
W. Liberty St. Area Sanitary Sewer	\$0			\$330,000		
Wal-Mart Lift Station Gravity Study	\$0			\$30,000		
Wayne (Bever to Beall) Waterline Replacement	\$0			\$100,000		
W. Wayne Avenue Culvert Replacement	\$0			\$150,000		
	\$97,000	\$0	\$0	\$5,838,000	Value of Design Engineering	\$399,230.00

Preliminary Engineering, Planning & Funding							
Water Projects (1)	\$0			\$1,495,000	Planning (2017)		
Sewer projects (1)	\$0			\$835,000			
Storm (1)	\$0			\$1,010,000			
Roadway Projects (1)	\$0			\$4,370,000			
	\$0			\$7,710,000	Value of Preliminary Engineering	3.00%	\$231,300
					Total Engineering Services Provided in 2017		\$1,255,064

Notes:
Fees for Engineering services are based on standard industry rates as established by various regulatory and funding agencies, including ODOT, USDA, EPA and OPWC, as well as recent engineering services proposals.
(1) Sum of construction estimates from the 10 year infrastructure plan.



**CITY OF
WOOSTER**
DIVISION OF FIRE
Annual Report
2017

Executive Summary

Honorable Mayor Breneman, City Council, and the Citizens of Wooster:

I am honored to submit the 2017 Annual Report for the City of Wooster, Division of Fire. This document provides a snapshot of last year's accomplishments and provides an overview of the all-hazard emergency service organization that serves our great City.

After considerable capital improvement deferments, as the City continued to be fiscally responsible through the economic decline, the Fire Division was able to make significant updates to its facilities and apparatus in 2017. The Fire & Police Divisions completed and opened the Wooster Safety Center (Fire Station #2), and a fire engine and medic unit were ordered. These capital improvement updates will allow the fire division to continue to provide the City a rapid and professional response to emergency incidents.



The Fire Division, with the support of City Administration and City Council:

- Completed the construction & opened the Wooster Safety Center (Fire Station #2).
- Facilitated administrative oversight of the Wooster-Ashland Regional Council of Governments regional dispatch center, during the absence of the director.
- Updated the fire department station alerting system to utilize the Ohio MARCS 800 MHz system in St. 1, 2, & 3.
- Completed beta-testing of the Unication 700/800 MHz G5 pagers, in-conjunction with Unication USA Inc. and the State of Ohio MARCS system.
- Spec'ed and ordered a new Road Rescue Medic unit (Delivery-spring of 2018).
- Finalized the Sutphen Fire Engine build project (Delivered 1-8-18).
- Completed Fire/EMS instructor and Fire Investigation training.
- Continued the review and update of the Division's policy and procedure manual.
- Purchased new Genesis battery powered extrication tools.

As we look forward to 2018, the fire division is continuing to monitor the annual increase in emergency calls for service, which are trending upward at a 2-8% pace, annually. Research conducted by Asst. Chief Murphy in 2017, indicates that the Fire Division will see a 20% increase in call volume over the next ten years due to the aging baby boomer generation. The operational changes implemented over the past two years have allowed us to maximize our efficiencies, but if no changes are made over the next ten years, the Fire Division will not be able to maintain its current level of service to the City. To prepare for the potential increase in call volume, the Fire Division will continue to look for opportunities to utilize technology, research, and data to enhance our services and ability to serve the public. We plan to continue to work on the Fire Division's strategic plan and the process of accreditation through the Center for Public Safety Excellence.

The fire division personnel and I look forward to the opportunity to enhance the Fire Division and build upon the outstanding services we provide to the City of Wooster.
Thank you and be safe,

Barry Saley-Fire Chief

WFD MISSION AND MOTTO

The Mission of the Wooster Division of Fire is:

To prepare for, respond to, and mitigate all calls for duty, in an efficient and cost-effective manner. This will occur by providing an all-hazards approach to emergency services requested by the citizens, businesses, and visitors of the City of Wooster.

To meet this mission, we will aggressively provide fire suppression, emergency medical services, rescue operations, training activities, emergency preparedness, and community risk reduction.

Fire Division Motto:



“SAVE LIVES - FIGHT FIRES”

WFD CORE VALUES AND VISION

Core Values:

In conjunction with the core values of the City of Wooster: *Accountability, Continuous Improvement, Leadership & Management, Respect & Communication, Honesty & Integrity, Stewardship & Trust, and Safety*, the Division of Fire applies the following additional core values:

Professionalism
Service Excellence
Customer Service
Hard Work
Trust
Tradition
Valor

Vision Statement:

The Wooster Division of Fire strives to be a professional, efficient, community oriented, all-hazards emergency service provider, which preserves tradition as part of its future, by learning from those that served before us; as we embrace technology, research, data and innovation to become a nationally recognized leader in the fire service.

THE FIRE DIVISION

The Wooster Division of Fire provides emergency services to the City of Wooster and a portion of Wayne Twp., via a contractual agreement with Central Fire. Our primary services include fire suppression, emergency medical services, rescue operations, training, emergency preparedness, and community risk reduction. For effective management, the division is broken down into subdivisions and specialty units that are managed by fire officers and firefighters. These subdivisions include Administration, Operations, Fire Prevention, and Training.

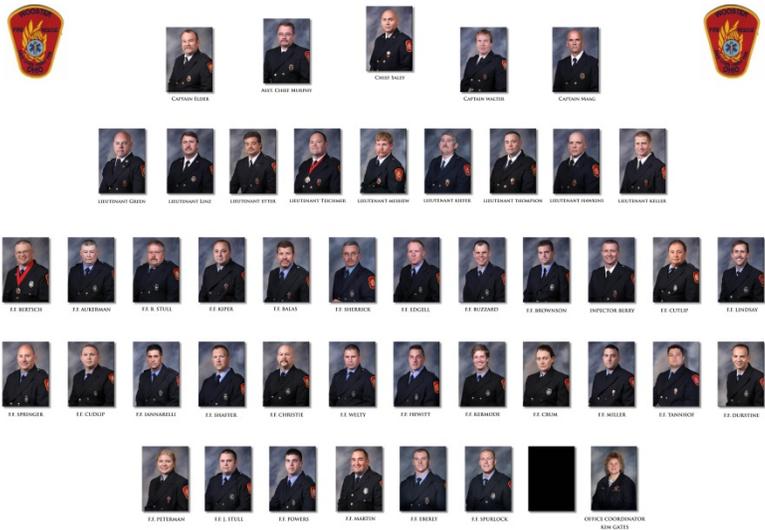
The Wooster Division of Fire is a career fire department staffed 24 hours a day/365 days a year with forty-five (45) uniformed and one (1) civilian personnel. The Administration Division consists of the Fire Chief, Asst. Fire Chief, and Office Coordinator. The Fire Prevention Division is overseen by the Asst. Chief in conjunction with the Fire Inspector. The Operations and Training Division is overseen by the Asst. Chief and is divided into three (3) shifts. Each shift consists of one (1) Captain, three (3) Lieutenants and ten (10) firefighters, for a total of forty-two (42) operational personnel.

The Fire Division currently operates out of three fire stations. Fire St. 1 is located at 510 N. Market St., Fire St. 2 is located at 3333 Burbank Rd. (aka Wooster Safety Center, including FD Administration), and Fire St. 3 is located at 2255 Gateway Dr.

The Fire Division is the primary emergency service responder to all emergency incidents within the City of Wooster. As the scope of the fire service has changed, so has the fire division. We have transformed into an all-hazards emergency service organization.

What does this mean? It means that the fire division does more than respond to fire and medical incidents. Our scope of responsibilities to the community and citizens include:

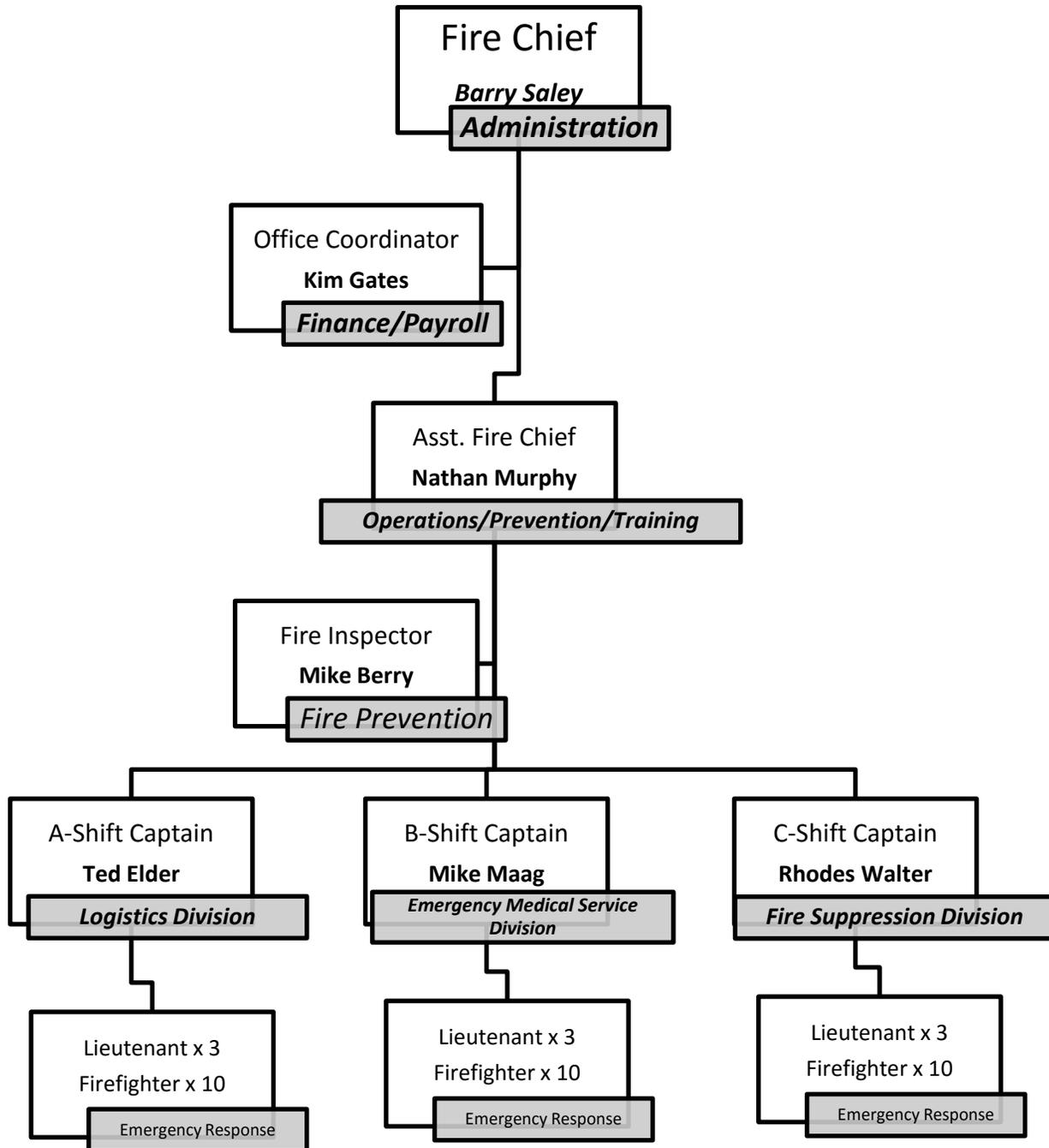
- Fire Suppression
- Emergency Medical Service
- Community Risk Reduction
- Special Rescue (Confined Space, Water, Ice, Industrial)
- Terrorism / Civil Unrest
- Severe Weather
- Emergency Preparedness
- Radiological
- Health / Infectious Disease



WOOSTER FIRE DEPARTMENT



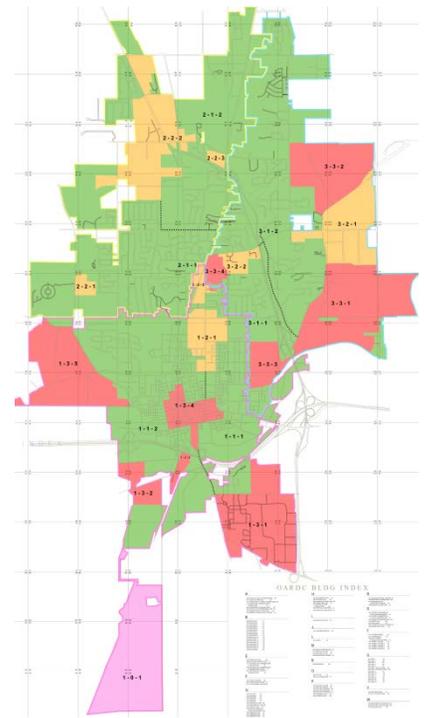
THE FIRE DIVISION



2017 was the first full year of implementation of the three (3) station operations and the use of a run card dispatch system. A review of the statistical data has documented that our emergency response system is operating more efficiently than in years past.

The first issue that the new operational methodology addressed was unity of command. Currently, there is a lieutenant assigned to every fire station and the captain that oversees all three stations. This simple management concept ensures that each firefighter is only answering to one station supervisor, and each station supervisor answers to only one shift supervisor. This system establishes a direct route of responsibility from the chief to the firefighters and has empowered the lieutenants at each station to take ownership for their crews.

Additionally, the operational reorganization has maximized the division of labor of the firefighting staff. The data shows that the number of emergency calls supervised by a ranked officer has increased by 18%, from the previous two (2) station operations. This increase is a direct reflection of placing frontline supervisors with their emergency response crews, which also provides a secondary impact of a reduced workload to some firefighters, as we have redistributed the number of emergency responses over a more significant number of staff members. The operational reorganization has also allowed the Fire Division to be more resilient, which can be verified by the reduction in requested mutual aid incidents over the past three years. This data indicates that WFD had a 25% reduction in mutual aid requests since 2015. This approach has enabled WFD's staff to more effectively handle the City's own call volume and ensure that the desired level of service, by the City, is maintained a higher percentage of the time, even as calls for service have increased.



The run card system has allowed the Operations Division to utilize its resources more effectively. The Fire Division now sends emergency response staff and apparatus based on the incident call type, location, and hazard. This method keeps more emergency response crews in-service by sending the appropriate resources to the emergency, based on its potential hazard and historical data.

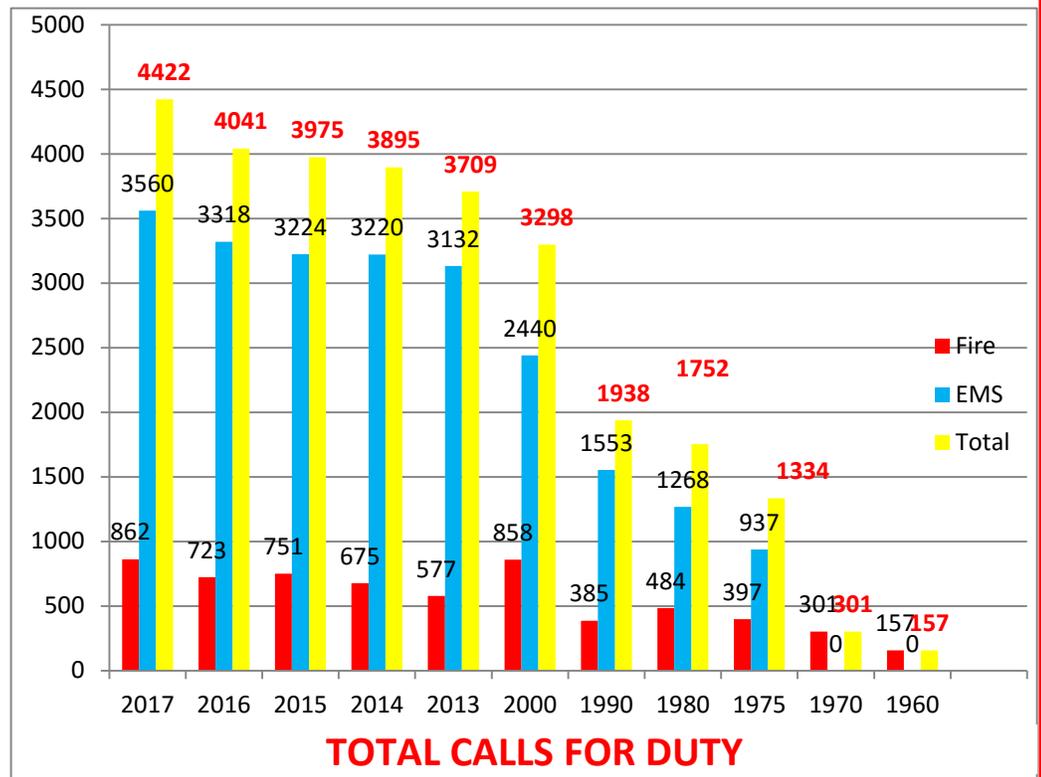
The transition to the WAR COG dispatch center, along with the use of a new computer-aided dispatch (CAD) system, that is integrated into our record management system (IMS), has allowed the Fire Division to conduct more specific data analytics on our emergency response system. This capability allows us to evaluate the performance of the Fire Division down to the specific emergency response unit. These new capabilities will and have allowed us to make performance improvements to specific units, instead of broad strokes across the entire division.

The use of a data-based decision-making process has allowed us to evaluate our administrative and operational processes and make needed changes to meet best practices and enhance our services.

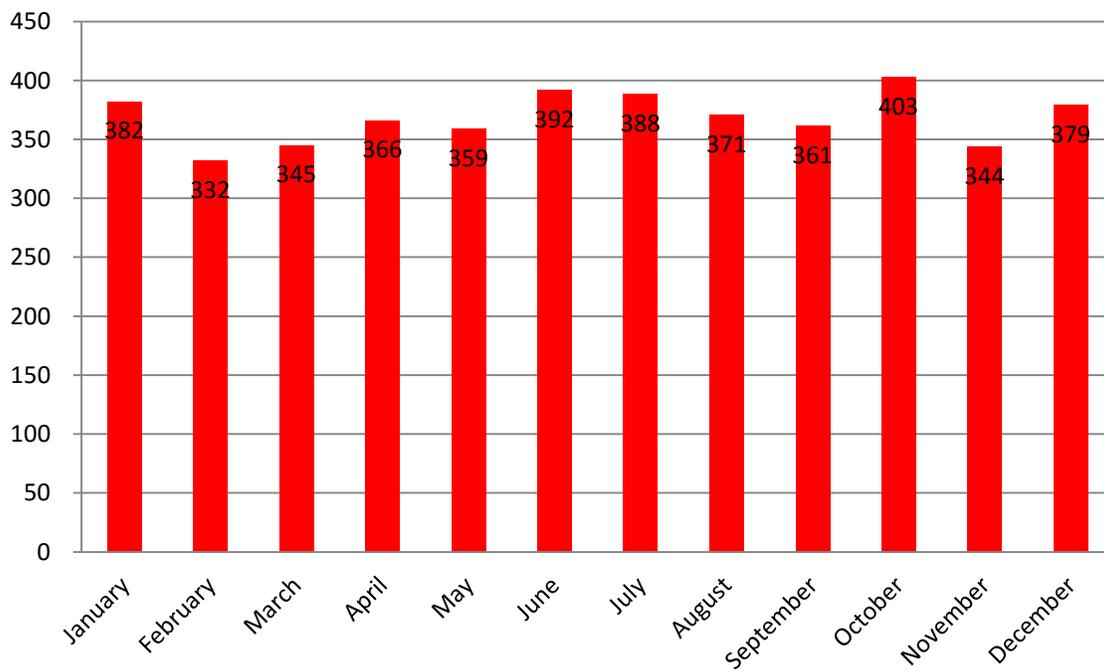
**The below tables & charts provide a detailed visual representation of WFD Operations and the diversity of services provided to the community.*

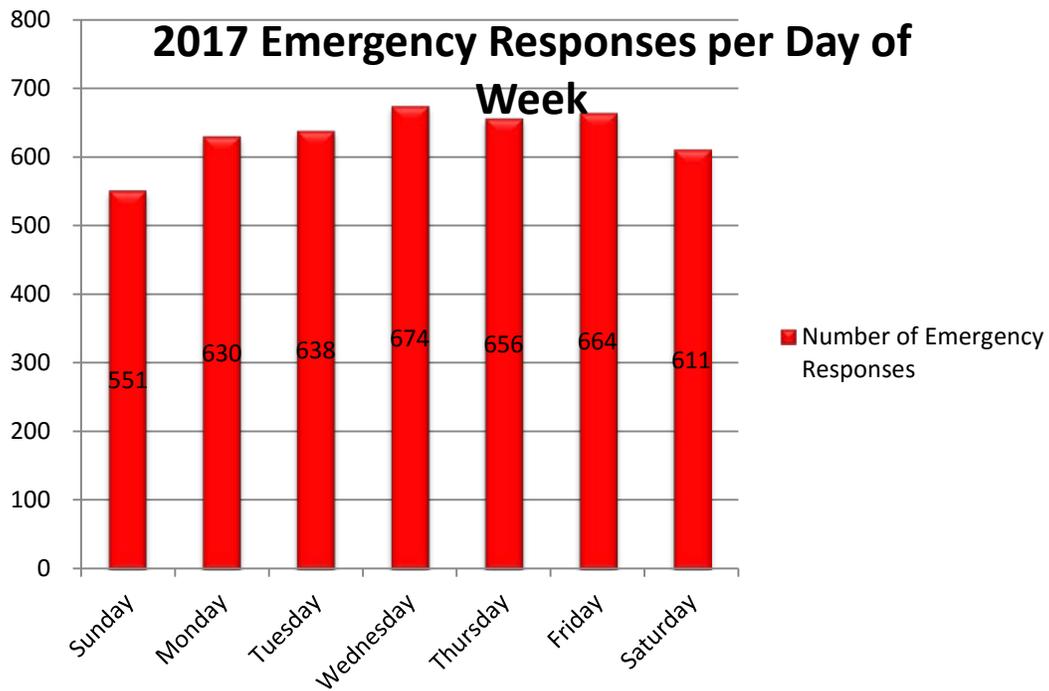
The Fire Division breaks down our incidents into EMS and Non-EMS (FIRE) calls. Each call represented a specific request for service and ran through our dispatch center.

Again in 2017, we have exceeded the previous year's totals. The number of EMS incidents in 2017 was 3560 (80%). The number of non-EMS incidents was 862 (20%), for a total of 4422, which is just over an 8% increase from 2016.

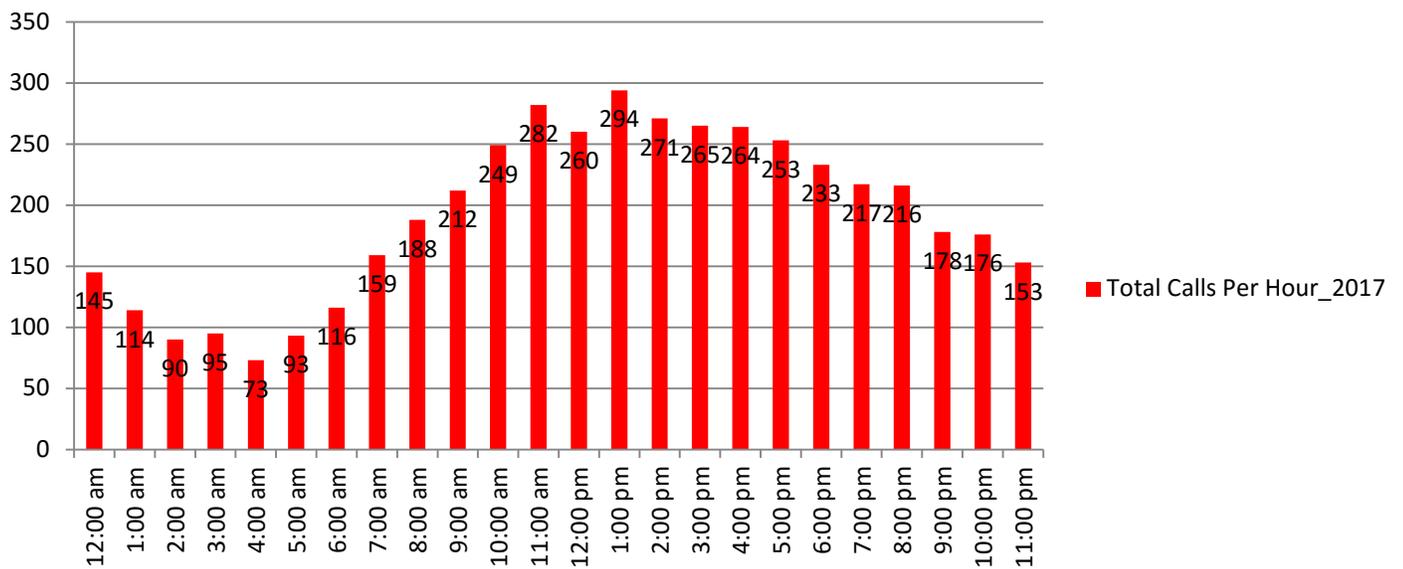


2017 Monthly Call Volume

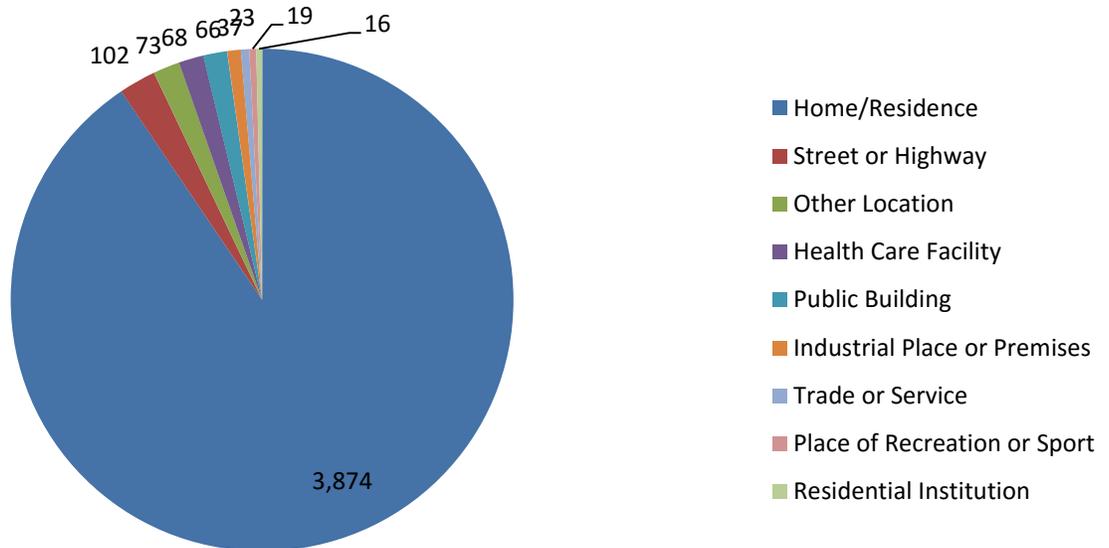




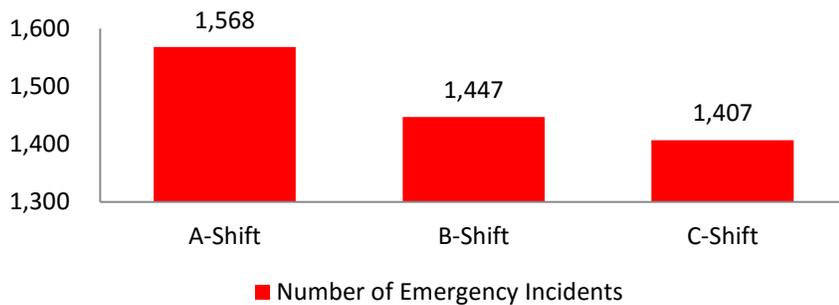
Total Calls Per Hour_2017



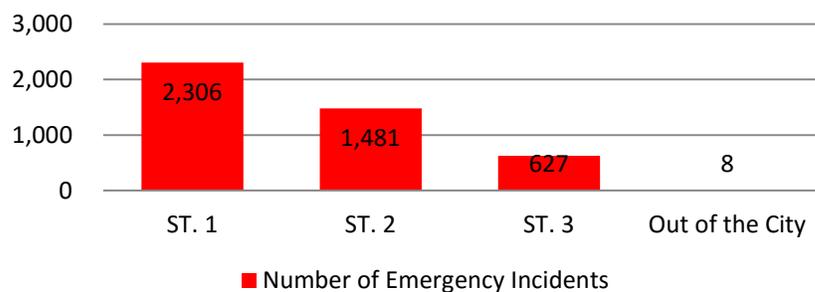
2017 Location Type Summary



2017 Emergency Responses per Shift



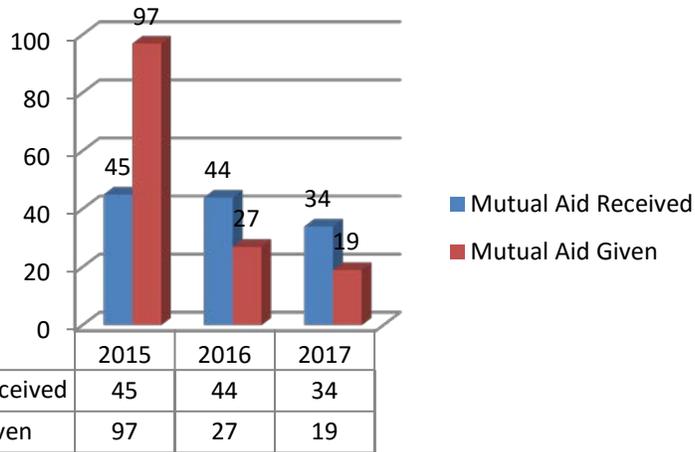
2017 Emergency Responses per District





EMS	Column1
321 EMS Call Non-MVA	3560
Non-EMS	
553 Public service	197
611 Dispatched & canceled en route	114
744 Detector activation, no fire - unintentional	62
745 Alarm system activation, no fire - unintentional	45
561 Unauthorized burning	36
322 Motor vehicle accident with injuries	35
740 Unintentional transmission of alarm, other	34
735 Alarm system sounded due to malfunction	33
324 Motor vehicle accident with no injuries.	25
424 Carbon monoxide incident	23
111 Building fire	20
733 Smoke detector activation due to malfunction	19
600 Good intent call, other	19
440 Electrical wiring/equipment problem, other	15
445 Arcing, shorted electrical equipment	14
412 Gas leak (natural gas or LPG)	11
118 Trash or rubbish fire, contained	11
631 Authorized controlled burning	10
622 No incident found on arrival at dispatch address	10
554 Assist invalid	7
551 Assist police or other governmental agency	7
743 Smoke detector activation, no fire - unintentional	6
550 Public service assistance, other	6
311 Medical assist, assist EMS crew	6
131 Passenger vehicle fire	6
113 Cooking fire, confined to container	6
746 Carbon monoxide detector activation, no CO	5
531 Smoke or odor removal	5
323 Motor vehicle/pedestrian accident (MV Ped)	5
143 Grass fire	5
731 Sprinkler activation due to malfunction	4
714 Central station, malicious false alarm	4
552 Police matter	4
444 Power line down	4
400 Hazardous condition, other	4
300 Rescue, EMS incident, other	4
160 Special outside fire, other	4
736 CO detector activation due to malfunction	3
671 HazMat release investigation w/no HazMat	3
520 Water problem, other	3
710 Malicious, mischievous false call, other	2
651 Smoke scare, odor of smoke	2
511 Lock-out	2
411 Gasoline or other flammable liquid spill	2
140 Natural vegetation fire, other	2
132 Road freight or transport vehicle fire	2
100 Fire, other	2
741 Sprinkler activation, no fire - unintentional	1
730 System malfunction, other	1
700 False alarm or false call, other	1
541 Animal problem	1
522 Water or steam leak	1
500 Service Call, other	1
443 Breakdown of light ballast	1
357	1
353 Removal of victim(s) from stalled elevator	1
162 Outside equipment fire	1
151 Outside rubbish, trash or waste fire	1
138 Off-road vehicle or heavy equipment fire	1
121 Fire in mobile home used as fixed residence	1
114 Chimney or flue fire, confined to chimney or flue	1
Total	4422

Mutual Aid Summary



Mutual Aid Received	45	44	34
Mutual Aid Given	97	27	19



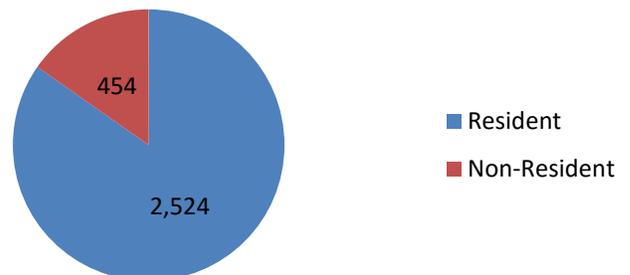
Wooster Fire

EMS Level of Service Summary

1/1/2017 - 12/31/2017

BLS Emergency	2,514
ALS Level I Emergency	1,200
ALS Level II	23
Paramedic Intercept	1
Total:	3,738

2017 Resident vs. Non-Resident

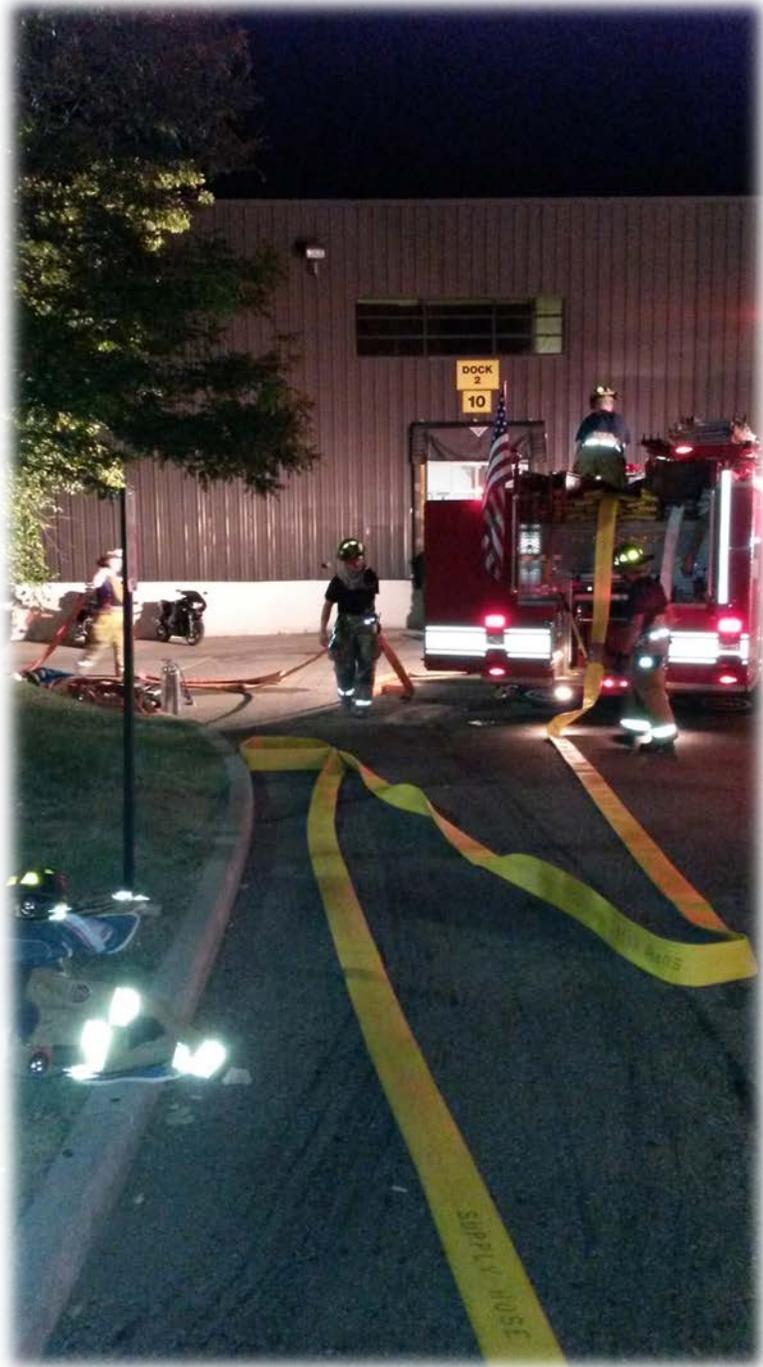


Wooster Fire

Apparatus Call Volume

1/1/2017 - 12/31/2017

MEDIC 1	1,698
MEDIC 2	1,494
BATTALION 1	1,163
MEDIC 3	836
ENGINE 2	210
ENGINE 1	189
ENGINE 3	148
LADDER 1	109
CHIEF 2	61
UTILITY 4	38
CHIEF 1	28
UTILITY 2	19
MEDIC 4	14
UTILITY 1	13
BRUSH 1	5
FIRE	3
ENGINE 4	2
UTILITY 3	2
	1
	0
Total	6,033



** Apparatus Call Volume represents a unit that responds to a call. The increase compared to annual call volume, is due to a multi-unit response to an incident**

In 2017, the Fire Division collaborated with our CAD provider (Sundance) and records management provider (IPad Mobile Solutions) to create an interface between the two technologies. This new interface has allowed the Fire Division crews to import the CAD run data and times into the electronic run reporting software. This solution has provided efficiencies to the crews and provided more accurate data for the fire administration to run statistical analyses at a more detailed level. This enhanced data analytic capability will assist in our goal of becoming an accredited agency through the Center for Public Safety Excellence.

Total Incidents	Time of Tone (Time of tone - Time of call)	Turnout Time (Time unit en route - Time of tone)	Travel Time (Time On-scene - Time Enroute)	Response Time (Time On-scene - Time of call)
Count	4552	4533	4479	4452
Mean	0:01:18	0:01:56	0:03:27	0:06:41
Median	00:01:00	00:01:59	00:03:00	00:06:15
Max	00:39:25	00:15:37	00:25:00	00:46:08
Min	00:00:00	00:00:00	00:00:00	00:00:00
Range	00:39:25	00:15:37	00:25:00	00:46:08
Std Dev	0.000960617	0.000764922	0.001422819	0.001902138

EMS Incidents	Time of Tone (Time of tone - Time of call)	Turnout Time (Time unit en route - Time of tone)	Travel Time (Time On-scene - Time Enroute)	Response Time (Time On-scene - Time of call)
Count	3625	3620	3615	3606
Mean	0:01:14	0:02:00	0:03:20	0:06:33
Median	00:01:00	00:02:00	00:02:00	00:05:00
Max	00:02:00	00:04:00	00:05:00	00:09:00
Min	00:00:00	00:00:00	00:01:00	00:01:42
Range	00:02:00	00:04:00	00:04:00	00:07:18
Std Dev	0.000838638	0.000689682	0.001246901	0.001634447

Structure Fire Times	Time of Tone (Time of tone - Time of call)	Turnout Time (Time unit en route - Time of tone)	Travel Time (Time On-scene - Time Enroute)	Response Time (Time On-scene - Time of call)
Count	21	21	21	21
Mean	0:01:11	0:01:29	0:02:48	0:05:28
Median	00:01:00	00:01:00	00:02:28	00:06:00
Max	00:03:12	00:04:00	00:06:00	00:08:00
Min	00:00:00	00:00:00	00:00:00	00:02:00
Range	00:03:12	00:04:00	00:06:00	00:06:00
Std Dev	4.118273989	4.118234481	4.118057481	4.117697254



Medicount Management Inc. is the Fire Division's third-party EMS transport billing company. The graphs below provide a snapshot of the Division's account. EMS transport billing is a cost recovery system that more equitably disperses the cost of providing EMS to its users. The data shows an increased trend in collection rates and revenue, which can be contributed to effective report writing, daily quality assurance reviews by the Bat. Captains, and the electronic interfaces with our EPCR software and Wooster Community Hospital's medical records software.

CITY OF WOOSTER - 102
1/1/2016 to 12/31/2016 & 1/1/2017 to 12/31/2017

1/1/2016 to 12/31/2016

Charges	\$2,190,973.64
Payments	\$757,269.88
Adjustments	\$1,179,958.35
WriteOffs	\$145,299.05

Collection Rate	88.4%
Net Rev/Run	\$258.54

1/1/2017 to 12/31/2017

Charges	\$2,221,850.19
Payments	\$799,958.61
Adjustments	\$1,287,264.98
WriteOffs	\$233,418.19

Collection Rate	93.9%
Net Rev/Run	\$270.17

Charge Detail

ALS	\$908,139.00	1,151	39.3%
ALS 2	\$28,850.00	25	0.9%
BLS	\$1,176,173.00	1,753	59.8%
Mileage	\$77,811.64	1.9	
Total	\$2,190,973.64	2,929	

Charge Detail

ALS	\$990,984.00	1,256	42.4%
ALS 2	\$26,542.00	23	0.8%
BLS	\$1,128,622.00	1,682	56.8%
Mileage	\$75,702.19	1.8	
Total	\$2,221,850.19	2,961	

Payment Detail

Medicaid	\$16,209.96	2.1%
Medicare	\$269,955.71	35.6%
Other	\$91,214.56	12.0%
Primary Ins.	\$375,812.67	49.6%
TPL/Auto	\$4,076.98	0.5%
Total	\$757,269.88	

Payment Detail

Medicaid	\$16,421.35	2.1%
Medicare	\$281,783.55	35.2%
Other	\$109,529.31	13.7%
Primary Ins.	\$391,546.06	48.9%
TPL/Auto	\$678.34	0.1%
Total	\$799,958.61	

Adjustment Detail

Medicaid	\$105,098.15	8.9%
Medicare	\$322,204.72	27.3%
Other	\$2,383.14	0.2%
Primary	\$750,272.34	63.6%
Total	\$1,179,958.35	

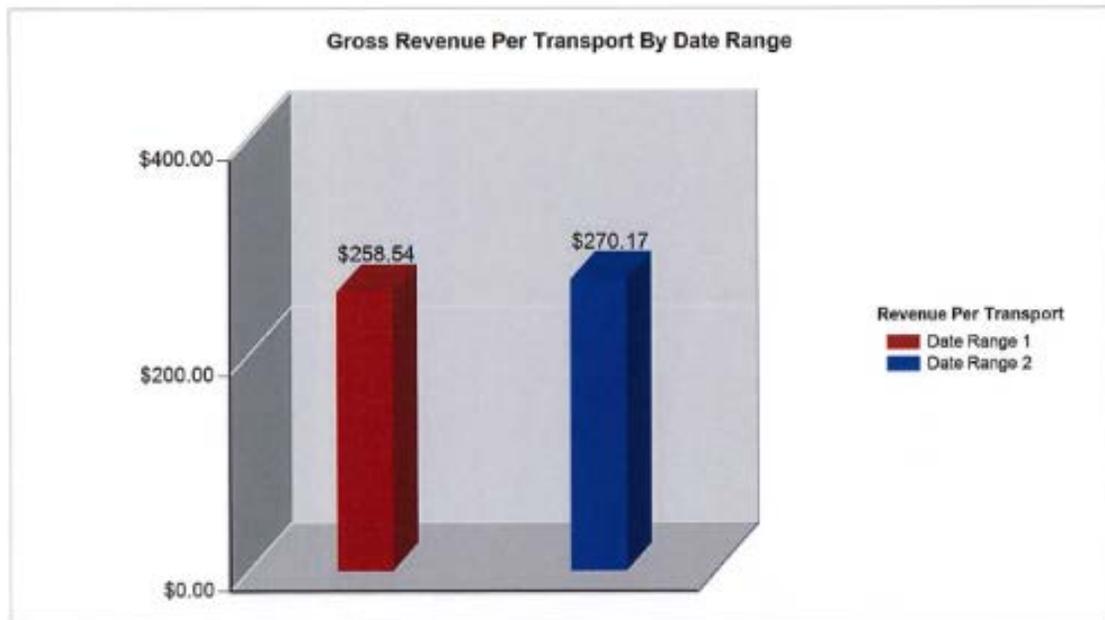
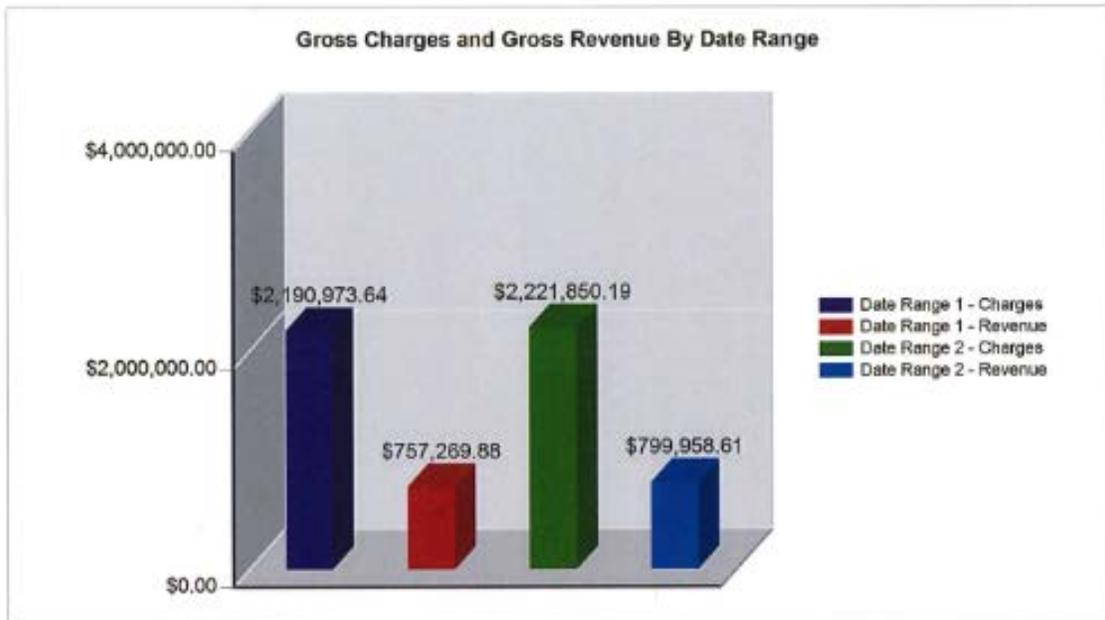
Adjustment Detail

Medicaid	\$108,482.43	8.4%
Medicare	\$333,606.98	25.9%
Other	(\$25.00)	0.0%
Primary	\$845,200.57	65.7%
Total	\$1,287,264.98	

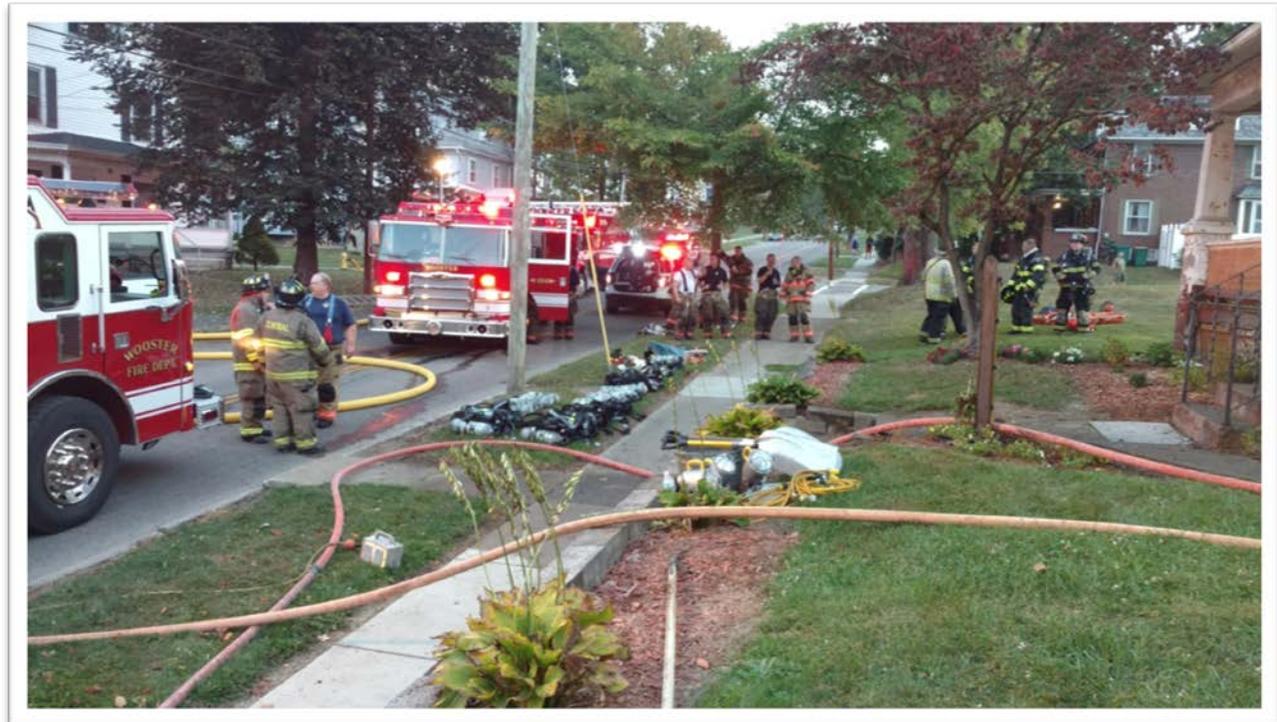
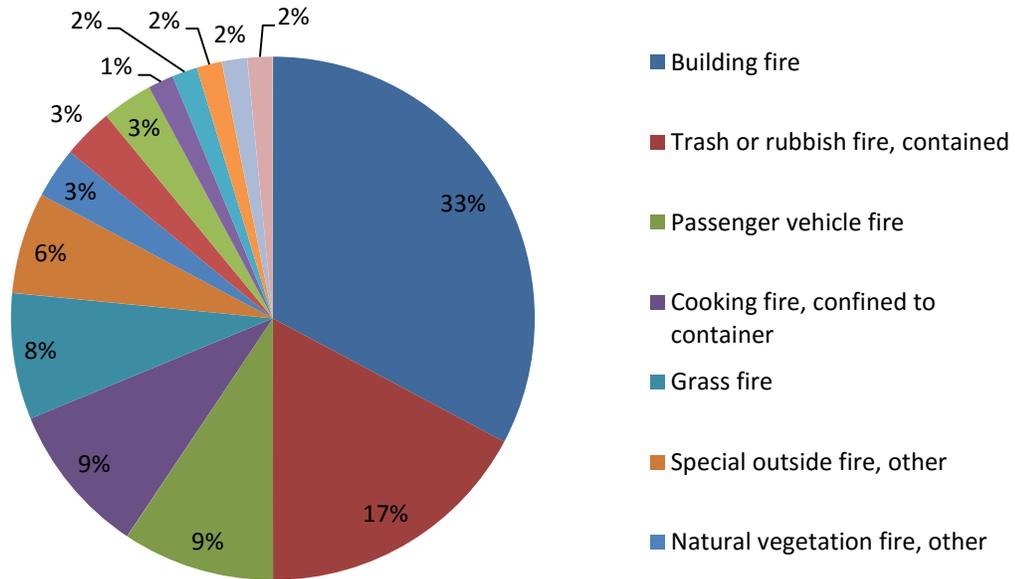
This report is based on Date of Entry. Date of Entry is the date that Medicount enters your runs into our billing software.

Report Date: 1/9/2018 11:34:33 AM

CITY OF WOOSTER - 102
1/1/2016 to 12/31/2016 & 1/1/2017 to 12/31/2017

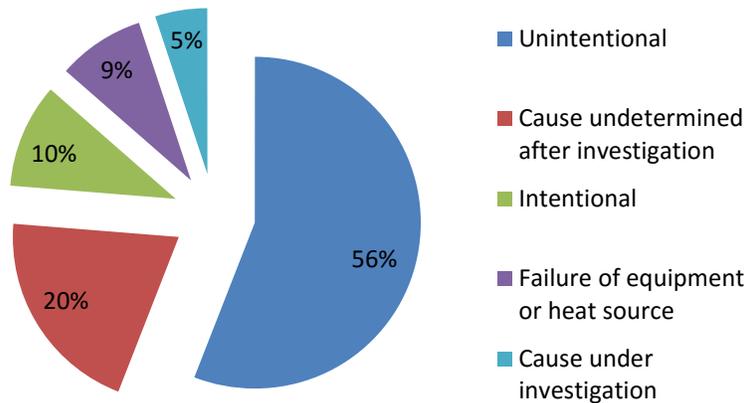


2017 Working Fire Type Summary



Incident Number	Date	Property Value	Property Loss	Contents Value	Contents Loss	Total_Loss
17-00169-N	01/14/2017	\$600,000	-\$500	\$5,000	-\$25	-\$525
17-00266-N	01/21/2017	\$95,000	-\$47,000	\$5,000	-\$3,000	-\$50,000
17-00471-N	02/09/2017	\$135,000	-\$125,000	\$25,000	-\$25,000	-\$150,000
17-00494-N	02/10/2017	\$0	-\$1,000	\$0	-\$0	-\$1,000
17-00576-N	02/17/2017	\$2,651,570	-\$2,800	\$0	-\$0	-\$2,800
17-00815-N	03/09/2017	\$69,000	-\$5,000	\$20,000	-\$500	-\$5,500
17-00948-N	03/19/2017	\$390,000	-\$50,000	\$30,000	-\$10,000	-\$60,000
17-01108-N	04/04/2017	\$111,000,000	-\$100,000	\$0	-\$0	-\$100,000
17-01477-N	05/04/2017	\$75,000	-\$75,000	\$0	-\$0	-\$75,000
17-01530-N	05/09/2017	\$0	-\$0	\$100	-\$100	-\$100
17-01622-N	05/18/2017	\$1,000	-\$400	\$0	-\$0	-\$400
17-01684-N	05/23/2017	\$4,500	-\$4,000	\$0	-\$0	-\$4,000
17-01739-N	05/28/2017	\$5,000,000	-\$0	\$180,000	-\$48,000	-\$48,000
17-01773-N	05/30/2017	\$72,000	-\$0	\$35,000	-\$100	-\$100
17-01814-N	06/03/2017	\$74,320	-\$500	\$10,000	-\$250	-\$750
17-02138-N	06/27/2017	\$10,000	-\$500	\$5,000	-\$0	-\$500
17-02220-N	07/04/2017	\$240,000	-\$24,000	\$3,000	-\$1,000	-\$25,000
17-02226-N	07/05/2017	\$79,190	-\$15,000	\$30,000	-\$3,000	-\$18,000
17-02480-N	07/24/2017	\$80,000	-\$0	\$20,000	-\$400	-\$400
17-02762-N	08/17/2017	\$15,000	-\$300	\$0	-\$0	-\$300
17-03041-N	09/09/2017	\$104,530	-\$500	\$0	-\$0	-\$500
17-03113-N	09/15/2017	\$500	-\$50	\$0	-\$0	-\$50
17-03179-N	09/21/2017	\$48,400	-\$24,000	\$16,000	-\$8,000	-\$32,000
17-03307-N	10/01/2017	\$1,000	-\$100	\$0	-\$0	-\$100
17-03649-N	10/27/2017	\$500	-\$500	\$0	-\$0	-\$500
17-03701-N	10/31/2017	\$2,144,270	-\$200	\$5,000,000	-\$0	-\$200
17-03860-N	11/14/2017	\$5,000	-\$5,000	\$0	-\$0	-\$5,000
17-03920-N	11/20/2017	\$65,000	-\$5,000	\$20,000	-\$0	-\$5,000
17-04057-N	12/01/2017	\$123,250	-\$5,000	\$25,000	-\$2,500	-\$7,500
17-04162-N	12/10/2017	\$133,800	-\$10,000	\$0	-\$0	-\$10,000
Grand Totals		\$123,217,830	-\$501,350	\$5,429,100	-\$101,875	-\$603,225
				<u>Total Property Saved</u>		<u>\$128,043,705</u>

2017 Fire Cause of Ignition



Training

The Fire Division training unit prepares, provides, and tracks the professional development needs of all personnel.

The training unit, under the direction of Lt. Keller, has made significant strides in 2017. The unit redeveloped the method in which the Fire Division tracks and monitors the staff members training hours and recertification periods. Lt Keller also implemented a “task book” training system. This system provides the on-duty staff a list of required training that must be completed monthly. This system has allowed the training unit to ensure standardized training throughout all three shifts and ensures that specialty training continuing education is completed. The Fire Division utilized CentreLearn Solutions online training system, to supplement its departmental training activities.

The goal of 2017 was to finalize our EMS instructor training and get “back to the basics” for our fire training. To facilitate our “back to basics” approach, the Training Unit utilized the Ohio Fire Academy’s Direct Delivery to train in the mobile search and rescue training lab, firefighting blast trailer, and grain bin rescue trailer. These three trailer’s provided our staff with specialized training that would not be possible for us to provide on our own.

The training division coordinated the following classes/programs:

- EMS Instructor Bridge Class
- Nationally recognized Blue Card incident management training.
- Multi-Company Drill At the Wayne County Training Center
- Ohio Fire Executive (Chief & Asst. Chief)
- Confined Space Rescue refresher
- Haz-Mat Operations refresher
- Ice Rescue
- Fire Investigation training
- Rope Rescue Class

The unit will continue to look for quality training opportunities for our members, to provide the highest level of training possible.



Training in Detail

In 2017 the total number of training hours was 6275.

2017 CE Totals

A-SHIFT	EMS	FIRE
BALAS	80	153
BERTSCH	95	44
CHRISTIE	42	60
CRUM	56	83
CUDLIP	50	83
CUTLIP	82	94
DURSTINE	80	120
ELDER	35	124
ETTER	77	92
KELLER	50	108
KERMODE	64	73
MARTIN	39	91
MESHEW	77	64
SPRINGER	50	81

C-SHIFT	EMS	FIRE
BROWNSON	35	150
GREEN	20	76
HEWITT	42	40
KIPER	29	290
MILLER	48	72
POWERS	51	84
PRIEST	35	46
SHAFFER	66	77
SHERRICK	40	64
STULL,J	48	76
TANNHOF	41	67
TEICHMER	36	43
THOMPSON	62	91
WALTER	34	89

B-SHIFT	EMS	FIRE
AUKERMAN	25	59
BUZZARD	66	88
EBERLY	36	80
EDGELL	60	79
HAWKINS	35	99
IANNARELLI	34	83
KIEFER	38	171
LINDSAY	36	67
LINZ	37	84
MAAG	44	91
PETERMAN	55	77
SPURLOCK	34	73
STULL,B	33	64
WELTY	42	82

Chief/FSI	EMS	FIRE
SALEY	22	84
MURPHY	50	169
BERRY	49	130

EMS	2160
FIRE	4115
GRAND TOTAL	6275



SPECIAL UNIT SUMMARY

Fire Investigation Unit:

In 2017; the fire investigation unit's goal was to update all unit members' portfolios, so they can document their education, training, and experience, and to investigate potential improvement to our investigator's safety during the active investigation process.

All unit members completed and will continue to update their curriculum vitae's into the future. Research on investigator health and safety indicated, for safety reasons, that we consider transitioning our investigation process to daylight hours only. It also indicated the need to ensure that investigators who helped fight the fire are decontaminated of any residual fire soot with potential carcinogens, and a clean set of clothing, including fire boots, before they investigate.

The unit drafted new SOG's and will continue to work closely with Asst. Chief Murphy to make sure we are working towards compliance with NFPA 1500, 1033 and 921.

Multiple unit members are looking into membership in the IAAI. The IAAI offer several classes and a FIT credential, which is a great asset for the members. The IAAI FIT Credential helps keep the investigator's skills up to date, informed on NFPA 921 and 1033, and will strengthen their Curriculum Vitae.

In the next year, this unit has plans to train all members in taking incident photos. This process will ensure that important photos are not missed during the investigation process. Lastly; the unit will be looking to increase the number of investigators per shift, in an attempt to have at least two investigators at every fire scene.

Our main goal is determining the cause and origin of every fire. To accomplish this, we will continue to keep the members trained, educated, and up to date in this field. This way, they will continue to be confident in their abilities to investigate and will continue to show their professionalism during court appearances.

WFD-FIU, LT. Etter

FIU- Photography Unit

The FIU-PU consists of seven members, all firefighters, and each member works closely with the Fire Investigation Unit. There were no personnel changes in 2017, although considerable discussions continued with the WFD FIU personnel on the needs and trends of photography in regards to the arson investigation process. Research has indicated the need to train our photographers and investigators to a higher level, which should be considered, relatively soon, to be effective in an arson investigation and any related legal processes.

Mike Sherrick, OIC: C-Shift

Ed Edgell, Jeff Buzzard: B-Shift

Ron Balas, Mike Springer, Matt Cudlip: A-Shift



SPECIAL UNIT SUMMARY

In 2017, the FIU-PU recorded all incidents digitally and transferred all photos to CD, then backed up all items to the shared file on the City server. The FIU-PU has remained effective by producing quality photographs in a timely and efficient manner for the WFD-FIU and State Fire Marshal Investigators.

Respectfully submitted,

Michael D. Sherrick

Michael D Sherrick, OIC
Fire Investigation Unit - Photography Unit
Wooster Division of Fire

Juvenile Fire Setter Program

2017 was the 13th year that the Juvenile Fire Setter program had been offered to Wooster residents with children who exhibit improper behavior dealing with fire. To ensure that our residents are aware of this program, the Division has a brochure available at the fire department website. In addition, the schools and court system have been provided with contact information and a program summary. In 2017, one (1) educational session was handled by the State Fire Marshal's office. Future needs of the unit should be coordinated with the Asst. Chief and then to the Unit leader for continuity.

Respectfully submitted,
Lt. Chris Green

SCBA- Breathing Air Apparatus Unit

The Breathing Air Apparatus Unit oversees all Wooster Division of Fire's breathing air apparatus. This includes: the division's Self Contained Breathing Apparatus (SCBA), Rapid Intervention Bags (RIT), Confined Space Escape Packs, Confined Space Supplied Air Fill Stations, the Air Compressor/ SCBA Fill Station located at Station #2, the breathing air cylinders on Ladder 1 (138), and the fit testing of all Fire Division personnel.

The unit consists of the following members:

Matt Cudlip, OIC; A-Shift

Scott Iannarelli; B-Shift

Joshua Brownson; C-Shift

As in 2016, I would again like to acknowledge **FF Jared Durstine (A-Shift)** for his contributions to the unit. During 2017, FF Durstine has assisted the unit numerous times and completed tasks that I have asked of him. He is knowledgeable of the breathing systems used by the division and would be a valued member of the unit.



SPECIAL UNIT SUMMARY

In 2017 the breathing air unit received a dedicated room/work area at the new Safety Center. All operations including the relocation of the Scott Revolve Air fill station and compressor, spare equipment and parts were moved in August/ September. The room was fully operational and in use by mid-September. This room provides the unit with ample space to complete minor repairs, maintenance, and storage of all spare parts and equipment.

All fire division members received extensive hands-on training with the fire divisions MSA G1 SCBA that have been in service for two years now. Members were able to use the SCBAs in the Fall of 2017. Each shift spent a day at the Wayne County Fire & Rescue Association Regional Training Facility located in Apple Creek, Ohio. Members trained in the Burn Building practicing the many different firefighting skills while using the MSA G1 SCBA. The SCBA's were also used throughout 2017 for the various monthly training that took place.

Additions to the Breathing Air Unit:

- Two additional/improved RIT bags were added in Dec. 2017. All front-line engines are now equipped with the same RIT bag for continuity and safety. The two older style RIT bags will be placed on Ladder 1 and Engine 4 in early 2018.
- Five new MSA G1 SCBA's and 10 SCBA air bottles were purchased in conjunction with the new Sutphen engine.
- Six MSA Cadet Escape packs and two MSA twin air carts were purchased in 2017 to update and standardize the respiratory protections for the Confine Space Unit.

Repairs/Service:

Overall, the fire division's MSA G1 SCBA had minimal repairs for the extensive use received during training and incidents. These SCBAs have performed extremely well during 2017. A minor software/sensor issue arose in the first quarter of 2017. This issue affected half a dozen units. All affected units received a new power module provided by the manufacturer. Fire Safety Services Inc. handled the repairs, which were covered under warranty.

In June of 2017, all fire division SCBA were flow tested by Fire Force Inc. 2017 was the final year of a two-year service, which they provided at no cost per a contract negotiated by Chief Saley. This test is the national standard set forth by 29 Code of Federal Regulation (CFR) parts 1910.134 and 1910.156 and the National Fire Protection Association (NFPA) 1852, Standard on the Selection, Care, and Maintenance of Open-Circuit Breathing Apparatus, and is done on a yearly basis. The test consists of each SCBA being placed on a Sperian Biosystems PosiChek3® breathing machine, which is to ensure the SCBA meets the manufacturer's specifications. Future flow testing will be completed by Fire Safety Services Inc.

One 4500psi 45-minute air cylinder was condemned by the manufacturer due to structural damage received during live fire training at the Wayne County Fire Training grounds in the Fall.



SPECIAL UNIT SUMMARY

Changes in the procedure for the unit included the purchase of the 8030 TSI Fit Tester, which will allow the Breathing Air Unit members to perform, in-house, the annual fit testing requirement. The three members of the unit received two hours of training on the operation of the Fit Tester. The purchase of the fit tester benefits the members, fire division, and the city greatly! The 8030 TSI Fit Tester will save the city money over time by allowing the fit testing to be performed by the members of the Breathing Air Unit. It also allows new hires to be fitted the appropriate mask size without having to have a vendor come in to do a single fit test, thus saving money.



Respectfully submitted,
FF Matt Cudlip
Breathing Air Apparatus Unit

EMS Operations- Supplies and Procurement Unit

The EMS Division is responsible for licenses and permits, quality assurance, audits, and coordination with the Wooster Community Hospital EMS Coordinator. The division also works with the training division concerning EMS training goals and with the apparatus committees concerning needs about new vehicle purchases. Overseeing purchases and the handling of controlled substances is also the responsibility of the EMS Division.

The Squad Supplies and Equipment Procurement Unit is a subunit of the EMS Division consisting of FF Buzzard (EMS Supplies) and FF Welty (Drug Exchange). The addition of a fourth medic unit and the opening of the new Station 2 highlighted the 2017 activity for this unit. The process of equipping the fourth medic began in 2016 and was completed in 2017, which required everything from a fourth drug bag and the purchase of a new LifePak 15 heart monitor, to more band-aids and tape.

A change of address was requested from the Ohio Board of Pharmacy when Station 2 relocated, which essentially was a reapplication of the drug license and included a site visit from the board. Changes to the location of records were made based upon recommendations during the visit.

All four medic units were equipped with new tactical vests and helmets. The equipment is stored under the bench seats for easy access, and two additional sets are kept in Battalion 1. A policy addressing the use of the equipment has been adopted. Tourniquets were also purchased at the end of 2017 and will be placed in service during the first quarter of 2018.



Respectfully submitted,
Capt. Mike Maag

SPECIAL UNIT SUMMARY

Haz-Mat Unit



In 2017, the Wooster Fire Department facilitated our annual Hazardous Material refresher course provided by CSU in November. All three shifts attended the training over a three day period to maintain their operational skills. Additionally, the unit coordinated the replacement of new MSA gas monitors in December of 2016 and redeployed the older gas monitor to Ladder 138. To protect our staff members from hazardous environments during EMS calls. The Unit worked with Asst. Chief Murphy to place carbon monoxide detectors/monitors on each EMS “jump” bag and in the Bat. 1 vehicle.

Respectfully submitted,
LT Scott Meshew

Confined Space Unit

The confined space unit has made progress in 2017. We have trained four personnel in Level 1 Rope Rescue, to include Lt Keller, FF Springer, FF Durstine, and FF Powers. The Unit had a successful CS refresher training on every shift with the assistance of Cleveland State University.

The Confined Space unit purchased several new pieces of equipment and placed them into service in 2017. They include:

- Rescue Rope for Engine 4
- Tripod
- Half-back
- SKED
- 7 Helmets
- 7 Helmet lights
- New Pulleys
- Several Carabiners
- Rescue Racks
- Pick-off Straps

Respectfully submitted,
FF Jared Durstine



FIRE AND LIFE SAFETY

The Fire Prevention Division enforces state and local fire codes, performs fire safety inspections, along with plan reviews and acceptance testing. The members of the division also coordinate public education programs and our smoke detector initiative.

Plan Review & Environmental Assessments

The fire marshal (Asst. Chief Murphy) reviewed 26 plans and conducted 17 environmental assessments in 2017. AC Murphy formally documented plan reviews that pertained to fire protection. Any other plans received a courtesy review, and any concerns were forwarded to the Building Dept. In addition to the plan review activity, the fire inspector had to conduct multiple on-site inspections and meetings for the majority of these projects.

Life Safety Inspections & Education

In 2017, the Fire Prevention Division transitioned to new records management software. The fire inspector will now utilize the same vendor and equipment as our current Fire and EMS crews. This transition has provided financial savings and helped to standardize our reporting and share information across multiple divisions. The fire inspector continues to inspect business occupancies and conducts new construction inspection tests. The fire inspector also conducts inspections of state-licensed day care and residential care facilities and all schools. Depending on the building occupancy type, each inspection can last from one hour to multiple days. This inspection activity is in addition to responding to emergencies, conducting public education, and required departmental training activities.

In 2017, the fire inspector conducted:

- 576 Fire Inspections.
- 344 Fire Prevention Activities.
- Trained 272 people on Fire Extinguishers.
- Provided public education to 1,015 people (773 children and 242 adults).
- 90 people attended tours of the fire stations.

The Prevention Division focused on moving to a KNOX Box system in 2017 to secure building access keys. The days of keeping a key in the fire engine are over, as 88 new KNOX Boxes were installed and keys returned to the business occupancies. Additionally; 26 sets of KNOX Locking FDC caps have been installed in various businesses and are required on all new buildings, and we are using KNOX Box tamper switches on access gates. KNOX Key Secure systems have been installed in WFD's apparatus to reduce liability and ensure that the KNOX key is not lost or stolen. This program of switching to a single access key system has allowed the Fire Division to streamline our operation and reduced the time required to access a building during an emergency.

Plan Review & Environmental Assessments	42
Life Safety Inspections and Acceptance Tests	690



STAFF

Firefighter of the Year



Ed Edgell

Each year the Wooster Exchange Club honors local emergency service members. This year, Ed Edgell was nominated and selected to receive this award. Ed was presented with the award during a ceremony at the Wooster Inn. With dedication, Ed has served the division and community for 21 years. Ed is a Firefighter-Paramedic on the B-shift and takes every opportunity to fill informal leadership roles and mentor the probationary firefighters. Ed also is actively involved in the Tri-County critical incident stress debriefing team, in which he helps other fellow firefighters to manage the stresses of responding to tragic and emotionally/psychologically difficult calls.

Retired

No Retirements in 2017

Promotions

No Promotions in 2017

GOALS & OBJECTIVES ACCOMPLISHED

In 2017 the division successfully met multiple goals and objectives.

Stations, Equipment, and Apparatus:

- The largest accomplishment was the completion of the Safety Center project. This project took a considerable amount of time and effort by all parties to make it a success. Throughout 2017, Fire, Police, Engineering, and Administrative staff worked together with JGJ and Bowen to complete the project on time and transfer operations to the new facility.
- The apparatus committee worked effortlessly to design, order, and complete the purchase of a new Sutphen fire engine and a Road Rescue medic unit. Both will be delivered in early 2018.



- The division finalized the beta-testing of the Unication 700/800 MHz G5 pagers, in-conjunction with Unication USA Inc. and the State of Ohio MARCS system. This beta testing process included personal paging for off-duty staff members and station alerting.

- WFD administration facilitated administrative oversight of the Wooster-Ashland Regional Council of Governments regional dispatch center, during the absence of the director.

- The Fire Division purchased a new set of Genesis battery powered extrication tools.
- The Division completed numerous advanced training sessions for staff development and succession planning purposes.
 - Fire Officer 1 (New Officers)
 - Rope Rescue 1 & 2
 - Fire Investigation- FIT Certification
 - Blue Card- Incident Command Training and Cont. Education
 - Specialized Direct Delivery from the Ohio Fire Academy
 - Year two of the Ohio Fire Executive Program for Saley & Murphy
 - EMS Instructor



- Continued the review and update of the Fire Division's policy and procedure manual.

LOOKING FORWARD...

The Fire Division continued to work toward the goals of:

- Updating the Fire Division's policy and procedure manual.
- Updating the Fire Division's strategic plan.
- Creating a Standards of Coverage document.
- Becoming accredited by the Center for Public Excellence.
- Continued development of the Division's staff for succession planning purposes.

All of the above goals are living documents and are on-going projects that will need continuous attention and development.

In 2018; the Fire Division plan to:

- Continue to work and develop the above on-going document goals.
- Place in service the new fire engine and a medic unit.
- Prepare and teach a paramedic refresher class.
- Complete the Ohio Fire Executive program (Saley & Murphy).
- Complete advanced training in Rope Rescue, Confined Space, and Haz-Mat.
- Update the Fire Investigation Unit SOG's and FIT certification of the members.
- Obtain Ohio Fire Chief and Ohio Fire Officer Credentials for the Fire Chief, Asst. Fire Chief and Fire Captains, through the Ohio Fire Chiefs Assoc.
- Replace staff vehicles (Utility 3, Chief 1, & Chief 2).
- Purchase and place in-service the Stryker Power Load system in the primary medic units.



2017 has been another exciting year for the Fire Division. We saw the fruition of the operational changes implemented over the past two years, which have allowed us to maximize our efficiencies. The Fire Division is steadily working towards being a nationally recognized organization in the fire service. As we move forward, the Fire Division needs to be diligent in evaluating and creating innovative organizational changes to combat the growing call volume. If no changes are made over the next ten years, the Fire Division will not be able to maintain its current level of service to the City. To prepare for the potential increase in call volume, the Fire Division will continue to look for opportunities to utilize technology, research, and data to enhance our services and ability to serve the public in 2018 and into the future.

The fire division personnel and I look forward to the opportunity to enhance the Fire Division and build upon the outstanding services we provide to the City of Wooster.
Thank you and be safe,

Barry Saley-Fire Chief

2017 Human Resources Division Annual Report

Introduction

The attached report is a snapshot of the Human Resources' activities for Fiscal Year 2017. Each area of Human Resources is represented in the following report: Employment, Compensation Administration, Training and Development, Employee Relations and Safety.

Our mission is to provide exceptional customer service through all aspects of the human resources profession for all city of Wooster employees and external customers.

Employment

The staff in Human Resources assists applicants and employees with all phases of the employment process. We oversee recruitment, interviewing, testing, background checks, pre-selection drug screening, civil service process, selection and evaluation of management, hourly and union employees while also assisting Directors and Managers with hiring.

Staffing

Staffing efforts within the City of Wooster stayed the same in 2017. The total FTE's does not include part-time staff. The below statistics are based upon the actual FTE's as of December 31st of each year.

2017 Total Number of Employees by Gender				
	Male		Female	
	PT	FT	PT	FT
Management & Supervisory, Confidential, & Administrative	1	25	0	12
WEA	2	50	0	18
Fire	0	40	0	2
Police	1	33	0	5
Total	4	148	0	37
Total FTE's	185			

2016 Total Number of Employees by Gender				
	Male		Female	
	PT	FT	PT	FT
Management & Supervisory, Confidential & Administrative	2	25	1	14
WEA	0	48	0	17
Fire	0	40	0	2
Police	0	35	0	4
Total	2	148	1	37
Total FTE's	185			

2017 Human Resources Division Annual Report

2017 Total Turnover		
	Per Year %	Total
Involuntary	0.5 %	1
Voluntary	3.3 %	6
Total	3.8 %	7
*calculation based upon 185 FTE's		

2016 Total Turnover		
	Per Year %	Total
Involuntary	.5 %	1
Voluntary	8 %	15
Total	8.5 %	16
*calculation based upon 185 FTE's		

Recruitment

- Human Resources received and processed 422 employment applications an increase of 27%
- 19 positions were posted, which was a 25% decrease over 2016
- 14 were filled, 5 positions were still open at the end of 2017
- 28 seasonal employees were hired, which was a 33% increase over 2016
- There were 6 new hires, which was a 60% decrease over 2016
- There was a 55% decrease in turnover in 2017

Compensation Administration

Salary increases were given to Management / SC&A to continue to keep wages in line with Union increase given in 2017. Salary adjustments were given for promotions and/or transfers to different positions. IAFF received increases based upon negotiations. WEA became effective 1/7/2018. Mgmt and SC&A became effective 1/1/2018.

Salary Administration

- 13 internal employees received promotions and/or transfers, a 13% decrease from 2016
- IFAS salary tables were updated to ensure system was accurate and correct wages were paid
- Processed 11 retirement stipends for all three bargaining groups.
- Processed step increases for 20 employees in Police and Fire.
- Processed education stipends for 23 Police employees.

Educational Assistance

- Processed 16 educational assistance reimbursements in 2017

Salary Surveys

- The Human Resources department participated in multiple salary surveys in order to evaluate the City's compensation and maintain competitive with public and private industry. (CompData, SERB, AWWA)

Benefit Administration

The Human Resources staff assists employees throughout the year to keep them updated on benefit related topics. The Human Resources office processes all weekly medical claims. We receive a consistent stream of phone calls, e-mails and walk-in visits from employees requesting assistance with benefits-related issues. Here are some examples of the year's activities:

- Reviewed Stop Loss quotes and switched vendors to save money on premium for 2018
- Provided Health Care Reform required "exchange" notices to all employees by deadline
- Provided the Medicare Part D notice by the required deadline
- Completed the Insurance Open Enrollment process so all insurance benefits remained active
- Distributed the Summary Plan Document and Summary of Benefits and Coverage (SBC) for the City and distributed per required guidelines
- Updated military ordinance to become compliant with federal law
- Implemented HIPPA policy and medical release for employees

January 31, 2018

2017 Human Resources Division Annual Report

- Changed primary vendor for prescription coverage from ProAct to ESI with an increase co-pay structure for all City employees (improved service and cost)
- Switched all dental, vision and voluntary coverage to a new vendor, Lincoln Financial, to reduce cost for employee and City of Wooster
- Completed audit with new Broker to ensure compliance with all federal, state and local requirements
- Gather information for vendor for the processing of 2017 1095s
- Evaluated and implemented new COBRA rates for 2017

Training and Development

The Human Resources Division continued training efforts in 2017.

Sexual Harassment training was coordinated for all City of Wooster employees and we were 100% compliant.

Provided Ethics Training to employee from the State of Ohio.

Various managers and supervisors completed the 360 evaluation and personal coaching.

HR attended multiple training in 2017 to become more educated, improve skills and remain knowledgeable regarding upcoming law changes: HIPPA training, Employment Law for Governments, SHRM HR Updates

Employee Relations

The Human Resources department also is responsible for a variety of employee relations events that occur throughout the year. The planning and coordination of service recognition events, wellness events and the United Way campaign are some of the activities. The HR office also is involved in employee disputes, investigations or union grievances that occur throughout the year.

Policies and Job Descriptions

- Job Descriptions continue to be reviewed and updated as open positions become available
- Use approved Records Retention Policy to review and purge old HR records

Service Recognition

- The annual spaghetti luncheon and summer picnic were both held to recognize employees with milestone years of service
- The spaghetti luncheon and picnic includes employees/spouses/retirees/board and commission members/council members

Employee Engagement

- The Employee Engagement Committee in collaboration with the Director of Administration, met several times during the year with representatives from City of Wooster departments:
 - Conducted survey regarding employee engagement and activities
 - Created schedule with Committee of upcoming events/activities based upon employee feedback
 - In January, held a bowling event and over 50 attended
 - Held 4 quarterly Open Houses in divisions across the City to increase work relationships and knowledge of the City of Wooster
 - Offered discount program for employees – access to hundreds of other attractions and events nationwide with special offers not available to the public

2017 Human Resources Division Annual Report

Wellness

Coordinated a Wellness Event for employees and spouses offering health screenings, flu shots, blood draws and other wellness and health information to promote a healthy lifestyle.

- 122 employees and spouses participated in the Wellness Event to have their BP/BMI/Bloodwork completed
- Used a new vendor at a lower cost who was able to provide wellness data to be used for future wellness activities

Random DOT and Seasonal Drug Testing

- Random DOT tests were coordinated through the HR office for the PPM, Waste Water and Water Pollution Divisions
- 13 employees were randomly tested. There were no positive results.

Union Activity

There were 4 grievances filed in 2017.

- 2 grievances were filed by IAFF. The Union withdrew one, the other was denied and dropped.
- 2 grievances were filed by OPBA. Both were originally a suspension and a settlement was made on a FWW and reduced suspension.

Discipline

- 8 corrective actions were issued. Coached managers on writing, proofing and issuing the corrective action.
- 1 terminations due to unacceptable performance

Public Records Requests

- 43 public records requests were received and responded to in a timely manner.
- Electronic process was used to keep track of public records requests by year.

Safety

It is the responsibility of the City of Wooster to provide a safe work environment for all employees. The Human Resources Division plays an important role in meeting this objective by processing Workers Compensation claims appropriately, completing government required safety reports, and recommending policy and process changes that create a safer work environment while meeting all safety requirements.

- 9 OSHA recordable injuries and reduction of 40% from 2016
- Annual PERRP and Semi-annual safety council reports were filed timely
- HR attended monthly safety council meetings to receive a 2% Workers Compensation premium discount
- Participated and took an active role in the monthly safety meetings
- Completed Hep B and BBP policy and all required training was completed in 2017.

WARCOG – Human Resources

HR Support of the WARCOG

- Set up recruiting process for 2017 including updated forms, IFAS, documents, personnel files for new hires
- Process medical, dental, vision and life invoices
- Researched benefit plan structure, implemented new insurance plan due to switch in carriers and set up appropriate policies
- Held insurance meetings and orientation meetings for all new hires
- Researched HSA program with Key Bank, updated forms, set up process with payroll and implemented program
- Reviewed and recommended insurance contracts
- Updated all new hire paperwork and required legal notices for 2017
- Process all paperwork for new hires, terminations and transfers

January 31, 2018

2017 Human Resources Division Annual Report

- Submit all required CMS notices
- Serve as primary HR contract for WARCOG management and provide employee relations, policy and corrective active advice
- Write job descriptions
- Process FMLA paperwork and tracking to remain complaint with law
- Create a personnel file system and scan all files electronically for WARCOG records
- Reviewed department policy and provided feedback and suggestions
- Process all Verification of Employment requests
- Responsible for researching billing issues
- Process all comp time cash outs
- Research benefit questions and issues – i.e.(ADA, State Continuation Coverage, Claims issues, etc.)
- Supported management by providing counsel to Director and Supervisor regarding ADA issue and 3 corrective action issues
- Provide policy interpretation
- Research and set up Workers Compensation policy, process invoices and claims
- Year-end reporting for WARCOG records and IFAS updates
- Process stipends for Supervisor
- Process HSA quarterly payments, eligibility and paperwork
- Tracking of part-time hours for benefits eligibility on a bi-weekly basis
- Processed 98 applications
- Hired 7 employees
- Promoted 3 employee
- Processed 9 terminations (end of 2017, turnover was 60%)
- Calculate COG seniority dates based upon ORC vacation requirement
- Process all employee related public record requests in a timely manner
- Process unemployment claims timely
- Provided training to managers and staff – FMLA and Sexual Harassment
- Research Dispatch Union contracts, reviewed Union contract proposal, drafted a new Union contract based upon research, committee feedback and Union’s proposal

2017 Human Resources Division Annual Report

Mission

Our mission is to provide exceptional customer service through all aspects of the human resources profession for all city of Wooster employees and external customers.

2017 Goals accomplished:

- With the assistance of insurance broker, selected alternative vendors to supply City benefits which saved money and/or no cost increases guaranteed until 2019/2020.
- All employees completed Harassment Training and Ethics Training by December 2017.
- Met OSHA regulations by training all impacted employees on Blood borne Pathogens.
- Serve as the HR representation for the Wooster Ashland Regional Council of Government to create and implement all new HR processes including but not limited to; compensation, benefits, recruiting, policies/procedures, workers compensation, employee relations, etc.
- Completed audit with broker and became 100% compliant with all federal, state and local legal notices and requirements.

2018 Objectives:

- Continue to evaluate and update the City of Wooster's safety programs throughout the 2018 calendar year.
- Evaluate Employee Handbook and make any necessary updates and issue an updated Employee Handbook in 2018.
- Monitor and ensure City of Wooster compliance for possible changing Federal and Ohio laws which impact the workplace and its employees.
- Participate on committee and with the implementation of an upgraded HR / Payroll system during 2018.
- Conduct FMLA and other needed training for Managers and Supervisors in 2018 to ensure management has education, knowledge and tools needed to comply with legal regulations.

5 Year Goals:

- Begin implementation of a document management process to mechanize personnel and/or terminated records by December 31, 2020.
- Begin compliance of Record Retention Policy by December 31, 2020.

Human Resources Staff as of December 2017

Jeanette Wagner
Human Resources Manager

Stacey Coleman
Human Resources Specialist

Amanda McLain
Part-time Human Resources Coordinator

January 31, 2018

**Information
Technology**

2017

Annual Report

Information Technology

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The City of Wooster
INFORMATION TECHNOLOGY DIVISION

DIVISION PERSONNEL

Robert Eshelman
Information Technology Manager

Scott Bodager
System Technician

Jeff Welty
System Technician

Deb Varns
User Support Analyst

MISSION STATEMENT

Our mission is to serve the citizens of Wooster by diligently supporting all departments of city government in their use of information technology products and services.



CORE VALUES

The IT department strives to daily meet the City's Core Values of Accountability, Continuous Improvement, Leadership & Management, Respect & Communications, Honesty & Integrity, Stewardship & Trust. All of these Core Values are essential qualities to be successful in providing exceptional customer service.

AREAS OF SERVICE

Technical Support

In Person

IT personnel visit the work areas of the person requesting help. They assess the problem, apply corrective measures, and verify that the problem has been resolved.

Network-based

IT personnel connect to the computer of the person requesting help using Dameware remote control computer management software to any PC on the city network. They assess the problem, apply corrective measures, and verify that the problem has been resolved.

Chat (Instant Messaging via Google Hangouts)

A web based instant message option through Google mail. Employees frequently ask quick questions or request support through this alternative.

Phone

Many times a question or problem is addressed by speaking with the employee requesting help over the telephone (Ext 307). The same support steps apply; assessing the problem, applying corrective measures, and verifying that the issue has been resolved.

Web Help Desk

IT implemented a new work order system from SolarWinds called Web Help Desk. This system tracks support requests, equipment checkout, network, printer, and phone issues as well as hardware, software, and training requests, user administration, and asset information that is needed throughout the year.

706 Requests were completed in 2017

Hours of availability

This division maintains a 7 am to 5 pm daily support as well as a 7-day per week before and after hours support by means of cell phones.

Systems Integration

Hardware and software systems installation and upgrade

Research the problem and short list a small set of solutions. Apply the solution within the city in a test environment, document the results, analyze the results, implement the solution, and document key steps.

Software application development

Analyze user requirements, propose solutions, design the solution, and implement the solution.

Infrastructure

Windows Domain

All city personnel receive a Windows logon that enables access to different network resources based on their group memberships and the permissions configured for their account. IT creates and manages user accounts and permissions associated with their individual logon that is available at any City computer they sign onto.

Network Infrastructure

IT configures and maintains switches, routers, and firewalls to provide optimum network speed and reliability to the City of Wooster computer users.

Wireless Network Infrastructure

IT configures and maintains 2 wireless networks, 1 guest wireless network, and 1 internal wireless network to provide convenient mobile access to city data and the internet.

Virtual Infrastructure

This technique allows for costs savings in actual physical server purchases, support contracts, cooling, and power consumption. Virtualization allows for more efficient management of existing servers and faster deployment of new ones.

Wiring Closets

Each department hosts a wiring closet and it contains the department's network access switch, connected to a battery backup, and network cable termination panel.

Server Room

IT maintains a server room at City Hall in which the fiber connections for each department connect to a central switch. This is where most of the physical hardware for the servers, network storage, and core networking equipment reside. It has environmental controls to allow the equipment housed to perform optimally throughout its lifespan and power backup to keep system up and running when the facility power is out. An additional server room was added with the new Safety Center.

Disaster Recovery

An off-site backup server room is also located at the City's Public Properties Maintenance Building. This location is connected by a separate fiber connection to City Hall and houses a second Domain Controller, backup servers, a backup storage array, and the second VMware server.

In the future the disaster recovery equipment will be moved from the Public Properties Maintenance Building to the new server room in the Safety Center.

Off-site Backups

Backups of all servers are created by the enterprise backup software and written to a SAN storage array. These devices are located in the server room in City Hall and the backup server room at the City's Public Properties Maintenance Building. The most important servers are backed up nightly; less critical servers are backed up weekly.

Fiber Runs

Each city department is connected to the network by fiber optic cable. The city owns all of its fiber runs with the exception of the Fire Station 2 and 3, Safety Center, and WARCOG connections. These fiber connections are leased from MCTV.

Phone System

The IT department has migrated the City departments off the older Mitel phone system to a new VoIP system (Asterisk). For 2018, we are planning to locate and migrate the single purpose non-user phone lines (Ex. Elevator phone) to the new phone system. For ease in the migration there was a connection between the older Mitel phone switch and the new Asterisk VoIP phone switch. This allowed users to dial extensions on either system with the same 2 digit dialing they are used to. The IT staff continues to perform administrative tasks such as updating extensions and voice mailbox information when needed.

Cellular

City owned cellular phone service is currently purchased from Verizon Wireless. The City is using cellular data services mostly with Verizon, but we are testing out T-Mobile cellular data services for the traffic controllers.

Security Planning and Testing

No new hardware or software system is created or installed without the evaluation of security factors relevant to that system's operations as well as how they will affect the security of systems that are already in place; securing the City's digital assets from hackers and other undesirables.

The City has security appliances and software in place to try and prevent malware and virus infections on PCs and servers.

Software Licensing

The IT division tracks Windows Desktop and Server, Microsoft Office, Adobe Acrobat, and various other software licensing to ensure our installed systems are within the number of licenses we own.

Hardware and Software Purchases

When requested, IT does research, makes recommendations, provides quotes for hardware and software purchases sought by departments, and then places the order/s.

Barcode

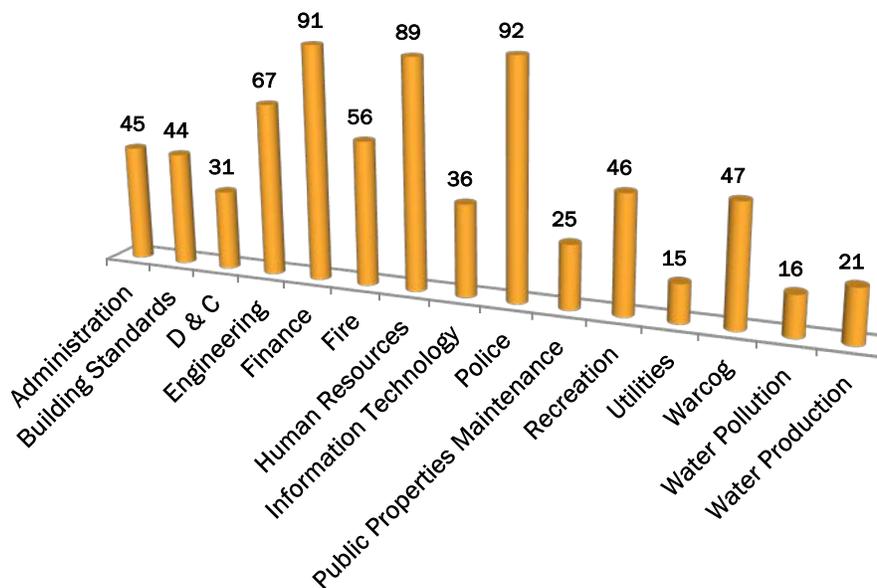
When new purchases are made they are barcoded and recorded into the Web Help Desk system. This also includes WARCOG items.

Web Help Desk (WHD)

2016 811 Support requests completed
 2017 706 Support requests completed

Note: The total number of support requests completed in 2016 was from a 15 month timeframe when the implementation of the Web Help Desk ticketing system was setup through the following year. The 2017 support requests were from an exact 12 month timeframe.

Tickets by Department:



WARCOG Support

The IT division provides technical assistance to the WARCOG, sets up testing workstations and space for applicants, and completes new hire training of IT supported systems that includes network login, shared drives, email, timesheet, and IT helpdesk support. The IT division spent 780 hours of support for the WARCOG in 2017 and completed security training required by LEADS.

Web

Internet

The City's Public website was transitioned from one created and is maintained by IT staff run on internal servers to a new content management system hosted by Birdeye. With the hosted solution using a Content Management System (CMS), departments are able to make changes to their department pages on their own as easily as working on a Word document. This gives each department more ownership of their pages.

Intranet

The City's internal website was created and is maintained by IT staff and serves as a means of information distribution amongst the city's departments. This allows for the posting of forms, documentation, and other pertinent information.

Woobid

A public website that was created and is maintained by IT staff that assists in disposal of approved release of unnecessary equipment by auction to the highest bidder.

GovDeals

A public website that assists in disposal of approved release of unnecessary equipment by auction to the highest bidder.

Portal

An internal web application server that provides functionality that is used by various divisions such as Police, Legal, Building Standards, Finance, Utilities, and Engineering.

ArcInfo

Web application server hosting the city's GIS. This is available in both a public and an internal version.

Training

New Hires

IT conducts individualized training for new hires, familiarizing them with the City's network resources, website, email, login/password procedures, and basic software programs.

2017 New Hire Trainings – City: 9
2017 New Hire Trainings – WARCOG: 8

Hosted Training

The Training Room in the IT Division is often utilized for web-based training, conference calls, or vendor onsite training.

2017 Hosted trainings: 2

Testing

Conduct testing for potential new hires and for in-house promotional purposes.

2017 Assessment Testing session – City: 1
2017 Assessment Testing sessions – WARCOG: 8

Conference Room setup

IT often sets up training to be conducted by others in the IT Training Room, as well as in council chambers, Administration, Finance Conference rooms, and at the new Safety Center. Such setups usually involve connecting computers, installing software, logging onto conferencing websites, and dialing in to conference calls.

2017 Setup for trainings / webinars: 19

2017 Project, Goals and Objectives Obtained

Safety Center

MOJO Wireless Access

Core Network Upgrade

Cloudgate in Police Department Cruisers

Overhaul of Group Policy

Esxi upgrade to 6

Integration of Quasar in WPC

Distribution and Collections

Migration to VoIP Phone System

E-faxing

2018 Projects, Goals and Objectives

Network Monitoring

Retire Cisco 6509

Employee Cyber Security Training

Transition of Disaster Recovery equipment from PPM to Safety Center

Reverse 911 System

RF network coverage of City

Locate & migrate non-user phone lines to new phone system



City of Wooster
Planning and Zoning Division
2017 Annual Report

January 4, 2018

Summary

The City of Wooster Planning and Zoning Division continued to facilitate development in 2017. The division worked to efficiently review and process permits, assist various boards and commissions, enforce the regulations of the Planning and Zoning Code, and effectively conduct significant planning projects. Highlights for the Planning and Zoning Division in 2017 include:

- The implementation of an online permitting system for all Planning and Zoning Division applications. The permitting system was a joint effort between the Planning Division and Building Standards Division.
- The initiation of a major update to the Planning and Zoning Code and Map.
- The completion of a Sign Survey to document nonconforming freestanding signs.
- The coordination of a number of significant projects reviewed and approved by the Planning Commission, Board of Building and Zoning Appeals and Design and Review Board, including:
 - A 110,000 sq. ft. expansion of the Daisy facility on North Geyers Chapel Road
 - A 45,000 sq. ft. AEP service center on Long Road
 - A 51,000 sq. ft. tennis court facility on Venture Boulevard
 - A preliminary subdivision for 32 lots in the Crooked Creek development
- Continued assistance to the Planning Commission, Board of Building and Zoning Appeals and Design and Review Board in their review of applications. The number of applications for the Boards and Commission was the second highest in the past ten years.
- The continued allocation of staff time to the enforcement of the Planning and Zoning Code.
- The attainment of the majority of the division's Goals for 2017.

Planning Projects

The Planning and Zoning Division worked on the following Planning related projects in 2017:

1. **Online Permitting** – In 2016, the Planning and Building Standards Divisions selected ViewPoint Cloud to implement online permitting in the City of Wooster. The cloud-based system allowed all Planning and Building applications to be submitted and paid for online from any device. The versatile system resulted in the elimination of numerous paper documents and permitted inspectors to access permits and plans on site. After an extensive setup and testing process, the system went live on January 1, 2017.

In 2017, the Planning and Zoning and Building Standards Divisions devoted significant effort to assisting users

with the online based permitting system. To aid users without internet access, a public Kiosk was set up in the Planning and Zoning and Building Standards Division office. Throughout 2017, adjustments and changes were made to the permitting software as processes were refined and feedback was received from users.



In addition, the City's Engineering, Recreation, and Utility Divisions also utilized ViewPoint Cloud to process permits and applications.

- 2. Planning and Zoning Code Update** – In early 2017, the division initiated the process of completely updating the City’s Planning and Zoning Code and Zoning Map. Such a process, which is commenced every ten years, is a significant undertaking. Due to the scale of the project, the city employed a consultant for the project, Compass Point Planning, to develop the updated Planning and Zoning Code and Map.

For the project, a Steering Committee was created to guide the process and provide input. The Committee met six times in 2017 and provided valuable insight and recommendations on changes to the Planning and Zoning Code and Map. In addition, multiple meetings were held by City Council’s Laws and Ordinances Committee, the Planning Commission, and for the public to gather input on changes and receive feedback on draft chapters.

Throughout 2017, the division worked with the project consultant to complete numerous draft chapters of the Planning and Zoning Code and Map. Draft chapters for approximately half of the Planning and Zoning Code were created in 2017. The division and project consultant will continue to work with the Steering Committee, Council, the Planning Commission, and the public in 2018 to adopt a complete update of the Planning and Zoning Code and Map.

- 3. Sign Survey** – The Planning and Zoning Division conducted a survey of all freestanding signs within the city in 2017. The purpose of the survey was to determine the number of freestanding signs which were not in compliance with the Planning and Zoning Code. This information was necessary as a clause in the *current* Planning and Zoning Code requires that all sign must comply with regulations by 2022.

The survey and subsequent report found that 171 freestanding signs, or 39%, did not comply with the Planning and Zoning Code. Information attained by the Sign Survey will be considered when evaluating the existing Sign Regulations during the Planning and Zoning Code update.

Development Projects

There were a number of significant residential, commercial and industrial developments initiated in the City of Wooster in 2017. The following projects were assisted by the Planning and Zoning Division and approved by one or more of the aforementioned Boards and Commissions:

- 1. Daisy Facility Expansion** – A Final Development Plan was approved for a 110,000 sq. ft. addition to the Daisy facility on North Geyers Chapel Road. The project is currently under construction.
- 2. AEP Facility** – A Final Development Plan was approved for a 45,000 sq. ft. AEP service center on Long Road. Construction of the project is anticipated in 2018.
- 3. Tennis Court Facility** – A Final Development Plan was approved for a 51,000 sq. ft. tennis court facility on Venture Boulevard. Construction of the project is currently underway and should be completed in early 2018.
- 4. Crooked Creek** – A Preliminary Subdivision Plan was approved for Phase II of the Crooked Creek subdivision including 32 lots off of Settlers Trace. A Final Subdivision application is anticipated in early 2018.
- 5. Shoppes at Burbank** – A Final Development Plan was approved for a 3,600 sq. ft. retail building on Burbank Road. Construction of the project is anticipated in 2018.
- 6. Downtown Projects** – Noteworthy projects in downtown include the following:
 - A significant addition to the St. James Episcopal Church on North Market Street.
 - Renovations and the expansion of a parking area at Cornerstone Elementary.

- A building facade restoration on South Market Street adjacent to Westfield Bank.
- Renovations to Broehl Law Office on North Market Street.
- The location of a number of new businesses including Holcombs Classics Popcorn, Westfield Bank, Gouda, Roots Yoga, Meg Bowman Photography, Oak Hill Auto Sales, Wooster Chocolate Company, Studio Irie, and Nouvell Ere Arts and Wines.

Projects approved in 2016 that were under construction in 2017 include The Avenue at Wooster (nursing home on Smithville Western Road), the City of Wooster Safety Center, an addition to LUK, an expansion of Summit Motor Cars (Cleveland Road and Smithville Western Road), a Comfort Suites Hotel (Dover Road), Wooster High School locker room facilities, and a Taco Bell (Burbank Road).

Zoning Certificates and Sign Permits

A total of 229 Zoning Certificates were issued in 2017, which was similar to the 216 issued in 2016. Of the issued Certificates, the majority were related to single family residential projects. Zoning Certificates were issued for 23 new residential units in 2017 including 15 new single family homes and 8 condominium units. A total of \$7,085 in Zoning Certificate fees was collected in 2017, slightly down from \$7,580 in 2016.

In 2017, 100 Sign Permits were issued in the City of Wooster and a total of \$7,200 in Sign Permit fees was collected. There were 102 Sign Permits issued in 2016.

A further breakdown of Zoning Certificates and Sign Permits can be found in the appendix section at the end of this document.

Board of Building and Zoning Appeals

The Board of Building and Zoning Appeals (BZA) heard 56 requests in 2017 encompassing a variety of topics. In 2016, the BZA heard 43 requests. Of the 52 applications in which a decision was made, the BZA approved 43 applications and denied 9 applications. There were 48 area variance requests and 10 use variance requests heard by the BZA in 2017 (some applications included both an area and a use variance).

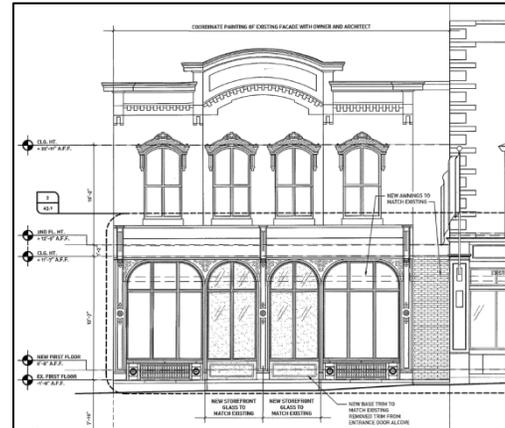
A further breakdown of BZA applications can be found in the appendix section at the end of this document.

Design and Review Board

The City of Wooster Design and Review Board heard 41 requests in 2017. In 2016, the Board heard 60 requests. The Design and Review Board approved all requests, at times with modifications or conditions.

Of the 41 request heard by the Board in 2016, 24 were for signs. The remainder of the applications included considerations such as building demolitions, new building construction, exterior changes to building facades, and miscellaneous changes to features such as lighting, windows, doors, and awnings.

A further breakdown of Design and Review applications can be found in the appendix section at the end of this document.



Planning Commission

The City of Wooster Planning Commission heard 25 requests in 2017, down from 31 in 2016. Planning Commission applications included:

- 12 Development Plan applications
- 8 Conditional Use applications
- 3 Zoning Code or Map Amendment applications
- 1 Major Subdivision application
- 1 Miscellaneous application

The Planning Commission approved, or recommended approval, of all 19 applications in which a decision was made.

A further breakdown of Planning Commission applications can be found in the appendix section at the end of this document.

Zoning Enforcement

Throughout 2017, the Property Maintenance/Zoning Inspector focused on enforcement of the Property Maintenance Code and the Planning and Zoning Code. A total of 165 Planning and Zoning Code violations were addressed in 2017, which was 83 more than in 2016. The majority of the issues addressed were illegal or unpermitted signs, parking of recreational vehicles or trailers, parking on the lawn, and commencing projects without a required Zoning Certificate.

In addition, the inspector also removed numerous signs located in the public right of way. As there was no formal notification or inspection in such instances, the removal of signs in the public right of way was not captured in the above figures.

A further breakdown of Zoning Enforcement can be found in the appendix section at the end of this document.

Status of 2017 Goals and Objectives

The following indicates the status of the Planning and Zoning Division's goals and objectives established for 2017:

Goal 1 – Attend available training and complete American Institute of Certified Planners (AICP) certification requirements

- Objective 1A – Complete training to meet AICP maintenance requirements for the current two-year session by the end of the year
- Objective 1B – Attend training throughout the year including the American Planning Association National Conference and training provided by the Ohio and Akron Chapters of the American Planning Association

Status – Training and education maintenance requirements were met to maintain AICP status. The American Planning Association National Conference and American Planning Association State Conference were attended and various other training opportunities were completed.

Goal 2 – Complete an update to the Planning and Zoning Code

- Objective 2A – Send out an RFP for the project by February
- Objective 2B – Select a consultant and initiate the update the process by April
- Objective 2C – Adopt the updated Planning and Zoning Code by October

Status – An update to the Planning and Zoning Code was initiated and a consultant was selected in April of 2017. Due to the complexity of the updates and significant reorganization of the code, approximately half the chapters were drafted by the end of 2017. Adoption of the updated Planning and Zoning Code is projected in 2018.

Goal 3 – Complete an update to the Planning and Zoning Map

- Objective 3A – Coordinate the update of the Map with the Planning and Zoning Code update
- Objective 3B – Identify areas of the Map to be changed by June
- Objective 3C – Adopt the updated Planning and Zoning Map by October

Status – An updated draft Planning and Zoning Map was created to correspond with updates to the Planning and Zoning Code. Adoption of the updated Planning and Zoning Map is projected in 2018 along with the updated Planning and Zoning Code.

Goal 4 – Implement and adjust the ViewPoint Cloud permitting system

- Objective 4A – Implement the system on 1/1/17
- Objective 4B – Migrate historical data into the system by February
- Objective 4C – Complete all major adjustments and changes to the system by April

Status – ViewPoint Cloud was implemented on 1/1/17 and all available historical data was migrated. All major adjustments and changes to the system were completed by April.

Goal 5 – Conduct a survey of permanent signs to determine nonconformance with current regulations

- Objective 5A – Conduct a survey of all signs for compliance by July
- Objective 5B – Complete a report of the survey by August

Status – A survey of all freestanding signs for compliance with code regulations was conducted in June and a report was prepared in July of 2017.

2018 Goals and Objectives

In 2018, the Planning and Zoning Division will continue to guide development and sensibly regulate land use. The following goals and objectives for 2018 and in the next five years through 2022 will allow the division to better serve citizens and business owners, operate more efficiently, refine responsibilities, and update planning documents.

One Year Goals and Objectives

Goal 1 – Attend available training and meet AICP certification requirements throughout the year

- Objective 1A – Complete training to meet half of the AICP maintenance requirements for the current two-year session by the end of the year.
- Objective 1B – Attend training throughout the year including the Ohio-Kentucky-Indiana Regional Conference and training provided by the Ohio and Akron Sections of the American Planning Association.

Goal 2 – Become proficient utilizing the updated Planning and Zoning Code By June

- Objective 2A – Thoroughly review all proposed chapters of the updated code prior to the anticipated adoption in June.
- Objective 2B – Test various mock applications prior to the adoption of the code.
- Objective 2C – Become proficient at utilizing and applying the code prior to the adoption of the code.

Goal 3 – Complete an update to the Planning and Zoning Code by June

- Objective 3A – Complete Steering Committee meetings by March.
- Objective 3B – Initiate the adoption process by bringing an amendment to the Planning Commission by April.
- Objective 3C – Adopt the updated Planning and Zoning Code by June.

Goal 4 – Complete revisions to twenty percent of the city’s Ohio Historic Inventory Forms by the end of the year

- Objective 4A – Send out an RFP for the project by April.
- Objective 4B – Select a consultant and initiate the form update process by July.
- Objective 4C – Complete twenty percent of the revised forms by the end of the year.

Goal 5 – Work with the Building Standards Division and Police Department to shift permit parking to ViewPoint Cloud

- Objective 5A – Create a process and workflow for online permitting by February.
- Objective 5A – Train staff on the permit parking processes by February.
- Objective 5B – Transition expiring permits and new permits to ViewPoint Cloud by the end of the year.
- Objective 5C – Conduct a parking survey to assist in evaluating the parking permit program by August.

Five Year Goals and Objectives

Goal 1 – Continue attendance at training and certification opportunities

- Objective 1A – Maintain AICP certification, which includes yearly training requirements in specific areas such as Law and Ethics.
- Objective 1B – Attend training including regional, state, and national conferences.

Goal 2 – Coordinate with other agencies

- Objective 2A – Work with other area governmental agencies to forward city goals, share resources, and facilitate intergovernmental coordination.
- Objective 2B – Work with non-governmental agencies and nonprofits agencies to benefit the community.

Goal 3 – Refine responsibilities of division staff

- Objective 3A – Work with the Administrative Assistant, Planning and Zoning Enforcement Inspector and Residential Zoning Inspector to refine responsibilities based on workload and changing conditions.
- Objective 3B – Incorporate the use of the ViewPoint Cloud permitting system in future matters, when advantageous. Incorporate input from staff regarding the use of ViewPoint Cloud and possible improvements or revisions.

Goal 4 – Revise rules and procedures for Board and Commission by the end of 2019

- Objective 4A – Identify any existing rules and procedures documents for the Planning Commission, Board of Building and Zoning Appeals and the Design and Review Board.
- Objective 4B – Review current documents with the respective boards, research similar rules documents and consult with the City Law Director.
- Objective 4C – Adopt new or revised rules and procedures documents.

Goal 5 – Address the current Planning and Zoning Code requirement for all nonconforming signs to conform to current regulations by the end of 2020

- Objective 5A – Evaluate the costs and benefits of requiring all nonconforming signs to conform to current regulations by 6/21/22 per Section 1171.10(d)(4).
- Objective 5B – Create a plan to contact property owners and tenants or adjust current requirements.
- Objective 5C – Evaluate the possibility of removing the amortization requirement from the Planning and Zoning Code.

Appendix – Tables and Charts

Table 1: Planning and Zoning Applications 2017

Month	Zoning Certificates	Sign Permits	Minor Subdivisions	Building & Zoning Appeals	Design & Review	Planning Commission	Total
January	12	7	7	3	2	3	34
February	15	8	1	7	7	1	39
March	20	12	3	6	6	4	51
April	21	9	0	4	4	1	39
May	26	10	4	2	3	6	51
June	31	11	4	7	4	2	59
July	23	8	4	7	1	2	45
August	27	7	2	2	0	2	40
September	16	6	2	4	7	1	36
October	27	6	6	6	0	4	49
November	7	10	2	6	6	0	31
December	4	6	0	4	4	1	19
Total*	229	100	35	56	41	25	493
Total Fees	\$7,085	\$7,200	\$875	\$5,800	\$0	\$2,550	\$23,510
2016 Total	216	102	26	42	60	31	477
2016 Fees	\$7,580	\$6,950	\$650	\$4,200	\$0	\$2,750	\$22,130
<i>*Some applications were heard at multiple meetings</i>							

Chart 1: Planning and Zoning Applications 2017

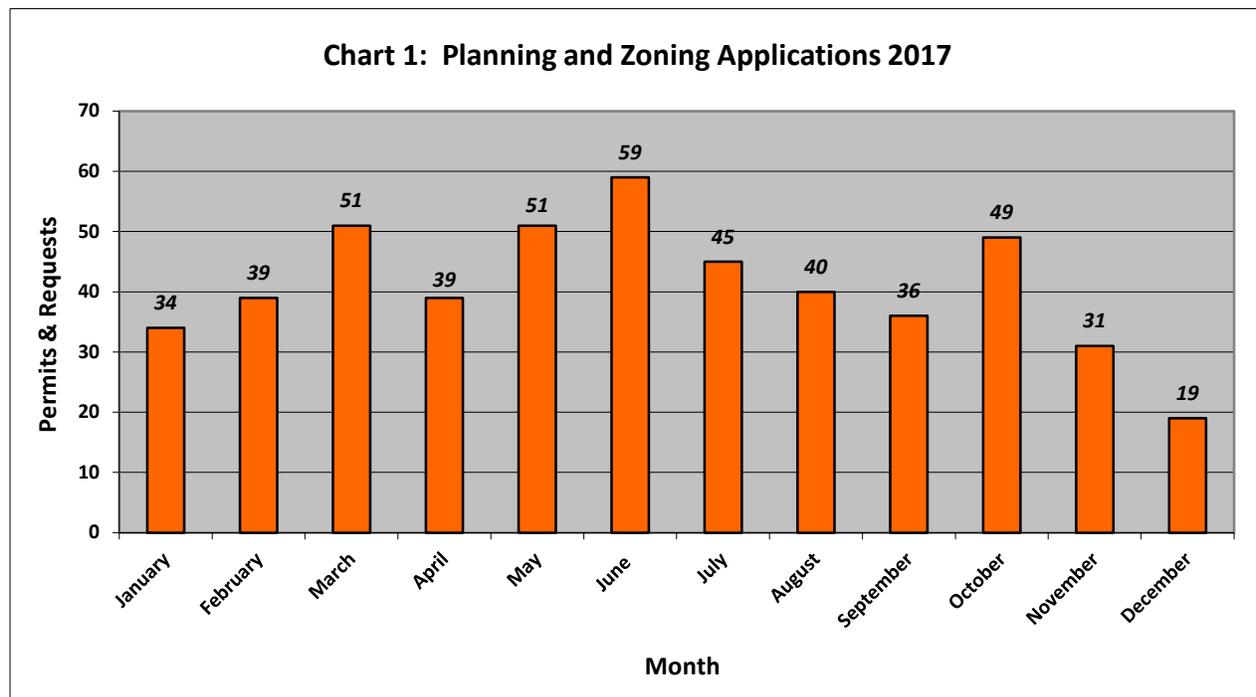


Table 2: Planning and Zoning Applications 2008-2017

Year	Zoning Certificates	Sign Permits	Minor Subdivisions	Building & Zoning Appeals	Design & Review	Planning Commission	Boards & Commissions	Total
2008	257	90	-	24	27	17	68	415
2009	160	58	-	12	16	10	38	256
2010	219	92	-	20	31	16	67	378
2011	169	90	-	24	35	17	76	335
2012	161	68	-	19	25	24	68	297
2013	187	58	-	33	25	26	84	329
2014	208	104	15	29	49	40	118	445
2015	207	73	14	37	38	24	99	393
2016	216	102	26	42	60	31	133	477
2017	229	100	35	56	41	25	122	493
Total	2,013	835	90	296	347	230	873	3,818
Average	201	84	23	30	35	23	87	382

Chart 2: Planning and Zoning Applications 2008-2017

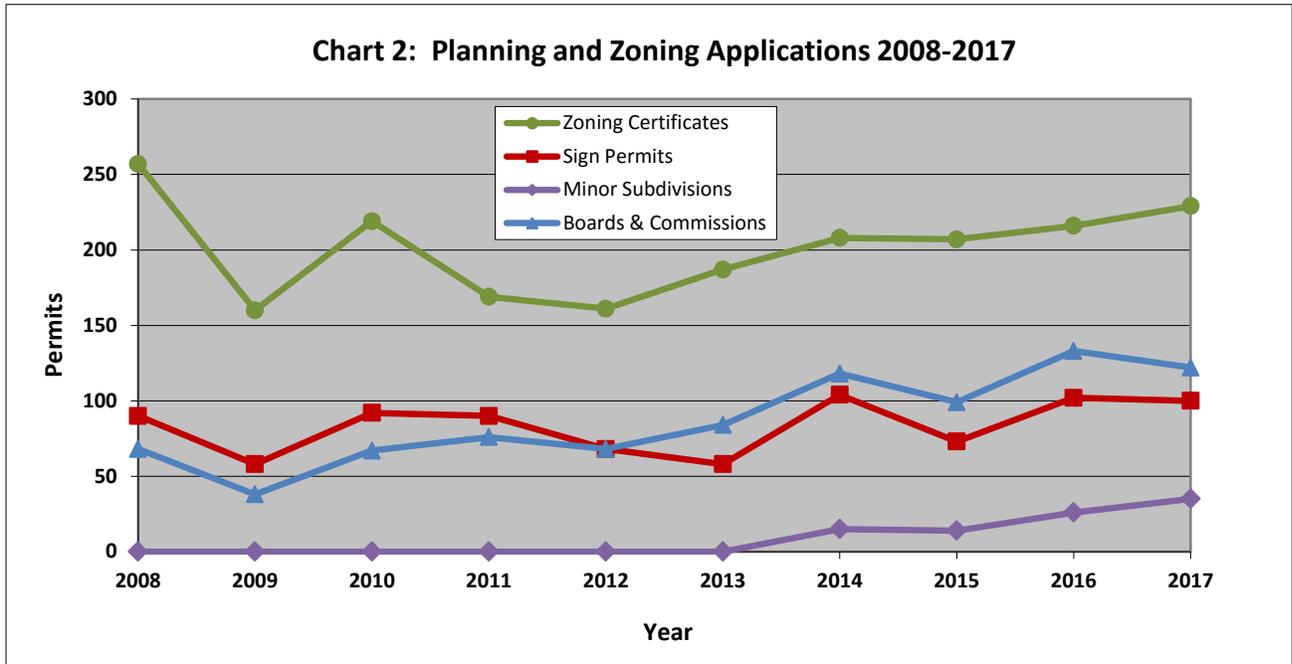


Chart 3: Board and Commission Requests 2006-2017

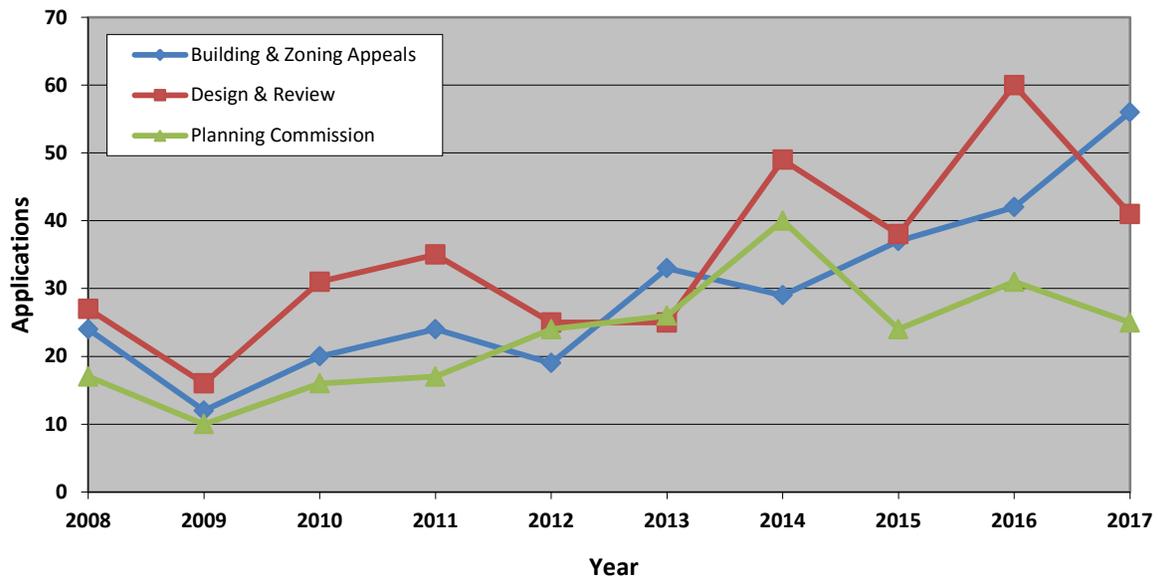
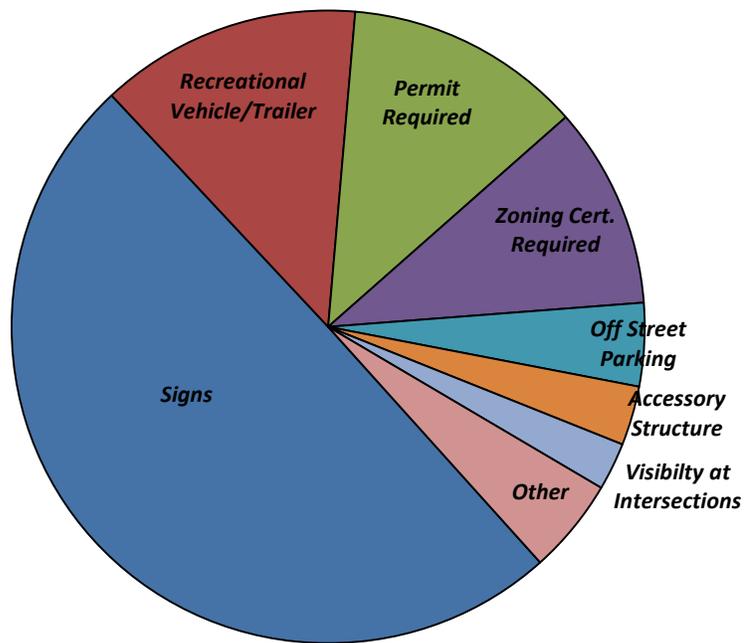
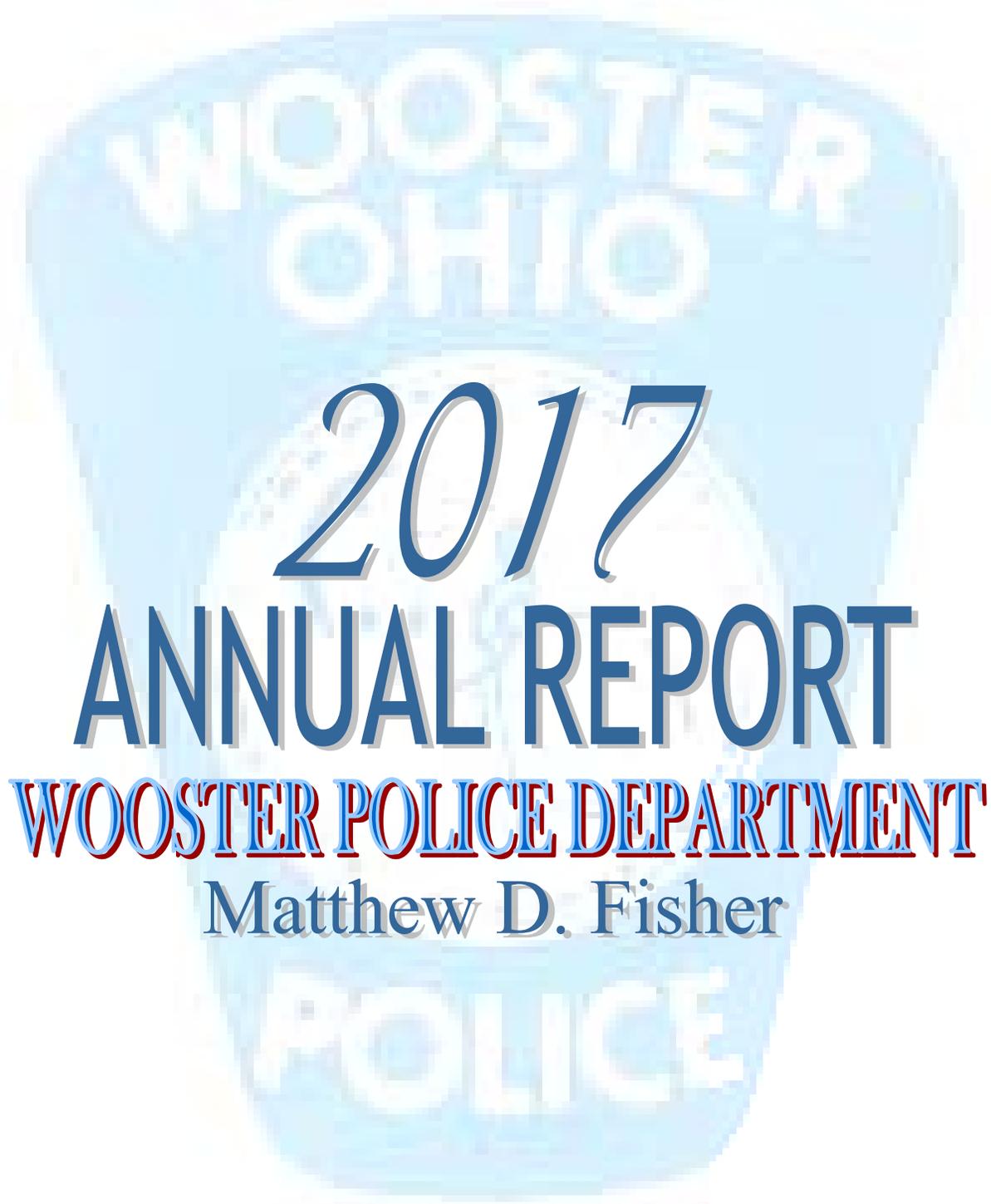


Table 3: Zoning Violations 2017

Violation	Number
Signs	82
Recreational Vehicle/Trailer	22
Parking on Lawn	20
Zoning Certificate Required	17
Accessory Structure	7
Off Street Parking	5
Visibility at Intersections	4
Other	8
Total	165

Chart 4: Zoning Violations 2017





2017

ANNUAL REPORT

WOOSTER POLICE DEPARTMENT

Matthew D. Fisher



WOOSTER POLICE DEPARTMENT

3333 BURBANK ROAD, WOOSTER, OHIO 44691

ADMINISTRATION 330-287-5720

FAX 330-287-5787

January 12, 2018

The Honorable Mayor Robert Breneman
City of Wooster
538 North Market St.
Wooster, Ohio 44691

Dear Mayor Breneman,

I am pleased to present to you and to the Wooster City Council, the Wooster Police Department's 2017 Annual Report.

2017 was a year of great pride and accomplishment with the completion and move to the new Safety Center. Sadly, it was also a year of great sorrow and loss with the unexpected passing of our friend and coworker Megan Keller. Her presence is still with us but we miss her and all she brought to our team and our agency on a daily basis.

We are thrilled to be in our new facility and look forward to many future years here. It has been very rewarding to be a part of this project and see it through from design to completion.

In 2017, we held our fourth Citizen's Police Academy and continued a very active presence in our community. Some of the projects we participated in included the 5.0 Cookout, WooHoops for Unity, Sgt. Santa, Cash for Christmas Program and the Junior Police Officer Program in all the Wooster City Elementary Schools. We also had numerous officers speak to community groups throughout our city. We are grateful for the tremendous support of so many individuals and businesses in our community.

Our Community Impact Unit (Officers McConnell and Bremenour) continues to have a major impact on those who choose to poison our community with illegal drugs. In 2017, these officers seized 9lbs of Methamphetamine, 33lbs of Cocaine, over 2lbs of Heroin, and 98lbs of Marijuana. In addition, they recovered 11 illegal firearms (3 of which were reported stolen), conducted 199 traffic stops, made 162 arrests, completed 131 criminal reports and served 36 search warrants.

Throughout 2017, the Department continued many of its specialized programs, including: police canine, bike patrol, School Resource Officer/DARE program and the Wooster Hospital Resource Officer positions.

Our Detective Bureau continued to play a major role in our community in 2017 by conducting nearly 40 A.L.I.C.E. trainings for well over one thousand individuals.

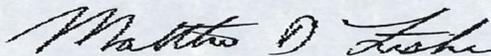
We continue to work in close cooperation with Medway and other state and federal agencies. These partnerships have paid dividends as several of our major drug and firearm cases were turned over to federal agencies and saw the perpetrators receive much more severe penalties than they would have received in our local Courts.

The Police Department investigated no homicides in 2017. Part One Offenses (major crimes) showed an overall increase of 5 percent from 998 in 2016 to 1043 in 2017. All categories of Part One Offenses (homicide, rape, robbery, felony assault, burglary, and theft) showed an increase except for homicide and felony assault. The biggest change was robberies, which increased from 14 to 25.

The Police Department handled 21,810 calls for service in 2017 which is another increase of over 1500 calls from 2016. The top calls for service for 2017 included: Suspicious Activity/Persons: 2429; Traffic Complaints: 1524; Thefts: 1237; Alarms: 1268; and 911 Calls (with no other disposition): 1061. In 2017, traffic enforcement remained consistent with the Department making over 3000 traffic stops. Traffic accidents declined for the second year from 726 to 576.

Although 2017 was an especially difficult year for our agency, we will continue to push forward and strive to offer the finest law enforcement services anywhere in the country.

Respectfully,



Matthew D. Fisher
Chief of Police
Wooster Police Department

Dedication

It is my honor to dedicate the 2017 Wooster Police Department Annual Report to our dear friend and co-worker, Megan Keller.



Megan was the Safety Administrative Supervisor for the Wooster Police Department. She handled all the Department's purchase orders, from clothing and equipment to evidence packaging supplies. She helped create and enter the department budget, handled public records requests and supervised all the clerical and parking staff of the Department. In addition, she oversaw all of the Department's evidence.

Sadly on November 8th, 2017, Megan and her husband both passed away due to carbon monoxide poisoning. Her loss continues to be felt throughout the Department both professionally and personally. But perhaps the best way to say it, is that we all just miss our friend.

In an effort to honor Megan and her memory, we donated a total of eighty seven carbon monoxide detectors to each of the families who received donations from this year's "Stuff a Cruiser" campaign. Included with those detectors was the message listed below. We hope that this gesture honors Megan and keeps her memory alive.

Megan's Memory



Megan Keller was born November 10, 1982. She was married to her husband, Cody Keller, on October 22, 2016. Both Megan and Cody passed away from carbon monoxide poisoning on November 8, 2017. Megan worked for the Wooster Police Department. She was a vital part of our team and a true friend. You are being given this carbon monoxide detector in her memory. Install this detector next to your loved ones bedrooms to help protect them as they sleep and to keep Megan's memory alive.

*IN MEMORY OF THOSE WHO HAVE
FALLEN...*

In honor and tribute to these officers of the Wooster Police Department who heroically and selflessly gave their lives while protecting the citizens of this community. The ultimate sacrifice made by these fallen officers shall never be forgotten.

Patrolman William H "Tip" McClure –

Died in the line of duty – December 30, 1886

Patrolman Ralph W. Henderson –

Shot in the line of duty – June 23, 1912

Died from the resulting wound – July 3, 1912

Patrolman Robert C. Goodrich –

Drowned during rescue efforts – July 5, 1969

Sergeant Paul H. Knisely –

Drowned during rescue efforts – July 5, 1969

POLICE

WOOSTER POLICE DEPARTMENT



2017 ANNUAL REPORT

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WOOSTER POLICE DEPARTMENT

Mission Statement

The Wooster Police Department is a committed partner with our community. Ethics, integrity and professionalism are the core values which lead us forward. These core values are the foundation upon which we base our mission.

We realize that our most important asset is our employees who strive to make our organization a premier law enforcement agency. Our employees are dedicated to protecting and preserving life while providing fair and impartial law enforcement services to all.

It is these core values, dedication and community partnership that make our agency distinguished.

Values

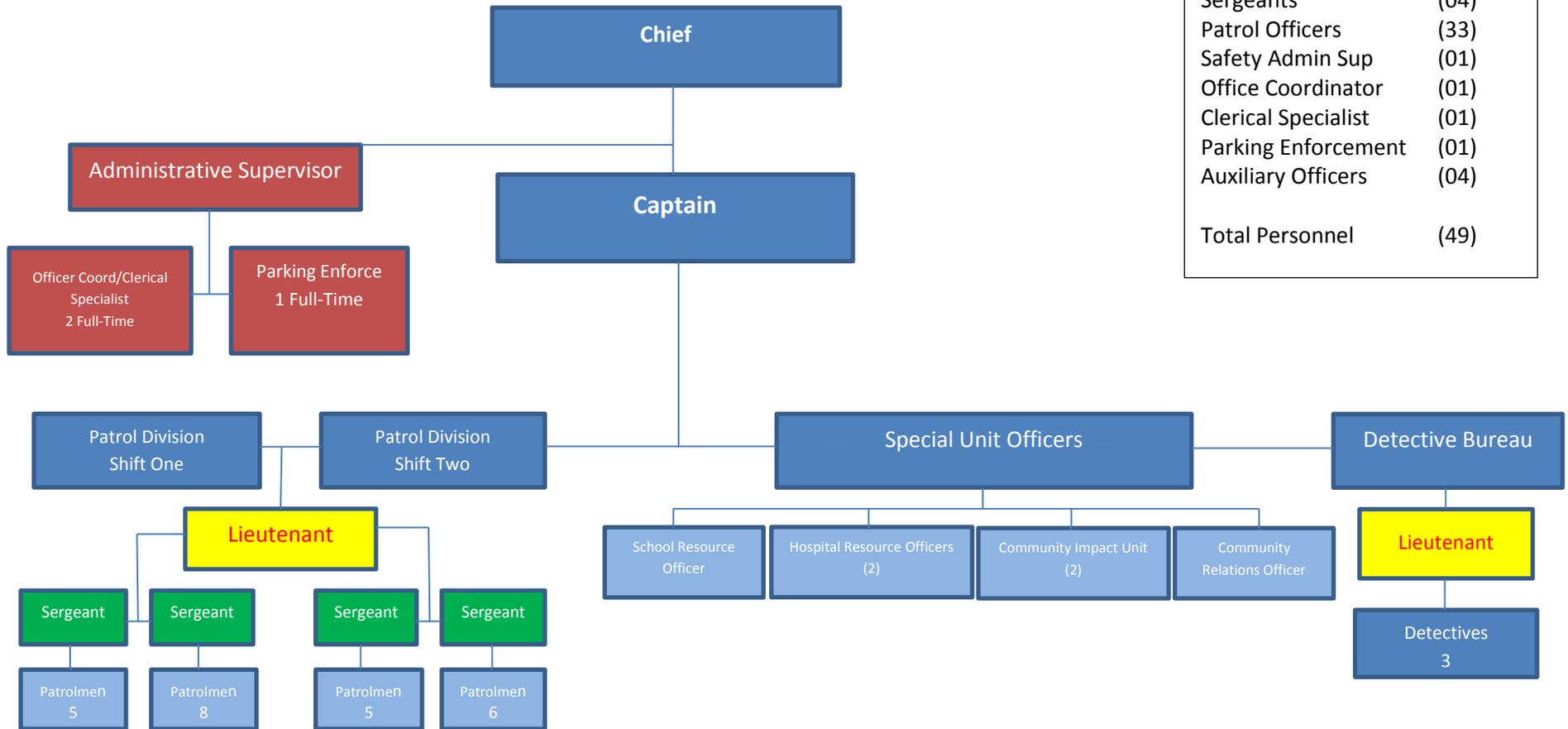
We value dignity and respect for all persons.

*We value integrity and honesty as the basis
for community trust.*

We value excellence and professional growth.

We value the highest standards of moral and ethical conduct.

Organizational Structure 2017



Personnel Summary	
Chief	(01)
Captain	(01)
Lieutenants	(02)
Sergeants	(04)
Patrol Officers	(33)
Safety Admin Sup	(01)
Office Coordinator	(01)
Clerical Specialist	(01)
Parking Enforcement	(01)
Auxiliary Officers	(04)
Total Personnel	(49)

2017 WOOSTER POLICE DEPARTMENT PERSONNEL

CHIEF	Matthew Fisher	Administration
CAPTAIN	Scott Rotolo	Administration
LIEUTENANT	Gregory Bolek	Patrol / Supervisor (RETIRED JUNE 2017)
LIEUTENANT	John Quicci	Patrol / Supervisor (RETIRED JUNE 2017)
SERGEANT	Clint Bartolic	Patrol / Supervisor / Bicycle Patrol / Defensive Tactics Instructor / Firearms Instructor
SERGEANT	Michael Jewell	Patrol / Supervisor
SERGEANT	Victor Nedoma	Patrol / Supervisor / K-9 Officer
K-9	"Ex"	Patrol / K-9 Unit (RETIRED AUGUST 2017)
PATROLMAN	William Belcher	Detective / CVSA Examiner / ALICE Instructor
PATROLMAN	Shane Berry	Patrol
PATROLMAN	Gaetano Bremenour	Patrol / Bicycle Patrol / Community Impact Unit
PATROLMAN	Dustin Burnett	Patrol / Stop Stick Instructor
PATROLMAN	Stacey Chuhi	Patrol
PATROLMAN	Philip Coe	Patrol / FTO
PATROLMAN	Ricki Crawley	Patrol
PATROLMAN	Matthew Cruise	Patrol / Hostage Negotiator / Community Relations
PATROLMAN	Jerome Fatzinger	Patrol / FTO / CIT Liaison
PATROLMAN	Carl Festa	Patrol / K-9 Officer
K-9	"Lucky"	Patrol / K-9 Unit
PATROLMAN	Zachary Fulk	Patrol
PATROLMAN	Christopher Grabowski	Patrol / Stop Stick Instructor
PATROLMAN	Christopher Hartzler	Patrol
PATROLMAN	Brandon Heim	Patrol / FTO
PATROLMAN	Robert Henderson	Patrol / ASP Instructor
PATROLMAN	Nathan Joppeck	Patrol
PATROLMAN	Greg Kolek	Patrol / Taser Instructor / FTO
PATROLMAN	Ryan Laskowski	Patrol
PATROLMAN	Anthony Lemmon	Detective / CVSA Examiner / ALICE Instructor
PATROLMAN	Kenneth Linz	Patrol / School Resource Officer / ALICE Instructor
PATROLMAN	Juan McCloud	Detective / Hostage Negotiator / CVSA Examiner
PATROLMAN	Quinn McConnell	Patrol / Bicycle Patrol / Community Impact Unit
PATROLMAN	Jacob Mottayaw	Patrol / Bicycle Patrol
PATROLMAN	Joshua Miller	Patrol / Hospital Resource Officer / Taser Instructor / CIT Liaison
PATROLMAN	Johnathan Ruggeri	Patrol
PATROLMAN	Kenneth Saal	Patrol
PATROLMAN	Michael Shonk	Patrol
PATROLMAN	April Teichmer	Patrol / Defensive Tactics Instructor
PATROLMAN	Jordan Telquist	Patrol
PATROLMAN	Joshua Timko	Patrol / K-9 Officer
K-9	"Haro"	Patrol / K-9 Unit
PATROLMAN	Suzanne Trepal	Patrol / Hospital Resource Officer
PATROLMAN	Brian Waddell	Patrol
PATROLMAN	Thomas Webber	Patrol
PATROLMAN	Daniel Whitmore	Patrol / ASP Instructor / Firearms Instructor
PATROLMAN	Megan Zimmerman	Patrol
OFFICE COORDINATOR	Melanie Rowland	Administration
CLERICAL SPECIALIST	Sabrina Jentes	Administration
CLERICAL SPECIALIST	Melissa Keener	Administration
PARKING ENFORCM'T	Amy Sauerbrei	Administration
AUXILIARY OFFICER	Terry Heim	Sergeant / CVSA Examiner / ALICE Instructor
AUXILIARY OFFICER	Steven Glick	Patrol
AUXILIARY OFFICER	Charles Hardman	Patrol

2017

NEW HIRES



PTL. MEGAN ZIMMERMAN



PTL. RICKI CRAWLEY



MELISSA KEENER - ADMIN

WOOSTER POLICE DEPARTMENT

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PATROL DIVISION

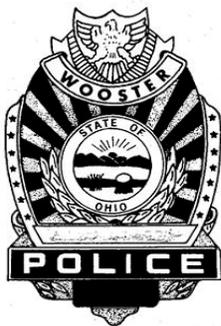
The Patrol Division is the heart and soul of the Wooster Police Department. The officers assigned to this unit provide all the essential law enforcement functions and community services. These officers have a wide range of knowledge and skills in order to perform these duties. The Department provides the most up-to-date equipment to assist them in their job performance. Training is provided on a continuing basis so officers can keep abreast of the most current and best law enforcement procedures and tactics. The Patrol Division collaborates with local, state and federal law enforcement agencies and strives to provide professional and excellent service to the Wooster community.

The Patrol Division investigates calls for police service throughout the year. When criminal complaints need further investigation, they are returned to the initiating officer for further follow-up.

K - 9

SCHOOL RESOURCE OFFICER

FIELD TRAINING OFFICER



COMMUNITY IMPACT UNIT

As with most communities, Wooster is not immune from illegal drugs and the other crimes associated with them. In an effort to be pro-active, our department formed the Community Impact Unit (CIU) in 2016. Currently, the unit is comprised of two officers, Patrolmen Quinn McConnell and Guy Bremenour. The CIU's main objective is drug interdiction; however, they have also been tasked with investigating burglaries, thefts, and even drug related deaths.

Since the unit's inception, the CIU has been working closely with the MEDWAY Drug Enforcement Agency as well as our federal and state partners. This collaboration has been in place for many years and with the creation of the CIU, is now even stronger. Our goal was to utilize these partnerships to make an impact on the community. As a result, their individual and collaborative efforts yielded the following seizure results in 2017.

4254.92 grams of Methamphetamine

15036.41 grams of Cocaine

1034.6 grams of Heroin

62.8 grams of Fentanyl

1.9 ounces of Flakka

129 items of drug paraphernalia and drug abuse instruments

44480.17 grams of Marijuana

11 illegal firearms (3 recovered stolen)

305 Marijuana plants

816 Xanax pills

\$585,520.00 US currency (most of which was done with our federal partners)

They also conducted 199 traffic stops, 36 search warrants, made 162 arrests, took 131 criminal reports, made contact with 635 individuals, conducted hundreds of hours of surveillance, recovered dozens of stolen items and assisted with burglary surveillance, death investigations, and other serious felony investigations (including large scale) both on a local and federal level.

Our CIU has worked hard to make an impact in the community and we're proud of what they've accomplished thus far.

COMMUNITY IMPACT UNIT



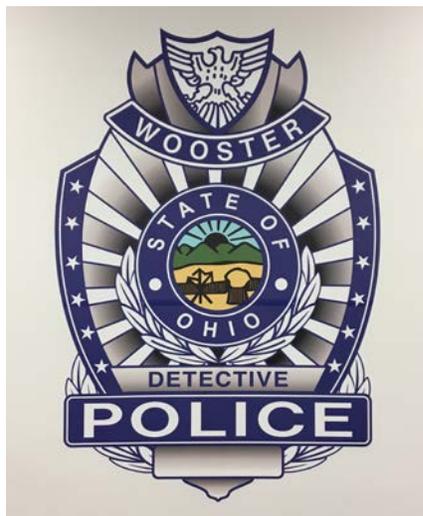
DETECTIVE BUREAU

Currently, the Wooster Police Department Detective Bureau consists of Detective Juan McCloud, Detective Anthony Lemmon, Detective William Belcher, and Auxiliary Sergeant Terry Heim. This highly skilled team has a combined 102 years of experience serving the citizens of Wooster. While patrol officers are responsible for investigating most routine matters, detectives are typically assigned to investigate the most serious, sensitive, or complex cases. Detectives normally work during the daytime but they are "on-call" after business hours on a rotating basis.

As in years past, sexually molested children were the victims in a large number of these cases. In these investigations, detectives work closely in a collaborative effort with Wayne County Children Services and the Child Advocacy Center. The balance of cases referred to detectives normally includes homicides, serious assaults, robberies, burglaries, and embezzlement or fraud schemes.

Additionally, our full-time detectives and Auxiliary Sergeant Terry Heim conduct background investigations and truth verifications (lie detector tests) for prospective employees of the City of Wooster, and the Wooster Ashland Council of Governments (WARCOG). Sergeant Heim is largely responsible for these duties and whereas he retired from full duty in 2009, he's an invaluable asset to the department.

Finally, the entire team finds time to go above and beyond by serving the community. Detectives Belcher and Lemmon are both certified ALiCE instructors, Detective McCloud proudly gave presentations to over 2500 students throughout Wayne County for the Peers to Peers Program, and all of them routinely assist with general community outreach.



DETECTIVES ON THE JOB



Detective Bill Belcher swabs part of a truck for possible DNA evidence.



Auxiliary Sergeant Terry Heim assists the division with new hire background checks, CVSA's, and is responsible for evidence going to the BCI crime lab.



Detective Juan McCloud reviewing a chart after conducting a Computer Voice Stress Analysis test.



Detective Tony Lemmon prepares a piece of evidence to be fumed for fingerprints.



K-9 UNIT



Hades 2007 - 2017



Hades started his career with the Wooster Police Department in August 2008. In June 2016, Hades retired just shy of completing his 8th year of service.

During his career, Hades showed time and time again that he loved his job. Hades was instrumental in the apprehension of many suspects through tracking their steps and was also able to locate missing and runaway juveniles. Hades was responsible for countless

drug seizures. In December 2009, Hades was recognized with a Life Saving award after playing a key role in locating a suicidal subject that had a near fatal, self-inflicted wound and took off into a dense field. Hades gave several presentations to local groups such as Boy Scouts, Girl Scouts, Lions Club, Kiwanis as well as at local schools and colleges. Through letters of thanks received from these organizations, it is apparent that Hades left a lasting, positive impression on hundreds of citizens in Wooster and Wayne County. Each year, Hades obtained his certification to work as a police canine from the Ohio Peace Officer Training Commission (OPOTC) and the International Police Work Dog Association (IPWDA).

After his retirement, Hades enjoyed his time off relaxing with his handler, Ptl. Rob Henderson, at home. Hades was spoiled daily with lots of love and attention from the Henderson family.



Hades expired from this world and crossed over the Rainbow Bridge in May 2017.

Hades is greatly missed and will never be forgotten!





K-9 UNIT



Officer Timko and his K9 partner Haro have been serving the City of Wooster for 3 years. K9 Haro is a 4 ½ year old German Shepard imported from Slovakia. Officer Timko and K9 Haro are a state certified dual purpose K9 team including tracking and narcotics.

Officer Timko and K9 Haro are currently assigned to the day shift at the Wooster Police Department. During their shift, K9 Haro is utilized in searching for illegal narcotics. K9 Haro was a great asset in the detection and seizure of multiple narcotic related cases. Officer Timko and K9 Haro were also deployed several times in the search for missing persons and wanted suspects. Officer Timko and K9 Haro also assisted other local agencies with tracking and narcotic detection.

Officer Timko and K9 Haro are very dedicated to community relations. In 2017, Officer Timko and K9 Haro spent several hours assisting with community events, demonstrations and fundraisers. K9 Haro especially enjoys the time he gets to spend in the Wooster City Schools with all the children.

When not working, Officer Timko and K9 Haro spend several hours per week training. In 2018, Officer Timko and K9 Haro will be attending the IPWDA (International Police Work Dog Association) National Workshop in Grayling, Michigan. This is a week-long school that will provide advanced training and additional certifications.

Officer Timko and K9 Haro are honored to protect and serve the City of Wooster!





K-9 UNIT



In 2017, Sergeant Victor Nedoma and his canine partner, Ex, saw their tenth year of service together as a successful canine team. Sgt. Nedoma and Ex earned their annual OPOTC (Ohio Peace Officer Training Commission) state certification in February as a state certified dual purpose canine team including Patrol (criminal apprehension, canine control and searches) and Special Purpose (narcotics detection).

Sgt. Nedoma and Ex started out 2017 assigned to day shift. Sgt. Nedoma and Ex provided canine demonstrations at community events as well as to various organizations and area schools. Sgt. Nedoma and Ex were regularly utilized by the Police Department and surrounding agencies. The team was deployed to search for wanted subjects, missing persons and participated in narcotics interdiction by searching for illegal substances.

On January 27, 2017, Sgt. Nedoma and Ex were deployed to assist in tracking two individuals that fled from a treatment facility on Akron Rd. Ex tracked the subjects in excess of three miles, traversing creeks, wooded areas, yards, and parking lots. The track ended at a department store, and the suspects were subsequently located and arrested inside.

Although Ex was willing and determined to continue working as a police canine, he was beginning to show his age, as he had turned eleven years old at the end of 2016. As the year progressed, the decision was made that Ex would retire in August of 2017.

August 17, 2017 was the scheduled date of Ex's retirement and retirement party. Sgt. Nedoma and Ex reported to work as usual. Most would kick back and relax on their last day of work; however, Ex was not much interested in sitting around. Sgt. Nedoma and Ex were deployed to assist the local drug enforcement agency (MEDWAY) with some narcotics interdiction. Ex located a large cache of narcotics, paraphernalia, and money during the deployment.

Ex had his well-deserved retirement party, just slightly later in the day than planned.





Ex is now relaxing and enjoying his retirement with Sgt. Nedoma and his family.





K-9 UNIT



In the spring of 2017, the Wooster Police Department welcomed its newest, furry officer to the force, K9 Lucky. Lucky is a two (2) year old Belgian Malinois born in Holland. K9 Lucky and his handler, Ptl. Festa, were awarded their OPOTC (Ohio Peace Officer Training Commission) state certification in June of 2017.

Ptl. Festa and Lucky have been assigned to work the day shift at the Wooster Police Department for the 2018 year. In Lucky's brief time on duty, he has made an immediate impact in the community. Lucky excelled in locating large amounts of narcotics resulting in multiple felony arrests. Lucky has also assisted neighboring law enforcement agencies with locating narcotics and tracking suspects.

When not out protecting the residents of Wooster, Ptl. Festa and Lucky have given back to the community by spending time at local schools and special events. Ptl. Festa and Lucky also spend several hours a week fine tuning their skills in various training exercises to better aid the residents of Wooster.

Ptl. Festa and Lucky look forward to what 2018 has in store.



Wooster Police Bicycle Patrol Unit: 2017



The Bike Patrol began patrolling in June of this year and ended in September. Two of the Unit's officers were assigned to the Community Impact Unit (CIU) and weren't able to participate as much as desired. However, the Bike Unit was yet again present during all city organized parades, volunteer and charitable races and gatherings, Woosterfest and of course the July 4th Fireworks detail. In addition to that, the Unit was able to log: 16 hours of patrol, 41 contacts, 4 calls for service, 7 building checks, 1 arrest, 2 traffic stops, 2 citations, 1 criminal report and 1 narcotic report. The Bike Unit is looking forward to adding 1 or 2 more officers.

COMMUNITY RELATIONS DIVISION

The Community Relations Division kicked off the summer of 2017 on Fourth of July weekend with the 2nd Annual “Five -0 Cookout” at Bowman Beverage. This community outreach event is geared toward strengthening relationships with our community and neighborhoods. Police officers and local neighborhood residents partnered together and cooked nearly 400 hot dogs and shared snacks and beverages with the community. Officers were on hand to help with several activities for the kids which included face painting, a free throw contest, and a football toss for prizes. The kids also got a chance to talk with uniformed officers and sit in a real police cruiser.

Throughout the rest of 2017, the Community Relations Division partnered with local businesses and members of the community and either held or participated in similar community outreach events.

Throughout 2017, the Community Relations Division participated in activities which included Reading Under the Lights at Maurer Field, the YMCA summer camps, the Wooster Boys and Girls Club, Main Street Wooster’s Kids Day, the Wayne County Library’s Touch-A-Truck event, The Village Network’s Celebration Day, the WooTown Treat Trail and Ramseyer Farms Hero Day.

When the school year started in August 2017, it was the Community Relations Division’s goal to continue to build upon our relationships with the elementary schools in the Wooster City School District as well as clients and students at The Nick Amster Workshop and Ida Sue School. Our Honorary Junior Police Officer program was so well received by the schools and staff, that it was welcomed back for 2017. This program recognizes students who go “above and beyond” at their school. The child is chosen by teachers or staff and they are awarded a letter of commendation from Chief of Police Matt Fisher and they receive a free large pizza coupon from our partner, Papa John’s Pizza.

“Five-0 Cookout”



“Bike Rodeo”

“Kids Day”



The Community Relations Division held several events of their own which included the Thin Blue Line Community Walk in Honor of National Police Week, Cop-sicle Friday at the city swimming pools and the 2nd annual Woo Hoops for Unity 3 on 3 basketball tournament at the Gault Recreation Center. Bike Officers Quinn McConnell and Guy Bremenour again teamed up with Kiwanis Club of Wooster and held the annual Bike Rodeo at Cornerstone Elementary which is always a fun event for the kids as they learn bicycle safety and receive free water bottles and bike helmets. During the holiday season, our Sergeant Santa Program was again sponsored by Family Pools and Spas and Cash for Christmas was sponsored by Wayne Savings Community Bank and AmeriGas and we were able to give nearly \$2000 back to residents of our community.

One of our biggest community outreach programs annually is the Stuff the Cruiser Campaign headed up by Sgt. Mike Jewell. This year, Stuff the Cruiser was very special to us. The program not only provided families in need with toys and clothes, it also provided them with a carbon monoxide detector for their home. On November 8, 2017, our Administrative Supervisor Megan Keller and her husband Cody passed away at their home from carbon monoxide poisoning. We partnered with Lowe's Home Improvement of Wooster and at a discounted price, purchased 90 carbon monoxide detectors to also give to our Stuff the Cruiser families. Along with the CO detectors was a message called "Megan's Memory." Each family was asked to read this message, in memory of Megan, and make sure the detector was properly installed in their home.

Needless to say, Stuff the Cruiser 2017 was bittersweet, but one of the most successful years we've had in regards to sponsoring more families and children. In total, we sponsored 87 families with over 228 children receiving presents. Stuff the Cruiser received countless hours of help from community volunteers, police officers and police officer's families. This year we partnered with Edgewood Middle School's National Junior Honor Society and they were able to have kids help collect toys. A special thank you goes out to Beth Jewell (Sgt. Jewell's wife) who spent countless hours sorting through the toys and clothes, putting a personal touch on this program by insuring the kids were getting the specific items they had asked for.

All of our community outreach programs are designed to "humanize the badge". In 2018, our goal is to continuously build on our current relationships and seek out new ones and help make The City of Wooster a great place to live, work and raise a family.

COMMUNITY RELATIONS/SCHOOL RESOURCE OFFICER

2017 brought with it the decriminalization of truancy in the State of Ohio. Ohio Juvenile Courts, in an attempt to alleviate their case load, has placed the burden of dealing with the truancy problem on the School Districts. With this, the Wooster City School District has come up with a comprehensive plan to achieve academic success, even for the reluctant learner and their non-supportive family. The School Resource Officer plays a vital role in helping in the reduction of academic failure.



Students seek out Officer Linz for answers and guidance to many of life's dilemmas. Past students continue that dialogue beyond their educational years. Officer Linz is contacted by employers seeking personal references on prospective employees. The human resources departments of these potential employers are amazed at the recollection that Officer Linz has pertaining to their candidates. The School Resource Officer takes a personal interest in the lives of the students.

The Wooster City School District continues to place the safety of their students and staff as the highest priority by encouraging continuous police presence and staff training.

(HRO) HOSPITAL RESOURCE OFFICER

The Hospital Resource Officer (HRO) is a newer position with the Wooster Police Department and was conceived as a collaborative effort by the City of Wooster Police Department and the Wooster Community Hospital. The HRO program is fully funded by the Wooster Community Hospital and originated in January of 2012. The program assists in providing safety to the patients, visitors, employees, and hospital property by having a City of Wooster Police Officer on site conducting regular patrols around the interior and exterior of the facility.

The HRO program consists of two Hospital Resource Officers, Joshua Miller and Suzanne Trepal, who provide safety to the patrons and staff during various hours, every day of the week. Both Officers Miller and Trepal specialize in working with the large amount of mental health issues that enter the facility and de-escalation of potentially disruptive and dangerous patients and situations.

Officers Miller and Trepal regularly assist with issues involving suicidal and drug overdosed patients to victims of domestic violence and sexual assault. Officers Miller and Trepal are key factors in keeping safety and peace at the Wooster Community Hospital, are valued by the staff, and treated as family at the organization.

In 2017, Officers Miller and Trepal focused on the safety and response to an active shooter situation at the Wooster Community Hospital. Both Officers Miller and Trepal attended the ALICE Training Institute for Active Shooter Training and became instructors to teach the ALICE program. Following their certification, Officers Miller and Trepal took over the monthly staff orientation training of the Active Shooter Program at the Wooster Community Hospital.

In 2017, Officers Miller and Trepal also attended an additional training at the Alice Institute, called RAIDER. This program was created specifically for the first officer on scene at an active shooter situation and provided mental, physical, psychological, and tactical advantages for solo officer engagements with an active shooter. The class was hosted in Michigan and was an elite and challenging training program.

Furthermore, Officers Miller and Trepal have hosted multiple ALICE update trainings and scenario based trainings for multiple departments at the Wooster Community Hospital. A collection of suggestions to create a safer environment for the staff and patrons has been petitioned to the administration of the Wooster Community Hospital, to create an overall safer environment.

Officers Miller and Trepal also participated in other training programs, such as "Feel the Heat" Fire Academy and Hospital Emergency Response Training, (H.E.R.T.). Following the training, Officers Miller and Trepal assisted in a county wide HAZMAT Disaster Drill Training Scenario, which included many different emergency response entities in the region.

Officer Trepal was also awarded as an "Unsung Hero" to the community for her willingness to assist and go above and beyond her duties as a police officer for the City of Wooster. She volunteers on a regular basis for the Summit County Victim Assistance program and attended their training academy for certification.



WOOSTER POLICE DEPARTMENT SPECIAL RESPONSE TEAM



COMMANDER

Sergeant Victor Nedoma

TEAM LEADER

Sergeant Clint Bartolic

OPERATORS

Patrolman April Teichmer

Patrolman Greg Kolek

Patrolman Gaetano Bremenour

Patrolman Daniel Whitmore

Patrolman Carl Festa

S.R.T.

SPECIAL RESPONSE TEAM

The Wooster Police Department Special Response Team (SRT) consists of seven members, including the SRT Commander. Members are specially trained and equipped to respond to the community's most critical needs under a variety of circumstances. The types of situations where the team would be activated include; high-risk warrant service, barricaded/armed subjects, hostage situations and civil unrest. The Special Response Team works with state and local law enforcement agencies striving to provide the best possible resolution to all types of critical incidents.

Officers who express an interest in becoming a member of the Special Response Team must apply for the position. Team member selection is based on several criteria, including; experience, physical fitness, firearms proficiency, disciplinary record, and an interview process. Once selected, the officer must attend a basic 40 hour SWAT/SRT school in order to be considered for deployment.

The Special Response Team trains on a monthly basis, and the team attended the Ohio Tactical Officers Association Conference in Sandusky, Ohio. The conference included several critical incident debriefings (Orlando Pulse Night Club Shooting, Dallas Police Murders on 7-7-16, etc.) and the following training.

- Clandestine labs and drug dangers
- LED's and booby traps
- Search warrant planning
- NTOA hostage rescue
- Sabre O.C. instructor certification
- CTS flash bang instructor certification
- Patrol supervisor response to critical incidents

On August 28, 2017, the team attended a 40 hour basic SWAT school sponsored by The Ohio Tactical Officer Association. The team was activated for their first mission on September 9, 2017. This was a successful service of a search warrant in the 700 block of Grant Street in Wooster, Ohio.

Wooster Police Department -

Auxiliary Unit

The Auxiliary Unit of the Wooster Police Department provides additional manpower when needed. The Auxiliary Officers have supplemented patrol, the detective bureau, traffic and extra duty details.

At the end of 2017, the Auxiliary Unit consisted of Sergeant Terry Heim, Officer Steve Glick and Officer Charlie Hardman. In 2017, the Auxiliary Unit Officers logged a combined total of approximately 1000 hours of service.

A.L.I.C.E

A lert
L ockdown
I nform
C ounter
E vacuate

As most of us know, the loss of life from Active Shooting situations continues to be a threat across the United States. This threat has become a growing concern here in the City of Wooster as requests for training continue to come in from many different areas of our City. In 2017, we did active shooter presentations at manufacturing facilities, schools, churches and Wooster Community Hospital. Overall, there were 36 presentations given and 37 drills conducted.

This year, due to the number of requests for presentations and drills, the Wooster Police Department added two more ALICE instructors. Currently, Det. Belcher, Det. Lemmon, Ptl. Miller and Ptl. Trepal are trained to present the concepts of ALICE. These concepts allow potential victims to make a proactive choice in their own protection and give them a mindset of survival rather than that of a victim.

Det. Belcher and Det. Lemmon continue to have a close relationship with Wooster City Schools and provide them with assistance in running safety audits as well as ALICE related drills. The violent intruder drills ran in the schools are mandated by Ohio Law. Detectives feel that by practicing these drills, our schools within our City will be better prepared to respond should a situation of this caliber happen.

Hopefully, there is never a need to put these concepts into play in a real life situation; however, The City of Wooster Police Department is dedicated to helping our citizens be prepared.

WOOSTER POLICE DEPARTMENT PEERS TO PEERS PROGRAM



In 2015, Detective McCloud, joined the Peers to Peers risk avoidance program that is part of the “Healthy Choices for Healthy Teens” team program. Detective McCloud, along with Wayne County Prosecutor Dan Lutz and Judge Vansickle have presented in 8 Wayne County school districts, including every 6th, 7th, and 8th grade class at Norwayne Middle School. Topics covered include: peer pressure, physical and mental effects of drug use, healthy relationships, social media, dangers of sexting, and overall healthy decision making for a healthy future. They are all able to share “real life stories” from their experience, and it has been incredibly impactful for the students.

The past few years have been extremely successful for the Peers to Peers program. Teachers provided the following feedback:

“This program is excellent!”

“They really “spoke” to the kids.”

“I was impressed with the attentiveness of every class.”

“Out of all of my previous health classes, this group had an eye opening reaction to what was presented.”

Teachers have also said that it was the most impactful program of this type that has been presented in their class. Everyone is very thankful that these men take time from their busy work schedules to speak to the students. The presenter’s commitment to this program shows the students how much they actually care, and believe in what they are saying.

Although each speaker presents at a different school, it isn’t uncommon for a teacher to say, “I want them all!” when scheduling the program. It speaks to the impact of the program that the schools are willing to dedicate multiple days to make sure that these important messages are shared with the students.

Yearly, the Healthy Choices for Healthy Teens programs reach about 2,500 Wayne and Holmes County students.

WOOSTER POLICE DEPARTMENT

STATISTICAL TABLES AND CHARTS

2017

ANNUAL REPORT

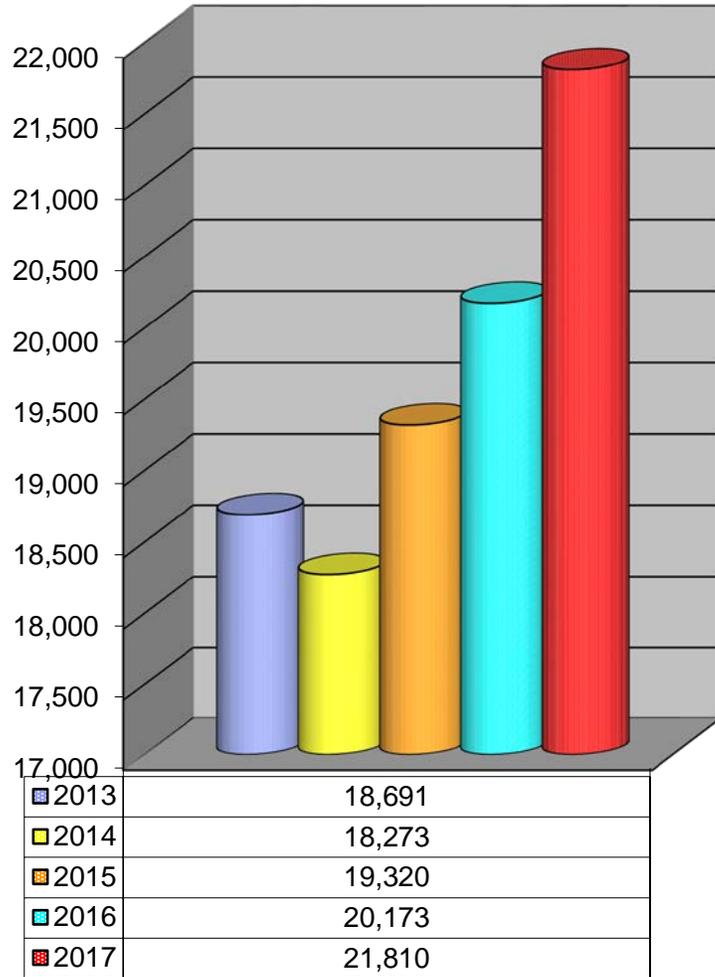


2017
CALLS FOR SERVICE BY CATEGORY

The Calls for Service section shows the number of calls received by the Wooster-Ashland Regional Council of Governments Dispatch which occurred within the city limits. Dispatchers, based on the information received, categorize the call prior to dispatching officers. While useful, the information can be misleading because oftentimes the call for service can end up later being classified differently than dispatched.

CALL TYPE	2016	2017	Change	Percent of Change
911 Calls (no other disposition)	547	1061	514	94%
Abandoned/Disabled Vehicles	277	241	-36	-13%
Accidental Damaging	1	0	-1	-100%
Alarms	1153	1268	115	10%
Animal Complaints	506	518	12	2%
Arson	7	0	-7	-100%
Assist Citizens/Welfare Checks/Message Delivery	590	762	172	29%
Assist Other Agencies (Parole, Counseling Center, Medical, Etc.)	646	697	51	8%
Attempted Suicide	5	0	-5	-100%
Bomb Threat	1	0	-1	-100%
Burglary	213	258	45	21%
CCW/Discharging Firearms	23	0	-23	-100%
Civil Disputes/Standby	691	564	-127	-18%
Computer Crime	5	0	-5	-100%
Counterfeiting	1	0	-1	-100%
Criminal Mischief/Vandalism	276	273	-3	-1%
Criminal Trespass/Refusal to Leave	389	600	211	54%
Death Investigations (Natural)	19	6	-13	-68%
Disorderly/Disturbances/Disrupting Public Service	631	753	122	19%
Domestic Violence/Custody/Violation of Protection Orders	778	669	-109	-14%
Drug Violations	435	419	-16	-4%
Drunks	103	155	52	50%
Emotionally Disturbed Persons	401	444	43	11%
Escorts	10	7	-3	-30%
Extra Patrols	168	194	26	15%
Falsification/Obstructing	34	14	-20	-59%
Felony/Aggravated Assault	4	0	-4	-100%
Fire (car, house, building)	0	0	0	NO CHANGE
Forgery/Bad Checks	126	125	-1	-1%
Gambling	0	0	0	NO CHANGE
Impersonating an Officer	1	0	-1	-100%
Indecent Exposure/Other Sex Crimes	75	52	-23	-31%
Information	342	132	-210	-61%
Juvenile Complaints	418	242	-176	-42%
Kidnapping/Abduction	5	8	3	60%
Liquor Violations	10	0	-10	-100%
Littering	8	12	4	50%
Menacing/Threats/Harassment	565	618	53	9%
Miscellaneous	125	255	130	104%
Missing Person	105	175	70	67%
Murder	0	0	0	NO CHANGE
MV Pursuits/Fleeing	1	2	1	100%
Nature Unknown	116	129	13	11%
Noise Disturbance	277	211	-66	-24%
Open Door/Window	36	39	3	8%
OVI Arrest	117	25	-92	-79%
Prisoner Transports	50	18	-32	-64%
Probation/Parole Violation	3	1	-2	-67%
Property Calls (found, lost)	312	318	6	2%
Rape/Gross Sexual Imposition	24	52	28	117%
Receiving Stolen Property	3	4	1	33%
Resisting Arrest	3	0	-3	300%
Robbery	18	8	-10	-56%
School Bus Violation	4	0	-4	-100%
Search Warrants	5	4	-1	-20%
Security Checks	68	77	9	13%
Simple Assault	225	231	6	3%
Suicide	1	0	-1	-100%
Suspicious Person/Activity	1909	2429	520	27%
Telephone Harassment	45	27	-18	-40%
Theft (general)	1048	1237	189	18%
Theft (motor vehicle)	47	95	48	102%
Traffic Complaint	931	1524	593	64%
Traffic Crashes	726	576	-150	-21%
Traffic Detail	7	10	3	43%
Traffic Hazard	132	15	-117	-89%
Traffic Stop	3704	3374	-330	-9%
Vehicle Immobilization/Release	20	0	-20	-100%
Warrant Arrests	474	728	254	54%
Warrant Arrests/Attempted	154	91	-63	-41%
Weapons Violation	19	63	44	232%
Zoning Violations	0	0	0	NO CHANGE
TOTALS	20173	21810	1637	8%

2017 CALLS FOR SERVICE



PART I OFFENSES 2017

			PERCENT
	2016	2017	DIFFERENCE
HOMICIDE	0	0	NO CHANGE
RAPE	28	35	25%
ROBBERY	14	25	79%
FELONY ASSAULT	54	45	-17%
BURGLARY	138	160	16%
THEFT	764	778	2%
TOTALS	998	1043	5.00%

STATISTICS

COMPARISON OF STOLEN PROPERTY

		2016	2017	% Difference
CURRENCY / CREDIT CARDS / CHECKS		\$ 221,069	\$ 334,195	51%
PERSONAL PAPERS (OL, SS card, ID card, car/house keys)		\$ 11,048	\$ 26,329	138%
JEWELRY		\$ 229,457	\$ 65,197	-72%
CLOTHING / FURS		\$ 13,373	\$ 15,978	19%
PURSES / WALLETS		\$ 11,569	\$ 4,497	-61%
HOUSEHOLD GOODS		\$ 12,570	\$ 26,332	109%
OTHER VALUABLES(stamp collection, sport card collection)		\$ 614	\$ 39,004	6252%
COMPUTER EQUIPMENT		\$ 17,929	\$ 40,947	128%
TV / RADIO / STEREO / CELL PHONES		\$ 37,394	\$ 44,237	18%
CD / AUDIO & VIDEO TAPES		\$ 6,305	\$ 2,461	-61%
SPORTS EQUIPMENT		\$ 2,046	\$ 7,301	257%
PHOTOGRAPHIC EQUIPMENT		\$ 1,327	\$ 3,562	168%
OTHER EQUIPMENT(lawn equip, snow blower, log splitter)		\$ 3,675	\$ 7,639	108%
TOOLS/BUILDING SUPPLIES		\$ 41,534	\$ 37,461	-10%
AUTO PARTS		\$ 13,729	\$ 12,132	-12%
CONSUMABLE GOODS		\$ 5,994	\$ 29,213	387%
MEDICATIONS		\$ 907	\$ 606	-33%
PETS / ANIMALS		\$ -	\$ 1,500	100%
SCHOOL SUPPLIES/OFFICE EQUIPMENT		\$ 1,270	\$ 2,031	60%
SERVICES		\$ 162	\$ -	-100%
AUTOS & OTHER VEHICLES		\$ 108,500	\$ 153,352	41%
BICYCLES		\$ 4,815	\$ 13,775	186%
FIREARMS		\$ 4,204	\$ 6,196	47%
OTHER WEAPONS(sword, BB guns)		\$ 1,841	\$ 1,697	-8%
MISCELLANEOUS		\$ 8,557	\$ 15,601	82%
VIDEO GAMES		\$ 11,331	\$ 11,434	1%
TOTAL LOSS		\$ 771,220	\$ 902,677	17%
*All percentages are rounded off.				

2017 ARRESTS, CITATIONS & SUMMONS

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		TOTAL
ARRESTS														
ADULT	72	83	90	89	97	76	115	105	111	103	105	102		1148
JUVI	9	8	2	4	4	2	0	8	6	2	1	2		48
TOTAL	81	91	92	93	101	78	115	113	117	105	106	104		1196
TRAFFIC CITATIONS														
ADULT	156	139	123	161	121	113	103	107	102	117	87	84		1413
JUVI	9	5	5	4	3	3	2	1	2	1	2	5		42
TOTAL	165	144	128	165	124	116	105	108	104	118	89	89		1455

*Unable to break down by gender. Sundance Reports unavailable.

TRAFFIC ENFORCEMENT SURVEY

The following is a breakdown of the traffic charges filed in the Wayne County Municipal and Juvenile Courts by the Wooster Police Department during 2017, with comparison to the year 2016.

VIOLATION	2016	2017
ASSURED CLEAR DISTANCE	166	119
CHILD RESTRAINTS	3	1
CRUISING	0	0
DRIVING UNDER INFLUENCE	153	109
DRIVING UNDER SUSPENSION	761	631
EQUIPMENT VIOLATIONS	21	10
EXPIRED OR MISSING VEHICLE PLATES	184	189
FAILURE TO CONTROL	86	74
FAILURE TO YIELD	55	74
FICTITIOUS PLATES	22	18
HIT / SKIP	22	20
IMPROPER LANE CHANGE	64	53
IMPROPER SIGNAL	14	14
IMPROPER TURN	38	58
JUVENILE PERMIT RESTRICTIONS	3	1
LOAD/WEIGHT VIOLATIONS	1	3
LOUD MUSIC FROM VEHICLE	0	1
NO OPERATORS LICENSE	161	166
PASSING	9	8
RECKLESS OPERATION	11	11
RIDE OUTSIDE VEHICLE	1	0
SCHOOL BUS VIOLATION	4	4
SEAT BELTS - DRIVER	53	29
SEAT BELTS - PASSENGER	4	1
SPEED	486	190
SQUEAL TIRES	3	5
STARTING/BACKING	71	65
TEXTING WHILE DRIVING	1	0
TRAFFIC CONTROL DEVICE	148	112
WRONG WAY-ONE WAY	3	4
MISC. OFFENSES	45	48
TOTAL	2593	2018



2017 TRAFFIC CRASHES

OFFICIAL					
	2013	2014	2015	2016	2017
JAN	57	57	65	47	58
FEB	56	47	52	60	43
MAR	49	49	44	45	45
APR	42	49	47	51	53
MAY	53	47	66	58	53
JUN	37	55	45	41	43
JUL	57	46	56	44	40
AUG	45	51	46	51	43
SEP	60	40	49	44	45
OCT	51	56	56	63	47
NOV	51	76	54	55	54
DEC	53	46	60	63	63
TOTALS	611	619	640	622	587

COURTESY					
	2013	2014	2015	2016	2017
JAN	0	1	3	1	2
FEB	0	2	3	3	1
MAR	1	3	1	0	5
APR	0	1	4	1	0
MAY	0	2	2	0	1
JUN	1	3	4	1	2
JUL	2	3	3	2	4
AUG	2	3	4	0	2
SEP	0	1	1	1	4
OCT	2	2	2	1	2
NOV	0	3	1	1	2
DEC	3	8	3	1	3
TOTALS	11	32	31	12	28

PERSONS INJURED					
	2013	2014	2015	2016	2017
JAN	12	8	7	9	17
FEB	5	4	10	10	8
MAR	6	10	9	8	8
APR	13	11	7	9	15
MAY	17	8	19	9	11
JUN	5	10	10	7	6
JUL	7	14	15	14	8
AUG	12	17	8	14	9
SEP	10	9	12	6	10
OCT	7	11	12	11	10
NOV	9	14	13	19	11
DEC	11	18	10	26	10
TOTALS	114	134	132	142	123
Fatal	0	1	2	0	1

PEDESTRIANS INJURED					
	2013	2014	2015	2016	2017
JAN	0	0	0	0	1
FEB	1	1	1	0	0
MAR	0	0	0	1	0
APR	0	2	0	2	0
MAY	0	1	0	0	2
JUN	0	0	1	0	0
JUL	2	0	1	0	0
AUG	1	0	0	0	1
SEP	3	2	1	0	1
OCT	0	2	0	0	4
NOV	4	1	0	0	1
DEC	0	1	0	0	2
TOTALS	11	10	4	3	12

Every Crash Tells A Story



PARKING ENFORCEMENT - 2017

MONTH	TICKETS ISSUED					FINES RECEIVED				
	2013	2014	2015	2016	2017	2013	2014	2015	2016	2017
JAN	112	115	170	233	229	\$2,640	\$1,890	\$3,170	\$3,450	\$3,770
FEB	113	125	143	161	302	\$2,150	\$2,460	\$3,110	\$3,510	\$3,990
MAR	135	172	0	316	272	\$3,050	\$3,070	\$860	\$3,810	\$3,790
APR	168	122	252	226	243	\$3,140	\$2,110	\$2,600	\$3,680	\$3,170
MAY	149	154	282	313	201	\$3,280	\$2,080	\$4,380	\$3,980	\$3,720
JUN	138	115	227	273	280	\$2,290	\$2,330	\$3,890	\$4,420	\$3,590
JUL	155	179	282	197	213	\$2,275	\$2,350	\$4,830	\$2,810	\$3,670
AUG	228	166	262	321	237	\$2,630	\$2,050	\$4,210	\$4,200	\$3,510
SEP	157	180	215	277	248	\$2,960	\$3,330	\$3,820	\$4,600	\$3,390
OCT	191	137	188	206	236	\$3,070	\$2,500	\$3,030	\$4,030	\$4,280
NOV	138	116	207	286	110	\$2,710	\$2,429	\$3,200	\$3,200	\$2,240
DEC	117	186	224	297	246	\$1,760	\$3,111	\$3,500	\$4,230	\$3,280
TOTALS	1801	1767	2452	3106	2817	\$ 31,955	\$ 29,710	\$40,600	\$45,920	\$42,400

The City of Wooster's downtown parking restrictions are enforced by one full-time parking enforcement officer. These statistics reflect how many tickets were issued solely by the Wooster Police Department's parking enforcement officer. The patrol officers will issue tickets after business hours if the need arises. The fines received is a grand total of all monies earned from parking tickets.



TRAINING

Providing professional law enforcement services to the community is a complex task. The duties of a police officer are challenging and constantly changing. The constant interaction between the police and community creates many opportunities, but also exposes the potential for liability. A well-educated, experienced police officer will increase our chances for success, while limiting our potential exposure to liability.

The Wooster Police Department actively seeks training opportunities for its personnel. Officers are selected to attend various training based on their current assignment, past schools attended, and the value of the class to the overall mission.



SCHOOLS ATTENDED DURING 2017

Chief Fisher	FBINAA National Conference Ohio Tactical Officers Association Conference (OTOA) Ohio Attorney Generals Conference Blue Courage, Trauma informed policing, Annual In-Service
Capt. Rotolo	Ohio Tactical Officers Association Conference (OTOA) FBINAA Re-Trainer, Force Science Institute Ohio Attorney General's Conference, Blue Courage, Trauma informed policing, Annual In-Service
Sgt. Bartolic	OTOA Conference, NTOA SRT Team Leader Course, Force Week Instructor, SRT Operator Course, Ohio Attorney Generals Conference, Blue Courage, Trauma informed policing, Annual In-Service
Sgt. Jewell	Performance Leadership, Ohio Attorney Generals Conference, Blue Courage, Trauma informed policing, Annual In-Service
Sgt. Nedoma	Ohio Tactical Officers Association Conference (OTOA), NTOA SRT Team Leader Course, Ohio Attorney Generals Conference, Blue Courage, Trauma informed policing, Annual In-Service
Det. Belcher	Force Science Institute, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Berry	Crisis Intervention Team Training, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Bremenour	OTOA Conference, SRT Operator Course, Drug Interdiction Training, Blue Courage, Trauma informed policing, Annual In-Service

Ptl. Burnett	Street Crimes Course, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Chuhi	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Coe	Field Training Officer School, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Crawley	Blue Courage, Trauma informed policing, WPD Investigations Course, Annual In-Service
Ptl. Cruise	Leadership Wooster, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Fatzinger	Blue Courage Instructor, CIT Dispatcher Instructor, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Festa	New K9 Handler Course, SRT Operator Course, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Fulk	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Hartzler	Crisis Intervention Team Training, Blue Courage, Trauma informed policing, WPD Investigations Course, Annual In-Service
Ptl. Heim	Medicolegal Investigation of Death, Blue Courage, Trauma informed policing, Annual In-Service

Ptl. Henderson	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Joppeck	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Kolek	Medicolegal Investigation of Death, OTOA Conference, SRT Operator Course, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Laskowski	Blue Courage, Trauma informed policing, Annual In-Service
Det. Lemmon	Force Science Institute, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Linz	Ohio Juvenile Officer Association Conference, Ohio School Resource Officer Conference, Blue Courage, Trauma informed policing, Annual In-Service
Det. McCloud	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. McConnell	Drug Interdiction Training, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Miller	ALICE Instructor, RAIDER Course, Blue Courage Instructor, CIT Dispatcher Instructor, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Mottayaw	Medicolegal Investigation of Death, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Ruggeri	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Saal	Street Crimes Course, Blue Courage, Trauma informed policing, Annual In-Service

Ptl. Shonk	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Teichmer	OTOA Conference, SRT Operator Course, Female Combat Firearms Course, Blue Courage, Trauma informed policing, Annual In Service
Ptl. Telquist	Medicolegal Investigation of Death, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Timko	Clandestine Lab Re-certification, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Trepal	SVAA Training, ALiCE Instructor, RAIDER Course, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. B. Waddell	Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Whitmore	OTOA Conference, SRT Operator Course, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Webber	Street Crimes Course, Marijuana Identification Course, Blue Courage, Trauma informed policing, Annual In-Service
Ptl. Zimmerman	Blue Courage, Trauma informed policing, WPD Investigations Course, Annual In-Service
All Officers	<ul style="list-style-type: none"> *Daily Continued Professional Training via Lexipol *Roll Call and newsletter Training *Other eOPOTA Courses *Use of Force Simulator Training *Firearms, Taser, and ASP Training

2017 Public Properties Maintenance (PPM) Division Annual Report

The City of Wooster PPM Division consists of 20 full time employees and six to ten seasonal employees.

Manager: Curt Denning

Supervisors: Andrew Guidetti, Jim Houser and Josie Hughes

Office Coordinator: Janell Cooper

Operators: Jason Boreman, Jeff Buck and Rick Thompson

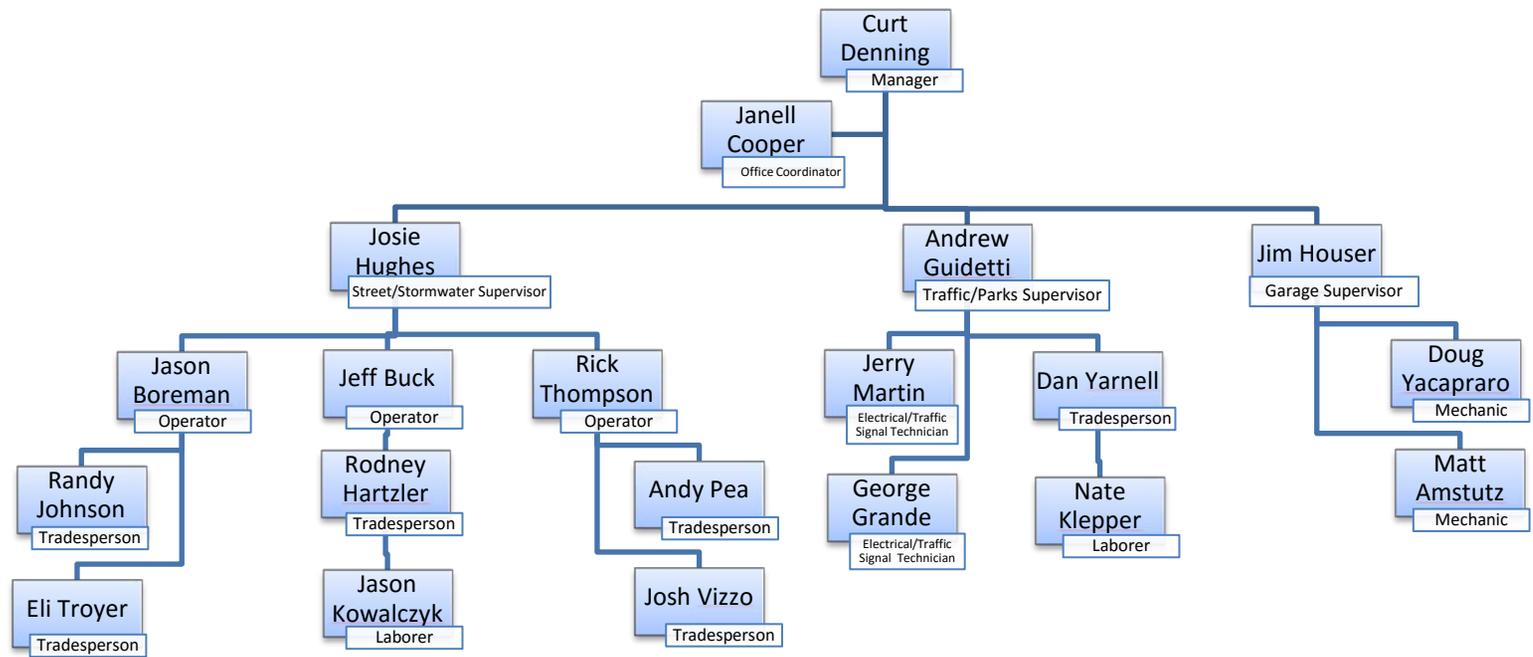
Electrical/Traffic Signal Technicians: George Grande and Jerry Martin

Mechanics: Matt Amstutz and Doug Yacapraro

Tradespersons: Rodney Hartzler, Randy Johnson, Andy Pea, Eli Troyer, Josh Vizzo and Dan Yarnell

Laborers: Nathan Klepper and Jason Kowalczyk





Executive Summary

2017 In Review

Public Properties Maintenance Division

PPM OVERVIEW

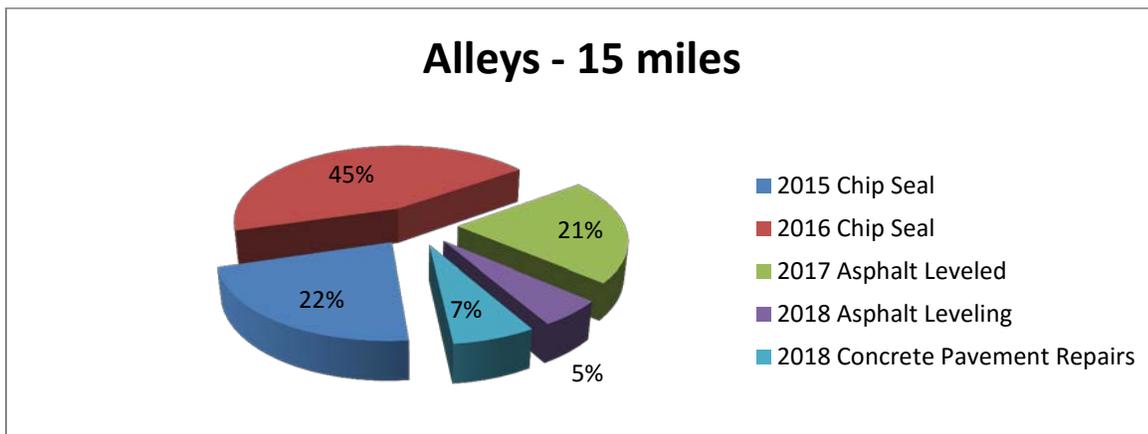
In 2017, the PPM Division was responsible for the maintenance of the following; Street Maintenance, Storm Water Drainage System, Parks, Urban Forestry, Public Properties, Traffic Signals, Signage, Pavement Markings, Electrical, and Fleet and Vehicle Maintenance. At PPM, our focus is to serve the citizens of the City of Wooster by providing: streets that are well maintained and safe for travel, parks to enjoy a picnic, get fit, have fun, play sports or just relax, and shade trees that are esthetically beautiful for all to admire. Providing these services at the highest level will preserve the quality of life all have come to appreciate residing in Wooster. All of this work is performed by a dedicated and hard-working staff of 20 employees.

STREET MAINTENANCE, SNOW/ICE CONTROL, STORM WATER DRAINAGE, LEAF COLLECTION:

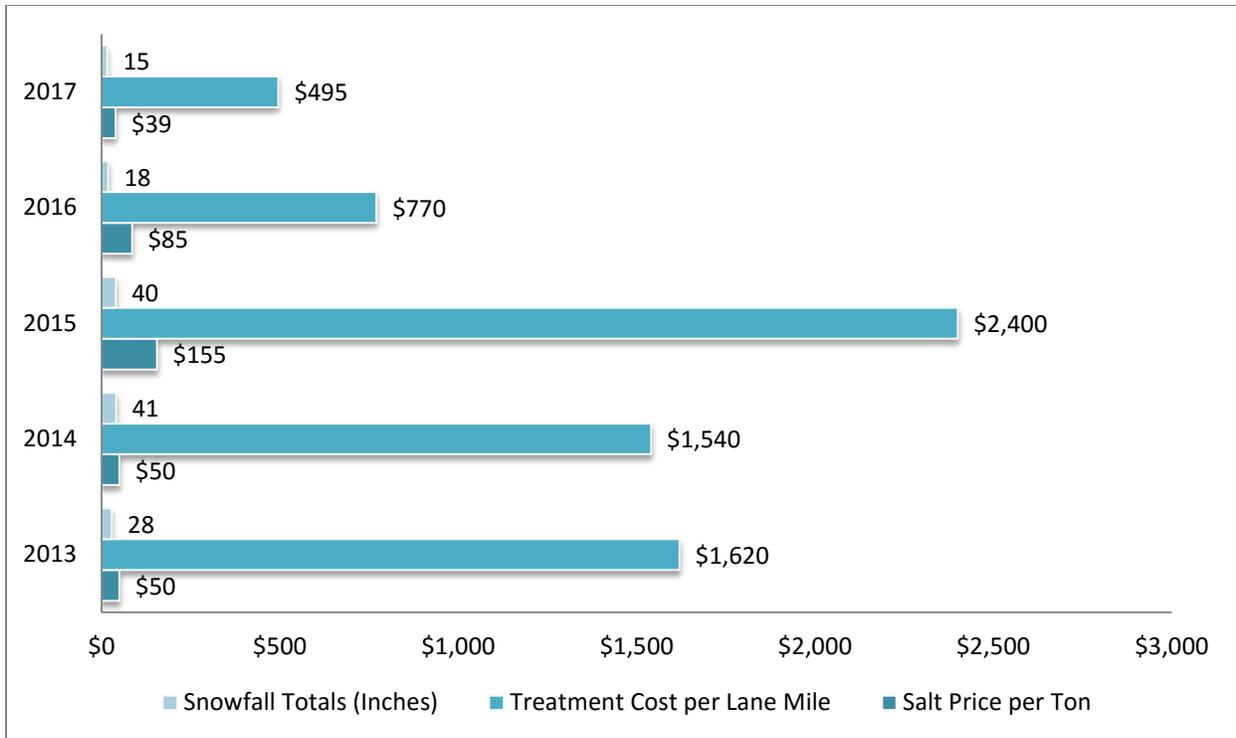
Throughout the year, PPM is charged with the maintenance and repair of all of the city's streets, highways and alleys. Snow/Ice Control is very important to our operations, so keeping the roadways safe for travel is taken very seriously and can be taxing to our workforce especially storms that come back-to-back. Maintaining the Storm Water Drainage System keeps our staff very busy throughout the year and it is crucial to have a properly operating system during the heavy rain seasons. When leaves begin to fall, each year our City crews can plan on spending at least seven weeks completing the operations.

STREET MAINTENANCE: With 300 lane miles of roadway to maintain, approximately 4500 potholes were filled with our Dura-patch machine and hand applied HPM asphalt (cold mix) by the City maintenance crews. PPM replaced approximately 150 cubic yards of deteriorated concrete in many streets

throughout the City. Preventative maintenance is very important to preserving the conditions of our roadways with 4.6 miles of improved and unimproved (no curbs) residential streets were resurfaced, 3.2 miles of alleys were asphalt leveled in the N.E. quadrant of the City and 3.0 lane miles of roadways were chip sealed. Many of these streets and alleys had not had any type of preventative maintenance in many years. Also, as part of our preventative maintenance, crack sealing of control joints in the concrete pavement and longitudinal/traverse cracks in the asphalt pavements is essential. Filling these cracks prolongs the pavement life for many years. In 2017, PPM contracted this work out and over 160,000 linear feet of cracks were filled.

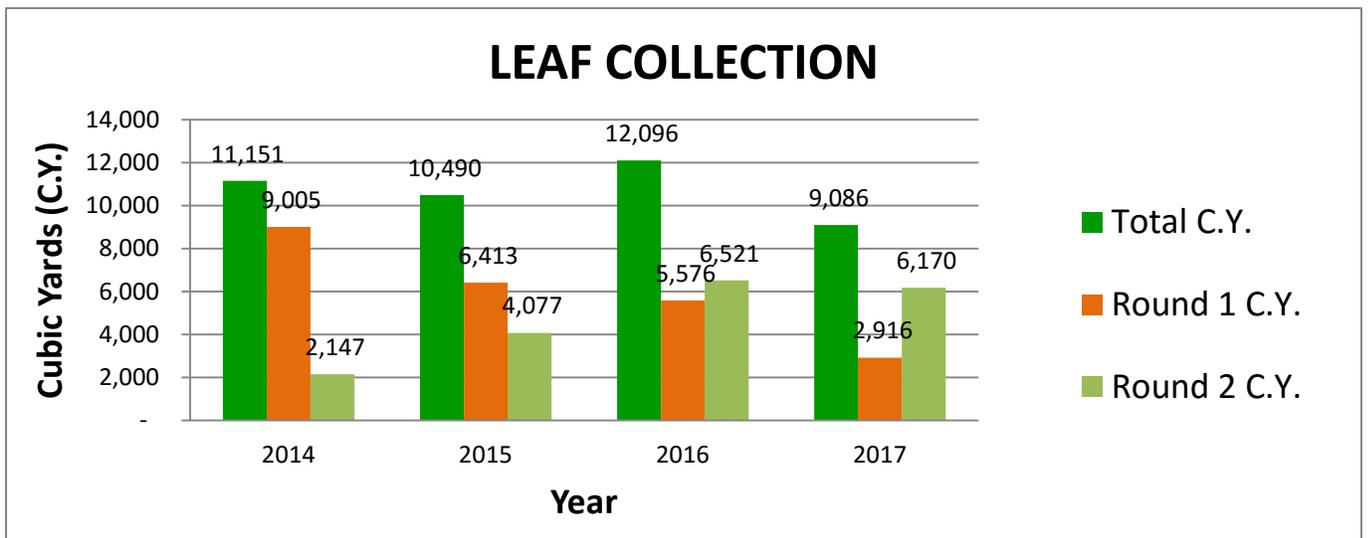


SNOW/ICE CONTROL: With the milder temperatures, in 2017, and a decrease in average snowfall, we still dedicated over 950 man-hours clearing our streets of snow and ice. Clearing snow and ice off of over 270 lane miles inside the corporation limit for each round of routes takes on average eight hours once the snow stops. PPM applied nearly 3200 ton of rock salt throughout the winter season. With salt prices at \$38.89/ton, a total of \$125,000 was spent on salt alone.



STORM SEWER: A major part of our departmental responsibility is to maintain our storm water drainage system which includes storm sewer inlets. During the winter and spring months, our PPM crews were able to inspect and clean each inlet throughout the entire City. The cleaning and inspection of inlets accounted for more than 300 man-hours. City owned storm sewers and roadway culverts are repaired and/or replaced each year and this year was no exception. City crews made repairs and replacements to 57 inlet locations throughout the City. We spent another 300 operational hours sweeping streets. The majority of the 250 curb miles were swept collecting 426 ton of sweepings and inlet debris. The debris was hauled and disposed of at an approved Ohio Environmental Protection Agency landfill.

LEAF COLLECTION: PPM employees with temporary staffing help collected 673 loads of leaves with our leaf trucks this season. This is enough leaves (9085 C.Y.) to fill a standard size basketball court 53 feet high or a football field 4.25 feet high or approximately 40,000 loosely filled waste containers that are used for residential curbside pickup. This leaf collection season accounted for more than 3800 man-hours and 33 workdays to complete.



PARKS and URBAN FORESTRY:

PPM is responsible for the maintenance of nearly 700 acres of designated park lands throughout the City, including 328 acres at Wooster Memorial Park. With close to 3700 shade trees that are growing in the tree lawn (area between the street and the sidewalk) our crew spends approximately 3000 man-hours pruning, trimming, removing and planting new trees each year.

PARKS: At PPM, we perform all of the routine maintenance responsibilities that are associated with the parks like: trash removal, playground inspections and repairs, building and structure repairs, tree maintenance, parking lot maintenance and planting new foliage along with other improvements when time allows. In 2017, 100% of our public properties and parks lawns were maintained under a contractual mow agreement.

Many upgrades and improvements were made to our parks 2017. The following list illustrates most of the major items at Christmas Run Park: Restroom Renovations, two new basketball courts, six new pickleball courts, and asphalt resurfacing in front of the swimming pool area. Other things completed in our parks include: Freelander Park pond drive was asphalt resurfaced, Schellin Park basketball court was seal coated and striped. In 2017, the City was fortunate again to have many volunteers from local churches, College of Wooster, and many service groups throughout the area work in our parks performing tasks like: spreading playground mulch, painting restrooms, picking up fallen branches and litter. We continue to partner with the Friends of Wooster Memorial Park maintaining its 328 acres. We again contracted with Service Master to clean and maintain our restroom facilities in all of our parks four days per week and are planning to continue to do the same in the future.

URBAN FORESTRY: A name change from Shade Tree to Urban Forestry occurred in 2017 to align with more areas of influence including all parks and City owned properties. The City maintains 3,700+ shade trees in the City's tree lawns along with the thousands of parkland and forest trees in the City. These need to be maintained to keep them healthy and off of our roadways. 2017 marked the 41st Anniversary of being recognized through the National Tree City USA program. We are extremely proud of this accomplishment. To finish 2017, the City planted 148 trees in late fall to offset the natural decline in our canopy. Urban Forestry is also responsible for the City's landscape beds in the Downtown area of the City and the plantings of the downtown planter boxes and hanging baskets.

CITYWIDE DIVISIONAL AND PUBLIC ASSISTANCE: We also support community events such as the July 4th fireworks and events downtown like WoosterFest, Window Wonderland, summer concerts, and races. We provide barricades and traffic control for marathons, parades, cruise-ins and Farmers Market as well as staffing equipment for the Library’s annual “Touch a Truck” program. The PPM Division worked with over 100 volunteers, in 2017, on 3-4 occasions in various locations throughout the City. PPM transported and set-up the Community stage for 12 events in 2017.

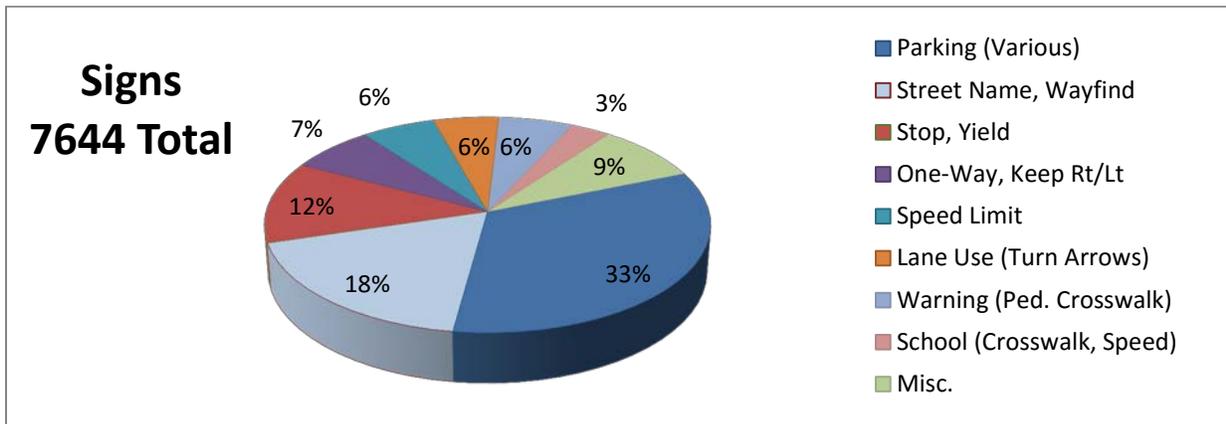
TRAFFIC SIGNALS, SIGNS, DOWNTOWN LIGHTING, PAVEMENT MARKINGS,

ELECTRICAL and OUPS LOCATION MARKING

The traffic/sign department consists of two electrical/traffic technicians and half time Supervisor. The work done in 2017 was done in an efficient manner throughout the City, as well as the daily duties of this department. The daily duties consisted of ordering materials, housekeeping of vehicles and office, meetings, logging of hours and jobs, snow plowing/salting and training. Other duties include assisting community workdays and community events by: setting out barricades for events, special event signage, downtown banners, Christmas decorations – lights, silhouettes, wreaths, etc.

TRAFFIC SIGNALS: The traffic department maintains and services 59 intersections and eight flashing sign groups throughout the City of Wooster. This includes the duties of emergency calls, cleaning signals and cabinets, replacing filters, replacing burnt out lamps/LEDs, verifying timings, programming (if needed), the annual certifications of the components and replacing any component that fails. Duties also include troubleshooting, verifying communication to controllers, battery rotation for UPS systems, reviewing plans for the Engineering department and communication/ coordination with contractors.

SIGNS: In 2017, a total of 484 signs were replaced due to falling below the minimum retro-reflectivity standards, damaged or stolen. Of the signs replaced; 81 stop signs, 11 yield signs, 268 speed limit, 206 parking, nine one-way, 11 lane use, 23 warning and 50 street name. About 90% of all these signs were made in our sign shop. The average savings to make each sign versus purchasing them is approximately 25% savings.



Pavement Markings: In 2017, PPM performed line striping throughout the City. With City personnel and equipment, we painted 54 miles of yellow centerline and 3 miles of white edge line. Also, street painting or thermal plastic installation consists of railroad crossings, school crossings, crosswalks, turn arrows, stop bars, channelizing lines, curb-lines, and center-lines was performed in various locations and intersections. The thermal plastic material alone equated to just over \$20,000.00 spent.

ELECTRICAL: As well as the traffic, signage, painting, and lighting this division also will take care of the City's electrical issues. The duties will include any remodel projects, additional devices needing installed, interior lighting issues, and any electrical related service calls. The electrical work provided by our division last year included work in the parks pavilions, Fire Station 3 – parking lot, Community Center, pickleball court lighting, and the downtown outdoor outlets.

DOWNTOWN PARKING: Part of our preventative maintenance program, in 2017, PPM milled and filled five major areas in the drive lanes of the South Buckeye Street Parking Lot.

OUPS: As a division, we are responsible for marking all of the City's electrical and signal wire that is buried underground. We received 2767 tickets in 2017, all requiring a response, out of that 120 needed to be physically marked.

FLEET and VEHICLE MAINTENANCE GARAGE

The Fleet and Vehicle Maintenance Department consists of a supervisor and two mechanics with job duties that include maintaining and repairing over 270 pieces of equipment that the City of Wooster owns. This covers all divisions of the City. The Fleet Maintenance staff is also the primary source of researching and seeking bids and/or quotes on nearly all of the maintenance vehicles and equipment for purchase.

The following list below highlights a few of the areas in which our maintenance team utilizes their expertise:

- Approximately 1200 man-hours were spent performing regular maintenance/service. This includes oil changes, tune-ups, belts, coolant exchange, etc. When a vehicle is brought into the facilities to be serviced, it is given a total safety and overall mechanical check. Many of the vehicles maintenance issues are detected and repaired during this process to protect our fleet investment and to provide the safest and most efficient fleet we can.
- Approximately 1000 man-hours were spent performing drive train repairs. This includes tire replacement/repairs, transmission service/repairs, wheel bearings, shocks, springs, etc. Our department stocks many of the standard tires in house for quick tire change and or replacement

on vehicles like our police cars and maintenance trucks. This lessens down time that the vehicle is off the road and out of service.

- Approximately 700 man-hours were spent on performing electronic repairs. This includes installation of new equipment in Police cars, (cameras, radios, lights, etc.) Also the install and repair of emergency and safety lighting on other divisions' equipment, etc. Our installer is often called by the equipment vendors to seek information on how to install or program their own equipment. Installing of electronics often requires taking out dashboards, ceiling headers, truck liners and vehicle panels to run wiring and custom install hardware. Many of the mounts and brackets needed are custom fabricated in house to meet the specific need of the install.
- Approximately 400 man-hours were needed to repair to brakes. This includes complete brake jobs, replacement of brake lines, A.B.S. sensor replacement, master cylinder replacement, etc. Vehicles like our police cruisers that have high speed capability and hard braking potential need constant monitoring and maintenance. Vehicle safety for our police cars is kept in house so as to assure that they are being maintained for not only our officers' safety, but that of the public. Many of our larger trucks and loaders haul heavy loads under adverse conditions and proper braking is a safety essential.
- Over 200 man-hours were spent doing hydraulic repairs to snowplows and other heavy equipment used by PPM and Utilities. Also included in these man-hours is the fabrication of needed parts or welding work to repair components. This includes repairs to trailers, dump beds, backhoe buckets, brackets for lights/radios, etc. The ability to fabricate parts in our shop enables us to do custom installs on police and fire units. It allows us to extend the life of equipment by remanufacturing parts to keep a unit operational and it saves us time and money in not having to go to an outside source to have a custom piece built.

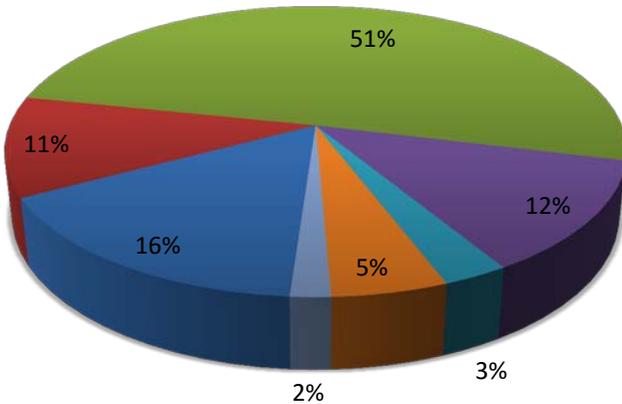
Our mechanics also serve in other capacities within the PPM Division which includes snowplowing and ice control. Since we have no true parts department or parts manager, our mechanics are also responsible for stocking and obtaining their own parts from our in stock inventory. Our mechanics also attend safety and staff meetings, clean their garage area and do research to better understand needed repairs and or processes.

With 640 work orders completed by our two mechanics in 2017, we outsourced many items that we either did not have the time to work on or that we felt could be done at less expense then doing them in house. Some repairs require specialized tooling that would not be cost efficient to purchase for a one time repair. Some repairs can be done via outsourcing cheaper simply due to the fact that there are facilities that specialize in this service and through repetition and volume can do the work for less than we can. Some of the repairs and fabrication builds that we had contracted out include:

- Truck Sales and Service (International) - \$20,000
- McCune Welding, Inc. - \$26,000
- Okey's Alignment - \$2000
- Diesel Controls - \$5000
- Pallotta Ford - \$3000

Garage Work Orders Totalled \$449,000

- Police
- Fire
- PPM - Street, Storm Water, Traffic, Parks
- Outsourced Work
- Water - Plant, Dist, Meters
- Sewer - Plant, Collection
- Rec/Comm, Planning, Bldg Stds, Finance, Admin, Eng, IT



Administrative Support

Office Duties:

- Daily customer/vendor contacts through phone, email and in person exceed 25 per day.
- 444 purchase orders were entered that spread out across over 330 vendors and 30 different cost centers. This involves the processing of over approximately 1,000 invoices annually.
- Justified the Santmyer commercial fuel accounts for the entire city fleet including fuel cards and maintained employee PIN numbers. (62 individual reports reconciling on average 100+fuel transactions from 25 different divisional payment sites) Paying out \$163,268.57
- Paid out \$14,215.41 in off-road fuel for 191 annual transactions to Santmyer.
- Maintain license plates and registrations for the 226 City vehicles (215 City and 11 Hospital) and trailers from 20 departments including the Hospital with the BMV.
- Keeping the City's asset insurance records for the 226 City vehicles and trailers for the City's insurance carrier.
- Payroll tracking and processing for 20 fulltime employees, 7 seasonal employee (summer help) and 2 temporary employees during leaf season.
- Documented and processed 97 truckloads (2200.64 ton) of road salt into inventory.
- Tracks and recorded 640 work orders for Garage reimbursements to 18 City divisions, totaling \$448,908.14.
- Approximately 500 weigh slips were justified to process nearly 4700 ton Bituminous Asphalt in the amount \$261,000.00
- We also process credit card transactions and employee reimbursements throughout the year.

Summary report of the PPM Department by Curt Denning, PPM Manager

Public Properties Maintenance Division – 2017 Mission, Goals and Their Attainment

&

2018 Mission and Goals

City Mission: The mission of the City of Wooster is to partner with our community to deliver services, conserve resources, protect the quality of life, and plan for the future. We will endeavor to accomplish this mission in the most efficient and fiscally responsible manner possible, and in accordance to the core values listed below.

PPM Mission: *The mission statement of the PPM Division is through a cost-effective manner, provide essential City services, leisure opportunities and community beautification while enhancing the quality and safety of our city, to make Wooster a place that we can be proud to call home.*

CORE VALUES

Accountability - We accept responsibility for our personal and organizational decisions and actions while delivering cost effective and efficient services with the objective of doing our work right the first time.

2017 PPM Goal: To ensure the personnel that are employed are working to their fullest potential and completing the jobs and tasks which are assigned to them each day in a prolific manner.

1. Tracked work on a daily basis with weekly/monthly planning of projects and tasks performed.
 - a. *Listed projects/tasks and monitor progress by each department; Street, Park, Traffic, Shade Tree and Fleet and Vehicle Maintenance*
2. Planned projects from the managerial staff that assisted in the work performed for the employees in the field.
 - a. *OUPS was notified prior to digging (if needed)*
 - b. *Materials for the project were ready prior to starting project*
 - c. *Projects were explained to the personnel/crews*

3. Notified the residents of snow and ice removal operations.
 - a. *With the use of emails and other social media's such as Facebook and Twitter we notified a mass amount of people quickly.*

2018 PPM Goal: To ensure the personnel that are employed are working to their fullest potential and completing the jobs and tasks which are assigned to them each day in a prolific manner.

1. Track work on a daily bases with weekly/monthly planning of projects and tasks to be performed.
 - a. *List projects/ tasks and monitor progress by each department; Street, Park, Traffic, Shade Tree and Fleet and Vehicle Maintenance*
2. Plan projects from the managerial staff that will assist in the work to be performed for the employees in the field.
 - a. *OUPS will be notified prior to digging (if needed)*
 - b. *Materials for the project will be ready prior to starting project*
 - c. *Projects will be explained to the personnel/crews*
3. Notifying the residence of snow and ice removal operations.
 - a. *With the use of emails and other social media's such as Facebook and Twitter we continue to notify a mass amount of people quickly.*

Continuous Improvement - We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.

2017 PPM Goal: Strengthen the ability of our staff to make decisions and promote ideas. This can be accomplished through training, regular staff meetings and a departmental policy of seeking employees input into the work they perform.

1. Trained, equipped and empowered our staff to make pertinent decisions regarding their daily task assignments
 - a. *Employees received monthly staff meetings that included safety briefings. Several employees attended specific trainings such as playground safety, confined space digging, high voltage electrical line safety and work zone set up.*
2. Researched and tested new equipment and products to better utilize our work force
 - a. *We continued to research alternatives to improve on how we currently collect leaves. The focus was to improve services in a better timely manner to the residents.*
3. Looked for the most cost effective and reliable local resources to contract work where possible, freeing our staff to focus on critical functions.
 - a. *We continued to contract most of the tree plantings throughout the City and 95% of the larger tree trimming and removal work with local vendors.*
 - b. *We continued to contract 100% of the park mowing and trimming.*
 - c. *Larger paving projects were contracted out once again in 2017.*

2018 PPM Goal: Strengthen the ability of our staff to make decisions and promote ideas. This can be accomplished through training, regular staff meetings and a departmental policy of seeking employees input into the work they perform.

1. Train, equip and empower our staff to make pertinent decisions regarding their daily task assignments
 - a. *Employees will receive monthly staff meetings that include safety briefings. Several employees will attend specific trainings such as playground safety, confined space digging, high voltage electrical line safety and work zone set up.*
2. Research and test new equipment and products to better utilize our work force
 - a. *We will be researching alternatives on which we currently collect leaves. The focus would be to improve services in a better timely manner to the residents.*
3. Look for the most cost effective and reliable local resources to contract work where possible, freeing our staff to focus on critical functions.
 - a. *We will be contracting most of the tree plantings throughout the City and 90% of the larger tree trimming and removal work with local vendors.*
 - b. *We will continue contracting the park mowing and trimming, like in years past.*
 - c. *Larger paving projects will be contracted out once again in 2018.*

Environment - We are concerned about our natural, historic, economic and aesthetic resources and endeavor to enhance their sustainability for future generations.

2017 PPM Goal: To monitor closely all work as to its effect on the environment and take all industry standards to protect the environment as we accomplish our goals. We will continue to develop our open space properties while managing and protecting our urban forest and parks.

1. Promoted and managed our urban forest to its maximum providing water run off control, carbon sequestration and aesthetic beauty
 - a. *We planted approximately 150 new trees throughout the year to offset the natural decline in our canopy and for the 41st year in a row we also celebrated this achievement by hosting the Northeast Ohio Tree City USA Ceremony program.*
2. Continued to address area of concerns in the Storm Water Pollution Prevention Plan
 - a. *Citywide sweepings were performed throughout the year with downtown sweepings occurring every other Friday from May thru October. PPM collected and properly disposed of 426 ton of debris and litter.*
 - b. *Storm Water Training Meeting was conducted regularly to ensure we are complying with the Storm Water Pollution Prevention Plan.*

2018 PPM Goal: To monitor closely all work as to its effect on the environment and take all industry standards to protect the environment as we accomplish our goals. We will continue to develop our open space properties while managing and protecting our urban forest and parks.

1. Promote and manage our urban forest to its maximum providing water run off control, carbon sequestration and aesthetic beauty
 - a. *We will continue to plant approximately 200+ new trees throughout the year to offset the natural decline in our canopy and for the 42nd year in a row will be working to achieve the accreditation and recognition through the national Tree City USA program.*
2. Continue to address area of concerns in the Storm Water Pollution Prevention Plan
 - a. *Quarterly citywide will sweepings will be done throughout the year with downtown sweepings occurring every Friday from May thru October.*
 - b. *Safety meetings will be conducted with the assistance from the City's Engineering Division to ensure we are complying with the Storm Water Pollution Prevention Plan.*

Honesty & Integrity - We set high standards for our personal, professional and organizational conduct and act with integrity as we strive to attain our mission.

2017 PPM Goal: To foster the importance of honesty and integrity to all of our staff no matter the significance of the situation.

1. Through leadership training and building accountability within the employees we conveyed to our staff the importance of working to accomplish the most efficient and effective ways in performing projects or tasks.
2. As a division our employees looked at the management team for guidance. The management team was honest with their employees even in difficult times. In dealing with the public we carried ourselves in a professional and courteous manner. By doing these types of things our integrity was demonstrated to others.

2018 PPM Goal: To foster the importance of honesty and integrity to all of our staff no matter the significance of the situation.

1. Through leadership training and building accountability within the employees convey to them the importance of working to accomplish the most efficient and effective ways in performing a project or task.
2. As a division our employees will look at the management team for guidance. The management team must always be honest with their employees even in difficult times. In dealing with the public we must always carry ourselves in a professional and courteous manner. By doing these types of things integrity will shine through to others.

Respect - We are honest and treat our coworkers and the public with courtesy and dignity.

2017 PPM Goal: Be transparent in all we do, provide the public and our employees with open communications, factual information and timely responses.

1. Treat the public and our internal departmental customers with respect
 - a. *We worked closely and provided all the assistance we could to every internal and external department that requested our assistance. We directly addressed our public on a daily basis and whenever possible worked to a resolution that satisfies their concerns.*
2. Whenever possible lessen the impact on the community in our work zones and projects while maintaining efficiency and cost effective measures
 - a. *When working in the roadways we were conscience about not disrupting traffic patterns and if roadways need to be closed we gave as much notice as possible to the public through the radio, newspaper, Facebook and the City's website.*

2018 PPM Goal: Be transparent in all we do, provide the public and our employees with open communications, factual information and timely responses.

1. Treat the public and our internal departmental customers with respect
 - a. *We will work closely and provided all assistance we can to every internal department that has requested us. We will directly address our public on a daily basis and whenever possible working to a resolution that satisfies their concerns.*
2. Whenever possible lessen the impact on the community in our work zones and projects while maintaining efficiency and cost effective measures
 - a. *When we are working in the roadways we will be conscience about not disrupting traffic patterns and if roadways need to be closed we will give as much notice as possible to the public through the radio, newspaper, Facebook and the City's website.*

Safety - We use education, prevention and enforcement methods to protect life and property in our business and residential neighborhoods, and maintain our infrastructure and facilities to provide a safe environment in which to live and work.

2017 PPM Goal: Provide continual training opportunities for our staff and ensure the required safety equipment is in place and being properly used. Respond in a timely manner to all issues regarding safety on our streets, and in our parks and buildings.

1. Provide training such as competent person, confined space and work zone safety to protect our employees and the public.

a. Staff was sent to or provided training in Competent Person, Confined Space, and LTAP Work Zone along with monthly staff meeting presentations on subjects like equipment safety, snow and ice and heat stroke.

2. Respond quickly to any safety situation we are made aware of such as pot holes or playgrounds.
 - a. Potholes were placed on a list as soon as they are called in or reported. This list is checked daily and all major reports or damage claim sites are repaired in the less than 24 hours. All other reports are systematically handled for efficiency to repair them as quickly as possible as time permits. Playground repairs are reported daily to our staff for a review and recommendation on repair. Safety repairs are either handled immediately or are cautioned off or removed for public safety.*
3. Never compromise safety for budgets or efficiency.
 - a. We have safety training and classes for our staff whenever we felt they fit our work situation. Our office Account Clerk serves as vice-chair of the City's safety committee in order to better relate to the overall city program and need.*

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3. Never compromise safety for budgets or efficiency.
 - a. We will continue to provide safety training and classes for our staff whenever we feel they fit our work situation. Our office Account Clerk serves as vice-chair of the City's safety committee in order to better relate to the overall city program and need.*
4. *Designate on person within the Division to coordinate/perform/track all work force safety and material handling safety for 2018.*

Stewardship - We understand our responsibility to use public funds wisely. We have been entrusted to deliver services and make decisions that faithfully apply the citizen's dollars to meet their needs.

2017 PPM Goal: Look for the most cost effective means of accomplishing our goals and objectives while providing the expected levels of service required. Look for new and innovative ways of maintaining our City assets that will save money and provide higher quality levels of service.

1. Managing our greatest asset, our people to maximize productivity
 - a. We gave our staff definitive directives on how maintenance needs to be performed. This speeds the process because there is no planning element involved for the staff. Our efficiency is maximized by using this method and we continued to obtain staff ownership and responsibility of our functions.
2. Acquire competitive bids and quotes, research costs and use the State purchasing system where possible to get the most value
 - a. *In 2017, we continued to purchase all of the supplies, materials and services that were the most beneficial to the City.*
3. Monitor our winter salt usage on City streets through an effective partnership with Safety Services and proper calibration of our equipment.
 - a. *With the mild winter in 2017 the amount of salt needed drastically decreased from prior years. We continued to work with WPD on call-in responses to snow and ice issues.*

2018 PPM Goal: Look for the most cost effective means of accomplishing our goals and objectives while providing the expected levels of service required. Look for new and innovative ways of maintaining our City assets that will save money and provide higher quality levels of service.

1. Managing our greatest asset, our people to maximize productivity
 - a. We will give our staff definitive directives on how maintenance needs to be performed. This will speed the process because there is no planning element involved for the staff. Our efficiency will be maximized by using this method and we will continue to obtain staff ownership and responsibility of our functions.
2. Acquire competitive bids and quotes, research costs and use the State purchasing system where possible to get the most value
 - a. *In 2018, we will continue to purchase all of the supplies, materials and services that will be the most beneficial to the City.*
3. Monitor our winter salt usage on City streets through an effective partnership with Safety Services and proper calibration of our equipment.
 - a. *With the cost of salt this year being under \$40.00 per ton we anticipate a significant savings to our overall cost of Snow/Ice Control. We will continue to work with WPD on call-in responses to snow and ice issues.*
 - b. *With the use of liquid de-icing on two of our salt trucks we should begin to see the effectiveness of the product and to decrease the amount needed to treat the roadways.*

Trust - We realize the perception of our organization is dependent upon the public's confidence in our commitment to our core values and to openly communicating with the public and each other by soliciting feedback and sharing information to achieve our goals.

2017 PPM Goal: Through media outlets like Facebook and the Daily Record provide up to date and pertinent information to the public. Provide facility tours and talks on PPM's role and responsibilities to any citizen our group who would request it.

1. Continue with media such as "Snow Watch" emails and expand its use to cover projects and major programs such as leaf pick up
 - a. *Snow Watch email provided a clear communication line between all safety services, the Administration, press and Dispatch. We also utilized Facebook to report snow conditions, street work and closures and road conditions.*
2. Open our operation to the public at every opportunity.
 - a. *We continued to meet regularly as a Parks and Recreation Commission, Traffic Commission, Urban Forestry Commission as well as the Friends of Wooster Memorial meetings. The Wooster Citizen Government Leadership Academy was a tremendous success again. The WCGLA gives citizens and business persons an in depth view of the operations at PPM.*

2018 PPM Goal: Through media outlets like Facebook and the Daily Record provide up to date and pertinent information to the public. Provide facility tours and talks on PPM's role and responsibilities to any citizen our group who would request it.

1. Continue with media such as "Snow Watch" reports and expand its use to cover projects and major programs such as leaf pick up
 - a. *Snow Watch will continue to be utilized for clear communication line between all safety services, the Administration, press and Dispatch. We will continue to utilize Facebook reporting snow conditions, street work and closures and road conditions.*
2. Open our operation to the public at every opportunity.
 - a. *We will meet regularly as a Parks and Recreation Commission, Traffic Commission, Shade Tree Commission as well as the Friends of Wooster Memorial meetings. In 2018, plans are being made to continue the third class of the Wooster Citizen Government Leadership Academy which will allow citizens and business persons an in depth view of the operations at PPM.*

City of
Wooster
RECREATION



2017
Annual Report



City of *Wooster* **RECREATION**

Core Functions

- Quality of Life
- Health and Wellness
- Information Resource
- Accessibility for All

Missions

- The mission of the Wooster Recreation and Community Center Division is to enrich the lives of our community members through parks, programs and play!
- Motto: Wooster Recreation . . . for the kid in all of us!

Major Accomplishments

- Bike Committee – transitioned leadership from city to committee members as planning progresses to outside of City limits.
- Background Checks for Volunteers – instituted a new and more thorough system for our youth programs.
- Transportation – partnership with Community Action Wayne/Medina has significantly improved the transportation options for Wooster citizens.

Major Projects Completed

- Replaced most of the flooring at the Community Center. Huge improvement!
- Refurbished all out buildings at Freedlander Pool. This included new roofs and paint.
- Purchased and installed ADA lifts at Christmas Run Pool and Freedlander Pool.
- Rebuilt Christmas Run pool filtration system.
- Painted locker room floors Christmas Run Pool and Freedlander Pool.

Goals Achieved in 2017

- Online registrations account for 16% of our total transactions.
- Provided more options for Drop-In registration which has proved successful for adding new class members.
- Facebook page likes increased by 466. That's up from 807(2016) to 1273 (2017).
- Utilized electronic sign for program marketing and city wide announcements.
- Published Youth Sports and Activities Guide contact page on our website for parents looking for contact information for sports organizations in and around Wooster.
- Worked with PPM to get additional pavilions available for reservation.
- Collaborate with Police to put on the Woo Hoops for Unity event.
- Transportation contract with Community Action of Wayne/Medina Counties.
- AARP provides free tax aide for local citizens regardless of age or income level.



City of *Wooster* **RECREATION**

- Wayne County Humane Society holds “Paws in the Park Pawty” at Freedlander Park to promote pet safety and awareness.
- Wooster Healthy Living partnership with community agencies and businesses to promote health and wellness opportunities in our community.
- Partner with Wooster YMCA to staff our aquatic facilities and make the Natatorium available for City of Wooster pool pass holders during the Summer months.
- Contract with Wooster Soccer Association, Wooster Summer Baseball and Wooster Girls Fastpitch, just to name a few, to provide recreational opportunities for our community youth.

Goal & Objectives for 2018

- Services
 - Promote public access to online membership.
- Data Driven Decision Making
 - Provide innovative and flexible programming to meet the changing needs of the community.
- Public Education/Informational Outreach
 - Social Media- Continue to use social media (Facebook and Twitter) to educate and market programs to the general public.
 - Educate the public about availability of online registration and reservations.
 - Use creative forms of publicity and take advantage of the many available free advertising resources. These resources include local media (cable, radio and print) along with City databases.
 - Collaborate with area organizations on an all-encompassing community guide/activity brochure.
- Promotion of Internal Cooperation
 - Continue to work with other departments to help conserve resources:
 - PPM – pavilion reservations, maintaining facilities.
 - IT – membership card scanner for fitness center, office computers.
 - H.R. – background checks, seasonal staff, volunteers.
 - Finance –aligning procedures and staff training.
 - Police – pool walk-throughs, monitor programs.
 - All Departments – loan equipment, tables, chairs for special functions.
- Promotion of Efficiency and Cost-Effectiveness
 - Partnerships with community agencies/organizations.
 - Contract with community agencies/organizations.
- Measurable and Attainable Initiatives
 - Provide quality recreational opportunities in the most cost-effective manner.



City of Wooster RECREATION

Economic Impact

By calculating the 2017 Estimated Economic Impact of Wooster Recreation Basketball and Soccer programs, we are able to approximate total visitor spending in the City of Wooster. Estimated Economic Impact = Non-Resident participants x \$ spent per family x days of participation **Formula Reference – 2011 Ohio Economic Impact Study by the Tourism Ohio Day and Overnight Spending*

Basketball (Preschool – 6th Grade)

Participants = 1,234
 Estimated Spectators per Participant = 4
Visitors = 4,936 per day
 Est \$spent = \$10/person; \$50/family
 Days of Participation = 10
Total Estimated Impact = \$617,000

Soccer (High School Summer)

Participants = 900
 Estimated Spectators per Participant = 4
Visitors = 3,600 per day
 Est \$spent = \$10/person; \$50/family
 Days of Participation = 6
Total Estimated Impact = \$270,000

Soccer (Rec/Travel – Fall & Spring Seasons)

Participants = 2,365
 Estimated Spectators per Participant = 4
Visitors = 9,460 per day
 Est \$spent = \$10/person; \$50/family
 Days of Participation = 8
Total Estimated Impact = \$946,000

Soccer (Winter Futsol & Indoor Training)

Participants = 319
 Estimated Spectators per Participant = 4
Visitors = 1,276 per day
 Est \$spent = \$10/person; \$50/family
 Days of Participation = 7
Total Estimated Impact = \$111,650

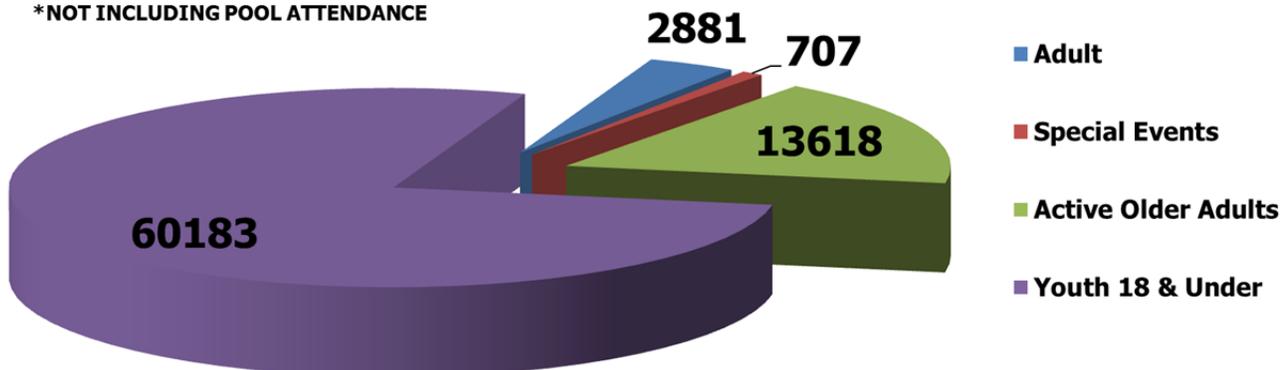
Estimated Total Visitor Spending

\$1,944,650

Serving Our Community

OF PARTICIPATIONS

*NOT INCLUDING POOL ATTENDANCE





City of *Wooster* **RECREATION**

Employment Opportunities

The Wooster Recreation and Community Center provides many employment opportunities for Middle School, High School, College-aged students and instructors of all ages. These opportunities provide employees with experience, training and tools for the workplace.

Paid Positions include:

- Swim Team Coach
- Basketball Scorekeeper
- Basketball Referee
- Soccer Referee
- Preschool Indoor Soccer Instructor
- Internships
- Fitness Instructors
- Sports Instructors

Volunteer Positions include:

- Swim Meet Time & Scorekeeping
- Youth Sports Coaches
- Special Events
- AARP Tax Preparation

Partnerships with Groups

The Wooster Recreation and Community Center partners with many groups within the Wooster community to provide quality events and programming.

These partnerships include (but are not limited to):

- AARP
- Boys & Girls Club of Wooster
- College of Wooster
- Community Action Wayne/Medina Counties
- Edgewood Middle School
- Friends of Christmas Run
- Friends of Wooster Memorial
- Gault Recreation Center
- Health Point
- Isaac Walton League
- Kiwanis Club of Wooster
- Leadership Wooster
- Main Street Wooster
- Meals on Wheels of Stark & Wayne Counties
- OARDC
- Ohio Strikers United Soccer Club
- Rotary Club of Wooster
- Sprenger Health Care Systems
- The Ohio State University ATI
- Triway Local Schools
- United Way of Wayne & Holmes Counties
- Wayne County Care Center
- Wayne County Humane Society
- Wooster Area Chamber of Commerce
- Wooster Booster Club
- Wooster Church of the Nazarene
- Wooster City Elementary Schools
- Wooster Fastpitch Softball
- Wooster High School
- Wooster Soccer Association
- Wooster Summer Baseball
- Wooster Swim Boosters
- Wooster YMCA



City of *Wooster* **RECREATION**

Recreation & Sports Facilities

The Wooster Recreation and Community Center operates and utilizes a wide variety of recreation and sports facilities in collaboration with other City of Wooster divisions and organizations.

These facilities include:

- Freedlander Park
 - 18-Hole Disc Golf Course
 - Sand Volleyball Court
 - Olympic-Size Swimming Pool
 - Fastpitch Softball Complex
 - Basketball Court
 - Competition Horseshoe Pits
- Christmas Run Park
 - Swimming Pool
 - Tennis Courts (4)
 - Basketball Courts (2)
 - Pickle Ball Courts (6)
- Knights Field Park
 - Kiddie City
 - Aquatic Sprayground Facility
 - Competition Horseshoe Pits
- Schellin Park
 - Dog Park
 - Skate Park
 - Softball Fields (2)
 - Basketball Courts (2)
- Walnut Street Park
 - Basketball Court
- Gertenslager Park
 - Baseball Fields (2)
- Wooster Soccer Complex
 - Soccer Fields (17)
- Wooster Community Center
 - 50+ Fitness Center
 - Billiards
 - Multi-Purpose Rooms (2)
- UNDER CONSTRUCTION!! Wooster Bike Path
 - Some phases complete
 - At completion, the path will cover over 13 miles through and around the City



City of Wooster RECREATION

ANNUAL REPORT 2017

	Participants	Volunteer Hrs.	Attendance	Net Gain/Loss
ADULT SPORTS & FITNESS				
<u>Martial Arts</u>				
Tai Chi & Qigong	38	0	293	\$362.64
<u>Swimming</u>				
Masters	12	0.0	319	\$1,000.00
<u>Yoga</u>				
Monday Evening	103	0	589	\$1,698.73
Thursday Morning	88	0	385	\$815.14
Volleyball, Coed Beach	24	0.0	144	\$1.94
Zumba	728	0	1151	\$2,050.57
COMMUNITY SPECIAL EVENTS				
Daddy-Daughter Dance	168	24	168	(\$218.89)
Mom-Me Bowling	57	24	57	(\$151.69)
Farmers' Market	102	5	102	\$458.24
Santa's Mailbox	280	18.0	280	(\$88.00)
Trout Derby	100	15	100	(\$190.65)
SENIOR DROP-IN ACTIVITIES				
Billiards	5	0.0	1,500	
Bingo	23	150.0	1,900	
Friday Cards	4	0.0	500	
Duplicate Bridge	14	0.0	677	
Mahjong	4	0.0	167	
Ping Pong	6	0.0	808	
<u>Euchre</u>				
Euchre Daytime	29	0.0	1,458	
Euchre Tournament	98	0.0	392	
SENIOR & 50+ EDUCATIONAL CLASSES				
Driver Safety	15	10.0	15	
SENIOR & 50+ FITNESS				
Aquaerobics	17	0	425	\$448.45
Fitness Room	93	104.0	2,882	\$4,882.84
Fun Fitness	49	0	1333	(\$1,613.71)
Line Dance-Intermediate	19	0	190	(\$418.48)
Strength & Tone	53	0	1371	(\$1,261.57)
SENIOR & 50+ SERVICES				
Sprenger Community Lunch	30	12.0	180	
WCCC/Hospice Community Lunch	20	12.0	120	
Tax Aide	2,000	200.0	2,000	
Rotary Holiday Dinner	335	0.0	335	
YOUTH PROGRAMS				
<u>Basketball</u>				
1st & 2nd Gr. Basketball League	54	0	540	(\$324.86)
3rd-6th Basketball League	1180	6,500	9250	(\$4,657.16)
<u>Preschool</u>				
Art	18	0	108	\$116.64

	Participants	Volunteer Hrs.	Attendance	Net Gain/Loss
<u>Soccer</u>				
Futsal	296	133	2072	\$5,989.95
HS Summer League	900	180	5400	\$2,566.36
Micro Fall	52	0	728	\$398.37
Micro Spring	68	0	1088	\$536.51
Wayne Regional League Fall	390	400	2730	\$1,590.95
Wayne Regional League Spring	285	200	1995	\$836.64
WSA Team-Fall	750	1100	13500	\$5,971.90
WSA Fall	75	1100	1350	\$206.05
WSA Spring	115	1100	2415	\$398.86
WSA Team-Spring	630	1100	11340	\$4,954.64
WSA - Indoor Training	23	0	115	\$0.00
<u>Swimming</u>				
Pre-Season	42	0	672	\$660.76
Swim Team	40	360	4896	(\$433.55)
<u>T-Ball</u>				
Lydia's Preschool Spring	39	80	156	\$556.33
Lydia's Preschool Summer	40	80	160	\$572.31
<u>Youth (Other)</u>				
Baseball-Wooster Summer	Contracted Group			
Softball-Girls Fastpitch	Contracted Group			
Tennis	8	0	32	\$71.92
Track	41	40	1260	\$248.96
Volleyball Camp	9	0	36	\$5.23
Volleyball League	33	0.0	340	\$272.11
TOTALS	<hr/> 9,602 Participants	<hr/> 12,947 Volunteer Hrs.	<hr/> 80,024 Attendance	<hr/> \$28,314.48 Net Gain/Loss



POOL STATISTICS 2017

FREEDLANDER POOL	MAY	JUNE	JULY	AUGUST	TOTALS
Season Passes	80	1432	1078	295	2885
Adult Admissions	53	605	479	135	1272
Child Admissions	58	980	729	234	2001
Under 2 Years	4	106	115	32	257
Swim Meet	0	650	1400	0	2050
Swim Meet Spectators	0	1100	5200	0	6300
Rentals/Other/ Noon Lap	3	118	188	19	328
Masters	10	130	129	50	319
Sr. Aquaerobics	0	0	0	68	68
Morning Aquaerobics	3	25	40	12	80
Kids and Giggles	0	0	0	71	118
Boys & Girls Club	0	587	853	100	1540
YMCA Membership	116	1098	844	278	2336
Swim Team	104	2184	1872	0	4160
YMCA Camp	0	746	504	600	1850
				TOTAL unique entries	19264
				Total Camp Entries	1850
				Total YMCA Membership Entries	2336

CHRISTMAS RUN POOL	MAY	JUNE	JULY	AUGUST	TOTALS
Season Passes	0	1737	1621	212	3570
Adult Admissions	0	352	433	54	839
Child Admissions	0	444	580	108	1132
Under 2 Years	0	56	84	12	152
Rentals/Other	0	89	74	0	605
Sr. Aquaerobics	0	204	221	17	442
Preschool Swim	0	13	7	0	20
Kids and Giggles	0	359	568	75	1002
YMCA Membership	0	766	753	99	1618
YMCA Camp	0	1514	1877	360	3751
				TOTAL unique entries	13131
				Total Camp Entries	3751
				Total YMCA Membership Entries	1618

KNIGHT'S FIELD SPRAYGROUND	MAY	JUNE	JULY	AUGUST	TOTALS
Season Passes	3	128	117	55	303
Adult Admissions	3	156	145	121	425
Child Admissions	5	187	244	170	606
Under 2 Years	2	74	49	33	158
Rentals/Other	0	0	29	70	99
YMCA Camp	0	183	32	65	280
YMCA Membership	0	185	111	46	342
				TOTAL unique entries	2213
				Total Camp Entries	280
				Total YMCA Membership Entries	342



POOL STATISTICS 2017

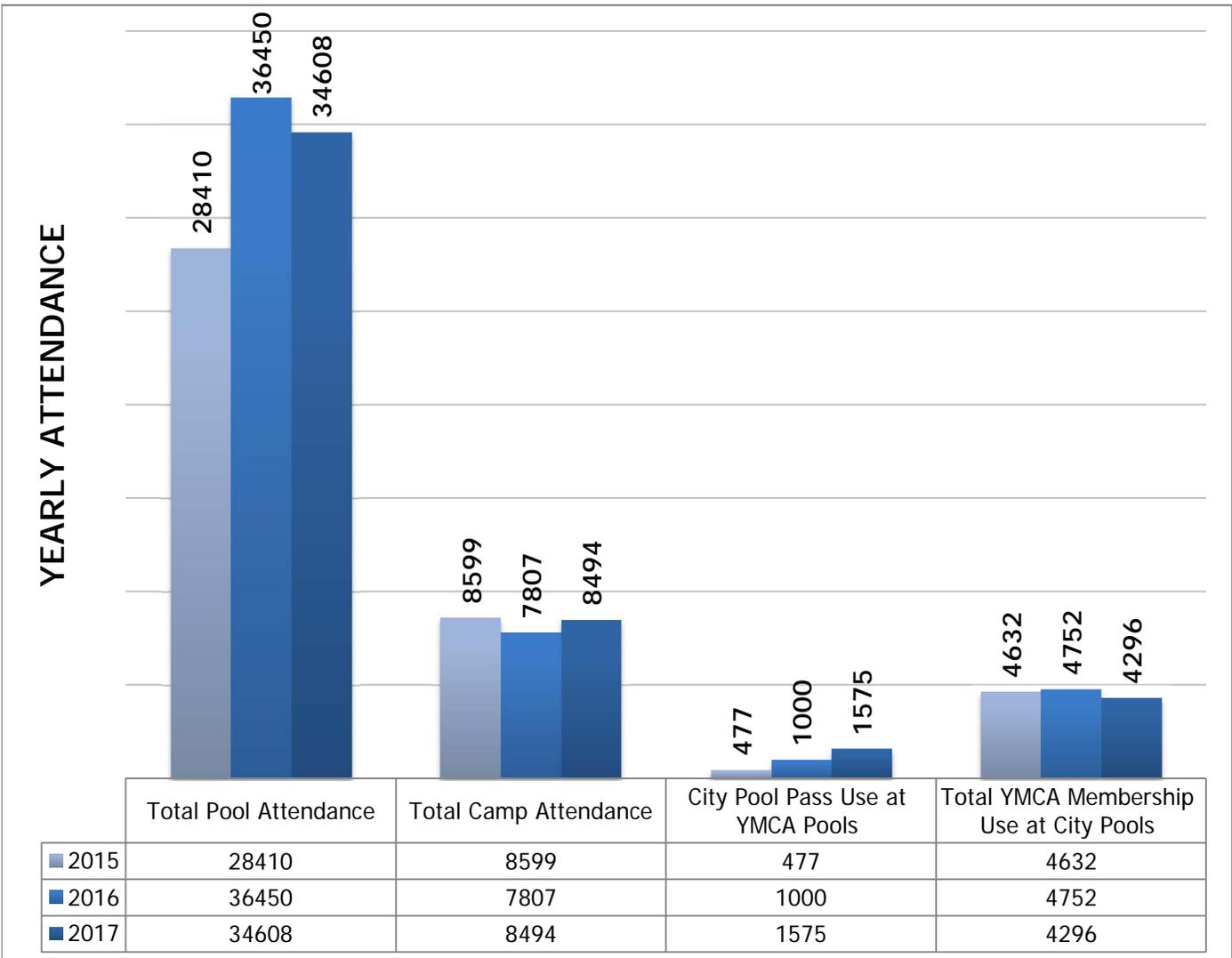
TOTALS BY CLASSIFICATION	MAY	JUNE	JULY	AUGUST	TOTALS
Season Passes	83	3297	2816	562	6758
Adult Admissions	56	1113	1057	310	2536
Child Admissions	63	1611	1553	512	3739
Under 2 Years	6	236	248	77	567
Swim Meet Spectators	0	1100	5200	0	6300
Rentals/Other	3	207	291	89	590
Masters	10	130	129	50	319
Swim Team	104	2184	1872	0	4160
Sr. Aquaerobics	0	204	221	85	510
Morning Aquaerobics	3	25	40	12	80
Preschool Swim	0	13	7	0	20
Kids and Giggles	0	359	568	146	1073
Boys & Girls Club	0	587	853	100	1540
YMCA Membership	116	2049	1708	423	4296
YMCA Camp	0	2443	2413	1025	5881

Total Pool Attendance Summer 2017	34608
Total Camp Attendance Summer 2017	8494
City Pool Pass Use at YMCA Pools	1575
Total YMCAMembership Use at City Pools	4296



POOL STATISTICS

YEARLY POOL ATTENDANCE COMPARISON	2017	2016	2015
Season Passes	6758	8505	7237
Adult Admissions	2536	3120	2499
Child Admissions	3739	3996	4354
Under 2 Years	567	331	192
Swim Meet Spectators	6300	4590	9915
Rentals/Other	590	627	580
Masters	319	330	315
Swim Team	4160	3665	2536
Sr. Aquaerobics	510	570	609
Morning Aquaerobics	80	155	84
Preschool Swim	20	0	20
Kids and Giggles	1073	1452	1459
Boys & Girls Club	1540	1414	1194
YMCA Membership	4296	4752	4632
YMCA Camp	5881	4941	5946





**CITY OF WOOSTER
COMMUNITY ACTION WAYNE & MEDINA COUNTIES
TRANSPORTATION PROGRAM REPORT
JANUARY 1, 2017 - DECEMBER 31, 2017**



USES															
PASS	SUBSIDY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL \$	
Single	\$ 4.00	850	1356	1110	1054	944	909	1125	721	943	624	979	814	\$ 45,716.00	
Wheelchair	\$ 16.00	14	9	8	23	22	16	32	15	18	8	4	20	\$ 3,024.00	
Work Pass	\$ 4.50	236	329	328	200	332	271	324	213	233	336	301	362	\$ 15,592.50	
Wheel Chair Work Pass	\$ 16.50	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Transit single	\$ 1.00	90	46	61	79	106	105	31	117	109	73	65	18	\$ 900.00	
Transit Day (approx 5 rides)	\$ 3.00	0	5	3	16	6	7	0	115	3	27	2	122	\$ 918.00	
Transit Week (approx 30 rides)	\$ 12.00	0	1	0	0	0	0	2	1	0	0	0	0	\$ 48.00	
Transit Month (approx 120 rides)	\$ 35.00	1	0	2	3	1	2	2	5	1	1	3	1	\$ 770.00	
Old Pass CAW/M	\$ 8.00	42	58	24	12	13	15	12	5	11	12	7	2	\$ 1,704.00	
Old Transit CAW/M	\$ 2.00	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Old Pass Taxi Company	\$ 5.00	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Summer Youth Program	\$ 8.00	0	0	0	0	0	0	250	250	0	0	0	0	\$ 4,000.00	
Unused/Returned Passes	\$ (4.00)	0	900	0	70.5	0	0	0	0	0	0	0	0	\$ (3,882.00)	
Total Usage		1352	1853	1786	1808	1567	1591	2074	2526	1449	1308	1726	1946		
											20986			\$ 68,790.50	
											RIDES IN 2017			TOTAL \$ SUBSIDIZED FOR RIDES	

**BOYS AND GIRLS CLUB OF WOOSTER
Summer Transportation Program**
Wooster Transit provided transportation to and from the Wooster Boys and Girls Club for 25 youth 5 days a week for 8 weeks.
Estimated number of rides: 500

AGENCIES PURCHASING PASSES FOR CLIENTS		
AGENCY	TYPE	QUANTITY
Anazao	Cab	30
ASPIRE	Cab	90
CAW/M	WT Day	104
Goodwill	Cab	120
NAMI	Cab	200
OneEighty	Cab	125
United Way	Work	80
Total passes		749



CITY OF WOOSTER
COMMUNITY ACTION WAYNE & MEDINA COUNTIES
TRANSPORTATION PROGRAM REPORT
JANUARY 1, 2017 - DECEMBER 31, 2017



COMPARISON TO PREVIOUS YEARS

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
# of participants	534	420	388	382	701	462	528	529	575	626	487	514
elderly	49	24										
disabled	89	59										
elderly & disabled	23	13										
designated assist person	18	5										
not elderly or disabled	364	324										
transports	20,986	14,670	16,688	19,584	27,417	34,478	47,700	38,069	45,301	59,504	51,067	36,544

SPENDING BREAKDOWN

REVENUE	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
USER PAYMENT TO CITY FOR PASSES	\$0.00	\$30,890.15	\$68,613.50	\$72,753.50	\$107,505.50	\$131,779.50	\$148,350.32	\$115,300.00	\$127,602.00	\$137,848.50	\$87,170.00	\$63,905.00

EXPENSE

TAXI COMPANIES/PASSES	\$0.00	\$36,460.00	\$85,301.50	\$90,104.50	\$134,057.50	\$165,709.00	\$238,500.00	\$190,345.00	\$217,694.05	\$258,962.00	\$197,067.00	\$127,904.00
ADMIN ESTIMATE*	\$0.00	\$24,212.57	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00	\$43,212.00
SUPPLIES, MATERIALS & SOFTWARE	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
PASSES	\$68,790.50	\$41,561.50										
ADMIN	\$33,114.96	\$18,999.43										
MINI GRANTS	\$1,799.35	\$5,400.00										

TOTAL SUBSIDIZED BY CITY OF WOOSTER: \$103,704.81 \$97,743.35 \$61,900.00 \$62,563.00 \$71,764.00 \$79,141.50 \$135,361.68 \$120,257.00 \$135,304.05 \$166,325.50 \$155,109.00 \$109,211.00

PER PERSON SPENDING

	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
\$ per person on program	\$194.20	\$232.72	\$159.54	\$163.78	\$102.37	\$171.30	\$256.37	\$227.33	\$235.31	\$265.70	\$318.50	\$212.47
\$ per program transport	\$4.94	\$6.66	\$3.71	\$3.19	\$2.62	\$2.30	\$2.84	\$3.16	\$2.99	\$2.80	\$3.04	\$2.99

INCREASE IN SUBSIDY RATE &
HANDICAP ACCESSIBLE
TRANSPORTATION

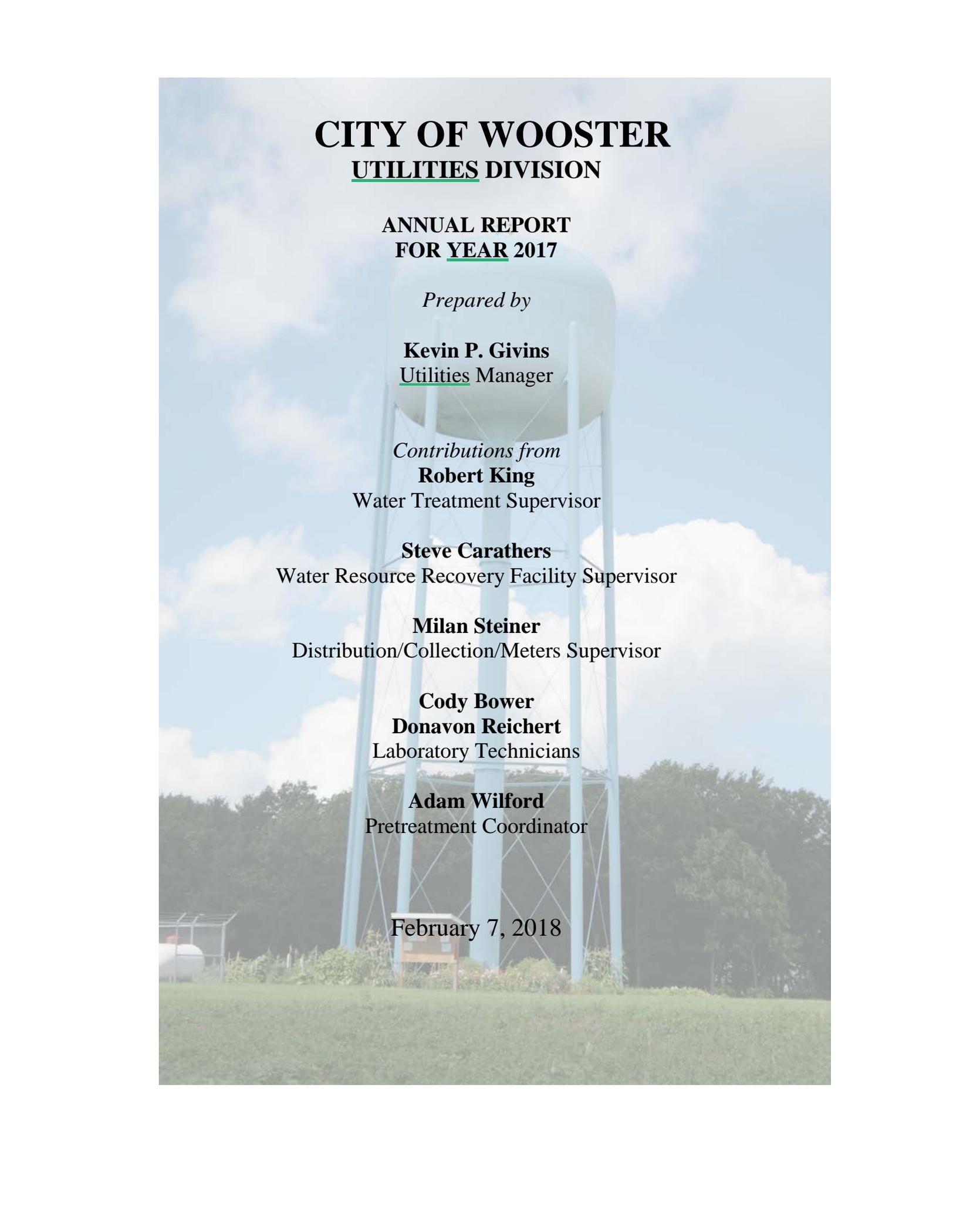
*CITY OF WOOSTER ADMINISTRATION OF PROGRAM ESTIMATE	
HOURS SPENT ON PROGRAM	1040 (20 HOURS/WK)
RATE WITH BENEFITS	\$41.55 / HOUR
	<u>\$43,212.00</u>



City of Wooster RECREATION

YEARLY COMPARISONS

<u>YEAR</u>	<u>POOLS</u>	<u>RECREATION</u>	<u>VOLUNTEER</u>	<u>PARTICIPATION</u>
1991	93,083	129,059	14,638.0	236,780
1992	80,043	148,808	18,521.0	247,372
1993	106,553	153,557	18,576.0	278,686
1994	94,567	102,810	17,110.0	214,487
1995	69,123	152,329	15,165.0	236,617
1996	53,492	124,861	15,164.0	193,517
1997	52,470	186,547	15,131.0	254,148
1998	63,563	163,045	14,763.0	241,371
1999	63,812	176,483	13,474.0	253,769
2000	60,862	124,296	13,222.0	198,380
2001	64,369	136,685	9,768.0	210,822
2002	58,209	126,471	12,525.4	197,205
2003	60,425	105,887	9,313.0	175,625
2004	49,098	106,293	7,029.5	162,421
2005	64,569	159,598	19,018.0	243,185
2006	65,965	169,365	21,337.0	256,667
2007	55,667	163,372	22,211.5	241,251
2008	64,235	126,974	14,926.5	206,136
2009	51,545	170,671	33,914.0	256,130
2010	58,557	138,369	16,367.5	213,294
2011	44,087	127,861	13,465.0	185,413
2012	35,391	120,776	21,037.0	177,204
2013	38,715	97,328	12,568.8	148,612
2014	37,995	113,018	15,145.5	166,159
2015	28,410	94,984	13,898.0	137,292
2016	36,450	85,864	12,812.0	135,126
2017	34,608	80,024	12,947.0	127,579

A tall, blue water tower stands in a grassy field under a blue sky with white clouds. The tower has a spherical tank at the top and a lattice structure below. In the background, there are trees and a small building.

CITY OF WOOSTER

UTILITIES DIVISION

**ANNUAL REPORT
FOR YEAR 2017**

Prepared by

Kevin P. Givins
Utilities Manager

Contributions from

Robert King
Water Treatment Supervisor

Steve Carathers
Water Resource Recovery Facility Supervisor

Milan Steiner
Distribution/Collection/Meters Supervisor

Cody Bower
Donavon Reichert
Laboratory Technicians

Adam Wilford
Pretreatment Coordinator

February 7, 2018

Executive Summary

In 2017, the Utilities Division celebrated the completion of the addition (3,300 sq. ft.) at the newly renovated Distribution/Collection/Meters Facility on West Old Lincoln Way. The site is the former ODOT garage that was purchased from the state in 2016 for \$100. The staff moved to the facility in July allowing all the Utility Operators, Tradespersons and Technicians to be located in one location along with the consolidation of all their supplies, equipment and material that had been spread throughout the City in various locations due to space limitations.

The Water Treatment Plant pumped a total of 1.018 billion gallons of water in 2017. This number shows a reduction of 26 million gallons from 2016. In contradiction to Wooster's increasing Industrial usage and population growth, the total water production is the lowest in the last 20 years. The lower production can be attributed to customer conservation, the use of more water efficient products and appliances and mitigation of system water losses. Unaccounted water held steady when compared to the previous year. This is an improving trend over the last five years that began with losses at 42% in 2013 to the current 23%. These losses are attributed to distribution line losses (main leaks), service leaks, unmetered accounts, unauthorized use and meter inefficiency. In 2017, the entire system was leak surveyed twice and 21 main leaks were identified and repaired.

The gas transmission pipeline work that has occurred in the area over the past two years has also had an economic impact on revenues at both treatment facilities. Bulk water sales are up over 292% during the two year span. Septage receiving has also increased by 216% over the same time frame. Pipeline construction operations used the bulk water for dust control and horizontal boring while waste from portable toilets located at excavation sites was transported to the WRRF (septage). In addition, after purchasing the Anaerobic Digestion System from Quasar during 2017, the plant collected over \$80,000 in revenue from tipping fees from third party waste in 6 months of operation.

In its second year of operation, the AquaHawk notification system alerted 350 customers to meter problems and high usage that saved our residents thousands of dollars in higher water bills and prevented the wasting of millions of gallons of water down the drain. The AquaHawk system monitors meter flows and usage to locate anomalies that may be a stuck flushing valve on a toilet, an outside spigot that was left on or a broken pipe in an empty home or building.

2018 Divisional Goals

- Continue to invest in water infrastructure and innovation to reduce unaccounted water loss
- Expand the "Culture of Safety" within the division by increasing training frequency and promoting the use of personal protective equipment on the job
- Develop additional Standard Operating Procedures in each subdivision to help new employees with their start up training and encourage the use of "best practices"
- Improve employee knowledge base with a recommended training program for each position that outlines job specific courses and a plan to merge with the existing employee stipend program

Water Resources Recovery Facility

SUMMARY TREATMENT OPERATIONS

City of Wooster Water Resources Recovery and Bioenergy Facility



The purchase of the Anaerobic Digestion System (ADS) from Quasar Energy Group was completed in March of 2017. After completion of deferred maintenance and replacement of worn equipment, the City began accepting third party waste. On June 2nd, GOJO Industries delivered the first load to the City operated facility. The WRRF staff will continue to seek out waste streams to maximize the energy potential of the ADS and also work with local industries to provide an alternative waste disposal method that captures latent energy and can save money for both the City and local businesses.

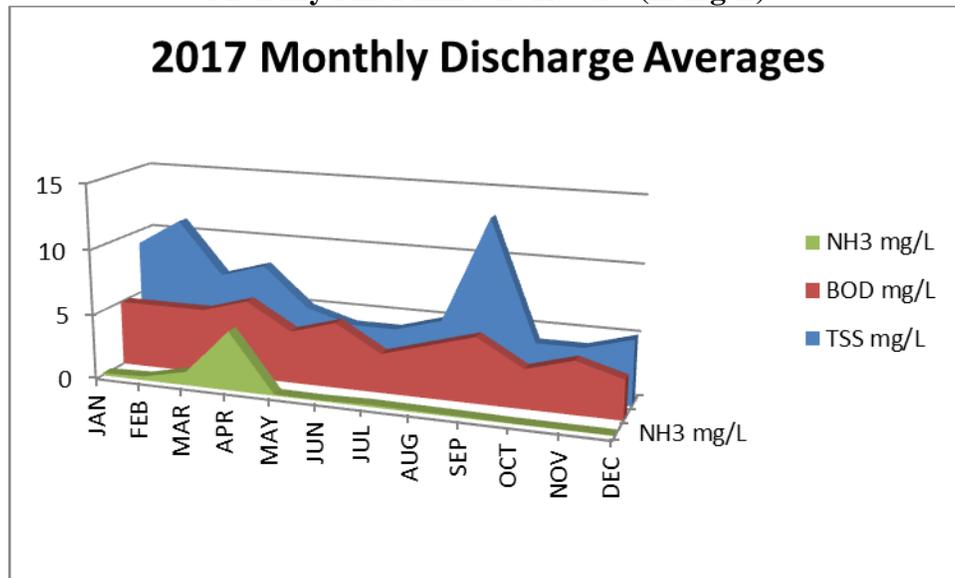


First GOJO Load 6/2/2017

In total, the WRRF treated a total of 1.719 billion gallons of wastewater with the average daily flow being 4.71 million gallons per day receiving a peak daily flow of 15.73 million gallons on January 12, 2017. This represents an increase of 129 million gallons over 2016 (2017 saw almost 7 more inches of precipitation). In addition, the plant removed 4.91 million pounds (design is 5.02 million pounds) of biological oxygen demanding (BOD) substances and 2.94 million pounds (design is 3.65 million pounds) of suspended solids from the wastewater. The flow design of the facility is for 7.5 million gallons per day with a hydraulic maximum of 27 million gallons.

In contrast to the wastewater treated at this facility, the Water Treatment Plant produced on average 2.78 million gallons per day. The reasons for this obvious disparity of 1.93 million gallons per day between water produced and wastewater treated in 2017 is attributed to a combination of precipitation entering the WRRF through the combined sewer system, collection system infiltration and un-metered sources. The infiltration component of this disparity continues to be actively addressed. Unmetered sources are being identified and metered as part of the continuing meter upgrade program; however, some areas of the system (i.e. Killbuck South sewer district and some areas in Madisonburg) will not be metered as they are sewer only accounts and receive a flat rate billing.

Monthly Final Effluent Results (in mg/L)

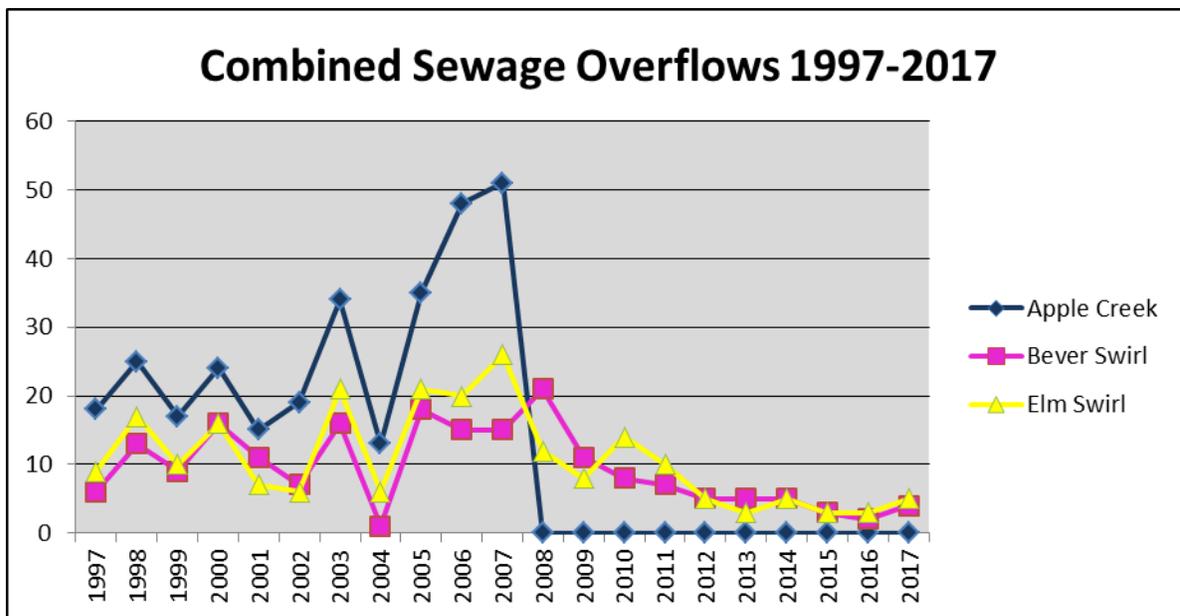


The typical strength of wastewater is calculated in relationship to three basic attributes, Carbonaceous Biochemical Oxygen Demand (CBOD), Suspended Solids (SS) and Ammonia (NH3). An additional indication of wastewater strength, Chemical Oxygen Demand (COD) is used primarily at our industrial users due to the repeatability and speed in which information can be derived by testing. The average daily strength of the raw wastewater treated at this facility in calendar year 2017 was 13,616 pounds of CBOD, 8288 pounds of TSS and 585 pounds of NH3. When comparing to the design of the facility, the plant is operating at 90% CBOD loading, 82% TSS loading and 67% Ammonia loading. In regard to removal efficiency of these parameters, the plant removed 97%, 98.8% and 99.9% respectively.

WRRF cost per million gallons of treated wastewater in 2017 was \$897 for O&M and the total cost of WRRF operations and personnel was \$1,515/MG.

Given that based on design criteria, a person contributes 0.167 lbs of BOD and 0.2 pounds of SS per day. Looking at 13,616 lbs per day influent BOD and 8288 pounds per day of TSS load to the plant, the plant is treating the equivalent waste stream of 81,533 people for BOD and 41,440 people for TSS.

The ongoing sanitary/storm water separation projects (now in its final stages) continue to show improvement on controlling surface water from entering the City collection system and overloading the hydraulic capacity of the treatment plant. The combined sewer overflow structures that allow raw wastewater to enter the Apple Creek were activated 9 times during 4 separate storm events in 2017. That total represents a steady decline since the plant redesign in 2007. As part of the City's long term control plan, the goal is to only activate the overflows when a 5-year storm event occurs.



INDUSTRIAL PRETREATMENT / BIOSOLIDS PROGRAM

2017

Program Evaluation:

The City of Wooster's Sewer Use Ordinance and Enforcement Response Guide provide the legal authority to enforce the Ohio EPA approved pretreatment program of the city as well as US EPA regulations. A conscious effort is made through training, continued education and Ohio EPA's numerous websites and links to keep current with rule changes pertaining to pretreatment. Modification requests will be submitted for EPA approval, when deemed necessary.

The primary objectives and activities of the Pretreatment Program are to:

- Protect the environment and public health and safety.
- Protect the sewers and wastewater treatment plant from damage due to an accidental or deliberate discharge of pollutants.
- Provide safe working conditions for sewer utility workers.
- Locate all industrial users and identify the pollutants they discharge.
- Issue discharge permits to industrial users (IU's) classified by the POTW as a significant industrial user (SIU).
- Sample and analyze the wastewater discharge from IU's and conduct yearly inspections.
- Investigate instances of noncompliance with pretreatment standards and permit requirements.
- Collect samples in order to surcharge industries for high strength wastes.

Pretreatment operating procedures that are in place are adequate and are followed to meet program goals. All industrial sampling and reporting requirements were met this pretreatment year. Annual industrial inspections were completed in March 2017.

All industrial users that meet the criteria, as established by the EPA, of a Significant Industrial User (SIU) or Categorical Industrial User (CIU) are monitored for compliance with categorical and/or local limits for conservative and conventional pollutants. Additional sampling is done to insure non-domestic wastewater dischargers are in compliance with local limits. Currently the city has seven permitted SIU's, four of which are CIU's, and monitors numerous other non-significant dischargers for compliance.

In 2017, the City added two more SIU's (CNC and Rayco) to monitor as a result of the Hillcrest Agreement that the City of Wooster and the Wayne County Commissioners entered into back in 2011. CNC and Rayco used to be covered by an Ohio EPA discharge permit before the Hillcrest wastewater plant converted into a City of Wooster pump station in 2015.

In addition to quarterly compliance sampling, several industrial users discharging higher than normal conventional pollutants are sampled weekly for Chemical Oxygen Demand (COD) and Total Suspended Solids (TSS). The analytical results of those samples are averaged for each month and a sewer surcharge for high strength waste is billed accordingly. These surcharge fees brought in more than \$300,000 last year.

Also in 2017, the WRRF published one Significant Industrial User (ArtiFlex) and one Non Significant Industrial User (Buckeye Container) for discharge violations. The ArtiFlex violations were for two separate occurrences, both due to minor equipment failures at the plant. They were fixed and addressed in a timely fashion. Buckeye Container had two violations of cyanide for the year. As required by the City's Ohio EPA discharge permit, the public notice was posted in the Daily Record on 12/15/17.

In 2017, we compiled a list of dental offices in the city so we can distribute a One-Time Compliance report regarding amalgam separators.

The City of Wooster Pretreatment Program is financed through the city sewer fund. No financing problems were experienced in this pretreatment year or are anticipated for the next pretreatment year. All financing needed for the administration of the program is available.

Approximately seventy-five percent of the Pretreatment Coordinators time is spent on pretreatment, sample collection, EPA reporting, plant visits, meetings, paperwork and record keeping with the remaining time spent working on the FOG (Fats, Oils and Grease) program, covering vacation time for lab technicians, and maintaining all pretreatment equipment. A van is always available for the pretreatment employees to do sampling, inspections, attend training, etc.

The WRRF experienced no spills, interferences or pass through of toxins directly attributable to industrial discharges in 2017.

All U.S. and Ohio EPA reporting requirements for the WRRF bio-solids program were met in 2017. In 2017, the WRRF contracted with Burkey Excavating to land apply biosolids. The equivalent of 1,044 total dry tons of biosolids was land applied in 2017.

Special WRRF Projects Completed in 2017

- Rebuilt Plant Water Reuse Pumps
- Achieved Class A designation for plant biosolids for exceptional quality which will allow additional land application options
- Development of Operational SOPs for Storm Flow Events
- Refurbished one UV disinfection train (1 of 3)
- Replaced gravity belt thickener belt tensioner
- Collected over \$80,000 in feedstock tipping fees
- Septage Receiving billed over \$162,000
- Modified polymer feed system in ADS to improve operation and safety
- Replaced ADS progressive cavity pump
- Poured concrete pad in MLSS Building for additional rack storage
- Employed 3 interns from OSU ATI's Bioenergy and Biological Waste Management program in a continuing effort to partner with OSU for student educational opportunities and access for land application sites on OSU/OARDC fields
- Replaced switchgear boiler
- Tied in natural gas supplemental fuel line to cogeneration unit
- Bob Parsons and Kevin Cormany acquired Class I certification and Rory Reed earned a Class II certification

WATER RESOURCE RECOVERY FACILITY
EMPLOYEE ROSTER as of 1/1/17
(Certification level)

MANAGEMENT:

Utilities Manager

Kevin Givins (WW III & WS III)

Plant Supervisor

Steve Carathers (WW IV)

LABORATORY TECHNICIANS:

DJ Reichert (WWIII & WS II)

Cody Bower (WWII & WSI)

PRETREATMENT/BIOSOLIDS COORD.:

Adam Wilford (WW III)

OPERATORS:

Tony Reddix (WW II)

Emma Fox (WW I)

Derek Sigler

Kevin Cormany (WWI)

Charles Scott (WWI)

ASSISTANT OPERATOR

Bob Parsons (WWI)

PLANT MECHANICS

Rory Reed (WW II)

Chad Frank (WW III)

OFFICE COORDINATOR:

Pam Corbett

Water Resource Recovery Facility Goals and Objectives for 2018

- **Maintain Compliance with NPDES Permit**
 - Modify process flows to improve ammonia/nitrogen treatment
 - Reduce permit exceedances to zero
 - Initiate Win911 system to notify Operators/Supervisors of alarm conditions 24/7
 - Pump down and clean contact chamber
 - Increase land application acreage by 500 to ensure field availability
 - Increase feedstock revenue by 25%
 - Increase ADS electrical production by 20%
 - Integrate Fecal Count Test into plant laboratory to reduce analysis turnaround time

- **Continue Staff Training and Professional Development-**
 - Update Lock Out/Tag Out, Blood Bourne Pathogen, and Personnel Protective Equipment Training
 - Hold in house exam review sessions to assist Operators
 - Have 100% staff certification
 - Update/write SOPs for all the process changes due to plant upgrade
 - Continue to Partner with OSU ATI for staff training and student internships of Waste Management/Renewable Energy Program

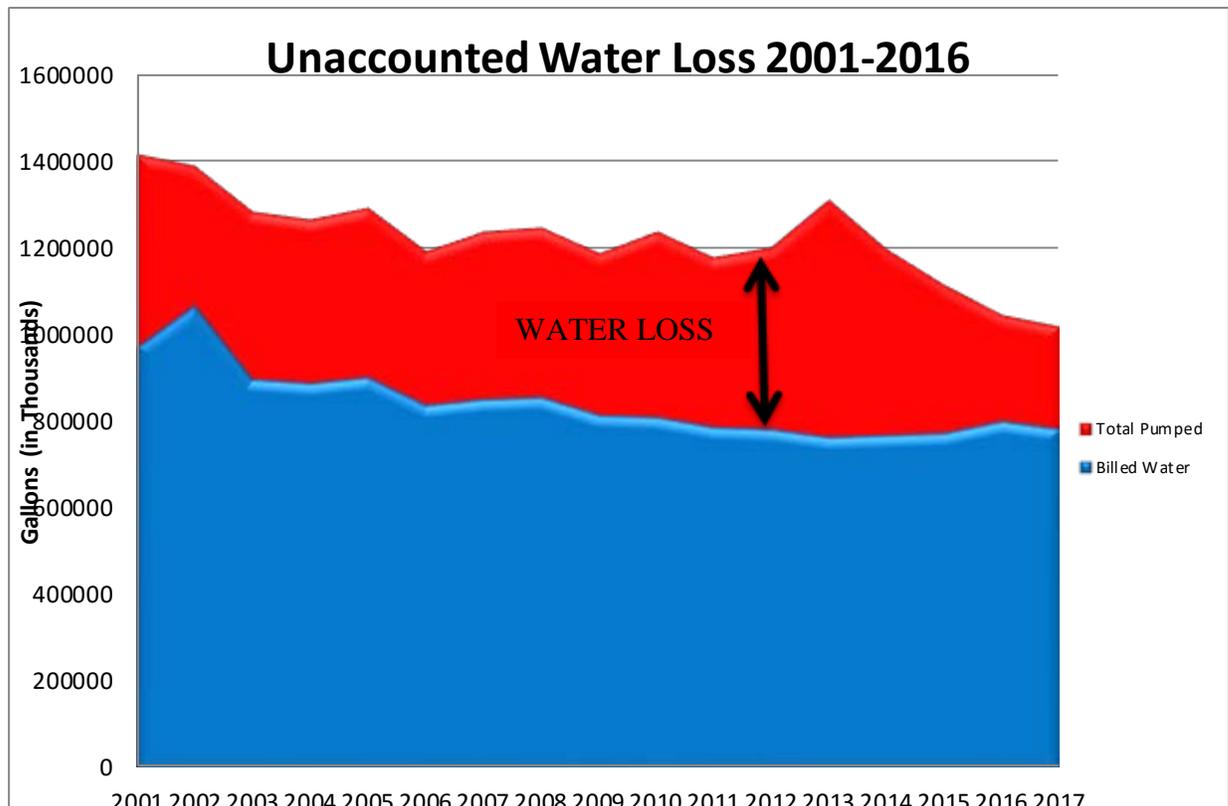
- **Replacement of Obsolete and Worn Equipment**
 - Rebuild Moyno sludge pumps (as needed)
 - Restore Aquionics UV unit (1 of 3)
 - Refinish/replace pumps at older lift stations (ongoing)
 - Finish training room remodel (add electric and network connections)
 - Rebuild influent raw water Flyght pumps
 - Refurbishment of Nupp Drive Lift Pump Station

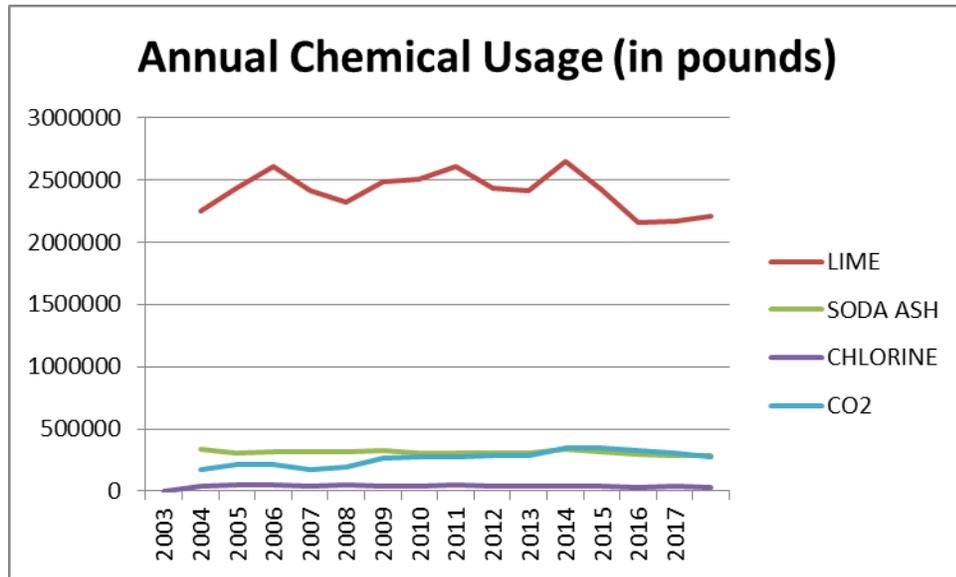
WATER TREATMENT PLANT *TREATMENT OPERATIONS*

The City of Wooster's Water Treatment Plant (WTP), now in its 20st year of operation, continues to perform well. The overall reliability of the plant systems has been excellent with the aid of our well trained and attentive operations and maintenance staff.

Finished water pumped to the city in 2017 decreased by 17 million gallons from the previous year for a total of 1.019 billion gallons (These numbers represent a 20 year low). The high duty pumps sent an average of 2.79 million gallons per day of finished water into the distribution system. The peak-pumping day occurred on September 25th when 3.837 million gallons of finished water was pumped into the city. The average per capita usage of water in 2017 was 103 gallons per day (based on population data of 27,027).

The chemical cost per million gallons of treated water in 2017 was \$212.24 while the total cost of WTP operations and personnel was \$1,820/MG.





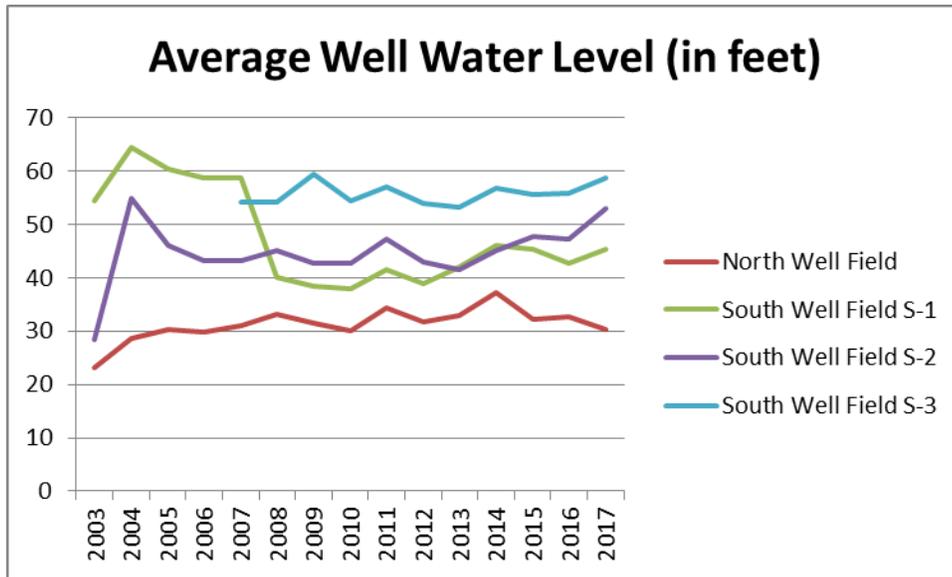
Average Chemical Cost/Million Gallons Finished Water

YEAR	LIME	SODA ASH	CHLORINE	CO2	Total
2003	\$59.48	\$15.77	\$17.36	\$7.25	\$99.86
2004	\$72.31	\$17.95	\$21.46	\$9.91	\$121.63
2005	\$114.06	\$23.59	\$31.73	\$10.56	\$179.94
2006	\$121.44	\$25.82	\$31.05	\$8.52	\$186.83
2007	\$114.16	\$31.80	\$22.58	\$9.95	\$178.49
2008	\$122.28	\$35.32	\$22.38	\$13.47	\$193.45
2009	\$127.19	\$38.54	\$30.87	\$14.83	\$211.43
2010	\$125.71	\$37.69	\$29.41	\$12.65	\$205.46
2011	\$140.69	\$41.73	\$23.44	\$12.59	\$218.45
2012	\$148.08	\$42.93	\$34.42	\$15.01	\$240.44
2013	\$144.28	\$43.67	\$25.86	\$16.92	\$230.73
2014	\$147.67	\$43.87	\$24.85	\$15.16	\$231.55
2015	\$131.19	\$43.99	\$22.51	\$15.11	\$212.80
2016	\$120.91	\$45.15	\$24.65	\$16.62	\$207.33
2017	\$125.18	\$45.43	\$21.42	\$20.21	\$212.24

Annual Water Plant Production 2003-2017

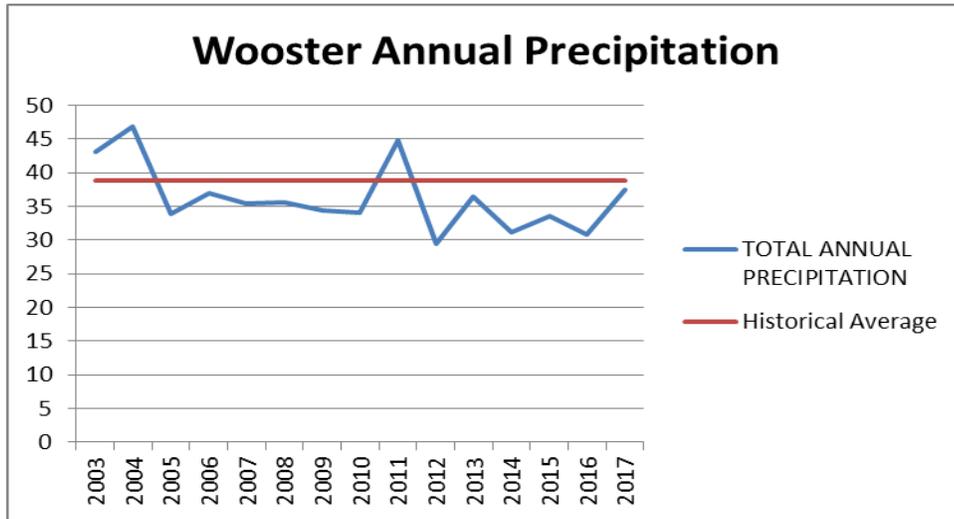
YEAR	TOTAL MILLION GALLONS RAW WATER	TOTAL MILLION GALLONS FINISHED WATER	AVERAGE CHEMICAL COST PER MILLION GALLONS	AVERAGE HARDNESS RAW WATER mg/L	AVERAGE HARDNESS FINISHED WATER mg/L
2003	1391	1378	\$99.86	371	111
2004	1278	1267	\$121.10	389	117
2005	1303	1290	\$179.94	389	119
2006	1260	1249	\$186.83	379	114
2007	1252	1240	\$186.83	365	110
2008	1260	1248	\$193.45	371	110
2009	1197	1185	\$211.43	374	112
2010	1281	1269	\$205.46	369	108
2011	1188	1176	\$218.47	369	108
2012	1209	1197	\$240.43	367	107
2013	1325	1312	\$230.73	365	108
2014	1209	1197	\$231.55	365	107
2015	1123	1113	\$212.79	358	103
2016	1046	1036	\$207.51	364	104
2017	1029	1019	\$212.24	357	104

Sludge, a byproduct of the lime and soda ash softening process, is pumped to the sludge lagoon at the Water Resource Recovery Facility. There were 8.92 million gallons of lime and soda ash sludge pumped to the WRRF in 2017. The sludge is held in a storage lagoon until it can be transported to farm fields for agricultural use.



The City wells are rotated monthly (with the exception of S-1 as it is used as an interceptor to prevent underground contamination from migrating into the other production wells) to allow for recharge periods and scheduled maintenance. The North Well Field average water level was 30.3 feet. Its lowest level was in September at 22.3 feet, and the high was at 41.7 feet in March. The S-1 Well in the South Well Field averaged 45.4 feet of water peaking at 48.3 feet in June and a low of 36.3 feet in November. The S-2 Well in the South Well Field averaged 52.9 feet, peaking at 53.9 feet in April, and a low of 37.9 feet in November. The S-3 Well averaged 58.8 feet, peaking at 59.7 feet in June to a low of 51.8 in October.

The OARDC reports of 2017 show 37.5 inches of precipitation in the Wooster area compared to 30.9 inches in 2016. The average rainfall is 38.9 inches for the Wooster community. For the year 2017, the area was 1.4 inches below the normal precipitation. The slightly below average precipitation (in conjunction with lower production) had little effect on well measurements which posted mostly higher results for water levels.



Production of safe and satisfactory drinking water throughout 2017 was indicated by negative E-Coli bacteria results in samples of finished water collected from representative points of the distribution system. There were a total of 1,188 bacteria tests completed including Wooster Distribution, new water lines, water line breaks, depressurization events, boil advisories, outside water systems and private wells.

SOUTH WELLFIELD CONTAMINATION

Since 1985, the city has operated interceptor wells and packed media stripping towers to remove volatile organic contamination from the South Well Field. The interceptor wells protect the City’s production wells from the contamination plume migrating further into the South production wells. In addition, the operations staff conducts a semiannual testing event of monitoring wells in and around the South Well Field to record movement and levels of contaminants found in the ground water. Twelve test wells are measured for water depth, tested for turbidity, pH, conductivity and sampled for volatile organics.

In 2017, the packed media stripping towers treated 217 million gallons of contaminated water then discharged into the Little Apple Creek.

SPECIAL PROJECTS COMPLETED IN 2017

- ❖ Overhauled #8 Production well (swabbed and acid backwash) in North Well Field & rebuilt pump and motor
- ❖ Remodeled former Meter Technicians Office
- ❖ Refurbished #1 High Duty Pump
- ❖ Replaced North Chlorine Analyzer
- ❖ Calibrated analytical balances for water laboratory
- ❖ Completed coupon test in the distribution system to gauge corrosion
- ❖ Developed SOPs for some chemical analysis
- ❖ Completed 4 tours for public groups
- ❖ Cody Bower earned a Class I Water certification
- ❖ Added plant flow totalizers to AMR system
- ❖ Refurbished North Well Field; electrical, new vaults and check valves, piping and a flushing hydrant
- ❖ Added VFD to North Well Field Booster Pump Station

WATER TREATMENT PLANT
EMPLOYEE ROSTER (as of 1/1/2017)
(Certification level)

MANAGEMENT:

Utilities Manager

Kevin Givins (WS III & WW III)

Plant Supervisor

Robert King (WS III & WW I)

LABORATORY TECHNICIAN:

Cody Bower (WW II)

OPERATORS:

Michael Stebelton (WS III)

Dave Mosher (WS III)

Tim Breneman (WS I)

Justin Bower

Jacob White (WS I)

ASSISTANT OPERATOR:

Vacant

OFFICE COORDINATOR:

Pam Corbett

Water Treatment Plant Goals and Objectives for 2018

- Offer additional onsite training in order to ensure compliance of all regulatory and safety requirements
 - Lock Out Tag out training
 - Hazard Communication
 - Confined Space Entry training
 - Water Treatment and chemistry

- Improve unaccounted water by 5% (held steady in 2017)
 - Leak detection survey of entire system twice
 - Use AquaHawk to isolate leaks to pressure zones
 - Use weekly flow readings by zone to track water losses
 - Incorporate tank isolations to track water usage by pressure zone and presumably find loss and leaks

- Increase distribution turnover and improve water quality
 - Continue pump rotation between Mechanicburg and Melrose Pump stations to better turn over water in North High Zone.
 - Initiate AquaHawk customer portal to allow ratepayers the option of setting usage triggers to be notified or monitor possible service side leaks (ongoing)
 - Increase Backflow/Cross Connection enforcement of missing and untested devices

- Maintain Well Field Reliability
 - Overhaul and acidized #8 production well
 - Add VFD to S-1 Production Well
 - Flow/capacity Test Interceptor wells

- Increase Building Maintenance of 20 year old water plant
 - Refinish floor and paint in Chlorine Storage Room
 - Paint clearwell tank (1 of 2)
 - Replace plant control system with updated, serviceable equipment

Distribution/Collection/Meters

The Distribution/Collection/Meters (D/C/M) Subdivision is responsible for the maintenance and operation of all the City's underground utilities and the water metering system. As part of the ongoing water loss reduction program, D/C/M completed 2 full sonic leak detection survey rounds of the distribution system. All the distribution system pump stations have now been added to the AMR system (completed in 2017) to help monitor flows into each of the City's four pressure zones. The intent is to compare pumping rates with the consumer's meters within a zone to find anomalies that may lead to the discovery of leaks within the system.

In July, the D/C/M group completed the remodel of the former ODOT facility on W. Old Lincoln Way and moved all personnel, equipment and materials into the facility in July. The current configuration allows better oversight and communication between the Supervisor and staff and among all subdivision employees.





Distribution/Collection repaired
21 water main breaks in 2017

Other highlights of the D/C/M Group for 2017;

- 634 Water Main valves cycled
- 3 Hydrants repaired
- 38 Curb boxes repaired or replaced
- 21 Main Breaks repaired
- 1377 Hydrants flushed
- 5.5 miles of sewer mains jetted
- 2.6 miles of sewer mains televised
- 2.06 miles of sewers root treated
- 387 Delinquent water shut offs
- Meters processed 1700 work orders

Distribution/Collection/Meters Goals for 2018

- Jet 10,000 feet of sewer main
- Televis 2 miles of sewer main
- Switch more focus to sewer maintenance to reduce overflows and WIBs
- Flush every hydrant in distribution system
- Cycle 20% of main water valves
- Complete 2 leak detection surveys
- Reduce water loss by 5% utilizing district/zone metering comparisons to actual water meter readings
- Replace 20 year old Vac-Truck
- Partner with WRRF and Engineering to investigate illicit sewer connections and reduce water intrusion into the sanitary collection system

Distribution/Collection/Meters **EMPLOYEE ROSTER** (as of 1/1/2017) (Certification level)

MANAGEMENT:

Utilities Manager

Kevin Givins (WS III & WW III)

D/C/M Supervisor

Milan Steiner (WD II & WC II)

UTILITY OPERATORS

Ed Flinner (WC II & WDII)

John Bender (WD II & WC I)

UTILITY OPERATOR TRAINEES

Ben Martin (WW II)

Barb Hardin (WD I & WC I)

John Rutter (WD II & WC I)

Erik Ungerer (WS I & WW I)

METER TECHNICIANS

Tim Moretti (WD II)

Jerry Hartzler (WD I)

Joseph Geitgey

OFFICE COORDINATOR

Pam Corbett

Wooster vs Ohio

In the latest Ohio EPA rate survey, when comparing Wooster's water and sewer rates to all other systems in Ohio, Wooster rates fall below the 50th percentile. Wooster annual cost is \$269 less than the comparative average water/sewer rate across the Buckeye state (based on 7,756 gallons used per month). Wooster rates have not changed since 2012.

