



March 15, 2016

The Honorable Mayor Kathy M. Catazaro-Perry  
City of Massillon  
Municipal Government Administration Building  
151 Lincoln Way East  
Massillon, Ohio 44646

**Reference:** *Monthly Report for the Civil Service Commission and the Equal Employment Opportunity Office:*

Dear Mayor Catazaro-Perry:

Forty Two (42) applicants for the Bus Transportation Secretary position scheduled to take the Civil Service Test on February 20, 2016. Thirty six (36) physically showed up and took the test, and twenty nine (29) passed the test.

The Civil Service Commission certified the list and all documents were turned over to the Massillon School District.

Civil Service deposited \$420 into the General Fund due to the testing fee requirement.

A Massillon City employee roster spread sheet has been created encompassing all employees in the city of Massillon. Pertinent information has been included on the spread sheet.

A standardized Request for Leave form has been created to be used by all employees.

The Civil Service Commission met on February 22, 2016. The Eligibility List for the police lieutenant's position was voted on and established.

The Ohio Association of Chiefs of Police Inc. have been enlisted to perform the assessment process for the two applicants vying for the police lieutenant's promotion position. The assessment date has been scheduled for Saturday April 16, 2016.

Sincerely,  
Joseph G. Alessandro Sr.  
Public Administration Consultant  
Administrator to the Civil Service Commission  
Director of the Office of Equal Employment Opportunity



To: Mayor Kathy Catazaro-Perry

From: Barb Sylvester, Community Development Director

Date: March 3, 2016

Monthly Report – February 2016

Fair Housing Audit/Compliance Review was conducted by Allison Kretz, U.S. Department of Housing and Urban Development. All procedures performed by the City of Massillon are compliant. Allison requested a revised form with additional information to our Fair Housing Call Log Chart. We revised the chart to include the information and Allison received the form by email and approved it. Allison gave us new brochures and posters for circulation regarding Fair Housing. Bev is organizing the distribution of those documents and scheduling meetings to keep the community informed of the programs.

Working with Bev Lewis on Housing and Fair Housing programs. Bev is updating and revising the Standard Operating Procedures (SOP) for these programs according to HUD regulations.

Forms created and documented for CDBG compliance: Sub-recipient Onsite monitoring report form; Sub-recipient Fund Requisition Form revised to include all standards; Sub-recipient Benefit Activities Report Forms; Sub-recipient Application Score Sheet.

Conducted Onsite monitoring visits to eight CDBG Sub-recipients according to the HUD guidelines and requirements to review the programs/projects of CDBG funding. Interviewed the Directors of the programs funded; monitored and discussed the scope of the programs, explained the required documents for record keeping, and monitored the use of funds for the CDBG reimbursement programs and explained the required receipts for HUD compliance.

Meeting with Auditor and her staff for procedures and scheduling for payments of CDBG funding.

Worked with E Tank and Heinz to receive updated grant report information for the City Engineers.

Working with Stark County Regional Planning discussing plans for HOME program FY2016. The City of Massillon will receive 21% of the Stark County Consortium HOME grant amount after the reduction of CHDO and administration funding, which is \$97,161. The City will use these funds for our in-house homebuyer/housing rehabilitation programs.

Accepted applications for CDBG Program Year (July 2016 to June 30, 2017). Discussed applications and the evaluation/scoring procedures with Directors of the Sub-recipients during the onsite monitoring visits/reviews. Fifteen applications have been submitted for this program year. The remaining onsite monitoring visits/reviews are scheduled for the week of February 29<sup>th</sup>. During the week of March 7<sup>th</sup> the committee will be selected to evaluate and score the applications. The scoring will be performed using the Sub-recipient Application Score Sheet designed by the guidelines of HUD.

## Barbara Sylvester, Community Development Director

From: Beverly A. Lewis, Housing Director, Massillon City

Date: Monthly Report March 1, 2016

=====

### ACTIVITY REPORT:

- **Fair Housing Calls for the Month:** - The number of calls received for February were 28. This was also the month that we prepared for the Audit for Fair Housing. Many of the Housing calls dealt with issues concerning evictions. I was asked to attend a meeting and sit in with a caller in regards to her lease not being renewed at the Lincoln Towers. She was positioned to move, but wanted to know the reason for her having to leave. We were able receive answers that supported the reason for not renewing her lease. She was late reporting her income increase which gave them cause not to renew the lease.
- **Housing Rehabilitation Projects:** We are just finishing up three full rehabilitation none of which were under \$25,000.00. I am in the process of full completion of these three and preparing to begin two to three more. A few months ago I was able to revise our Housing Program as I had to take in consideration our Contractors and the increase cost for materials to do the work. I believe we need to be able to assist people that qualify and not have to eliminate them. The adjustment was approved by the CDBG Director and Regional Planning as a workable adjustment.
- **Emergency Rehabilitation Projects:** We are in the process of providing assistance to two homeowners with electrical problems, and one who was told he needed a new boiler in excess of \$5600.00 to find out through our inspector that he only needs an expansion tank and valves replaced.
- **First-time Homebuyers Assistance:** We have three first Time Homebuyers in line to move into Massillon City.

### Miscellaneous:

The Housing Department welcomes Barbara Sylvester. She has brought new energy to the Department.

Again thank you for the opportunity to serve.

Beverly A. Lewis

**CITY OF MASSILLON COMMUNITY DEVELOPMENT BLOCK GRANT**

**APPLICATION SCORE SHEET**

CDBG FY \_\_\_\_\_

Date: \_\_\_\_\_

**Project Information:**

Project Name:

\_\_\_\_\_

Agency:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Title:

\_\_\_\_\_

Total CDBG Funds Requested: \_\_\_\_\_

**I. COMPLIANCE WITH CDBG NATIONAL OBJECTIVES (5 PTS)**

\_\_\_\_\_ (5 PTS.) Benefit low to moderate income (LMI) persons.

\_\_\_\_\_ (5 PTS.) Aid in the prevention or elimination of slums and blight.

\_\_\_\_\_ (5 PTS.) Meet a need having a particular urgency (Urgent Need)

Brief justification or comments for points awarded:

---

---

---

Total Compliance Points Awarded: \_\_\_\_\_

**II. ACTIVITY NEED AND JUSTIFICATION (5 PTS)**

The activity will be evaluated in terms of the justification of the need for the activity.

\_\_\_\_\_ Excellent Justification (5 PTS)

\_\_\_\_\_ Good Justification (3 PTS)

\_\_\_\_\_ Average Justification (1 PTS)

\_\_\_\_\_ Poor Justification (0 PTS)

Brief justification or comments for points awarded:

---

---

---

Total Need And Justification Points Awarded: \_\_\_\_\_

III. **CONSOLIDATED PLAN OR DEPARTMENT PRIORITY (10 PTS)**

\_\_\_\_\_ Neighborhood Improvement (10 PTS)

\_\_\_\_\_ Economic Development (7 PTS)

\_\_\_\_\_ Public Service (10 PTS)

\_\_\_\_\_ Housing (10 PTS)

\_\_\_\_\_ Homeless Housing (10 PTS)

\_\_\_\_\_ Public Facilities/Public Housing (7 PTS)

Brief justification or comments for points awarded:

---

---

---

Total Consolidated Plan Or Priority Points Awarded: \_\_\_\_\_

**IV. ELIGIBILITY OF THE ACTIVITY UNDER CDBG (10 PTS MAX)**

Evaluation will include cost incurred per person/per unit and the justification for a particular level of funding. The activity will be evaluated in terms of:

\_\_\_\_\_ (5 PTS) Will funding this project/activity assist in providing housing, jobs or services that are needed and are the costs reasonable and will funding the project make an impact on the identified need.

\_\_\_\_\_ (5 PTS) Implementation costs and funding request relative to its financial and human resources

Brief justification or comments for points awarded:

---

---

---

Total Eligibility Of The Activity Under CDBG Points Awarded: \_\_\_\_\_

**V. ACTIVITY MANAGEMENT, IMPLEMENTATION, ADMINISTRATIVE  
AND FINANCIAL CAPACITY TO CARRY OUT THE PROPOSED  
ACTIVITY (30 PTS max)**

Points will be awarded based on documentation and information provided, showing that the financial resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance, where applicable, has been certified. In addition, for applicants that have received funding in the past, their record of maintenance for the funded activity will be evaluated.

\_\_\_\_\_ Management (15 PTS)

Points will be awarded based on documentation and information provided, showing that the resources, such as funding, site control, etc., needed to implement the proposed activity are available and ready. Maximum points will be given to activities that are ready to move forward quickly. This criteria takes into consideration factors that may accelerate or slow down the ability to implement the activity in a timely manner.

\_\_\_\_\_ Implementation (15 PTS)

Brief justification or comments for points awarded:

---

---

Total Activity & Implementation Points Awarded: \_\_\_\_\_



**VI. Experience And Past Performance (30 PTS Max)**

Evaluate experience of the applicant, including the length of time in business and experience in undertaking projects of similar complexity as the one for which funds are being requested, will be evaluated.

In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state, or federal funding program. The past performance will refer to attainment of objectives in a timely manner, responsiveness to the city and expenditure of funds at a reasonable rate in compliance with contract. Compliance with the contract will include, but not limited to, submission of reports and adherence to the scope of services.

\_\_\_\_\_ Points Awarded (30 PTS)

Brief justification or comments for points awarded:

---

---

---

Total Points Experience and Past Performance Points Awarded: \_\_\_\_\_

**VII. APPROPRIATENESS OF THE DESIGN OF THE PROPOSED PROJECT**  
**OR PROGRAM Delivery Approach**

**(5 PTS MAX)**

Delivery and approach of the project/program is for a specific use and open to Massillon City Residents.

\_\_\_\_\_ Excellent Appropriateness (5 PTS)

\_\_\_\_\_ Good Appropriateness (3 PTS)

\_\_\_\_\_ Average Appropriateness (1 PTS)

\_\_\_\_\_ Poor Appropriateness (0 PTS)

Brief justification or comments for points awarded:

---

---

---

Total Appropriateness Points Awarded: \_\_\_\_\_

**VIII. APPLICATION COMPLETENESS (5 PTS MAX)**

Applications will receive up to five (5) points, based on completeness. Applications that have not been signed will not be considered.

Brief justification or comments for points awarded:

---

---

---

Total Application Points Awarded: \_\_\_\_\_.

### **Total Points**

- I. \_\_\_\_\_ Compliance with CDBG national objectives. (5 PTS)
- II. \_\_\_\_\_ Activity need and justification. (5 PTS)
- III. \_\_\_\_\_ Consolidated plan or department priority (10 PTS)
- IV. \_\_\_\_\_ Eligibility of the activity under CDBG. (10 PTS)
- V. \_\_\_\_\_ Activity management, implementation, administrative, and financial capacity to carry out the proposed activity. (30 PTS)
- VI. \_\_\_\_\_ Experience and past performance. (30 PTS)
- VII. \_\_\_\_\_ Appropriateness of the design of the proposed project or delivery approach. (5 PTS)
- VIII. \_\_\_\_\_ Application completeness. (5 PTS)

\_\_\_\_\_ **Grand TOTAL (100 Possible Points)**

**Monitoring Sub-Recipient Program & Administration CDBG Funding****Project Name:**\_\_\_\_\_**Organization/Agency:**\_\_\_\_\_**Prepare for Monitoring Visit:**

- ☐ Application For Funding
  - ☐ Written Agreement;
  - ☐ Progress Reports;
  - ☐ Draw-Down Requests;
  - ☐ Integrated Disbursement & Information System (IDIS) Reports;
  - ☐ Correspondence;
  - ☐ Previous Monitoring Reviews;
  - ☐ Copies of Audits;
- 
- 

**Conduct the Monitoring Visit**

- Date and time of review meeting:\_\_\_\_\_
- Individuals to meet & interview with:\_\_\_\_\_  
\_\_\_\_\_
- Scope of the monitoring:\_\_\_\_\_  
\_\_\_\_\_
- Documentation needed in file:\_\_\_\_\_  
\_\_\_\_\_
- Details of sub-recipients CDBG program requirements & use of funds:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Documentation, discussion, & notes from visit:

---

---

---

- Follow – Up of Review:

---

---

---

---

---

---

---

- Corrective Action of Any Concerns/ Problems of Non-Compliance:

---

---

---

---

**City of Massillon Representative:**\_\_\_\_\_

**Title:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**CITY OF MASSILLON, OHIO**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**REQUISITION FOR FUNDS - SUBRECIPIENT PROGRAMS**

Date: \_\_\_\_\_ Requisition No. \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Name of Person Completing Requisition: \_\_\_\_\_

**REQUISITION SUMMARY**

A. Amount of CDBG Contract Award: \_\_\_\_\_

B. Total CDBG Payments to Date from City: \_\_\_\_\_

C. Amount of this Request: \_\_\_\_\_

D. Balance of Contract Amount \_\_\_\_\_

**Total Amount Being Requisitioned At This Time Is:** \_\_\_\_\_

**Please Attach the Following Items:**

1. Attach reimbursement documentation records: Receipts, timesheets, payroll records, etc.
2. Attach Direct Benefit Activities Worksheet (If Applicable or Provided)

### **CDBG CONTRACT BUDGET**

<u>Budget Line Item</u>	<u>CDBG Budget Amount</u>	<u>Estimated Current Expenditures</u>	<u>Total CDBG Expenditures To Date</u>
_____	\$ _____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL OPERATING COSTS</b>	<b>\$ _____</b>	_____	_____

### **NARRATIVE PROGRESS REPORT**

Progress For The Following Period: \_\_\_\_\_

Please provide a brief narrative report on the accomplishments and progress of this program activity during the time period since the last requisition for funds was submitted to the City. Wherever possible, provide quantifiable data regarding program progress: i.e., number of clients served, etc. (Attach additional sheets if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **CERTIFICATION**

I hereby certify that the amounts above are accurate and represent true and correct costs for the purpose of providing programs and services as described in the contract scope of services, and that the amount being requisitioned is needed to defray the cost of program activities as outlined in the contract budget, and that accurate documentation is attached.

By: \_\_\_\_\_

# CITY OF MASSILLON COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## Sub-recipient Report: Direct Benefit Activities

Project Activity: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Contact Person (Name/Title): \_\_\_\_\_

**Report Period:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

### HUD PERFORMANCE OUTCOME MEASUREMENT SYSTEM

#### HUD Required Performance Output Indicators

Amount of Money Leveraged by CDBG-Funded Activity	Amount
Other Federal Funds Leveraged	
State Funds Leveraged	
Local (City) Funds Leveraged	
Private Funds Leveraged	
Total Funds Leveraged	

Persons Assisted by this CDBG-funded Activity	Total
Total Number of Unduplicated Persons Assisted	
Total Number of Disabled Persons Assisted	

Income Status (% of Median Family Income "MFI")	Total
Total Persons Assisted (0-30% MFI)	
Total Persons Assisted (31-50% MFI)	
Total Persons Assisted (51-80% MFI)	
Total Persons Assisted (>80% MFI)	

Race / Ethnicity of Persons Assisted	Total	Hispanic or Latino
SINGLE RACE PERSONS		
White		
Black or African American		
American Indian or Alaskan Native		
Asian		
Native Hawaiian or Other Pacific Islander		
MUTLI-RACE PERSONS		
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black		
Other Multi-Racial		
Total Number of Persons Assisted:		

2-2016

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**THE CITY OF MASSILLON  
INTERNAL CORRESPONDENCE**

---

**TO:** Mayor Kathy Catazaro-Perry

**DATE:** March 15, 2016

**FROM:** Keith A. Dylewski, P.E., P.S.  
City Engineer

**SUBJECT:** Engineering Department Monthly Report for February 2016

---

**BRIDGES**

**Harsh Avenue SE Box Culvert Replacement** – The survey work is 100% completed. Submitted to OPWC for 2016 funding.

**17<sup>th</sup> Street NE Bridge** – Currently in the planning stages of analysis to replace this structure. The survey work is 100% completed. Design 78 % completed. Currently locating right-of-way and property. Funding for this project has been approved from ODOT's Ohio Bridge Partnership. This will be a design/build project that will be administered by ODOT. It is anticipated to be constructed in the Spring of 2016. Necessary easements approved by Planning Commission and City Council in March 2015.

**Bridge Inspection Program** – ODOT has commenced 2015 inspections on behalf of the City.

**SANITARY SEWERS**

**State Avenue Sewer Rehab** - Beginning survey and preliminary design work on replacing a portion of the sanitary sewer. The design of Phase 1 and Phase 2 is 90% completed. Will be seeking funding sources to construct this project.

**Southway Sanitary Sewer Project** – Project will extend sanitary sewer service along Southway Street to replace failing septic systems. Project bid May 2015. Wenger Excavating was the low bidder and awarded the contract with an anticipated November 2015 start. Project started December 14, 2015. Main sewer is complete, installing laterals. All sewer installed, will start restoration in Spring.

**STORM SEWERS**

**2015-2016 Catch Basin Replacement Project** – Currently working to replace catch basins at various locations throughout the City. This is an ongoing project. Project bid November 10, 2015, Holderbaum was low bidder, and will be working through the Spring, weather permitting.

**WASTEWATER TREATMENT PLANT**

**WWTP Upgrade Project** – Current project scope is to upgrade the existing WWTP average daily flow from 15.8 MGD to 17.0 MGD; modify existing aeration tanks, primary and secondary clarifiers, and sludge pumping to enable biological nutrient removal; replace and upgrade tertiary filter capacity; modify sludge conditioning and digestion facilities; modify and upgrade electrical and instrumentation systems. Applied to the Ohio Water Pollution Control Loan Fund (WPCLF) for project funding. CTI Engineers Inc. and Obrien & Gere currently working on the design phase for the project. Project is currently out to bid with a bid opening date of November 6, 2015. Construction anticipated to begin in the Spring of 2016.

**STREETS**

**Main Avenue Resurfacing** – Funding has been approved from SCATS for FY 2016. Main project components consist of pavement planing and resurfacing; catch basin replacement; sanitary and storm manhole rehabilitation; various locations curb and sidewalk replacement; ADA curb ramps; pavement markings. Project limits are from West corporation line to the intersection of Lincoln Way (SR172). Construction to begin in the Spring/Summer of 2016. Revising plan per ODOT comments. Expected to be bid April 21, 2016.

**Wales Road (SR 241) Improvement Project** – Funding has been secured through SCATS for FY 2020. Project will improve the existing roadway and infrastructure from Lincoln Way (SR172) and Hills & Dales. Project is currently in the preliminary design phase. Survey 40% completed. Started existing site condition plans. Laying out existing property and right-of-way. Configuring lanes for traffic volumes.

**Richville/Southway Intersection Widening** – Bid date August 20, 2015. No bids received, looking at integrating into OPWC Richville widening with joint County project. Project to be constructed in the Spring of 2016. Expected to be bid April 21, 2016.

### **STREETS (Continued)**

**Springhill Settlement Reconstruction** – Preparing estimate and survey.

**2015 Priority Street Segment Resurfacing Project** – Northstar Asphalt apparent low bidder. Currently preparing contract documents for award.

### **SIGNALS**

**Tremont & 1<sup>st</sup> Street SE** – Awaiting traffic counts.

**Erie & South** – Awaiting traffic counts.

### **SUBDIVISIONS**

**Centennial Village** – Preliminary plat and rezoning approved by Planning Commission February 13, 2002. Revised preliminary approved May 8, 2002. Plans approved. Final plat approved by Planning Commission and Council. Plat recorded. Site work began week of September 23, 2002. Sanitary completed and tested. Roadway installed week of May 5, 2003. Easements relocated. Street signs installed. Bond transferred to Roseman Construction. Punch list items to be completed in Spring.

**Country View Meadows** – Preliminary plat approved by Planning Commission August 8, 2012. Developer is working on Engineer's drawings and survey plans. Phase 1 plat approved by Planning Commission in October 2013. The plat has been approved by City Council and recorded with Stark County. The construction plans have been approved by the City Engineer. Clearing and grading began on April 21, 2014. Underground utility work 100% completed. Grading and drainage completed. Curb and pavement installed. Homes under construction. Need to install street lighting.

**Concord Village Allotment** – Preliminary plat approved by Planning Commission March 9, 2005. Plans submitted and approved. Final plat to Planning Commission September 13, 2006. Approved by Council October 16, 2006. Plat recorded, construction began the week of March 26<sup>th</sup>, 2007. Paving completed week of June 25, 2007. Homes are currently being constructed. Working on completing punch list items.

**Gray Ridge Estates Phase 1** – Preliminary plat submitted to Planning Commission March 9, 2005. Final plat approved by Planning Commission and Council February 2006. Earthwork began week of July 31, 2006. Pre-construction meeting August 21, 2006. Sanitary sewer installation and testing complete. Utility construction 75% completed. Sanitary trunk sewer extension completed. Homes are currently being constructed. Curb and pavement installed week of May 14, 2007. Seeding/grading and punch list items to be completed. Reconstruction of 27<sup>th</sup> Street SE completed. Entire development sold at auction in summer 2011. Ryan Homes has resumed housing construction in Spring 2013. Street lighting has been installed, monuments installed, working on final punch list items.

**Buckeye Ridge Estates** – Preliminary plat submitted to Planning Commission May 13, 2015. Resubmitted a revised preliminary plat to Planning Commission June 29, 2015. Final plat approved by Planning Commission August 26, 2015 and Council September 21, 2015.

**Sippo Reserves Allotment Phase 1** – Preliminary plat approved by Planning Commission December 8, 2004. Plans submitted and under review. Plans approved. Earthwork began week of August 22. Sanitary sewer installation began week of September 19<sup>th</sup>. Final plat approved by Planning Commission July 13, 2005, Council September 6, 2005. Underground utilities completed. Curb installed week of April 17, 2006. Asphalt completed, sewer testing completed. Homes being built.

**Sippo Reserves Allotment Phase II** – Plat approved by Planning Commission and Council. Utility and roadway construction began in August 2010. Underground utilities are installed, curb installed September 7, 2010. Paving completed November 3, 2010. Project has been transferred to a new developer, who will be completing any remaining items. Street lighting installed August 25, 2014.

**Westbrook Estates Phase III** - Plans sent in December 2005 and under review. Revised plans sent April 27, 2006. Plat submitted May 30, 2006, approved by Planning Commission June 14, 2006. Approved by Council. Grading work 90% completed. Utility work began the week of April 16<sup>th</sup>, 2007. Utilities 90% completed, curb and roadway installed week of November 3, 2008. Plat recorded March 25, 2009. Underground electric and telephone lines have been installed, homes being built. Working on punch list items.

**Westbrook Estates Phase IV** – Preliminary plat approved by Planning Commission May 13, 2015. Engineer is working on construction drawings and final plat. Final plat approved by Planning Commission on January 13, 2016 and Council on February 16, 2016.

### **MISCELLANEOUS**

**Storm Water Management Plan** – Currently compiling data to prepare our 2014 Annual Report for submission to Ohio EPA.

**Storm Water Mapping** – Updating on a continuing basis.

**Subdivision Mapping** – 50% completed PS drawing/SD drawings. Editing to include subdivision information: replats, vacations, dedications.

**Sanitary Sewer Mapping** – 96% completed. Permits and GIS are being added to the database and are 22% complete. Editing files to include pipe length and slope/material. Currently researching all septic locations within the City. Adding elevations to database and modeling for flow; adding elevation data.

**GIS** – Completed, transferring items to ESRI. Setting hyperlinks. Modifying display and addressing and permits, maps. Continuing to update. Adding traffic signals, signs inventory, elevation work for flow on sanitary, sanitary septic areas, misc. repairs. Updating and transferring to new server. Revise into SQL Server.

**Web Site** - The Engineering Department web site has been completed and will be updated on an ongoing basis. Analyzing and updating current maps.

**Outfall Inventory** – Creating mapping and database including data entry of existing outfalls as required by the City issued OEPA Storm Water Permit. This is an ongoing process throughout the year.

**WWTP 2015 Fiber Optic Infrastructure Improvement Project** – Bid opening held December 8, 2015. Awarded to Lockhart Concrete.

### **UTILITIES**

**3<sup>RD</sup>/Lincoln Way East** – Dominion gas line replacement project PIR 1526 underway to replace 14,000 feet of underground gas line and 200+ service lines to homes and businesses. Project was completed December 1st.

**10<sup>th</sup> Street NE** – Dominion gas line replacement PIR 825 underway to replace underground pipe and service lines 10<sup>th</sup> Street NE (north of State Avenue to Medill Avenue) including Rotch/Irvington/ etc. Project has been completed.

**Connecticut Ave SE** – Dominion gas line replacement project PIR 1166 to replace underground gas mains between Hess Blvd and 20<sup>th</sup> Street SE. Easement through South Sippo Park has been finalized and construction will continue into the Spring.

**Kathy Catazaro-Perry, Mayor**

# **Massillon**

**Thomas M. Burgasser, Fire Chief**  
Fire Department | 233 Erie Street South, Massillon, OH 44646 | 330.833.1053

Tuesday, March 15, 2016

Mayor Catazaro-Perry  
Municipal Government Center Annex  
151 Lincoln Way East  
Massillon, Ohio 44646

Dear Mayor:

Attached is the monthly report for the Massillon Fire Department for February, 2016. The department responded to a total of 413 alarms during the month. This averages to 14.3 alarms per day. There were 75 fire and public service calls, and 338 Rescue and EMS calls. There were 3 civilian injuries due to fires.

On the 4<sup>th</sup> of the month, I attended the monthly LOGIC Board meeting. I also attended a webinar regarding the changing in the state EMS grant. Also, Firefighter Paramedic Timothy Travis Krieger resigned from the department.

On the 8<sup>th</sup> of the month, Firefighter Paramedics Matthew Tasz, Joshua Lowery, Matthew Sandmann, and Eric Samodell began their orientation periods as probationary employees.

On the 9<sup>th</sup> of the month, there was an Officer's meeting.

On the 10<sup>th</sup> of the month, I attended the monthly IMAT meeting.

On the 11<sup>th</sup> of the month, I attended a meeting between City Officials and Affinity Hospital Officials to discuss disaster planning.

Kathy Catazaro-Perry, Mayor

# Massillon

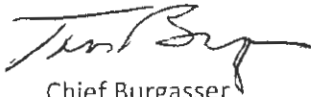
Thomas M. Burgasser, Fire Chief

Fire Department | 233 Erie Street South, Massillon, OH 44646 | 330.833.1053

On the 22<sup>nd</sup> of the month, the fire department learned that the truck crash trial had been canceled because the plaintiffs had reached a settlement with the City insurance carrier.

AFG Grants were written for power cots as well as the regionalized radio grant. Community Health Foundation was also approached for grant funding for power cots. Much time was spent researching the SAFER Act grant for FY 2015.

Respectfully,



Chief Burgasser  
Massillon Fire Department



# Massillon Fire Department

233 South Erie St.  
Massillon, Ohio 44646  
Phone (330) 833-1053  
Fax (330) 833-1443  
[www.massillonohio.com](http://www.massillonohio.com)

## Office of EMS Coordinator

March 12, 2016

Chief Burgasser

Re: February 2016 Monthly Recap

### Call Distribution

Calls: 2016-0435 – 2016-0847

Total Calls: 413

EMS: 305 EMS Runs

(1 Perry) Structure Fire Pt (2 Jackson) Bariatric Unit

310 patients treated

(+) Mutual Aid Given (1-Brewster)

FIRE: 12 Fires

3 building

0 outside equipment

1 passenger vehicle

0 dumpster

3 cooking

2 mutual aid (Brewster - building, rail car)

1 unauthorized burnings

2 authorized controlled burning

Service: 96 General Service Calls

33 patient lifts

20 alarm system activations

38 misc. service calls

5 carbon monoxide incidents

Injuries: 3 Fatalities: 0

*John Paul Markwood IV*

John Paul Markwood IV  
EMS Coordinator  
Massillon Fire Department  
[jmarkwood@massillonohio.com](mailto:jmarkwood@massillonohio.com)

### Mission Statement

"To be ever vigilant in the protection of life and property, from fire and  
Other emergencies, through response, prevention, and education.

## HEALTH DEPARTMENT ACTIVITY REPORT FOR THE MONTH OF FEBRUARY, 2016

	Current Month		Year to Date
<u>Vital Statistics Services</u>			
Births: Resident .. 0 ... Non-Resident .. 0.. Total: .....	0	....	1
Deaths: Resident .. 20 ... Non-Resident .. 18.. Total: .....	38	....	72
Certified B/D copies issued .....	267	....	504
Burial Permits .....	37	....	94
Fetal Death .....	0	....	0
<u>Animal Control</u>			
Animal bites reported .....	10	....	13
Lab examinations: (Positive _0_; Negative _0_; Undetermined _0_) Total: .	0	....	0
<u>Food Protection</u>			
Food Service/Food Establishment Inspections .....	66	....	107
Food Vending Machine Inspections .....	0	....	0
Mobile Unit/Temporary Food Inspections .....	3	....	3
Consultations .....	3	....	6
Plan Reviews made .....	1	....	2
Food Complaints received .....	0	....	2
<u>Nuisance Control</u>			
Residential complaints .....	22	....	54
Commercial complaints .....	1	....	3
Inspections .....	38	....	79
Consultations .....	3	....	6
Orders issued .....	17	....	46
Orders in compliance .....	17	....	44
Smoking Complaints .....	0	....	1
Smoking Investigations .....	0	....	1
<u>Environmental Inspection Services</u>			
Swimming Pool Inspections .....	0	....	0
Swimming Pool Complaints .....	0	....	0
School Environment Inspections .....	6	....	10
Supervised Community Clean-ups .....	0	....	0
<u>Compliance Actions</u>			
Legal Action .....	0	....	0
<u>Mosquito Control</u>			
Mosquito Investigations .....	0	....	0
Larvacide Drops .....	0	....	0
Biomist Spraying .....	0	....	0

**NURSING DIVISION REPORT**  
**February 2016**

<b>WIC CLINICS:</b>	Initial Certification	65
	Re-certifications	113
	Individual Appointment	17
	Group or Self modules	89
	Case Load	832

<b>IMMUNIZATION CLINICS:</b>	Patients seen	34
	Immunizations Administered	58

<b>TB TESTING CLINIC:</b>	TB Tests Administered	10
	Positive Reactors referred for X-ray	0

<b>COMMUNITY NURSING:</b>	<b>February 2016</b>	<b><u>Year to Date</u></b>
Lions Club Applications	-	1
SID/ SUID Home Visit	-	0
Help Me Grow Referrals	-	-
BCMh Referrals	2	4
BCMh Home Visits	3	7
BCMh consults	1	3
Lead Referrals	-	0
Lead investigations	-	0
Lice Checks	-	0
Safe Sleep Class	3	3

Parochial School Visits: N/A

Field Visits: 8

Auxiliary Visits: 340

Meetings

Miscellaneous: Center for Disease Control and Prevention conference call regarding the Zika Virus.

Diana Martin, RN, BSN  
Director of Nursing



## CITY OF MASSILLON

### INTERNAL CORRESPONDENCE

**TO:** Kathy Catazaro-Perry, Mayor

**FROM:** Mike McKee, Budget Director & Income Tax Administrator

**SUBJECT:** Budget & Income Tax Department Monthly Report - January 2015

**DATE:** March 15, 2016

\*\*\*\*\*

#### Income Tax Collected:

- The total income tax collected from the Massillon citizens and businesses for the month of Feb 2016 was \$2,056,599. This is up 39% over this time last year (2015). Yes, I stated 39%
- Total for Jan and Feb is \$3,454,965.
- It's early in 2016 to make any projections on meeting or exceeding our General Fund Revenue Goal to cover our General Fund Budget of \$18,971,760.

#### General Fund Roll-Over For 2016:

\$2,232,527	Total Roll-Over as of 1 January 2016
<u>(\$286,834)</u>	Encumbrances from CY 2015
\$1,945,693	TOTAL: Roll-Over as of January 31, 2016
<u>(\$200,000)</u>	Procured 2 Snow Plow Trucks (Feb 2016 Purchase)
<u>(\$30,000)</u>	Economic & Development Salary (Appropriation approved by Council/19 Jan 16)
\$1,715,693	Total Roll-Over as of February 2016
<u>\$500,000</u>	General Fund Stability Fund Goal (Example: Only for Discussion)
\$1,215,693	Current Balance of Roll-Over

**Capital Improvement Fund (as of 29 February 12, 2016)**

	<u>GF Income Tax Capital Improvement (1401)</u>	<u>Parks Cap Improvement</u>
Jan	\$23,306	\$2,331
Feb:	<u>\$34,277</u>	<u>43,428</u>
	\$57,883	\$5,759

**Budget Issues:**

- Projected 2016 Unbudgeted Items not yet addressed by Council:
  - o Workman's Comp Sept 16 Payment: \$127,495
  - o Bond Council: \$155,000
  - o Elevator Fix (1401 Tax Improvement Fund) \$26,000
- 
- Projected new 2017 Budget items:
  - o Workman's Comp Payment: \$100,000
- 
- Projected New 2018 Budget item:
  - o PD & Fire Radio's: \$265,000

Mike McKee

Budget Director & Tax Administrator

**MONTHLY REPORT –February 2016**

March 10, 2016

**RECREATION CENTER OPERATIONS/PROGRAMS**

Day Passes Sold: 1763	\$13083.00
Guest Passes Sold: 420	\$2,100.00
Spectator Passes Sold: 78	\$158.00
Day Pass 5 Punch: 154	\$3,850.00
Day Pass 10 punch: 25	\$1,250.00
Membership Packages Sold: 369	
Memberships Sold: 506	
Pavilion Rentals: 10	
Community Room Rentals: 24 (\$3563.75)	
Birthday Party Packages: 15 (\$2,290.00)	

- Spring and Summer Recreation brochure complete
- Reviewing bid packet for locker rooms.
- Weekly program meetings to begin planning for fall/winter programs and events.

**PARK MAINTENANCE**

Currently interviewing part time park crew members.

Finalizing playground equipment purchases.

Organizing utilization of community service workers in the parks.

**GOLF COURSE**

Verbal report from Director of Golf

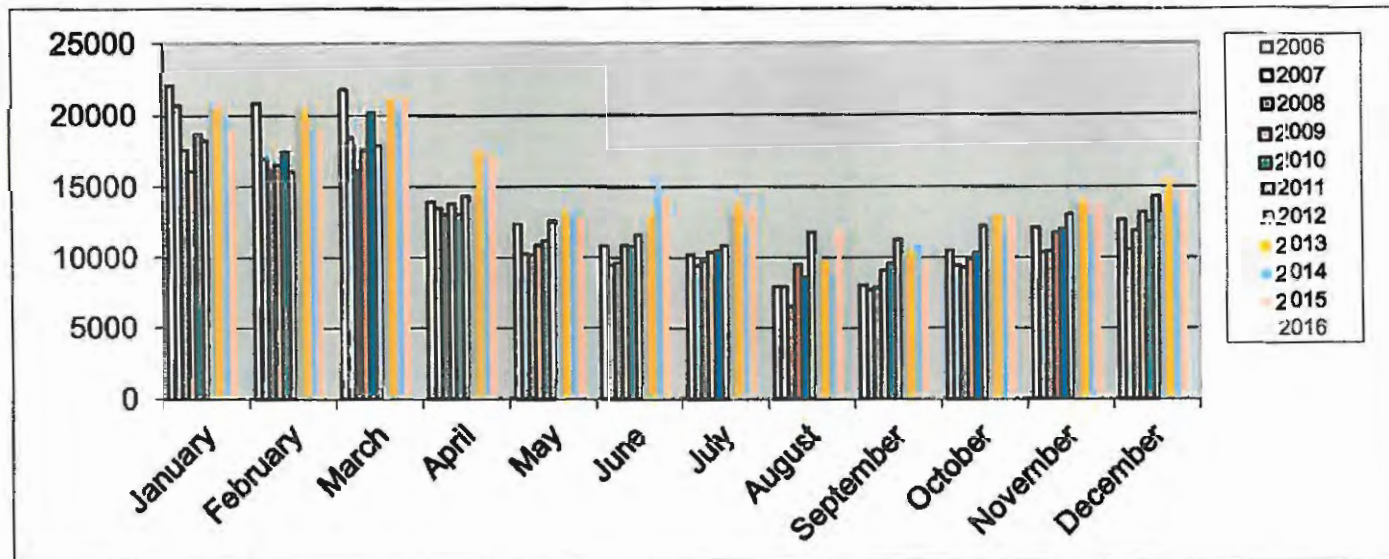
**SENIOR DIVISION**

Report from Director

**Kim O'Farrell, Director of Parks and Recreation**

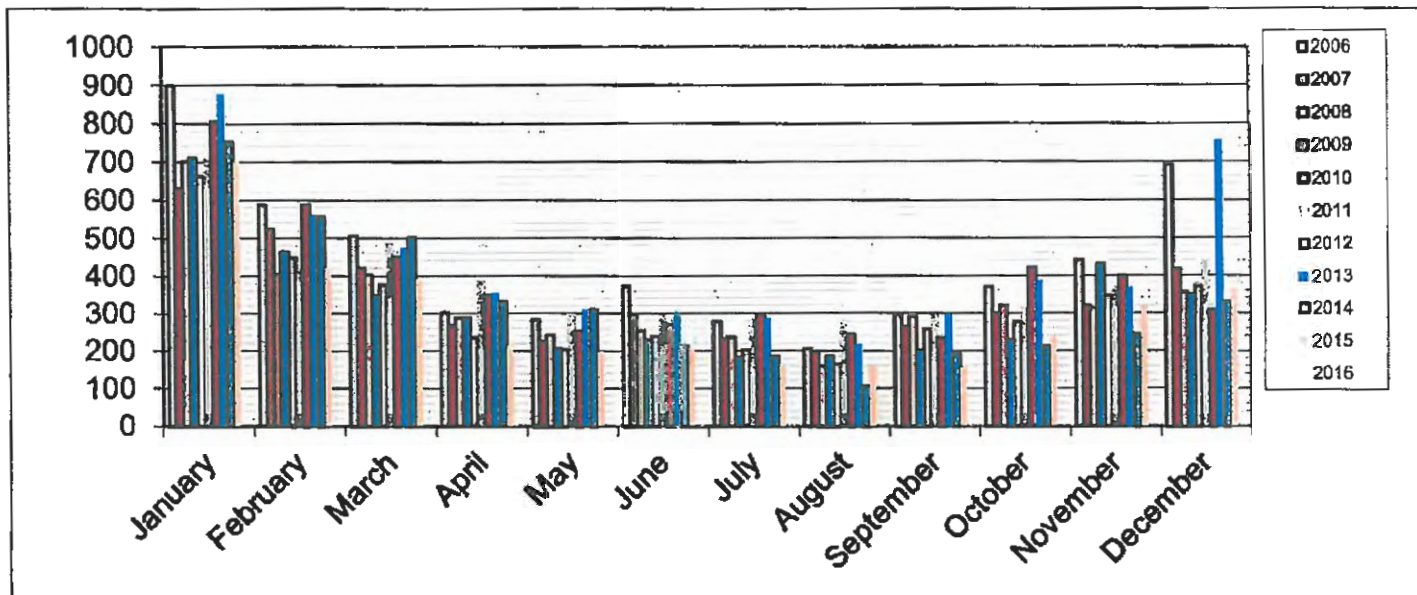
### Membership Usage by Month

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTALS
January	22,141	20,732	17,604	16,136	18,712	18,288	20,572	20,454	20,060	18,895	19,510	213,104
February	20,877	17,007	16,204	16,566	17,466	16,085	20,484	20,403	18,947	19,050	20,197	203,286
March	21,846	18,427	16,165	17,593	20,210	17,899	18,226	21,269	20,463	21,237		193,335
April	13,933	13,474	13,057	13,793	13,059	14,362	13,982	17,453	16,219	17,183		146,515
May	12,368	10,229	10,182	10,883	11,193	12,582	12,341	13,159	13,188	12,886		119,011
June	10,825	9,533	9,651	10,861	10,822	11,603	11,924	13,168	15,610	14,257		118,254
July	10,169	9,432	9,745	10,385	10,439	10,826	12,938	13,752	12,235	13,509		113,430
August	7,968	7,937	6,525	9,499	8,616	11,819	10,315	9,802	9,015	11,894		93,390
September	8,042	7,718	7,821	9,079	9,592	11,262	10,279	10,371	10,826	9,482		94,472
October	10,487	9,456	9,293	9,865	10,357	12,225	12,954	13,033	11,472	12,995		112,137
November	12,121	10,348	10,425	11,722	11,994	13,080	13,796	13,876	12,658	13,523		123,543
December	12,701	10,559	11,888	13,189	12,542	14,316	13,177	15,357	14,100	14,723		132,552
Totals	163,478	144,852	138,560	149,571	155,002	164,147	170,988	182,097	174,793	179,634	39,707	1,663,029



### Membership Packages Sold by Month

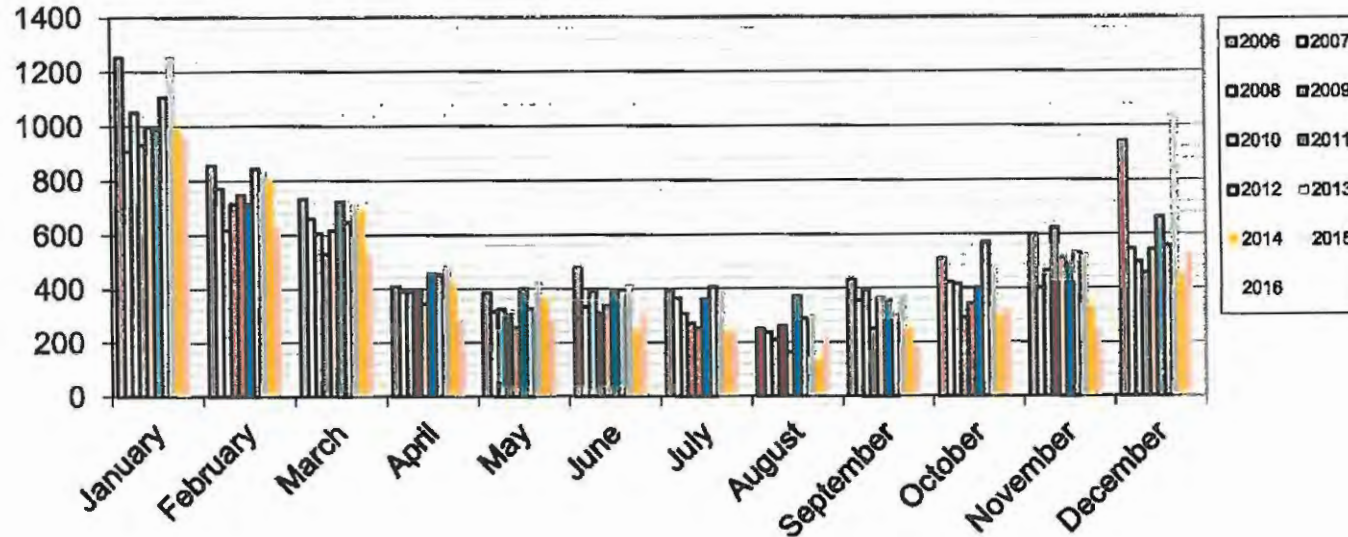
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTALS
January	899	630	701	710	662	706	805	875	753	703	541	7985
February	588	525	405	465	450	423	589	560	555	421	369	5350
March	507	422	404	349	377	484	450	474	502	393		4362
April	303	268	288	287	235	385	348	356	332	215		3017
May	283	226	243	207	203	292	253	310	310	200		2527
June	373	297	254	228	239	296	272	298	212	208		2677
July	278	233	235	182	203	283	298	286	186	168		2352
August	205	197	159	185	165	277	244	217	106	166		1921
September	295	266	291	202	259	302	234	295	192	158		2494
October	370	300	320	228	277	315	422	386	213	234		3065
November	441	319	314	432	346	369	400	369	246	322		3558
December	692	418	356	351	373	439	309	755	331	366		4390
Totals	5234	4101	3970	3826	3789	4571	4624	5181	3938	3554	910	43698





### Number of Membership Sold by Month

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	TOTALS
January	1255	908	1052	932	999	987	1110	1257	999	960	785	11244
February	857	773	616	715	748	714	843	832	804	628	506	8036
March	733	660	605	529	617	723	650	715	692	527		6451
April	409	392	387	397	342	457	451	483	421	277		4016
May	386	315	324	305	254	400	325	424	362	277		3372
June	474	331	393	311	337	385	392	414	240	312		3589
July	393	364	309	270	253	360	406	387	234	232		3208
August	249	239	209	260	165	372	289	299	131	220		2433
September	432	355	394	250	361	353	303	372	249	188		3257
October	510	421	416	293	343	401	569	480	298	328		4059
November	598	401	463	622	510	488	531	524	333	235		4705
December	942	545	497	455	542	664	555	1036	457	525		6218
Totals	7238	5704	5665	5339	5471	6304	6424	7223	5220	4709	1291	60588





## **MONTHLY REPORT – February 2016**

March 24, 2016

<b>GOLF COURSE OPERATIONS</b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Leagues Booked	11	8
Memberships	2	0
Outings Booked	21	19
Revenue YTD 1/1/16 - 2/29/16	\$3,347.87	\$1,059.10

- Outing and membership numbers will increase in the upcoming months.
- Inside clubhouse was painted by Carrie & Steve.
- Power washed cart barn and organized it.
- New Carts arrived last week of February.
- Getting inside and outside ready for opening day.

### **GROUND MAINTENANCE**

- Greg and Bobby cleaned his shop, repaired equipment that was sitting for years not being used, painted ball washers, benches, bag drop off rack, starter podium and ball picker.
- Cleaned up debris on course as well.
- Contacted companies for donations.
- Greg has contacted numerous asphalt companies to get quotes on cart path patching. Haven't heard back from anyone. Working with the city to get the parking lot and cart paths patched.

<b>CLUB BANQUETS</b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Banquets YTD	2	3
Banquets Booked	27	23
Banquet Revenue YTD	\$3,151.76	\$1,542.77

- Steve was busy preparing the kitchen for the season. Also repairing certain things around clubhouse.
- Hired new part time Banquet Coordinator Melissa Dennis who will be starting first week of March.
- Prepared new menu items to sell, including handmade pizza's and pepperoni rolls just to name a couple.

**Carrie Lowry, PGA Director of Golf/ Golf Operations Manager**

## Massillon Parks and Recreation Board Meeting Thursday, March 11, 2016

- AARP Free Tax Aid Service started February 1<sup>st</sup>. This free service will run through April 14<sup>th</sup>. AARP has served our community for over 20 years. The Massillon Senior Center is their home base. I encourage everyone to take advantage of this service. Free for all senior citizens in our community. Many thanks to the wonderful volunteers, who are also members of the Senior Center Activity Club.
- The Massillon Senior Citizens Activity Club, has ask me to speak on their behalf. We the board members would like to thank the Massillon Parks and Recreation Department for their financial support. With a joint effort from both entities, the old furnace and air conditioner on the 3<sup>rd</sup> floor, is in the process of being replaced. We are deeply grateful for their help in maintaining the Senior Center building.
- On March 30<sup>th</sup> the Dixieland Jazz Band will kick off their monthly series at the Massillon Senior Center. Door open at 6:30 and all are welcome to this free concert. The Band is co-sponsored by the *Massillon Senior Citizens Activity Club* and the *Massillon Public Library*. Refreshments are provided by: *The Legends Health Care Center of Massillon*.

Massillon Senior Center Report - Submitted by: Caroline Ferrel, Director



**BY: Penny Berg**

[illegible]

cc: Safety Service Director J. Smith

# TRAFFIC ACTIVITY REPORT

MONTH OF February 2016

<b>TO:</b>	Chief Keith T. Moser
<b>FROM:</b>	Patrolman Jeffrey A. Crawford
<b>DATE:</b>	March 2, 2016

In February 2016 the Massillon Police Department issued a total of 209 traffic citations, 58 more traffic citations than were issued during the same time period last year. The Massillon Police Department made 13 arrests for OVI, which was 8 more than were made in February of 2015. Radar Citations for the month totaled 39, this was 8 more than last year during the same time period.

The Massillon Police Department handled a total of 104 traffic accidents during February. This was the same as occurred last year during the same time period. There were 63 property damage accidents and 16 injury accidents. There were no fatal accidents and 26 accidents that occurred on private property. Of the above accidents there were 18 hit skip accidents, and 2 accident that occurred as a direct result of alcohol and/or drugs. There were 2 pedestrian involved accidents, and 1 motorcycle accident. There were no bicycle accidents during the month. The Massillon Police Department investigated 24 accidents involving juveniles resulting in 6 injuries.

In February 2016 there were 71 motor vehicles towed by the Massillon Police Department. This was 10 more than were towed in February of 2015. Of the above tows, 33 vehicles were towed from traffic accidents, 13 as a direct result of an arrest, 11 for parking violations and 10 for traffic offenses of some type. There were 1 recovered stolen vehicle and 3 misc. tows.

During the month of February 2016 the traffic officer mailed 30 certified letters in regards to junk and/or abandoned motor vehicles. The traffic officer made 22 title searches to the State of Ohio, Bureau of Motor Vehicles. During February 2016 the traffic officer was able to junk or title 19 motor vehicles. Also during the month of February the traffic officer issued or acted upon 28 notices (48/72 hour and/or 10/20 day notices). The traffic officer further sent numerous 2255's and driver's licenses to the state. The traffic officer logged and filed several license plates, and kept track of the motor vehicles awaiting court order for immobilization, confiscation or return to the owners. The traffic officer issued 16 parking citations and investigated 4 school bus violations.

As of the last day of February 2016 there were 26 motor vehicles sitting upon the impound lots of Reed's Incorporated and Patriot Towing Service. Of the 62 vehicles several are waiting for court order to dispose of them.

Following is a breakdown of the individual tows, accidents, citations and OVI arrests for the month of February 2016.

# TOTALS FOR FEBRUARY 2016 AND YEAR TO DATE

OFFICERS NAME	ID#	February Citations	February OVI'S	February Accidents	February Tows	Y.T.D. Citations	Y.T.D. OVI'S	Y.T.D. Accidents	Y.T.D. Tows
Chief Moser	75	0	0	0	0	0	0	0	0
Capt. Covert	80	0	0	0	0	0	0	0	0
Capt. Peel	82	0	0	0	0	0	0	0	0
Lt. Pahlau	43	0	0	0	0	0	0	0	1
Lt. Carpenter	85	0	0	0	0	0	0	0	0
Lt. Greenfield	83	3	0	3	0	6	0	3	0
Sgt. McCune	95	0	0	0	0	0	0	1	0
Sgt. Muntean	70	1	0	2	1	1	0	4	1
Sgt K. Smith	90	0	0	0	0	0	0	0	0
Sgt. Saintenoy	102	1	0	2	0	2	0	4	0
Sgt. Rogers	93	4	1	1	2	4	1	1	2
Sgt. Maier	105	15	1	0	0	10	1	1	0
Sgt. Harting	113	2	0	3	4	2	0	3	6
						0	0	0	0
Ptl. Ricker	63	1	0	3	2	2	0	4	3
Ptl. R. Slutz	69	1	0	3	0	1	0	3	0
Ptl. Crawford	71	0	0	0	9	0	0	0	17
Ptl. Brown	72	0	0	2	2	0	0	2	2
Ptl. Anderson	75	0	0	1	1	3	0	3	3
Ptl. J. Slutz	81	4	0	10	2	6	0	14	3
Ptl. Solinger	87	0	0	0	0	0	0	0	0
Ptl. Fabianich	89	0	0	0	0	0	0	0	0
Ptl. Baumgardner	94	3	0	3	1	4	0	7	4
Ptl. J. Smith	96	3	0	5	6	8	0	11	9
Ptl. Riccio	98	4	1	0	1	36	4	0	4
Ptl. Davis	99	0	0	5	0	2	1	6	1
Ptl. D. Smith	101	1	0	6	1	5	1	7	2
Ptl. McConnell	103	2	0	1	2	2	0	1	3
Ptl. Boyer	106	3	0	3	5	3	0	4	5
Ptl. Gohlke	107	0	0	0	0	0	0	0	0
Ptl. Dadisman	110	6	0	2	2	33	2	13	13
Ptl. Edwards	111	5	0	5	2	6	0	6	2
Ptl. Antonides	116	9	1	0	2	11	1	1	2
Pt. Fullmer	118	8	0	4	1	21	1	12	7
Ptl. Leon	119	3	1	3	1	3	1	3	1
Ptl. Hyatt	120	9	0	4	2	15	0	8	2
Ptl. Spangler	121	18	1	12	3	41	1	20	7
Ptl. Slack	123	52	1	6	7	139	2	13	17
Ptl. Franklin	124	22	2	5	8	55	3	11	14
Ptl. Wood	125	8	2	2	1	19	4	7	4
Ptl. Moody	126	21	2	8	3	29	2	11	3
Other		0	0	0	0	2	0	0	0
Monthly Totals		209	13	104	71	479	25	184	138

# TOTALS FOR JANUARY 2016 AND FOR YEAR TO DATE

CHARGE	JAN	FEB	Y.T.D.
ACD	15	20	35
AGGRAVATED VEHICULAR HOMICIDE	0	0	0
ALLOWING UNLICENSED DRIVER TO DRIVE	3	0	3
ATV ON CITY STREET	0	1	1
CHANGING LANES W/O CAUTION	0	0	0
COUNTERFEIT PLATES	0	0	0
DEFECTIVE EXHAUST	1	3	4
DRAG RACING	0	0	0
DRIVING ALONE ON A T.P.	0	0	0
DRIVING OVER A FIRE HOSE	0	0	0
DUS	54	27	81
DWI	12	13	25
EXPIRED OL	0	0	0
EXPIRED/IMPROPER REGISTRATION	15	16	31
FAILURE TO CONTROL	9	6	15
FAILURE TO PRODUCE AN OL	0	0	0
FAILURE TO SIGNAL	4	7	11
FAILURE TO YIELD	9	9	18
FICTITIOUS REGISTRATION	6	2	8
HIT-SKIP	3	2	5
IMPEADING THE FREE FLOW OF TRAFFIC	2	3	5
IMPROPER BACKING	2	2	4
IMPROPER LANE USE	8	11	19
IMPROPER PASSING	0	0	0
IMPROPER START	0	0	0
IMPROPER TURN	1	0	1
INADEQUATE BRAKES	0	0	0
UNSECURE LOAD	0	0	0
LEFT OF CENTER	0	0	0
NO M.C. SAFETY EQUIPMENT	0	0	0
NO HEADLIGHTS	6	5	11
NO OL	14	7	21
NO SEATBELT/CHILD RESTRAINTS	5	3	8
NO BRAKE/TAIL/LICENSE PLATE LIGHTS	4	4	8
OBSTRUCTION OF A CROSSWALK	0	0	0
OBSTRUCTION OF WINDSHIELD	0	0	0
OPEN CONTAINER	1	2	3
OVERWEIGHT VEHICLE	0	0	0
PARKING VIOLATIONS (INCLUDING HANDICAP)	0	0	0
PASSING A STOPPED SCHOOL BUS	0	0	0
PEELING TIRES	0	0	0
PROHIBITED VEHICLE ON A CITY STREET	0	0	0
RECKLESS OPERATION	2	2	4
RED LIGHT	7	5	12
SPEEDING	45	39	84
STOP SIGN	36	16	52
UNSAFE VEHICLE	1	0	1
WEAVING	0	0	0
WILLFULLY FLEEING/FAILURE TO COMPLY	1	2	3
WRONG WAY ON A ONE WAY STREET	1	0	1
MISCELLANEOUS	1	2	3
VOIDED CITATIONS	2	0	2
TOTALS-----	270	209	479

## VEHICLES TOWED FOR FEBRUARY 2016 AND YEAR TO DATE

REASON TOWED	JAN	FEB	YEAR TO DATE TOTALS
ACCIDENTS	29	33	62
TRAFFIC	14	10	24
PARKING	14	11	25
ARREST	10	13	23
STL/REC	0	1	1
MISC	0	3	3
TOTALS	67	71	138

# MAYORS REPORT

## STREETS AND HIGHWAY

Date	2/29/2016	Date Submitted	3/9/2016
Cold Mix Tons Ward 1	5.38	Patched Streets Ward 1	5
Cold Mix Tons Ward 2	11.38	Patched Streets Ward 2	12
Cold Mix Tons Ward 3	13.42	Patched Streets Ward 3	11
Cold Mix Tons Ward 4	9.16	Patched Streets Ward 4	8
Cold Mix Tons Ward 5	10.4	Patched Streets Ward 5	4
Cold Mix Tons Ward 6	4.34	Patched Streets Ward 6	7
Hot Mix Tons Ward 1	0	Swept Streets Ward 1	0
Hot Mix Tons Ward 2	0	Swept Streets Ward 2	0
Hot Mix Tons Ward 3	0	Swept Streets Ward 3	0
Hot Mix Tons Ward 4	0	Swept Streets Ward 4	0
Hot Mix Tons Ward 5	0	Swept Streets Ward 5	0
Hot Mix Tons Ward 6	0	Swept Streets Ward 6	0
Salt Tons	1000		
Mortar Bags	0		
Cement Bags	0		
Sand Tons	0		
Removed Advertising Signs From Telephone Poles/Tree Lawns <input checked="" type="checkbox"/>			
Removed Fallen Trees/Limbs From Street <input checked="" type="checkbox"/>			
Cleaned Off Catch Basins <input checked="" type="checkbox"/>			
Mowed/Weedeat <input type="checkbox"/>			
Barricades			

**CITY OF MASSILLON**  
**STREET DEPARTMENT**  
**FEBRUARY MONTHLY REPORT**

**FEBRUARY 1, 2016**

Sweep City Streets  
Load street sweeping container  
Pick up catch basin grates 22<sup>nd</sup> Street SE  
Bridgton Street NE and Oakhill Drive NE  
Pick up expired animals 1 Raccoon Lincoln Way E & Hess Blvd SE  
1 Cat Tremont AVE SW and 1 Coyote Harsh Ave SE

**FEBRUARY 2, 2016**

Sweep City streets  
Patch Huron Road SE, Shawnee Ave SE, Keuper Blvd NE,  
Valeside Street NE  
Clean City Garage  
Load street sweeping container  
Pick up expired animals 2 Skunks Walnut Road SE

**FEBRUARY 3, 2016**

Clean Catch Basins City wide  
Sweeper training  
Assemble Mechanical Floats for plows  
Patch Huron Road SE, Dixie Hilltop SE, 16<sup>th</sup> Street SE,  
Lawton Street SE, 27<sup>th</sup> Street NE, Millridge Path NE,  
Keuper Blvd NE and Oak Manor Ave NE  
Bluff Ave SE fill potholes with grindings  
Grade Alley off Walnut SW between 7<sup>th</sup> SW & 8<sup>th</sup> SW  
Pick up expired animals 3 Skunks 3<sup>rd</sup> SE and Finefrock SW

**FEBRUARY 4, 2016**

Clean up litter and debris Harsh Ave SE, Rawson Street SE  
Sweeper and Loader training  
Grade Alley off Walnut Road SW  
Sweep City Streets  
Trim over growth in Alley off Walnut Road SW  
Trim over growth corner 10<sup>th</sup> Street SW & Tremont Ave SW

**FEBRUARY 5, 2016**

Clean litter debris Route 21 North and South bound  
Sweep Route 21 North and South bound  
Patch with HPM

**FEBRUARY 8, 2016**

Clean litter and debris inside wall Route 21  
Sweep inside wall Route 21  
Sweeper and Loader training  
Load Street sweepings container  
Haul yard waste to Perry Township 2 loads  
Remove advertising signs from tree lawns and poles  
Put steel plates back on catch basins 6<sup>th</sup> SW at Walnut SW  
Put steel plate back on catch basin Lincoln Way at 25<sup>th</sup> SE  
Pick up expired Skunk Amherst Road NE



**FEBRUARY 9, 2016**

Check road conditions for ice  
Haul HPM Central Allied  
Haul gravel for Alleys Oster Sand and Gravel  
Prepare trucks for next snow system  
Loader training

**FEBRUARY 10, 2016**

Snow and ice control

**FEBRUARY 11, 2016**

Snow and ice control

**FEBRUARY 12, 2016**

Snow and ice control

**FEBRUARY 16, 2016**

Snow and ice control  
Push Salt up into bin

**FEBRUARY 17, 2016**

Snow and ice control  
Push salt up into bin  
Patch Lincoln Way W 6<sup>th</sup> street NW to 17<sup>th</sup> Street NW HPM  
Patch Cherry Road NW at 3<sup>rd</sup> Street NW HPM

**FEBRUARY 18, 2016**

Snow and ice control  
Push salt into salt bin  
Remove tree limb 2300 Block Harsh Ave SE

**FEBRUARY 19, 2016**

Snow and ice control  
Pick up tree limbs 230 8<sup>th</sup> Street NE,  
19<sup>th</sup> Street NE & Lindberg Ave NE  
Thorne Ave NE & 1<sup>st</sup> Street NE,  
2<sup>nd</sup> Street SE & Tremont Ave SE  
400 6<sup>th</sup> Street SW  
Replace steel plates on catch basins Federal Ave NE,  
Duncan Street SW and Diamond Court SE

**FEBRUARY 22, 2016**

Patch 9<sup>th</sup> Street SW, Tremont Ave SE, Lake Ave NE  
Cable Court NW, Amherst Road NE, State Street NE  
Hankins Ave NE, 7<sup>th</sup> Street NE, Walnut Road SE  
Lawton Ave SE, Erie Street S and Mohican Ave SE  
Pick up tree limbs Providence Road NE and North Ave NE  
Replace steel plates on catch basins 3100 Lincoln Way W  
and Mohican Ave SE

**FEBRUARY 23, 2016**

Patch Walnut Road SW, Perry Ave SW, 18<sup>th</sup> Street SE  
Vermont Ave SE, Bluff Ave SE, Independence Street SE  
21<sup>st</sup> Street SE, North Ave NE, Erie Street N, Warwick Ave NW  
City Parking lot by Benders Tavern  
Push salt up into salt bin  
Pick up expired animals 2 Skunks 1 Duck



**FEBRUARY 24, 2016**

Push salt up into salt bin  
Clean off catch basins  
Pick up tree limbs all over city  
Haul yard waste to Perry Township Garage 3 Loads  
Pick up expired animal 1 Skunk

**FEBRUARY 25, 2016**

Snow and ice control  
Push salt up into salt bin  
Remove large tree from road 940 Urban Court SW  
4 loads of tree limbs to Perry Township Garage

**FEBRUARY 26, 2016**

Snow and ice control  
Patch Route 21 HPM  
Empty and clean Trucks

**FEBRUARY 29, 2016**

Patch Tennyson Ave NE, 6<sup>th</sup> Street SW, 30<sup>th</sup> Street NW,  
1<sup>st</sup> Street SW, Abraham Ave NW, 28<sup>th</sup> Street NW  
Hemlock Street NW, 16<sup>th</sup> Street NE, 17<sup>th</sup> Street NE  
Wales Road NE and Gettysburg Circle NW

**CITY OF MASSILLON  
ELECTRICAL DEPARTMENT  
FEBRUARY MONTHLY REPORT**

**FEBRUARY 1, 2016**

Replace Bulbs Lincoln Way E. at Hess Blvd SE  
Wales Road NE at Hankins Ave NE Tremont Ave SE at 3<sup>rd</sup> Street SE  
Check on ballast Rec Center  
Work on mural lights for Senior Center  
Work on heater in garage at old Red Center  
Checked outdoor warning siren system  
Work in Shop

**FEBRUARY 2, 2016**

Check Mural lights on Senior Center  
Replace batteries in outdoor siren system Cherry Road, Industrial Ave  
29<sup>th</sup> Street NW and Precision Ave SW for RF Command  
Work on highway lights Route 21 and Route 30  
Work in Shop

**FEBRUARY 3, 2016**

Replace photo switch and fuse highway lights Rt. 21 at Rt. 30  
Work on lights under Finefrock and Route 30 bridges on Route 21  
Repair broken glass light fixture Route 21  
Work in Shop

**FEBRUARY 4, 2016**

Work on lights under Finefrock and Route 30 bridges on Route 21  
Work on lights under bridge Erie Street S  
Check bulbs ballasts and fuses on all Bridge fixtures  
Work in Shop

**FEBRUARY 5, 2016**

Pick up parts at Graybar  
Pick up back up batteries Northern Mobile Electric  
Replace capacitor and ignitor on light Route 21 under Route 30 Bridge  
Install ends on CAT5 wire City Garage WWCD  
Work in Shop

**FEBRUARY 8, 2016**

Replace bulbs Tremont Ave SE & Hess Blvd SE  
Replace bulb Tremont Ave SW & 12<sup>th</sup> Street SW  
Replace bulb Lincoln Way E. & Hess Blvd SE  
Pick up parts at Graybar  
Meet with Dan at parks about water fountain at Legends  
Check bathroom fan City Hall Annex  
Reset controller Lincoln Way E & 6<sup>th</sup> Street SE  
Work in Shop

**FEBRUARY 9, 2016**

Replace bulb Walnut road SE & 16<sup>th</sup> Street SE  
Reset controller Walnut road SE & 16<sup>th</sup> Street SE  
Pick up banner at Chamber  
Install banner on Lincoln Way Downtown  
Replace ballast inside lights City Hall Annex  
Work on bathroom fan City Hall Annex  
Work in Shop

**FEBRUARY 10, 2016**

Replace bulb Amherst Road NE & Korman Ave NE  
Price quote on ballast Graybar  
Price quote on paper Keller Office Furniture  
Work in Shop

**FEBRUARY 11, 2016**

Replace green LED on traffic fixture Route 21 & Warmington Road SW  
Work on replacing ballasts inside lights Rec Center  
Work in Shop

**FEBRUARY 12, 2016**

Work on ballasts inside lights Rec Center  
Move copier and printer Auditors office City Hall  
Replace bulb Charles Ave SW & 1<sup>st</sup> Street SW  
Work in Shop

**FEBRUARY 16, 2016**

Replace bulb Tremont Ave SW at 6<sup>th</sup> Street SW  
Work at cell tower MPD radio  
Work in Auditors office City Hall  
Fix sign for Sign Dept. Lincoln Way E & 5<sup>th</sup> Street NE  
Raise low phone cable Bittersweet Drive NE  
Work in Shop

**FEBRUARY 17, 2016**

Replace ballast on highway light fixture for Route 21  
Install traffic study camera Tremont Ave SE at 1<sup>st</sup> Street SE  
Replace bulbs inside lights Safety Dept. City Garage  
Work in Shop

**FEBRUARY 18, 2016**

Replace radio in Street dump truck 890  
Work on highway lights Route 21  
Price check Home Depot  
Pick up parts Graybar  
Work in Shop

**FEBRUARY 19, 2016**

Replace bulb Lake Ave NE & 1<sup>st</sup> Street NE  
Replace radio antenna on Street Dump Truck 882  
Helped make turn arrow paint stencil for Paint Department  
Reset controller Lake Ave NE & 1<sup>st</sup> Street NE  
Take down banner Lincoln Way E. Downtown



**FEBRUARY 22, 2016**

Replace bulb Wales Road NE & Lake Ave NE  
Replace back up battery for MPD & MFD at cell tower  
Pick up parts at Don Smith NAPA  
Meeting with Baldwin & Sours for cabinets & controllers City Garage  
Replace ballast in light fixtures for Route 21  
Work in Shop

**FEBRUARY 23, 2016**

Replace back up batteries traffic signals Route 21 & Cherry road SW  
Work on traffic light fixture Lake Ave NE & 1<sup>st</sup> Street NE  
Replace ballast on highway light Route 21  
Pick up parts Home Depot  
Work in Shop

**FEBRUARY 24, 2016**

Replace bulb Walnut Road NE & Erie Street S  
Get battery prices Don Smith NAPA  
Take old batteries to Northern Mobile Electric  
Pick up parts Grainger  
Work at City Hall  
Work in Shop

**FEBRUARY 25, 2016**

Work on highway light ballast for Route 21 City Garage  
Pick up parts Home Depot  
Take tools to City Hall for janitor  
Price check Menards  
Work on Security monitor Senior Center  
Meet with Schaub Electric for new poles Lake Ave NE & Amherst Road NE  
Work in Shop

**FEBRUARY 26, 2016**

Replace bulb Lincoln Way West & Main Ave W  
Work on warning siren Erie Street SW  
Check backup batteries Traffic signals Lincoln Way E & 27<sup>th</sup> Street SE  
Tremont Ave SE & Erie Street S, Walnut Road SE & Route 21  
Warmington Road SW & Route 21  
Ordered batteries Northern Mobile Electric  
Work in Shop

**FEBRUARY 29, 2016**

Replace bulb Lake Ave NE & Amherst Road NE  
Replace Bulb Walnut Road SE & Erie Street S  
Install banner Lincoln Way E Downtown  
Install sign post Franklin Ave & Stoner Ave NE  
Install sign post Tremont Ave SE & 1<sup>st</sup> Street SE  
Remove fallen tree from phone lines Pigeon Run & 17<sup>th</sup> Street SW  
Work in Shop

**CITY OF MASSILLON  
SIGN DEPARTMENT  
FEBRUARY MONTHLY REPORT**

**FEBRUARY 1, 2016**

Remove broken sign post Nave Street SE  
Install new sign post and Chevron Sign Nave Street SE  
Remove broken sign post Erie Street N at Burton Ave NE  
Install new sign post Erie Street N at Burton Ave NE  
Install Stop sign and no parking sign Erie Street N at Burton Ave NE  
Install new stop sign and Street sign  
Wales Road NE at Bennington Ave NE  
Mark area for Sign post install Marion Ave SE  
Call OUPS

**FEBRUARY 2, 2016**

Paint Pedestals  
Clean Shop  
Restock shelves with new signs

**FEBRUARY 3, 2016**

Install Street name sign Young Ave SE  
Repair two sign posts 5<sup>th</sup> Street SE  
Repair 2 sign posts Route 21 southbound Erie exit  
Repair sign post Championship Circle SE  
Remove and replace broken sign post  
Hankins Road NE at 17<sup>th</sup> Street NE  
Install Cross Walk sign Hankins Road NE at 17<sup>th</sup> Street NE  
Repair sign post Cherry Ave NE

**FEBRUARY 4, 2016**

Drug test Ault Works  
Install sign post and no parking sign Marion Ave SE  
Check report of missing No Outlet sign Taylor Ave SW  
Prices for supplies and paint for City Garage Sherwin Williams  
Garage maintenance

**FEBRUARY 5, 2016**

Inspection of signs Route 21  
Pick up broken post and Chevron sign 857 Williams NE  
Call OUPS for Sign post install  
Sign inspection downtown section  
Wash sign van City Garage

**FEBRUARY 8, 2016**

Pick up broken sign post Franklin Street NE at Stoner Ave NE  
Install temporary sign post and Stop sign  
Franklin Street NE at Stoner Ave NE  
Street name signs missing Franklin Street and Stoner Ave  
Install new street name sign on Jolynn Ave NE at Oak Manor NE  
Repair sign post Sawmill Trail NE at Tanglewood Dr. NE  
Inspect signs NE Outer belt section

**FEBRUARY 9, 2016**

Clean lunch room and Restroom City garage Safety Department  
Get prices for stencil repair Menards and Lowes  
Repair sign post 1<sup>st</sup> Street NE at Ertle Ave NE  
Sign inspection NE Section inter belt

**FEBRUARY 10, 2016**

No Information recorded

**FEBRUARY 11, 2016**

Pick up supplies for stencil repair Menards  
Work on making paint stencils City Garage

**FEBRUARY 12, 2016**

Build arrow stencil City Garage  
Check Stoner at Franklin Street NE for OUPS markings

**FEBRUARY 16, 2016**

Plow snow Northwest Section  
Repair sign post 6<sup>th</sup> Street SW at Perry Ave SW  
Sign inspection Lincoln Way  
Call MD Solutions for prices on Sign posts and Signs  
Repair sign post Lanedale Street NW at Brotherly Ave NW

**FEBRUARY 17, 2016**

Pick up broken sign post with Pedestrian sign  
17<sup>th</sup> Street NE at Hankins Road NE  
Painted stencils City Garage

**FEBRUARY 18, 2016**

Get Prices to rebuild turn lane stencil Menards  
Check main Roads for sign damage  
Put away shipment of safety cones and signs City Garage

**FEBRUARY 19, 2016**

Pick up Stencil supplies Menards  
Cut out new turn lane stencil City Garage  
Put down oil dry at accident scene Wales Road NE



**FEBRUARY 22, 2016**

Pick up broken sign post Walnut Road SW at Lawton Ave SW  
Install new 25 MPH sign Walnut Road SW  
Repair sign post Richville Drive SE  
Mark area on Young Street SE for post install call OUPS  
Install street name Highland Ave SE  
Mark area for sign post install Euclid Street SW at Spruce Ave SW  
Call OUPS  
Washed Van City Garage

**FEBRUARY 23, 2016**

Repair sign post 17<sup>th</sup> Street at Milton Ave NE  
Mark area for new sign post call OUPS  
Price check Ziegler Bolt  
Repair sign post Lanedale Street NE at Brotherly Ave NW  
Install post reflectors Sippo Reserves Drive NW, Lanedale Street NW  
Noble Place NW, 30<sup>th</sup> Street NW, Hemlock Street NW  
Cayuga Street NW, 29<sup>th</sup> Street NW and 28<sup>th</sup> Street NW

**FEBRUARY 24, 2016**

Pick up bolt for signs Ziegler Bolt & Nut House  
Repair sign post 3<sup>rd</sup> Street SW at Wetmore Ave SE  
Shop Maintenance City Garage  
Check areas for sign post install all marked by OUPS  
Pick up supplies Menards

**FEBRUARY 25, 2016**

Repair sign post Richville Drive SE  
Inspect signs SE section  
Help Street department with large tree on Urban Court SW  
Cut limbs out of tree using Bucket truck

**FEBRUARY 26, 2016**

Finish building paint stencils City Garage  
Clean shop City Garage

**FEBRUARY 29, 2016**

Pick up broken sign post and Stop sign 1<sup>st</sup> Street SW at Tremont Ave SW  
Set up Temporary Stop sign  
Pick up broken sign post with warning sign Wales Road NE  
Call OUPS for Wale Road NE  
Repair sign post 4<sup>th</sup> street NE at Sheffield Ave NE  
Install new sign post and Stop sign Euclid Street SW a Spruce Ave SW  
Install 4 sign posts and 2 No Truck signs Young Street SE  
Install new stop sign & Street Name Stoner Ave NE at Franklin Ave NE  
Replace faded No Parking sign City Hall 1<sup>st</sup> Street SE  
Install sign post and new stop sign 1<sup>st</sup> street SW at Tremont Ave SW

**MAYOR KATHY CATAZARO-PERRY  
PLANT MANANGER WWTP-TONY ULRICH  
CITY OF MASSILLON, OHIO INTERNAL CORRESPONDENCE**

**WASTEWATER TREATMENT DEPARTMENT MONTHLY REPORT FOR:    Date 2-29-2016**

**Date            3/9/2016    Plant Effluent Total Million Gallons    339.645**  
**Plant Effluent Average Millon Gallons    11.712**

**Daily Average Effluent Suspended Solids    10.1    mg/l**  
**Daily Average Effluent BOD    15.8    mg/l**  
**Total Sludge Hauled    111.62    Dry Tons**  
**Total Sewer calls    14    Collections**  
**Sanitary Sewer Jetted    53,673    Feet**  
**Collection Water Usage    25,644    Gallons**  
**Sanitary Sewer Footage Camera    1,288.9    Feet**  
  
**Total Overtime For WWTP Dept    30    Hours**

**Ward 1    \$0.00**  
**Ward 2    \$0.00**  
**Ward 3    \$0.00**  
**Ward 4    \$0.00**  
**Ward 5    \$0.00**  
**ward 6    \$0.00**  
  
**Sewer Repair Cost    \$0.00**