

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

AGENDA

DATE: MONDAY, APRIL 7, 2008
PLACE: COUNCIL CHAMBERS
TIME: 7:30 P.M.

THERE ARE NO PUBLIC HEARINGS TONIGHT

1. ROLL CALL
2. INVOCATION BY COUNCILMAN DONNIE PETERS
3. PLEDGE OF ALLEGIANCE
4. READING OF THE JOURNAL
5. REMARKS OF DELEGATIONS AND CITIZENS TO MATTERS ON THE AGENDA
6. INTRODUCTION OF ORDINANCES AND RESOLUTIONS

ORDINANCE NO. 55 – 2008

BY: COMMUNITY DEVELOPMENT COMMITTEE

1ST READING APRIL 21ST @ 6:30 PUBLIC HEARING

AN ORDINANCE approving an application for assistance under Title I of the Housing and Community Development Act of 1974, as amended, including the Consolidated Plan and Annual Action Plan; authorizing the execution and filing of the application and related assurances and certifications.

ORDINANCE NO. 56 – 2008

BY: COMMUNITY DEVELOPMENT COMMITTEE

1ST READING MAY 5TH @ 6:30 PUBLIC HEARING

AN ORDINANCE amending Section 1151.02 of the Massillon Code of 1985 rezoning a certain tract of land from RM-1 Multiple Family Residential to B-3 General Business.

ORDINANCE NO. 57 – 2008

BY: COMMUNITY DEVELOPMENT COMMITTEE

1ST READING MAY 5TH @ 6:45 PUBLIC HEARING

AN ORDINANCE amending Section 1151.02 of the Massillon Code of 1985 rezoning a certain tract of land from Perry Township to I-1 Light Industrial District.

ORDINANCE NO. 58 – 2008

BY: ENVIRONMENTAL COMMITTEE

PASS 9-0

AN ORDINANCE authorizing the Director of Public Service and Safety of the City of Massillon, Ohio, to advertise for and receive sealed bids, and enter into a contract, upon award and approval of the Board of Control, with the lowest and best bidder for the purchase of two (2) four (4) door midsize sport utility 4X4 vehicles for the Wastewater Treatment Plant, and declaring an emergency.

ORDINANCE NO. 59 – 2008

BY: ENVIRONMENTAL COMMITTEE

1ST READING

AN ORDINANCE repealing existing Section 925.48 "Enforcement" of CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, and enacting a new Section 925.48 "Pretreatment Violation Enforcement Response Policy" of CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, and declaring an emergency.

ORDINANCE NO. 60 – 2008

BY: ENVIRONMENTAL COMMITTEE

PASS 9-0
AN ORDINANCE amending CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, by amending Appendix A and adding additional Priority Toxic Pollutants to said appendix, and declaring an emergency.

ORDINANCE NO. 61 – 2008

BY: ENVIRONMENTAL COMMITTEE

1ST READING
AN ORDINANCE amending CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, by amending existing Subsection 925.51 "Administrative Penalties", and declaring an emergency.

ORDINANCE NO. 62 – 2008

BY: PUBLIC UTILITIES COMMITTEE

PASS 9-0
AN ORDINANCE authorizing the Director of Public Service and Safety of the City of Massillon, Ohio, to enter into a Non-Surface Development Gas & Oil Lease with Ohio Valley Energy Systems Corporation for a 2.480 acre parcel owned by the City of Massillon, and declaring an emergency.

ORDINANCE NO. 63 – 2008

BY: FINANCE COMMITTEE

PASS 9-0
AN ORDINANCE making certain appropriations from the unappropriated balance of the Wastewater Treatment Fund, Muni Motor Vehicle License Plate Fund, Local Law Enforcement Trust Fund, Wastewater Treatment Capital Improvement Fund, Parks and Recreation Fund, Waste Management Grant Fund, 1201 Street Construction Fund, Federal Law Enforcement Trust Fund and the Safety Forces Equipment Fund, for the year ending December 31, 2008, and declaring an emergency.

RESOLUTION NO. 7 – 2008

BY: ENVIRONMENTAL COMMITTEE

PASS 9-0
A RESOLUTION endorsing the U.S. Mayors Climate Protection Agreement.

RESOLUTION NO. 8 – 2008

BY: HEALTH, WELFARE & BLDG REGULATIONS

1ST READING
A RESOLUTION adopting the City of Massillon Emergency Plan.

7. UNFINISHED BUSINESS
8. PETITIONS AND GENERAL COMMUNICATIONS
9. BILLS, ACCOUNTS AND CLAIMS
10. REPORTS FROM CITY OFFICIALS

- A). MAYOR SUBMITS MONTHLY PERMIT REPORT FOR MARCH 2008
- B). AUDITOR SUBMITS MONTHLY REPORT FOR MARCH 2008
- C). CLERK OF COURT'S ANNUAL REPORT FOR 2007

11. REPORTS OF COMMITTEES
12. RESOLUTIONS AND REQUESTS OF COUNCIL MEMBER

13. CALL OF THE CALENDAR

RECONSIDERATION OF ORDINANCE

ORDINANCE NO. 30 - 2008

BY: ENVIRONMENTAL COMMITTEE

6-3 FOR RECONSIDERATION TABLED TO MAY 5th 9-0
AN ORDINANCE amending CHAPTER 937 "WASTEWATER TREATMENT REVENUE FUND" of the Codified Ordinances of the City of Massillon, Ohio, by repealing existing Sections 937.05 PAYMENT DATES; PENALTY CHARGE, 937.08 ADMINISTRATION AND DISTRIBUTION OF FUNDS, 937.09 ANNUAL RATES FOR SEWER SERVICE and 937.10 ADDITIONAL SURCHARGE FOR INDUSTRIAL WASTES and enacting new Sections 937.05 PAYMENT DATES; PENALTY CHARGE, 937.08 ADMINISTRATION AND DISTRIBUTION OF FUNDS 937.09 ANNUAL RATES FOR SEWER SERVICE and 937.10 ADDITIONAL SURCHARGE FOR INDUSTRIAL WASTES of CHAPTER 937.

14. THIRD READING ORDINANCES AND RESOLUTIONS

15. SECOND READING ORDINANCES AND RESOLUTIONS

RESOLUTION NO. 6 - 2008

BY: COMMITTEE OF THE WHOLE

TABLED TO MAY 5th 8-1
A RESOLUTION urging a moratorium on home foreclosures and congressional enactment of a Homeowners and Bank Protection Act, and declaring an emergency.

16. NEW AND MISCELLANEOUS BUSINESS

17. REMARKS OF DELEGATIONS AND CITIZENS TO MATTERS NOT ON THE AGENDA

18. ADJOURNMENT

MARY BETH BAILEY - CLERK OF COUNCIL

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

ORDINANCE NO. 55 - 2008

LEGISLATIVE DEPARTMENT

BY: COMMUNITY DEVELOPMENT COMMITTEE

TITLE: AN ORDINANCE approving an application for assistance under Title I of the Housing and Community Development Act of 1974, as amended, including the Consolidated Plan and Annual Action Plan; authorizing the execution and filing of the application and related assurances and certifications.

WHEREAS, under the provisions of Title I of the Housing and Community Development Act of 1974 (which title is hereunder referred to as the "Act") and the regulations promulgated thereunder (24 CFR Parts 58 and 570, hereunder referred to as the "Regulations") is authorized to make block grants to units of general local government to help finance housing and community development programs (which grants are hereinafter to as "CDBG" grants); and

WHEREAS, the City of Massillon proposes to apply for such a grant for Fiscal Year 2008 and has, in that connection and as required by and pursuant to the Act and Regulations, prepared a Consolidated Plan for community development, including a strategic plan for meeting its housing and community development needs, and an annual action plan describing the activities that the City proposes to undertake with CDBG funds; and

WHEREAS, the City of Massillon has developed and implemented a citizen participation plan to make information available to citizens, public agencies, and others on the various elements of CDBG program; to encourage participation of citizens and organizations representing citizens, particularly low and moderate income citizens, in the development of the Consolidated Plan; to hold public meetings on the Plan and proposed CDBG Budget and to provide timely and adequate notice of such meetings; and to provide technical assistance to citizens and citizen groups requesting assistance to adequately participate in the planning, implementation, and evaluation of the Consolidated Plan and CDBG Program; and

WHEREAS, the Council has duly reviewed and considered the Consolidated Plan and Annual Action Plan, along with the views and proposals of citizens, and the comments and recommendations of the City's administrative and planning officials.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

1st reading
4/21 - Public Hearing
2nd reading 4/24
passed 5/5

Section 1:

This Council hereby finds and determines that the Consolidated Plan and Annual Action Plan properly and adequately identifies the City's housing and community development needs and objectives; and that the programs and activities to be undertaken by the City with CDBG funds as provided for under the Act for the 2008 Program Year have been designed so as to give maximum feasible priority to activities which will benefit low and moderate income households or aid in the prevention or elimination of slums and blight, so as to achieve the national objectives of the CDBG program which are to develop viable urban communities by providing decent housing and suitable living environment and expanding economic opportunities, principally for low and moderate income persons; and for these reasons, this Council approves said Plan.

Section 2:

That the Mayor, being the chief executive officer of the City of Massillon, is hereby designated as the authorized representative of the City, to act in connection with the City's application for CDBG funds, and to provide such additional information, as well as to execute and file such additional documentation or certifications as may be required by the Secretary or by other responsible agencies in connection with the application.

Section 3:

That this Council hereby finds and determines that the City in preparing its application for CDBG funds, has complied with the applicable requirements of the Act and Regulations, and that this Council hereby approves the Annual Action Plan and authorizes the Mayor to execute and file the application, together with all related documentation, with the Secretary.

Section 4:

That this Council hereby directs that the City of Massillon is carrying out its CDBG funded activities, continue to comply with applicable requirements of the Act and Regulations and with other applicable laws including civil rights, equal opportunity and fair housing, citizens participation, real property acquisition and relocation, environmental protection, fair labor standards, and the requirement of giving maximum feasible priority to activities which will benefit low and moderate income households or aid in the prevention or elimination of slums and blight, and this Council authorizes the Mayor to execute and file with the Secretary certifications in such form as the Secretary may prescribe, which will provide assurances concerning these foregoing matters, and concerning other matters as may be required by the Secretary in connection with carrying out the City's CDBG program.

Section 5:

That this Council hereby authorizes the Mayor to consent to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969, insofar as the provision of such act applies to the Secretary's responsibilities for environmental review, decision making, and action to be assumed and carried out by the Mayor, and authorizes the Mayor to consent, on behalf of the City, to accept the jurisdiction of the Federal Courts for the purposes of carrying out the CDBG program; and furthermore, that this Council hereby authorizes the Mayor to execute and file such other documents and take such other actions in connection with the

environmental review process as may be required by the Act and Regulations.

Section 6:

This ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED IN COUNCIL THIS _____ DAY OF _____ 2008

APPROVED: _____
MARY BETH BAILEY, CLERK OF COUNCIL GLENN E. GAMBER, PRESIDENT

APPROVED: _____
FRANCIS H. CICCHINELLI, JR., MAYOR

FY 2007 CDBG PROGRAM - LIST OF PROPOSED PROJECTS

CDBG PROGRAM FUNDING RESOURCES	FY 2008	FY 2007
CDBG Entitlement Grant from U.S. Dept. of HUD	\$718,625	\$747,797
Amount Reserved for Required Section 108 Loan Payment	-\$208,018	-\$201,168
Estimated Program Income to be Received during Program Year	\$23,275	\$33,486
Re-allocated CDBG Funding	\$81,118	\$125,885

TOTAL FUNDING AVAILABLE	\$615,000	\$706,000
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Project Name	Description	Amount Proposed 2008	Amount Allocated 2007
CITY CDBG ACTIVITIES			
City Housing Program	Housing Rehabilitation/Emergency Home Repair Program	\$212,000	\$215,000
Housing Code Enforcement	Code Enforcement in lower income Neighborhoods	\$94,000	\$94,000
Demolition Program	Demolition of vacant, dilapidated structures	\$25,000	\$25,000
Target Area Street Program	Repaving of streets within designated low income residential neighborhoods	\$90,000	\$90,000
Planning, Administration, Fair Housing	CD Dept. Staff costs	\$120,000	\$125,000
Park & Recreation Dept. Summer Youth Program	Outreach Summer Youth Playground Program	\$8,000	\$10,000
CITY PROJECTS TOTAL		\$549,000	\$559,000

LOCAL AGENCY PROJECTS (All Agencies to be funded at prior year levels)

Westark Family Services	Homemaker services for elderly and/or handicapped residents	\$8,000 *	\$10,000
Western Stark Medical Clinic	Free medical clinic serving low income uninsured persons	\$8,000 *	\$10,000
Community Health Foundation	Neighborhood Partnership Grants to local neighborhood associations	\$8,000 *	\$10,000
Domestic Violence Project	Massillon Shelter Services for domestic violence victims	\$6,000 *	\$8,000
Community Services of Stark County	Family Living Center Homeless Shelter services	\$6,000 *	\$8,000
Lighthouse Visions Inc.	Basic life skills education for youth, including foster children	\$6,000 *	\$8,000
Greater Stark County Urban League	Emergency Housing Assistance	\$6,000 *	\$8,000
Massillon Commission to Advance Literacy	Adult Literacy Training Program	\$2,000 *	\$3,000
YWCA of Western Stark County	Child care services for low income families	\$2,000 *	\$3,000
Faith in Action of Western Stark County	In-home caregiver services for the ill, frail elderly and/or handicapped	\$4,000 *	\$6,000
Family Economic Success Program	Financial literacy services, including income tax assistance, at Lillian Beane Center	\$2,000 *	\$3,000
The Salvation Army	Housing Outreach Specialist serving homeless & families in crisis	\$8,000 *	NA
	FY 2007 Massillon Main Street		\$50,000
	FY 2007 Boys & Girls Club KidStop Summer Program		\$20,000
Habitat for Humanity of Greater Stark & Carroll Counties	Housing Development for Low Income Households (Homeownership)	Funded through City HOME \$	NA
LOCAL AGENCY PROJECTS		\$66,000	\$147,000

CDBG PROGRAM TOTALS (City Projects + Local Agency Projects)	\$615,000	\$706,000
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The following projects are proposed to be funded with CDBG funding made available thru Sec 108 Loan Repayments

Downtown Sidewalk Replacement	Reconstruction of sidewalks: Lincoln Way E & City Hall SE	\$50,000	
Massillon Main Street	Downtown Rehabilitation Program	\$25,000 *	

*all public agency grants subject to \$ for \$ match by the recipient agency.

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

ORDINANCE NO. 56 - 2008

1st Reading
LEGISLATIVE DEPARTMENT

BY: COMMUNITY DEVELOPMENT COMMITTEE

TITLE: AN ORDINANCE amending Section 1151.02 of the Massillon Code of 1985 rezoning a certain tract of land from RM-1 Multiple Family Residential to B-3 General Business.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

It is hereby determined to be in the best interest and promotion of the general health, safety and convenience, comfort, prosperity and welfare of the community to change the designation of the area set forth in Section 2 hereof from RM-1 Multiple Family Residential to B-3 General Business. The Planning Commission of the City of Massillon, Ohio, has recommended denial of the rezoning request at its March 12th, 2008 meeting; and, further that notice and public hearing has been given according to law.

Section 2:

The City of Massillon, Ohio, Zone Map as identified by Section 1151.02 of the Massillon Code of 1985, be and is hereby amended to show the following described area as B-3 General Business:

Being known as Lots No. 3640 (Part), 3641 (Part), 3642 (Part), 3643, 3644 and 3645 (Part), located on the south side of Lincoln Way East between 24th Street SE and 25th Street SE. The total site is approximately 2.5 acres in size. The applicant is Massillon Lincoln RA, LLC. The applicant proposes to construct a Rite Aid Drug Store.

Section 3:

Provided it receives the affirmative vote of three-fourths (3/4) of the elected members of Council this ordinance it shall take effect and be in force from and after the earliest period allowed by law.

Re zoning Request
From RM-1
To B-3

PT OL 330
130 AC

25TH ST SE

24TH ST SE

PT 3659

3587

3587

DR
DR
C
F

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

ORDINANCE NO. 57 - 2008

BY: COMMUNITY DEVELOPMENT COMMITTEE

TITLE: AN ORDINANCE amending Section 1151.02 of the Massillon Code of 1985 rezoning a certain tract of land from Perry Township to I-1 Light Industrial District.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

It is hereby determined to be in the best interest and promotion of the general health, safety and convenience, comfort, prosperity and welfare of the community to change the designation of the area set forth in Section 2 hereof from Perry Township to I-1 Light Industrial District. Said rezoning was approved by the Planning Commission of the City of Massillon, Ohio, on March 12th, 2008 and that notice and public hearing has been given according to law.

Section 2:

The City of Massillon, Ohio, Zone Map as identified by Section 1151.02 of the Massillon Code of 1985, be and is hereby amended to show the following described area as I-1 Light Industrial District.

Being known as Prophecy Massillon Annexation Area, and approximate 78.6 acre parcel located on the east side of Erie Avenue SW (State Route 21), north of Lindcrest Street SW. The applicant is the City of Massillon.

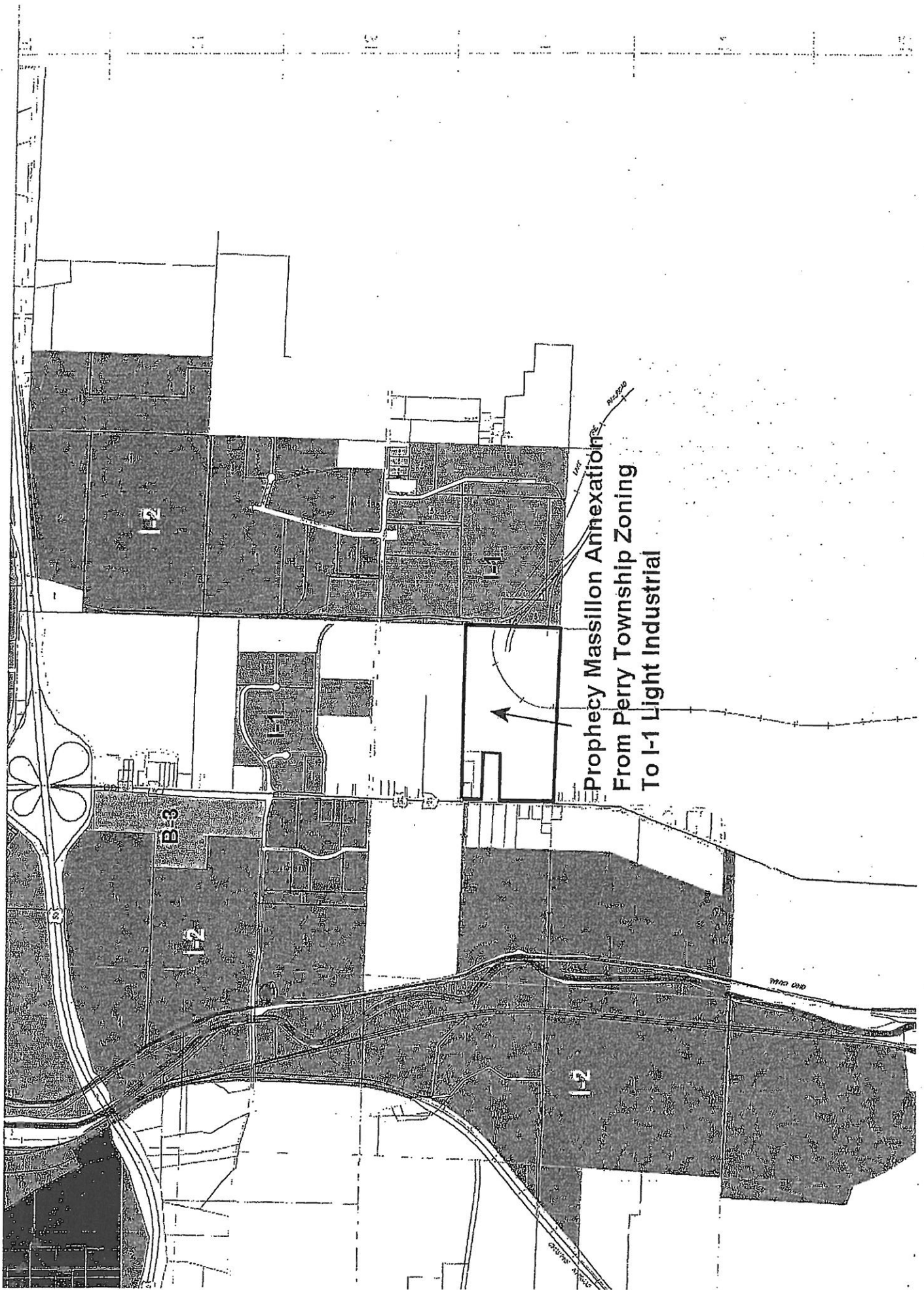
Section 3:

Provided it receives the affirmative vote of majority of the elected members of Council this ordinance it shall take effect and be in force from and after the earliest period allowed by law.

1st reading
To Public Hearing
2nd reading 4/24
Tabled Indef 5/5

LEGISLATIVE DEPARTMENT

Prophecy Massillon Annexation
From Perry Township Zoning
To I-1 Light Industrial



DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

Passed
LEGISLATIVE DEPARTMENT

ORDINANCE NO. 58 - 2008

BY: ENVIRONMENTAL COMMITTEE

TITLE: AN ORDINANCE authorizing the Director of Public Service and Safety of the City of Massillon, Ohio, to advertise for and receive sealed bids, and enter into a contract, upon award and approval of the Board of Control, with the lowest and best bidder, for the purchase of two (2) four (4) door midsize sport utility 4X4 vehicles for the Wastewater Treatment Plant, and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

The Council of the City of Massillon, Ohio, hereby determines it to be necessary in the public health, safety and welfare to advertise for and receive sealed bids, according to law, and to enter into a contract, upon award and approval of the Board of Control, with the lowest and best bidder, for the purchase of two (2) four (4) door midsize sport utility 4X4 vehicles for the Wastewater Treatment Plant.

Section 2:

The Director of Public Service and Safety of the City of Massillon, Ohio, is hereby authorized and directed to prepare plans and specifications and to advertise for and to receive sealed bids according to law, and enter into contract upon award and approval by the Board of Control, with the lowest and best bidder for the purchase of two (2) four (4) door midsize sport utility 4X4 vehicles for the Wastewater Treatment Plant.

Section 3:

That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and welfare of the community and for the additional reason that it is necessary for the more efficient operation of the Wastewater Treatment Plant. Provided it receives the affirmative vote of two-thirds of the elected members to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

LEGISLATIVE DEPARTMENT

ORDINANCE NO. 59 - 2008

1st reading
2nd reading 4/21
passed 5/5

BY: ENVIRONMENTAL COMMITTEE

TITLE: AN ORDINANCE repealing existing Section 925.48 "Enforcement" of CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, and enacting a new Section 925.48 "Pretreatment Violation Enforcement Response Policy" of CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

Section 925.48 "Enforcement" of CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, be and is hereby repealed.

Section 2:

That there be and hereby is enacted a new Section 925.48(d) "Pretreatment Violation Enforcement Response Policy" of CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio. Said new section shall read as follow:

(SEE ATTACHED)

Section 3:

This ordinance is hereby declared to be an emergency measure, the reason for the emergency being that changes are necessary for keeping the City of Massillon in compliance with the Ohio EPA guidelines for pretreatment. Provided it receives the affirmative vote of two-thirds of the elected members to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

925.48 Pretreatment Violation Enforcement Response Policy

(a) The following definitions and response criteria shall be used in responding to violations of the City of Massillon Industrial Wastewater Pretreatment Program.

(b) Definitions

- (1) Major Violation – Major violations are those that exceed the limits frequently and/or by a large quantity (e.g., the technical review criteria under Paragraph 6.; impede the determination of compliance status; have the potential to cause or may have actually caused adverse environmental effects, health problems, or interfered with the POTW treatment capability. Any violation that meets the definition of Significant Noncompliance (Paragraph 6.) is considered a major violation.
- (2) Significant Noncompliance (SNC) - Any violation of pretreatment requirements (limits, samplings, analysis, reporting, and meeting compliance schedules, and regulatory deadlines) is an instance of noncompliance for which the Industrial User is liable for enforcement, including penalties. Instances of SNC are Industrial User violations which meet one or more of the following criteria:

(c) Violations of wastewater discharge limits:

- (1) Chronic violations. Sixty-six percent or more of the measurements exceed the same daily maximum limit or the same average limit in a six-month period (any magnitude of exceedance).
- (2) Technical Review Criteria (TRC) violations. Thirty-three percent or more of the measurements exceed the same daily maximum limit or the same average limit by more than the TRC in a six-month period.

There are two groups of TRC's:

Group I for conventional pollutants
(BOD, TSS, pH, Oil and Grease) TRC = 1.4

Group II for all other pollutants TRC = 1.2

- (3) Any other violation (s) of an effluent limit (average or daily maximum) that the City believes has caused, alone or in combination with other dischargers, interference (e.g. slug loads) or pass-through; or endangered the health of the sewage treatment personnel or the public.
 - (4) Any discharge of a pollutant that has caused imminent endangerment to human health /welfare or to the environment and has resulted in the POTW's exercise of its emergency authority to halt or prevent such a discharge.
- (d) Violations of compliance schedule milestones, contained in a local control mechanism or enforcement order, for starting construction, completing construction, and attaining final compliance by 90 days or more after the schedule date.
- (e) Failure to provide reports for compliance scheduled, self-monitoring data, or categorical standards (baseline monitoring reports, 90-day compliance reports, and periodic reports) with 30 days from the due date.
- (f) Failure to accurately report noncompliance.

(g) Any other violation or group of violations that the City considers to be significant.

(h) Industrial User (IU) Violation Response Categories

Level 1 (L1) – Telephone Call

Level 2 (L2) – Notice of Violation (NOV)

Level 3 (L3) – Administrative Order (AO)

Level 4 (L4) – Administrative Order and /or Penalty

Level 5 (L5) – Administrative Order and /or Penalty and/or Judicial Action

Level 6 (L6) – Administrative Order and /or Penalty and/or Judicial Action and/or
Show Cause Hearing and/or Termination of Service

(i) Titles and Timeframes for Industrial Users Violation Response Categories

Level 1 – Immediately, Pretreatment Coordinator, Pretreatment Inspector

Level 2 – 5 Days, Pretreatment Coordinator, Pretreatment Inspector, Manager

Level 3 – 10 Days, Manager, City Engineer, Service Director

Level 4 – 10 Days, Manager, City Engineer, Service Director

Level 5 – 30 Days, Manager, City Engineer, Service Director, Law Director

Level 6 – 30 Days, Manager, City Engineer, Service Director, Law Director

(j) Pretreatment Enforcement Criteria

The following pages represent the City's Pretreatment Enforcement Response Criteria:

Enforcement Response Criteria

Noncompliance

Nature of Violation

Range of Responses

A. ILLEGAL DISCHARGE

- | | | | |
|---|------------------------|--|----|
| 1 | Nonpermitted discharge | Failure to apply for permit renewal, no environmental or POTW damage. | L4 |
| 2 | Unpermitted discharge | Discharger unaware of permit requirement, no environmental or POTW damage | L3 |
| 3 | Unpermitted discharge | Results in violation of POTW NPDES permit, or dangerous situation -- (SNC) | L5 |

B. DISCHARGE STANDARD VIOLATION

- | | | | L1 - Initial violation
L2 - subsequent violations |
|---|---|--|--|
| 1 | Exceedance of discharge limits (local or categorical) | Isolated, nonsignificant (<120% of limit) | |
| 2 | Exceedance of discharge limits | Frequent, nonsignificant (repeated offense) | L4 |
| 3 | Exceedance of discharge limits | SNC | L5 |
| 4 | Exceedance of discharge limits | Results in know environmental or POTW damage (endangerment to life) | L5 |
| 5 | Slug load discharge | Isolated without known damage | L3 |
| 6 | Slug load discharge | Isolated with known interference, pass - through, or damage results -- (SNC) | L5 |
| 7 | Slug load discharge | Recurring -- (SNC) | L6 |

Enforcement Response Criteria (Cont'd)

<u>Noncompliance</u>		<u>Nature of Violation</u>	<u>Range of Responses</u>
<u>C. SAMPLING, MONITORING AND REPORTING VIOLATIONS</u>			
1	Minor sampling, monitoring or reporting deficiencies	Isolated or infrequent (1st or 2nd offense)	L1 - initial violation L2 - subsequent violation
2	Minor sampling, monitoring or reporting deficiencies	Frequent (repeated offense) or continuous	L3
3	Major sampling, monitoring or reporting deficiencies	Isolated or infrequent (1st or 2nd offense)	L3
4	Major sampling, monitoring or reporting deficiencies	Frequent (repeated offense) or continuous to become SNC	L4
5	Complete failure to sample, monitor or report	SNC	L5
6	Continued failure to sample, monitor or report	Violation of NOV condition	L6
7	Failure to submit schedule of compliance (SOC)	Violation of consent order or AO	L6
8	Failure to notify of effluent limit violation of slug discharge	Isolated or infrequent. No known effects	L2
9	Failure to notify of effluent limit violation of slug discharge	Frequent or continued violation --- (SNC)	L5
10	Failure to notify of effluent limit violation or slug discharge	Known environmental or POTW damage results -- (SNC)	L6

Enforcement Response Criteria (Cont'd)

<u>Noncompliance</u>		<u>Nature of Violation</u>	<u>Range of Responses</u>
<u>D. COMPLIANCE SCHEDULE</u>			
1	Missed milestone date	Will not affect other milestone dates or final date	L2
2	Missed milestone date	Will affect other milestone or final date. Violation for good or valid cause.	L3
3	Missed milestone date	Will affect other milestone or final date. Violation not for a good or valid cause -- (SNC)	L5
4	Failure to meet compliance schedule reporting requirements	Did not submit report but did complete milestone	L2
5	Failure to meet compliance schedule reporting requirements	Did not submit report and did not complete milestone	L4
6	Missed final date	Good or valid cause	L2
7	Missed final date	30 days or more outstanding Failure or refusal to comply without good or valid cause	L5
8	Reporting false information	Any instance -- (SNC)	L5

Enforcement Response Criteria (Cont'd)

<u>Noncompliance</u>		<u>Nature of Violation</u>	<u>Range of Responses</u>
<u>E. SPILL INCIDENTS</u>			
1	Spill incident	Reported and investigated	L3
2	Repeated spill incidents	Failure to upgrade or develop spill prevention program	L4
3	Repeated spill incidents	Failure to act on a decision of compliance meeting and results in known environmental damage or WWTP damage	L5

F. VIOLATIONS DETECTED DURING FIELD INSPECTIONS/INVESTIGATIONS

1	Minor violation of analytical procedures	Any instance	L2
2	Major violation of analytical procedures	No evidence of intent	L3
3	Major violation of analytical procedures	Evidence of negligence or intent -- (SNC)	L5
4	Minor violation of permit condition	No evidence of negligence or intent	L3
5	Minor violation of permit condition	Evidence of negligence or intent	L4
6	Major violation of permit condition	Evidence of negligence or intent --(SNC)	L5

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

passed
LEGISLATIVE DEPARTMENT

ORDINANCE NO. 60 - 2008

BY: ENVIRONMENTAL COMMITTEE

TITLE: AN ORDINANCE amending CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, by amending Appendix A and adding additional Priority Toxic Pollutants to said appendix, and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

The existing Appendix A of CHAPTER 925 of the Codified Ordinances of the City of Massillon, Ohio, be and hereby is amended by adding additional Priority Toxic Pollutants to said existing appendix which currently contains 126 Priority Toxic Pollutants.

Section 2:

Appendix A of CHAPTER 925 of the Codified Ordinances of the City of Massillon, Ohio, is hereby amended by adding to the existing appendix additional Priority Toxic Pollutants numbered 127 through 137.

(SEE ATTACHED EXHIBIT "A" HERETO)

Section 3:

This ordinance is hereby declared to be an emergency measure, the reason for the emergency being that changes are necessary for keeping the City of Massillon in compliance with the Ohio EPA guidelines for pretreatment. Provided it receives the affirmative vote of two-thirds of the elected members to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

APPENDIX A

<u>Pollutant</u>	<u>Limit</u>
127 Arsenic	0.081 mg/l
128 Cadmium	0.457 mg/l
129 Chromium (Total)	22.129 mg/l
130 Chromium (Hexavalent)	2.742 mg/l
131 Copper	1.805 mg/l
132 Cyanide	0.133 mg/l
133 Lead	3.190 mg/l
134 Mercury	0.004 mg/l
135 Nickel	0.816 mg/l
136 Selenium	0.450 mg/l
137 Silver	0.227 mg/l
138 Zinc	1.816 mg/l

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

ORDINANCE NO. 61 - 2008

1st reading
LEGISLATIVE DEPARTMENT

BY: ENVIRONMENTAL COMMITTEE

TITLE: AN ORDINANCE amending CHAPTER 925 "SEWERS GENERALLY" of the Codified Ordinances of the City of Massillon, Ohio, by amending existing Subsection 925.51 "Administrative Penalties", and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

Existing Subsections 925.51 "Administrative Penalties" is hereby amended to include the administrative penalty schedule.

SEE EXHIBIT "A" ATTACHED HERETO

Section 2:

This Ordinance is hereby declared to be an emergency measure for preservation of the health, safety, and welfare of the community and for the additional reason that the administrative penalty schedule needs to be added to Section 925.51 "ADMINISTRATIVE PENALTIES" as required by the Ohio Environmental Protection Agency to keep the city in compliance with its regulations. Provided it receives the affirmative vote of two thirds of the elected members to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

PASSED IN COUNCIL THIS _____ DAY OF _____, 2008

APPROVED: _____
MARY BETH BAILEY, CLERK OF COUNCIL GLENN E. GAMBER, PRESIDENT

APPROVED: _____
FRANCIS H. CICCHINELLI, JR., MAYOR

Effective Date: _____

Authorized by: _____

City of Massillon Administrative Penalty Schedule

Any Industrial User violating any of the following regulations will receive administrative penalties accordingly.

Discharge slug load which causes WWTP (POTW) upset	\$ 500
Discharge slug load which causes pass-through	\$1,000
(Either of the above would also be subject to pay Massillon's NPDES fines for the excursion(s))	
Deliberately discharge constituents known to be in violation of local or categorical limits	\$1,000
Report or administrative penalty submitted late:	
1 to 10 days	\$ 250
11 to 20 days	\$ 500
21 to 30 days	\$ 750
> 30 days	\$1,000
Failure to report (within 24 hours):	
A change in discharge	\$ 100
Any permit discharge violation	\$ 250
A slug load (no harm to POTW)	\$ 250
A slug load (harm to POTW)	\$ 500
Failure to report:	
Analysis for required parameters (per parameter)	\$ 100
Incomplete or missing files (recurrent)	\$ 100
Additional monitoring (EPA approved method)	\$ 250
Reporting violations:	
Report is improperly completed	\$ 100
Report is improperly signed or certified	\$ 100
Report is improperly signed or certified after notice by POTW	\$ 250
Unpermitted discharge:	
Unaware of requirement (no harm)	NOV
Unaware of requirement (harm to POTW)	\$ 500
Failure to apply for permit and discharge continues after notice by POTW	\$ 750
Monitoring:	
Failure to monitor all pollutants as required by permit (per parameter)	\$ 100
Failure to install monitoring equipment for more than 30 days (each day)	\$ 200
Improper sampling or analysis (i.e. wrong techniques or methods)	\$ 200
Recurring failure to monitor	\$ 500
POTW personnel denied entry to facility for inspection or sampling	\$1,000

Sample results which exceed local or categorical limits will result in the assessment of administrative penalty or penalties as defined by the tables below.

Exceed Permit Limit By (Excluding pH violations)

Flows	< 25%	25-50%	51-75%	76-100%	> 100%
<1,000 GPD	NOV	NOV	\$100	\$250	\$500
1,000-50,000 GPD	NOV	\$100	\$200	\$400	\$650
10,001-50,000 GPD	NOV	\$150	\$300	\$500	\$750
50,001-100,000 GPD	NOV	\$200	\$400	\$750	\$900
>100,000 GPD	NOV	\$250	\$500	\$900	\$1,000

pH Violations (Grab samples only)

	6.0-6.49	5.5-5.99	<5.5
Flows	10.01-10.50	10.51-12.50	>12.50
<1,000 GPD	NOV	\$100	\$200
1,000-10,000 GPD	NOV	\$200	\$400
10,001-50,000 GPD	NOV	\$300	\$600
50,001-100,000 GPD	NOV	\$400	\$800
>100,000 GPD	NOV	\$500	\$1,000

Other permit violations:

Waste streams are diluted in lieu of treatment	\$ 500
Failure to properly maintain pretreatment facility	\$ 500
Failure to correct noncompliance or halt discharge:	
No harm to POTW	\$ 500
Harm to POTW	\$1,000

Repeated violations will be penalized, in addition to the administrative penalty, \$200 for each event. This penalty will carry over and increase by \$200 with every event in a series of recurrent violations.

Administrative penalty range increments increase per event, not per day.

Three successive administrative penalties will result in the issuance of a compliance schedule.

Fines will be levied for missed milestone dates during compliance schedule implementation.

Maximum administrative penalty per event is \$5,000. Fines may be levied by the courts in excess of these amounts.

Any or all administrative penalties may be waived or modified per the discretion of the Director of Public Safety and Service.

Any user who violates any provision of the City of Massillon Sewer Use Code ordinance may be liable for a fine(s) up to a maximum amount of \$1,000 for each violation, with each day being separate violation. (925.51)

ADMINISTRATIVE PENALTY EXAMPLE

EXAMPLE INDUSTRY:

	FLOW		15,000 GPD
	3 DAY SAMPLING EVENT		
<u>EVENT #1</u>	DAY 1	Zinc Over Limits 25% pH - 12.8 S.U.	\$150.00 OL Fine \$600.00 OL Fine
	DAY 2	No Violations	
	DAY 3	Zinc Over Limits 10%	<u>NOV</u> \$750.00 OL Fine Total
<u>EVENT #2</u>	DAY 1	No Violations	
	DAY 2	Zinc Over Limits 46% Lead Over Limits 10%	\$150.00 OL Fine NOV
	DAY 3	No Violations	<u>\$0.00</u> \$150.00 OL Fine Total <u>\$200.00 RVP</u> \$350.00 Total Fine
<u>EVENT #3</u>	DAY 1	No Violations	
	DAY 2	Zinc Over Limits 94% pH 6.2 S.U.	\$500.00 OL Fine NOV
	DAY 3	Lead Over Limits 15%	<u>NOV</u> \$500.00 OL Fine Total \$400.00 RVP <u>\$200.00 RVP Lead</u> \$1,100.00 Total Fine

Example industry will be placed on compliance schedule due to three successive administrative penalties.

- OL Fine - Over Limits Fine
- RVP - Repeat Violation Penalty

City of Massillon, Ohio
Wastewater Treatment Department
Continuous Monitoring of Wastewater pH
-Guidelines-

Purpose:

The purpose of these guidelines is to provide information regarding the continuous monitoring of wastewater pH and preparation of self-monitoring worksheets.

City of Massillon Rules and Regulations:

The applicable City of Massillon rules and regulations governing the pH of wastewater discharge are as follows:

- 925.20 - General Discharge Prohibitions
- 925.25 - Supplementary Limitations
- 925.28 - Treatment of Industrial Wastes
- 925.40 - Monitoring Facilities
- 925.41 - Inspection and sampling
- 925.51 - Administrative Penalties

Allowable pH range:

6.50 to 10.00 Standard Units

Any waste or wastewater that causes an adverse impact on the wastewater treatment process or causes the City of Massillon WWTP to be in violation on any of its NPDES permit criteria, the Director of Public Service and Safety or the Wastewater Treatment Department Manager, may by means of an administrative action or issuance of an Industrial Waste Discharge Permit, impose more stringent limitations on the pH of the waste or wastewater so as to eliminate the adverse impact or violation of the NPDES permit(s).

Self-Monitoring Requirements:

The following self-monitoring worksheets shall be complete and submitted whenever "pH Excursion Frequency" violations and/or "pH Range/Period" violations occur:

- Self-Monitoring Worksheet #1: pH Range/period Violations

Instructions have been provided at the bottom of each worksheet. Copies of the applicable pH recording charts shall be submitted with self-monitoring worksheets. Example pH recording charts and self-monitoring worksheets are available.

pH Equipment Calibration:

The calibration of pH equipment should be conducted in accordance with the requirements of the equipment manufacturer. Calibration checks should be conducted on a regular schedule. The frequency at which calibration checks are required is a function of the wastewater quality and should be determined for the specific monitoring location. A minimum calibration frequency of once/8-hours is recommended.

Record-keeping:

Each calibration check shall include the date, time, and operator's initials on the pH recording chart. Any records, books, documents, memoranda, reports, correspondence, and other summaries relating to the continuous monitoring of wastewater pH shall be retained for no less than (3) years. All records which pertain to enforcement or litigation activities shall be retained and preserved until all enforcement activities have concluded and all period of limitation with respect to appeals have expired.

CITY OF MASSILLON
WASTEWATER TREATMENT PLANT
SELF-MONITORING WORKSHEET

Instructions:

1. Identify and number each continuous pH period on the pH recording sheet.
2. Determine the "Total Minutes" of each continuous pH period in the appropriate pH range column (pH<3,...pH>13.)
NOTE: pH period "Total Minutes" should be entered in only one pH range column.
3. Divide each "Total Minutes" defined on the Worksheet by the allowable period minutes (30 Min., 14 Min., 3 Min., etc...)
4. Sum the applicable columns.
5. Multiply the Sum times the appropriate "Penalty \$" and enter this amount in the "Total \$" for each column.
6. Copies of the applicable pH recording charts shall be submitted with the Worksheet.
7. A report must be made to the Industrial Waste Control Division within 24 hours any time a continuous violation occurs which lasts greater than 3 times the period allowed for the giving range.
8. The reporting week will be Sunday 00:00 hours to Saturday 24:00 hours.
9. The Total Penalty for each worksheet will be submitted with the report by the Wednesday following the reporting week.

CITY OF MASSILLON WASTEWATER TREATMENT PLANT
SELF MONITORING WORKSHEET[illegible]

TOTAL PENALTY FOR THIS WORKSHEET:

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

Passed
LEGISLATIVE DEPARTMENT

ORDINANCE NO. 62 - 2008

BY: PUBLIC UTILITIES COMMITTEE

TITLE: AN ORDINANCE authorizing the Director of Public Service and Safety of the City of Massillon, Ohio, to enter into a Non-Surface Development Gas & Oil Lease with Ohio Valley Energy Systems Corporation for a 2.480 acre parcel owned by the City of Massillon, and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

The Council of the City of Massillon, Ohio, hereby determines it to be necessary in the public health, safety and welfare to enter into a Non-Surface Development Gas & Oil Lease with Ohio Valley Energy Systems Corporation for a 2.480 acre parcel owned by the City of Massillon.

Section 2:

The Director of Public Service and Safety of the City of Massillon, Ohio, is hereby authorized to enter into a Non-Surface Development Gas & Oil Lease with Ohio Valley Energy Systems Corporation for a 2.480 acre parcel owned by the City of Massillon. A copy of the Non-Surface Development Oil & Gas Lease and map is attached hereto as Exhibit "A".

Section 3:

This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and welfare of the community and for the additional reason that it is necessary that this oil and gas lease is signed. Provided it receives the affirmative vote of two-thirds of the elected members to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

NON- DEVELOPMENT OIL & GAS LEASE

THIS LEASE, made this _____ day of _____, 200____, by and between

City of Massillon

Tremont Ave SW

Massillon, Ohio 44647

hereinafter called Lessor, and *Ohio Valley Energy Systems Corp., 200 Victoria Rd. Bldg. 4 Austintown, Ohio 44515*
hereinafter called Lessee, do agree:

1. Lessor, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, grants and leases Lessee all the oil and gas in the lands described below, with the exclusive right to operate for, produce and market the same from a well or wells on other lands; the right to unitize Lessor's lands, or any portion, with other lands into a drilling unit of no more than one hundred sixty acres, together with the right to pool, reform, enlarge and/or reduce such pool, and repool all or any part or parts of the leased premises. This Lease is for five (5) years, and as long thereafter as operations are being conducted on any such unit or oil or gas can be produced in paying quantities in Lessee's judgment from any such unit. Lessee and Lessor agree that the term "operations" as defined in this Lease shall mean at which time Lessee has filed an Application for Drilling Permit with the Ohio Department of Natural Resources Division of Mineral Resources Management. This lease covers all of Lessor's land in and adjoining Section 17 of Perry Township, City of Massillon, Stark County, State of Ohio, containing 2.480 acres, more or less, and described as follows: Parcel ID#(s) 0680353, 0680881, 0616643, 0680285, 0680325, 0680326 Or further as

_____ of Stark County Records.

2. Lessor shall be paid as royalties a proportional share of one-eighth (1/8) of the proceeds realized by Lessee on all the oil and gas sold commercially off the unit, as the amount of Lessor's acreage in the unit bears to the total acreage in the unit. Such proceeds shall be net of severance, ad valorem and any other taxes or charges levied against production. Lessor grants Lessee the authority to execute division orders or contract for the sale of gas or oil.

3. No well shall be drilled on Lessor's property, nor shall Lessee enter upon or install any surface installation of any nature whatsoever on the leased property, the within Lease being granted solely for the purpose of permitting the Lessee to unitize the leased property with other properties, which other properties shall bear all the burden of surface development. Lessor understands and gives consent that, due to slant (directional) drilling originating from surface entry on a parcel not owned by Lessor, the wellbore may pass through or terminate below the surface of Lessor's property. This directional drilling condition is granted exclusively to Lessee.

4. This lease shall be binding on all heirs, successors, and assigns of Lessor and Lessee. No change of ownership shall be binding on Lessee until Lessee has received adequate evidence of transfer. If the leased land is hereinafter owned in separate tracts, the premises, nevertheless, shall be treated as an entirety and all payments due shall be paid proportionally to each separate owner, and if Lessor owns less than the entire fee, Lessor shall be paid only his proportional share of any payment due. Lessee may at any time surrender this Lease in whole or in part.

5. Lessor hereby warrants and agrees to defend title to the land herein described and agrees that Lessee, at its option, may pay and discharge any taxes, mortgages, or other liens existing, levied, or assessed on or against the said lands and, in the event it exercises such option, it shall be subrogated to the rights of any holder or holders thereof and may reimburse itself from any payments due hereunder. Should Lessee be delayed or prevented from complying with any express or implied covenant of this Lease, from conducting any drilling or any other operations, or from producing oil or gas therefrom by reason of the operation of force majeure or any federal, state or local law or regulation, or by reason of any other cause beyond the control of Lessee, then while so delayed or prevented, Lessee's obligations to comply with such covenant or obligation shall be suspended. The term, both primary and secondary, hereof shall be extended while Lessee is delayed or prevented by any such cause.

6. It is mutually agreed that this instrument contains and expresses all of the agreements and understandings of the parties in regard to the subject matter thereof, that no verbal representations or promises have been made or relied upon by either party which are not contained herein, and no implied covenants, agreements or obligation shall be read into this agreement or imposed upon either party.

7. Lessee agrees to make payment to Lessor a sum of \$800.00 payable upon drilling commencement activities (spudding).

Lessor(s): _____

Social Security # _____

STATE OF OHIO)
)SS:
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by

(Lessor).

My Commission Expires: _____

Notary Public

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN GAMBER, PRESIDENT

COUNCIL CHAMBERS

passed
LEGISLATIVE DEPARTMENT

ORDINANCE NO. 63 - 2008

BY: FINANCE COMMITTEE

TITLE: AN ORDINANCE making certain appropriations from the unappropriated balance of the Wastewater Treatment Fund, Muni Motor Vehicle License Plate Fund, Local Law Enforcement Trust Fund, Wastewater Treatment Capital Improvement Fund, Parks and Recreation Fund, Waste Management Grant Fund, 1201 Street Construction Fund, Federal Law Enforcement Trust Fund and the Safety Forces Equipment Fund, for the year ending December 31, 2008, and declaring an emergency.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON, STATE OF OHIO, THAT:

Section 1:

There be and hereby is appropriated from the unappropriated balance of the Wastewater Treatment Fund, for the year ending December 31, 2008, the following:

\$45,387.03 to an account entitled "New Equipment" 2101.610.2530

Section 2:

There be and hereby is appropriated from the unappropriated balance of the Muni Motor Vehicle License Plate Fund, for the year ending December 31, 2008, the following:

\$33,300.00 to an account entitled "Supplies/Materials/Postage" 1206.435.2410

Section 3:

There be and hereby is appropriated from the unappropriated balance of the Local Law Enforcement Trust Fund, for the year ending December 31, 2008, the following:

\$15,000.00 to an account entitled "Supplies/Materials/Postage" 1215.305.2410

Section 4:

There be and hereby is appropriated from the unappropriated balance of the Wastewater Treatment Capital Improvement Fund, for the year ending December 31, 2008, the following:

\$18,000.00 to an account entitled "Services/Contracts" 1406.610.2392

Section 5:

There be and hereby is appropriated from the unappropriated balance of the Parks and Recreation Fund, for the year ending December 31, 2008, the following:

\$9,000.00 to an account entitled "Services/Contracts" 1234.505.2392

\$5,000.00 to an account entitled "Supplies/Materials/Postage" 1234.505.2410

Section 6:

There be and hereby is appropriated from the unappropriated balance of the Waste Management Grant Fund, for the year ending December 31, 2008, the following:

\$5,000.00 to an account entitled "Recycling Services/Contracts" 1222.605.2392

\$2,354.06 to an account entitled "Recycling Workers Compensation" 1222.605.2270

Section 7:

There be and hereby is appropriated from the unappropriated balance of the 1201 Street Construction Fund, for the year ending December 31, 2008, the following:

\$6,735.00 to an account entitled "Street Repairs" 1201.435.2514

\$3,600.00 to an account entitled "Street Repairs" 1201.435.2514

Section 8:

There be and hereby is appropriated from the unappropriated balance of the Federal Law Enforcement Trust Fund, for the year ending December 31, 2008, the following:

\$7,000.00 to an account entitled "Services/Contracts" 1216.305.2392

Section 9:

There be and hereby is appropriated from the unappropriated balance of the Safety Forces Equipment Fund, for the year ending December 31, 2008, the following:

\$1,300.00 to an account entitled "Equipment" 1205.125.2530

Section 10:

This Ordinance is hereby declared to be an emergency measure, for the efficient operation of the various departments of the City of Massillon and for the preservation of the public health, safety and welfare of the community. Provided it receives the affirmative vote of two-thirds of the elected members to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

Passed
LEGISLATIVE DEPARTMENT

RESOLUTION NO. 7 - 2008

BY: ENVIRONMENTAL COMMITTEE

TITLE: A RESOLUTION endorsing the U.S. Mayors Climate Protection Agreement.

WHEREAS, the U.S. Conference of Mayors has previously adopted strong policy resolutions calling for cities, communities and the federal government to take actions to reduce global warming pollution; and

WHEREAS, the Inter-Governmental Panel on Climate Change (IPCC), the international community's most respected assemblage of scientists, has found that climate disruption is a reality and that human activities are largely responsible for increasing concentrations of global warming pollutants; and

WHEREAS, recent, well-documented impacts of climate disruption include average global sea level increases of four to eight inches during the 20th century; a 40 percent decline in Arctic sea-ice thickness; and nine of the ten hottest years on record occurring in the past decade; and

WHEREAS, climate disruption of the magnitude now predicted by the scientific community will cause extremely costly disruption of human and natural systems throughout the world including: increased risk of floods or droughts; sealevel rises that interact with coastal storms to erode beaches, inundate land, and damage structures; more frequent and extreme heat waves; more frequent and greater concentrations of smog; and

WHEREAS, on February 16, 2005, the Kyoto Protocol, an international agreement to address climate disruption, went into effect in the 141 countries that have ratified it to date; 38 of those countries are now legally required to reduce greenhouse gas emissions on average 5.2 percent below 1990 levels by 2012; and

WHEREAS, the United States of America, with less than five percent of the world's population, is responsible for producing approximately 25 percent of the world's global warming pollutants; and

WHEREAS, the Kyoto Protocol emissions reduction target for the U.S. would have been 7 percent below 1990 levels by 2012; and

WHEREAS, many leading U.S. companies that have adopted greenhouse gas reduction programs to demonstrate corporate social responsibility have also publicly expressed preference for the U.S. to adopt precise and mandatory emissions targets and timetables as a means by which to remain competitive in the international marketplace, to mitigate financial risk and to promote sound investment decisions; and

WHEREAS, state and local governments throughout the United States are adopting emission reduction targets and programs and that this leadership is bipartisan, coming from Republicans and Democratic governors and mayors alike; and

WHEREAS, many cities throughout the nation, both large and small, are reducing global warming pollutants through programs that provide economic and quality of life benefits such as reduced energy bills, green space preservation, air quality improvements, reduce traffic congestion, improved transportation choices, and economic development and job creation through energy conservation and new energy technologies; and

WHEREAS, mayors from around the nation have signed the U.S. Mayors Climate Protection Agreement which, as amended at the 73rd Annual U.S. Conference of Mayors meeting, reads: The U.S. Mayors Climate Protection Agreement A. We urge the federal government and state governments to enact policies and programs to meet or beat the target of reducing global warming pollution levels to 7 percent below 1990 levels by 2012, including efforts to: reduce the United States' dependency on fossil fuels and accelerate the development of clean, economical energy resources and fuel-efficient technologies such as conservation, methane recovery for energy generation, waste to energy, and wind and solar energy, fuel cells, efficient motor vehicles, and biofuels; B. We urge the U.S. Congress to pass bipartisan greenhouse gas reduction legislation that includes 1) clear timetables and emissions limits and 2) a flexible, market-based system of tradable allowances among emitting industries; and C. We will strive to meet or exceed Kyoto Protocol targets for reducing global warming pollution by taking actions in our own operations and communities such as: 1. Inventory global warming emissions in City operations and in the community, set reduction targets and create an action plan. 2. Adopt and enforce land-use policies that reduce sprawl, preserve open space, and create compact, walkable urban communities; 3. Promote transportation options such as bicycle trails, commute trip reduction programs, incentives for car pooling and public transit; 4. Increase the use of clean, alternative energy by, for example, investing in "green tags", advocating for the development of renewable energy resources, recovering landfill methane for energy production, and supporting the use of waste to energy technology; 5. Make energy efficiency a priority through building code improvements, retrofitting city facilities with energy efficient lighting and urging employees to conserve energy and save money; 6. Purchase only Energy Star equipment and appliances for the City use; 7. Practice and promote sustainable building practices using the U.S. Green Building Council's LEED program or a similar system; 8. Increase the average fuel efficiency of municipal fleet vehicles; reduce the number of vehicles; launch an employee education program including anti-idling messages; convert diesel vehicles to bio-diesel; 9. Evaluate opportunities to increase pump efficiency in water and wastewater systems; recover wastewater treatment methane for energy production; 10. Increase recycling rates in City operations and in the community; 11. Maintain healthy urban forests; promote tree planting to increase shading and to absorb CO₂; and 12. Help educate the public, schools, other jurisdictions, professional associations, business and industry about reducing global warming pollution.

NOW, THEREFORE, BE IT RESOLVED that the U.S. Conference of Mayors endorses the U.S. Mayors climate Protection Agreement as amended by the 73rd annual U.S. Conference of Mayor's meeting and urges mayors from around the nation to join this effort.

BE IT FURTHER RESOLVED; The U.S. Conference of Mayors will work in conjunction with ICLEI Local Governments for Sustainability and other appropriate organizations to tract progress and implementation of the U.S. Mayors Climate Protection Agreement as amended by the 73rd annual U.S. Conference of Mayor's meeting.

PASSED IN COUNCIL THIS _____ DAY OF _____ 2008

APPROVED: _____

MARY BETH BAILEY CLERK OF COUNCIL

GLENN E. GAMBER, PRESIDENT

APPROVED: _____

FRANCIS H. CICCHINELLI, JR., MAYOR

DATE: APRIL 7, 2008

CLERK: MARY BETH BAILEY

MASSILLON CITY COUNCIL
CITY OF MASSILLON, OHIO
GLENN E. GAMBER, PRESIDENT

COUNCIL CHAMBERS

Passed by
LEGISLATIVE DEPARTMENT

ORDINANCE NO. 8 - 2008

BY: HEALTH, WELFARE AND BLDG REGULATONS COMMITTEE

TITLE: A RESOLUTION adopting the City of Massillon Emergency Plan.

WHEREAS, it is the intention of the City of Massillon, Ohio, to establish an emergency plan;
and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MASSILLON,
STATE OF OHIO, THAT:

Section 1:

The emergency plan for the use by the City of Massillon, Ohio, be and the same is hereby
established and attached hereto as Exhibit "A".

Section 2:

This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED IN COUNCIL THIS _____ DAY OF _____, 2008

ATTEST: _____
MARY BETH BAILEY, CLERK OF COUNCIL

GLENN E. GAMBER, PRESIDENT

APPROVED _____

FRANCIS H. CICCHINELLI, JR., MAYOR

City of Massillon

Emergency Plan

City Hall - James Duncan Plaza

Police Department - Safety Building

City Hall Annex - Huntington Bank

Health Department - Medical Arts Building



EVACUATION COORDINATORS

CITY OF MASSILLON

Department	Name	Phone
City Hall Annex, Huntington Bank Bldg.	Michael Loudjana, Safety Director	330-830-1702 or 330-353-1800
Judicial, One James Duncan Plaza	Judge Edward Elum Court Security Officers	330-830-1727 330-830-1759
City Hall & Council Chambers, One James Duncan Plaza	_____	_____
Police Department, Two James Duncan Plaza, Safety Bldg.	Senior Officer	330-832-9811
Health Department, Medical Arts Bldg.	Terri Argent	330-830-1712

IMPORTANT PHONE NUMBERS

Fire / Ambulance / Police

Emergency 911

Non-Emergency 330-833-1053 (Massillon Fire Dept.)
330-830-1735 or 832-9811 (Massillon Police Dept.)
330-430-3800 (Stark County Sheriff)
330-833-1055 (Ohio State Hwy. Patrol)
330-456-6200 (FBI) or 216-522-1400 (Cleveland)

Homeland Security Department 216-522-2375 (Cleveland)

Public Utilities

Electric Company—Ohio Edison

24-Hour Emergency Number 888-544-4877
used by Mass. Public Schools 800-336-7899
Customer Service Number 330-633-4766

Gas Company—Dominion East Ohio

24-Hour Emergency Number 877-542-2630 (after hours, stay on line)
used by Mass. Public Schools 330-478-1700
Customer Service Number 330-362-7557

Water Company—Aqua Ohio

24-Hour Emergency Number 330-833-4156

Sewer & Waste—City of Massillon

24-Hour Emergency Number 330-830-1704 (sewer)

Emergency Management Agency

Stark County Emergency Management Agency:

Telephone: 330-451-3900

Local Emergency Planning Committee

Telephone: 330-451-3907
24-Hour Spill 330-451-3911 (Canton)

CITY OF MASSILLON EMERGENCY EVACUATION

Quick Reference Sheet Administration Building & Safety Building

FIRE EMERGENCY

- ✧ Activate Fire Alarm
- ✧ Contact Evacuation Coordinator
- ✧ Evacuate building
- ✧ Take quickest route of exit (follow evacuation diagram)
- ✧ Administration Building employees go to the open grass area approximately 200' west of the building
- ✧ Police Department employees will go to the open grass area approximately 200' north of the Safety Building
- ✧ City Hall Annex employees exit at City Hall Street or Lincoln Way bank exit. Go to west side of City Hall Street to check in.
- ✧ Account for all employees (Evacuation Coordinator)

TORNADO EMERGENCY

- ✧ Notify Evacuation Coordinator of tornado warning
- ✧ Employees will proceed to the Conference Room
- ✧ Account for all employees (Evacuation Coordinator)
- ✧ Remain in tornado shelter area until notified to leave

HAZARDOUS MATERIAL RELEASE/GAS LEAK

- ✧ Notify supervisor
- ✧ Supervisor will determine severity of situation
- ✧ Evacuate if necessary (immediate evacuation for major leaks)
- ✧ Account for all employees (Evacuation Coordinator)
- ✧ Contact (9) 9-1-1

BOMB THREAT

- ✧ Threat received (verbal or written)
- ✧ Call (9) 9-1-1, Police Dept.
- ✧ Evacuate building if deemed necessary
- ✧ Take quickest route of exit
- ✧ Employees meet at the parking lot on west side (back) of building
- ✧ Account for all employees (Evacuation Coordinator)
- ✧ Do not return to building until instructed to by Department Head

FIRE DRILL/EVACUATION PROCEDURES

1. The person who observes the fire/smoke should use intercom and voice to report fire .
— (9) 911 will be called from these areas.
2. **Trying to fight a fire is dangerous. Never take unnecessary chances.**
3. Immediately after activating the alarm, contact your department's evacuation coordinator.
4. The department evacuation coordinators will direct the evacuation of the building.
5. Evacuate the building using the appropriate exits detailed on the emergency evacuation map and immediately proceed to the open grass area west of the Administration Building or the open grass area north of the Safety Building. Remain there until your department coordinator has confirmed your exit from the building.

INDIVIDUALS WITH DISABILITIES

1. The unique needs of individuals with disabilities should be identified and planned for before an emergency arises. Persons with disabilities should be informed of the emergency procedures when they are expected to be in the building for an extended period of time.
2. Know who and where employees with disabilities are located in the building.
3. Disabled employees should be consulted to determine the best way to handle an emergency evacuation. Nearby coworkers should assist disabled employees in evacuating from the building and should take them to the designated meeting area.
4. Elevators should not be used in most emergencies.
5. Persons with visual limitations and guide dogs should practice exiting the facility with the guide dog.
6. Persons with other disabilities (audible, olfactory) should be considered and assisted when necessary.

TORNADO EMERGENCY PROCEDURES

1. Upon notification either by the emergency broadcast system, tornado sirens, or verbal notification through your supervisor, employees should immediately proceed to the basement tornado shelter. If away from the building, find shelter in large culvert, underpass or building with a tornado shelter.
2. The department evacuation coordinators will direct the evacuation of all employees and patrons.
3. Once everyone has moved to the hallway, the department evacuation coordinators should account for the employees from their department. It should be the responsibility of all employees to check in with their respective coordinators
4. Everyone should remain in the shelter area rooms until you are notified that the warning is over.
5. If conditions worsen and a tornado does strike, remain calm. If persons need first aid, employees trained in First Aid/CPR should assist.

HAZARDOUS MATERIAL RELEASE / GAS LEAK PROCEDURES

1. In the event of a hazardous material release or a natural gas leak immediately notify your supervisor. Your supervisor will confirm the leak, and the severity of the release, and determine if emergency personnel should be contacted and the building evacuated.
2. If a minor release of hazardous chemicals is detected, supervisors should contact Building Services. **Only trained personnel are permitted to handle and clean a hazardous material release.**
3. If a natural gas leak is detected, call (9) 9-1-1, then shut off gas (outside) on east side of main building south of the loading dock in a 6 x 20-10' deep pit. Supervisors should contact Building Services. **Do not attempt to repair the leak yourself.**
4. In the event of a major release of hazardous materials or a serious gas leak, evacuate the building then call (9) 9-1-1. Use the appropriate routes according to the evacuation diagram.
5. Department evacuation coordinators will direct the evacuation of the building. All employees will proceed to the west of the Administration Building or north of the Safety Building. Employees will remain there until the coordinator confirms their evacuation from the building.

How to Handle Suspicious Mail

Look for:

- excessive postage or excessive weight
- handwritten or poorly typed address
- incorrect titles
- title but no name
- misspellings of common words
- oily stains, discolorations or odors
- no return address
- lopsided or uneven envelope
- protruding wires or aluminum foil
- excessive securing, such as tape, string, etc.
- visual distractions, doodling
- ticking sound
- marked with restrictions, such as, "Personal" or "Confidential"
- shows a city or state in the postmark that does not match the return address
- package or envelope leaking powder or other substance

1. Do not open letter or package
2. Place package in a plastic bag or some other type of container, or cover with clothing, paper or a trash can, etc.
3. Leave the room and close the door or section off the area to keep others away
4. Wash your hands with soap and water
5. Report the incident to your department head or call 9-1-1
6. List all people who were in the room or area when the package was recognized, and give a list to police or health official

City of Massillon

Active Shooter Incident

If an armed or threatening intruder enters any city government building, it is important that staff reports it immediately, and takes protective actions.

1. **Secure Immediate Area:**

- If possible, bring uninvolved citizens into area to be secured (Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.)
- Lock & barricade doors
- Turn off lights
- Close Blinds
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, thick desks, filing cabinet (cover may protect you from bullets)
- Mute cell phone
- Place signs in exterior windows to identify the location of injured persons

2. **Contact Police:**

- Use Emergency 911 (May be necessary to dial 9911 in certain city buildings. Building specific instructions should be used)
- 330-832-9811 Massillon Police Department Emergency Line (May be necessary to dial 9-330-832-9811) in certain city buildings. Building specific instructions should be used)

3. **Upon First Responders Arrival:**

- Follow instructions of first responders
- Until instructions are received, use your best judgment to determine whether immediate evacuation away from the threat area—or remaining in place under cover—is the most prudent course of action
- When law enforcement officials are engaging with perpetrators, keep low and immobile—don't make yourself a target of opportunity
- Assailants may be working alone or as a team. Maintain extreme vigilance until "all clear" is sounded.
- Render first aid assistance to casualties in your immediate area.
- Observe and note events carefully—your timely and accurate information when relayed to authorities can have a significant impact on the resolution of the emergency

4. **What to Report:**

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries – number injured, types of injuries
- Describe what you hear/see
- Assailant(s) – location, number of suspects, race/gender, clothing description, physical features, type of weapons (rifle or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

5. **Un-Securing an area:**

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses versus the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

BOMB THREAT PROCEDURES

A. Handling the initial bomb threat.

If the threat is received by telephone:

1. Keep the caller on the line as long as possible. Ask them to repeat the message. Write down every word spoken by the person.
2. If the caller does not indicate the location of the bomb, time of possible detonation, what the bomb is made of or what it looks like, ask for that information.
3. Pay particular attention to background noises such as motors running, music, and any noise which may give a clue as to the location of the caller.
4. Listen closely to the voice (male/female), voice quality (calm, excited, etc.), accents and speech impediments.
5. Immediately report the call to (9) 9-1-1, the Police Department and the Department Head. **Fill out the bomb threat form.**

If the threat is written:

Save all materials, including any envelope or container. Once the message is recognized as a bomb threat do not handle or let anyone else handle the note more than absolutely necessary. Every possible effort must be made to retain evidence such as fingerprints, handwriting, or typewriting, paper, and postal marks which are essential in tracing the threat and identifying the writer.

1. Notify the Police Department and Department Head.

Unless the nature of the threat, in your opinion, justifies the need for immediate evacuation (such as a given detonation time) the following procedure should be followed. If immediate evacuation is necessary see evacuation procedures.

2. Isolate the person who received the threat and have that person fill out as accurately as possible the bomb threat form.
3. Notify Department Heads of affected departments of the threat. Department Head should discreetly search the office for any suspicious packages, boxes, etc. which appear to be unaccounted for. If any such items are found, **Do Not Touch, Move or Investigate** the item in any way.

IMPORTANT: City personnel should NOT search fire extinguisher boxes, or any other area that cannot be adequately searched without opening a door, hatchway or drawers. Personnel should confine their search to a quick visual scan of the working area for suspicious, unaccounted for, unscheduled packages that could contain an explosive device.

4. If a suspicious item is found it should be reported immediately to (9) 9-1-1, the Police Department.
5. Upon arrival of safety personnel (bomb squad, Police, etc.) the individual receiving the threat should have the following materials and personnel ready:
 - a. The original bomb threat form and/or the written threat.
 - b. The person who received the threat.
 - c. A list of the locations of suspected items reported by City personnel.
 - d. If possibly a blueprint or floor plan of the building with the exact location of suspicious items marked on it.

B. Evacuation Procedure

1. Evacuate the building from the exits and congregate at the northwest corner of property.
2. Turn off all electrical machines/equipment. Most electrical office machinery will produce a hum, buzz or clicking sound that will hamper the K-9 search teams by producing distracting sounds.
3. After bomb search has been made, the decision to re-enter the building will be made by the individual conducting the search or the Department Head.
4. The building should be evacuated at least 30 minutes prior to any detonation time given by the person calling in the threat and should remain at least 30 minutes after the given time

C. If Detonation Occurs in the Building

1. Evacuate the ENTIRE building immediately, directing the path of the evacuation away from the blast scene.
2. Call (9) 9-1-1 immediately.

Advise the dispatcher of the

- a. The exact location and area affected by the blast.
- b. If anyone is injured and, if so, how many and the nature of the injuries if known.
- c. If there is a fire as a result of the blast and, if so, its size and severity.
- d. If any gas or electric lines have been broken.
- e. Do not activate any type switch or electrical connection.

3. Stay out of the blast area as much as possible. Avoid touching or moving anything in the blast scene in case a secondary device has been planted near by.

D. Evacuation Coordinator Responsibilities

1. When alerted to bomb threat, look in working area for suspicious items such as packages, boxes, etc. that appear to be unaccounted for. Confine your search to quick visual scan of the area.
2. If you find a suspicious item call (9) 9-1-1.
3. Alert the Department Head to make a determination on evacuation.

If evacuating ensure:

- a. Door remains open and unlocked.
- b. Electric office machinery is turned off.
- c. All personnel go to the northwest corner of property.
(Recommended distance from bomb location is 300 feet.)
- d. All personnel are accounted for after building is evacuated.

E. Disposal of bombs

The Department of the Army is equipped to render safe the following explosives:

- a. Conventional ordnance (hand grenades mortars, etc.)
- b. Improvised explosive devices (homemade bombs, etc.)
- c. Chemical munitions
- d. Nuclear ordnance.

They are not equipped to search for explosives.

If suspicious or identified explosive devices are found, they will respond. Call 1-800-435-8036, extension 74536.

During duty hours (7:30 a.m. - 4:30 p.m. Monday-Friday) a team will depart within 30 minutes. After duty hours, a team will depart within 1 hour.

BOMB TREAT REPORT		1. Date	2. Time	3. Time Call Ended
INSTRUCTIONS (COMPLETE AS MUCH OF THIS FORM AS POSSIBLE) If you receive a bomb threat, remain calm, be courteous, listen carefully and do not interrupt the caller. By discreet prearranged signal, have a second person listen in on the call. Complete as much information as possible. Converse with the caller as necessary.				
4. ASK THESE QUESTIONS				
a. When is the bomb going to explode?		d. What does the bomb look like?		
b. What kind of bomb is it?		e. Why did you place the bomb?		
c. Where is the bomb right now?		f. Where are you calling from?		
5. TRY TO DETERMINE THE FOLLOWING (CHECK APPROPRIATE BOX)				
a. Caller's Identity Age _____ <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile				
b. Language: <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Slang <input type="checkbox"/> Other _____				
c. Accent: <input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Identify if possible _____				
d. Tone of Voice: <input type="checkbox"/> Loud <input type="checkbox"/> Raspy <input type="checkbox"/> Soft <input type="checkbox"/> Pleasant <input type="checkbox"/> Deep <input type="checkbox"/> High Pitched <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other _____				
e. Speech Pattern: <input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Nasal <input type="checkbox"/> Lisp <input type="checkbox"/> Distinct <input type="checkbox"/> Slurred <input type="checkbox"/> Stutter <input type="checkbox"/> Other _____				
f. Manner: <input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Laughing <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Other _____				
g. Background Noise: <input type="checkbox"/> Bedlam <input type="checkbox"/> Trains <input type="checkbox"/> Factory Machines <input type="checkbox"/> Airplanes <input type="checkbox"/> Traffic <input type="checkbox"/> Voices <input type="checkbox"/> Music <input type="checkbox"/> Party Atmosphere <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Office Machines <input type="checkbox"/> Other _____				
6. Was the voice familiar? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whose? _____				
7. Exact words of caller:				
8. Did caller use familiar terms (Commission chambers, detention facility, etc.)?				
9. Remarks or comments (Use reverse side if necessary).				
IMMEDIATELY AFTER CALLING (9) 9-1-1, NOTIFY YOUR SUPERVISOR, THE POLICE DEPARTMENT (832-9811). TALK TO NO ONE ELSE, UNLESS INSTRUCTED TO DO SO.				
10. Person receiving the call:		Department:		Receiving Phone: