



City of Portsmouth

Office of the City Manager

728 Second Street
Portsmouth, Ohio 45662



TO: Portsmouth City Council
FROM: City Manager Derek K. Allen, ICMA-CM DKA
DATE: February 1, 2016
RE: City Manager's Report February 8, 2016

ADMINISTRATION

Meetings

Participated in a Business Retention/Expansion meeting with SOPA at Premier Kites located at 1004 Findlay Street on January 20, 2016.

Attended the Mainstreet Portsmouth Board Meeting on January 21, 2016.

Attended the Portsmouth Rotary Meeting on January 25, 2016.

Conducted a meeting with F.O.P. local president and the new union representative on January 25, 2016.

Attended the Connex annual meeting on January 26, 2016.

Attended the January 27, 2016 monthly Portsmouth Health Department Board meeting.

On January 28, 2016, met with Strand Associates regarding A Water Treatment Plant Facilities Plan.

Participated in the monthly SOPA Board meeting on January 28, 2016.

PERSONNEL

The ad for position of cashier will be advertised and begin signing interested individuals on February 1, 2016 and the civil service exam will be conducted February 27, 2016. On the first day 26 individuals took out applications.

The ad for position of clerk typist II will be advertised and begin signing interested individuals on February 1, 2016 and the civil service exam will be

conducted February 27, 2016. On the first day 23 individuals took out applications.

FIRE

An analysis of the City of Portsmouth's ISO rating has been conducted by Fire Chief Raison and is included in your packet.

POLICE

The impound facility brought \$79,005.19 of additional revenue operating half a year, June 8, 2015 through December 31, 2015. The facility netted \$25,120.86 of additional revenue to the City of Portsmouth.

The expenses for 2015 were higher than the annual operating fees will be from this point forward.

2015 Expenses:

Setup and Startup Expenses	\$29,554.19
Towing	\$19,532.00
Misc- Time Warner, AEP, Titles, Keys, Credit Card Fees	\$4,798.29
TOTAL	\$53,884.33

WATER

Water Plant

The engineering agreement to conduct the needs assessment on the current water plant was signed and the work will begin. This is a necessary document that will be required if at a time in the future the City of Portsmouth decides that a new water plant is required to be constructed.

The Phase I environmental on the needed parcel of land directly behind the water plant is currently being conducted and coordinated through the Southern Ohio port Authority.

Rapid Mix

The Rapid Mix project is substantially complete and currently in operation.

Water Leaks and Line Work:

January 18, 2016: Repaired 6" main at 1921 Wayne Avenue

January 19, 2016: Repaired 6" main at 3807 Stagecoach Lane

January 21, 2016: Repaired 6" main at 2232 North Preston

January 25, 2016: Repaired 6" main at Gay and Gallia Street; Repaired 8" main U.S. 23; Repaired 3" main Eggbert Street, Wheelersburg; Repaired 4" main 7th Street, West Portsmouth; Repaired 4" main Crull Street, West Portsmouth.

January 27, 2016: Repaired 6" main 800 block of Lakeview Avenue, New Boston; repaired 6" main 925 Lakeview Avenue, New Boston.

January 28, 2016: Repaired 4" main at corner of Sheila Boulevard and Mathiott, Scioto Dale.

January 29, 2016: Repaired 6" main Noddin Way and Willow Way.

The rest of the time consisted of service line repairs, hole repairs, preparing trucks with plows and spreaders, plowing streets and emergency shut-offs.

WASTEWATER

Wastewater Plants

Wastewater flows for the Sciotoville Wastewater Treatment Plant were incomplete and will be updated next month.

Sewer Collection

January 18, 2016: Holiday-Martin Luther King Day

January 19, 2016: Eastern Pump Station. Investigating force main leak. (Note: Eastern Pump Station is at the NW corner of Wal-Mart shopping center.)

January 20, 2016: Eastern Pump Station, excavating to locate force main leak.

January 21, 2016: 706 Harrisonville Avenue, repair of 8-in sewer.

January 22, 2016: City-wide. Cleaning catch basins in preparation for snow.

Illegal signs removed from right of way: 1.

Pending for next week: 2500 Block Scioto Trail.

PUBLIC SERVICE

Street Department

Street Department cleaned hillside on Richardson Road. Worked on the chipper in order to start working on cleaning hillsides within the city limits. Removed Market Street Christmas tree and decorations.

Used 200 tons of salt on the recent snow storm. 300 tons currently available.

Cleaned up Market Street after the fire.

Traffic

Replaced street sign on Pershing Avenue due to road relocation by bypass contractor. Replaced pedestrian crossing signal box at Chillicothe Street and Second Street. Removed Christmas decorations.

Cemetery

In the process of removing 25 dead trees in the cemetery.

UTILITY ACCOUNT SERVICES

The February utility bills will have a bar code on the bottom that will be used to run the bill through a special machine to process the payment and update the customer's account without having to type all of the information into the system. This is an effort to improve customer service.

New wastewater rates have been sent to Smart Bill and they will be mailed out with the March bills. The new rates will be effective April 1st collectible on the May utility bill.