



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: April 4, 2016
RE: City Manager's Report April 11, 2016

ADMINISTRATION

Meetings

Conducted an AFSCME grievance hearing on March 22, 2016.

Conducted two (2) interviews for Cashier and Clerk Typist II on March 22, 2016.

Met with Malcom Meyer of OVRDC on March 23, 2016 regarding transportation related projects.

Conducted two (2) interviews for Cashier and Clerk Typist II on March 23, 2016.

Was on Community Corner radio show on WXNT to speak about the progress the city has made the past two (2) years on March 24, 2016.

Conducted an interview for Cashier and Clerk Typist II on March 24, 2016.

Attended the SOPA Board meeting held on March 24, 2016.

Participated in a Planning Commission meeting on March 24, 2016.

Attended Rotary meeting on March 28, 2016.

Conducted two (2) interviews for Cashier and Clerk Typist II on March 29, 2016.

Met with representative of Southern Ohio Medical Center regarding entranceway at 25th Street and Coles on March 29, 2016.

Conducted an interview for Cashier and Clerk Typist II on March 30, 2016.

Performed a swearing in ceremony for the position of Captain and the position of Lieutenant in the Fire Department on April 1, 2016.

Attended Rotary on April 4, 2016.

Council Requests

Street Department cleaned Vermont Street where illegal dumping had occurred at the request of Mayor Jim Kalb.

Had the Probation Department clean litter up along Dorman Drive between Circle Drive and Thomas Avenue at the request of Councilman Gene Meadows.

Responded to a request for Kevin W. Johnson regarding a missing metal cover in the 300 block of Chillicothe Street on April 2, 2016. No missing metal cover could be located.

Responded to Kevin W. Johnson regarding city representative to the Scioto County Land Bank on April 2, 2016. City Solicitor John Haas has been appointed to the Land Bank Board. Please see attached letter.

Investigated a tree complaint at 115 Mayo Street for Councilman Tom Lowe on April 1, 2016. Staff determined that it was a civil matter between two property owners.

Responded to Councilman Tom Lowe regarding the burned structure at 1116 Rose Street. The property was transferred to the City of Portsmouth in January 2016. The city will board the structure up and the Service department will clean up the debris on the outside.

Responded to Councilman Tom Lowe regarding trimming trees in the US 52 right-of-way near Mark Harner's Insurance Company near State Route 140. The city is looking into the matter.

Had ODOT provide their roadside design standards and answer questions of responsibility regarding request to remove or repair the limited access highway fence along US 52 in Sciotoville for City Councilman Tom Lowe.

Had the Street Department patch the alley behind the 3100 block of Walnut Street at the request of Shawn Stratton and Councilman Tom Lowe during the past week.

PERSONNEL

In the Fire Department Travis Garrett was promoted to the position of Captain, Christopher Thoroughman was promoted to the position of Lieutenant.

Conditional letters of employment were offered to two individuals for the position of cashier and one individual for the position of Clerk Typist II.

The Fire Department is conducting interviews from the current firefighter list in order to fill three (3) vacancies.

As of today, twenty (20) individuals signed up to take the dispatcher exam through the Civil Service Commission.

The Police Department is evaluating the three remaining names on the current patrol officer list to fill the upcoming opening in the Police Department due to the imminent retirement of Detective James Charles.

Ads have been placed to accept applications for Pool Manager and Lifeguards this summer.

FINANCE

The Auditor of State requested an updated version of the five year financial recovery plan by March 31, 2016. They have now requested clarification on several items contained in the submittal.

FLOOD DEFENSE

The Flood Defense System was put into operation once in March: Saturday, March 16th to Monday, February 18th due to high river elevations. The Ohio River peaked at 36.42 on Wednesday, March 17th. Flood Defense Stations 5 and 1A were put on-line.

The flood pumps are put on line when the river reaches 36 feet.

FEMA has given a deadline of April 8, 2016 to submit the documentation that they requested on February 8, 2016 for the flood levy certification.

POLICE

The Police Department, Fire Department and Portsmouth City Schools will participate in an Active Shooter Response training this week.

Will be sending an officer to Taser Instructor training because it is a requirement to obtain the new Tasers.

The Police Department responded to seven (7) drug overdoses on Friday, April 1, 2016.

FIRE

Received six (6) sets of body armor for the first responder/rescues in the Fire Department.

WATER

Columbia Gas, the Scioto County Engineer's Office, the Ohio Department of Transportation and the partnership team for the new State Route 823 met to discuss the relocation of the twenty-four (24") inch water main relocation.

Water Distribution crews were installing a valve on the six (6") inch water main on Walnut Street today in preparation to the new line being installed down the 2,000' feet of line replacement.

The water line relocation on State Route 140 being moved for the State Route 823 project is delayed due to an issue with the Gas Company.

The concrete company is planning on starting this week on the trough at the Water Plant.

The plastic liner company is waiting on payment for ordering material and mobilization costs.

Water Leaks and Line Work

March 22, 2016: Placed yard hydrant at #1 Softball Field.

March 23, 2016: Installed new tap at #1 Softball Field.

March 29, 2016: Repaired 2" line at 12th Street and Union.

April 1, 2016: Exploratory dig-down to expose 24" line at Ohio River Road.

Hydrant Work

March 23, 2016: Rebuilt hydrant at 17th and Timmonds.

WASTEWATER

The monitoring device for 23rd and Grandview is waiting on conduit fittings. In the meantime the work on setting the foundation continues.

The Pershing/Slocum Road sewer relocation for the new State Route 823 project has been completed.

The backflow preventer for 2634 Shawnee Road has been installed.

The Ultraviolet (UV) disinfection is scheduled to begin this week.

Sewer Collection Work

March 21, 2016: 700 block Bonser Avenue, video inspection of sewer. 1020 15th Street cleaning catch basins. 2103 Waller Street cleaning catch basins.

March 22, 2016: 2118 Stockham Drive, replaced 6-inch sewer tap.

March 23, 2016: 25th and Coles Boulevard, modification of inlet manhole.

March 24, 2016: Sciotoville, cleaning miscellaneous storm drain and catch basins.

March 28, 2016: 1814 High Street cleaned 12-inch sewer. 2136 27th Street cleaned 8-inch sewer. 1420 Chillicothe Street repaired catch basin. Robinson Avenue cleaned sewer.

March 29, 2016: Kent Street repaired catch basin in alley.

March 30, 2016: 3309 Sheridan Road repaired 12-inch storm sewer. 2910 Scioto Trail cleaned sewer.

March 31, 2016: Worked at various locations. Poured concrete on previous repairs. (2204 Grandview Avenue, 2201 McKinley Street, Kendall Avenue, 1611 High Street, 3309 Sheridan Rd.)

April 1, 2016: Sciotoville Wastewater Plant. Assisted with plant maintenance. Cleaning sludge pad and replacing filter media.

PUBLIC SERVICE

STREETS

The Street Department worked on utility repair patches as well as pot hole repairs. The employees trimmed trees along US 52 at the Little Scioto River Bridges at the request of ODOT. The Street Department cleared the hillside right-of-way along Gallia Street between Buch and Popular Streets. They also cleared the hillside along Dorman Drive between Circle Drive and Thomas Avenue. Filled potholes in the alleys along the 3100 block Walnut Street.

TRAFFIC

Assisted the Street Department in tree trimming. Began working on the campground in preparation for the opening on May 4th. Cleaned up mud and debris along the riverfront and boat ramps. The Traffic Division replaced damaged street signs. Repaired the hanging light and static lines at Branch Rickey Park.

SPARTAN STADIUM

The Warriors Football Club paid their past due rent for the facility. The Warriors and the Spartans are combining to play at the stadium. The Public Service Director is still waiting on the insurance.

POOL

Ordered the chair lift for handicap individuals that is required by Federal ADA law. Advertisements have been placed for the pool manager and the lifeguards.



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April 1, 2016

Scioto County Board of Commissioners
C/O Mike Crabtree, Chairman
602 7th Street
Portsmouth, Ohio 45662

Re: Scioto County Land Bank

Dear Honorable Commission Members:

The purpose of this correspondence is to inform you that while I disagree with the legal opinion issued by the Scioto County Prosecutor's Office indicating it is a conflict of interest for me to serve on both the SOPA Board and the Scioto County Land Reutilization Corporation Board, I am not interested in being a stumbling block or source of delay with respect to the immediate action necessary to form the SCLRC Board, or in the preparation and submission of the paperwork and applications necessary to see that the SCLRC is timely formed and has the best chances for obtaining maximum funding for the good of the County and City alike.

Please consider this correspondence as the statutorily mandated naming of a representative for the City of Portsmouth. On behalf of the City, I appoint John Haas, City Solicitor, to fill the SCLRC Board position on behalf of the largest municipality in the County.

If you have any question or comments regarding this matter, please feel free to call. Thank you for your anticipated cooperation.

Very truly yours,

Derek K. Allen, ICMA-CM
City Manager