



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: November 17, 2014
RE: City Manager's Report November 24, 2014

ADMINISTRATION

In order to accomplish all that needed to be accomplished last week I worked 67.75 hours last week including 10.5 hours on Veterans Day and working last Saturday.

FINANCIAL

The 2015 budget is completed and is being delivered with this report. Everything is included except for the Municipal Court funds. I did not receive submittals from the Clerk of Court.

A meeting was held with representatives from the Auditor of State Office regarding the city's financial watch status. There are four actions with three associated documents that must be submitted to Auditor of State before the end of the year.

First, the Five Year Recovery Plan that was adopted by City Council on September 22, 2014 has to be rewritten and placed in the format that the Auditor of State utilizes for their recovery plans. Second, the General Fund Five Year Plan that was submitted had deficit conditions in 2016 and 2017 and absent the deficit conditions was so close to just breaking even at zero that the recovery plan is really insufficient. Additional changes must be made to the General Fund as well as the Street Fund. This new recovery plan must be adopted by City Council.

Third, the cost allocations that have been utilized in 2014 and 2015 must be placed in a document and adopted by City Council. There was not an expressed problem with the allocations only that they are not official and adopted by City Council.

Fourth, the Five Year Recovery Plan dealt with the financials and items identified in the Fiscal Watch. However, the representatives from the Auditor

of State want an official response to the concerns identified in the Fiscal Caution declaration of 2012.

PERSONNEL

All employees are currently participating in sexual harassment prevention training. All departments under the responsibility of the City Manager are required to attend.

The 2015 medical insurance was placed out for quotes and then negotiated. We have been in consultation with our insurance representative since last January regarding our options as a city. Through these discussions we were able to switch our medical insurance to Anthem with some premium caps for 2016 that allowed for a savings of approximately \$700,000 on our premium.

PARKS

The wooden bench that was destroyed in Tracy Park was removed last Thursday by the Street Department.

STREETS

The two (2) decorative street lights for downtown that were damaged and removed many years ago have been ordered.

Leaf pick up continues.

A decorative park bench was apparently stolen off of the sidewalk on Second Street by Riverview Apartments.

On November 18, 2014 we applied approximately 10 tons of salt. We currently have approximately 600 tons of salt.

ENGINEERING

The contractor finished the repair on Oakland Boulevard. The repair will be allowed to settle before it is paved next year. A letter was written and hand delivered to the home owners explaining how the project will work. A copy is attached.

The contractor is waiting for warmer weather to work on the Blue Rock road slip. If the weather permits we will attempt to get this work conducted before winter starts.

The 2014 resurfacing program is completed.

An easement will be granted to the City of Portsmouth on the site of the new CVS building at 10th and Chillicothe Streets.

We continue to work on the asbestos issue in the Babcock Building. It is still our intent to sell this building in an effort to deal with our budget issues in the General Fund.

The tear downs of vacant and condemned structures continues. There are approximately nine (9) structures left.

FIRE

Two issues were brought up at the November 10, 2014 City Council meeting regarding the Fire Department. The old Sutphen Engine 189 that was designated to be donated to the prison was picked up by the prison staff on Friday, October 3, 2014.

The whereabouts of the Horton ambulance that was purchased at some point in the past was disposed of in August 2012 when it was traded in on the new fire engine. The proposal is attached.

WATER

Water Leaks and Line Repair

November 4, 2014: Hydra-stop and relocated a 6" line on 23rd Street for sewer project.

November 5, 2014: Repaired leak at Rhodes Avenue and Park Street for New Boston sewer project.

November 11, 2014: Repaired leak 6" main 3330 Sheridan Road.

November 14, 2014: Repaired 6" main on Lawson Street, Wheelersburg; replaced 8" main valve at Gallia and Poplar Street.

Hydrant Work

November 3, 2014: Replaced hydrant at 1036 24th Street.

November 6, 2014: Raised hydrant 2454 Sunrise Avenue.

November 12, 2014: raised hydrant at 6th Street and Broadway.

The rest of the week consisted of raising meter lids, installing taps, service line removals and repairs.

WASTEWATER

November 3, 2014: 1056 29th St. Repaired sanitary sewer tap.

November 4, 2014: Dorman Drive. Repaired catch basin.

November 5, 2014: Cleaning sewer at Robinson Avenue between Waller and Offnere.

November 6, 2014: 900 block 30th St. Repair of sewer damaged by American Electric Power.

November 7, 2014: Cleaning 17th Pump Station to assist plant personnel with pump replacement.

November 10, 2014: 17th Flood Defense Pump Station. Assisted with cleaning of debris in pump station.

November 11, 2014: 17th Flood Defense Pump Station. Assisted with cleaning of debris in pump station.

November 12, 2014: 4213 Munn Street. Repaired sewer tap.

November 13, 2014: Concrete repairs at 1706 Poplar Street, 2460 Micklethwaite Road, and 1735 8th Street. Smoke testing on Grandview Avenue.

November 14, 2014: 1015 15th St. New sewer tap.

UTILITY BILLING

The Rules and Regulations of the Public Utilities Department as Adopted October 24, 2014 are being evaluated.

The deadlines and billing schedule is being evaluated.



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728 Second Street
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November 14, 2014

Dear Oakland Blvd. Resident:

I would like to thank everyone for your patience regarding this repair and ask for continued patience as we allow the road to settle before the city paves it next summer. I also would like to apologize for any frustration that the delays in repairing the road slip has caused.

This letter is an update on our future plans. The contractor has completed the repair of the road slip and we will now evaluate the road over the winter. The contractor placed large jagged boulders as a road base and the voids were filled with smaller stones, gravel and asphalt grindings.

We will hold off paving the area because as it rains this winter and the ground moves through the freeze-thaw cycle, we anticipate the roadway to settle. The City of Portsmouth will monitor the situation and when necessary come and place stone or gravel when it settles. We ask that everyone drive with caution and to be aware that the street will settle. If you notice that it has settled or has become rough, please do not hesitate to contact the City Manager's Office at 354-8807 so we may come and perform work.

Next summer when we are sure that additional repairs are not needed and when the settling has finished, we will come in and pave Oakland Boulevard from Kenwood Drive west past the road repair.

Some residents have noticed that there are areas on Kenwood Drive that are beginning to slip or deteriorate. The city is aware of these issues and will be addressing them next summer. We were unable to complete these repairs as a part of the contract for the Oakland Boulevard repair.

Again, thank you for your understanding and if there are any other concerns you may have regarding these streets please do not hesitate to contact me at your earliest convenience.

Sincerely,

Derek K. Allen
City Manager

PROPOSAL FOR FURNISHING FIRE APPARATUS

Portsmouth Fire Department
728 Second Street
Portsmouth, OH 45662

August 30, 2012

The undersigned is prepared to manufacture for you, upon an order being placed by you, for final acceptance by Pierce Manufacturing, Inc., at its home office in Appleton, Wisconsin, the apparatus and equipment herein named and for the following prices:

One (1) - PIERCE - 1500 GPM Multi Purpose Vehicle (PUC) per the enclosed specifications for the total sum of \$ 418,713.00

Less trade in of one (1) - Horton Ambulance ---- (\$15,000.00)

If a 100% pre-payment upon contract acceptance is desired, deduct the sum of \$14,597.00 from our total proposal price, with the sum of \$389,116.00 due at contract acceptance.

Total \$ 389,116.00

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or international conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about 6 - 7 months after receipt of this order and the acceptance thereof at our office at Appleton, Wisconsin, and to be delivered to you at: The Portsmouth Fire Department, Portsmouth, Ohio

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided as such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of bid, and with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of bid, except as modified by customer specifications. Any increased costs incurred by first party because of future changes or addition to the price set forth above. Unless accepted within 30 days from date, the right is reserved to withdraw this proposition.

PIERCE MANUFACTURING, INC.

By: Brock Entler SALES REPRESENTATIVE

