

TO: Mayor Sturgill and City Council
FROM: City Manager Derek K. Allen, ICMA-CM
DATE: February 3, 2014
RE: City Manager's Report February 10, 2014

ADMINISTRATION

The 2014 budget is currently being put into place. This will be a very time consuming activity because it is being conducted differently than in the past.

PERSONNEL

Administrative

Three (3) individuals were interviewed from the pool of applicants for the position of administrative assistant in the Office of City Manager. After the interviews were completed the position was offered to Renee Matiz. She is an outstanding addition to the staff.

AFSCME

We are setting dates for meetings regarding the Notice to Negotiate from AFSCME for a wage reopener in accordance with Article 40 of the Collective Bargaining Agreement.

Information Technology/GIS

An employee was hired into the position of IT/GIS on December 2, 2013 which was the interim period between when I was hired and when I started. This position is no longer filled as of January 24, 2014.

Workers' Compensation

There are currently one hundred and nineteen (119) current open workers' comp claims involving city employees. Additional analysis of the claims indicates that thirty-eight (38) are lost time claims which count against our

experience. The result of these claims is that the City of Portsmouth is penalty rated 1.26% in workers' comp.

Safety Council

The City of Portsmouth participates on the Safety Council. By going to ten (10) safety council meetings during the year the city is eligible for a 2% discount on our workers' compensation premium. Currently, the city had gone to 2 meetings with seven meetings left. Staff will go to the remaining seven meetings to reach nine and then my administrative assistant will attend two outside training sessions so that we will qualify.

WATER

The City of Portsmouth pumped 142.090 million gallons in the month of January 2014 for a daily average of 4.583 million gallons per day (MGD). This is compared to 150.171 with a daily average of 4.884 MGD one year ago in January 2013.

December 2013	118.227 million gallons pumped	3.814 million daily average
January 2014	142.090 million gallons pumped	4.583 million daily average

Due to the cold weather there were numerous water main breaks that had to be repaired.

January 27, 2014: 4" main on Hastings Hill; 6" main on Sheridan and Orchard and replaced a 6" Tee.

January 28, 2014: 6" main on Poole St. West Portsmouth; 6" main 900 block of Calverts Lane, West Portsmouth; 4" main 1300 block of 3rd Street, Portsmouth; 6" main on Glenwood Ave. New Boston; 1.5" line on 4th St. Portsmouth; 4" main 7th and Washington Streets, Portsmouth.

January 29, 2014: 8" main 2100 block of Galena Pike, West Portsmouth; 4" main on 2nd Street, West Portsmouth; 8" main 400 block of Ohio Avenue, New Boston; 4" main behind the 4 Keys Inn between 24th and 25th Streets, Portsmouth.

January 30, 2014: 4" main on Bradford Street, Rosemount; 6" main on Dogwood Ridge, Wheelersburg; 6" main on Colony Drive, Wheelersburg; 6" main on Sunrise Ave. Portsmouth; 6" main on 2nd Street, Portsmouth.

January 31, 2014: Worked on thawing services various locations in Portsmouth.

February 1, 2014: 6" main 300 block of Chillicothe Street, Portsmouth; 2" line at Pine Hill Estates, West Portsmouth; 6" main 2700 block of Sunrise Avenue, Portsmouth; 6" main on Old Scioto Trail, Rosemount.

WASTEWATER

The main plant located in the City of Portsmouth treated 148.000 million gallons in January 2014 with an average daily flow of 4.79 MGD. The Sciotoville plant treated 8.778 million gallons for the month of January 2014 for an average daily flow of 0.283 MGD.

Portsmouth Plant

December 2013	140.000 million gallons pumped	4.52 million daily average
January 2014	148.000 million gallons pumped	4.79 million daily average

Sciotoville Plant

December 2013	10.540 million gallons pumped	0.340 million daily average
January 2014	8.778 million gallons pumped	0.283 million daily average

There were no NPDES permit violations at either plant.

There was a meeting with USEPA regarding the status of our administrative consent order. All major milestone events are on schedule for a bid later this summer.

The OWDA loan application was submitted for the loan for the design of this project.

PUBLIC SERVICE

Sanitation

Due to the heavy snows the Sanitation Department was not picking up refuse today. Even if they were able to collect trash, Rumpke was not operating the transfer station so there would be no one to take the garbage to the landfill.

A press release was issued today notifying the public that the rotating trash day schedule has been ended and customer trash collection would be on the same day every week.

I continue to prepare a solution to the transfer station and the Rumpke bid to operate the transfer station as well as dispose of the waste at the landfill. This is a drawn out process because it involves three components, (1) cost estimates to purchase trucks and trailers and operate the facility ourselves, (2) total cost in the sanitation fund which involves the 2014 budget which is not yet finalized, and (3) adjustments to the rates to fully fund the budget.

Cemetery

There were four (4) burials in January 2014.

Street Department

In my last report to City Council I report erroneous information regarding salt availability. We are almost out of road salt. Mortons, our supplier, has told us we will have no salt available for melting snow. We were paying approximately \$40 per ton. We could go out on the open market and have salt delivered for \$150 per ton. We are mixing our salt with grit and with the mixture we have approximately 75 tons available. Since we are essentially out of salt I have instructed the Street Department to salt only hills, bridges and intersections.

The Portsmouth City Schools were made aware of our street salt situation.

ENGINEERING

There were 21 contractor registrations processed.

There were 10 violations inspected.

There were twenty-two (22) building permits issued. The Engineering Department issued eighteen (18) residential and 4 commercial building permits. There were no certificates of occupancy issued.

HEALTH

The Health Department had the following statistics for the month of January 2014.

1. State and City Mandated Inspections: 36
2. Rental Properties Inspected: 76
3. Land Reutilization Program Properties Sold: 7
4. Land Reutilization Program Properties Sales: \$9,525

5. Nuisance Complaints: 9
6. Animal Complaints: 33
7. Syringe Exchanged: 3,899
8. City Employees Seen in Clinic: 30
9. Clients seen in Clinics: 257

FIRE

The Fire Department run data is attached at the end of the report. We are still trying to produce a report broken out by station.

POLICE

The Police Department data is attached at the end of the report.