



# City of Portsmouth

Office of the City Manager

728 Second Street  
Portsmouth, Ohio 45662



**TO:** Mayor Sturgill and City Council  
**FROM:** City Manager Derek K. Allen, ICMA-CM DKA  
**DATE:** April 3, 2014  
**RE:** City Manager's Report April 14, 2014

## ADMINISTRATION

There are three financial strategies to remove the city from fiscal watch. These three are operational savings, reduction in personnel costs, specifically medical insurance costs and increasing city revenues. I can say we are working hard on each strategy.

There are operational savings that are being realized.

While creating the 2014 budget it was discovered that we were paying approximately \$20,000 a year in property taxes to Scioto County that we should have not been paying. Crystal Weghorst identified these properties and Solicitor Haas' office has been working on getting these properties exempted. Once the paperwork is filed we will file a request for a return of these funds for as many years that we are allowed to have returned. This is a savings of \$20,000 a year with a potential return of \$60,000 to \$100,000 to the General Fund.

A contract was signed with Mid-American Electric for the purchase of our electricity at a rate of \$0.058640 per kWhr for an estimated three year \$285,735.00 savings to the City of Portsmouth of \$285,735.00.

Much work has been done by the city manager's administrative assistant on the city's workers' compensation premium and our workers' compensation claims. For 2014 the Bureau of Workers' Compensation (BWC) discounts on our premium total \$63,022. Next year we anticipate over \$100,000 in savings. The items list is as follows:

Group Retro:	\$16,063
Safety Council	\$7,000
Group Retro	\$35,959
Lapse Free	\$4,000

The reduction of costs associated with medical insurance involves negotiations with each labor union.

The increased revenues part is the most painful but is necessary to remove the city from fiscal watch and to prevent the city from slipping into fiscal emergency. These initiatives will begin with this city manager's conference agenda.

A meeting is scheduled next week with Dave Thompson of the State Auditor's Office regarding our fiscal watch and the plan that was submitted. In our preliminary discussion he was informed that our plan would be revised. This was goal #2 for the Portsmouth city manager as specified by city council.

I met with Jason Kester, Executive Director of the Southern Ohio Port Authority (SOPA) and we had a very beneficial meeting discussing many topics.

### **MUNICIPAL BUILDING**

The doors for the municipal building have been ordered and should be installed around April 15<sup>th</sup>.

### **WATER**

The City of Portsmouth pumped 136.711 million gallons in the month of March 2014 for a daily average of 4.410 million gallons per day (MGD).

December 2013	118.227 million gallons pumped	3.814 million daily average
January 2014	142.090 million gallons pumped	4.583 million daily average
February 2014	131.595 million gallons pumped	4.699 million daily average
March 2014	136.711 million gallons pumped	4.410 million daily average

The following list details the water leaks and hydrant repairs made since the last report.

March 24, 2014: Leak on 8<sup>th</sup> Street between Washington and Court Streets.

March 25, 2014: 2-2" leaks on Sohners Lane.

March 26, 2014: 4" main at 8300 block of Pleasant Ave., Wheelersburg. Installed new bulk meter on Slab Run. (Scioto Water)

March 27, 2014: 2" leak and Service line repair on Conroy Ave., Wheelersburg.

Hydrants Repaired:

1127 Offnere: replaced caps

7<sup>th</sup> and Court: Greased Operating Nut open and shuts with regular hydrant wrench.

4<sup>th</sup> and Offnere : Replaced Hydrant

810 9<sup>th</sup> Street: Greased Operating Nut open and shuts with regular hydrant wrench.

518 2<sup>nd</sup> Street: Greased Operating Nut open and shuts with regular hydrant wrench.

421 Front Street: Changed operating nut and greased. Opens and shuts with regular hydrant wrench.

Jackson and Brown Streets: Repacked hydrant and greased. Opens and shuts with regular hydrant wrench.

Jackson and Offnere: Replaced breakaway gasket and packing.

The rest of the week consisted of service disconnects and reconnects, Utility line spots and hole repairs.

**WASTEWATER**

The main plant located in the City of Portsmouth treated 197.00 million gallons in March 2014 with an average daily flow of 6.34 MGD. The Sciotoville plant treated 7.977 million gallons for the month of March 2014 for an average daily flow of 0.257 MGD.

Portsmouth Plant

December 2013	140.000 million gallons treated	4.52 million daily average
January 2014	148.000 million gallons treated	4.79 million daily average
February 2014	194.000 million gallons treated	6.94 million daily average
March 2014	197.000 million gallons treated	6.34 million daily average

Sciotoville Plant

December 2013	10.540 million gallons treated	0.340 million daily average
January 2014	8.778 million gallons treated	0.283 million daily average
February 2014	11.538 million gallons treated	0.412 million daily average
March 2014	7.977 million gallons treated	0.257 million daily average

There were no NPDES permit violations at either plant.

**PUBLIC SERVICE**

Sanitation

The City of Portsmouth began operation of the transfer station on April 1, 2014. Republic Services is hauling and disposing of the refuse. The following is a brief history of how the city got to this point.

The city bid the operation of the transfer station which included hauling and disposal of refuse and the bid from Rumke received last fall was:

2014:	\$600,000.00
2015:	\$637,500.00
2016:	\$675,000.00

On December 19, 2013 Public Service Director Bill Beaumont received a proposal from Elkins Waste Services Inc. with two options. One was for \$612,000.00 per year and the other was for \$663,000.00.

Rumpke provided a temporary contract with the City of Portsmouth for \$50,000 per month for the first three months of 2014, (prorated \$600,000 for the year).

The hauling and disposal was rebid with the City of Portsmouth manning the transfer station and the bids with price per ton came in as follows:

<b>Bidder</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Solid Rock	\$63.00	\$60.00	\$56.00
Republic	\$30.14	\$30.14	\$30.14
Rumpke	\$30.35	\$30.35	\$30.35

The refuse tonnage for one year is estimated at 18,000 tons. This projects the bids to the following:

Solid Rock            \$1,134,000  
 Republic             \$542,520  
 Rumpke               \$546,300

Previous Contract with Pike Sanitation:

Pike Sanitation    \$264,500

As a result of the bids the refuse charges had to be changed.

Effective May 1, 2014 the tipping fee for our customers at the transfer station will be increased from \$40.00 per ton to \$52.00 per ton. Charges for small loads of less than 1,240 pounds will be increased from \$25.00 to \$35.00.

Commercial dumpster accounts have also been amended effective May 1, 2014. The monthly rates that were:

SIZE	PICK UP TIMES PER WEEK				
	1	2	3	4	5
<b>2-YARD</b>	\$38.00	N/A	N/A	N/A	\$336.00
<b>4-YARD</b>	\$70.00		\$121.00		\$152.00
<b>6-YARD</b>	\$88.00	\$111.00	\$138.00		\$168.00
<b>8-YARD</b>	N/A	N/A	N/A	N/A	N/A

Have been changed to these monthly rates:

SIZE	PICK UP TIMES PER WEEK				
	1	2	3	4	5
<b>2-YARD</b>	\$70.00	N/A	N/A	N/A	\$225.00
<b>4-YARD</b>	\$85.00	\$125.00	\$175.00	N/A	\$250.00
<b>6-YARD</b>	\$100.00	\$150.00	\$225.00	N/A	\$275.00
<b>8-YARD</b>	N/A	N/A	N/A	N/A	N/A

City Council has to change the monthly residential rates and this is going to be submitted for consideration.

## Cemetery

There were four (4) burials in March 2014.

January 2014	4 burials
February 2014	2 burials
March 2014	4 burials

The cemetery workers performed the following:

1. Trimmed out and removed dead and diseased trees.
2. Prepared mowers and trimmers for the cutting season.
3. Assisted citizens working on family genealogy.
4. Straightened tombstones that had been vandalized – 14 stones

## Street Department

The street department performed the following:

1. Worked 135 man hours on snow and ice removal during March.
2. Received 200 tons of salt in March.
3. Used 135 tons of salt in March.
4. Combined with February and March delivered salt, present on site amount approximately 125 tons.
5. Trimmed out and removed dead and diseased trees throughout the City.
6. Patched waterline break openings.
7. Emptied trash containers in the parks and in the downtown areas.
8. Patched pot holes with cold mix asphalt. Hot mix not available as of yet.
9. Prepared mowers and trimmers for the cutting season.

## Traffic Department

1. Replacing worn and faded traffic and street signs.

2. Worked on overhead lighting problems in the 4<sup>th</sup> street municipal parking lot...lights working now.
3. Performed an electrical walkthrough with SSU at Branch Rickey Park.
4. Repaired campground restroom which had been burned by vandals.
5. Prepared mowers and trimmers for the cutting season.
6. Stripped Gay Street between 11<sup>th</sup> and 13<sup>th</sup> Street.

## **ENGINEERING**

### Contractor Registrations

January 2014	21
February 2014	15
March 2014	14

### Violations Inspected

January 2014	10
February 2014	16
March 2014	11

Building Permits Issued	Residential	Commercial
January 2014	18	4
February 2014	19	7
March 2014	19	10

### Certificates of Occupancy

January 2014	0
February 2014	2
March 2014	5

## **HEALTH**

No monthly report was received from the Health Department for the month of March.

**FIRE**

The Fire Department run data is attached at the end of the report.

**POLICE**

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



# Portsmouth Fire Department

## Incident Type Report By Station

Alarm Date Between {03/01/2014} And  
{03/31/2014}

Station	Incident Type	Count	Percent of All Incidents
		1	1.49
		1	1.49
		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
		2	2.99 %
Central Station	<b>1 Fire</b>		
	111 Building fire	2	2.99
	111 Building fire	1	1.49
	111 Building fire	2	2.99
	113 Cooking fire, confined to container	2	2.99
	143 Grass fire	1	1.49
	151 Outside rubbish, trash or waste fire	1	1.49
		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
		9	13.43 %
Central Station	<b>3 Rescue &amp; Emergency Medical Service Incident</b>		
	322 Motor vehicle accident with injuries	2	2.99
	352 Extrication of victim(s) from vehicle	1	1.49
	352 Extrication of victim(s) from vehicle	1	1.49
		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
		4	5.97 %
Central Station	<b>4 Hazardous Condition (No Fire)</b>		
	412 Gas leak (natural gas or LPG)	1	1.49
		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
		1	1.49 %
Central Station	<b>5 Service Call</b>		
	500 Service Call, other	1	1.49
	511 Lock-out	4	5.97
	511 Lock-out	3	4.48
	561 Unauthorized burning	1	1.49

# Portsmouth Fire Department

## Incident Type Report By Station

Alarm Date Between {03/01/2014} And  
{03/31/2014}

Station	Incident Type	Count	Percent of All Incidents
Central Station	<b>6 Good Intent Call</b>		
	600 Good intent call, Other	1	1.49
	611 Dispatched & cancelled en route	1	1.49
	611 Dispatched & cancelled en route	1	1.49
	622 No Incident found on arrival at dispatch address	1	1.49
	651 Smoke scare, odor of smoke	3	4.48
		7	10.45 %
Central Station	<b>7 False Alarm &amp; False Call</b>		
	700 False alarm or false call, Other	2	2.99
	7001 False alarm ,system normal	1	1.49
	733 Smoke detector activation due to malfunction	1	1.49
	736 CO detector activation due to malfunction	1	1.49
	740 Unintentional transmission of alarm, Other	2	2.99
	740 Unintentional transmission of alarm, Other	1	1.49
	743 Smoke detector activation, no fire - unintentional	2	2.99
	743 Smoke detector activation, no fire - unintentional	3	4.48
		13	19.40 %
Hilltop Station	<b>1 Fire</b>		
	131 Passenger vehicle fire	1	1.49
		1	1.49 %
Hilltop Station	<b>4 Hazardous Condition (No Fire)</b>		
	424 Carbon monoxide incident	1	1.49
		1	1.49 %
Hilltop Station	<b>5 Service Call</b>		
	551 Assist police or other governmental agency	1	1.49

# Portsmouth Fire Department

## Incident Type Report By Station

Alarm Date Between {03/01/2014} And  
{03/31/2014}

Station	Incident Type	Count	Percent of All Incidents
Hilltop Station	<b>5 Service Call</b>		
	561 Unauthorized burning	3	4.48
		<u>5</u>	<u>7.46 %</u>
Hilltop Station	<b>6 Good Intent Call</b>		
	600 Good intent call, Other	2	2.99
	611 Dispatched & cancelled en route	1	1.49
	622 No Incident found on arrival at dispatch address	1	1.49
	622 No Incident found on arrival at dispatch address	1	1.49
		<u>5</u>	<u>7.46 %</u>
Hilltop Station	<b>7 False Alarm &amp; False Call</b>		
	745 Alarm system activation, no fire - unintentional	1	1.49
		<u>1</u>	<u>1.49 %</u>
Sciotoville Station		2	2.99
		<u>2</u>	<u>2.99 %</u>
Sciotoville Station	<b>5 Service Call</b>		
	531 Smoke or odor removal	1	1.49
		<u>1</u>	<u>1.49 %</u>
Sciotoville Station	<b>6 Good Intent Call</b>		
	611 Dispatched & cancelled en route	1	1.49
	611 Dispatched & cancelled en route	1	1.49
		<u>2</u>	<u>2.99 %</u>
Sciotoville Station	<b>7 False Alarm &amp; False Call</b>		
	700 False alarm or false call, Other	1	1.49
	7001 False alarm ,system normal	1	1.49
	710 Malicious, mischievous false call, Other	1	1.49

# Portsmouth Fire Department

## Incident Type Report By Station

Alarm Date Between {03/01/2014} And  
{03/31/2014}

Station	Incident Type	Count	Percent of All Incidents
		4	5.97 %

Total Incident Count: 67



# Portsmouth Police Dept.

## Calls By Call Type By Month

Date Range 3/1/2014 to 3/31/2014

Call Type Begins With: aaaaaaaa

To zzzzzzzz

	Mar-14	Total
Alarm-Commercial	135	135
Alarm-Hold Up, Robbery	3	3
Alarm-Other	3	3
Alarm-Residential	86	86
Animal - Barking Dog	3	3
Animal - Loose Dog	6	6
Animal Complaint	4	4
Assault	15	15
Attempted Suicide	5	5
B & E	11	11
B & E - In Progress	8	8
Bar Check	1	1
Broken / Open Door	9	9
Broken / Open Window	1	1
Building Check	53	53
Burglary	14	14
Burglary In Progress	5	5

# Calls By Call Type By Month

Date Range 3/1/2014 to 3/31/2014

Call Type Begins With: aaaaaaaa

To zzzzzzzz

	Mar-14	Total
Check Occupant Welfare	18	18
Criminal Damaging	25	25
Dead On Arrival	2	2
Deliver Message	5	5
Disturbance	75	75
Domestic	44	44
Drugs	14	14
Drunk	16	16
Drunk Driver	1	1
Fight	17	17
Fire	42	42
House Check	1	1
Ill / Injured Person	8	8
Investigative Run	17	17
Juvenile - Runaway	8	8
Juvenile Complaint	47	47
Mental	1	1
Missing Person	5	5
Mutual Aid	4	4
Neighborhood Disturbance	16	16
Officer Wanted	213	213
Officer Wanted - Caged Unit	1	1

# Calls By Call Type By Month

Date Range 3/1/2014 to 3/31/2014

Call Type Begins With: aaaaaaaa

To zzzzzzzz

	Mar-14	Total
Officer Wanted - Followup	39	39
Officer Wanted - Found Prof	25	25
Overdose	5	5
Panhandling	1	1
Parking Violation	63	63
Person With Gun	1	1
Person With Knife	1	1
Prowler	1	1
Rape	1	1
Robbery	2	2
Service - Misc Call	1	1
Sex Offense	2	2
Speeding Driver	5	5
Stabbing	2	2
Suspicious Noise	5	5
Suspicious Person	79	79
Suspicious Vehicle	34	34
Theft	80	80
Theft - GTA	5	5
Theft - Identity	1	1
Theft - In Progress	4	4
Theft - Shoplifter	23	23

# Calls By Call Type By Month

Date Range 3/1/2014 to 3/31/2014

Call Type Begins With: aaaaaaaa

To zzzzzzzz

	Mar-14	Total
Traffic - Aid Motorist	2	2
Traffic - Disabled Vehicle	18	18
Traffic - Parade Detail	1	1
Traffic - Vehicle Stop	134	134
Traffic Accident-HS	15	15
Traffic Accident-PD	64	64
Traffic Accident-PI	7	7
Traffic Detail	1	1
Warrant - Felony	5	5
Warrant - Misdemeanor	32	32
Warrant - Search	1	1
<b>Total</b>	<b>1,602</b>	<b>1,602</b>