



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: August 14, 2014
RE: City Manager's Report August 25, 2014

WASTEWATER

In this report wastewater activities get top billing. The Upper Lawson Run Sewer Separation and Rehabilitation project is under way. The contractor for the project is Distel Construction with a bid of \$2,694,262.36. As a reminder the bid was awarded to Distel Construction on June 16, 2014 and a notice to proceed was issued on July 15, 2014. A preconstruction meeting was conducted on July 31, 2014. The contractor is in the process of mobilizing and ordering materials.

To-date we have been meeting all milestone dates set forth in the Administrative Consent Order which was signed on September 27, 2013.

The cleaning and televising of the Lawson Run sewer was bid out earlier this year. We received no bids so we placed a Request for Proposals (RFP) and received two proposals. We will be entering into a contract with one of the two firms by mid-September. This is a requirement of the City's Administrative Consent Order and we have missed the original milestone date but since it was because we received no bids and the delay was outside of our control we do not anticipate any problems.

Monday, August 4th: 3021 Walnut St. repaired catch basin and assisted with cleanup of sludge pad at Sciotoville WWTP.

Tuesday, August 5th: 2443 Gallia St. repaired storm sewer manhole. Installed new lid.

Wednesday, August 6th: 119 Glover St. surface restoration from previous repair. Cleaned out catch basin across from Filtration Plant. Dye tests at 4 locations: 1221 Bihlman, 2120 Sunrise, 308 8th Street, and 900 block 4th St.

Thur. Aug. 7: 9th St. Repaired catch basin at girl's softball field.

Fri. Aug. 8 Completion of 9th Street catch basin repair. Cleaning sludge pad at Portsmouth WWTP.

ADMINISTRATION

I attended the SOPA board meeting on August 14, 2014.

Jason Kester and I continue to work on several economic development projects located within the City of Portsmouth.

Have a meeting scheduled with Premier Kites regarding their business on August 19th.

Received and delivered the vehicle for SOPA that will be the City of Portsmouth's contribution for 2014.

The bid opening for proposals to purchase the Babcock Building will be held on Wednesday, September 10, 2014 at 10:00 a.m.

WATER

Water Leaks:

August 6, 2014: 6" main on Rhodes Avenue, New Boston. (Installed 2 valves.)

August 9, 2014: 4" main 600 block of Boundary Street, Portsmouth.

August 10, 2014: 8" main 2300 block of 17th Street, Portsmouth. (Replaced 5.5 feet of main.)

Hydrant Work:

August 4, 2014: Changed hydrant at 11th and Findlay Street, Installed new hydrant at Transfer Station.

August 5, 2014: Replaced hydrant 3000 block of State Route 139.

August 7, 2014: Painted hydrants on Riverfront, Wastewater Treatment Plant, 12th and Offener Street and one on 52 west. Replaced bonnet on hydrant 1900 block of Thomas Avenue.

August 8, 2014: Installed new operating nut on hydrant at 8th and Chillicothe Street.

August 12, 2014: New hydrant at 1601 Mabert Road. (Replaced 2 port hydrant)

August 13, 2014: Removed hydrant 2933 Walnut Street. Removed hydrant at John and Gallia Street.

August 14, 2014: Trimmed brush away from hydrant on Chariot Drive. Trimmed weeds away from hydrant 1900 block of Gallia Street.

August 15, 2014: Repair hydrant lead 2900 block of Walnut and removed the 2 port hydrant. Remove dirt from base of hydrant across from AutoZone.

The rest of the week consisted of repairing service lines, hole repairs and cleaning pipeyard area.

FINANCE

Attended a meeting with the auditor regarding the 2013 audit that is being concluded. There are some transfers that were introduced at the last council meeting. These were due to the City of Portsmouth not following the cost allocation plan that was submitted. This will not be necessary in 2015 due to the 2014 cost allocation methodology being documented in the 2014 budget which each council member received. There may still be transfers required due to end of year transfers made in 2013 into the insurance fund. There will be an audit exit interview on August 18th.

Our financial software provider CMI was in an installed increase memory in the finance server and obtained access to the server to begin installing the software upgrade.

We are becoming more efficient and are saving money where ever a savings can be found.

PERSONNEL

Staffing Levels

In the 2015 budget I intend to submit a request that have a professional independent consultant review and analyze staffing levels in the public safety departments (police and fire). This work will be conducted by a group or an individual that specializes in this type of work on a regular basis. This will not

be done in-house nor will it be done by someone who does not specialize in this type of research.

The Public Service Director is currently conducting an internal study on staffing levels as it pertains to having to move employees between divisions.

We continue to operate with less and less personnel in the departments under the jurisdiction of the City Manager.

Since January 6, 2014 the following personnel changes have occurred:

- Two part-time Mayor's Office staff replaced with one full-time assistant
- GIS/IT employee terminated position not filled
- Sanitation Department employee resigned position not filled
- Sanitation Supervisor retired, filled within; no new person hired
- Flood Defense employee terminated; no new person hired
- Hired a WWTP employee to assist with additional work load

Workers Compensation

Due to monitoring by Renee Matiz and obtaining every discount available we are realizing tremendous savings in our workers' compensation premium. The premiums from 2004 through next year are shown below.

YEAR	PREMIUM
2004	\$456,786.56
2005	\$488,608.17
2006	\$564,756.69
2007	\$700,989.47
2008	\$783,663.55
2009	\$798,226.15
2010	\$628,227.67
2011	\$495,360.83
2012	\$403,404.35
2013	\$334,895.66
2014	\$376,260.46
2015	\$535,007.00
2015 ACTUAL	\$156,503.00

*The 2015 Actual is after all premium discounts are obtained.

Policy and Procedure Manual

The Policy and Procedure Manual is being created by Clemans, Nelson and Associates. Prior to the document being created there will be some code cleanup that will be submitted to City Council for legislation. This deals mainly with Chapter 169 of the codified ordinances which contains dated and conflicting language.

Medical Insurance

Last year the City of Portsmouth had a loss ratio of 119%. After meeting with our insurance representative the City of Portsmouth currently has a loss ratio of 77%. We continue to discuss our options for obtaining necessary premium reductions in 2015.

Civil Service Commission

The civil service rules are currently being rewritten by the Civil Service Commission.

Jo Ann Aeh rescinded her resignation and is continuing to serve as the secretary for the Civil Service Commission.

Police

The Police Department has exhausted the existing civil service candidate list. On August 13, 2014 an entrance exam was requested of the Civil Service Commission for the purpose of filling the four positions the Police Department currently has open.

Tom Lancaster was promoted to the position of Acting Sergeant on the midnight shift. The position was open due to the separation from the City of Sergeant Robert Nichols.

Fire

The Fire Department is currently working through the firefighter entrance exam with the candidates. There were 40 applicants and 33 passed the written exam, the physical abilities test was given and 23 of the 33 took the test and 17 passed. The Interview portion of the exam are being scheduled.

Once they are concluded all results will be submitted to the Civil Service Commission at the September meeting for a list to be established. We will hire three for the vacant positions.

Mike Sines was promoted to Lieutenant from Firefighter Driver. There was a temporary promotion with Alex Prater to Acting Lieutenant due to the current Lieutenant serving overseas on military duty.

Grievances

The AFSCME 1039 union has filed its 15th grievance this year. We are scheduled to go to mediation on several of the grievances on September 4th.

The F.O.P. union has a grievance that we will be going to arbitration to settle.

An AFSCME employee has filed an E.E.O.C. complaint against the city. The answer to the complaint is being prepared by our labor attorney.

ENGINEERING

Cary McLaughlin of Columbia Gas informed me that the gas line on Oakland Boulevard that needs to be relocated in order to repair the road slip is scheduled for September 27, 2014.

PUBLIC SERVICE

Streets

The trees located near the intersections on Grandview were trimmed as Councilman Kalb requested at the July 28th council meeting. A far left stop sign was erected at the intersection of Grandview and Kinneys Lane.

The "No Engine Brake" signs have delivered and we will erect these signs once there is time to meet with the traffic department employees to site the proper locations of the signs. The signs were ordered to be compliant with the Uniform Manual of Traffic Control Devices.