



# 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:** June 30, 2016  
**RE:** City Manager's Report July 11, 2016

## **ADMINISTRATION**

### Meetings

Attended the Connex Board meeting on June 21, 2016.

Met with Shawnee State University officials regarding several issues on June 22, 2016.

Appeared on the Community Corner radio show on WXNT Radio with City Solicitor John Haas on June 23, 2016.

Had grievance hearings with AFSCME on June 23, 2016.

Participated in the meeting of the Business Revolving Loan Fund Committee on June 23, 2016.

Met with STEP Resources regarding our current electric purchase contract and future strategies for saving money on the city's electric consumption on June 24, 2016.

Met with representatives of Jones and Henry Engineers to discuss the necessary steps to create a stormwater utility, projected costs and to participate in a general informational meeting on June 27, 2016.

Participated in the Scioto County Land Bank meeting on June 28, 2016.

Conducted an interview for dispatcher on June 29, 2016.

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## **PERSONNEL**

Jon Blevins retired from the Cemetery after forty-two (42) years of service. Sandra Rawlins was promoted to replace Jon Blevins.

The AFSCME Union has filed to go to arbitration over the promotion of Sandra Rawlins to Supervisor at the Cemetery.

The open position was posted and no internal person accepted the position.

The Civil Service test administered for the position of Common Laborer was given last month. There were eight (8) applicants that took the test and four (4) passed. The Civil Service Commission will meet on July 11, 2016 to rank the applicants.

While waiting for the civil service process the city attempted to fill the position temporarily through a temp agency but have been unsuccessful so far.

### **COMMUNITY DEVELOPMENT**

There was a business Revolving Loan Fund Committee meeting to discuss the application for a loan on June 23, 2016.

There is a walk through meeting at the Cemetery Chapel for the demolition of the garage July 5, 2016. Currently waiting for a response from historic preservation for approval to bid the Cemetery Chapel restoration work. This is being paid for with CDBG Formula funds.

Submitted the OWDA application for the design loan for the Sunrise watermain replacement project.

Appraisal walk through for the properties at 515 Chillicothe Street and 807 Washington Street is being scheduled for the third week of July.

There is a design review meeting on July 13, 2016 for the on-going design of the multi-use path along the floodwall and next to Shawnee State University.

### **WASTEWATER**

June 13, 2016: 22<sup>nd</sup> and Woodlawn Avenue repair of 6-inch tap.

June 14, 2016: 15<sup>th</sup> and Waller Street repair of 2 storm sewer manholes.

June 15, 2016: 1926 25<sup>th</sup> Street repair of manhole. Robinson Avenue and St. Patrick's Court; Community Action parking lot, repair of manhole.

June 16, 2016: Wastewater maintenance garage, confined space entry safety training.

June 17, 2016: No. 12 Flood Defense Pump Station, cleaning deposit in outfall pipe.

June 20, 2016: Dye testing, various locations, 1105 Coles Boulevard, 1302 High Street, 524 2<sup>nd</sup> Street

June 21, 2016: 5701 Auburn Avenue, repair of 24-inch storm sewer.

June 22, 2016: 800 block Broadway, replaced catch basin.

June 23, 2016: North Moreland, video inspection of sewers.

June 24, 2016: 1154 Johnson Street, Dye testing. Cleaned catch basins due to heavy rains.

## **WATER**

June 21, 2016: Repaired 12" main at 11<sup>th</sup> and John Street, repaired 6" main 200 block of Chillicothe Street.

June 23, 2016: Repaired 6" main 800 block of Lakeview Avenue and located a buried valve in same area. (Repaired with new box). Replaced 14 feet of 6" main and installed new valve 200 block of 2<sup>nd</sup> Street.

June 24, 2016: Repaired 6" main 1600 block of 6<sup>th</sup> Street.