



**JAMES D. KALB**  
MAYOR

**CITY OF PORTSMOUTH**  
**OFFICE OF THE MAYOR**

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May 12, 2008

728 SECOND STREET, ROOM 1  
PORTSMOUTH, OHIO 45662

Mr. Bob Mollette  
Third Ward City Councilman

Re: Inquiry dated 5/8/08  
Cell Phone and Credit/Debit Card Policy

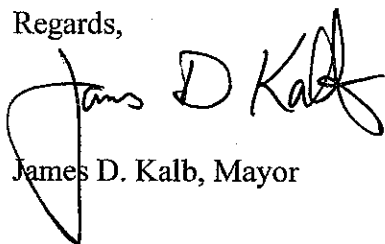
Mr. Mollette;

As you are aware we are in the process of updating the City's current Personnel Policies and Procedures Manual.

With the current practices we follow for payment of invoices using governmental checks and balances, our current practices concerning cell phone use and with our updated written policies and procedures, all concerns of the State Auditor will be addressed prior to the next financial audit.

Thank you for your inquiry into these issues.

Regards,



James D. Kalb, Mayor

cc: Council Clerk/Members  
City Solicitor  
City Auditor