

**James D. Kalb, Mayor**  
728 Second Street  
Portsmouth, OH 45662  
Phone 740 354-8807  
Fax 740 354-8809

# MEMO

---

To: All City Employees  
Cc: City Solicitor; Auditor; City Council; File  
From: Mayor  
Date: September 5, 2006  
Re: Fuel Usage / Conservation Measures

---

Due to the continued increase in price, the City is facing a serious shortage of funds for fuel. We are running in the red with a third of the year to go. For this reason, I am forced to implement the following measures, effective immediately:

- No police vehicles will be driven to and from home if the officer lives outside the city limits, excluding the Police Chief, the Administrative Captain, the investigative division and the K-9 unit. Vehicles that are driven home within the city limits will be parked and not used for any type of personal use. When on duty, each officer shall spend at least one accumulated hour per shift parked in high traffic / problem areas, visible to the public, as determined by the Chief of Police.
- Fire trucks are to remain in the stations unless they are on an emergency run or other work detail as designated by the Fire Chief. Other fire vehicles will be driven only for city-related business, and none shall be driven home outside the city limits.
- All city vehicles and all equipment will be turned off while sitting idle. No vehicles will be driven home unless on an "emergency call-out," and emergency call-out vehicles shall not be used for personal reasons. Drivers of vehicles that are not at or in route to or from their job location will be disciplined. When going to a job location, be sure to take all necessary equipment and supplies for the job.

Also, it is important that the actual odometer reading be given when fueling. Do not estimate!

Thank you for your cooperation.