



# City of Petersburg

Office of the City Manager  
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Petersburg, Virginia 23803

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## MEMORANDUM

Date: June 4, 2019  
To: Honorable Mayor and Members of City Council  
From: Aretha R. Ferrell-Benavides, City Manager  
Subject: **City Manager's Report – June 4, 2019**

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### Events & Community Affairs

- The River Street Market has resumed for the Spring/Summer 2019 season. More information is available at [www.riverstreetmarket.com](http://www.riverstreetmarket.com)
- Farmer Street Pool has reopened for the Summer. Hours can be found on City's Official website
- Petersburg Student Development – Job Shadow Academy has been featured in the current edition of Virginia Town and City Magazine
- The next Citizens Academy is scheduled for Saturday, June 29<sup>th</sup> to discuss Petersburg Community Affairs, Recreation and Special Events, Volunteerism, and Petersburg Public Library.

### Public Works and Utilities

- **The Department of Public Works and Utilities will host a Job Fair on June 15, 2019. Flyer is included.**
- **June 3<sup>rd</sup> - While cutting grass near the Battersea Area in Petersburg, a public works employee encountered a trapped dog. In an attempt to help the dog, the dog did bite the employee. The tips of two fingers were injured and the employee is being treated at Southside Regional Medical Center. The dog is currently under quarantine with Petersburg Animal Control.**

### *Street Operations/Grounds*

- *Week of: May 27-31*
- Completed grading of the Lee Park parking lot
- Completed grading and installing a gravel road at the Petersburg Sports Complex
- Completed removal of brush and debris from Center and Cameron St.
- Cut back vegetation on Johnson Rd. and Baylor's Ln.
- Asphalt crews repaired 12 utility cuts
- Concrete crew repaired 6 yards of sidewalk at 1001 High St.

- 19 potholes repaired throughout the City
- The litter control division picked up 4.9 tons of litter and trash throughout the City
- Swept 21 City miles with the street sweeper
- The Traffic & Sign division changed out 12 damaged street signs and cut back vegetation around 30 street signs
- Notice of Violation: NOVs posted bulk waste – 7, NOVs mailed bulk – 7, NOV carts posted - 0, NOVs posted-grass/vegetation – 30, NOVs mailed-grass/vegetation – 22, and NOV billed - 4.

#### *Facilities Management Division*

- Dogwood Trace Golf Course Building – troubleshoot ground fault on 800-amp service at breaker box and replace motion detector for lights in women’s restroom.
- Poplar Lawn – water pump at the fountain was replaced.
- Union Train Station – recharged AC units. Continuing to work on HVAC.
- Purchase Req. was issued for the Grizzard Building’s outside unit air handler and heat pump. Attempting to expedite so the inside humidity can be maintained for artifacts.
- The AC at the Hustings Court was set at 75 degrees, several years ago, by a contractor during the initial remodeling. It cannot be altered as it is computerized. Currently in talks with contractors that can re-write a program to take back control of the temperature. Will continue to work to keep the humidity down in the building.
- Grass cutting is on a 14-day cycle. Currently on the 4<sup>th</sup> cycle.

#### *Stormwater Management*

- Southern Construction has completed Walnut Blvd punch list
- Purchase Order issued to Timmons for MS4/VSMP inspections and audit support
- Staff meeting with City Manager has been set to review Wilcox Lake alternatives
- Staff has prepared and submitted an Alternatives Memo for Wilcox Lake
- Staff is preparing 2018 SWM annual report for DEQ
- Staff continues to monitor recurring drainage issues and respond to customer calls.
- Awaiting fund distribution from DEQ for Canal St BMP
- Staff recommends relinquishing 2 DEQ grants for LT. Run. Timmons has determined project has low impact for the cost and existing grants are preventing further applications.
- Need to complete DEQ’s permanent drainage easement requirement for Brickhouse Run stream restoration re-design final plans – then coordinate with Purchasing to submit bid package to DEQ

#### *Water*

- Main Repairs: 6” in Hinton, 2” in Clarke, 2” in Holly Hill, 8” in McKenzie, Unknown in Campbell
- Staff members are reviewing and compiling standard costs for water taps
- Staff continues to address necessary repairs for hydrants and meters as well as customer service requests
- Staff is currently reviewing records management process
- Leak on Hinton Street
- Need to finalize hydrant inspection form
- Continuing to progress with Cityworks implementation

- Currently conducting research for creation of a SOP for closing a job and following up on cleanup

#### *Sewer*

- Flow meter for Main PS has shipped.
- Repaired Cherry Street and Burks Street Cave-ins
- Staff continues to address tap requests, backups, routine checks, and customer service requests.
- Staff is reviewing and compiling standard costs for sewer taps.

#### *Field Service Team (Meter Reading)*

- Finished the May reads and quality control
- Have cut-off 456 accounts – (Jan – 51; Feb – 49; Mar – 109; April – 196; and May - 150). **In the previous report we had reported 1456 inadvertently. Based on the actual numbers above it was 456. We are scheduled to have additional cut offs during the week of June 3<sup>rd</sup>.**
- Reviewing cooperative contracts to purchase commercial and industrial meters

#### **Budget and Procurement**

- Budget Office is coordinating the process for awarding a contract to a vendor for Citywide office supplies. We have recently held oral presentations with several vendors and the RFP committee should be making recommendations, as well as beginning contract negotiations soon
- Staff is working with Public Works to finalize the re-solicitation for the roof repairs for the Westview school. The solicitation has been posted as of May 13<sup>th</sup>. Mandatory pre-bid conference was 5/23/2019 (7 bidders attended). Due date has been extended. Receipt date 6/20 and opening date is 6/21

#### **Public Safety**

- Police Operation: No Guns, Safe Streets is still in effect. **125 illegal guns have been removed from Petersburg streets in 2019**
- CPR training for all three Fire shifts, has been completed
- Community Corrections Pretrial, Probation and Parole Community Supervision Week is July 21- 27th
- On May 31<sup>st</sup>, a break-in occurred at Petersburg High School. One classroom destroyed, paint on the walls and outside on the building. As of this May 31<sup>st</sup>, 2 seniors were arrested and more to follow. There is about \$7K or more in damage and recovery.
- May 31<sup>st</sup> - The Fire Marshal was dispatched to an Oil Spill on E. Boulevard and W. Tuckahoe. **DEQ and VDEM** were both on the scene. No action by the city is needed as DEQ and VDEM will address the creek. The City has addressed the spill on the roadway.

#### **Petersburg Area Transit (PAT)**

- Peoples Advantage Federal Credit Union has developed a draft agreement to provide a donation toward the City's match on a new vehicle. PAT has requested a meeting with the City Attorney.

- PAT identified trees causing blind spots for Transit Operators and is working with Public Works to trim trees obstructing the view of Transit Operators
- PAT is working toward disposing of inoperable buses per FTA guidelines.