



City of Petersburg

Office of the City Manager
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Petersburg, Virginia 23803

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MEMORANDUM

Date: May 28, 2019
To: Honorable Mayor and Members of City Council
From: Aretha R. Ferrell-Benavides, City Manager
Subject: **City Manager's Report – May 28, 2019**

Events & Community Affairs

- The River Street Market has resumed for the Spring/Summer 2019 season. More information is available at 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

Public Works and Utilities

- **The Department of Public Works and Utilities will host a Job Fair on June 15, 2019. Flyer is included.**

Street Operations/Grounds

- Cut back all vegetation on Graham Rd, McKeever St; in the alley behind Lincoln St, and Bank St.
- The concrete crew completed 3 work orders to repair sidewalks
- 7 utilities cuts repaired, 23 potholes repaired, during week of May 20th
- The litter control division picked up 3.9 tons of litter and trash throughout the city
- Swept 15 City miles swept with the street sweeper
- **Notices of Violation:** NOVs posted bulk waste – 8, NOVs mailed bulk – 6, NOV carts posted - 4, NOVs posted-grass/vegetation – 53, NOVs mailed-grass/vegetation – 32, and NOV billed - 4

Facilities Management Division

- An overhead bay door at Fire Station # 2, Market Street was repaired. The repair took 2 days

- Completed a remediation and remodeling project at Fire Station # 4. Carpets were cleaned, and new paint completed. Three new LED lighting installed. Fire Dept. staff were moved back in on Friday, May 17th
- Farmer Street Pool water line valve repairs are complete. Restroom shower heads, 2 commodes, hot and cold sink handles, and water lines to the sinks within the restrooms have been replaced
- Commonwealth Attorney's Office Building: Fan motor and roof top HVAC unit replaced. Unit was also recharged with refrigerant
- 20 City owned lots mowed and 8 private lots were mowed
- Mowing was completed at Battersea for the Revolutionary War Reenactment that took place on May 17th and 18th

Stormwater Management

- Staff has scheduled meeting with City Manager to review Wilcox Lake alternatives
- Staff has also prepared and submitted an Alternatives Memo for Wilcox Lake
- Staff has processed MS4/VSMP inspection requisition
- Staff is currently preparing 2018 SWM annual report for DEQ
- Staff continues to monitor recurring drainage issues and respond to customer calls
- Currently 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
- Staff is working 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

- St. Luke St. and St. Matthew St. Emergency main repairs are ongoing
- Hydrant static pressure testing along West Street (PZ boundary)
- Staff is 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 reviewing records management process
- Staff is working to finalize hydrant inspection form
- Staff is currently working on Cityworks implementation

Sewer

- Flow meter for Main Pump Station is in the procurement process
- Staff has repaired Dock Street Cave-in
- Staff continues to address tap requests, backups, routine checks, and customer service requests
- Staff is currently reviewing and compiling standard costs for sewer taps
- Sewer flow meter at Main Station has stopped working. Currently working through procurement. Alternative submitted by Greyline

Field Service Team (Meter Reading)

- Currently conducting May readings

- Have cut-off 1,441 accounts – (Jan – 51; Feb – 49; Mar – 109; April – 196; and May - 136)
- Staff has changed 279 cubic ft. meters to gallon meters

Budget and Finance

- 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 13th
- Budget and Procurement Office participated in a meeting with OpenGov on 5/16/2019 to discuss the relationship between the vendor and the City. Budget/Procurement Office will work with the vendor and other City agencies to develop a plan for the upcoming budget cycle
- Budget Office is looking to use a Cooperative Contract for Recycling of Electronic Office Equipment (monitors, printers, etc.) that is currently being held at the Facilities Management building and not being sold on GovDeals

Public Safety

- Police Operation: No Guns, Safe Streets is still in effect. **116 illegal guns have been removed from Petersburg streets in 2019**
- On May 21, 2019, the Federal Bureau of Investigations Citizens Academy held a Graduation which included three Petersburg citizens: *Pastor George Friday, Dr. George Lyons, and Dianna Johnson*
- Station 4 Walnut Hill Mold remediation is complete, and firefighters have returned to the station
- Joint training with Chesterfield Fire on Foam operations was conducted at their Chester training facility, on May 15-16, 2019
- During week of May 10th, Fire Marshal Jones issued 6 summonses for repair or demolition
- During the Smoke Detector Blitz in Battlefield Park area, 29 smoke detectors were installed

Petersburg Area Transit (PAT)

- New buses have arrived at PAT and will be ready for operation soon.
- PAT's accounts payable coordinator sent an invoice for \$394,661.64 for the buses that were recently received from Sonny Merryman. The City will receive 96% of these funds back once the check is cut and cashed. PAT requested that Finance inform Transit as soon as these transactions take place so that the City can be reimbursed as soon as possible. Once the funding is requested it takes approximately 3 business days.
- 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.
- To address the PAT driver shortage, three transit operators have been selected to hire. After training they will begin taking fix routes in approximately 1 month.

- PAT is currently conducting interviews for Maintenance Specialist PT and FT, Para-Transit Drivers PT and FT, Fixed Route Drivers PT and FT, Diesel Mechanics II FT.
- PAT has hired two fixed route drivers and Para Transit drivers all of which are in training.
- Staff submitted budget transfer and emergency P.O. for parts to repair 4 buses which are currently down.
- 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 staff will attend the Triennial Audit Training from June 10 -13, 2019 in Philadelphia Pennsylvania.
- Timeclock plus has not been able to be fully implemented at PAT due to insufficient equipment at both the Petersburg Station and the Maintenance Facility. PAT is working with staff and IT to fully implement the program within the next pay period.
- PAT is working toward disposing of inoperable buses per FTA guidelines.