



City of Petersburg

Office of the City Manager
135 North Union Street
Petersburg, Virginia 23803

(804) 733-2301

MEMORANDUM

Date: September 3, 2019

To: Honorable Mayor and Members of City Council

From: Aretha R. Ferrell-Benavides, City Manager

Subject: **City Manager's Report – September 3, 2019**

Community Development:

Plan of action for 321 Grove Avenue:

- August 20, 2019 - Demand Letter Sent
- Week of September 2 - September 6, 2019 - Run the Advertisement
- October 7, 2019 - Order the Title
- October 2019 - File the Lawsuit
- *Attachments included from Jason A. Dunn, PLC to further explain process*

Public Works and Utilities:

General Overview -

- There are currently 10 vacant positions within the Department.

Project Updates -

- Two City consultants, Kimley Horn & Timmons, have been contacted in reference to the walls of the creek at Poplar lawn Park to seek proposals for the work.
- **Kimley Horn** proposed a fee of \$19,750, to perform a condition assessment and prepare a feasibility report for repair, replacement, or restoration. K-H proposes to perform the assessment after the first hard frost – which could be November.
- **Timmons** proposed a fee of \$14,800, to perform a condition assessment, draft a recommendation report, and prepare construction drawings. Timmons construction drawings would consist of “typical sections” for repair or replacement of the wall.
- Timmons specifies that additional fees may be required based on findings and/or the City’s desired outcome. This proposal is essentially for spot repairs only.
- Neither of the proposals address anything related to hydraulics (flooding). Additionally, the City would incur the actual construction costs related to the work.

Street Operations/Grounds -

- The asphalt crew repaired 62 potholes.
- The Traffic & Sign division installed/repaired 9 damaged signs/poles. They provided traffic control and cut back vegetation around city signs.
- Completed a 400ft asphalt repair on Old Wythe St.
- Completed a 250ft sidewalk repair on Sycamore St. (Ivy Gates)
- Cut back vegetation at the Locks Pump station. Cut back vegetation on Ft. Lee Rd, Wythe St., Halifax Rd., Halifax St.
- Cleaned and cut back vegetation in the ravine behind Tabernacle Baptist Church. Cleaned ravine on Porterville St., Floyd St., Lincoln.
- Cleaned and reshaped the ditch on Louisa Ave.
- There were 8 utility cuts repaired.
- The litter division picked up 9.51 tons of litter and trash throughout the city.
- Notice of Violation: NOVs posted bulk waste – 5, NOVs mailed bulk – 5, NOV carts posted - 0, NOVs posted-grass/vegetation – 52, NOVs mailed-grass/vegetation – 41, NOV billed – 0; NOV's billed – Grass/Vegetation – 0; ROW permits issued and inspected – 3; Illegal signs removed from ROW – 5; and Traffic Control set up inspections - 2.

Facilities Management Division -

- A “Drain Pump Error” reading on the AC unit within the Police Headquarters Building, Communications Center caused the unit to cease functioning. A Stand – Alone AC unit was installed temporarily and was enabled to be exhausted out the window. ACI, (Atlantic Constructors Inc) was able to secure the required part and installed it. We had approximately 10 day lag time however, the 24 hour communications operation was only temporarily inconvenienced due to our stand – alone AC installation.
- AC service repair was completed at The Exchange Building/ Siege Museum complex. The units and chiller configuration had not been adequately operational since early 2018. It's been repaired to the point where it should last throughout the current summer season. We will collect quotes on cost for replacement next fiscal year.
- Due to heavy rains on August 4 & 5 a part of the dry wall ceiling at the Blandford Cemetery Maintenance Shop collapsed. The roof is in very poor condition and is in need of immediate replacement due to years of neglect. We will begin collecting quotes for re- roofing the concrete block structure.
- Work is progressing in the old Fire Administration / Courts Annex Building. We are still awaiting quotes for 3 glass doors configuration and installation and window replacement. Electric switches have been moved and installed. Upstairs is near completion / final cleanout. Carpet installation is still required.
- Roof repairs are scheduled for the up-coming week at 453 Harding Street Community Center – (VSU leased) and the City of Petersburg Health Dept Building.
- Roof inspections are scheduled for 135 Union Street, 142 – 144 Sycamore Street, City Hall Annex and General District Court Buildings.
- Blandford Cemetery grass remains on a 14-day schedule.

Stormwater Management -

- Timmons conducting MS4/VSMP inspections.
- Bleachtech Drainage Inquiry
- Stormwater Program Audit by DEQ coming up in August
- Spill Response Training
- Staff continue to monitor recurring drainage issues and respond to customer calls.
- Charlotte's Chicken & Waffles cited by DEQ for oil spill

Department Budget -

- Finance and the Treasurer's Office have coordinated with Suntrust Bank and the Virginia Department of Accounts (DOA) to establish a REDI VA profile for the VDOT Streets bank account. I will check with Treasurer to ensure that the test verifying the EDI test from Suntrust was successful. Also, VDOT is in the process of reconciling the FY19 payments for annual reporting purposes.
- Reconciling the VDOT vendor list vs. the City's BAI vendor list to ensure remittance addresses are the same & if W9's will be needed to add vendors to BAI. Also working with Janet to ensure another company code will be set up to ensure check runs will be able to be linked to the new VDOT account.

Public Utilities

- Hydrant Flushing from Industrial Tank to Flank Road
- No main breaks.
- Staff continue to address necessary repairs for hydrants and meters as well as customer service requests.
- Low Chlorine residual at Jamestown, Halifax, and Mercury St. Tanks. Flushing hydrants and tanks has helped.
- Reviewing turnover and SCADA set points for optimization
- (4) service requests opened in Cityworks/ (-) Closed
- (-) work orders opened in Cityworks / (-) Closed
- Staff are reviewing records management process.
- Need to finalize hydrant inspection form.

Field Service Team (Meter Reading)

- Currently in the August 2019 reading process
- FY 20 Cut- Offs – 113 (July – 84, August - 29)

Budget and Procurement

- Budget and Procurement Office is working with Bank of America (BOA) to overhaul the PCard program, regular meetings have been taking place with BOA
- GovDeals has assisted in selling \$51,961 in City assets from 7/1/2019-8/20/2019

Dogwood Trace Golf Course

- The largest maintenance project of the year, aerifying greens, has been completed

Public Safety

- Police Operation: No Guns, Safe Streets - **208 illegal guns have been removed from Petersburg streets in 2019.**
- **Battle of the Badge Blood Drive will be held on Wednesday, September 11th at Union Train Station from 2pm-7pm.**

Petersburg Area Transit

- PAT is in the process of spending old grants and will need to budget and spend these dollars prior to September 30. PAT is working with the Office of Budget and Procurement to expedite these requests.
- PAT issued a Contract Delivery Order for three transit buses. The buses will be identical to those that were received by Transit a few months ago.
- PAT had a meeting with the State regarding the City's Trolleys. Staff is researching the ability to use the Trolleys for the purposes intended in the original grant.