



City of Petersburg

(Intra-city Correspondence)

MEMORANDUM

DATE: September 13, 2019

TO: Aretha R. Ferrell- Benavides, City Manager

THROUGH: Darnetta Tyus, Deputy City Manager of Community Affairs

FROM: Tangela Innis, Director/Department of Public Works and Utilities

SUBJECT: Short Term Action Plan Notice of Violations (NOV) and Citywide Grass

The following identifies the proposed Short-Term Action Plan to address the City's grass challenges. With City Council approval we anticipate beginning September 19, 2019 and concluding the short-term plan late December 2019. The plan includes addressing Notice of violations (NOV), City Owned and Occupied Properties, Roadside Medians, and Gateway & Downtown Landscaping.

Section 1: Notice of Violations – Public and Private

The City of Petersburg currently has 323 NOV's for grass on public and private properties. Because the City has 323 NOV's, we will contract out grass cutting and debris removal from all properties with violations (see attached map of violations). Code Compliance, with the assistance of the Grounds, Streets and Police Department, will begin to revisit the 323 NOV properties on Monday, September 23, 2019, to identify additional violations.

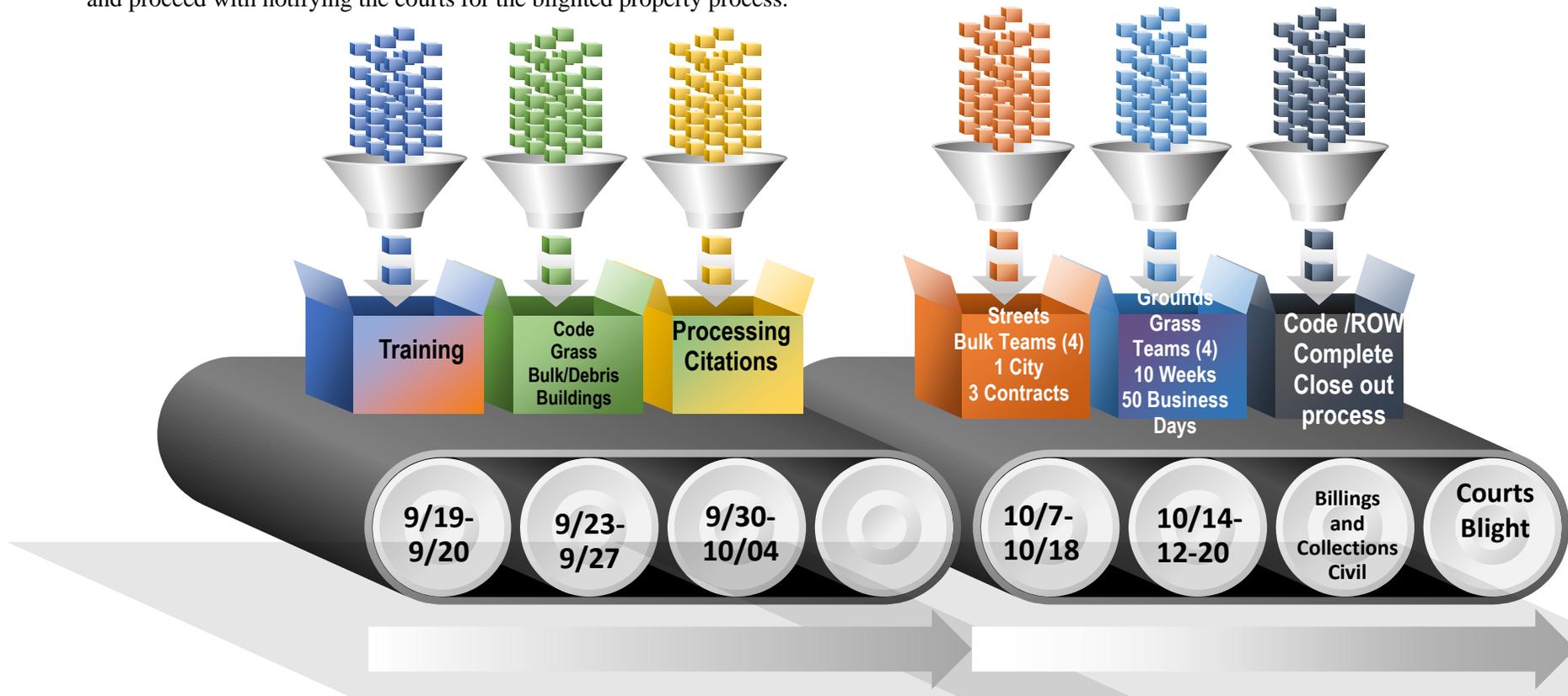
The City has identified contractors for bulk removal (3) and grass removal (4). Each company will be assigned an area of properties throughout the City of Petersburg based on the allocation of contractor teams' chart below. The contractor's responsibilities will include the following: labor, supervision, supplies, materials, tools, equipment, and incidentals necessary to satisfactorily remove bulk, mow grass, pick-up litter, leaves, and debris, trim around sidewalks, trees, buildings, parking areas, driveways and fences within the identified areas in the City of Petersburg. Grass cutting will commence on or before October 14th.

Allocation of Contractor Teams

Team A	Complaint #'s	Team B & C	Complaint #'s	Team D	Complaint #'s
Ward 1	17	Ward 5	136	Ward 4	47
Ward 2	9			Ward 6	68
Ward 3	25				
Ward 7	21				
Total	72	Total	136	Total	115

Process to be followed

- a) On September 19th and 20th, the City will train 16 – 20 employees on the issuance of the notice of violations process. Each team member will be assigned an area with approximately 20 sites. Previously the City has cited 323 NOV's for grass. This effort will also allow the team members to cite for any other violations in the area they are assigned. The citywide canvas will take place starting Monday, September 23rd and will end Friday, September 27, 2019.
- b) The Administrative processing team (APT) will process all citations through the Government Outreach System.
- c) Once the period for addressing bulk and grass trash violations has expired (72 hours), the City Street Operations division and contractors will proceed to their assigned areas to remove any and all bulk trash. Once the bulk trash has been removed, Street Operations Staff will then notify the Grounds division. (Note: Property violations will be addressed via current blighted property process)
- d) Grounds will activate all contractors to begin to address the grass cutting needs of the properties identified in their predetermined areas. (see attached addresses of violation by ward)
- e) The Contractor will document and take pictures of the cleared area after the violation has been remedied and forward the information to the APT on a weekly basis.
- f) The APT will proceed with notifying Billing and Collections to process grass, trash and bulk billing. Code Compliance will process property violations and proceed with notifying the courts for the blighted property process.



Section 2: City Owned and Occupied Properties

The Grounds Maintenance Division will continue to focus their efforts on the 90 City owned lots as well as the two City owned cemeteries.

Section 3: Roadside Medians

Currently, The Street Operations Division has a contractor that is responsible for maintaining medians and roadsides, below. They will continue to address this during the short-term timeframe. This contract term is July 1, 2019 – June 30, 2020 and the award is in the amount of \$75,000, annually (attached is a map showing the routes they follow). Street Operations will continue to focus their efforts on storm drain clearing, bulk debris removal and litter pick-up cleaning throughout the City.

SERVICE LOCATIONS				
DAYS CYCLE	STREETS	FROM	TO	ACREAGE
21	Baylor's Lane	85 Underpass	Defense Rd.	1.98
21	Birdsong Rd.	Johnson Rd	Flank Rd.	3.46
21	Bollingbrook St.	Crater Rd.	Madison St.	.72
21	Boydton Plank Rd	Halifax Rd	County Line	6.8
21	Confederate St	801 Confederate St.	Hatcher Rd	.20
21	County Dr	Interstate 95	County Line	12.8
14	Crater Rd	Washington St	County Line	8.0
21	Defense Rd	Johnson Rd	Boydton Plank Rd	14
21	Dupuy Rd	Boydton Plank Rd	Fort Lee Rd	2.96
21	Flank Rd	Crater Rd	County Line	20.9
21	Fort Lee Rd	Boydton Plank Rd	Nance Dr	.48
21	Graham Rd	Sycamore St	Crater Rd	1.31
21	Halifax Rd	Flank Rd	Squirrel Level Rd	8.12
21	Hatchet Rd	Confederate Rd	2534 Hatchet Rd	.20
21	Hickory Hill Rd	County Dr.	County Line	2.68
21	Johnson Rd	St. Luke St	Flank Rd	6.5
14	Medical Park Blvd	Wagner Rd	Hospital	2.30
21	Puddledock Rd	Rt. 36	County Line	.93
21	Squirrel Level Rd	Boydton Plank Rd	County Line	1.99
14	Route 36	E. Wythe St	County Line	6.30
21	Rives Rd	Crater Rd	County Line	.82
21	Vaughan Rd	Halifax Rd	County Line	1.42
14	Wagner Rd	Crater Rd	County Dr.	14.12
14	W. Washington St	Battersea Lane	County Line	3.04
14	E. Washington St	Rt. 36	95 Underpass	.54
21	Wells Rd	Squirrel Level Rd	Halifax Rd	1.37
21	West St	Halifax Rd	Young Ave	1.56
21	Winfield Rd	County Dr.	Crater Rd	1.65
TOTAL ACREAGE:				121.21

Section 4: Gateways and Downtown Landscaping

Currently, the Grounds Maintenance Division has a contractor who is responsible for maintaining designated areas throughout the Gateways and Downtown Petersburg area (see below service locations). This contract is awarded not to exceed a limit of \$100,000, annually, from March 26, 2019 through March 25, 2020. The City will continue this contract through its conclusion. The contract scope covers landscaping and beautification services to include planting, weed removal and mulching at 35 identified service locations.

Service Locations listed below:

A. Area Designation A

Location: E. Washington St. and I-95.

Description: Trees on both sides of E. Washington St. East and West of I-95. Flower bed on E. Washington St. at southbound I-95 off ramp. Planting beds North and South of E. Washington St. along I-95 between ramps, cut grass around beds ten (10) feet out from edge of bed.

B. Area Designation B

Location: E. Old Street.

Description: Tree wells in sidewalk.

C. Area Designation C

Location: W. Old Street.

Description: Tree wells in sidewalk.

D. Area Designation D

Location: Old Street Parking Lot, 1 Bollingbrook Street and 413 N. Sycamore Street.

Description: All trees, beds and planters in the parking lot and in sidewalks surrounding the property.

E. Area Designation E

Location: Southwest corner of W. Old Street and N. Sycamore Street.

Description: Trees and beds.

F. Area Designation F

Location: Farmers Market, 9 E. Old Street

Description: Tree wells.

G. Area Designation G

Location: Parking Lot, 30 River Street.

Description: Trees and beds.

H. Area Designation H

Location: N. Sycamore Street from W. Tabb Street to Old Street.

Description: Tree Wells.

I. Area Designation I

Location: Parking Lot, 232 N. Sycamore Street.

Description: Planter along sidewalk.

J. Area Designation J

Location: Courthouse Parking Lot, 209 N. Sycamore Street.

Description: Trees and beds.

K. Area Designation K**Location:** Mini Malls, 108 and 117 N. Sycamore Street.**Description:** Trees, beds and planters.**L. Area Designation L****Location:** S. Sycamore Street between Washington Street and Wythe Street**Description:** Tree wells.**M. Area Designation M****Location:** Courthouse Complex, 7 Courthouse Av. To include Courthouses, Police Department, Sheriff's Office, and Clerk's Office.**Description:** Trees, beds and planters.**N. Area Designation N****Location:** Bollingbrook Street between N. Sycamore Street and N. Adams St.**Description:** Tree wells.**O. Area Designation O****Location:** Parking Lot, 315 N. Sycamore Street**Description:** Planter.**P. Area Designation P****Location:** N. Adams Street between E. Washington St. and Bollingbrook Street. Includes trees at back of sidewalk between Bollingbrook Street and Henry Street.**Description:** Trees and beds located between curb and sidewalk.**Q. Area Designation Q****Location:** Northwest corner of E. Bank Street and N. Adams Street.**Description:** Trees and bed.**R. Area Designation R****Location:** Third Street between Bollingbrook Street and Pelham Street on west side.**Description:** Bed.**S. Area Designation S****Location:** Pelham Street on south side from Third Street to 115' west.**Description:** Trees and shrubs.**T. Area Designation T****Location:** Siege Museum, 15 W. Bank Street.**Description:** Trees and beds.**U. Area Designation U****Location:** Courtyard, 302 N. Market Street.**Description:** Trees and beds.**V. Area Designation V****Location:** High Street between N. Market Street and University Boulevard (formerly Canal Street).**Description:** Tree wells and beds.

W. Area Designation W**Location:** City Hall, 135 N. Union Street.**Description:** Trees and beds.**X. Area Designation X****Location:** City Hall Annex, 103 W. Tabb Street.**Description:** Trees and beds.**Y. Area Designation Y****Location:** Information Technology Office, 142 N. Union Street.**Description:** Planters and bed.**Z. Area Designation Z****Location:** Fire Administration, 125 N. Union Street.**Description:** Bed.**AA. Area Designation AA****Location:** Parking Lot, 130 N. Union Street.**Description:** Trees and beds.**BB. Area Designation AB****Location:** S. Union Street between W. Washington Street and W. Wythe Street.**Description:** Tree wells.**CC. Area Designation AC****Location:** Central Park (also known as Poplar Lawn Park), 243 S. Sycamore Street.**Description:** Bed around fountain near S. Sycamore Street.**DD. Area Designation AD****Location:** S. Sycamore Street at N. Boulevard, triangle area with WWI monument.**Description:** Beds.**EE. Area Designation AF****Location:** W. Washington Street in median from Battersea La. to 325' west of McKenney Street.**Description:** Trees.**FF. Area Designation AG****Location:** Wagner Road in median from Poplar Drive to 365' east of end of I-95 Bridge.**Description:** Trees.**GG. Area Designation AH****Location:** Triangle at W. Wythe Street and Halifax Street.**Description:** Trees and shrubs.**HH. Area Designation AI****Location:** South Avenue parking lot and triangle border by South Avenue, Halifax Street, and Harrison Street.**Description:** Trees and shrubs.**II. Area Designation AJ****Location:** Halifax Street and Harrison Street, triangle in median.**Description:** Trees and bed.