



City of Petersburg

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

(804) 733-2301

MEMORANDUM

Date: November 10, 2020
To: Honorable Mayor and Members of City Council
From: Aretha R. Ferrell-Benavides, City Manager
Subject: **City Manager's Report – November 10, 2020**

Office Closure – Reminder

- City government offices will be closed tomorrow, November 11th, in observance of Veterans Day.
- Petersburg Area Transit bus routes will still operate as usual on November 11th.
- *Reminder: Petersburg Area Transit regular routes are still currently offered at no cost to riders.*

Public Safety:

- Operation No Guns, Safe Streets still in effect, 346 illegal guns removed from Petersburg streets this year.
- Police Chief, Travis Christian, was officially sworn in on October 26th.

Citizen Engagement:

- The Customer Service center began accepting calls on Monday, November 9th.
- Customer Service Representatives spent two weeks in training prior to November 9th opening.
- More than 80 calls came through the center on day 1.
- Currently, for Phase 1, the customer service center is only accepting calls from the Billing and Collections extension (804-733-2349).
- In future phases, the direct line for the Customer Service Center will be marketed to accept direct calls.

Budget and Procurement:

- The draft 5-year strategic plan was posted to the City website on November 2nd and alerts were sent soliciting Community feedback on the draft plan.
- The plan can be viewed by visiting www.petersburgva.gov. There is a link on the homepage under Petersburg News.
- The email to send feedback is strategicplan@petersburg-va.org

Planning and Community Development:

- The Planning and Community Development team in conjunction with the Petersburg Planning Commission is inviting the Petersburg community to participate in “Community Conversations” pertaining to the development of the City’s comprehensive plan.
- *Attached to this report is a flyer with information on the Community Conversations.*

Petersburg Area Transit (PAT)

- PAT has successfully cured all findings from the 2019 Triennial Review. PAT successfully drafted and implemented an EEO (Equal Employment Opportunity) plan and Financial Policy.
- Transit recently purchased a new Para-Transit Vehicle to replace a vehicle that had met its useful life. Most of this purchase was funded by State and Federal resources; it was partially supplemented by the City (*City paid \$5,812 of the total \$69,749 cost*) and this was a budgeted item.
- A security camera for Washington and Union Street has been ordered. The installation date is pending the arrival of the equipment. This camera was requested due to reports of potentially suspicious activity in that area.
- PAT transported 8 residents on its on-call Election Day shuttle.

Public Works and Utilities

Graham Road Milling and Paving

- Colony Construction, Inc. will be milling and paving Graham Rd. from S. Crater Rd. to S. Sycamore St.

Schedule is as follows:

- Begin mill and pave at S. Crater Rd. with a detour for westbound traffic. Detour in place Nov. 16 - Nov. 19 from 9:00 am - 4:30 pm.
- Mill and pave from I-95 off-ramp to S. Sycamore St. Nov. 19 - Nov. 30 from 8:00 am - 5:00 pm.
- No work Nov. 25 - Nov. 29.
- This information has been sent out and communicated through the City’s communication channels.

Leaf Collection - Fall 2020

- The annual fall leaf vacuuming program will begin on Monday, November 16, 2020. The City will provide one round of vacuuming in each ward.
- During the vacuum dates, residents should rake leaves into a pile between the sidewalk and curb or shoulder of the road and not into the streets or ditches. Bulky materials such as brush and tree limbs should not be mixed in with leaves.
- Citizens who miss their scheduled vacuum dates should bag their leaves. Meridian Waste Tri-City will pick up 60 bags of leaves per property. These leaves may be placed on the curb on the regular trash collection day. For additional information about bagged leaf collection, please call Meridian Waste Tri-City at (804) 425-0500.
- Citizens who miss their scheduled vacuum dates may also purchase individual vacuum leaf services at a cost of \$75 per load. Residents who pay for individual vacuum services will still need to rake their leaves into a pile between the sidewalk and curb. For more

information about this service, please call the City's Street Operations Division at (804) 733-2415.

- *Press release attached.* This information has been distributed through City communication channels and continues to be promoted.
- *Remaining Public Works, Utilities, and Project updates included as attachment to this report.*

Community Conversations



The City of Petersburg Planning Commission will host multiple Community Conversations to gather community feedback to be used to update the City's Comprehensive Plan.

The City is looking for your help in updating the City of Petersburg Comprehensive Plan.

The Comprehensive Plan elements include:

- Health
- Wealth
- Wisdom
- Quality of Life
- Mobility
- Environment
- Public Safety

Petersburg Comprehensive Plan
Community Conversations will be held virtually from
6:00 p.m. to 7:30 p.m. on the following dates:

Element	Date
Health	11/12/2020
Wealth	11/12/2020
Wisdom	11/19/2020
Quality of Life	12/8/2020
Mobility	12/10/2020
Environment	12/17/2020
Public Safety	12/17/2020

Join Zoom Meeting November 12, 2020:

<https://zoom.us/j/95007019340?pwd=UmZaVm00RkpwT2YxQ3gxck4zQzVBUT09>

Meeting ID: 950 0701 9340

Passcode: 936024

One tap mobile

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(Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

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+1 253 215 8782 US (Tacoma)

Meeting ID: 950 0701 9340

Passcode: 936024

Find your local number:

<https://zoom.us/u/abTUY4dLhE>





NEWS RELEASE

FOR IMMEDIATE RELEASE:

Contact Folakemi Osoba

fosoba@petersburg-va.org

804-481-1793

November 6, 2020

City of Petersburg Announces 2020 Fall Leaf Pick Up Program

Petersburg, Virginia: Petersburg's Public Works & Utilities Department announces their annual fall leaf pick up program. The program will begin on Monday, November 16, 2020. The City will provide one round of vacuuming in each ward.

During the vacuum dates, residents should rake leaves into a pile between the sidewalk and curb or shoulder of the road and not into the streets or ditches. Bulky materials such as brush and tree limbs should not be mixed in with leaves.

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Vacuum dates are as follows (*dates are subject to change with weather conditions*):

There will be no vacuuming on the following holidays: *Thanksgiving (Nov. 26 & 27), Christmas (Dec. 24 & 25), and New Year's Day (Jan. 1).*

Ward 1: November 16 –20

Ward 2: December 14-18

Ward 3: December 28 – 31

Ward 4: November 30-December 4

Ward 5: November 23-25

Ward 6: December 21-23

Ward 7: December 7-11

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I. Public Utilities

Project Title: Locks Water Main Replacement
Scope: Installation of 7,900' of 20" ductile iron pipe water line
Funding: \$2,160,000 Allocated, \$126,512 billed to-date
Parties Involved: Timmons Group
Status: Delayed/Ongoing
Issues: Stream Crossing permit delay, Archeological/Cultural Resource review delay, HUD/CDBG review delay.
Last Update: 8/27/20 – Mussel Survey Additional Fee Proposal
Current Action Item: Additional Fee Proposal, VMRC and VDHR reviews (Req's submitted 11/2)

Discussion:

This project provides for the installation of approximately 7,900' of 20" ductile iron pipe from the ARWA valve at the Locks Pump Station to the intersection of Dunlop and Commerce Streets. This new line will replace existing 16" and 12" transmission lines that serve as the primary feeds for the City's water system. The existing lines are aged, with the 16" being asbestos cement. The existing lines have a high 'likelihood of failure' coupled with a high 'consequence of failure' – having already experience major breaks in recent years.

Due to the location of this project, with major stream crossings and wetland impacts, external permitting is a major issue. Originally partially funded by the Housing and Urban Development/ Community Development Block Grants, the project was sidetracked by the Housing and Urban Development/ floodplain review until the City requested deallocation of Community Development Block Grants funds. Additional issues were encountered with Cultural (archeological/historical) Resource review through Virginia Department of Historic Resources. The original author (subconsultant to Timmons) of the project's study has been 'blacklisted' from Virginia Department of Historic Resources /Department of Professional and Occupational Regulation for actions on another project. Timmons has had to acquire a new subconsultant to review and resubmit the study.

The project is ongoing through the permitting phase, with design completed (less any revisions resulting from permit review). Contract documents and procurement should commence in spring 2021, with Construction beginning in Summer 2021.

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Last Update: 8/27/20 – Mussel Survey Additional Fee Proposal
Current Action Item: Additional Fee Proposal, VMRC and VDHR reviews (Req's submitted 11/2)

Discussion:

This project provides for the installation of approximately 7,900' of 20" ductile iron pipe from the *Appomattox River Water Authority* valve at the Locks Pump Station to the intersection of Dunlop and Commerce Streets. This new line will replace existing 16" and 12" transmission lines that serve as the primary feeds for the City's water system. The existing lines are aged, with the 16" being asbestos cement. The existing lines have a high 'likelihood of failure' coupled with a high 'consequence of failure' – having already experience major breaks in recent years.

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Project Title: West St. water line repair
Scope: Installation of 16" water line
Funding: \$83,000
Parties Involved: Garrison Enterprise & Southern Construction Utilities, Inc.
Status: Completed as of 10-23-20
Issues: There have been critical leaks occurred on this 16-inch transmission line. If this line should rupture, it could potentially result in the lost water services for hundreds of residences throughout the City.

II. Engineering

Project Title: St. Andrew St. Bridge Replacement
Scope: The Project involves removal and replacement of a bridge on an urban minor collector over Lieutenant Run.
Funding: Urban Allocation (\$1,820,681.32), Utilities (\$19,480.64) Timmons Group (Preliminary Design, Final Design, Const. Phase Services) – \$163,100 MBP (Construction Management, Inspection and Admin) – \$288,499.96
Parties Involved: Franco's Liberty Bridge, Inc.
Status: Pre-construction meeting was held October 27th. Construction of the new bridge is scheduled to begin by December 2020. Notice to Proceed documents were signed and distributed and meeting scheduled for January 4, 2021. Construction completion is scheduled for November 2021.

Project Details:

The new structure will allow the street to be reopened to traffic. The replacement bridge structure will be a durable, low-maintenance structure consisting of concrete beams and deck supported on new abutments with the existing stone walls to remain in place. The new bridge will maintain the existing lane widths and will include a sidewalk on the north side of the bridge.

Construction will involve the removal of the existing bridge deck and part of the top of the existing abutment walls. The lower part of the walls will remain so as not to disturb the stream bed. Two water lines will have to be relocated – an eight-inch cast iron and an eighteen-inch transite. The new bridge will be constructed in the same location and at the same profile with the abutment walls behind the existing walls. Bridge railing will be installed like that on the Martin Luther King, Jr. Bridge. Storm drop inlets will be installed to replace those existing. Construction is scheduled to begin December 2020.

Condition of Existing Bridge



Existing Surface Conditions



Beam 7 under bridge deck. Up to 100% loss of section to bottom flange.



Beams 4 – 6 have failed with flanges buckled and up to 1 1/2" gap between top flange and deck.

Project Title: Office of Development & Operations Building
Scope: Parking Lot Sealcoating and Striping
Funding: Streets, Stormwater, Water and Wastewater (\$57,533):
Parties Involved: Colony Construction, Inc.
Status: Purchase order received on October 29th. Contractor has yet to schedule the work.
Issues: The area needs sealcoating again to preserve the pavement.

Project Details:

The project area is the entire front and rear parking areas of the Office of Development & Operations building site. The project will be to seal long line cracks, sealcoat the parking area, and restripe according to existing layout.

The City’s paving contractor, Colony Construction, Inc., submitted a quote to perform the work under the existing Annual Paving Services contract. The quote was received on September 23,2020.

Existing Conditions:



Front Parking Lot West Side of Building



Rear Parking Lot



Typical Long Line Crack

Project Title: Annual Paving Services
Scope: repave existing streets within the city where the condition of the existing pavement has been determined to have exceeded its serviceable life
Funding: Urban Allocation (\$2,019,599.07)
Parties Involved: Colony Construction, Inc.
Status: Purchase order received on October 29th. Contractor has yet to schedule the work.
Issues: The area needs sealcoating again to preserve the pavement.

Project Details:

Depending on the existing condition of a street, the work may consist of – removing the existing pavement by excavating or milling by mechanical equipment; placement of one or more asphalt layers; and restriping if required.

Project Status:

Colony Construction, Inc. completed mill and pave of Baylor’s Ln. on October 27, 2020. Installation of pavement markings has not been scheduled. Graham Rd. paving has been scheduled for November 16, 2020 through November 30, 2020.

Project History:

Annually the city evaluates the condition of the existing streets to determine those in need of repaving. From this a list is generated of streets to pave based on available funding. Typically, when a street is repaved the existing pavement is more than 20 years old.

Colony Construction, Inc. has completed the following streets:

- Streets completed during June 2020 – Defense Rd., South Park Dr., Holly Hill Dr., Glendale Ave., Weyanoke Ave., N. Jefferson St., Stiles La., and Virginia Ave.
- Streets completed during September 2020 – N. & S. Chappell St., Vaughan Rd., Pegram St., Stainback St., Court St., and Kentucky Av.

Paving Work:

- Milling the Pavement on Kentucky Av. to a depth of 4.5”
- Kentucky Ave. after Placement of Base Asphalt
- Roller Compacting Base Asphalt after Placement by Paver
- Pegram St. Completed

III. CIP

Project Title: Demolition of 38 & 42 S. Union St.
Scope: Demolish 38 & 42 S. Union St. to build a parking deck
Funding: \$98,627 (Department of Railroad & Public Transportation)
Parties Involved: Cephas Next, Inc.
Status: The project commenced on September 9, 2020 with an expected duration of 120 days.

Project Details:

Issues discussed were invoicing frequency, line of communication, the size of the basement, and the meter removal process. Mr. Cephas will come back with a quote for the meter removal. The first building has been brought down completely, and the demolition work has started on the second building.

Project Title: Petersburg Park & Ride
Scope: This facility will help increase travel accessibility throughout the tri-cities. The new facility will cover 76, 500 square feet and will have up to 215 parking spaces.
Funding: The total amount for the project is \$8,000,000 (Department of Railroad & Public Transportation)
Parties Involved: Guernsey Tingle Architects
Status: The final site plan and building permit plans were submitted on September 24,2020 after final DRPT comments and responses were received.

Project Details:

100% of the Design Documents were submitted on August 31, 2020 for final DRPT Review. Responses to the second round of site plan submittal comments were also provided on August 31, 2020. The final site plan and building permit plans were submitted on September 24,2020 after final DRPT comments and responses were received. Bids are anticipated to be advertised in October 2020 and received in November 2020. Construction is expected to begin in early 2021 and completed in the summer of 2022.

Project Title: Fueling Station
Scope: Installation of a fueling station at the 1340 E. Washington St.
Funding: \$8,000,000 (Department of Railroad & Public Transportation)
Parties Involved: Enteros & Guernsey Tingle Architects
Status: The City is going through the procurement process for review and approval.

Project Title: City Wide LED Conversion
Scope: Installation of a fueling station at the 1340 E. Washington St.
Funding: \$503,581.36 (Street Operations Urban Allocation)
Parties Involved: Dominion Energy
Status: City staff has in turn moved ahead to coordinate with Dominion Energy towards starting the conversion

Project Details:

The City has eighty-one (81) premium light fixtures and three thousand one hundred and eighteen (3,118) basic light fixtures that need to be converted. Conversion for the basic fixtures will cost \$149.95 each and the premium fixtures will cost \$445.22 each. Plans to start phase I have been initiated, and a work order number (10402240) has been created also. This project is projected to take at least a year with 100 light conversions per phase of the conversion. The roll out plan will be put together and will be communicated through a memo update.

IV. Facilities Management

Dominion Building:

- Facilities Management Division has moved into our new offices on First Floor of the Dominion Building. Computers and phones became operational on November 2, 2020.
- The purchase order for the metal (aluminum) ramp has been issued from Procurement. The vendor anticipates installation by November 16, 2020.
- Wyatt Signs has completed a mock – up of 15-inch aluminum lettering to be installed by drilling into the front brick facade. The price quote is still being worked up.
- The P.O. for repair work on the HVAC equipment for ACI has been issued. We are awaiting scheduling of the repair work. Some parts of the building are colder than others. The move of FMD shops and secured storage items and materials will be an on – going process.
- McCray Electric to move a control panel for the Streets Division Pothole Truck to the new garage

City Hall:

- The customer Service Counter has been installed as of Monday, November 2. A small piece near the first column still needs final installation.
- The plexiglass sneeze guards for new Customer Service Office and Treasurer's office will be installed on November 7, 2020
- Facilities Mgmt. is waiting to receive a second quote of the City Attorney front wall.
- Facilities Mgmt. is soliciting quotes for replacement of the Union Street front wooden doors and back parking lot door.

701 S. Adams Street:

- The front restrooms were painted after mold remediation.
- Baker Roofing has repaired 3 small spots on the roof where the rubberized seams had separated.
- Colonial Plumbing inspected a leaking back – flow preventer and repair parts have been ordered.
- A purchase order has been issued to replaced carpeting damaged due to September flooding.

Petersburg Animal Shelter:

- Roof flashing and a leaking window was repaired.

City Hall Annex:

- Quotes are being solicited for painting of offices in Old Financial office area

Exchange Building:

- Staff is working to identify funds to cover the City's commitment of \$50,000 for the building assessment.

Trailways Bus Station:

Staff reached out to last week for an update. They recommend several meeting options and have yet to hear back from him report the project at 108 E Washington St. Mr. Tabor and staff anticipates meeting with Mr. Al Sabani on Thursday afternoon. We look forward to providing you an update soon.

Street Light LED Update:

Staff is in the process of developing a map that lays out all the City streetlights. Once this information is complete staff will make this information available to Dominion Energy and they will provide an update on the next steps in the process.

Jarratt House Update:

- 9/17/20 The VA Department of Historic Resources reviewed and approved the Jarratt House's Preliminary Information Form (PIF), presented by Marc Wagner, the Director of the Eastern Region Preservation Office; this gives permission for the Jarratt House to apply to be nominated to the National Register of Historic Places
- 9/18/20 Received a Request for Information from Daniel and Company in regard to mortar selection
- 9/21/20 Notice to Proceed sent to Daniel and Company with a start date of September 23, 2020 9/22/20 Received a submittal for maintenance of masonry from Daniel and Co
- 9/23/20 Work began
- 9/24/20 Received a submittal for paint samples and maintenance of metals from Daniel and Co
- 9/25/20 Received a Request for Information for test cleaning and mortar mockup location from Daniel and Co
- 9/30/20 On-site inspection of mortar and brick mockups 10/5/20 Received signed copy of the Notice to Proceed
- 10/6/20 Performed a site inspection on the property- masonry work seems to be moving quickly and smoothly. Expected completion within six months: March 23, 2021.

Customer Engagement Office:

Today, 11/9/20, is our "soft open" or first day of accepting calls in the Customer Service Center. The current hours will mirror B/C and we will accept calls from 9am-4:30pm. At this time, we have not distributed the direct phone number and are only taking calls forwarded from the 2349 billing and collections extension.



Ramada Inn Update:

Staff had secured a signed agreement with Mosley Architects to review and inspect the Ramada Inn site. On last Friday, staff from Mosley were on site to review the exterior structure of the building for life/safety issues. We anticipate getting a report back from them on this review in two weeks.

Regional 911 Call Center:

Several conversations have been held with the City Managers of Hopewell and Dinwiddie regarding exploring this as a joint venture. A meeting was scheduled 3 weeks earlier however due to COVID the meeting had to be re-scheduled. Both organizations are interested however further communications will be required regarding system compatibility and staffing requirements. We will be prepared to bring more information to Council in February 2021

Comprehensive Plan Revision:

The Planning Commission adopted a schedule to complete the Comprehensive Plan update by June 30, 2021. The Planning Commission has approved the elements of the Comprehensive to be included in the Update. The Planning Commission also approved a schedule for Community Conversations regarding the elements of the Comprehensive plan to be conducted through December, 2020.

Fourth year Planning Students from the University of Virginia are working on graphic representation of elements including charts, graphs, diagrams, maps and drawings to be included in the plan as well. The final graphic representations from the Students will be submitted in December, 2020. The Chesapeake Bay section of the Plan is due by March 31, 2021, therefore the schedule for completing that element update will be expedited, with the following schedule:

- 12/2/2020 Draft Ordinances and Document Changes Due to City Attorney for Review
- 12/17/2020 Planning Commission Community Conversation RE Comp Plan Environmental Element
- 12/23/2020 Draft Ordinances Due to Planning Commission for Review and Recommendation to Council
- 1/6/2021 Planning Commission Meeting to consider Ordinances and Recommendation to Council
- 1/6/2021 Council Item to Schedule Public Hearing RE Ordinances Due
- 1/19/2021 Council Schedules Public Hearing for Ordinances
- 2/2/2021 Council Holds Public Hearing and Considers Approval of Ordinances

The Comprehensive Plan Policy recommendations will reflect any related goals and objectives from the City's Strategic Plan.

We will endeavor to hold a joint public session with the City Council and the Planning Commission in January 2021 to discuss the progress and receive additional input.

Comprehensive Annual Financial Report (CAFR) - Comprehensive Plan Revision:

The project team is continuing to work on the CAFR for FY 19-20. Due to COVID-19 the Commonwealth has adjusted the due date for the CAFR. (A presentation will be included in the update)

Building Permits (SOP's):

Neighborhood Services has worked with the City Attorney to review and develop draft Standard Operating Procedures. This will be presented to Council during the 2nd meeting in January.

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Court House Replacement Project:

Per the City Attorney, "The City is currently operating under an Order requiring renovation of the existing courthouse facility which repairs have been estimated by the City's Architect to exceed \$5.6 million. On October 23, 2020, Counsel for the Courts sent the City correspondence identifying their objections and claimed deficiencies in the City's proposal. In accordance with Council's request, the City Attorney will be presenting Council with an Order at its Regular Meeting on November 10, 2020 requesting authorization to execute the City's proposed alternative plan for disposition of this case which may allow the City an opportunity to more efficiently and effectively address the Courts' concerns."

McKenney Library:

City Council will need to finalize a decision on whether the Petersburg Library Foundation or the City will take the lead on this matter.

Petersburg Schools Funding Appropriations:

The City Council voted at the last meeting to provide allow any unexpended funds to be transferred into a capital project account dedicated for School use.