



# City of Petersburg

Office of the City Manager  
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Petersburg, Virginia 23803

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## MEMORANDUM

Date: January 19, 2021  
To: Honorable Mayor and Members of City Council  
From: Aretha R. Ferrell-Benavides, City Manager  
Subject: **City Manager's Report – January 19, 2021**

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### **Banking Services Update**

- 12 accounts established – 50% of accounts closed and transferred
- **Training:** The 1st round of online training including wires, ACHS (*Automated Clearing House - bank-to-bank transfers*), and positive pay has been completed.
- Remote Deposit Capture (RDC) – Expanded use in Treasurer and Billing & Collection Offices
- Lockbox – development and testing in progress; live test for Real Estate and Personal Property next week; Utilities to follow; remittance address changed to Charlotte, NC lockbox address (*bills will be updated with new address*)

### **Public Works (Projects)**

#### **Park-N-Ride:**

- To date, the City has spent a total of \$521,102 on this project and has been reimbursed \$404,799 by the Department of Rail and Public Transportation. We anticipate the submission of the additional reimbursement funds this month.
- The project is being paid for by the Department of Railroad and Public Transportation.
- The Invitation for Bid was advertised on December 23, 2020
- Prebid conference was held on January 7, 2021
- Bids will be opened on January 26, 2021

#### **LED Conversion:**

- Dominion has been provided with the light pole numbers that they requested.
- This project is anticipated to take at least one year with 50 light conversions per phase of the conversion.
- Five work request numbers have been created to begin the project: #10402240, #10422033, #10422034, #10422035, and #10422036.
- We are currently waiting for Dominion to finalize the design for the 1st workorder.

### **Southside Depot:**

- Enteros will provide bid and construction documents to the City in February 2021.
- Currently, the City does not anticipate extra funding coming from Virginia Department of Transportation.
- The City does have \$100,000 donated from the Civil war trust.
- Additional funding determination needs to be made.

### **Engineering - St. Andrew St. Bridge Replacement Project:**

- While construction was scheduled to begin December 2020, due to the holiday season and supplier shutdowns, notice-to-proceed (NTP) date was set for January 04, 2021.
- NTP documents have been signed and distributed.
- The Contractor anticipates being physically on-site by the end of the month (*January*).

### **Litter Campaign**

- Petersburg General Services (*Streets and Grounds Division*) has begun a “Give Litter The Boot” - Keep Our City Clean Campaign to focus on cleaning up litter around the City.
- To kickstart this effort, General Services retrieved litter from Petersburg streets on December 21, 22, and 23.
- On the first day, more than 250 trash bags of litter were collected.
- Streets included in litter cleanup on Dec. 21-23 were: East Washington St., Crater Road, Rives Road, Fort Mahone, Liberty Street, Vaughan Road, Bank Street, Augusta Avenue, Flank Road, Defense Road, Baylor’s Lane, and Halifax Street.
- Electronic signs promoting this campaign have been placed throughout the City.
- This campaign will include additional phases throughout the year.

