



City of Petersburg

Office of the City Manager
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Petersburg, Virginia 23803

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MEMORANDUM

Date: March 16, 2021
To: Honorable Mayor and Members of City Council
From: Kenneth Miller, Interim City Manager
Subject: **City Manager's Report – March 16, 2021**

Finance:

- Atlantic Union accounts have been established.
- Monies have been transferred from SunTrust to Atlantic Union.
- Outstanding check balances remain with SunTrust (*roughly \$250K*).
- Lockbox is currently being implemented.
- Lockbox Training to be scheduled by Atlantic Union for key personnel.

ERP:

- Meeting was held with procurement staff on next steps for the RFI.
- Currently reviewing RFI examples from Dinwiddie.
- RFI goal - out by March 22 for review by early May, launch RFP in June, and award by the close of 2021 calendar year.

CARES Act Utility Assistance:

- Currently, in the later stages of the program, recently contacted select customers who required further clarification on their application.
- Response to applicants and awardees is expected at the end of March.

Recreation, Special Events, & Volunteerism:

- With schools reopening, a decision is needed on if/when City parks will reopen. Parks/Leisure is receiving inquiries on Youth Football Practices on city-owned property and City basketball courts.
- Applications for the Virtual Youth Summit opened on Monday, March 15, 2021. Applicants can register online at www.petersburgva.gov.
- **Petersburg Seniors - Feed the Need with a twist of Produce** - Worked with Petersburg Healthy Options Partnerships (PHOPs) to provide and deliver produce. This collaborative effort provides 1,600 bags of produce for Petersburg seniors who are food-insecure due to

the COVID-19 Pandemic. Each Wednesday, January-April, 100-125 bags are delivered to the senior sites.

- **Recreation Senior Wellness Checks** - Weekly wellness checks are completed for all Recreation Seniors – Recreation staff members contact 120 seniors weekly.
- **Feedmore (Food Bank)** - Weekly conference calls with Feedmore are conducted to ensure seniors receive groceries each week. Petersburg Sheriff Deputies pick up food from the food banks and deliver to Recreation Seniors in Petersburg.

Public Library

- *Library Construction* – Mr. Crocker met with the architect to review the furniture plan for the Library Conference and Event Center. The pricing looks favorable.

Public Works & Capital Projects:

General District Court

- The re- roof project has been completed. About 2/3 of the court room benches are still covered with plastic.
- Specified Tile will give a cost estimate on a laminate flooring installation in the Clerks Offices. Facilities Maintenance is awaiting quotes on plaster repair to the court room ceiling which is required to repair the holes in the plaster ceiling.
- Painting the plaster will also be required. Court is to resume using 1/2 of the Court room.

Roper Property on Pocahontas Island:

- Inmates from Riverside Regional Jail painted over graffiti on 3 buildings facing I-95. Facilities Maintenance supplied 20 gallons of paint, ladders to access a building canopy, and a paint sprayer.

St. Andrew St. Bridge Replacement Project:

- Contractor excavated for relocation of 18” waterline. Encountered a storm sewer pipe that was in conflict with proposed location of 18” waterline. Eventually it was determined that the stormwater line did not have any active storm drains tied into it. The storm sewer pipe will be cut and the cut ends of the pipe capped seal.
- A terracotta sanitary sewer line with four-foot joints was crossing above the path of the proposed location for the 18” waterline. There was concern on all parties that the terracotta pipe would fail when soil was excavated underneath the pipe. The City’s Utility Department removed the terracotta pipe and installed schedule 40 PVC sewer pipe.
- Contractor began installing 18” ductile iron waterline.
- Change orders required to relocate the 18” waterline:
 1. Change Order 1 – Furnish labor, equipment, and materials to install an 18” butterfly gate valve, vault, frame and cover on existing 18” waterline.
 2. Change Order 2 – Furnish labor, equipment, and materials to modify placement of 18” waterline and removal of a portion of an 8” waterline including test pits.
 3. Change Order 3 – Saw cut and cap both ends of 18” storm sewer to include any additional excavation, trench shoring and disposal of material.



Terracotta sanitary sewer pipe and cast-iron storm sewer pipe in path of proposed location of 18” waterline.



Contractor installing 18” ductile iron waterline pipe.



Utility Department installing 8" PVC sanitary sewer pipe.