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

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.