



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

UPDATES FROM CITY MANAGER SAMUEL SANDERS, JR.

- KEY ACTIVITIES
 - Attended and spoke during Fry's Springs Oktoberfest on Sunday, October 21st – spoke to the group about a series of community priorities, along with CPD and CFD
 - Attended Active Shooter Training event hosted by the City of Charlottesville Emergency Management Team
 - Attended Mayors & Chairs/CAOs Meeting hosted by TJPDC to review regional matters and priorities.
- GOOD NEWS!
 - Attended MicroCAT Launch event at Sentara Martha Jefferson on Monday, October 30th to signify the new public transportation service available to county residents in Pantops and North 29 areas – service will connect to the existing CAT network and will be fare-free for now
- CITY MANAGER'S TRANSITION
 - I will present an update of the City Manager's Work Plan during the November 20th Council Meeting; this will be a first-quarter progress report with details on successes.
 - I met with the iTeam – an internal work group with the priority of focusing on innovation, efficiency improvements, and priorities of the city manager for the workforce.
 - Reviewing candidates for the Deputy City manager for Administration with interviews to be conducted in November.

UPDATES FROM DEPUTY CITY MANAGER ASHLEY MARSHALL

- ADA TRANSITION PLAN UPDATE
 - The Office of Equity and Inclusion would like to continue to ask members of the community to take part in our ADA Transition Plan process by completing two surveys that were launched: the ADA TP Community Engagement survey will take approximately 10 minutes to complete, and the ADA TP Abbreviated Survey can be completed in two minutes. Please use the links below to take the survey today!
 - ADA TP Community Engagement Survey:
<https://www.surveyhero.com/c/cvilleADATPSurvey>
 - ADA TP Abbreviated Survey:
<https://www.surveyhero.com/c/CvilleADATPShort>

- CONGRATULATIONS
 - The Office of Equity and Inclusion would like to congratulate Ms. Kamisha Spencer of the Department of Human Services for her graduation from the Virginia Women Municipal Leaders Institute. The Institute was created as only 17% of top local government-appointed chief administrative officials are held by women. Ms. Spencer is the first woman from the City of Charlottesville to be accepted into this prestigious program. More information on her accomplishments can be found at: <https://www.charlottesville.gov/civicalerts.aspx?AID=1596>

- SMITH AQUATICS CENTER LAP AND RECREATION POOL CLOSURES
 - Parks and Recreation would like to remind the community that due to lifeguard shortages the Lap & Recreation Pool at Smith will be closed on the following days/times:
 - Mondays from 10:00 AM to 3:30 PM
 - Tuesdays from 10:00 AM to 3:30 PM
 - Wednesdays from 10:00 AM to 3:30 PM
 - Thursdays from 10:00 AM to 4:30 PM

Please note that the upstairs fitness areas hours remain open as scheduled. Please call 434-970-3072 for more information or visit our website at: <https://www.charlottesville.gov/605/Smith-Aquatic-Fitness-Center>

UPDATES FROM INTERIM DEPUTY CITY MANAGER STEVEN HICKS

- LEAF COLLECTION (October 30th – February 2, 2024)
 - Public Works started leaf collection on Monday, October 30th, and will provide three collections per zone ending on February 2nd, 2024. For City residents who opt not to use the curbside loose leaf collection service, a leaf drop-off location is available on Saturdays, 10 am-3 pm during Leaf Season (October 31st - January 28th). Please note drop-off leaf services will not be provided on December 24th and December 31st.

 - To get more information regarding leaf collection for your street, sign up by texting your address to 434-771-0251 for reminders

CITY MANAGER'S OFFICE UPDATES

- Office of the City Manager – Executive Assistant Terry Bentley (she/her)
The Office of the City Manager would like to remind the public that they continue to provide support as the main information line for the community. To reach them, please call 434-970-3333, but also, the public should be aware that the phone tree system is active to ensure quick transfer to the proper departments.
- Office of Budget and Management – Director Krisy Hammill (she/her)
The Office will provide an update in subsequent reports.
- Office of Communications & Public Engagement – Deputy Director David Dillehunt (he/him)
The Office will provide an update in subsequent reports.
- Office of Community Solutions – Director Alex Ikefuna (he/him)
HOME ARP Allocation: This is a one-time HOME fund allocation by HUD to the City of Charlottesville/TJPDC Consortium in the amount of \$2.45 million. The city's share of the fund is approximately \$347,404. On August 21, 2023, the City Council, at the recommendation of the Planning Commission and CDBG Taskforce approved allocations of \$67,361.00 to the Community Services Housing (CSH) to leverage other funds for the preservation and critical renovation of 27 affordable rental units, and \$280,043.92 to the Piedmont Housing Alliance (PHA) for the creation of 4 affordable rental units with affordability period of up to 99 years at 1025 Park Street Redevelopment project.
Recruitment Update: Welcome to our new staff members Madelyn Metzler, Housing Compliance, and Alan Peura, Grants Analyst.
Property Acquisition: Staff is coordinating with the Parks and Recreation Department for the acquisition of 410 Lynchburg Road for the purpose of increasing community green space, and community trails, and additionally providing community garden space for the International Rescue Committee (IRC) nonprofit.
CAHF Notice of Fund Availability: The Charlottesville Affordable Housing Fund (CAHF) Notice of Fund Availability was published on October 12, to solicit potential interests for the use of the fund. The application process will close on November 16, 2023. This fund is used for the creation and preservation of affordable housing.
Kindlewood Neighborhood Update (formerly Friendship Court): Phase I of the four-phased project is nearing completion (106 units). The agreement for the Phase II project (also 106 units) has been completed and is currently being reviewed by PHA. Once the agreement is finalized, PHA plans to begin site preparation in readiness for Phase II construction activities.

- Office of Economic Development – Director Chris Engel (he/him)

Community Business Update: Recently concern was raised about the status of Reid’s Grocery on Preston Avenue. The Office of Economic Development conducted a business visitation which revealed that the store is adjusting to post-pandemic buying habits resulting in a temporary reduction in product availability and has no plans to cease operations at this time.

EV Charging Stations: Did you know that the City of Charlottesville has approximately 100 public charging stations? The City recognized the importance of this technology and added two EVgo fast charging stations to the 2nd floor of the Water Street Parking Garage in 2019. The stations are being used almost daily by both hourly and monthly parkers. In the past year over 700 hours of charge time were logged providing 25,000 kWh of energy to vehicles. If you are in the area and need a safe and convenient place to charge your electric vehicle, please visit the charging stations at the Water Street Parking Garage.

Support to Small Business Owners- Customized Workforce Solutions: For small business owners, growing pains can be a blessing and a curse. OED’s Customized Workforce Solutions program is designed to meet small businesses where they are and assist them with the skills, knowledge, and resources needed to make expansion a smooth and successful transition. It’s tailored to your individual business needs, and is part of the GO HIRE initiative, providing access to financial assistance if you qualify. Whether you are looking to increase your workforce, offer training, evaluate your staffing needs, or just need help planning for your future, OED can help. To learn more, please contact the Office of Economic Development.
- Emergency Management – Coordinator Jeremy Evans (he/him)

Over 30 local emergency management professionals attended a 3-day active shooter incident management training coordinated by the City of Charlottesville Emergency management Coordinator. The training was conducted by C3 Pathways, a national trainer on the Department of Homeland Security’s approved emergency preparedness program. The training event featured full-scale scenarios using real world interaction and 3D simulation to help participants appreciate a possible incident.
- Office of Human Rights – Director Todd Niemeier (he/him)

The Office of Human Rights is in the process of hiring an Investigator (In Training). The position advertisement closed on October 18, 2023. Interviews will conclude on October 31, 2023.

HUMAN RIGHTS COMMISSION: On October 19, 2023, the Human Rights Commission submitted a letter of recommendation to City Council in support of the proposed zoning code. The Commission welcomes communication from City Council regarding this letter. The Human Rights Commission currently has one vacant unexpired term and three terms that will expire on February 28, 2024. Councilors are encouraged to review the Human Rights Commissioner Service Description on the Human Rights webpage or contact Office staff for information regarding the scope of expectations for Commissioner service.

- Office of Equity and Inclusion – Deputy City Manager Ashley Reynolds Marshall (She/Her)

- Americans with Disability Act (ADA)– ADA Coordinator Paul Rudacille (He/Him)

The ADA Transition Plan continues to move forward. Currently, the consulting team is working to conduct a thorough review of all city-owned parks that will assess the current state of accessibility, identify areas that require improvement, and outline a strategic plan for enhancements. Further, evaluation of city-owned buildings continues to be conducted to ensure that all residents, regardless of their abilities, can access and benefit from these spaces. The Transition Plan team will also work with the ADA Coordinator and the Deputy City Manager for Racial Equity, Diversity, and Inclusion to apply an equity lens to the data collection and decision-making process, specifically looking at the right-of-way data that has been collected and considering equity as a guiding principle for that analysis. Using an equity lens focus will also allow the process to identify other disparities in accessibility within the city and work to allocate resources and prioritize projects to foster inclusivity. The team also wishes to continue to remind the community that two surveys remain open for participation: (1) ADA TP Community Engagement Survey: <https://www.surveyhero.com/c/cvilleADATPSurvey>; and (2) ADA TP Abbreviated Survey: <https://www.surveyhero.com/c/CvilleADATPShort>

- The City of Charlottesville’s ADA Coordinator can be reached by email at ada@charlottesville.gov or by phone at 434-970-3182. In addition, information is on our website about the ADA grievance procedures and our ADA complaint procedures at <https://charlottesville.org/274/Americans-with-Disabilities-Act-ADA-Coor>.

- Home to Hope Program – Employment & Financial Opportunity Manager Roy Fitch Jr. (he/him)

The Home to Hope team was present at several community events including the Uhuru Keys To Love Open House on September 29th and the UVA Career & Community Fair on October 25th. Several staff members also participated in a team building retreat with the Downtown Job Center and the Office of Human Rights to strengthen connections for those teams engaging in direct service for our community.

- The Home to Hope program is free for community members reentering society after “time served.” For assistance, please email Home to Hope at hometohope@charlottesville.org, call them at 434-970-3601, visit their office on the Pedestrian Mall at 507 E. Main Street, or you can fill out an intake form online at: <https://www.surveymonkey.com/r/HometoHopeIntake>

- Downtown Job Center – Employment & Financial Opportunity Manager Roy Fitch Jr. (he/him)

The Downtown Job Center participated in several community events including the Uhuru Keys To Love Open House event on September 29th, City of Promise DreamBuilders Program Community Partner Orientation on October 2nd at the Brooks Family YMCA, the UVA Pipelines & Pathways HOOS Greeting Graduation Ceremony, and the UVA Career & Community Fair on October 25th. Mr. Fitch in a team building retreat with the Downtown Job Center and the Office of Human Rights to strengthen connections for those teams engaging in direct service for our community.

- The City of Charlottesville Downtown Job Center is now located on the Pedestrian Mall at 507 E. Main Street. Assistance is free of charge to anyone who visits the center. For more information, please call them at 434-970-3933 or visit Tuesday-

Thursday from 9:30 to 4:30 pm. Mondays and Wednesdays are by appointment.

- Police Civilian Oversight Board – Executive Director Inez Gonzales (She/Her)

The Executive Director for the PCO served as a guest speaker at UVA’s Frank Batten School of Leadership and Public Policy – Police Community Relations Class (Professor Brian N. Williams) and for Hispanic Heritage Month for UVA’s Women in Policy at UVA at the Frank Batten School of Leadership and Public Policy. She also participated in the inaugural Charlottesville Area Justice Coalition meeting where community discussion was held on how to best enhance the effectiveness of organizations and individuals working on criminal justice issues in the Charlottesville area, through collaboration and mutual support. She continues to engage with the Board and the City Attorney’s Office to continue the creation of Standard Operating Procedures to comply with the ordinance.

Oversight Activities: The Executive Director and the Board have reviewed body-worn camera footage and internal affairs investigations associated with a review request that has been pending since July 2022. The Executive Director also is meeting with CPD to discuss how they can continuously improve on their internal administrative investigation processes.

APPOINTEES AND ELECTED OFFICIAL UPDATES

- Circuit Court – Honorable Llezelle Dugger, Clerk of Circuit Court (she/her)
No update at this time
- Commissioner of the Revenue – Commissioner Todd Divers (he/him)
Personal Property Supplement: The Personal Property office completed a supplement for tax years 2020-2023 in early October. Those bills are due on December 5th at the same time that 2nd half regular bills are due.
Rental Relief and CHAP 2024: Rental Relief and CHAP applications for 2024 have all been audited and recipients notified. Grants will go out in December.
Business License and Business Tangible Personal Property: The Business Tax office is preparing an annual mailing to go out in December. This is a large mailing that encompasses renewals for Business Licenses and Business Tangible Personal Property filings for tax year 2025. We are encouraging business taxpayers to take advantage of the online business tax portal to accomplish these things: www.charlottesville.gov/Online-Business-Portal.
- Finance Office – Director Chris Cullinan (he/him)
No update at this time
- Treasurer’s Office - Treasurer Jason Vandever (he/him)
The Treasurer's Office is currently working on producing and mailing second-half tax bills. Taxpayers should receive their personal property and real estate tax bills the first week of November. Additionally, grant awards for the Charlottesville Homeowner Assistance Program (CHAP) have been processed, and qualifying homeowners should receive a grant check this week if the grant amount exceeds their second-half tax installment.
- Sheriff’s Office – Sheriff James Brown (he/him)
No update at this time
- Office of Voter Registration and Elections – Registrar Taylor Yowell (she/her)
No update at this time