



City Manager's Report

April 2023

UPDATES FROM INTERIM CITY MANAGER MICHAEL ROGERS

- **Gun Violence Intervention**

- With the increase in gun shots and killings over the last several months, Chief Kochis and the City Manager have been collaborating with our partners in Albemarle County and the University to share information and understand resources available to address issues around community safety. President Ryan has announced Albemarle County, the City of Charlottesville, and the University of Virginia are undertaking a joint effort to convene local partners in a working group to develop recommendations for short- and medium-term measures that create tangible impact in the areas of mental and behavioral health, youth programming, and public safety agency coordination, in an effort to enhance community safety and reduce gun violence in our community. The working group will meet for as long as they produce actionable ideas and identify pathways for implementation.
- Facilitated by UVA's Equity Center and co-chaired by UVA and community representatives, the working group will include representation from the City of Charlottesville, Albemarle County, UVA, nonprofit organizations, and other groups from across the community.
- Internally, I have formed a Gun violence intervention and reduction Task Force with key lead team members who will work across the organization to identify strategies and resources that can be deployed to help our community safer by providing increased program for our youth and collaborating throughout the community with groups committed to improving the safety in our city by serving the needs of our residents. The work of this task force will help inform our collaboration with the County and the University.

- **Reopening Council Chambers**

- We are currently working to remove the continuing resolution which has been active since September 6, 2022. That resolution was issued to preserve council's ability to maintain safety protocols for all meetings of the government while balancing the ongoing concerns with COVID-19.
- The Deputy City Attorney is working with me to prepare an Agenda Memo for your April 17th meeting. This will redefine operational procedures that not only govern the use of Council Chambers but sets a protocol for the meetings of all Boards and Commissions.
- We will propose the return to in person meetings effective May 1, your first meeting of that month. An internal update to our Standard Operating Procedures will be released to all staff liaisons to guide the meetings of all other bodies.

UPDATES FROM DEPUTY CITY MANAGER ASHLEY MARSHALL

- **Parks and Recreation Holiday Event**
 - The Eggstravaganza Egg Hunt event is on April 1 and will be held at McIntire Park. The event starts at 9:30 – 11:00 am. The staff is ready for a fun morning!
- **Parks and Recreation City Market Spring Opening**
 - The City Market Opens on April 1, 9:00 am – 1:00 pm, 100 Water Street.
- **Community Attention Youth Internship Program (CAYIP) Applications are Now Open**
 - The Community Attention Youth Internship Program (CAYIP) is a Council funded initiative to support youth ages 14 - 21 in meaningful work experiences with an earned stipend, skill development, and connection to positive mentors in the community. The summer application process for City residents opens on April 2, 2023. Recruitment has already started for both sites and youth. The session dates are June 26, 2023- August 6, 2023. Youths can apply at www.charlottesville.gov/256

UPDATES FROM DEPUTY CITY MANAGER SAMUEL SANDERS

- **Charlottesville Leads The Way!**
 - The City of Charlottesville will soon lead the way with the completion of an upgrade to 26 pedestrian signals that will include audio indicators for visually impaired persons that are functional from any smartphone. Charlottesville will have the most pedestrian signals operational from any smartphone in the United States! These upgrades are with the help of the Polara app (<https://polara.com/pedapp>), which is designed for people with vision impairments.
 - This new system provides the opportunity for a person approaching an intersection to listen to a voice that speaks with the pedestrian signal, giving off a sound indicator to assist with finding the signal button. This allows anyone to virtually activate the pedestrian signal from their phone within five feet of the signal. The City will upgrade the remaining 50 pedestrian signals over the next six months.
 - More information on how these upgraded pedestrian signals work with Polara can be found here: youtube.com/watch?v=x5Thqk2rOb4 .
 - We will soon publish a map of the active locations once the initial phase is completed.

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 of Budget and Management continues to work on the Fiscal Year 2024 budget with the Interim City Manager. There are a few more opportunities for the public to comment on the FY 2024 budget. On April 3, 2023, at 6:30 PM, during the normal City Council business meeting, there will be the first reading of the budget ordinance. Thursday, April 6, 2023, there will be Council's final work session on the budget before final adoption on April 11, 2023. Members of the Community can find dates of upcoming budget work sessions and meetings on the Budget webpage at: <https://www.charlottesville.gov/169/Budget>
- **Office of Communications & Public Engagement** – Deputy Director David Dillehunt (he/him)
Staffing: The search for a new Director of Communications is now in the final stage, and a formal offer will likely be made soon.
Production: Caroline Rice is producing short video vignettes with various department heads in a series called "Get To Know Your Government," which will be posted to social media and aired on our PEG-TV stations. Remy Trail continues to handle hybrid meetings at CitySpace and maintains the setup and schedule for our Zoom accounts. Kyle Erving has been working with Chief Kochis on public safety forums and community awareness. David Dillehunt has been working with other department heads, attending the Executive Leadership Academy, and continuing to assist with the regular City Council broadcasts and off-site streaming needs. Our Media Center has nearly 30 active members and continues to facilitate the production of quality content for the community.
- **Office of Community Solutions** – Director Alex Ikefuna (he/him)
Grants: Our Grants Program Manager has recently completed a project to review and update our Grants Administration Process so all requests for external funding can be coordinated through our office and tracked accordingly. In addition to the Grants Administration Process being better defined, we added additional procedures for requesting Memorandums of Understanding and Letters of Support Requests from the city. This also ensures we have a repository of this information.
Entitlements: Staff has supported the CDBG Task Force in considering funding requests for the annual allocation of Community Development Block Grant funding. The recommendations will be coming to Council in April for approval.
Housing: Staff supported the first meeting of the Housing Advisory Committee, which held its first meeting on March 15th as the newly organized body where seats have been designated for affordable housing beneficiaries. We congratulate Joy Johnson on her selection as the Chair of the HAC. Staff has supported the CAHF Subcommittee in reviewing proposals for grants from the Housing Operations & Program Support funding. This funding was previously a part of the Vibrant Community Fund and has been reallocated to the CAHF so all housing investments can be considered and awarded from a single source. The recommendations for funding are being presented to the City Council in April, with awards being available on July 1, 2023. The CAHF Subcommittee also reviewed proposals for grants from the

FY23 Charlottesville Affordable Housing Fund. Those recommendations will be going to the City Council in April for approval and will be available for immediate distribution.

Redevelopment: We continue working on updating and presenting for City Council's consideration various leases of city-owned properties.

Neighborhood Services: Our staff hosted the first Quarterly Neighborhood Leaders Meeting on Thursday, March 23. (See attached Q&A Report provided for this meeting.)

- **Office of Emergency Management – Coordinator Jeremy Evans (he/him)**

Planning: The City's Emergency Operations Basic Plan (EOP) was recently completed and will be coming to the City Council for approval in April. The plan is divided into Annexes (aka sections) that make up the responsibilities of emergency management which we call: Emergency Support Functions. We will bring forward the Annexes for Hazardous Incidents and Policy for update and adoption by the City Manager in the coming weeks.

Mass Notification Meetings: We are currently planning Mass Notification and EM Steering Committee meetings to review options for a new mass notification system and to provide direction for regional emergency management.

Emergency Software: Four representatives from the City will be attending Veoci Admin training. (Virtual Emergency Operations Management Software). These members can build out the City's portion of the VEOCI System. Future training will be conducted for key City personnel with specific roles during an emergency.

Partnering with City Schools: The Office of Emergency Management staff will join Charlottesville City Schools for their annual Safety Summit. This will support our ongoing alignment for regional safety and response planning.

Funding: Several grants have been submitted on behalf of the city and are still under review by each funding agency. We recently received notice that our request for a Local Emergency Management Performance Grant (LEMPG) was approved for \$7,500.00.

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

Strategic Planning: The City's Economic Development Strategic Planning process continues. A second meeting of the 16-member steering committee was held recently to receive an overview of the research phase completed by the Resonance consulting team. This includes a Community and Business survey to gather feedback provided by 280 participants. In addition, 9 stakeholder focus groups were conducted to gain a deeper understanding of the issues and opportunities across key economic sectors. The plan is expected to leverage existing assets and envision a future that builds a more inclusive, resilient business and entrepreneurial community. The project is expected to conclude in July 2023.

Staffing: The Office of Economic Development recently recognized the retirement of Rick Siebert, who had filled the position of Parking Manager for the past 6 years. The position is responsible for managing the City's public parking program and, specifically, the City's off-street parking assets. A new hire has been made and will begin work in April 2023.

- **Office of Human Rights – Director Todd Niemeier (he/him)**

Service Provision: The Office of Human rights has engaged in 591 incoming and outgoing contacts from January 1, 2023, through March 24, 2023. Incoming contacts totaled 390 of the 591 total contacts. Of those contacts, 409 (69%) were classified as "Navigation" service requests and provisions. *Navigation refers to individual service involving tasks other than those related to addressing a complaint of discrimination. The Office currently has seven (7) open complaint cases and two (2)*

new complaints pending assessment.

Outreach Updates: Victoria McCullough, Community Outreach and Administrative Specialist, continues to connect with and develop relationships with community partners while contributing significant time to assisting with incoming inquiries and individual service follow-up. She has been attending and tabling community events, including One Stop, the Regional Housing Partner Conference, and events coordinated with the Region Ten Community-based Recovery and Support Advisory Group. The Office submitted a script to animator Ceindy Nuñez for an upcoming animated PSA about the function of the Office of Human Rights. The intent is to publish the short video on the City website and other platforms to raise awareness about the services provided by the Office.

Administrative Updates:

- **Fair Housing Assistance Program (FHAP):** The Federal Housing and Urban Development office has requested that the Office of Human Rights make additional revisions to the Human Rights Ordinance before moving to the next step of becoming a Fair Housing Assistance Program (FHAP). The Office, in conjunction with the City Attorney’s Office, is working on those edits.
- **Staffing:** The Office of Human Rights is proud to announce the hiring of Saad Khalifa. They will begin work in early April 2024.
- **Reporting:** The Office is busy preparing the Calendar Year 2022 Human Rights Commission and Office of Human Rights annual report. The report is anticipated to be submitted and presented to Council in June of 2023.

Human Rights Commission Updates

The Commission held its annual retreat and strategic planning meeting on March 16, 2023. The Commission will be focusing on housing concerns for the remainder of 2023 and will be narrowing its focus to specific issues on which to advise Council from a Human Rights perspective.

• **Office of Equity and Inclusion**

- **Americans with Disability Act (ADA)–** ADA Coordinator Paul Rudacille (he/him)
The City of Charlottesville’s ADA Coordinator can be reached by email at ada@charlottesville.gov or by phone at 434-970-3182. 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)
Home To Hope staff has attended several community events, including attendance at three (3) Community One Stop Shop events. The four (4) Peer Navigators are also working to achieve their Virginia state certification as Peer Support Specialists or Recertification as Virginia state Peer Support Specialists.
 - The Home to Hope program is free of charge for members of the community who are reentering the community 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 is pleased to report their attendance for Region Ten's Opioid Stakeholder’s Meeting, the GO Cook Program Cohort 14 Graduation, Civilian Response & Casualty Care Training, Revive Training, and City of Promise DreamBuilders Orientation. They look forward to continuing to serve the community through employment and financial opportunities.
 - 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 9:30-4:30pm. Mondays and Wednesdays are by appointment.

- **Charlottesville Area Transit** – Director Garland Williams (he/him)
Staffing: CAT is still looking for bus drivers to join its team.
RFP for Microtransit: CAT released the RFP for the Microtransit Program for the Albemarle County transportation project.
Performance Improvements: CAT is currently planning expenditures for the \$3M allocated by the council to support performance improvements across the system, with a specific focus on Route 6.
- **Charlottesville Fire Department** – Interim Chief Michael Thomas (he/him)
The Charlottesville Fire Department, in the last 30 days, has actively responded to multiple critical incidents throughout the city, including but not limited to firearm emergencies, weapon emergencies, provision of both Advanced and Basic medical care, as well as structural fires. In addition, CFD trained approximately 75 staff and volunteers from the downtown Paramount Theater on topics such as General Fire safety, Crowd Management, Hands on CPR, AED review, and Fire extinguisher training. This is the third time this training has taken place to reinforce the skills and to educate new members. Also, CFD continues to install smoke alarms and stove-top fire stops throughout the city.
- **Charlottesville Police Department** – Chief Michael Kochis (he/him)
Community Partnerships/ Gun Violence: The Charlottesville Police Department has begun the Development of a Community Action Team by identifying key stakeholders. This team will guide our community involvement initiatives. In addition, the department will continue to do Weekly “Walk and Talks” every Thursday. CPD has assigned a Sargent as our Community Involvement Coordinator. For events, the department has begun discussions on the 2023 National Night Out, and we are putting together a Youth explorer/pathways program presentation to the schools (like a Youth Explorer Program). The City Attorney is in the process of writing an ordinance to facilitate a Gun buyback program.
Gun Violence: In response to the incidents in the community, CPD has adjusted the hours of the evening shift to ensure the overlap with the day shift and night shift during our peak calls for service that include shots fired reports. Additionally, we have created three zones with a Lieutenant assigned to each within the City, allowing for greater accountability and strategic planning to address issues as they emerge. CPD continues to be involved in regional data sharing and strategic planning to address emerging crime trends.
- **Department of Human Resources** – Director Mary Ann Hardie (she/her)
The Department of Human Resources is thrilled to announce the hiring of their final team member, HR Specialist Mary Alyce Stephens, on March 16, 2023. With the completion of this hire, the department is now properly staffed for the current budget period. This will also help with our department reorganization, which has been in process since the late fall of 2022.
 - The Department of Human Resources continues to work on completing many hires in multiple departments. Please go to our website to see all openings and encourage eligible applicants to apply: <https://www.charlottesville.gov/695/Employment-with-the-City-of-Charlottesville>
- **Department of Human Services** – Director Misty Graves (she/her)
Westhaven Nursing Clinic Name Change: The Westhaven Nursing Clinic, supported in part by the Department of Human Services with the position of Program Coordinator, has recently changed its name to describe the purpose and activities more fully. It is now known as the Westhaven CARES

Center and C.A.R.E.S stands for Consultation, Assessment, Resources and Referrals, and Support. The Steering Committee is a multidisciplinary group composed on organizations and community leaders dedicated to the operation and sustainability of the Westhaven CARES Center. They are currently rolling out several initiatives, which include offering free CPR/First Aid Certifications, CNA licensure courses, and massages offered in partnership with Region Ten and Common Ground.

Community Attention Youth Internship Program (CAYIP): The Community Attention Youth Internship Program (CAYIP) is a Council funded initiative to support youth ages 14 - 21 in meaningful work experiences with an earned stipend, skill development, and connection to positive mentors in the community. The summer application process for City residents opens on April 2, 2023. Recruitment has already started for both sites and youth. The session dates are June 26, 2023- August 6, 2023.

Youths can apply at www.charlottesville.gov/256

Community Attention Foster Families: The Community Attention Foster Families program was recognized for its engagement in a regional rollout of a foster parent portal program by being the first in the region to enroll 17 families. Additionally, CAFF facilitates informational sessions monthly for any prospective foster parent to attend. The next session is on April 12th. Our Information Sessions are held every second Wednesday of the month via Zoom from 6:00-7:00 PM. You must register to attend: <https://charlottesville.org/260/Become-a-Foster-Parent>

- **Department of Information Technology** – Director Steve Hawkes (he/him)

Cybersecurity: On the Cybersecurity side, our monthly Phishing email training campaign is almost complete for March. We have seen a 4 percent drop in our ‘phish-prone’ score this month, which is an improvement. We're hoping that through efforts such as this, the organization will reduce the score even more. The annual cybersecurity training campaign will also be launched at the beginning of April, and all staff with City email addresses are required to complete the training. Having staff up-to-date and knowledgeable about cybersecurity threats helps create a first line of defense against cyber attackers. Finally, the annual network penetration test was recently completed, and, like previous years, we were provided with a few items to remediate. Our security team is working on the remediation and hopes to complete it next month.

iTeam: The iTeam/IT's third What's In It For Me (WIIFM) workshop took place on March 15 at Cityspace. Approximately 25 employees throughout the organization were given a presentation on features and functionality they may not be familiar with in Microsoft Outlook. Following the presentation, attendees participated in small group labs to help provide hands-on experience. The last WIIFM Workshop covers Microsoft OneDrive and is scheduled for April 19.

Operations: In Operations, there are several large projects underway in IT, including two involving the City's ERP solution, SAP. The first project is upgrading our current version of SAP to the new version, S4Hana. Glen Pack is leading the project with Chris Cullinan, Almas Hasan, and Steve Hawkes as other core team members. The first objective of the team is to develop an RFP for the implementation of S4Hana as well as selecting an implementation partner for the project. Once those items are completed, the project's implementation phase will start. This phase will require substantial resources and include many staff members throughout the organization. It is difficult to underestimate the amount of time and resources required for a successful implementation so having all stakeholders committed, engaged and available will be critical. The second SAP project is focused on implementing the product SuccessFactors with the initial rollout to include the two modules: Performance Management and Learning and Training management.

Applications: On the Applications side, we are working with the Treasurer and Public Works to enhance the Treasurer Umbrella system to accommodate some enhancements needed for Annual Trash. Another item from the Applications team in March was enhancing the Helpdesk system to

include inventory functionality. We will now be able to better track IT resources in the City and better manage the City's PC replacement program.

- **Neighborhood Development Services** – Director James Freas (he/him)
Planning: Module 2 of the Zoning Rewrite was released on March 29th. Dates for upcoming public events can be found at <https://cvilleplanstogether.com/>. We encourage the public to continue to engage with the CVille Plans Together website for additional information and opportunities to comment on the materials under review.
Hiring: NDS is pleased to share that we have filled our GIS Analyst position. Marina Winkler started with us in early March.
- **Parks & Recreation** – Director Dana Kasler (he/him)
Community Events: The Eggstravaganza Egg Hunt event is on April 1 and will be held at McIntire Park. The event starts at 9:30 – 11:00 am. The staff is ready for a fun morning!
Market: The City Market Opens on April 1, 9:00 am – 1:00 pm, 100 Water Street.
Aquatics: Summer Pool Passes are on sale for the 2023 season on April 1. Purchase before May 26 and save. Scholarships are available for City Residents. More information on our website at: <https://www.charlottesville.gov/1010/Outdoor-Pool-Passes>
Golf: Spring Golf Programs and lessons are available at Meadowcreek Golf Course. More information on programs/dates/times is on our website at: <https://www.meadowcreekgolf.org/instruction.html>. New artificial turf driving range mats were also installed at Meadowcreek Golf Course. New mats have the natural turf feel and emulate a true fairway shot experience. Finally, Spring Scramble at Meadowcreek Golf Course is May 6th. Registration information is coming soon.
Trails: Staff has established a safe and well-marked pathway through a short stretch of the Meadow Creek golf course at Pen Park to connect the Meadow Creek trail to the Rivanna River trail at Pen Park. This will be a natural surface trail and passes between two golf holes, so trail users and golf users will not be crossing each other's paths and will be constructed in April.
Recreation: The Programs Division is proud to hold its annual Spring Break Camp starts April 3-7. Camp is at capacity with 75 kids registered, and it will be held at Carver Recreation Center.
- **Police Civilian Oversight Board** – Deputy City Manager Ashley Marshall (she/her)
The Office of Civilian Oversight is finalizing its hire for the new Executive Director. More information will be forthcoming.
Police Civilian Oversight Board: The Board will host a retreat session on Saturday, April 1, 2023, in CitySpace. The retreat will be recorded for the public and conforms to all open meeting laws. The purpose of the retreat is to provide education about Civilian Oversight to new members within 90 days of their appointment as required by the PCOB Ordinance.
- **Public Works** – Director Stacey Smalls (he/him)
Administration: Public Works is hiring! Further, we provide this summary of our process improvement as we strive to reach higher degrees of efficiency to meet the needs of the community:
 - Create a city-owned trash receptacle app.
 - Purpose: To collect data, map the location, and assess the condition of city-owned trash receptacles for inventory and maintenance.

- Status: Complete and currently being used.
- Create a city-owned guardrail and handrail app.
 - Purpose: To collect data, map the location, and assess the condition of city-owned guardrails for inventory and maintenance.
 - Status: Complete and will be used soon.
- Create a Field Map app for Traffic sign maintenance.
 - Purpose: Create an app that will allow field maintenance crews direct access to the enterprise database to update when signs are being maintained or new signs installed.
 - Status: Complete and ready to use after training field crews.
- Create Field Map app for ADA ramp maintenance.
 - Purpose: Create an app that will allow field maintenance crews direct access to the enterprise database to update when ADA ramps are being maintained or new ramps installed.
 - Status: Complete and ready to use after training field crews.
- Create Field Map app for Traffic equipment maintenance.
 - Purpose: Create an app that will allow field maintenance crews direct access to the enterprise database to update when Traffic equipment (signal heads, control boxes, mast arms, etc.) are being maintained or equipment installed.
 - Status: Complete and ready to use after training field crews.

Facilities Development: Buford bids were opened two weeks ago, and Nielsen Construction is the apparent low bidder with a base bid of \$71.4M with a desired additive bid item 2 making total construction value of \$71.8M. This equates to a project cost of \$84.3M. \$5.5M of this has already been allocated in previous fiscal budgets, so the needed FY24 funding amount would be \$78.8M. This option does not include renovation and expansion of the arts/ auditorium building. That additional scope would be \$6.8M.

Facilities Maintenance: Graffiti from the sidewalk and area of the Mural at the City Hall Annex has delicately been removed. The mural is aged and very delicate. Extreme caution was taken to ensure the soft and porous material of the mural was not adversely affected with good results. Graffiti on the sidewalk needs additional remediation as this material is not releasing the painted graffiti in a manner we would like. Currently looking at a contracted service to possibly use a muriatic acid treatment and extraction. Regine Wright, the new Coordinator for Security and Safety, has been hired at the schools. FM Security and Maintenance staff will work with Ms. Wright on school security issues, including the access control system.

Environmental Sustainability: A community event, Acting on Climate Together, was held on March 15 at Carver Recreation Center from 4-7pm. High energy participation by around 90 individuals representing community organizations, City staff, Albemarle County and UVA colleagues, and elected officials contributed to a body of information representing existing and potential climate actions and initiatives supporting the recently adopted Climate Action Plan.

- Fix a Leak Month: The Water Conservation Program just ended its large spring outreach campaign, Fix a Leak Month. This campaign is hosted with RWSA and ACSA to bring attention to the importance of finding and fixing water leaks in your home. This year the program hosted 2 events, a Home Scavenger Hunt to find and fix water leaks and the Virtual Fix a Leak Family 5K.
- After submitting a concept paper for the Department of Energy's Renew America's

Schools funding opportunity, we have received a notice of encouragement to submit a full application, due April 21, 2023. The proposed project involves substantial energy efficiency upgrades and expands solar energy generation at Charlottesville High School.

- DEQ's Director recently authorized Stormwater Local Assistance Fund (SLAF) grants from the latest solicitation round. SLAF provides matching grants to local governments for the planning, design, and implementation of stormwater best management practices (BMPs) that address cost efficiency and commitments related to reducing water quality pollutant loads. Two Charlottesville projects are included: Riverview Park Outfall Restoration and Kenwood Circle Bioretention Retrofit.

Public Service: The Woodlawn project is complete, with all concrete, paving, and crosswalk marking work finished. PW Engineering will be moving forward with the formal street acceptance process in the near future, which will bring about the availability of City services to these residents. The City's curbside trash and recycling services are not handled by RSWA, and both services are currently contracted through GFL Environmental, who have held both contracts for several years. And yes, plastics #1-#7 are currently accepted via the curbside service and can be placed in your recycling bins for collection. The source-separated recycling offerings provided by RSWA at the McIntire Recycling Center; however, currently, only accept plastics #1-#2. For quick reference, please use the following links for information links detailing the City and RSWA's recycling services, as well as the attached informational flyer: City of Charlottesville - <https://www.charlottesville.gov/397/Recycling>; RSWA - <https://www.rivanna.org/recyclables-accepted/>

- **Utilities** – Director Lauren Hildebrand (she/her)
The Department of Utilities offered 200 free trees to residents through the Arbor Day Foundation's Energy-Saving Trees Program. This marks the second year Utilities has offered the Energy-Saving Trees Program, which aims to educate residents on strategic tree planting to encourage energy conservation and to reduce energy bills. This program also serves to reinforce safe digging practices by having residents contact Virginia 811 before planting their tree. The Department of Utilities worked with the arborist from Parks & Rec. to determine the most suitable tree species for the community to plant, offering five species to choose from. Tree reservations opened to the community on March 6th. Within the first 48 hours, 175 trees had been reserved, and all remaining trees were reserved by March 10th. The tree pick-up event is March 24th and 25th at the Utilities Administration Building, and any unclaimed trees will be donated by Utilities to Parks & Rec. The Department of Utilities thanks the community for their enthusiastic support and is excited to see the Energy-Saving Trees Program continue to grow into a tree-mendous success!
- **Social Services** – Director Sue Moffett (she/her)
Staff from CRHA and the Charlottesville Department of Social Services collaborated on an application for housing choice vouchers targeting older youth leaving foster care. We received notice that we were awarded 25 vouchers and are in the process of identifying eligible youth.

More than 60 staff members from DSS completed Revive Opioid Overdose Training at our staff meeting this month. The training was presented by Virginia Leavell, Chief of the Charlottesville Albemarle Rescue Squad.

The In-Home Services Team at CDSS was selected by the Virginia Department of Social Services to pilot the Motivational Interviewing model. 14 child welfare workers will receive training on this evidence-based best practice through the pilot.

- Should any member of the Charlottesville community need assistance, please get in touch with the Department of Social Services at 434-970-3400 for additional information/
Comuníquese con el Departamento de Servicios Sociales al 434-970-3400 para obtener información adicional.

APPOINTEES AND ELECTED OFFICIAL UPDATES

- **Circuit Court** – Honorable Lizelle Dugger, Clerk of Circuit Court (she/her)
The Circuit Court Clerk spent Monday, March 27, 2023, at Charlottesville High School distributing the “So You're 18” pamphlet to numerous history and government classes. She held Q&A sessions in five (5) different classes throughout the day. The students and the Clerk spoke about voting, jury duty, criminal charges, drinking, driving, credit, POAs, advance directives, etc. . . . including the students challenging her with interesting hypotheticals throughout the day.
- **Commissioner of the Revenue** – Commissioner Todd Divers (he/him)
The Commissioner of the Revenue’s Office is hard at work on the following critical tasks:
 - (1) Preparation of the 2023 Personal Property Book is ongoing. This involves a great deal of detailed work assessing tangible personal property (mostly vehicles) and business tangible property. Data must be meticulously entered, systems checked and double-checked to ensure that the book posts properly and that files transfer correctly to the Treasurer.
 - (2) We are accepting applications for Rental Relief for the Elderly and Disabled through May 1st. For more information on this program, visit <https://www.charlottesville.gov/192/Rent-Relief>.
 - (3) Customer service is an ongoing priority. A personal property tax supplemental billing went in the mail a few weeks ago, creating an uptick in taxpayer calls, for which staff is ready to assist.
 - (4) At this time of year, particularly, the Commissioner of Revenue is heavily engaged with the City’s Revenue Team. As we approach the budget deadline, it is vitally important that we closely monitor the City’s revenue sources – to provide revenue forecasts that are as accurate as possible (absent a crystal ball).
- **Finance Office** – Director Chris Cullinan (he/him)
 - Utility Billing Office** - UBO continues to support the Commonwealth's Low Income Water Assistance Program (LIWAP) efforts to assist eligible water and sewer customers with paying their utility bill. To date, \$48,000 of assistance has been awarded to 77 accounts.
 - Risk Management** - Implement a new Risk Management Information System (RMIS), to streamline incident reporting and claims management processes. The Centralized Safety Coordinator position has been filled. This position leads and coordinates safety efforts across the organization.
 - Administration** - The Comptroller is leading the development of an RFP for an implementation consultant to assist the City with upgrading its financial management system.
 - Procurement - Procurement has filled several vacancies while continuing to support the needs of City departments.
 - City Assessor's Office** - The City Assessor's Office continues reviewing formal reassessment appeals before the April 14 deadline.
- **Sheriff's Office** – Sheriff James Brown (he/him)
No update at this time
- **Treasurer's Office** - Treasurer Jason Vandever (he/him)
The Treasurer's Office has been busy processing business license payments, working on FY24 revenue projections, and preparing to mail personal property supplement bills. Additionally, we have been working with Information Technology and Public Service on some enhancements to the annual trash decal system that will improve service delivery and expedite the renewal process in June.
- **Voter Registrar** – Registrar Taylor Yowell (she/her)

No update at this time