



City Manager's Report

October 16, 2023

**Offices of the City Manager
& City Departments**

UPDATES FROM CITY MANAGER SAMUEL SANDERS, JR

- Congratulations to Debra Yarde for her selection as the 2023 Community Producer of the Year. This honor was bestowed during the Open House at the Community Media Center on Saturday, September 23, 2023.
- Congratulations to PHAR on their 25th Anniversary – the organization celebrated its anniversary at an event held Sunday, September 24, 2023
- Attended ICMA Annual Conference (September 29 – October 2, 2023)
 - Attended Sessions:
 - Delivering Great Results from Your Vision and Strategic Plan
 - Governing in a Disruptive Environment
 - Tackling Wicked Problems: Building Capacity for Deliberative Engagement
 - Public Engagement for Solving Stubborn City Problems
- Participated in a UVA Public Administration Fellows Panel with Chief Kochis on Friday, October 6, 2023– students are in programs across multiple discipline areas of the university.
- Attended VML Annual Conference (October 8-10, 2023)
 - Attended Sessions:
 - EV Charging Infrastructure
 - Infrastructure Investment and Jobs Act – Opportunities for State/Local Collaboration
 - Keynote Address by Congresswoman Jennifer McClellan (Virginia’s 4th District, U.S. House of Representatives)
 - Keynote Address by Congresswoman Abigail Spanberger (Virginia’s 7th District, U.S. House of Representatives)

- **HOLIDAY MARKET APPLICATIONS OPEN**
 - Applications are now being accepted for the Holiday Market on Saturdays, from November 25 through December 23. The market is held from 9:00 a.m. to 1:00 p.m. at 100 Water Street downtown. Any interested vendors can apply online at <https://www.charlottesville.gov/623/Market-Vendor-Application> or call (434) 970-3371.
- **ANNUAL DOWNTOWN SAFE HALLOWEEN FESTIVAL ON OCTOBER 28, 2023**
 - The Parks and Recreation department will host its annual Downtown Safe Halloween Festival on Saturday, October 28, 2:00-4:30 p.m. at the Ting Pavilion. The event features games, inflatables, pumpkins, and fun for the entire family. The event is free and does not require registration. So, bring your favorite ghouls, goblins, Barbies, and Kens to join in on safe and free fun!
- **VIRTUAL RESILIENT TOGETHER KICKOFF MEETING ON SEPTEMBER 28, 2024**
 - Resilient Together, a partnership between the City, County, and UVA focused on environmental sustainability and resilience, is working to ensure our community is strong, safe, and healthy in a changing climate. A virtual kick-off meeting will be held on November 16 at 6:00 p.m. Visit the project website (<https://engage.albemarle.org/resilient-together>) to get informed about the topics, share your input, and learn about upcoming opportunities to participate

- **EPA WATERSENSE AWARD**
 - For the 9th year in a row - The U.S. Environmental Protection Agency (EPA) was awarded and recognized for the City's exceptional and ongoing support of WaterSense and water efficiency. The City distributed free WaterSense labeled aerators, leak detection dye tablets, and conservation kits through community groups, sponsored a youth art contest on the value of water, and shared WaterSense at Work resources with businesses. The City also rebated 84 toilets worth over \$8,000, helping save more than 780,000 gallons of water annually!
- **NEW PERMITTING SOFTWARE AVAILABLE NOVEMBER 13, 2023**
 - As part of Neighborhood Development Services (NDS) going live on November 13th to bring all permits and site plans as part of the new permitting software - NDS, Public Works, and Utilities will be meeting with the Development Community at the end of November to enhance the City's Development Review Process.
- **JOIN THE CAT TEAM**
 - Charlottesville Area Transit is hiring! Current positions available:
 - Assistant Director of Maintenance
 - Sr. Project Manager for Facilities
 - Marketing Coordinator
 - And we are always hiring bus drivers!
- **CITY PREPARATIONS FOR INCLEMENT WEATHER**
 - The City's Public Works Department is busy preparing for inclement weather events in the Winter. They are testing/inspecting equipment and restocking salt and sand to prepare for winter weather.

CITY DEPARTMENTAL UPDATES

- **Charlottesville Area Transit** – Director Garland Williams (he/him)
Pupil Transportation Staffing Update: Community members have requested staffing updates focused on our pupil transportation offerings. At the start of August 2023, there were 8 potential drivers. As this is being published, one driver has completed all required classroom studies and behind-the-wheel training and will begin transporting students on Monday, October 16, 2023. Three drivers have completed all hiring steps and classroom studies – these three are now completing behind-the-wheel training. Depending on when a DMV road test can be secured, two of the three drivers could be ready to transport students in 3 weeks. The third driver will require at least 4 weeks of training before being released to transport students. Four drivers have been interviewed, and their criminal history checks have been completed. All four drivers need to complete physicals and pre-employee drug/alcohol testing before the 6-week training program can begin. Finally, two new bus aids will start training on Monday, October 16, 2023.
- **City Attorney** – Attorney Jacob Stroman, Esq. (he/him)
The City Attorney's Office has surveyed the City's contract forms and recommended revisions that will protect the City from unanticipated claims. The team has also prepared Freedom of Information Act (FOIA) training which we have provided to the City's LEAD Team, as well as several City departments who have requested training for their staff.
Court Update: The Charlottesville Circuit Court entered an order dismissing *Trevilian Station Battlefield Foundation, Inc. v. City of Charlottesville, et al.*, the statue case.
- **Charlottesville Fire Department** – Chief Michael Thomas (he/him)
Community Events:
 - Fire Prevention Week began October 8th and runs through the 14th. (A schedule of events included). The Department hosted a series of events for the community at various locations:
 - Tuesday, October 11: Open Houses at the Ridge and Fontaine Stations
 - Wednesday, October 11: Open Houses at the Ridge and Fontaine Stations
 - Sunday, October 8th at 5th St. Station
 - Monday, October 9th at Westhaven Community Center
 - Tuesday, October 10th on Miche Drive (Hearth Wood)
 - Wednesday, October 11th at South 1st Street
 - Thursday, October 12th at Clark Plaza (UVA)
 - Friday, October 13th at Town MallStaffing:
 - CFD has three promotional processes scheduled from the Deputy Fire Chief, Battalion Chief, and Captain positions. We are on schedule to have all processes completed by the end of November.
- **Charlottesville Police Department** – Chief Michael Kochis (he/him)

Strategic Planning: The Police Department's strategic plan is in its final review phase and should be completed within the next two months. The Police Department will use this during its budget preparation.

Community Meetings and Events: The Police Department continues to conduct community meetings with different neighborhood organizations and the PCOB to brief them on the Flock program. In addition, the department continues to conduct weekly community walks and engage with the community.

Community Police Academy: CPD would like to welcome members of the community to join in the Community Police Academy. This 10-week program engages community stakeholders to participate with the police department in classes on patrol, investigations, crime scene, community policing, and more. The class size has been capped at 15, we currently have 12 applications.

- **Human Resources** – Director Mary Ann Hardie (she/her)

- 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)

This month, the Department of Human Services enjoyed supporting community engagement opportunities and sharing the updated **Stepping Stones Report**. The Daily Progress ran an article to raise awareness for the report and its opportunities for use. Members of the community can see the article from the Daily Progress at: https://dailyprogress.com/news/local/stepping-stones-study-finds-racial-disparities-in-community-issues/article_1287c93c-5bfb-11ee-9bfe-03a96facb05e.html. In addition, the Department attended the Gloves Up, Gun's Down event in support of Wartime Fitness. The event raised awareness about resolving conflict without guns while raising money to support youth scholarships to join the gym, and you can learn more from CBS19: <https://www.cbs19news.com/story/49671555/gloves-up-guns-down-event>. Finally, Misty Graves, Director of Human Services, and Daniel Fairley, Youth Opportunities coordinator, will join UVA Equity Center staff on a panel discussion at the Karsh Institute's Democracy360 event in late October.

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

The Department would like to share a few notable projects:

Network Core Switch Upgrade - On Sunday, 9/10, the City's Networking and Operations Teams replaced the City's Core Switches. The City's core switches, essentially the brains of the City's network, have been due to be replaced for several years, so the project was a much-needed upgrade of our IT infrastructure.

City Website Refresh - as part of the City's contract with CivicPlus, our website vendor, we will be undergoing a refresh of the City's website design. The project timeline kicked off in September and will take approximately six months.

PC Replacement - As of October 6th, 201 PCs have been replaced in the City since March, and we expect to replace another 50 by the end of the year.

City Phone Replacement - The Operations team has been working with Michelle Washington,

Telecommunications Specialist, to replace a significant number of older City issued mobile phones. One significant benefit of this project is the new phones are all enrolled in the City's Mobile Device Management System (MDM). The MDM allows IT to potentially find a lost phone, wipe a stolen phone, and several other benefits.

WIIFM Workshops - The well-attended What's In It For Me workshops from earlier this year are being rerun in October - December. The workshops will focus on Microsoft Teams and the City's electronic signature system, Adobe Sign.

SAP - There are a two major SAP projects underway, the implementation of SuccessFactors for Performance Management and Learning Management and the RFP for a long-awaited upgrade to our existing SAP system. The RFP is in the final stages as the core SAP Upgrade Team works to select the implementation partner for the project.

- **Neighborhood Development Services** – Director James Freas (he/him)

No updates at this time

- **Parks & Recreation** – Acting Director Riaan Anthony/ Director Dana Kasler (he/him)

- Farmers Markets (<https://www.charlottesville.gov/619/Charlottesville-Farmers-Markets>):

- Applications are now being accepted for the Holiday Market on Saturdays, November 25 – December 23, 9:00 a.m. – 1:00 p.m. at 100 Water Street downtown. Interested vendors can apply online or call (434) 970-3371.
- Farmers in the Park continues at Meade Park on Wednesdays, 3:00-7:00 p.m. until the end of October.

- Community Events

- The Downtown Safe Halloween Festival will occur on Saturday, October 28, 2:00-4:30 p.m. at the Ting Pavilion. The event features games, inflatables, pumpkins, and fun for the entire family. The event is free and does not require registration.

- **Public Works** – Director Stacey Smalls (he/him)

Environmental Sustainability: Charlottesville and Albemarle and UVA are collaborating on a regional climate adaptation and resilience planning effort. Resilient Together ensures our community is strong, safe, and healthy in a changing climate. A successful community kick-off and open house event was held on September 28. A virtual kick-off meeting will be held on November 16 at 6:00 p.m. Visit our project website (<https://engage.albemarle.org/resilient-together>) to get informed about the topics, share your input, and learn about upcoming opportunities to participate. A significant City environmental restoration project is currently in the works. The project involves the restoration of 820 linear feet of Schenks Branch Tributary, a stream in McIntire Park that runs through the Botanical Garden of the Piedmont (BGP). Project status and construction progress updates can be found here: Schenks Branch Tributary Stream Restoration Project. The Community Climate Collaborative (C3) awarded their 2023 Community Changemaker Award to Charlottesville's Climate Program Staff at their second Party for the Planet on October 6. This award is given to local government staff who have made the greatest strides toward climate action in the past year.

- **Utilities** – Director Lauren Hildebrand (she/her)

As a comprehensive utility provider, the Charlottesville Department of Utilities wants to ensure the safety of our community, help protect our customer’s financial information, and provide guidance on maintaining the performance of home plumbing. With the fall outdoor project season here, Utilities reminds everyone to contact Virginia 811 before digging to avoid damaging buried utility lines and prevent hazardous situations. Defending our customers from utility impostors is a top priority for us, and we want to remind everyone that Utility Billing will never call to ask for banking information or credit card information or make open-ended requests – if you are unsure if it is a Utility Billing representative calling you, hang up and call (434) 970-3211 to verify that the Utility Billing Office is trying to contact you. Finally, Utilities reminds everyone never to flush baby wipes, facial wipes, service cleaning wipes, or “flushable” wipes down the toilet – the proper care and maintenance of your home’s sewer service lateral will help prevent costly and harmful sewer blockages. For more information on these topics and all our resources, please visit www.charlottesville.gov/utilities.

- **Social Services** – Director Sue Moffett (she/her)

Meaghan Gordon, MSW on the In-Home Team at DSS, participated in the September 5, 2023, Community Day at Greenstone on 5th. Meaghan's ongoing outreach work is helping DSS build community collaborations to better meet the needs of our neighbors. Should any member of the Charlottesville community need assistance, please contact 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.