



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

1-16-2024

City Manager – Sam Sanders (he/him) – please see City Departments report

Deputy City Manager – Ashley Marshall (she/her) – please see City Departments report

Interim Deputy City Manager – Steven Hicks (he/him) – please see City Departments report

Office of Budget and Management – Director Krisy Hammill (she/her)

No update at this time.

Office of Communications & Public Engagement (CAPE) – Director Afton Schneider (she/her)

- CAPE Director, Afton Schneider, will preview the City Manager Report on WINA radio on the morning of City Council meetings going forward.
- Please join us for an interactive experience at the City Manager Budget Forum on Tuesday, January 23rd from 6 – 8 pm at Carver Recreation Center. There will be stations based on our Strategic Plan Framework staffed by personnel from different departments, conversations, an opportunity for the community to provide feedback on prioritization of funds, light refreshments, and more. Comments and questions can be submitted at the forum and will be addressed on the Budget page of the City website.

Office of Sustainability – Director Kristel Riddervold (she/her)

- The City Water Conservation Program, in collaboration with Albemarle County Service Authority and Rivanna Water & Sewer Authority held their 9th annual Imagine a Day without Water Art Contest. The Art contest received 271 art entries from Charlottesville and Albemarle County youth artistically conveying their actions to save water. Winners were announced from 5 different age categories and a Fan Favorite (with over 2,030 people voting!). Four teachers were also recognized for their support in the art contest and having their students participate. All the art entries provided inspiring actions around how to save water. Congratulations to the award winners and thank you to all the youth participants, teachers, and families that supported the contest. Learn more about the Imagine a Day without Water Art Contest and check out the winners: www.Charlottesville.gov/ArtContest
- Two UVA students have accepted placement with the Office of Sustainability through UVA's Intern Placement Program for the Spring 2024 session. They will be supporting the Composting Program as well as the Energy & Water Management Program
- A FY24 CIP-funded project to convert all Dominion-owned streetlights to more efficient and consistent light-emitting diode (LED) technology will kick off in early 2024. The project will occur over the next several years, stay tuned for more details.

Office of Community Solutions – Director Alex Ikefuna (he/him)

- Grants Management and City Investments Tracking Software – The bid for the acquisition of Grants Management Software has been published to solicit potential service providers. The bid closing is January 24, 2024. The proposed system is designed to assist staff in tracking grants' performance and city investments.
- The City Manager has certified CRHA's U.S. Department of Housing and Urban Development (HUD)-mandated 5 Year Plan as being consistent with the City's five-year Consolidated Housing and Community Development Plan. CRHA will submit the plan to HUD in early spring of 2024 for review and approval. The plan, when approved, would guide CRHA's decision making pertaining to HUD funds.
- OCS is working on the Phase II agreement for the Friendship Court (Kindlewood) development. This phase of the project, second of the four phases would result in 106 units. Phase I, also 106 units is nearing completion.
- All application periods for housing-related activities, including the Housing Operations & Program HOPS and CAHF, for the calendar year 2024-25 have been closed since November 16. A total of 16 HOPS and 6 CAHF applications were received by the Office of Community Solutions Housing team, requesting a total funding of \$3,894,552. It is worth mentioning that approximately \$1.4 million was advertised in the upcoming funding notice for FY2024-2025. The submitted applications are scheduled to be reviewed by the Charlottesville Affordable Housing Fund (CAHF) Advisory Committee on Thursday, January 11, 2024; after which recommendations will be made to the City Council for consideration.
- OCS is finalizing the Affordable Dwelling Unit (ADU) Manual for consideration by the City Council on February 5, 2024. The Manual is designed to align with the ADU provisions in the Zoning Ordinance that was adopted by the City Council in December 2023. The Manual sets forth the guidance, operational procedures, and implementation protocol that will guide the administration of the Affordable Dwelling Unit Ordinance.

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

- The City of Charlottesville's Office of Economic Development is partnering with the Charlottesville Regional Chamber of Commerce to present a series of three events diving deep into the Future of Talent. The series kicked off with Chris Heinz, Carter Myers Automotive Director of People & Associate Experience, sharing "10 Engagement Strategies to Improve Your Workplace" on January 16, 2024. Followed by "Recruitment Viewed from All Perspectives" on February 21 with panelists Allyn Sinderbrand & Lee Townsend with JW Townsend Landscape representing the HR and Business owner viewpoints, along with Frank Squillace with Civil Solutions, Brookes Sims with Virginia Career Works, and Roy Fitch with the Downtown Job Center sharing their viewpoints from the service provider and jobseeker perspectives. The series rounds out on March

20 with Lily Garcia Walton, Chief People Officer and General Counsel of Silverchair, discussing “The Future of Work.” Each event in the series will be held at City Space from 8am – 10am and will include light refreshments.

- In December, the City issued a Request for Proposals for qualified parking operators to manage the daily operations of approximately 1,700 public parking spaces. The responses are being reviewed with a selection expected to be made by the end of the first calendar quarter.

Emergency Management – Coordinator Jeremy Evans (he/him)

No update at this time.

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

- The Office of Human Rights is now fully staffed for the first time since its creation in 2013. Employees occupy the Intake Specialist, Outreach Specialist, Investigator, and Director positions.
- All full-time staff of the Office of Human Rights team are participating in a 32-hour investigator training in January 2024. The goal of training all staff is to ensure continuity of service and skill redundancy within the office, as pertains to the essential function of addressing individual complaints of discrimination.
- The Human Rights Commission hosted a panel discussion with City Attorney Jacob Stroman, outgoing Mayor Lloyd Snook, and incoming Delegate Katrina Callsen on January 4, 2024, regarding the legislative items proposed by the Commission and adopted by Council for its 2024 legislative agenda.
- The Commission will also host a town hall discussion at its regular meeting on January 18, 2024, in support of the work to update the City’s ADA Transition Plan.

Americans with Disability Act (ADA)– ADA Coordinator Paul Rudacille (he/him)

- The City of Charlottesville is pleased to announce significant progress in its ongoing commitment to full accessibility and compliance with the Americans with Disabilities Act (ADA). The next phase of the city's comprehensive ADA transition plan, the building assessment phase, will officially begin on January 15th, 2024.
- During this phase, a qualified contractor will conduct a thorough evaluation of all city-owned and operated facilities to identify and prioritize necessary accessibility improvements. This assessment will provide a detailed roadmap for ensuring inclusivity and equal access for all residents and visitors, regardless of ability.
- To keep the community informed, the Human Rights Commission (HRC) will host a public meeting on January 18th, 2024, at 6:30 PM. During this meeting, the city's ADA

transition plan contractor will present a comprehensive overview of the building assessment phase, followed by an open Q&A session for residents to ask questions and learn more about the project.

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

No update at this time.

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

No update at this time.

Police Civilian Oversight Board – Executive Director Inez Gonzales (she/her)

No update at this time.

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)

- We are working to finalize mailings for Real Estate Tax Relief for the Elderly and Disabled. Those letters will go out in the next week or so, and we will begin accepting applications via mail, online, or in-person on February 1. Deadline to apply is April 1.
 - If you qualified last year, and your last name begins with A-G, you will need to apply again this year. If you qualified last year, and your name begins with H-Z, you merely need to recertify your intention to be in the program again this year. If you were not in the program last year, you will need to apply. Call 434-970-3160 with questions.
- Business Tangible Personal Property filings are due by January 31st. You can file by mail or online.
- Business license renewals are due by March 1. You may file and pay by mail or online. Mail must be postmarked by March 1 to be considered timely.

Finance Office – Director Chris Cullinan (he/him)

- Utility Billing Office - The state's Low Income Water Assistance Program (LIWAP) has come to an end as all funds have been expended. 142 Charlottesville water and sewer customers received a total of \$83,400 of assistance; an average of \$587 per customer.
- Real Estate Assessor's Office - The annual reassessment is nearing completion with assessment notices going to property owners at the end of January.
- Risk Management - ARPA funds have been used to update and replace Automated External Defibrillators (AEDs) in City-owned buildings and facilities. The AEDs were recently purchased and will be rolled out in the coming months.

Treasurer's Office - Treasurer Jason Vandever (he/him)

No update at this time.

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.