



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

4-1-2024

City Manager – Sam Sanders (he/him)

- The schedule of Rivanna Spring Special Collection Days:
 - Electronic Waste - April 20
 - Household Hazardous Waste - April 26 and 27
 - Furniture/Mattresses - May 4
 - Appliances - May 11
 - Tires - May 18
- Congratulations to the following individuals who were appointed to serve on the Parks and Recreation Advisory Board:
 - Kent Merritt
 - Mark Denison
 - Jenny Taylor
 - Jeff McDonald
 - Jeanette Abi-Nader
- Recorded a Rental Relief Information video with Commissioner of Revenue Todd Divers; this piece will be shared across multiple mediums in support of our efforts to connect eligible applicants to this relief program.
- James Freas and I met with CRHA leadership and representatives from EJP Consulting Group for preliminary planning of CRHA's application to HUD for the Choice Neighborhoods Program for an implementation grant.
- Participated in a WINA Radio Interview with Jay Hart that aired last weekend.
- Held a Press Conference on Wednesday, March 6th to review the City Manager's Proposed FY25 Budget.
- Announced the appointment of James Freas as the new Deputy City Manager for Operations effective Monday, March 25th. James will continue to serve as the Director of Neighborhood Development Services until that role is filled.

Deputy City Manager for Administration – Eden Ratliff (he/him)

- Recently attended a meeting with County finance staff and the SPCA's new executive director to discuss funding and future operations of our animal shelter. The next meeting is scheduled for April.
- Reviewing internal documents relating to proposed upgrades to our enterprise resource management which is currently SAP.
- Reviewing recent inquiries by Council on the establishment of a finance committee as identified in City code.
- Reconvened an internal workgroup on the pursuit of asset management software to meet the needs of City operations.

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

- We are launching the City of Charlottesville’s website refresh on Wednesday, April 17th. The refresh will consist of updated colors, fonts, and photos that follow our new brand guidelines as well as better accessibility to information.
- The CAPE Director will continue to preview the City Manager’s report as well as highlight hot topics of the City Council agenda on the morning of City Council meetings on WINA radio.
- Don’t forget to catch our new Public Affairs TV show, Inside Charlottesville, on local channel 10. The show will include updates from the City Manager, Police Chief and Fire Chief, various City departments, new hires, events, and more.
- Be on the look out for the launch of our community newsletter in the coming months. Any feedback on content you’d like to see included can be sent to media@charlottesville.gov. We will provide a subscription link closer to the launch date to sign up to receive the newsletter.

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

- The Resilient Together project, a collaborative planning effort by the City, Albemarle County, and UVA, held a series of staff workshops (with over 80 participants) to build a shared understanding of local climate change impacts so that climate resilience strategies are responsive to local needs.
- Fix A Leak Week (March 18-24) – a national campaign put on by the Environmental Protection Agency focused on finding and fixing water leaks in homes and businesses – was sponsored locally by the Charlottesville Water Conservation Program along with ASCA and RWSA.
- The City’s Climate Program Manager delivered a lunch-and-learn presentation “Charlottesville: Acting on Climate Together” on March 20 at UVA. The event was well-attended by students, staff and faculty.
- Supported EPA Region III Administrator Adam Ortiz’s visit to Charlottesville (March 19 & 20) with both a visit to the CHS urban garden and a 1-1 conversation between the Administrator and the Director of the Office of Sustainability.
- We are kicking off a Community Read in collaboration with Albemarle County’s Office of Equity and Inclusion and a variety of local non-profit partners. The selected book is All We Can Save, which is a collection of essays by women who are leaders in the climate movement. This activity is focused on celebrating both National Women’s Month and Earth Month. More info can be found at [here](#).
- Rain Barrel Workshop: The City, along with the Rivanna Stormwater Education Partnership and James River Association, are holding a Rain Barrel Workshop at Starr Hill Downtown at the Dairy Market on April 30 at 6 pm. Rain Barrel Workshop registration is available through [James River Association](#).

- Citywide Streetlight Conversion Project: We are submitting the first set of work orders to Dominion Energy to upgrade streetlights to LED. This first set will be upgrading streetlights along Rt 250 Bypass from Emmet Street to River Road and is anticipated to start this summer.

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

- Citywide Grants Inventory Report: The Office of Community Solutions (OCS) staff presented the report to the City Council on March 18, 2024. The report did not include data from Transit and Social Services Departments. However, OCS is working with these two departments to integrate their grant information in the final update in June 2024.
- The 2024 – 2025 CDBG/HOME Funds Application period has closed. CDBG Taskforce is currently reviewing the applications and will make recommendations to the City Council. A total of 17 applications were received: 2 for economic development (\$115,000), 6 for social programs (\$272,000), 1 for public facilities and infrastructure improvements (\$250,000), 5 for affordable housing (408,000), and 3 for HOME Investment Partnerships Program (\$179,000).
- Pollocks Branch Trail Bridge at Jordon Park. OCS has partnered with Parks and Recreation Department to construct a Trail Bridge at Jordon Park. The final contract has been completed and undergoing necessary approvals. The benefits of the project include the construction of a bicycle and pedestrian ADA accessible bridge to connect Jordon Park to the developing Moores Creek trail between Avon Street and 5th Street. This project is funded with \$171,655.34 in CDBG fund.
- The Charlottesville Affordable Housing Fund (CAHF) Advisory Committee: The recommendations for CAHF and HOPS awards were presented to the City Council for consideration and approval on March 18. A total of 17 applications were received for HOPS and 6 for CAHF; of there, 4 agencies were approved for CAHF funding and 8 for HOPS.
- Affordable Dwelling Unit (ADU) Manual: OCS is working with NDS to integrate the ADU provisions into the citywide development review process. The Manual sets forth the guidance, operational procedures, and implementation protocol that will guide the administration of the Affordable Dwelling Unit Ordinance that was adopted by the City Council on December 18, 2023. The ADU Manual along with the Development Code/ADU Ordinance became effective on February 19, 2024.
- Grants Management and City Investments Tracking Software – OCS and Procurement Office have completed negotiation with the short-listed bidders and selected the final contractor to provide the service. Contract terms have been approved by Neighborly software company. Final contract review by the city in progress. Contract agreement is being finalized. The proposed system is designed to assist staff in tracking grants' performance and city investments in affordable housing.

- Friendship Court/Kindlewood: Phase 2 funding agreement (Ordinance) is still being worked out with the PHA attorneys.
- Park Street Christian Church (f/k/a Park Street Senior Apartments, 1200 Park Street): This is an infill, 100% affordable housing development for seniors ages 55 and over, and individuals with disabilities. Piedmont Housing Alliance (PHA) is the developer and has been awarded \$4.065 million by the Virginia Department of Housing and Community Development (DHCD). On March 5, 2024, the City Council approved a resolution of financial support in the amount of up to \$2,250,000 in CIP funds.
- 501 A and B Cherry Avenue: On March 5, 2024, OCS staff presented, and the City Council approved financial support resolution committing up to \$3,150,000 in CIP fund to subsidize the project which in turn will create approximately 69 newly constructed affordable housing units in the City of Charlottesville, as well as designated the site as a Revitalization Area in accordance with State of Virginia law. This project has been awarded \$6.8 million by the Virginia Department of Housing and Community Development (DHCD).
- South First Street, Phase 2: OCS coordinated a letter of financial support with the City Manager to enable CRHA and its developer partner to meet the requirements of their financing closing for the project. When completed, this phase of the project would result in affordable 113 units.
- Property Acquisition SOP: OCS is working on Standard Operating Procedures (SOP) for citywide property acquisition process. The draft has been completed and distributed to city departments for review and comments. The SOP will be finalized by June 2024.

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

- The Office of Human Rights has been collaborating with other City offices, Albemarle County offices, and community organizations such as the Cville National Organization for Women to host a Community Read and panel discussion of All We Can Save in celebration of Women’s History Month and Earth Month. Copies of the book are available to the public for free at any JMRL location and some Little Free Libraries in the City and County. The panel discussion and resource fair will be held on 4/21 from 1pm—3pm at the JMRL Central library, and you can register [here](#).
- The 2023 Calendar Year Human Rights Commission and Office of Human Rights Annual Report is complete and published on the Annual Reports subpage on the Human Rights page on the City website [here](#).
- The Human Rights Commission held its Annual Planning Meeting on March 9, 2024, during which Commissioners decided that housing-related issues would remain the central focus of their work. Commissioners will finalize their annual workplan at their work session on April 4, 2024.

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

- The Treasurer's Office is continuing to prepare for 1st half 2024 real estate and personal property billing, compiling data and preparing test files. Additionally, we are preparing for the reopening of the City Hall lobby, hopefully sometime in May.