



# **City Manager's Report**

*Offices of the City Manager  
Elected & Appointed Officials*

12-4-2023

## City Manager – Sam Sanders (he/him)

- **Recap of the 11/20 Work Session – City Manager’s Work Plan Update**
  - The 1<sup>st</sup> Quarter Update to the City Manager’s Work Plan is posted on the City Management page of the website under *Initiatives*.
  - There you will be able to see a progressive update of the ongoing efforts to meet the expectations established between Council and the City Manager for the current fiscal year.
  - Included in the presentation was the following announcements:
    - An Office of Sustainability is being formed as a standalone office and will continue to focus on climate action and sustainability; this change provides a designation of priority for climate action and elevates its focus to work across the entire city organization as an extension of the city manager; Kristel Riddervold will lead this office as an official member of the LEADTeam.
    - An Office of Emergency Management is being formed as a standalone office and will focus on emergency readiness and preparedness for all hazards the city may face at any given time; this is to serve as an extension of the city manager who by state code has the obligation serve as the Director of Emergency Management; the Emergency Management Coordinator. Jeremy Evans will lead this office as an official member of the LEADTeam and will serve as Incident Command on all city emergencies.
    - The Office of Equity and Inclusion is being retitled the Office of Social Equity in conjunction with the retitling of the Deputy City Manager for Racial Equity, Diversity and Inclusion who is now referred to as the Deputy City Manager for Social Equity.
      - Ashley Marshall continues in this capacity with the responsibility for implementing Council’s Commitment to Justice, Equity, Diversity, and Inclusion which is part of the new 5-year Strategic Plan.
      - The DCM Portfolio is now focused on Human Needs & Justice with DCM Marshall having oversight of the departments of Human Services, Social Services, and Parks and Recreation, the Office of Human Rights, the Office of Social Equity, the Police Civilian Oversight Board, and the Office of Sustainability.
      - Justice, Equity, Diversity, and Inclusion form the pillars of this operational framework which is intended to prioritize this work across the entire organization. There will be much more to come in the weeks ahead to further define the work.
- Deputy City Manager for Administration interviews scheduled for Friday, December 1<sup>st</sup>.

## **Deputy City Manager – Ashley Marshall (she/her)**

- **HUMAN RIGHTS CAMPAIGN 2023 NATIONAL MUNICIPAL EQUITY INDEX**
  - The Office of Social Equity is delighted to announce that in the 2023 Human Rights Campaign national Municipal Equity Index the City increased its score 25% to a near perfect 99 of 100 points achieved. The MEI examines how inclusive municipal laws, policies, and services are of LGBTQ+ people who live and work there. Cities are rated based on non-discrimination laws, the municipality as an employer, municipal services, law enforcement and leadership on LGBTQ+ equality. More information on the index can be found at: <https://www.hrc.org/resources/municipal-equality-index>
- **ELECTRIC VEHICLE INFRASTRUCTURE GRANT PROGRAM OPEN**
  - The Office of Sustainability would like to remind the community that they have refreshed and relaunched their Electric Vehicle (EV) Infrastructure Grant program. This program supports the installation of publicly accessible EV Charging Stations on private property near commercial, retail, or cultural activities. Learn more about the program here: <https://www.charlottesville.gov/1717/EV-Charging-Infrastructure-Grant>
- **WELCOME OHR INVESTIGATOR-IN-TRAINING**
  - To continue the great social equity work that the Office of Human Rights is doing the City Manager’s Office is delighted to also welcome Chyelle Pitts-Chatman as the OHR Investigator-in-Training.
- **SYSTEMIC RACISM DISCUSSION**
  - The DCM for Social Equity and the Executive Director of the Police Civilian Oversight Board participated in a virtual discussion held by the White Feather Historical and Educational Project of Trinity Episcopal Church focused on Systemic Inequality.

## **Interim Deputy City Manager – Steven Hicks (he/him)**

- Leaf Collection - Leaf collection service continues and will be completed February 24, 2024. The second of three scheduled collection cycles will begin on December 4<sup>th</sup> for curbside loose leaf service zones. As a reminder a leaf drop-off location is available Saturdays, 10am-3pm during Leaf Season for City Residents to utilize as well. Location is 1505 Avon Street Extended. We appreciate your patience as our staff works through the heavy leaf fall volume. Schedule and additional information can be found at [www.charlottesville.gov/leaves](http://www.charlottesville.gov/leaves)
- Inclement Weather Planning - Public Works and the Department of Utilities had a planning meeting November 21<sup>st</sup> and performed practice runs for staff to become familiar with the City streets and designated snow routes in preparation for inclement weather events as part of our annual "Dry-Run" event. They are testing/inspecting equipment, and restocking salt and chemical inventory as part of their preparation.

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

- A draft of the 5-year CIP plan has been released and was discussed with the Planning Commission on November 28th. A joint public hearing with both the Planning Commission and Council on the draft will be held on January 9th. The draft can be viewed using the online CIP Budget book can be found on the Budget Office webpage at [www.charlottesville.gov/budget](http://www.charlottesville.gov/budget).

### **Office of Communications and Public Engagement – Director Afton Schneider (she/her)**

- Last month (November) we celebrated David Dillehunt’s 25-year anniversary with Charlottesville Public Access television stations. Thank you for your service, David!
- Thank you to everyone who helped us make the Grand Illumination possible this year and to everyone who attended last Friday. Our team worked tirelessly for months to execute a successful, family friendly, and fun event. And a special thank you to our community sponsors: University of Virginia Community Credit Union, Ting, and Dominion Energy.
- Please join us for an interactive experience at the City Manager Budget Forum on Thursday, January 11<sup>th</sup> from 6 – 8 pm at Carver Recreation Center. There will be presentations from different departments, conversations, an opportunity for the community to provide feedback on prioritization of funds, light refreshments, and more.

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

- The Water Conservation Program, Albemarle County Service Authority, and Rivanna Water & Sewer Authority held their annual Imagine a Day without Art Contest, asking youth to tell us their action to save water. The window to submit artwork has closed but you can help select the fan favorite and vote by December 6th. All the winners will be announced next week on December 13th. Find out more at [www.Charlottesville.gov/ArtContest](http://www.Charlottesville.gov/ArtContest).
- We have recently refreshed and relaunched the Electric Vehicle (EV) Infrastructure Grant program. This program supports the installation of publicly accessible EV Charging Stations on private property near commercial, retail, or cultural activities. Learn more about the program here: <https://www.charlottesville.gov/1717/EV-Charging-Infrastructure-Grant>
- The Resilient Together project team hosted a virtual Open House on Thursday, November 16. It was an interactive event designed to inform attendees about the climate vulnerabilities our area faces and gather feedback and ideas about how we can work together as a community to build resilience and adapt to the changing climate. Over 75 people registered for the event. More information about the project can be found here: <https://engage.albemarle.org/resilient-together>.
- Recently, Albemarle County was notified that it was selected for a \$460,459 award through the EPA’s Environmental Justice Government-to-Government Program. The City

is a key partner to the grant proposal which is intended to support a significant community engagement component of the Resilient Together project.

- A partnership project between Cultivate Charlottesville and the City has recently been notified of a \$180,000 Partners for Places grant to support work at the intersection of food and climate justice, funding a collaborative partnership that will increase sustainable urban agriculture space on public land in a way that enhances climate protections and prioritizes grassroots community leadership. Critical required 1:1 financial match is being provided by the Charlottesville Area Community Foundation and the Hartfield Foundation.

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

- We hired a new Grants Analyst, Alan Peura, who began his position on November 1, 2023.
- All application periods for housing-related activities, including the Housing Operations Program Support (HOPS) and Charlottesville Affordable Housing Fund (CAHF), for the calendar year 2023 have been closed since November 16. A total of 16 HOPS and 6 CAHF applications were received by the authorities, requesting a total funding of \$3,894,552. Approximately \$1.4 million was advertised in the upcoming funding notice for FY2024-2025. The OCS staff will now prepare all received applications/packets for CAHF/HOPS committee review.

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

- We launched the Ready To Work pilot in July 2023. It has since grown from 6 participating city businesses and 3 community workforce partners to 10 city businesses and 5 community workforce partners. Over 30 jobseekers, ranging from age 18 to 55, those working on their GED's to those having Bachelors' degrees and industry credentials, have reached out to learn more about the soft skills certification and guaranteed interview program. 80% of those enrolled have either completed the program or are in the process of finishing. Feedback from both jobseekers and employers has been favorable. The program includes career assessment, resume and cover letter assistance, and interview preparation to support jobseekers in their goal to secure not just a job, but a career with a city employer who offers a competitive salary, benefits and career advancement opportunities. As the pilot continues to be evaluated and data collected is analyzed, additional jobseeker supports such as Understanding Your Compensation Package, Salary Negotiation and other employment assistance and educational programs will be offered as elective supplemental services. The Office of Economic Development and the Charlottesville Regional Chamber of Commerce are partnering together to present a series of three events diving deep into the Future of Talent. The series kicks 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.

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

No update at this time.

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

- We hired Chyelle Pitts-Chatman for the position of Investigator (in training). Chyelle will start work on December 11, 2023.
- The Human Rights Commission currently has one vacant unexpired term and three terms that will expire on February 28, 2024. When considering applicants, 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 expectations for Commissioner service.
- In November 2023, the Human Rights Commission and Office of Human Rights completed ten years of service to the Charlottesville community. Staff will draft a proclamation for Council’s consideration and potential reading at a future Council meeting.

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

- Right of Way and Public Transit Stations Review (ADA Transition Plan): Completed a comprehensive review of Right of Way and all public transit stations in the city. Identified and prioritized accessibility improvements to enhance pedestrian pathways and public transportation facilities.
- Parks Accessibility Assessment (ADA Transition Plan): Our contractor is currently conducting assessments of all city parks to identify and address accessibility barriers. Prioritizing strategies for removal based on assessment outcomes to ensure inclusive park environments.
- Ongoing Review of Policies and Procedures (ADA Transition Plan): Continuing the review of all internal policies and procedures to align with ADA requirements. Initial focus on the police department; the review process is expanding to encompass all city departments.

- The City of Charlottesville’s ADA Coordinator can be reached by email at [ada@charlottesville.gov](mailto: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)**

No update at this time.

- 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](mailto: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)**

No update at this time.

- The City of Charlottesville Downtown Job Center is 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)**

- Accepted invitation to participate in a discussion (via Zoom) on Systemic Inequity and how it can be overcome, sponsored by the White Feather Historical and Educational Project of Trinity Episcopal Church.
- Collaborated with Tony Rice II of Sivilco.com to explore potential improvements to the citizen complaint portal and for the creation of an “investigator’s toolkit” that can be utilized by oversight investigators across the country.
- Conducted weekly meetings with the PCOB Chair and Vice-Chair to discuss oversight priorities, identify agenda topics for our monthly meetings, create a draft audit policy, and discuss proposed changes to our city ordinance (Police Civilian Oversight Board) and Standard Operating Procedures.
- Organized and attended monthly PCOB meeting, prepared and posted the agenda and minutes, coordinated with the Sam Heath of Equal Justice USA for his presentation to the Board. Participated in WIIFM Workshop (Microsoft Teams Pt. 2). Met with City Attorney’s Office staff to discuss the status of a draft Standard Operating Procedure that would specify how the Charlottesville Police Department shares information with the PCOB necessary to effectively perform its duties in compliance with Charlottesville City Ordinance, Chapter 2, Article XVI, Police Civilian Oversight Board. Discussed proposed

changes to current city ordinance (Chapter 2, Article XVI). Participated in Charlottesville Area Justice Coalition meetings. Discussions centered on the Albemarle County Jail Renovations and In-custody deaths. Attended the 29th Annual NACOLE Conference in Chicago, Illinois.

**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)**

- With personal property taxes due on December 5th, this is a reminder that the Commissioner of the Revenue has staff available at CitySpace for walk-in service. Due to space limitations, we strongly encourage taxpayers with assessment issues to contact us by phone or email as a first resort. Phone is 434-970-3160. Email is [citycor@charlottesville.gov](mailto:citycor@charlottesville.gov)

**Finance Office – Director Chris Cullinan (he/him)**

- Procurement - We have partnered with OpenGov and are excited to announce our transition from a solely paper-based competitive procurement process to a fully automated web-based electronic bidding system. We look forward to implementing the platform to streamline the process, strengthen communication, and provide easy access to information and status updates for end users.

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

- The Treasurer's Office is diligently preparing for the real estate and personal property tax deadline on December 5th. We are also working with Facilities Development on the first floor construction project in City Hall.

**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.