



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

3-5-2024

City Manager – Sam Sanders (he/him)

- Met with our financial representatives with PFM to discuss the possibility of the City leveraging new tax credit opportunities to support our climate action work. There's additional research and evaluation to be done that will include working with our Office of Sustainability.
- Met with the director of the Friends of Downtown Charlottesville to discuss programming ideas to support the downtown mall being an engaging place for everyone.
- We are holding a press conference tomorrow (March 6th) on the proposed budget to Council.
- Had the City/County/UVA check-in to discuss budget highlights and prepare for the March Town and Gown meeting.
- Met with UVA Community Engagement Agency, a student group, who wants to work on the student impact and experience in the City. We discussed how to work together and I'll be following up with Mayor Wade to discuss potential next steps.
- Welcomed participants to Charlottesville from the International Visitor Leadership Program, part of local non-profit Presidential Precinct's partnership with the U.S. Department of State. More details under the CAPE section.

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

- I have enjoyed settling into my role as the Deputy City Manager for Administration this past month. Everyone has been very welcoming and helpful, and I am incredibly grateful to be part of this team.
- Collective bargaining is a new concept to the city and has many implications for both cost of the work force as well as management of the work force. I helped conduct a brief collective bargaining training for City Council as the City prepares to move to a unionized workforce in FY25 with fire, police, and transit unionizing.
- Congratulations to the Budget and Performance Management Team for putting together a very challenging, but balanced, FY25 budget for Council review. Assembly of the budget is always challenging with competing priorities made more complex with changes in the workforce.

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

- Be on the lookout for our new monthly public affairs show, *Inside Charlottesville*, which will premiere in March on Charlottesville TV10, Comcast Cable in the City and surrounding counties. It will air every Monday and Wednesday at 7:00 pm and every Tuesday and Thursday at 9:00 am. It will include a brief update from our City Manager as well as roundtable discussions with City employees. Our goal is to keep you informed!

- We had the honor of hosting guests from the Indo-Pacific and South and Central Asia participating in local non-profit Presidential Precinct's in partnership with the U.S. Department of State's International Visitor Leadership Program last week for a roundtable discussion with Police Chief Kochis and Sheriff Brown regarding the U.S. electoral process and policing in political rallies and protests.

Commissioner of the Revenue – Director Todd Divers (he/him)

- Business License renewals were due on March 1st. Any businesses who have not filed by that date should do so as soon as possible to avoid a statutory assessment and potential accumulated interest. Renewals can be filed and paid online by visiting: www.charlottesville.gov/1488/Online-Business-Tax-Portal
- Applications for Real Estate Tax Relief for the Elderly or Disabled are being accepted through April 1st. We are also taking applications for Rental Relief for the Elderly or Disabled from March 1st through May 1st. Contact the Commissioner of the Revenue's Office for details and more information: 434-970-3160 or citycor@charlottesville.gov

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

- Recently relocated our offices to 700 E Jefferson.
- Joined Piedmont Dark Skies chapter's February meeting to share an update of how the new Zoning Ordinance addresses outdoor lighting (with a specific intent of limiting the environmental impacts associated with artificial lighting, minimize artificial sky glow, and glare) and an update on the LED Streetlight Conversion Project.
- Joined the UVA Office for Sustainability's retreat to provide overview of our newly established Office of Sustainability and share about some of the projects and initiatives we are working on.
- Held several meetings & conversations with C3 about CAT's alternative Fuels Feasibility Study and the Gas Utility's Decarbonization Study.
- Meet regularly with LEAP regarding the Climate Program Support Agreement and the upcoming plans for Solarize 2024.
- Coordinating with local partners on the upcoming Fix A Leak education campaign as well as the Rivanna RiverFest.

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

- Citywide Grants Inventory Report is slated to be presented to the City Council on March 18, 2024. The Grants Inventory Report is intended to provide an overview of all grants managed, administered, and implemented by the City of Charlottesville across all city

offices, departments, and programs, as well as the most pertinent information and the status of grants received and currently administered by city government.

- Grant Monitoring tool has been developed and will be provided to City Manager for final review prior to implementation. This will be used to monitor all grants funded by the city to ensure that recipients are complying with applicable requirements and scope of work.
- The 2024 – 2025 CDBG/HOME Funds Application period has closed. CDBG Taskforce is preparing to review the applications and make recommendation to the City Council.
- The Charlottesville Affordable Housing Fund (CAHF) Advisory Committee has completed the review of all the submitted applications for Housing Operations & Program HOPS and CAHF fund. The Committee's recommendations are being prepared for consideration by the City Council on March 18, 2024. A total of 17 applications were received for HOPS and 6 for CAHF.
- Affordable Dwelling Unit (ADU) Manual: On February 5, 2024, OCS staff presented, and the City Council approved the Affordable Dwelling Unit (ADU) Manual. 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 – The bid for the acquisition of Grants Management Software closed on January 24, 2024. Proposals were received from eight vendors. OCS has completed the review of all the eight. The Office of Procurement and OCS staff are currently negotiating with short-listed bidders to determine the final contractor to provide the service. The proposed system is designed to assist staff in tracking grants' performance and city investments.
- Inventory of City Agreements: OCS is compiling the inventory of city agreements. A draft has been sent to all the city departments for review and comment regarding completeness and accuracy. Comments are due back to OCS by March 15, 2024. The final draft of the Inventory of Agreement Report will be provided to the City Manager for review. This process is designed to centralize city agreements and bring a measure of order and efficiency in managing city agreements.
- Lease Agreements: OCS is preparing the following lease agreements with the following agencies: International Rescue Committee (IRC), Cultivate Charlottesville, City of Promise, Local Energy Alliance Program (LEAP), and a property located at 532 Caroline Avenue. The final agreements will be presented to the City Council for approval, if necessary.
- Pollocks Branch Pedestrian Bridge: Staff is coordinating the approval of temporary construction easement with adjacent property owner. Once the agreement is signed by the property owner, the bid documents will be finalized for Parks and Rec Department to begin procurement process.

- Friendship Court/Kindlewood: Phase 1 is substantially completed and being occupied at this time (62 units). Public Utilities Department and OCS staff are working with PHA to ensure compliance with the infrastructure items. Phase 2 funding agreement is completed, and the agreement (Ordinance) is tentatively scheduled for consideration by the City Council on March 18th; pending PHA attorneys providing information/revised language. Phase 2 includes 104 affordable units with spectrum of affordability from below 30% AMI up to 80% AMI. Construction is expected to start in late spring of 2024.
- 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 would be applying for Low Income Housing Tax Credit (LIHTC) in March of 2024 to finance the project. The City Council will be asked to act on a resolution of financial support in the amount of \$2,250,000 in CIP funds on March 5, 2024. This support would enhance the competitiveness of the LIHTC application.
- 501 A and B Cherry Avenue: OCS staff is working with PHA and its partners who are proposing to submit a Low-Income Housing tax Credit application to the state for this project in March of 2024. In support of this LIHTC application, the city is committing up to \$3,150,000 to subsidize the project which in turn will create approximately 69 newly constructed affordable housing units in the City of Charlottesville. On March 5, 2024, the City Council will consider approval of the financial support resolution as well as the designation of the site as a Revitalization Area in accordance with State of Virginia law.
- South First Street, Phase 2: Staff is working on funding agreement for the Phase 2 of the South First Street. Phase 1 (62 units), is completed, occupied, and currently being closed out. On February 20, 2024, the City Council approved additional \$3 million in CIP fund to support the development of the project, bringing the city's commitment to \$6 million. Phase 2 includes 113 units.
- Property Acquisition SOP: OCS is working on Standard Operating Procedures (SOP) for citywide property acquisition process. This will provide a uniform and efficient system for property acquisition. Once a draft is completed, Department Directors will be provided opportunity to review the draft and provide comments.
- Housing Equity and Anti-Displacement Toolkit (HEAT): OCS staff initiated the anti-displacement strategy, targeting core neighborhoods like Fifeville, Rose Hill and 10th/Page—just to name a few. Staff is now crafting initiatives, including Land Banks and Tax Abatement/Performance Grants, to bolster affordable housing in sync with the Affordable Housing Plan and the new Affordable Dwelling Unit Program, as part of recent inclusionary/ zoning reforms.

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

- Recently, the Office of Economic Development presented New Hill Development Corporation a \$500,000 check as part of the city's commitment to the new BEACON shared-use commercial kitchen project. The project, known as the Black Entrepreneurial Advancement and Community Opportunity Network (BEACON), will have 16 workstations available in addition to freezers and dry storage space when complete. Construction is underway at the Carlton Road facility with a late 2024 opening planned.
- The Office of Economic Development is pleased to share that Keith Groomes Jr. has joined the OED team as the Entrepreneurship Program Specialist. In this role Keith will help support the City's vibrant entrepreneur ecosystem and facilitate opportunities for more inclusive and diverse growth within Charlottesville's small business community. Keith will proactively engage with entrepreneurs and small business owners to help ensure they are aware of programs offered through the Office of Economic Development and its partner organizations. His firsthand experience as an entrepreneur who has been able to benefit from many of the programs that are available, will allow Keith to share with local entrepreneurs in a unique way.

Office of Social Equity – DCM Ashley Marshall (she/her)

- Go Cook's new classes began Monday February 5th. Class is held daily from 9am to 1:30pm. GO Cook is sponsored by the Office of Economic Development. GO Cook also partners with the Downtown Job Center, the Albemarle Career Center and the Albemarle Charlottesville Regional Jail.
- The Downtown Job Center's Roy Fitch served as a panelist for the Office of Economic Development Future of Talent discussion held at City Space on Wednesday February 21st from 8am to 10am. This event was co-sponsored by the Charlottesville Chamber of Commerce.
- The Downtown Job Center welcomes Kiana Vaughn-Randolph as the newly hired Job Center Engagement Representative. Her start date is Monday February 26th; we are very excited to have her here!

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

- The Office of Human Rights Intake & Administrative Specialist and Investigator (In Training) are enrolled in an upcoming 32-hour training through the Equal Employment Opportunity Commission Training Institute on Intake Counseling. This is part of our ongoing effort to maximize team capacity and diversify skillsets across positions.
- The Human Rights Commission is accepting input from the community through a public, online survey. The survey results will be considered by the Commission during its annual

planning meeting on March 9, 2024, when making decisions about focus areas, goals, and a workplan for March 2024 through February 2025.

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

- Recently the Treasurer's Office has completed several state-mandated responsibilities that occur on a calendar year basis such as Dog License applications and updates, submitted our State Budget request to the Compensation Board, annual performance evaluations for staff, and wrapping up reporting and filing requirements for state income and estimated tax payments. We are also preparing for tax billing testing, which will begin in March.

Finance Office – Director Chris Cullinan (he/him)

- The kickoff meeting for upgrading SAP (the City's financial management system) will be on March 6 including Finance staff, key stakeholders from other City departments, and representatives from the implementation consultant MOURI Tech.
- Real Estate Assessor's Office - The reassessment appeal period ends on February 29th. To date, formal appeals, and contacts in general, have been lighter than usual. As of this email, we've received 40 appeal applications. There is still a week to go, and the last week is generally the busiest. Last year, which was an anomaly, in the end we had 345 appeals. On average the previous four years we averaged 158.

Budget Office – Director Krisy Hammill (she/her)

- City Manager's FY 2025 budget will be released on March 5th. Please be sure to check out the Budget Office web page to view the online budget book and for more information and opportunities to engage with Council and to provide input for the Adopted Budget.