



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

7-1-2024

City Manager – Sam Sanders (he/him)

- Attended the Office of Sustainability's Half Birthday Celebration for City employees. We celebrated 6 months of having an official Office of Sustainability, learned about their current efforts, and gave feedback on sustainability knowledge and our needs.
- Met with representatives from the City's financial team at PFM to review the City's credit standing.
- Attended the CHO board meeting on June 4th. We looked at facility needs to better support our flying public.
- Attended both Rivanna Authority meetings on June 25th.
- Attended the Quarterly Emergency Management Roundtable on June 26th to ensure the City is prepared for all-hazards emergency response.

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

- Continuing internal staffing and procedures in the launch of the City's co-responder model, ANCHOR.
- Overseeing culture assessment of the City Attorney's office.
- Reviewing the philosophy of HR administration across the City.

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

- Don't forget to catch our new Public Affairs TV show, Inside Charlottesville, on local channel 10. The show will include monthly updates from the City Manager, Police Chief and Fire Chief, various City departments, new hires, events, and more. The next episode premieres this Friday, July 5th.
- We are hosting a ribbon cutting for Blue Ridge Area Food Bank on Thursday, July 11th to celebrate the culmination of the Food Bank's 'Cold Storage Expansion 2024' project.

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

- Bridge for Connectivity over Pollocks Branch Creek at CRHA on First Street: OCS, working with Parks & Recreation, submitted a grant application to the VA Department of Conservation & Recreation requesting \$350,000 to fund the construction of a trail bridge over the Pollocks Branch creek that would connect the Pollocks Branch Trail at 1st Street South at the CRHA community with

Rockland Avenue across the creek. Staff is expecting notification from the funding source on the status of the grant application.

- The 2024–2025 CDBG/HOME Annual Action Plan: The program year 2024-25 (PY24) Annual Action Plan has been approved locally by both City Council and the Board of the TJPDC and is in the process of being submitted to HUD for final approval. Funding Agreements for the City's approved CDBG and HOME are currently being developed and have a period of performance that runs from July 1, 2024, through June 30, 2025.
- Blue Ridge Area Food Bank (BRAFB): Construction of the new, expanded CDBG-funded commercial cooler and the associated extension of the existing exterior roofline to cover both the existing freezer unit and the new cooler, as well as the staff/volunteer work area, is proceeding as anticipated. While no final date for completion of construction has been set yet, it is hoped that the project will be completed early Summer of 2024 and acknowledged with a ribbon cutting celebration through the Office of Communications and Public Engagement.
- Pollocks Branch Trail Bridge at Jordon Park: An update from the Parks & Rec project manager indicates that construction of the new CDBG-funded trail bridge connecting Jordan Park to the developing Moores Creek trail between Avon Street and 5th Street has commenced and is proceeding as anticipated. The contractor estimates they may complete their portion of construction as soon as Friday, June 21, after which Parks & Rec staff will complete the project with the installation of decking, handrails and associated final items. It is possible that a ribbon cutting celebration of some kind will be planned through the Office of Communications and Public Engagement.
- ADA Accessibility Enhancements Program at Johnson Elementary School Playground: City Council approved CDBG funding for Public Works on June 17 for a series of ADA enhancements at Johnson Elementary. No anticipated final date has been identified yet for the completion of this project, but Public Works hope to be completed mid-to-late July of 2024.
- BEACON Commercial Kitchen: Construction for the CDBG-funded portions of New Hill Development Corporation's BEACON Commercial Kitchen project at 221 Carlton Road have been completed. Construction of the overall project continues, and an estimated date of completion has yet been reported but is anticipated for early Fall of 2024.
- Citywide Agreements Inventory Report: The Grants Inventory Report Volume II is slated to be released in July 2024.
- Friendship Court/Kindlewood, Phase 2: The Funding agreement for Phase 2 of the project has been approved by City Council. This phase of the project would create 104 affordable units. There are four phases in the project. The City Council has approved a total of \$5.750 million in the City Capital Improvements Plan to support infrastructure development and Friendship Court/Kindlewood

redevelopment of Phase 2. Staff will begin working on the funding agreement for Phase 3.

- City Leases: Staff has scheduled City Council approval of the IRC lease agreement for July 1st and is working on three additional lease agreements for approval by City Council.
- The Charlottesville Affordable Housing Fund (CAHF)/Housing Operation Program Support (HOPS): Completed the grant agreements for CAHF funding and HOPS. The agreements are currently being signed by agencies approved for funding. OCS is gearing up for application release this fall for FY25 CAHF and FY26 HOPS. HOPS will be timed to be released at the same times as VCF. CAHF will run on a separate timeline. We are tentative for September release for HOPS and October release for CAHF. OCS is preparing the NOFA for late summer release.
- Housing Equity and Anti-Displacement Toolkit (HEAT): Next week, OCS staff will review the draft of the Real Estate Tax Abatement Performance Grant Program, following preliminary public engagement meetings and discussions with Richmond City staff. Currently, the final drafts of the Land Bank Program/Ordinance and Tax Abatement/Performance Grants framework are under internal review. In May, OCS staff engaged with Fifeville's Anti-Displacement workgroup, and meetings with Meadows Neighborhood members are scheduled for June to discuss housing equity and the Anti-Displacement Toolkit. Updates to the City's HEAT and ADU information page are planned for mid-July, with outreach to Meadows neighborhood members expected to be completed by the end of June.
- CRHA's South First Street, Phase 2: The revised Memorandum of Agreement (MOA) has been reviewed by the City Attorney assigned and is set for the first reading on the July 1 Council agenda; Recall: Phase 2, consists of 113 units, is funded with an additional \$3 million from the City Council, bringing the total commitment to \$6 million.
- CRHA's Sixth Street, Phase 1: A Memorandum of Agreement and related Ordinance are being drafted to mirror the terms and structure of CRHA's MOA/Ordinance for South First Street Phase 2, as requested by CRHA and its development team. This project involves a \$3,000,000 grant for the redevelopment of Phase 1 at the 6th Street Site (715 6th Street SE), aiming to create 50 new affordable housing units in the City of Charlottesville. Staff anticipates having all related items prepared for presentation at the July 15 regular council meeting.
- Grants Management and City Investments Tracking Software – Contractor has been selected and agreement finalized. The contractor has conducted kickoff meeting with staff and the development and setup of the system will take eight weeks. Application will be phased in beginning in fall of 2024. The proposed

system is designed to assist staff in tracking grants' performance and city housing investments.

Treasurer's Office – City Treasurer Jason Vandever

- The Treasurer's Office is busy wrapping up work from the June 5th personal property and real estate tax deadline, and focusing on annual trash decal renewals, which are due from residents by July 1st. In mid-July we are planning on moving from our temporary office space back into the lobby of City Hall and look forward to welcoming residents back to City Hall. We will coordinate with the Communications team to alert residents and taxpayers when the move is completed.

Revenue Office – Commissioner of the Revenue Todd Divers

- Application letters for the Charlottesville Homeowner Assistance Program (CHAP) will be going in the mail this week (6/24-6/28). We will begin accepting online applications on Monday, July 1 at www.charlottesville.gov/COR. Questions should be directed to 434-970-3160 or taxrelief@charlottesville.gov.