



# City Manager's Report

*Offices of the City Manager  
Elected & Appointed Officials*

- RESPONSES TO COMMUNITY MATTERS
  - Battery Electric Buses is deemed a viable option for the conversion and expansion of the CAT fleet; this is clearly defined as an option in the Alternative Fuels Study presented by Kimley-Horn. While there appears to be a concern that a decision has been made and that the presentation was somehow anti-BEB technology, the requirement by the FTA is that we must consider options we have an interest in pursuing and provide our governing body a full array of options for their consideration. The Kimley-Horn presentation gave a full picture of options and it was presented without recommendations. That was to provide council the opportunity to hear, learn, and consider the data and analysis first. In October, staff will return with a recommendation and provide the council the opportunity to decide how we proceed. The city is best served by considering all the advantages and disadvantages to each technology option for managing and maintaining a bus fleet that meets the four tenets of operational priority: reliability, ridership, frequency, and quality of service.
  - Ranked Choice Voting was presented to council during their 8/21 work session and the decision to proceed will be left to them to decide as advised by the General Registrar who outlined the process and necessary timeline to consider.
  - Invasive species on city-owned land is a matter that remains on the radar of the Parks & Recreation staff. We recently completed an invasives management project using goats and we deem that effort very successful. We will continue to use a range of tactics, including the use of annual funding appropriated by council.
  - Support for solar modifications to homes is a deliverable within the Council-adopted Climate Action Plan. The climate team will continue working to develop ideas that support residential and commercial improvements that reduce GHG emissions.
  - Dairy Central opposition remains clear based on resident comments. I again met with Chris Henry to discuss his reactions to our prior conversation, and he has expressed a willingness to consider deeper engagement with neighboring residents; I will remain engaged as long as the conversation is productive and meaningful.
- ADMINISTRATIVE MATTERS
  - The City of Charlottesville jointly hosted a Civil Affairs Team that spent a week assessing community and government preparedness for critical operations during unplanned events; this is an important planning activity for the military when they are deployed to areas of service of our military. The 6-person team met with city, county, and UVA leadership over a three-day stint in town.
  - Concluded preparation work for Council's new 5-year Strategic Plan; Michelle Ferguson with Raftelis will present the final draft during the September 5<sup>th</sup> Work Session, and Council will consider its adoption later that evening.
  - On Friday, August 18<sup>th</sup>, I supported Albemarle County's search for a new Deputy County Executive. Serving as a panelist for the search demonstrated the collaborative spirit we prioritize as we strive to maintain cooperation and collaboration across our jurisdictions.
- GOOD NEWS
  - The City of Charlottesville welcomes its new Director of Communications to the team on Tuesday, September 5<sup>th</sup>. This concludes an almost two-year window

without a permanent director for this critical office.

- Congratulations to the Soul of Cville event organizers at IX Park August 11-13.
- Congratulations to Superintendent Gurley, teachers, staff, parents, and students for a successful start to a new school year. We are grateful that Pupil Transportation rolled 14 regular bus routes plus 3 van routes with no loss – but an addition of seats for the new school year. We continue to work to fill the remaining six driver spots.
- **BOARDS, COMMISSIONS, COMMITTEES, ETC**
  - I began service on the Charlottesville Airport Authority Board of Directors and voted to appoint Jason Burch the new CEO of CHO. We also thanked Melinda Crawford for her dedication to CHO over the years.
  - I began service on the Rivanna Water & Sewer Authority Board of Directors and assumed the role of Vice Chair (a function designated for the city manager)
- **UPDATE ON CITY MANAGER'S TRANSITION**
  - As I settle into the City Manager role, I will continue to prioritize communication as a central activity that will support the desire to rebuild trust and confidence in this local government organization.
  - I have established more regular direct communication with the leaders of this organization as we work to become a unit that collaborates regularly and always leads.
  - I have determined that I can produce a monthly update to all employees, no matter how short. The volume of things we have going on in this organization will never leave me short of being able to talk about something with the whole team.
  - And as I conclude my first 30 days in the role, I am presenting a Work Plan to the Council for the remainder of this fiscal year. I value the responsibility every leader has for letting their team know how they are doing. I welcome the opportunity for councilors to review my progress constructively associated with the work plan that we agree provides me an opportunity to stretch and be stretched.

## UPDATES FROM DEPUTY CITY MANAGER ASHLEY MARSHALL

- ADA TRANSITION PLAN UPDATE
  - A news release on August 30, 2023, provided an update to the community on the progress of the city's work to update our ADA Transition Plan which was last updated in 2013. A crucial part of the ADA Transition Plan process is public input since community collaboration enhances the ADA Transition Plan by ensuring the focus isn't just on accessibility barriers, but also on the lived experience of those with disabilities in the community. Members of the community are encouraged to take part by completing two surveys that were launched: the ADA TP Community Engagement survey will take approximately 10 minutes to complete, and the ADA TP Abbreviated Survey can be completed in two minutes. Please use the links below to take the survey today!
    - ADA TP Community Engagement Survey:  
<https://www.surveymonkey.com/c/cvilleADATPSurvey>
    - ADA TP Abbreviated Survey:  
<https://www.surveymonkey.com/c/CvilleADATPShort>
- CELEBRATING PUBLIC ACCESS TELEVISION
  - Charlottesville Public Access Television, now known as CPA-TV, celebrates 30 years of service to our community and will hold its annual Open House on Saturday, September 23rd, from Noon-2 p.m. at the York Place station on the Downtown Mall. The celebration's two-hour live broadcast will feature numerous local personalities and highlights from programming hosted by Andrea Copeland, longtime CPA-TV member and Chief Operating Officer of the Charlottesville Regional Chamber of Commerce.
- CONGRATULATIONS
  - The Office of Equity and Inclusion would like to congratulate Whitmore Merrick and Courtney Brown of the Home to Hope team for their acceptance into the Charlottesville Leaders Lab!

## UPDATES FROM INTERIM DEPUTY CITY MANAGER STEVEN HICKS

- PLANNING COMMISSION PUBLIC HEARING SEPTEMBER 14<sup>th</sup>
  - The Planning Commission will conduct a public hearing for the Charlottesville Development Code on September 14th at 4 PM in Council Chambers. People will also be able to participate online. Information can be found at the Cville Plans Together website:  
<https://cvilleplanstogether.com/>
- ONLINE PAYMENTS FOR NEIGHBORHOOD DEVELOPMENT SERVICES
  - NDS is excited to announce that online payments for building permit applications are now available through its new permitting software. You can access this by going to:  
<https://permits.charlottesville.gov/portal/>
- MILLING AND PAVING NOTICE
  - Public Works will conduct milling and paving operations on Preston Avenue between Rugby Rd.

and 10<sup>th</sup> St. NW beginning August 31, 2023. Traffic will be diverted, with appropriate advance warning, and flagging operations. Motorists are encouraged to use alternate traffic routes throughout the duration of this project. For pedestrians, the crosswalks for Preston Avenue at the intersections of Rugby Road, Cabell Avenue, Madison Avenue, 10th Street SW, and Grady Avenue may be affected throughout the duration of this project. Please see the press release at: <https://www.charlottesville.gov/CivicAlerts.aspx?AID=1515>. Below is a snapshot for project timelines:

- Milling Operations - 8/31-9/5 (No active work on Labor Day)
- Paving Operations - 9/5-9/8
- Marking Operations - 9/11-9/16

## CITY MANAGER'S OFFICE UPDATES

- Office of the City Manager – Executive Assistant Terry Bentley (she/her)  
The Office of the City Manager would like to remind the public that they continue to provide support as the main information line for the community. To reach them, please call 434-970-3333, but also, the public should be aware that the phone tree system is active to ensure quick transfer to the proper departments.
- Office of Budget and Management – Director Krisy Hammill (she/her)  
FY 2025 Budget Development has already begun! In August, departments were given an opportunity to submit new requests for operations and the CIP. The City Manager and the Budget Team will be vetting those requests with departments over the next few months in order to decide which ones will move forward as part of the City Manager's Proposed Budget. September will be spent working on the CIP.
- Office of Communications & Public Engagement – Deputy Director David Dillehunt (he/him)  
CPA-TV ANNIVERSARY: Charlottesville Public Access Television, now known as CPA-TV, celebrates 30 years of service to our community this fall. The Charlottesville Community Media Center, home of CPA-TV, will hold its annual Open House on Saturday, September 23rd, from Noon-2 p.m. at the station's state-of-the-art facility inside York Place on the Downtown Mall. This two-hour live broadcast will feature numerous local personalities and highlights from programming, a live tour of the studio, and will be hosted by Andrea Copeland, longtime CPA-TV member and Chief Operating Officer of the Charlottesville Regional Chamber of Commerce.  
HOLIDAY EXCITEMENT WITH GRAND ILLUMINATION: Grand Illumination is scheduled for Friday, December 1st, and will once again take place at Ting Pavilion, co-sponsored by the City of Charlottesville and UVA Community Credit Union, with a holiday concert sponsored by Ting and our new Tree Illumination sponsor Dominion Power.
- Office of Community Solutions –Director Alex Ikefuna (he/him)  
GRANTS INVENTORY: The Office of Community Solutions has recently completed a citywide Grants Inventory Survey and developed a corresponding Grants Inventory Report, which will be presented to the City Manager for review. The Grants Inventory Report provides an overview of the grants the City of Charlottesville City Manager's Office and its departments receive and administer.  
GRANTS WORKSHOP SERIES: The Office also has planned and developed a Grants Workshop series which will be made available to the City of Charlottesville's nonprofit agencies and its partners. The two-part series will take place on September 12 and October 10. The announcement for the workshop was released to the community partners last week with the opening of registration. The workshop series will cover Grants 101 & Pre-Award Activities, and Post-Award Activities. It is designed to improve the grant writing skills of city grant applicants and others seeking to submit grant applications to outside organizations. This will be an annual activity.

HOPS & CAHF: Revamp the HOPS FY24-25 and the CAHF FY24-25 applications and scoring tool to make them more user-friendly.

COMMUNITY & STATEWIDE ENGAGEMENT: OCS Staff has been appointed to the BRACH Board of Directors. OCS staff also served on the Virginia First Cities Statewide Housing Committee. The Committee recommends potential areas for state legislative consideration.

HOME ARP: Completed the U.S. Department of Housing and Urban Development (HUD) HOME ARP Request for Proposal (RFP) solicitation process. HOME-ARP funding recommendation is scheduled to receive final consent approval by the City Council on September 5, and if approved, agreements will be delivered to awardees for signature so implementation can begin.

SOFTWARE ACQUISITION RESEARCH: OCS initiated exploration of the acquisition of a license for Neighborly Software to enable effective coordination, tracking, and reporting of grant-funded programs (i.e., CDBG, HOME, Citywide Grants & Housing fund).

SIA IMPLEMENTATION WORK: Working out details necessary to prepare and issue a bid package for the Pollocks Branch pedestrian bridge construction. This is a follow-up on implementing the Strategic Investment Area (SIA).

CALL FOR COMMUNITY SUPPORT: We still have openings on the CDBG/HOME Taskforce for representatives of the following constituent groups: Belmont Neighborhood, 10th & Paige Neighborhood, Ridge Street Neighborhood & Public Service Programs

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

VIRGINIA DIODES, INC. EXPANDING IN CHARLOTTESVILLE: This summer, Virginia Governor Glen Youngkin announced that Virginia Diodes, Inc. (VDI), which supports the semiconductor industry supply chain as a manufacturer of state-of-the-art test and measurement equipment for millimeter-wave and terahertz (THz) applications like 6G, automotive radar, and weather sensing as well as science applications including radio astronomy and fusion research, is investing \$2.5 million to expand capacity at its operation in the City of Charlottesville. VDI has customers in over 40 countries and employs more than 120 engineers, technicians, and administrative staff at its two, high-tech facilities in Charlottesville, which combined have approximately 30,000 sq ft of manufacturing space. The expansion is expected to create 24 new jobs. The Office of Economic Development (OED) has been assisting VDI over many years as part of its business visitation program and recently collaborated with the Virginia Economic Development Partnership to access the Virginia Jobs Investment Program (VJIP), which provides consultative services and funding to companies creating new jobs in order to support employee recruitment and training activities, on VDI's behalf.

MARKET STREET PARKING GARAGE REPAIR COMPLETED: The Market Street Parking Garage repair work is now substantially complete, including reopening the roof level for parking. The renovation has improved the overall appearance of the garage and includes ceiling replacements, concrete repairs, and a new protective coating on the top deck. As a reminder, the first hour of parking is free, and parking will be complimentary on the Labor Day holiday, Monday, September 4th. Please visit our website for additional information, including real-time space availability, at the Market Street or Water Street Parking Garages at <https://www.charlottesville.gov/239/Parking-Information>

READY TO WORK PROGRAM: Recent surveys have confirmed that new employees will need skills like problem-solving, decision-making, and teamwork to be successful. OED’s new Ready To Work program addresses these needs directly with specific soft skills training that culminates with a certification. The program is free, available 24/7, and provides graduates with a guaranteed interview with a participating Ready To Work City employer. Interested job seekers or employers should contact Jenny Biche in the OED for more information. Please also view information on our website at: <https://www.charlottesville.gov/1664/Ready-To-Work>

- Emergency Management – Coordinator Jeremy Evans (he/him)  
NATIONAL PARK SERVICE GATEWAYS GRANT: The City of Charlottesville has been awarded the National Park Service Gateways Grant. This no-match grant provides an award of \$50,000 to develop hyper-local, neighborhood-scaled and is spatially accurate on the underrepresented and underserved populations in Charlottesville.  
CHESAPEAKE BAY GATEWAYS AND WATERTRAILS NETWORK (CHESAPEAKE GATEWAYS) GRANT The Emergency Management team has submitted a proposal for the Chesapeake Gateways grant focused on discovering diversity to advance inclusion, accessibility, and equity in Charlottesville. The proposed project aims to develop locally specific (hyper-local or neighborhood-scaled), spatially accurate data (on underrepresented and underserved populations to enable inclusive initiatives with an equity lens aligned with Chesapeake Gateways Network. Data on the demographics of the Charlottesville community, like data for many other communities, fall short of providing an accurate, detailed picture of today’s City of Charlottesville population. Federal and state programs often use High-level census tract information to identify communities for support and funding (including the Justice40 Initiative for infrastructure investments). This project provides a creative, collaborative process that encourages input from many community partners connected to marginalized populations to develop accurate data for Charlottesville. We will explore their locally specific data, what they would like to have, and how to use it to support inclusivity in watersheds and other programs. The process may then be transferable to other communities across the Chesapeake Bay watershed to improve the understanding of local populations and promote inclusive engagement activities.
- Office of Human Rights – Director Todd Niemeier (he/him)  
*OHR will report in the next City Manager Report.*
- Office of Equity and Inclusion – Deputy City Manager Ashley Reynolds Marshall (She/Her)
  - Americans with Disability Act (ADA)– ADA Coordinator Paul Rudacille (He/Him)On August 30, 2023 a news release was published updating the community on the ADA Transition Plan process (<https://www.charlottesville.gov/civicalerts.aspx?AID=1516>). The Transition Plan process involves an accessibility barrier self-assessment of City-owned right-of-way, facilities, parks, programs, and services. A review of the City’s website accessibility is included as well. The self-assessment of the City’s ROW was completed earlier during the week of the 30th, with more than 165 miles of sidewalk assessed for accessibility barriers. City parks and facilities will be assessed this fall, while a review of

programs/services is performed concurrently. crucial part of the ADA Transition Plan process is public input since community collaboration enhances the ADA Transition Plan by ensuring the focus isn't just on accessibility barriers, but also on the lived experience of those with disabilities in the community. Members of the community are encouraged to take part by completing two surveys that were launched: the ADA TP Community Engagement survey will take approximately 10 minutes to complete, and the ADA TP Abbreviated Survey can be completed in two minutes. Please use the links below to take the survey:

- ADA TP Community Engagement Survey: <https://www.surveyhero.com/c/cvilleADATPsurvey>
- ADA TP Abbreviated Survey: <https://www.surveyhero.com/c/CvilleADATPShort>
  - 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)  
The Office of Equity and Inclusion is proud to announce that not one but two Home To Hope staff members will be participating in the upcoming Leaders Lab of Greater Charlottesville 2023 - 2024! Whitmore Merrick and Courtney Brown were chosen to participate in this wonderful opportunity. The program kicks off on September 8, 2023.

- 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)  
The Downtown Job Center participated in the initial HOOS Driving Graduation. HOOS Driving is a training program created by the UVA Pipelines and Pathways Program in conjunction with the UVA Human Resources Department. The HOOS Driving is a partnership between Charlottesville Area Transit and the University of Virginia Transit Service. It functions as a training program for new transit bus driver trainees. There were 13 graduate students.

- The City of Charlottesville Downtown Job Center is now 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.

## APPOINTEES AND ELECTED OFFICIAL UPDATES

- 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)  
CHARLOTTESVILLE HOUSING ASSISTANCE PROGRAM (CHAP): Due to some unavoidable technical maintenance on the system housing online applications for the Charlottesville Housing Assistance Program, we will extend the CHAP deadline by a week to September 8, 2023. The disruption should only last for a couple of days (8/30 and 8/31), but out of an abundance of caution, we thought a full-week extension would be warranted. For more information, please call 434-970-3165.
- Finance Office – Director Chris Cullinan (he/him)  
*No update at this time*
- Treasurer’s Office - Treasurer Jason Vandever (he/him)  
This month the Treasurer's Office continues to settle in at its temporary office location next door to City Hall while lobby renovations and repairs occur, with much appreciation to Facilities and Information Technology for their support. We are welcoming students back to town with the administration of annual parking passes and trash decals. Additionally, our office is working with Finance and Budget on end-of-year financial reports and tasks.
- 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*