



City Manager's Report

Offices of the City Manager
Elected & Appointed Officials

UPDATES FROM CITY MANAGER SAMUEL SANDERS, JR.

- Emergency Response
 - I would like to thank Dominion Energy for the quick and consistent response during the recent events associated with Tropic Storm Ophelia. The quick response impacted a few homes for a short service interruption.
- Staffing Updates
 - Congratulations to Chief Kochis on his recent appointment to the Board of Directors of the VA Association of Chiefs of Police Executive Board. It's great to see our chief leading the way.
 - Congratulations to our new leaders in the Charlottesville Police Department:
 - Major Steven Knick – Assistant Chief of Police
 - Major Daniel Meehan – Assistant Chief of Police
 - Captain Larry Jones
- During Monday's Council Meeting, I will present to Council and the Public the Work Plan of the City Manager for the current fiscal year ending June 30, 2024. This Work Plan will directly tie into the recently adopted Strategic Plan Framework adopted by Council at its September 18th meeting. The presentation will orient the various strategies that will be undertaken in pursuit of council's nine Strategic Outcome Areas:
 1. Climate Action
 2. Economic Prosperity
 3. Education
 4. Housing
 5. Organizational Excellence
 6. Partnerships
 7. Public Safety
 8. Recreation, Arts, Culture
 9. Transportation
 - And the Commitment to Justice, Equity, Diversity, and Inclusion
 - *I will post the Work Plan and my presentation remarks on the City Manager's page for full access by the public.*

UPDATES FROM DEPUTY CITY MANAGER ASHLEY MARSHALL

- ADA TRANSITION PLAN UPDATE
 - Members of community members are encouraged to participate 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.surveyhero.com/c/cvilleADATPSurvey>
 - ADA TP Abbreviated Survey:
<https://www.surveyhero.com/c/CvilleADATPShort>

- Jefferson-Madison Regional Library Survey
 - Members of the community are encouraged to help JMRL plan their next five years of library services by participating in their Strategic Planning Survey. If you would like to be entered in a drawing for a gift certificate for your participation, please enter your contact information at the end of the form. You can find more information about the survey on their blog at:
<https://blog.jmrl.org/2023/08/31/help-jmrl-plan-future-library-services/>
 - English speakers may take the survey at
<https://forms.gle/hEYpMPshnrzn7Lpx9>
 - Para completar esta encuesta en español, haga clic aquí:
<https://forms.gle/MedcrXycj17k1srb7>

UPDATES FROM INTERIM DEPUTY CITY MANAGER STEVEN HICKS

- Online Payments, Permits, and Site Plan Submittals
 - The Neighborhood Development Services (NDS) accept online payments for building permit applications through the new permitting software. Starting November 13th, NDS will implement the new permitting software, bringing all remaining permits into the system and submitting all site plans electronically.

- Zoning Ordinance Rewrite Meeting Dates
 - The City Council will meet on October 3rd at CitySpace to discuss the issue of displacement and on October 11th at CitySpace to discuss population growth and the housing market. The Planning Commission will meet on October 4th to continue their discussion of the draft zoning ordinance text. They will be discussing Articles 4 to 7.
 - The Council has also set aside meeting times at the City Hall on October 25th, November 1st, and November 9th to continue discussing the zoning ordinance.

- 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)
The Office of Budget and Performance Management has received the GFOA Distinguished Budget Presentation Award for the FY 2024 Budget. We want to remind everyone to check the Budget webpage often, as there you will find a link to the online budget book and updates with information on the FY 2025 Budget Development process that is currently underway.
- Office of Communications & Public Engagement – Director Afton Schneider (she/her)
No update at this time
- Office of Community Solutions –Director Alex Ikefuna (he/him)
 - Grants: Since the last City Manager’s Report, the Office of Community Solutions (OCS) grant staff has secured the following three grants totaling \$219,026: a National Park Service grant for \$49,976, a USDDA Forestry Grant for \$150,000, and the State Criminal Alien Assistance Program in the amount of \$19,050. The staff also successfully launched and facilitated the inaugural Grants Workshop, the first of a two-part series, Grants 101 & Pre-Award activities drawing 19 community representatives. The workshop supported the staff’s aim to strengthen community capacity and engagement in the city’s NOFA process and funding opportunities. It included speakers from the Office of Community Solutions and Human Services.
 - FY 2024-2025 Notice of Funding Availability (NOFA): OCS staff effectively released the FY 2024-2025 NOFA, initiating the first call for applications for the City's Housing Operations & Program Support funding cycle. The application period is open and will close on October 16, 2023.
 - Market-Rate & Affordable Rental Opportunity Cataloging: In the past month, OCS staff completed the initial cataloging of market-rate rental opportunities, including 1, 2, and 3-bedroom units within the City and County. This undertaking marks the beginning of an ongoing effort to track and measure rental accessibility. Based on HUD metrics and market Income ratios/percentages, it will contribute to a comprehensive understanding of rental availability for households earning less than 80% of the Area Median Income (AMI).
- Office of Economic Development – Director Chris Engel (he/him)
READY TO WORK PROGRAM: OED’s Ready To Work (RTW) pilot program has its first program graduate! Darren Ryder recently completed 20 hours of soft skills training and received direct assistance with his resume and interview preparation. While unemployed and searching for jobs at the local Virginia Career Works Center, Darren learned of RTW. He had been looking for employment since

January and had no success landing a job. Darren said the online content was helpful, but the interview preparation component benefitted his circumstances. Darren is interviewing with two RTW partners, Gaston and Wyatt, and Lanier Parking, and will hopefully have job options from which to choose.

Interested job seekers are encouraged to enroll in the Ready To Work program today. RTW will provide 20 hours of soft skills training to equip you with the knowledge and tools to meet the challenges and responsibilities needed to excel in the workplace and your personal life. A career navigator will assist with career assessment, resume and cover letter writing, and interview prep to showcase your newfound skills. Once you have completed the soft skills certification training, you will be connected to an RTW City Employer for the guaranteed interview. If you are interested in participating, email bichej@charlottesville.gov or go to the following page for more information: <https://www.charlottesville.gov/1664/Ready-To-Work>.

- Emergency Management – Coordinator Jeremy Evans (he/him)
No updates at this time

- Office of Equity and Inclusion – Deputy City Manager Ashley Reynolds Marshall (She/Her)
 - Americans with Disability Act (ADA)– ADA Coordinator Paul Rudacille (He/Him)
 - Transition Plan Update: Our ADA Transition Plan team has completed a comprehensive review of the public right of way. This involved assessing sidewalks, curb ramps, pedestrian crossings, and other elements to identify accessibility barriers. Additionally, we thoroughly evaluated all city-owned transition stops, including bus stops and transit facilities, to identify areas where improvements are needed to enhance accessibility.
 - Community Engagement: On September 20, 2023, the ADA Coordinator and the Office of Human Rights hosted an in-person meeting about the Transition Plan. The meeting's agenda primarily focused on the progress of the ADA Transition Plan and its implications for the public right of way and city-owned transition stops. We provided an overview of the plan's objectives and scope during the meeting. 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 and the lived experience of those with disabilities in the community. Community members are encouraged to participate by completing one of two launched surveys: the ADA TP Community Engagement survey will take approximately 10 minutes, 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 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->

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- Home to Hope Program – Employment & Financial Opportunity Manager Roy Fitch Jr. (he/him)
 - Home To Hope participated in the Region Ten Community Based Services Self-care Bingo Event on Friday, August 25th, at the Blue Ridge Center Clubhouse.
 - 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, 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 has had several speaking engagements to support employment in our community. Manager Roy Fitch spoke at The Renaissance School Downtown to 30 high school students about the importance of a good resume and ways to make a resume stand out. He also presented on NBC29's Community Conversation on Thursday, September 21, about the resources the City's Downtown Job Center can offer job seekers needing assistance.
 - 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 p.m. Mondays and Wednesdays are by appointment.
- Office of Human Rights – Director Todd Niemeier (he/him)
 - OHR Service Provision Overview: Total incoming and outgoing contacts entered from January 1, 2023, through August 31, 2023, was 2,316. The total incoming contacts alone for the above timeframe was 1,579. The OHR has served 197 unique individuals this year, accounting for some errors in count due to anonymous calls. Of all incoming and outgoing contacts, 1,460 (76%) were classified as “Navigation & Advocacy.” Navigation & Advocacy refers to individual service involving tasks other than those related to addressing a complaint of discrimination. 969 of all incoming and outgoing Navigation & Advocacy contacts were classified as Housing Navigation, meaning the support provided was in some way related to housing.
 - OHR Current Cases: The OHR has 6 open complaint cases and 2 new complaints pending assessment or authorization for action.
 - **Human Rights Commission Updates**
 - The Commission met on June 15, 2023. Commissioners passed a resolution regarding their housing advocacy priorities. At their July 20, 2023, Regular Meeting, Commissioners invited Captain Mark Van Meter from The Salvation Army of Charlottesville to share information about the planned expansion of the Salvation Army shelter. On August 3, 2023, Work Session: Commissioners voted to send a letter to the Council supporting the expansion of the

Salvation Army. During its regular meeting on September 21, the Human Rights Commission will finalize its legislative recommendations to the City Council and will submit the recommendations on September 22 via email.

- Police Civilian Oversight Board - Executive Director Inez Gonzales (she/her)
 - Complaint Update: There was one (1) new complaint filed against police department personnel in July that remains pending. There have been no complaints filed for the months of August and September. All complaints filed in the PCOB portal before July 2023 have been reconciled in the system and closed. Executive Director Gonzales is now in the process of reconciling complaints that were forwarded to the PCOB via email rather than through the PCOB complaint portal.
 - Review Request: The PCOB received a review request (dated July 14, 2022) that required the review of three (3) separate investigations involving one (1) complainant and two (2) officers. These investigations, as well as the request to review them, predate my employment with the city. I concluded the investigation review and forwarded my recommendations to the Board for their review.
 - Community Outreach: The PCOB participated in the following community outreach events/festivals where we distributed our literature and swag: Chihamba, National Night Out, Westhaven Day, Southwood Back-to-School Bash, Sin Barreras Sabroso Festival, and Charlottesville Pride. The PCOB Executive Director accepted and appeared on the Radio Talk Show (IMHO) In My Humble Opinion at the request of Mr. Charles Lewis.

- 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)
The City's auditors will be on-site October 16-27 to conduct data collection, interviews, and testing as part of their audit for FY'23. While repairs to the City Hall lobby are being made, the Utility Billing Office will have a Customer Service Representative available in City Space for in-person consultations.
- 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