The mission of the Department of Public Works is to responsibly manage public infrastructure and natural resources.

**Department Objectives**
- The Administration fosters safe, reliable, responsive, and cost-effective provision of services to both the citizens of Charlottesville and internal customers.
- Environmental Sustainability is dedicated to environmental compliance, public education, and environmental sustainability and stewardship opportunities.
- Engineering provides design services, standards and regulations, and project administration to support the execution and oversight of infrastructure projects and services.
- Facilities Development is responsible for the efficient and cost-effective planning, design and construction of projects related to the City-owned public buildings and City School campuses.
- Facilities Maintenance provides routine repair and preventive maintenance services City-owned public buildings and City School campuses.
- Public Service maintains public right-of-ways and the services therein.
- Fleet Management Operations is responsible for providing a safe, reliable, and efficient municipal fleet.

**Core Programs and Services**

**Budget**
- Regulatory Compliance
- Sustainability & Technical Support
- Climate Protection Program
- Water Conservation
- Water Resources Protection
- Stormwater Utility
- Energy Management

**Business Management**
- Project Management
- Technical Support
- Traffic Engineering
- CIP Development
- Grant Management
- Inspections & Compliance
- Development & Project Review

**Performance Measurement**
- Capital Construction & Development
- Facility Maintenance & Repairs
- Custodial Services
- HVAC & Electrical Systems Mgmt
- Security System Management
- Facility Needs Assessments, Programming, Space Mgmt
- Facility Needs Assessments, Programming, Space Mgmt

**Employee Development**
- Project Management
- Construction Management
- CIP Development
- Security System Management
- Small Capital Projects

**Accreditation**
- Facility Needs Assessments, Programming, Space Mgmt
- Small Capital Projects

**Technology & Systems Management**
- Facility Needs Assessments, Programming, Space Mgmt
- Small Capital Projects

**Facilities Maintenance & Repairs**
- Facility Maintenance & Repairs
- Custodial Services
- HVAC & Electrical Systems Mgmt
- Security System Management
- Small Capital Projects

**Facilities Development**
- Capital Construction & Development
- Facility Maintenance & Repairs
- Custodial Services
- HVAC & Electrical Systems Mgmt
- Security System Management
- Small Capital Projects

**Facilities Maintenance**
- Facility Maintenance & Repairs
- Custodial Services
- HVAC & Electrical Systems Mgmt
- Security System Management
- Small Capital Projects

**Engineering**
- Project Management
- Construction Management
- CIP Development
- Security System Management
- Small Capital Projects

**Fleet Management Operations**
- Vehicle Maintenance & Repair
- Street and Sidewalk Maintenance
- Streetlighting Operations
- Pavement Management
- Traffic Coordination & Maintenance (incl lights, meters)
- Snow Removal
- Stormwater Maintenance
## ADMINISTRATION
Administration fosters safe, reliable, responsive, and cost-effective provision of services to both the citizens of Charlottesville and internal customers

### Core Programs

<table>
<thead>
<tr>
<th>Core Programs</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>• Develops and coordinates departmental budget initiatives</td>
</tr>
<tr>
<td>Business Management</td>
<td>• Reviews and implements LEAN driven business process improvements</td>
</tr>
<tr>
<td></td>
<td>• Develops and administers strategic HR plans and initiatives</td>
</tr>
<tr>
<td>Performance Management</td>
<td>• Coordinates development of departmental objectives and measures</td>
</tr>
<tr>
<td></td>
<td>• Leads departmental initiatives for improvement of service delivery</td>
</tr>
<tr>
<td>Employee Development</td>
<td>• Manages training and developmental opportunities</td>
</tr>
<tr>
<td>Accreditation</td>
<td>• Coordinates APWA requirements for obtaining and maintaining accreditation</td>
</tr>
<tr>
<td>Tech. &amp; Systems Management</td>
<td>• Centralizes coordination of existing and new technology/business systems</td>
</tr>
</tbody>
</table>
ENVIRONMENTAL SUSTAINABILITY

Environmental Sustainability is dedicated to environmental compliance, public education, and environmental sustainability and stewardship opportunities.

**Core Programs**

- Regulatory Compliance
  - Offers City wide support of compliance efforts such as emissions and MS4

- Sustainability & Technical Support
  - Provides environmental remediation supervision
  - Generates green initiative reports and analysis for transparency and program guidance

- Climate Protection Program
  - Operates pollution prevention efforts for municipal operations
  - Implements emission reduction strategies

- Water Conservation
  - Implements watershed stewardship projects
  - Promotes water conservation efforts for internal and community entities

- Water Resources Protection
  - Monitors water quality and develops necessary plans of action
  - Manages MS4 program elements – erosion/sediment control, stormwater management etc.

- Stormwater Utility
  - Administers utility and associated budgeting requirements
  - Manages related infrastructure planning and replacement

- Energy Management
  - Tracks energy usage and develops improvement strategies

**Services**

- Technical Support
- Regulatory Compliance
- Climate Protection Program
- Water Conservation
- Water Resources Protection
- Stormwater Utility
- Energy Management
# Engineering

Engineering provides design services, standards and regulations, and project administration to support the execution and oversight of infrastructure projects and services.

<table>
<thead>
<tr>
<th>Core Programs</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td>• Manages City projects including procurement and regulatory compliance</td>
</tr>
<tr>
<td>Technical Support</td>
<td>• Provides engineering assistance for City-wide projects and services</td>
</tr>
<tr>
<td>Traffic Engineering</td>
<td>• Performs traffic optimization and signal management</td>
</tr>
<tr>
<td></td>
<td>• Develops multimodal master planning</td>
</tr>
<tr>
<td></td>
<td>• Performs sign management</td>
</tr>
<tr>
<td>CIP Development</td>
<td>• Develops and supports CIP infrastructure submissions across the City</td>
</tr>
<tr>
<td>Grant Management</td>
<td>• Conducts opportunity analysis for best fit</td>
</tr>
<tr>
<td></td>
<td>• Manages the application and administration process</td>
</tr>
<tr>
<td>Inspections &amp; Compliance</td>
<td>• VSMP/VESCP</td>
</tr>
<tr>
<td></td>
<td>• CIP Infrastructure</td>
</tr>
<tr>
<td></td>
<td>• BMP</td>
</tr>
<tr>
<td>Development &amp; Project Review</td>
<td>• Conducts plan reviews for capital and new development projects</td>
</tr>
</tbody>
</table>
**FACILITIES DEVELOPMENT**

Facilities Development is responsible for the efficient and cost effective planning, design and construction of projects related to the City-owned public buildings and City School campuses.

<table>
<thead>
<tr>
<th>Core Programs</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Planning &amp; Development</td>
<td>• Conducts capital (and other) project planning &amp; complete design services, including cost estimation &amp; project schedules</td>
</tr>
<tr>
<td>Project Management</td>
<td>• Manages all design phase services (including A/E consultant teams), LEED submissions, bidding &amp; procurement efforts, fund management, value engineering, constructability reviews, contract negotiations, and scheduling</td>
</tr>
<tr>
<td>Construction Management</td>
<td>• Manages all construction phase services, including site inspections, change order management, coordination of third-party testing &amp; inspections, and all owner responsibilities</td>
</tr>
<tr>
<td>CIP Development</td>
<td>• Develops &amp; submits facility-related CIP requests (non HVAC) for projects across all City departments, including jointly owned City/County facilities</td>
</tr>
<tr>
<td>Facility Needs Assessments, Programming, Space Management</td>
<td>• Including life cycle cost analysis.</td>
</tr>
<tr>
<td>Small Capital Projects</td>
<td>• Manage both Government and School’s SC programs</td>
</tr>
</tbody>
</table>
### FACILITIES MAINTENANCE

Facilities Maintenance provides routine repair and preventive maintenance services for City-owned public buildings and City School campuses.

<table>
<thead>
<tr>
<th>Core Programs</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Maintenance and Repairs</td>
<td>• Maintains all City and School buildings, systems, and components</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>• Ensures all City managed facilities are clean and presentable for public facing operation</td>
</tr>
<tr>
<td>HVAC &amp; Electrical Systems</td>
<td>• Manages installation and maintenance of energy efficient systems to maintain an optimal work environment</td>
</tr>
<tr>
<td>Security System Management</td>
<td>• Manages installation and maintenance of security related systems including alarms, keyless entry, CCTV etc.</td>
</tr>
<tr>
<td>Small Capital Projects</td>
<td>• Plans and manages CIP funds for replacement of high value assets critical to maintain an operational work environment for employees and customers</td>
</tr>
</tbody>
</table>
## PUBLIC SERVICE
Public Service maintains public right-of-ways and the services therein.

<table>
<thead>
<tr>
<th>Core Programs</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste and Recycling</td>
<td>• Manages and oversees the collection of municipal solid waste and recycling</td>
</tr>
<tr>
<td>Street &amp; Sidewalks Maintenance</td>
<td>• Operates service programs to maintain multi modal transportation assets for safe and efficient use for all</td>
</tr>
<tr>
<td>Streetlighting Operations</td>
<td>• Catalogues and provides maintenance services for City owned lighting units</td>
</tr>
</tbody>
</table>
| Pavement Management            | • Manages the City roadway network through detailed condition assessment surveys  
|                                | • Conducts preventative maintenance efforts to increase roadway lifespans and improve quality of traffic conveyance |
| Traffic Coordination &         | • Manages coordination and maintenance of the City traffic infrastructure network which includes signals, cameras, and signs |
| Maintenance                    | • Proactively treats roadways and clears roadways of snow and ice to maintain safety and travel capabilities |
| Snow Removal                   | • Operates service programs to maintain stormwater asset functionality and capacity needs |
| Stormwater Maintenance         |                                                                          |
FLEET MAINTENANCE
Fleet Management Operations is responsible for providing a safe, reliable, and efficient municipal fleet.

Core Programs

Vehicle Maintenance and Repair
- Performs repair and preventive maintenance services for the City Fleet; including City Schools’ fleet of school buses

Vehicle Life Cycle Planning
- Actively maintains an asset registry of all City Fleet vehicles
- Tracks and projects vehicle condition factors to optimize life cycle replacement cycles

Fuel Management
- Actively manages the City’s fuel distribution system
- Evaluates opportunities for fuel reduction through alternative fuel vehicles and an optimized vehicle use policy