



CHARLOTTESVILLE CITY COUNCIL SPECIAL MEETING

MINUTES

September 11, 2025 at 6:30 PM

CitySpace, 100 5th Street NE

Charlottesville, VA 22902

The Charlottesville City Council held a special joint meeting with the Police Civilian Oversight Board (PCOB) “the Board” on Wednesday, September 11, 2025. Jeffrey Fracher, Acting Chair of the PCOB, called the meeting to order for the Board. Mayor Juandiego Wade called the meeting to order for City Council, and Deputy Clerk of Council Maxicelia Robinson called the roll, noting the following Councilors present: Mayor Juandiego Wade, Vice Mayor Brian Pinkston, and Councilors Natalie Oschrin and Lloyd Snook.

Mayor Wade noted that Councilor Michael Payne had informed Council in advance that he was feeling ill and would be participating virtually. There were no objections to his request to participate remotely.

On motion by Snook, seconded by Oschrin, Council unanimously approved the meeting agenda.

Mayor Wade turned the meeting over to City Manager Samuel Sanders, Jr., who welcomed everyone and explained the purpose of the meeting, which was for staff to present a series of recommendations of ordinance amendments as a step toward achieving the operational functionality goals for the PCOB.

PRESENTATION

Acting Executive Director James Walker provided an overview of the recommended amendments to the PCOB ordinance. He noted that the proposed changes do not alter or impact the powers and duties of the Board. The recommendations presented were divided into three parts:

- Language clarification
- Strikes of redundant or irrelevant content
- Adjusted placement of sections

Key Recommended Amendments to the Ordinance:

1. Replace "Executive Director" with "Director"

Update all references to the Executive Director title throughout the ordinance.

2. Establish the "Office of the Police Civilian Oversight"

Formally create the Office to support the work and functions of the PCOB.

3. Revise Operating Procedures

Indicate that operating procedures are to be approved by the City Manager with the consent of City Council, consistent with Virginia Code.

4. Revise Duties of the Director

Clarify that oversight functions are assigned by a majority vote of the Board, while administrative functions are authorized by the City Manager.

5. Add Director’s Authority to Conduct Audits

Permit the Director to conduct audits as approved by the City Manager or by a majority vote of

the Board, with a requirement to produce audit summary reports.

6. Add Director’s Authority for Additional Oversight Activities

Authorize the Director to carry out additional oversight activities on behalf of the Board, with approval from the City Manager or at the request of the Board via majority vote.

7. Clarify Access to Information and Records

Specify that the Board’s access to information and records is to be facilitated by the Director.

8. Revise Legal Counsel Contract Authorization

Shift authorization to contract legal counsel from the Board Chair to the Director.

Note: The PCOB currently does not have independent legal counsel due to a variety of described challenges. According to City Code Article XVI, the PCOB shall select independent legal counsel from a list of attorneys recommended by the City Attorney. City Attorney Maddux agreed to follow up with the Board on this matter.

9. Clarify Referral of Complaints Outside Jurisdiction

Revise language to state that complainants should be referred to the appropriate agency if their complaint falls outside the jurisdiction of the PCOB.

10. Strike “with a department staff” Phrase

Remove this phrase as it relates to how information is accessed, with an exception maintained for real-time investigative interviews.

11. Revise Community Engagement Requirements

Update language regarding the number and frequency of community engagement activities required annually.

12. Remove Specific Due Date for Annual Report

Strike the fixed due date requirement for the Director’s annual report.

13. Revise Board Member Training Requirements

Provide the Director with greater flexibility in offering or facilitating training and formalize inclusion of police ride-alongs and the Citizen’s Police Academy as part of Board training.

Councilor Oschrin raised concerns about the ongoing vacancies on the PCOB and discussed the possibility of compensating its members for their service. City Attorney Maddux explained that, under Virginia statute, members of advisory boards to the governing body may be compensated. However, for the PCOB to qualify, City Council must amend the PCOB ordinance to formally qualify it as an advisory board to Council. City Manager Sanders recommended that staff present a comprehensive report to Council on compensation for council-appointed board members and suggested that Council take the opportunity to evaluate whether other council-appointed boards should also be considered for compensation.

Vice Mayor Pinkston suggested that City Council consider amending the PCOB ordinance to make eligibility requirements for certain board positions less restrictive, in an effort to reduce the number of vacant seats. Mayor Wade and some others expressed support for exploring options to compensate board members as a first step toward addressing vacancies, with potential changes to membership criteria considered as a secondary option.

Councilor Payne emphasized the need for City Council and the PCOB to engage in further discussion and consider broader structural changes to the Board ordinance and Standard Operating Procedures in order to ensure the Board can function as it is intended to.

COMMUNITY MATTERS

Mayor Wade opened the floor for public comment. No speakers came forward.

City Council authorized the City Manager to pursue options for a phased-in approach to implementing a policy for compensating Council-appointed members of public boards, for Council’s future consideration.

City Manager Sanders noted that the PCOB will prepare to hold additional meetings with Council to discuss recommendations for broader structural changes to its governing documents, as well as a comprehensive metric by which the effectiveness of the Board may be evaluated.

ADJOURNMENT

On motion by Snook, seconded by Oschrin, Council voted unanimously to adjourn the meeting at 8:05p.m.

BY Order of City Council

BY Maxicelia Robinson, Deputy Clerk of Council

Date Adopted: _____

Certified: _____

