



CITY COUNCIL AGENDA
Monday, March 19, 2018

5:30 p.m. **Closed session as provided by Section 2.2-3712 of the Virginia Code**
Second Floor Conference Room (Legal consultation; Boards & Commissions)

6:30 p.m. **Regular Meeting - CALL TO ORDER**
Council Chambers

PLEDGE OF ALLEGIANCE
ROLL CALL

PROCLAMATIONS

CITY MANAGER RESPONSE TO COMMUNITY MATTERS

COMMUNITY MATTERS Public comment is provided for up to 16 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 8 spaces, and pre-registered speakers are announced by noon the day of the meeting. The number of speakers is unlimited at the end of the meeting.

- 1. CONSENT AGENDA*:** (Items removed from consent agenda will be considered at the end of the regular agenda.)
- a. Minutes for March 5, 2018
 - b. APPROPRIATION: Disproportionate Minority Contact in the Charlottesville/Albemarle Criminal Justice System Research Project – \$100,000 (2nd of 2 readings)
 - c. APPROPRIATION: Charlottesville Fire Department Legacy Vending Machine Funds – \$4314.94 (1st of 2 readings)
 - d. RESOLUTION: Residents on the Job Program Funding Request for FY18 – \$39,211 (1st of 1 reading)
 - e. RESOLUTION: Safe Route to Schools Non-Infrastructure Grant Application – \$102,000 (1st of 1 reading)
 - f. ORDINANCE: Quitclaim Gas Easement to VDOT at Adams Court (1st of 2 readings)
- 2. PUBLIC HEARING** FY 2019 Tax Rate – **15 mins**
- 3. PUBLIC HEARING** City Manager's Proposed FY 2019 Budget – **20 mins**
- 4. PUBLIC HEARING / APPROPRIATION*:** HB2 / SMART Scale grant funding Barracks Road / Emmet Street Intersection – \$8,640,866 (1st of 2 readings) – **15 mins**
- 5. REPORT*:** Internet Access for Public Housing – **20 mins**
- 6. REPORT*:** Community Remembrance Project with the Equal Justice Initiative – **20 mins**
- 7. REPORT:** Investigative Detentions Update – **20 mins**
- 8. REPORT:** Communications Update – **20 mins**

OTHER BUSINESS

MATTERS BY THE PUBLIC

*ACTION NEEDED

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 5, 2018
Action Required:	Appropriation
Presenter:	Rory Carpenter, Human Services Department
Staff Contacts:	Rory Carpenter, Human Services Department Kaki Dimock, Director of Human Services
Title:	Disproportionate Minority Contact in the Charlottesville/Albemarle Criminal Justice System Research Project - \$100,000

Background:

The Charlottesville Department of Human Services has received a continuation grant from the Virginia Department of Criminal Justice Services to complete research begun in 2017 to understand disproportionality and disparity in the Charlottesville/Albemarle criminal justice system. In order to do this, the Department of Human Services will engage in a competitive bid process to secure a consultant to collect and analyze criminal justice data and present the findings to the Charlottesville/Albemarle community. The data will inform the development and implementation of a strategic plan to address disproportionality in Charlottesville City and Albemarle County. The grant period is from January 1, 2018 through September 30, 2018. The grant award from the Virginia Department of Criminal Justice Services is \$90,000, with a match of \$10,000 from the Charlottesville Department of Human Services, for a total award of \$100,000. The proposed study will be administered by the Department of Human Services, in partnership with the County of Albemarle and Offender Aid and Restoration/Jefferson Area Community Corrections (O.A.R.) with direction and input and provided by the Disproportionate Minority Contact (DMC) Planning and Steering Committees.

Discussion:

In 2014, a study conducted by the Charlottesville Task Force on Disproportionate Minority Contact in the juvenile justice system found that Black youth in Charlottesville were entering the juvenile justice system at a significantly higher rate than White youth, leading to implementation of a number of solutions. This study raised questions regarding the causes of disproportionality in the adult criminal justice system, and how the Charlottesville/Albemarle community might develop a comprehensive plan to reduce it.

Alignment with Council Vision Areas and Strategic Plan:

The DMC research grant aligns with the City of Charlottesville's Strategic Plan – Goal 1: An

inclusive Community of Self-sufficient Residents. Objective 1.5: Intentionally address issues of race and equity.

Community Engagement:

The first phase of this grant is to complete a data collection process to determine the extent of racial disproportionality and racial disparity in the local adult criminal justice system. When this research phase is completed the consultants, project staff and DMC Committees will solicit public input to assist with the development of recommendations designed to reduce disproportionality.

Budgetary Impact:

There is no impact on the General Fund. The grant funds will be expensed and reimbursed to a Grants Fund. The terms of the award require a local match of \$10,000 which will be provided by the Human Services Fund.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If the grant funds are not appropriated, the Human Services Department would not be able to conduct this study.

Attachments:

Appropriation

APPROPRIATION
Disproportionate Minority Contact in the Charlottesville/Albemarle Criminal Justice System Research Project - \$100,000

WHEREAS, the City of Charlottesville has been awarded \$90,000 in Federal Funds from the Virginia Department of Criminal Justice Services, and \$10,000 in Matching Funds from the Charlottesville Department of Human Services for a total award of \$100,000 for the Disproportionate Minority Contact in the Charlottesville/Albemarle Criminal Justice System Research Project; and

WHEREAS, the grant award covers the period from January 1, 2018 through September 30, 2018.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$100,000 is hereby appropriated in the following manner:

Revenue

\$ 90,000	Fund: 209	Cost Center: 1900297	G/L Account: 430120
\$ 10,000	Fund: 209	Cost Center: 1900297	G/L Account: 498010

Expenditures

\$ 100,000	Fund: 209	Cost Center: 1900297	G/L Account: 530670
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Transfer

\$ 10,000	Fund: 213	Cost Center: 3411001000	G/L Account: 561209
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$90,000 from the Virginia Department of Criminal Justice Services.

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 19, 2018
Action Required:	Approve Appropriation
Presenter:	Emily Pelliccia, Deputy Chief, Fire Department
Staff Contacts:	Emily Pelliccia, Deputy Chief, Fire Department
Title:	Charlottesville Fire Department Legacy Vending Machine Funds - \$4314.94

Background:

The Charlottesville Fire Department once maintained a separate checking account to deposit commissions from vending machines at the fire houses. The account has been closed and the balance of \$4,314.94 has been deposited with the City.

Discussion:

Several years ago, the City contracted with a new vendor for the concession machines in City buildings. Now the concession receipts are received by the City on a quarterly basis and the funds are posted in the appropriate departmental accounts. The Fire Department plans to use these funds for furniture and other items that are not otherwise funded in the operational budget.

Alignment with Council Vision Areas and Strategic Plan:

Approval of this agenda item is consistent with **Strategic Plan Goal 5: A Well-managed and responsive organization, Objective 5.1, Integrate effective business practices and strong fiscal policies.**

Community Engagement:

As this is an internal administrative transaction that is not affecting services, community engagement was not applicable.

Budgetary Impact:

The funds being requested were received upon the closing of the legacy account and no new funds are being requested from the General Fund.

Recommendation:

Approve the appropriation and allow the Fire Department to use the funds for operations.

Alternatives:

Funds that are not appropriated will remain unutilized.

Attachments:

Appropriation

APPROPRIATION
Appropriation of Fire Department Legacy Vending Machine Funds
\$4314.94

WHEREAS, the City of Charlottesville, through the Fire Department, has received \$4314.94 in vending machine revenue;.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$4314.94, received is hereby appropriated in the following manner:

Revenue – \$4314.94

\$4314.94 Fund: 105 I/O: 2000138 G/L Account: 451999

Expenditures - \$4314.94

\$4314.94 Fund: 105 I/O: 2000138 G/L Account: 520990

BE IT FURTHER RESOLVED, future revenues from vending machines at the Fire Departments will be deposited in this account and hereby considered as a continuing appropriation and immediately available for the Fire Department to spend unless further altered by Council.

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 19, 2018
Action Required:	** See Recommendation **
Staff Contact:	Leslie Beauregard, Assistant City Manager Maurice Jones, City Manager
Presenter:	Grant Duffield, Director, CRHA
Title:	Residents on the Job Program Funding Request for FY 018 – \$39,211

Background:

The Residents on the Job program is a joint effort between the Charlottesville Redevelopment and Housing Authority (CRHA), PHAR, Department of Social Services, PVCC and Habitat for Humanity of Greater Charlottesville providing paid on the job training for public housing residents/their family members and other very low-income city residents who will rehabilitate 23 currently off-line CRHA apartments.

The City is being asked to fund **\$39,211** at this time which will fund the program from March 26, 2018 through June 30, 2018. The original request of \$50,000 presumed that the program would start on March 4, 2018 but that date was pushed forward given the timing of the approval of funds. The reason this request is coming forward is because “the potential to include a jobs training program within the framework of the CRHA unit rehab process was not identified until after the usual budget funding process had begun. The unit rehab aspect of this program must begin swiftly in order to meet the needs of families on CRHA’s waiting list.”

The City is also being asked to fund another **\$106,400** to cover the program period from July 1, 2018 through March 25, 2019. There is a note in the recommendation section regarding a way to address this.

Discussion:

According to their application - Currently CRHA has 23 units of public housing in need of substantial rehabilitation. The cost to prepare these units for use presents a significant burden on CRHA’s ever reducing HUD subsidy. Habitat for Humanity identified the opportunity for them to provide labor on this effort presenting the opportunity to include a paid resident training program while completing the work. Residents of public housing and other very low-income people are in need of both opportunities to prepare and train for expanded career track employment and to earn a sufficient wage. 4-6 public housing residents/associated family members (city residents) or other very low-income city residents will directly benefit from the

employment opportunity presented and will complete the program having gained highly valued skills in construction. Participants will have access to employment opportunities upon completion with private companies, CRHA, Habitat for Humanity of Greater Charlottesville, and/or potentially through an expanded Section 3 program as a Section 3 business.

The program seeks to address two critical needs: significant rehab of 23 CRHA homes and employing and training low-income residents in career track jobs. CRHA, PHAR, and Habitat for Humanity (HFH) will recruit public housing residents and/or associated family members to apply for 4 to 6 “Construction Assistant” (CA) positions to perform work and engage in training at \$11/hour for 32-36 hours per week starting on March 26, 2018 and lasting 52 weeks. The \$11.00/hour rate salary was arrived at by the project partners who determined that the wage rate is realistic given that the jobs will entail both field work and classroom instruction. Construction Assistants will become employees of CRHA and will receive full-time benefits.

CRHA has secured a contractor to conduct “structural repairs” needed on 10 of the 23 units, for which CRHA will contribute funding (approx. \$81,000). The Construction Assistant program will then engage in “finishing work” of a variety of types including: carpentry, drywall installation, cabinetry, tiling, painting, and other repairs. Finishing work is supervised by HFH both in terms of identifying a scope of work, directing construction and repair, and supervising Construction Assistants, a major cost benefit to the project. When not performing work on CRHA properties, Construction Assistants will work at other HFH construction sites to perform work and engage in on the job training. Construction Assistants will also participate in “classroom” time for employment readiness and a “pre-apprenticeship” program in partnership with PVCC. The CA’s will earn a critical “OSHA 10” certification, as well as other construction/maintenance related certifications/course completions, as needed. It is anticipated that these course completions/certifications will include basic plumbing, electrical, carpentry and apartment maintenance. Coursework in support of these efforts will be provided through PVCC or other accredited institutions/agencies. Soft skills development and wrap around support will be provided in coordination with PHAR and DSS. All partners will be engaged in determining meaningful and sustainable employment placement opportunities for Construction Assistants upon completion of the program. Employment opportunities pursued will be with CRHA, private construction firms, HFH, and/or the development of Section 3 resident contractors. Some participants may have employment barriers which will best be overcome by developing their own contracting companies. PHAR and DSS will assist participants in assessing these situations and securing assistance from other agencies.

According to the application, program outcomes include the following:

1. Program Outcome 1: 4 to 6 low income residents will participate in the Construction Assistant Program for one full year and will earn a wage and benefits enabling them to move towards self-sufficiency.
Measurement: Number of participants starting and completing the program.
2. Program Outcome 2: Participants will leave the program with highly valued technical skills in construction and with solid meaningful work experience.
Measurements: Number of skills learned; number of certifications receive; completion of the program; positive evaluation by HFH supervisor; completion of PVCC program(s).

3. Program Outcome 3: At least half of the participants will leave the program with a job in hand with a private employer, CRHA, HFH, or will be in the process of developing their own Section 3 contracting businesses.

Measurement: Completion of the program with employment offer and/or small business start-up plan underway.

4. Program Outcome 4: 23 public housing homes will be made available to house families on CRHA's waiting list.

Measurement: Units restored to habitable conditions and occupied by people on the CRHA waiting list.

In addition, the applicant will provide the following data on the program:

- How many construction assistants are CRHA residents and complete the program
- Current status of assistants (still employed, quit, terminated, took new job, etc.)
- Activities conducted, including classes, on-the-job training, skills learned
- % of construction assistant time spent on CRHA projects and % of time on Habitat projects
- Credentials earned, if any
- # of additional CRHA residents housed because of project

City staff asked the applicant several questions about their request which they responded to. These are attached.

Community Engagement:

N/A

Alignment with City Council's Vision and Strategic Plan:

According to their application, this program supports the following Strategic Plan goals:

Goal 1: An Inclusive Community of Self-sufficient Residents and Goal 4: A Strong, Creative and Diversified Economy

Recommendation:

Staff has prepared a resolution that allocates \$39,211 from Council's Strategic Initiative Account should Council choose to fund this request. No new money is required since this is coming from already appropriated funds.

Staff has several recommendations regarding the funding of this program starting July 1, 2018:

1. City Council would set aside the remaining funds needed, which is \$104,600 to cover the program through March 2019, as part of the FY 19 Adopted Budget so that the applicant does not come back for another off budget cycle request.
2. The applicant provides a report to staff and City Council in June regarding progress of the program and the measures that have been identified. After that report is reviewed and approved, the first quarter payment in July 2018 would be released.
3. Before the remaining two payments are made in FY 19, the applicant would provide a quarterly report to staff and City Council regarding progress of the program and

outcomes they have defined.

4. A formal agreement between the City and applicant would be developed for FY 19 funds that formalizes the reporting requirements and when payments will be made, which is the same process for any outside agency who receives city funds.

Budgetary Impact:

Staff is recommending the \$39, 211 from Council’s Strategic Initiatives Account for FY 18 which are already appropriated funds. Staff is also recommending that if Council wants to set aside funds for FY 19 to continue funding the program, funds are identified as part of the FY 19 Adopted Budget rather than the application returning for a second off budget cycle request. If funding is required beyond this initial period, staff recommends the applicant apply for funds through the Agency Budget Review Team process starting in FY 20.

Alternatives:

See recommendation.

Attachments:

1. Revised off-budget funding application submitted by CRHA
2. Responses to staff questions
3. City Council Strategic Initiatives Funds Summary

RESOLUTION
Residents on the Job Program Funding Request for FY 2018
\$39,211

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$39,211 is hereby paid from currently appropriated funds in the Council Strategic Initiatives account in the General Fund to CRHA for the Residents on the Job Program.

\$39,211

Fund: 105

Cost Center: 10110010000

Charlottesville Conditions of Eligibility Report Form

To submit a funding application, an organization must meet these criteria/answer these questions:

ORGANIZATION NAME: Charlottesville Redevelopment and Housing Authority

1. Is the organization organized, qualified, and recognized as nonprofit and tax-exempt as defined by the Internal Revenue Service under 26 U.S.C. 501(c)(3)? X Yes No
If yes, please provide a copy of your IRS status letter
2. Does the organization provide services that directly benefit human beings? Yes No
3. Does the organization have a direct and substantial presence in the City of Charlottesville? Yes No
4. Is the organization incorporated as defined by the State Corporation Commission? X Yes No
Date of agency incorporation: *** Please include a copy of Articles of Incorporation*
5. Is the organization registered completely with the Virginia Department of Agriculture and Consumer Services, Division of Consumer Affairs, Charitable Solicitation Section? Yes X No
6. Is the organization directed by a volunteer Board of Directors that meets at least quarterly? X Yes No
7. a. If the organization's annual budget is over \$200,000, is the organization audited by an independent certified public accountant each year? X Yes No
b. If the organization's annual budget is under \$200,000, is the organization audited by an independent certified public accountant at least every three years? Yes No
8. Did this organization request funding for this specific program during the budget cycle? Yes No



Signature of Chief Professional Officer

February 21, 2018

Date

Off Budget Funding Request *City of Charlottesville*

Organization Name: Charlottesville Redevelopment and Housing Authority

Chief Professional Officer: Grant Duffield

Address: P.O. Box 1405, Charlottesville, VA 22902

Telephone: 434.326.4748

E-mail: Duffieldg@charlottesville.org

Amount Requested: \$47,615.00

Briefly describe the program for which funding is requested (25 words or less).

The Residents on the Job program is a joint effort between CRHA, PHAR, DSS, PVCC and Habitat for Humanity of Greater Charlottesville providing paid on the job training for public housing residents/their family members and other very low-income city residents who will rehabilitate 23 currently off-line CRHA apartments.

Briefly state the organization's mission.

The Charlottesville Redevelopment and Housing Authority (CRHA) is a resident-centered organization committed to excellence in providing affordable quality housing, revitalizing communities, and promoting upward mobility and self-sufficiency through partnerships in the public and private sectors.

Why is this funding needed outside of the City's normal funding cycle?

The potential to include a jobs training program within the framework of the CRHA unit rehab process was not identified until after the usual budget funding process had begun. The unit rehab aspect of this program must begin swiftly in order to meet the needs of families on CRHA's waiting list.

Signatures:



Grant Duffield
Executive Director

Julie C. Jones
Board Chair

Date Submitted: February 21, 2018

Program Narrative to be completed by all programs requesting operational funding.

- 1. Need: Indicate which Council Vision Area(s) and goal(s) in the City’s Strategic Plan (www.charlottesville.org/strategicplan) the program addresses. Describe the local needs the program addresses. Who are the beneficiaries (include number served and relevant demographic information)**

Goal 1: An Inclusive Community of Self-sufficient Residents

- 1.2 Prepare residents for the workforce
- 1.3 Increase Affordable Housing Options
- 1.4 Enhance Financial Health of residents

Goal 4: A Strong, Creative and Diversified economy

- 4.1 Develop a quality workforce

Currently CRHA has 23 units of public housing in need of substantial rehabilitation. The cost to prepare these units for use presents a significant burden on CRHA’s ever reducing HUD subsidy. Habitat for Humanity identified the opportunity for them to provide labor on this effort presenting the opportunity to include a paid resident training program while completing the work. Residents of public housing and other very low-income people are in need of both opportunities to prepare and train for expanded career track employment and to earn a sufficient wage. 4-6 public housing residents/associated family members (city residents) or other very low-income city residents will directly benefit from the employment opportunity presented and will complete the program having gained highly valued skills in construction. Participants will have access to employment opportunities upon completion with private companies, CRHA, Habitat for Humanity of Greater Charlottesville, and/or potentially through an expanded Section 3 program as a Section 3 business.

- 2. Strategies: Explain what strategies the program uses to effectively address the identified needs.**

The program seeks to address two critical needs: significant rehab of 23 CRHA homes and employing and training low-income residents in career track jobs. CRHA, PHAR, and Habitat for Humanity (HFH) will recruit public housing residents and/or associated family members to apply for 4 to 6 “Construction Assistant” (CA) positions to perform work and engage in training at \$11/hour for 32-36 hours per week from March 4, 2018 to March 3, 2019.

Construction Assistants will become employees of CRHA and will receive full-time benefits.

CRHA has secured a contractor to conduct “structural repairs” needed on 10 of the 23 units, for which CRHA will contribute funding (approx. \$81,000). The Construction Assistant program will then engage in “finishing work” of a variety of types including: carpentry, drywall installation, cabinetry, tiling, painting, and other repairs. Finishing work is supervised by HFH both in terms of identifying a scope of work, directing construction and repair, and supervising Construction Assistants, a major cost benefit to the project. When not performing work on CRHA properties, Construction Assistants will work at other HFH construction sites

to perform work and engage in on the job training. Construction Assistants will also participate in “classroom” time for employment readiness and a “pre-apprenticeship” program in partnership with PVCC. The CA’s will earn a critical “OSHA 10” certification, as well as other construction/maintenance related certifications/course completions, as needed. It is anticipated that these course completions/certifications will include basic plumbing, electrical, carpentry and apartment maintenance. Coursework in support of these efforts will be provided through PVCC or other accredited institutions/agencies. Soft skills development and wrap around support will be provided in coordination with PHAR and DSS. All partners will be engaged in determining meaningful and sustainable employment placement opportunities for Construction Assistants upon completion of the program. Employment opportunities pursued will be with CRHA, private construction firms, HFH, and/or the development of Section 3 resident contractors. Some participants may have employment barriers which will best be overcome by developing their own contracting companies. PHAR and DSS will assist participants in assessing these situations and securing assistance from other agencies.

3. Evaluation: What specific outcomes are expected as a result of the requested funding? Describe how the program is evaluated.

Program Outcome 1: 4 to 6 low income residents will participate in the Construction Assistant Program for one full year and will earn a wage and benefits enabling them to move towards self-sufficiency.

Measurement: Number of participants starting and completing the program.

Program Outcome 2: Participants will leave the program with highly valued technical skills in construction and with solid meaningful work experience.

Measurements: Number of skills learned; number of certifications receive; completion of the program; positive evaluation by HFH supervisor; completion of PVCC program(s).

Program Outcome 3: At least half of the participants will leave the program with a job in hand with a private employer, CRHA, HFH, or will be in the process of developing their own Section 3 contracting businesses.

Measurement: Completion of the program with employment offer and/or small business start-up plan underway.

Program Outcome 4: 23 public housing homes will be made available to house families on CRHA’s waiting list.

Measurement: Units restored to habitable conditions and occupied by people on the CRHA waiting list.

Activities and Outcomes Plan and Report

<p>1. Strategic Plan Alignment www.charlottesville.org/strategicplan</p>	<p><u>Indicate which Council Vision Area(s) and goal(s) of the City’s Strategic Plan the program addresses</u></p>
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	<p>Goal 1: An Inclusive Community of Self-sufficient Residents and Goal 4: A Strong, Creative and Diversified economy</p>
<p>2. The indicators this project addresses are...</p>	<p><u>Provide at least two meaningful indicators that this project will address.</u> 1.2 Prepare residents for the workforce 1.3 Increase Affordable Housing Options 1.4 Enhance Financial Health of residents 4.1 Develop a quality workforce</p>
<p>3. The goal of this project is to produce/provide... (products or services, output)</p>	<p><u>Describe what you provide, to whom, how many, and time frame</u> Paid on the job training for 4-6 low-income public housing residents or associated family members/other low-income city residents from March 4, 2018 to March 3, 2019</p>
<p>4. To accomplish...</p>	<p><u>Explain what you expect accomplish</u> Rehab of up to 23 units of off-line public housing while employing and training residents for future employment opportunities.</p>
<p>5. So that participants/beneficiaries can...</p>	<p><u>Describe what changes you expect</u> Become self-sufficient, gain and develop a sustainable career in construction and contracting.</p>
<p>6. Resulting ultimately in...</p>	<p><u>Describe projected FY 18 outcomes with numbers and percentages, as well as methods of measurement</u> At least 3 participants will complete the year long program. At least 4 participants will gain construction</p>

	<p>skills in dry wall, cabinetry, tiling, painting, basic carpentry, etc. At least 3 participants will have direct job placement or a small business start-up plan in place upon completion of the program. 23 units of CRHA properties will be placed on-line and readied for use.</p>
<p>7. Current outcomes</p>	<p><u>Provide FY 16 or FY 17 actual results</u></p>

Agency: CRHA

Program: Residents on the Job!

	Prior Yr.	Funding Request Yr.
	2016/17	2017/18
	<i>Actual*</i>	<i>Budget</i>
<u>Revenue:</u>		
1. City of Charlottesville		39,211
2. Albemarle County		
3. Other Local Governments		12,842
4. United Way –Thomas Jeff. Area		
5. Albemarle County-other		
6. City of Charlottesville-other		
7. State Funding		
8. Federal Funding		
9. Grants: Foundation and Corp.		
10. Fees: Program Service Fees		
11. Fundraising/Gifts and Bequests		
12. Investment Income/Transactions		
13. Misc Rev (CRHA CIP Set Aside)		34,537
14. TOTAL REVENUE	0	\$ 86,590.00
<u>Expenses:</u>		
15. Personnel (Salaries/Fringes)		47,053
16. Operational Expenses		39,537
17. TOTAL EXPENSES	0	\$ 86,590.00
18. Surplus/(Deficit) *	0	0

Explain any Surplus or Deficit:

Please see attached "Off Budget Cycle Request - Project Budget"

Note about FY 17 Actuals – Project the actuals as you best know them at the time of this funding application.

Staff Questions Regarding Resident to Work Program Funding Application

1. The start date is March 1st but that is before Council will approve the City share. Does it make more sense to start in April or May? **We have pushed the start date back 3 weeks to March 26.**
2. Where will the other funding come from to support a full year of this program? **The project sponsors had anticipated including the balance of the funding in a budget request for FY2018-2019 (per Councilor Galvin). If this is not feasible, the project sponsors will request an additional off-budget cycle funding request to address the balance of the funding needed. What is Misc. Revenue? Misc. Revenue captures program funding provided through Council's approval to drawdown CRHA's CIP Set-aside funding. The source is CRHA funds as appropriated by the City.**
3. There do not appear to be any credential or certificates built into the program. Did your team consider that and decide not to include? Why or why not? **Credential verbiage has been included within the revised budget request.**
4. Would the associated family members be city residents? **Yes.**
5. How would equipment, tools, and protective gear be provided? **Equipment, tools and protective gear will be funded in the "Materials/Supplies" line item on the accompanying budget worksheet. These items will be dispersed to the CAs by the Habitat project management team members.**
6. Who will manage the program? Who will supervise the employees when they are on site? **Project management and CA oversight will be provided by Habitat project management staff. CRHA will dedicate a staff member to provide site related coordination on a part time basis.**
7. Can you please clarify why you are calculating the salaries/benefits at 36 and 17 weeks respectively? This is the chart in your budget that appears to be the calculation. **The wages are calculated as: hourly rate (\$11.00) * hours per week (36) * number of weeks (17) [now revised to 14 weeks] * number of employees (6). Benefits are calculated as: benefit cost per employee per week (\$123.00) * number of weeks (17) [now revised to 14 weeks] * number of employees (6). Benefits are calculated differently than wages because the benefits costs do not fluctuate by number of hours worked (as wages do). We thought this was a 52 week program. The program is a 52 week program. The budget request contained herein is for funding during the current 2017-18 fiscal year.**

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 19, 2018
Action Required:	Approve resolution supporting the Safe Routes to School Non-Infrastructure Grant Application
Presenter:	Amanda Poncy, Bicycle and Pedestrian Coordinator
Staff Contacts:	Kyle Rodland, Safe Routes to School Coordinator
Title:	Safe Routes to School Non-Infrastructure Grant Application - \$102,000

Background:

In the fall of 2017, the Virginia Department of Transportation (VDOT) announced another year of Safe Routes to School Non-Infrastructure (Activities and Programs) Grants, with applications due by **March 23, 2018**. These grants, for amounts between \$5,000 and \$100,000, can be used to fund **education, encouragement, evaluation** and **enforcement** programs related to Safe Routes to School. The Non-Infrastructure Grant can also be used to fund a SRTS coordinator. A SRTS Coordinator is a part- or full-time SRTS advocate who works within a school division to promote and facilitate Safe Routes to School activities at a minimum of three schools in the division.

Last year, the city received a non-infrastructure grant in the amount of \$56,000 to fund a part-time coordinator and associated program budget to manage, train, and expand Safe Routes to School programming city-wide. The grant provides a dedicated champion to working within schools to provide education, encouragement and evaluation activities needed to support active transportation for K-8 students.

Discussion:

As part of the grant application, the City was required to update the Safe Routes to School (SRTS) Activities and Programs Plan (APP), a written document that outlines a community's intentions for enabling and encouraging students to engage in active transportation (i.e. walking or bicycling) as they travel to and from school. The plan details the number of students living within ¼ to 2 miles of their school and demonstrates the potential benefits that can be accrued from a coordinate SRTS program (nearly 30% of students live within ½ mile of school and nearly 70% live within 1 mile of school). The SRTS APP was originally created through a team-based approach that involved key community stakeholders and members of the public in both identifying key behavior-related to barriers to active transportation and, using the four non-infrastructure related E's (education, encouragement, enforcement and evaluation) to address them.

The City of Charlottesville Safe Routes to School Initiative aims to:

1. Increase the number of students using active transportation to get to & from school, especially among those living within one mile of their school.
2. Reduce the number of injuries suffered by school-aged students walking & biking.
3. Raise awareness of the benefits of active transportation to students, parents, & the community at large.
4. Reduce traffic congestion & greenhouse gas emissions.
5. Promote lifelong healthy habits.

The APP update reflects minimal changes from last year's plan, but emphasizes lessons learned since our Coordinator was hired in October 2016. The following short-term recommendations were developed:

- Institute bike riding, repair, and safety curriculum (Education)
- Develop a division-wide SRTS website and newsletter (Education)
- Facilitate biking and walking incentive program (Encouragement)
- Regularly host walk- and bike-to-school days (Encouragement)
- Consistently host annual Bicycle Rodeos (Encouragement)
- Conduct bike safety checks (Enforcement)
- Expand the bike helmet give-away program (Enforcement)
- Administer student travel tallies (Evaluation)
- Keep records of participation in workshops, biking and walking trains, bike rodeos, afterschool clubs, and other events (Evaluation)

One major change is the addition of two new schools (The Village School and the International School), which enables the city to apply for funding for a full-time coordinator. The SRTS Activities and Programs Plan will continue to serve as a guiding document to assist in promoting, encouraging, and enabling walking and bicycling to school. The \$102,000 grant request will fund a full-time Safe Routes to School Coordinator and the supplies needed to implement the recommendations included in the APP. As a reimbursable grant, costs will be incurred by Neighborhood Development Services and reimbursed by VDOT.

Alignment with City Council's Vision and Strategic Plan:

This initiative supports Council's Vision to be a "Connected Community" ("the City of Charlottesville is part of a comprehensive, regional transportation system that enables citizens of all ages and incomes to easily navigate our community") and "America's Healthiest City ("we have a community-wide commitment to personal fitness and wellness, and all residents enjoy our outstanding recreational facilities, walking trails, and safe routes to schools").

In addition, the project contributes to Goals 1 and 3 of the Strategic Plan, to be an inclusive, self sufficient community and a healthy and safe city.

The initiative further implements recommendations within the Comprehensive Plan (2013), Bicycle and Pedestrian Master Plan (2015) and supports the City's Healthy Eating Active Living (HEAL) Resolution.

Community Engagement:

This grant application implements one of the programming recommendations included in the Bicycle and Pedestrian Master Plan (adopted 2015), which included significant public involvement. Further, city staff from Neighborhood Development Services worked with staff from the Thomas Jefferson Health District and Charlottesville City Schools (Physical Education and Pupil Transportation) to create a Safe Routes to School Task Force in 2016 that was responsible for outlining elements of a city-wide Safe Routes to School Activities and Programs Plan (APP). The task force included representatives from city schools, community organizations, multiple city departments (NDS, PW, Parks), as well as health and enforcement disciplines. The APP was developed by the task force with input from parents (via Parent Survey) and further discussed/refined at public meeting in February 2016. The Bicycle and Pedestrian Advisory Committee provided feedback on the updates in Feb. 2018.

Budgetary Impact:

The grant application will provide funding (100% reimbursable) for both a part-time Safe Routes to School Coordinator and the supporting activities included in the Activities and Programs plan. The grant will fund a position for 12 months. Future grants would require a 20% match (cash or in-kind donations are acceptable). For the 2017-2018 school year, the program received approximately \$19,000 in local in-kind donations (up from \$4,885 last year) and we anticipate being able to secure that level of match again.

Recommendation:

Staff recommends support for the Safe Routes to School Non-Infrastructure grant application.

Alternatives:

If grants funds are not received, Safe Routes to School programming will continue in an ad-hoc fashion with assistance from local P.E. teachers, community partners and parent volunteers.

Attachments:

Safe Routes to School Activities and Programs Plan

<http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/transportation/bicycle-and-pedestrian/safe-routes-to-school>

A Resolution Supporting Safe Routes to School Projects

RESOLUTION
Supporting Safe Routes to School (“SRTS”) Projects

WHEREAS, obesity is one of the most serious threats to American public health, ranking third among preventable causes of death in the United States;

WHEREAS, motor vehicle crashes are also a leading cause of death and injury to children;

WHEREAS, between 1969 and 2009 the percentage of children walking and biking to school dramatically declined from 48 percent to 13 percent;

WHEREAS, the Safe Routes to School program, created by Congress in 2005, aimed to increase the number of children engaged in active transportation when traveling to school by funding (1) infrastructure projects, located within two miles of a public school, that directly increase safety and convenience for public school children walking and/or biking to school, and (2) non-infrastructure projects designed to encourage public school children to walk and bicycle to school;

WHEREAS, Safe Routes to School projects are a proven, effective approach to increasing the number of children actively traveling to school by foot or bike;

WHEREAS, Safe Routes to School projects provide important health, safety, and environmental benefits for children, including reducing risk of obesity/chronic disease and pedestrian/bicycle injuries as well as improving air quality;

WHEREAS, the need for Safe Routes to School projects is especially strong in low-income areas, which suffer from a disproportionately high incidence of both childhood obesity/chronic disease and pedestrian and bicycle injuries and often have inferior pedestrian and bicycle infrastructure;

WHEREAS, Safe Routes to School projects make it safer and more convenient for all residents to walk and bike to destinations, further promoting public health;

WHEREAS, a goal of the City of Charlottesville’s current Comprehensive Plan, Bicycle and Pedestrian Master Plan, Complete Streets Resolution and Healthy Eating Active Living Resolution supports active transportation options, which can be met in part by implementation of Safe Routes to School projects;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlottesville affirms its commitment to active transportation and supporting Safe Routes to School infrastructure and non-infrastructure projects.

**CITY OF CHARLOTTESVILLE
CITY COUNCIL AGENDA**



Agenda Date:	March 19, 2018
Action Required:	Yes (First Reading of Ordinance)
Staff Contacts:	Lauren Hildebrand, Director of Utilities Lisa A. Robertson, Acting City Attorney
Title:	Quitclaim Gas Easement to VDOT (Adams Court)

Background: In February of 1997, the City acquired a natural gas line easement in Adams Court in the Jefferson Village Subdivision in Albemarle County. The Virginia Department of Transportation is prepared to accept this roadway into the state highway system. At the request of the Gas Division, we have drafted an ordinance and deed quitclaiming to VDOT the City's natural gas easement crossing Adams Court (see attached plat).

Discussion: The quitclaim deed requires the gas line to remain in its present location, and if the street ceases to be part of the state's highway system, the easement will automatically revert back to the City. The natural gas line and facilities continue to be owned and maintained by the City even after the easement is quitclaimed to the state.

Alignment with Council Vision Areas and Strategic Plan: Not applicable.

Community Engagement: Not applicable.

Alternatives: If the ordinance is not approved, VDOT will not accept Adams Court into its road maintenance system.

Budgetary Impact: None.

Recommendation: Approval of the attached ordinance and quitclaim deed.

Attachments: Ordinance and Deed of Quitclaim (with plat attached).

**AN ORDINANCE
TO QUITCLAIM NATURAL GAS LINE EASEMENT
WITHIN ADAMS COURT IN THE JEFFERSON VILLAGE SUBDIVISION
LOCATED IN ALBEMARLE COUNTY
TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Virginia Department of Transportation (VDOT) is prepared to take over maintenance of the roadway known as Adams Court located in the Jefferson Village Subdivision in Albemarle County; and

WHEREAS, the City owns natural gas lines located within this roadway, and also owns an easement for such gas lines, and VDOT has asked that the foregoing easement crossing this roadway be released upon VDOT's acceptance of Adams Court; now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute a deed of quitclaim, substantially the same in form as the deed attached hereto, approved by the City Attorney, for release of the above-described gas line easement crossing Adams Court to the Virginia Department of Transportation conditioned upon receipt by the City of a VDOT permit allowing said lines to continue to be located in said roadway.

*Prepared by Lisa A. Robertson (VSB #32486)
Charlottesville City Attorney's Office
P.O. Box 911, Charlottesville, VA 22902*

Albemarle County Tax Map 32D (Adams Court)

**This deed is exempt from recordation taxes pursuant to
Virginia Code Secs. 58.1-811(A)(3) and 58.1-811(C)(4).**

DEED OF QUITCLAIM

THIS DEED OF QUITCLAIM, made and entered into on this ____ day of _____, 2018, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation, **GRANTOR**, and the **COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION, GRANTEE**, whose address is P. O. Box 671, Culpeper, Virginia 22701.

WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid, receipt of which is hereby acknowledged, the GRANTOR does hereby QUITCLAIM and RELEASE to the GRANTEE, subject to the reservations hereinafter set forth, easements and rights of way, as shown on the attached plat made by the City of Charlottesville Gas Division dated February 16, 2018, to construct, maintain, operate, alter, repair, inspect, protect, remove, and replace certain improvements in the Adams Court right-of-way in the County of Albemarle, namely: Natural gas lines and related gas facilities, or portions thereof, upon, under and across Adams Court, insofar as the land embraced within said easement falls within the boundaries of a public street or highway to be maintained by the Virginia Department of Transportation. Said portion of the gas line easement in Adams Court was conveyed to the City by Deed of Easement dated February 6, 1997 from the County of Albemarle, of record in the Clerk's Office for the Circuit Court for the County of Albemarle in Deed Book 1597, Page 298

The Grantor reserves unto itself, its successors and assigns, all of the rights and privileges under the aforesaid Deeds of Easement until such time as the Virginia Department of Transportation has issued a permit to the GRANTOR subject to the following two conditions which shall also be covenants running with the land:

1. That the above described improvements of the GRANTOR may continue to occupy such streets or highways in the existing condition and location.

2. The GRANTOR shall at all times indemnify and save harmless the Commonwealth of Virginia, Department of Transportation, its employees, agents, and officers from any claim whatsoever arising from GRANTOR'S exercise of rights or privileges stated herein.

The GRANTEE is to have and hold the above-described property for so long as said property is used as part of its public street or highway maintained by the GRANTEE or its successors or assigns charged with the responsibility and obligation to maintain public streets and highways, but upon abandonment of said property's use for such purposes, all rights, privileges, interests and easements in the property herein described under the aforesaid easements shall revert to the GRANTOR, its successors and assigns.

Notwithstanding other language contained herein which might appear to the contrary, the parties agree that GRANTOR shall continue to own in fee simple the gas line improvements located within the above described public roadway.

IN WITNESS WHEREOF, the GRANTOR has caused its name to be assigned hereto and its seal to be affixed and attested by its appropriate officers, all after due authorization, on the day and year first above written.

CITY OF CHARLOTTESVILLE, VIRGINIA

BY: _____
Nikuyah Walker, Mayor

ATTEST:

Clerk of Council

STATE OF VIRGINIA
CITY OF CHARLOTTESVILLE

I, _____, a Notary Public in and for the City of Charlottesville within the State aforesaid, do hereby certify that Nikuyah Walker, Mayor of the City of Charlottesville, Virginia, and Paige Rice, its Clerk of Council, whose names are signed to the foregoing writing, bearing date of _____, 2018, have each duly acknowledged the same before me within my City and State aforesaid.

My Commission Expires: _____

Given under my hand this _____ day of _____, 2018.

Notary Public
Registration # _____

Approved as to Form:

Lisa A. Robertson, Acting City Attorney

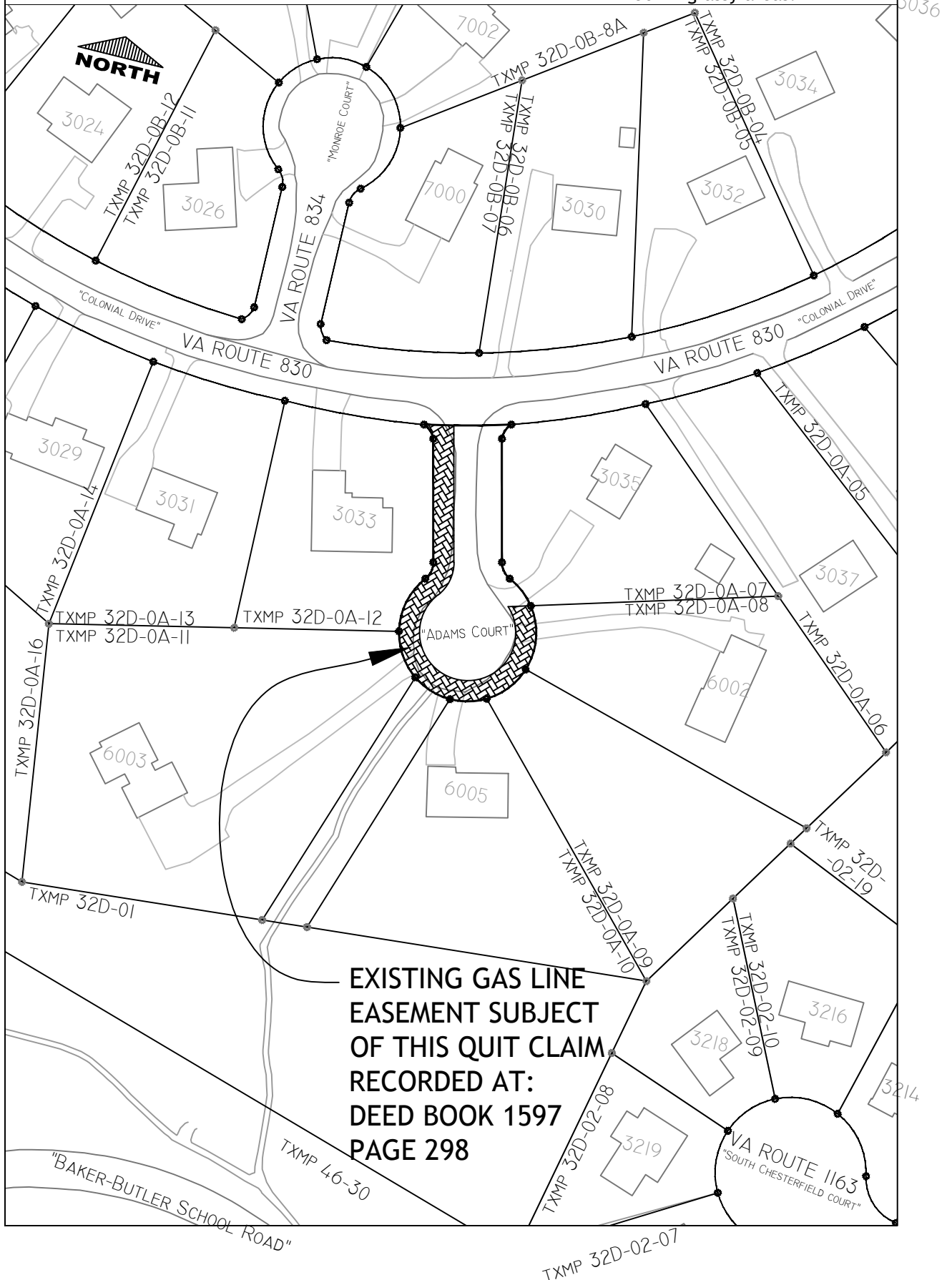
**CITY OF CHARLOTTESVILLE UTILITIES: GAS
PLAT SHOWING
EXISTING GAS LINE EASEMENT
LOCATED WITHIN THE ROAD RIGHTS OF WAY OF
"ADAMS COURT"**

**TO BE QUIT CLAIMED TO THE
COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION
GAS LINE EASEMENT RECORDED IN ALBEMARLE COUNTY AT:
DEED BOOK 1597 PAGE 298**

DATE: FEBRUARY 16, 2018 SCALE: 1" = 100'

The M.A.O.P. of 2" P.E. pipe is 99 P.S.I.
which is <20% S.M.Y.S.

When installed minimum depth was
42" below paved surfaces and
36" in grassy areas.



**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 19, 2018
Action Required:	None
Presenter:	Maurice Jones, City Manager
Staff Contacts:	Leslie Beauregard, Assistant City Manager Ryan Davidson, Sr. Budget and Management Analyst Maya Kumazawa, Budget and Management Analyst
Title:	Public Hearings 1. FY 2019 Real Estate Tax Rate 3. City Manager's Proposed FY 2019 Budget

Background:

The Council meeting on March 19, 2018 marks the first two public hearings of the FY 2019 budget process. The first public hearing is held for the proposed real estate tax rate and the second on this same night is for the FY 2019 City Manager's Proposed Budget. The City Manager will give a very quick overview of the budget prior to the public hearings.

Legal ads were published, as required, in the Daily Progress on February 15, 2018 (real estate tax levy) and on March 1, 2018 (proposed budget). Those ads are also posted outside the Clerk of Council's/City Manager's Office in City Hall and on the **FY 2019 Proposed Budget** section of the following website: www.charlottesville.org/budget.

Discussion:

The proposed Real Estate Tax Rate for FY 2019 is **\$.95/\$100 assessed value**, no change from FY 2018.

The total General Fund Budget for FY 2019 is proposed to be **\$179,342,119**, a **4.48%** increase over FY 2018. The proposed budget also includes a **\$23.4 million** Capital Improvement Program budget in FY 2019.

Community Engagement:

There are several remaining opportunities for the community to provide input into the budget. In addition, a few minutes are reserved at the end of each Budget Worksession for public comment and input:

Council Worksession #2 <i>Capital Improvement Program</i>	March 15, 2018	5:00 – 7:00 PM	City Space
First Budget and Tax Rate Public Hearings	March 19, 2018	6:30 PM <i>Public Hearing Advertised for 7:00 PM</i>	Council Chambers
Community Budget Forum	March 28, 2018	6:00 – 8:00 PM	City Space
Council Worksession #3 <i>Outside and Nonprofit Agencies</i>	March 29, 2018	5:00 – 7:00 PM	City Space
Second Budget Public Hearing/ Budget Approval First Reading/ Tax Levy Approval First Reading	April 2, 2018	6:30 PM <i>Public Hearing Advertised for 6:30 PM</i>	Council Chambers
Council Worksession #4 <i>Budget Wrap Up and Final Budget Decisions (if necessary)</i>	April 5, 2018	5:00 – 7:00 PM	City Space
Budget and Tax Levy Approval Second Reading	April 10, 2018	5:30 PM	City Hall Second Floor Conference Room

Alignment with City Council’s Vision and Strategic Plan:

This proposed budget aligns with Council’s Vision and FY 2018 – 2020 Strategic Plan and is detailed in the budget document.

Budgetary Impact:

N/A

Recommendation:

N/A

Alternatives:

N/A

Attachments:

The proposed budget document and materials for the budget worksessions are posted at www.charlottesville.org/budget. Hardcopies of these documents can be found in the City Manager’s Office, City Hall, Monday-Friday between 8am – 5pm, and the budget document at Central and Gordon Ave. libraries.

CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



Agenda Date: March 19, 2018

Action Required: Public Hearing and Appropriation

Presenter: Tony Edwards, Neighborhood Development Services Manager
Brennen Duncan, City Traffic Engineer

Staff Contacts: Tony Edwards, Neighborhood Development Services Manager
Brennen Duncan, City Traffic Engineer

Title: HB2 / SMART Scale grant funding Barracks Road / Emmet Street
Intersection \$8,640,866

Background: The Governor signed House Bill 2 into law in 2014, which is now known as SMART Scale. This grant program outlines the funding process for potential state transportation projects. The City of Charlottesville was successful in its second year of SMART Scale submissions by being awarded a total grant funding of \$8,640,866. No local funding match is required. The City will need to enter into an agreement with Virginia Department of Transportation (VDOT) to participate in moving forward to install the intersection improvements with an appropriation being the first step. Additional background information on funding criteria and requirements may be reviewed at: <http://www.virginiahb2.org>.

Discussion: This funding will provide the necessary resources to design, acquire right-of way, as needed, and construct the infrastructure improvements as identified in the state application. The proposed improvements include additional right turn lanes to Northbound Emmet Street (Rte29) and westbound Barracks Road, traffic signal pole relocation, bike/pedestrian and transit improvements to include pedestrian refuge islands across both streets, a multiuse sidewalk along Emmet Street, and upgrading a current bus stop with a bus shelter.

Planned Future SMART Scale Applications

The next round of SMART Scale application opened on March 1, 2018. Each applicant is allowed no more than four applications. Political jurisdictions, Metropolitan Planning Organizations and Public Transit Authorities have the option to request their applications be prescreened no later than June 1, with final submission due on August 1, 2018. NDS is proposing to submit applications for the following four projects:

1. West Main Streetscape project
2. Preston Avenue and Grady Intersection

3. Route 250 and Hydraulic Road improvement (turn lanes, signal rebuild, sidewalk and trail connections); and
4. 5th Street/Ridge Street/McIntire Corridor Improvement.

Community Engagement: Barracks Road/Emmet Street Intersection Improvements was proposed in response to citizen concerns for public safety regarding limited capacity in multimodal access by bicyclists, pedestrians and vehicles. The merits of the project have been approved by City Council and the Commonwealth Transportation Board. Additional public engagement will occur during the design phase and includes a formal Public Hearing.

Alignment with Council Vision and Strategic Plan: Submissions for the SMART Scale funding requests have the opportunity to support City Council's Vision for Economic Sustainability, A Green City, America's Healthiest City and A Connected Community. In addition, it would contribute to Goal 2 of the Strategic Plan: A Healthy and Safe City; Goal 3: A Beautiful and Sustainable Natural and Built Environment; 3.1: Engage in robust and context sensitive urban planning and implementation; 3.2: Provide reliable and high quality infrastructure; 3.3: Provide a variety of transportation and mobility options. These projects align with goals within the Comprehensive Plan, Streets that Work and the Bike and Pedestrian Master Plan.

Budgetary Impact: State and Federal funding will be received on a reimbursement basis. No local match is required.

Recommendation: Staff recommends approval of this appropriation of funds.

Alternatives: The City could decide to not proceed with the project or appropriation.

Attachment(s): N/A

APPROPRIATION

HB2 / SMART Scale FY2018 – \$8,640,866

WHEREAS, the City of Charlottesville was awarded \$8,640,866 in state and federal funds through the SMART Scale grant program to be used for the Barracks Road Intersection Improvements project;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner:

Revenues

\$7,640,866	Fund: 426	WBS: P-00972	G/L Account: 431110
\$1,000,000	Fund: 426	WBS: P-00972	G/L Account: 430110

Expenditures

\$8,640,866	Fund: 426	WBS: P-00972	G/L Account: 599999
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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 19, 2018
Action Required:	Direction
Presenter:	Dr. Wes Bellamy, City Councilor Maurice Jones, City Manager
Staff Contacts:	Maurice Jones, City Manager
Title:	Internet Access for Public Housing

Background:

In 2015, President Obama said, “high-speed broadband is not a luxury, it’s a necessity,” and in 2016, the UN passed a resolution declaring Internet access a human right. Today, access to computers and the Internet are necessary for full participation in America's economic, political and social life. Having adequate home Internet access provides measurable economic and social outcomes by providing people with better access to education, job prospects, health care, government services, and business opportunities.

But despite its importance, in communities across the U.S. – including right here in Charlottesville – not everyone has access, or sufficiently robust access, which is primarily due to affordability. That means low-income households are missing out on one of the most important tools to help with their everyday and long-term challenges.

City Councilor Bellamy and Grant Duffield, the Executive Director of the Charlottesville Redevelopment and Housing Authority (CRHA) have been in negotiations with representatives from Ting to provide affordable internet access to all 376 units of public housing in the City.

Discussion:

In an effort to help bridge the digital gap that exists between economic levels, Ting is offering to build fiber-optic Internet service to every CRHA home, with financial assistance from the City. More specifically Ting will provide its 1 gigabit per second symmetrical service to residents for \$9.95/month. This service normally sells to residential customers at \$89/month. According to Ting, there are no data caps, no contracts, and net neutrality practices will always be honored. The process to wire the buildings and individual units is expected to take place over a 12-month period. During that time, CRHA would work with Ting to inform residents about their service options.

To lessen the cost to CRHA residents, Ting is requesting that CRHA/City cover the installation and hardware costs, which are \$400 per unit – for a total of \$150,400. The residents would then only be responsible for paying a monthly fee of \$9.95/month.

Community Engagement:

There has been no community engagement on this specific request to date.

Alignment with City Council’s Vision and Strategic Plan:

This item aligns with Council’s vision of:

A Center for Lifelong Learning

In Charlottesville, the strength of our education is measured not by the achievements of our best students, but by the successes of all our students. Here, an affordable, quality education is cherished as a fundamental right, and the community, City schools, Piedmont Virginia Community College and the University of Virginia work together to create an environment in which all students and indeed all citizens have the opportunity to reach their full potential.

Community of Mutual Respect

In all endeavors, the City of Charlottesville is committed to racial and cultural diversity, inclusion, racial reconciliation, economic justice, and equity. As a result, every citizen is respected. Interactions among city leaders, city employees and the public are respectful, unbiased, and without prejudice.

Budgetary Impact:

Councilor Bellamy is requesting the appropriation of \$150,400 from the City’s CIP Contingency Fund to pay for the installation and hardware costs.

Attachments:

None

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 19, 2018
Action Required:	Direct staff
Presenters:	Mike Murphy, Assistant City Manager
Staff Contacts:	Maurice Jones, City Manager
Title:	Community Remembrance Project with the Equal Justice Initiative

Background:

Council created an ad-hoc blue ribbon commission on May 2, 2016 to address the questions and concerns brought before them regarding race, memorials and public spaces in Charlottesville. Eleven commission members were appointed after an application process. They were charged with providing Council with options for telling the full story of Charlottesville's history of race relations and for changing the City's narrative through our public spaces. The Chair of the Blue Ribbon Commission (BRC), Don Gathers, presented a final report to Council on December 19, 2016. A total of 9 recommendations were made base on the charge from City Council.

Action was taken on several of the recommendations, with considerable attention given to the statues of Robert E. Lee and Thomas Jackson. On September 5, 2017 City Council endorsed the BRC's recommendation to *Participate in the Equal Justice Initiative's Memorial to Peace and Justice acknowledging the lynching in Albemarle County of John Henry James*. On November 6, 2017, Council approved a resolution authorizing a downtown park redesign initiative Request for Proposals (RFP) for professional teams with expertise in landscape architecture, history and culturally and racially sensitive facilitation. The EJI Community Remembrance Project was included as an important consideration that a successful respondent must include in their submission. As a result, staff is not currently pursuing the development and placement of a historical marker or lynching memorial in collaboration with EJI. Tonight's agenda item requests direction from Council as to whether the Community Remembrance Project Elements remain solely in the scope of the RFP, or if staff should pursue a more timely installation with the understanding that the locations would be temporary pending community engagement and downtown park redesign.

Discussion:

Working with the Equal Justice Initiative would have four important components:

- The writing, installation, and unveiling of a historical marker
- An essay contest for high school students reacting to historical events identified by EJI.
- Soil collection from the site of installation for display in our community and at the National Memorial to Victims of Lynching
- Visiting the EJI museum and retrieving a local memorial module for installation.

Staff is currently working under the assumption that, should we move forward, the memorial module and historical marker would be located in Justice Park. The location for the soil collection remembrance has not been previously discussed.

From The EJI website and supplementary materials:

EJI's Community Remembrance Project is part of our campaign to recognize the victims of lynching by collecting soil from lynching sites and creating a memorial that acknowledges the horrors of racial injustice. Community members are invited to join EJI staff to collect soil from sites throughout Alabama.

Between the Civil War and World War II, thousands of African Americans were lynched in the United States. Lynchings were violent and public acts of torture that traumatized black people throughout the country and were largely tolerated by state and federal officials. EJI has [documented](#) more than 4000 racial terror lynchings in 12 Southern states between the end of Reconstruction in 1877 and 1950 – 84 of these victims were lynched in Virginia.

Lynching profoundly impacted race relations in this country and shaped the geographic, political, social, and economic conditions of African Americans in ways that are still evident today. Terror lynchings fueled the mass migration of millions of black people from the South into urban ghettos in the North and West in the first half of the 20th century. Lynching created a fearful environment in which racial subordination and segregation were maintained with limited resistance for decades. Most critically, lynching reinforced a legacy of racial inequality that has never been adequately addressed in America.

Public acknowledgment of mass violence is essential not only for victims and survivors, but also for perpetrators and bystanders who suffer from trauma and damage related to their participation in systematic violence and dehumanization. Yet most lynchings, and their victims, have never been publicly recognized.

To create greater awareness and understanding about racial terror lynchings, and to begin a necessary conversation that advances truth and reconciliation, EJI is working with communities to commemorate and recognize the traumatic era of lynching by collecting soil from lynching sites across Alabama.

This soil collection project is intended to bring community members closer to the legacy of lynching and to contribute to the effort to build a lasting and more visible memory of our history of racial injustice. Jars of collected soil will be part of an exhibit that will reflect the history of lynching and express our generation's resolve to confront the continuing challenges that racial inequality creates

Alignment with City Council's Vision and Strategic Plan:

The blue ribbon commission reflects the City's vision to be a "Community of Mutual Respect." This also aligns with Strategic Plan Goal 5: *Foster Strong Connections*, and the initiative to respect and nourish diversity.

Budgetary Impact:

There is currently no budget impact anticipated for the City of Charlottesville.

Recommendation:

Staff seeks direction on this matter.

Alternatives:

Complete the process outlined in the Council resolution 11/6/17 and collaborate with EJI for installation after downtown park redesign; or Allow temporary placement of a historical marker and a local memorial module to commemorate the lynching of John Henry James.

Attachments:

- The lynching of John Henry James (various references prepared for the Blue Ribbon Commission)
- Lynching in America: A Community Remembrance Project
- Link to video: <https://eji.org/national-lynching-memorial>
- Council Resolution November 6, 2017

The Lynching of John Henry James at Wood's Crossing on July 12, 1898

"The lynching of John Henry James will be far more damaging to the community than it will be to the alleged criminal. His troubles are o'er; those of the community have just begun."

Richmond Planet, July 16, 1898

"John Henry James is not a resident of Charlottesville. He came here a tramp, but has been around the city for five or six years. He has been in various occupations, and possibly several times a valued member of the chain-gang. As far as we can learn he has no relatives or friends in this section."

"When the train was nearing Wood's Crossing, about four miles west of this city, the officers noticed a crowd at the station . . . As soon as the train slowed up, a number of men, unmasked, boarded the platforms, front and rear all were armed with pistols and there seemed to be about 150 in the crowd. . . . a rope was thrown over his head and he was carried about 40 yards to a small locust tree near the blacksmith shop. . . . As soon as he was elevated the crowd emptied their pistols into his body, probably forty shots entering it."

"He Paid the Awful Penalty"

Daily Progress, Tuesday July 12, 1898, page 1

<https://tinyurl.com/ydxdrz5b>



Wood's Crossing was on the C&O railroad, 0.3 mile west of Farmington and 2.9 miles east of Ivy Depot, according to an old table of Virginia railroad stations. (<https://tinyurl.com/yb6994lr>)

"She described her assailant as a very black man, heavy-set, slight mustache, wore dark clothes, and his toes were sticking out of his shoes.

"About noon a negro named John Henry James was arrested in Dudley's barroom as answering somewhat the description of Miss Hotopp's assailant. . . .

". . . It is said that the young lady resisted the fellow to the extent of scratching his neck so violently as to leave particles of flesh under her fingernails and so effective was the resistance that he failed of accomplishing his foul purpose."

“Atrocious and Outrageous”

Daily Progress, Monday July 11, 1898, page 1

<https://tinyurl.com/ydfnydac>

Reports in the *Richmond Planet*:

"They Lynched Him: A Brutal Murder--Mob Makes No Efforts at Disguise"

Richmond Planet, 16 July 1898 page 1

<http://tinyurl.com/zxym3wf>

“The lynching of John Henry James, (colored) was as dastardly in its conception and as heinous in its execution as the crime with which he stood charged. . . . The lynching of John Henry James will be far more damaging to the community than it will be to the alleged criminal. His troubles are o’er; those of the community have just begun.”

"Another Virginia Lynching"

Richmond Planet, 16 July 1898, page 4

<http://tinyurl.com/zdouovf>

More reports in the *Daily Progress*:

“Being asked as to his guilt or innocence, he admitted that he was the right man . . . the crowd thought there was no reason for delay, and they decided to lynch the prisoner, who then begged for his life and protested his innocence but without avail. . . . The fact that there is no doubt of his guilt makes the people of Charlottesville heartily approve the lynching, as in this way the innocent victim is spared the terrible ordeal of being a prosecuting witness.”

“Result of Coroner’s Inquest”

Daily Progress, Wednesday July 13, 1898, page 1

<https://tinyurl.com/y7hlt9v5>

“From an Eyewitness”

Daily Progress, Saturday July 16, 1898

<https://tinyurl.com/y7rq3lfk>

“The Lynching of James: The Staunton ‘Spectator’ Has Somewhat to Say on the Subject”

Daily Progress, Thursday July 21, 1898, page 1

<https://tinyurl.com/y8ozejr9>

Reports in the *Staunton Spectator and Vindicator*:

“Mob Law”

Staunton Spectator and Vindicator, July 21, 1898, page 2

<http://tinyurl.com/hubvtj>

“The exact reason why the Sheriff of Albemarle, took the local train instead of the fast train to Charlottesville with his prisoner, James, who was lynched was not considered a material question before the coroner.”

Staunton Spectator and Vindicator, July 21, 1898, page 2

<http://tinyurl.com/zu4aqfk>

The exact reason why the sheriff of Albemarle, took the local train instead of the fast train to Charlottesville with his prisoner, James, who was lynched was not considered a material question before the coroner.

The terrible effort made by the sheriff of Albemarle county, at Wood's Crossing last week to save his prisoner seemed to temporarily unbalance his mind, so much so that he came very near charging the lynching to the people of Staunton. Such efforts are often attended with serious consequences.

The jury summoned by the coroner to sit upon the body of the late James lynched in Albemarle county last week at Wood's Crossing for assault on Miss Hotopp, found that "deceased came to his death by the hands of persons unknown to the jury." The rule in society in Albemarle is such that one frequently has to be introduced to another several times there before he can be said to know him. The jury had not had a formal introduction, you see.

Staunton Spectator and Vindicator, July 21, 1898, page 2

The Hotopps

Julia Hotopp's father had died two months before these events occurred:

William Hotopp Obituary
 Daily Progress, May 05, 1898, page 1
<https://tinyurl.com/y7xa8pw5>

William Friedrich Hotopp (1832-1898)
 Pen Park-Gilmer Estate Cemetery, Albemarle County, Virginia
<http://www.findagrave.com/cgi-bin/fg.cgi?page=gr&GRid=41084516>

The Hotopp estate was where Pen Park is now.



from 1875 Green Peyton Map of Albemarle County

In 1911 Julia Hotopp was living with her widowed mother Emma in Washington, D. C. She was arrested and sent to Washington Asylum Hospital for observation when she went to the police and asked for protection, saying that "scores of men interfered with her when she was painting landscapes about Washington."

The Washington Post
21 Dec 1911
p2

WOMAN ARTIST IN CUSTODY.

Police Question the Sanity of Miss Julia Hotopp, the Pedestrian.

Miss Julia Hotopp, 33 years old, an artist and long-distance pedestrian, was arrested at police headquarters yesterday and sent to the Washington Asylum Hospital for observation. She told Inspector Boardman that scores of men interfered with her when she was painting landscapes about Washington. Her talk became so incoherent she was taken into custody.

Miss Hotopp has been living with her mother for several years at 518½ K street northwest. About three years ago she walked from Atlanta, Ga., to Chicago, Ill.

THURSDAY, MAY 27, 1915.

Supreme Court, District of Columbia.

EQUITY DIVISION 1.—Mr. Justice McCoy.

In re lunacy of Julia Hotopp, report of committee confirmed. Attorney Frederick A. Fenning.

The Washington Post
Washington, District of Columbia
Friday May 28, 1915, Page 9

Julia Hotopp's name continued to appear in the legal record columns of the Washington newspapers every few years through 1930: "In re lunacy of Julia Hotopp, report of committee confirmed." However, her mother Emma died on March 15, 1914, and Julia Hotopp is listed in city directories in the Los Angeles, CA area from 1914 until her death on March 25, 1948. Her widowed sister Agnes Pauline Hotopp Duke also lived in the Los Angeles area until her death in 1944.

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Lynching in America:
A Community Remembrance Project

eji

Rufus
Lesseur
Thomasboro, AL
August 16, 1904




Between the Civil War and World War II, thousands of African Americans were lynched in the United States. Lynchings were violent and public acts of torture that traumatized black people throughout the country and were largely tolerated by state and federal officials. “Terror lynchings” peaked between 1880 and 1940 and claimed the lives of African American men, women, and children who were forced to endure the fear, humiliation, and barbarity of this widespread phenomenon unaided. This was terrorism.

The Equal Justice Initiative has documented more than 4000 racial terror lynchings in 12 Southern states between the end of Reconstruction in 1877 and 1950. Lynching profoundly impacted race relations in this country and shaped the geographic, political, social, and economic conditions of African Americans in ways that are still evident today. Terror lynchings fueled the mass migration of millions of black people from the South into urban ghettos in the North and West throughout the first half of the 20th century. Lynching created a fearful environment in which racial subordination and segregation were maintained with limited resistance for decades. Most critically, lynching reinforced a legacy of racial inequality that has never been adequately addressed in America.

EJI has initiated a campaign to recognize the victims of lynching by collecting soil from lynching sites and creating a memorial that acknowledges the horrors of racial injustice. We aim to transcend time and altered terrain to bear witness to this history and the devastation these murders wrought upon individuals, families, communities, and our nation as a whole. We invite you to join our effort to help this nation confront and recover from tragic histories of racial violence and terrorism and to create an environment where there can truly be equal justice for all.



The image shows the interior of a small, dark wooden structure, likely a makeshift jail or calaboose. The walls and ceiling are made of horizontal wooden planks. Two small, rectangular windows with vertical bars are visible, one on the left and one on the right, providing the only source of light. The floor is dark and appears to be made of dirt or wood. A piece of light-colored fabric or clothing is lying on the floor in the foreground.

On August 14, 1904, a white woman in Thomaston, Alabama, claimed that a black man had entered her home and frightened her. A posse of white men soon formed and seized Rufus Lesseur, a black man, simply because someone claimed that a hat found near the house belonged to him. During this era, black people often were the targets of suspicion when a crime was alleged, and accusations against black people were rarely subjected to scrutiny. The white men locked a terrified Mr. Lesseur into a tiny calaboose, or makeshift jail, in the nearby woods (*pictured here*) and left him there for more than a day. Then at 3:00 a.m. on August 16, without an investigation, trial, or conviction, a mob of white men broke into the structure, dragged Rufus Lesseur outside, and lynched him, leaving his body riddled with bullets. He was 24 years old.

Rufus Lesseur was one of four known lynching victims in Marengo County, Alabama. He was lynched by a mob of unmasked white men in a town with only 300 residents, but the State claimed that no one could be identified, arrested, or prosecuted.



**Rufus
Lesseur**

Thomaston, AL
August 16, 1904



In 2015, EJI began speaking to community leaders about the need to acknowledge and discuss the history of lynching and racial terror in America. We published a report after we documented hundreds of previously unrecognized lynchings across the American South. EJI staff outlined an ambitious campaign to recognize the victims of lynching and racial terror in America by collecting jars of soil from each lynching site. *Pictured:* EJI Executive Director Bryan Stevenson meets with community leaders in Montgomery, Alabama.

Race and Poverty Project

- I. Slavery
- II. Terrorism
- III. Resistance to Integration
- IV. Mass Incarceration and Excessive Punishment
- V. Confronting the Legacy of Racial Terror



Deputy Program Manager
Kiara Boone
Photo by Elvin D. Lang



Staff Attorney Jennifer Taylor



Senior Attorney Sia Sanneh



Executive Director
Bryan Stevenson
Photo by Ozier Muhammad

On October 7, 1910, a white mob in Montgomery, Alabama, tried to abduct and lynch black men being held in jail on suspicion of “miscegenation” or interracial sexual relations. When they were unable to get the men out of the jail, the frustrated mob lynched a black taxi driver named John Dell who was sitting in his cab nearby. No one was ever arrested or prosecuted for his murder.





There has never been any effort to acknowledge the death of Mr. Dell or more than a dozen other lynching victims in Montgomery. In February 2016, legal staff from EJI went to the site of the Dell lynching and collected soil as part of our community remembrance project.

Hundreds of people have come to EJI to learn about the history of racial terror lynchings and the tragic legacy of this era of racial terrorism. Community members have also visited lynching sites across the state as participants in the soil collection and community remembrance project.



At the conclusion of presentations, EJI staff match community group members with particular lynching sites and provide narratives about specific lynchings and directions to the site. Participants are given a jar with the name of a lynching victim and the date and location of the atrocity.





College students carry jars and trowels as they embark on a journey to Alabama lynching sites, where they will recover soil to honor victims and commemorate the racial terror and tragic violence that took place at these locations.

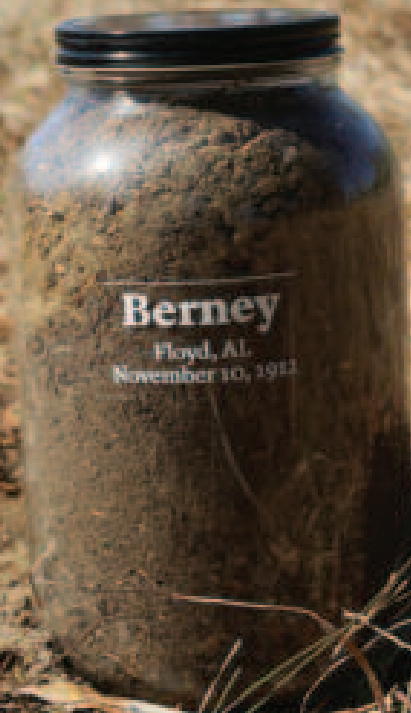


On June 18, 1934, a mob of white men lynched an innocent 16-year-old black boy in Pine Level, Alabama. Earlier in the day, a local white man reported that he had been attacked by a black man. A mob formed but could not find the alleged attacker, so the men seized Otis Parham, who told them he knew nothing about the incident. The mob began to beat the teenager. He tried to run, and was then shot to death by the angry crowd. His body was thrown into a ditch. The lynching was not investigated, and no one was arrested or prosecuted for the murder, although most members of the mob would have been known to law enforcement.

In Elmore County, Alabama, two black men were accused of driving carelessly and causing a horse driven by a white farmer's daughters to run away. On November 10, 1912, a white mob of "scores of citizens" responded by finding the two black men and chasing them into the woods. When the men were cornered, they exchanged gunfire with the posse, reportedly killing two members of the mob. When they could no longer defend themselves, the two black men fled to an abandoned cabin. One of the men escaped the cabin. The other man, Mr. Berney, was trapped, shot, and burned to death inside the cabin.



Mr. Berney was one of 13 known lynching victims who were killed in Elmore County, Alabama, between 1895 and 1915. No one was held accountable for this tragic violence.





Elizabeth Lawrence, an older black woman, was lynched by a white mob in Birmingham, Alabama, on July 5, 1933. Earlier that day, Ms. Lawrence was walking home when she was approached by a group of white children who threw rocks at her. In response, she verbally reprimanded the children. They reported her reprimand to their parents, who spread the word that a black woman had dared to rebuke white children. Later that night, an angry mob went to Ms. Lawrence's home, seized her, and lynched her. Her home was burned to the ground. When her son, Alexander, attempted to file a complaint with the sheriff and sought the arrest of his mother's murderers, the mob reorganized and pursued him. He fled to Boston, leaving the South as a refugee from racial terror.



Alabama State University Professor Derryn Moten reflects on the history and legacy of lynching at an EJI community remembrance event where he joined other community members to collect soil at a lynching site.

Participants in EJI's community remembrance project are asked to record or write reflections about their experiences, which are cataloged and stored by EJI.

Josephine McCall attends a community meeting at EJI with her daughter. When Mrs. McCall was a young child, her father, Elmore Bolling, was lynched in Lowndes County, Alabama. A successful black businessman, Mr. Bolling was targeted by white residents who resented his economic success. He was murdered in Lowndesboro on December 4, 1947. He was 39 years old.

In 1910, a black man named Bush Withers was lynched in Sanford, Alabama. Mr. Withers was imprisoned at a convict leasing camp where horrific conditions and abuse were widespread. Despite the horrors of convict leasing, which abused thousands of people in a brutal system historians have called “worse than slavery,” Mr. Withers was regarded as a faithful employee and “water boy” in the prison camp. One day he went to a nearby farm to get water as he regularly did, and was later accused of criminally assaulting the farmer’s daughter. Mr. Withers insisted he was innocent, but the mere allegation was enough. Eventually a white mob formed and brought Mr. Withers to a prominent site in Sanford where, as he begged for his life and insisted he had done nothing wrong, Mr. Withers was tied to a stake, burned alive, and then shot to death. The gruesome lynching was carried out in front of 400 spectators. Local newspapers praised the conduct of the mob as “orderly.”

Public spectacle lynchings like the murder of Mr. Withers were common in the American South. Large crowds of white people, often numbering in the thousands, gathered to witness pre-planned killings that often featured prolonged torture, mutilation, dismemberment, and/or burning of the victim. Many were carnival-like events, with vendors selling food and spectators collecting body parts and posing for photographs that were made into postcards and widely distributed through the U.S. Mail.





EJI is building a national memorial in Montgomery, Alabama, to honor the victims of racial terror and lynching. Designed with MASS Design Group, the site will allow visitors from all over the world to engage in deep reflection about America's history of racial injustice.

In December 2015, faith leaders from around the country joined EJI to partner with us on our community remembrance project. Leaders visited the site of our planned national memorial to lynching victims to pray and reflect on the importance of confronting racial injustice.





DOMESTIC SLAVERY

RACIAL TERROR LYNCHINGS

WOMEN TO RIGHTS

EMANCIPATION

2 GENERATIONS LATER

1 GENERATION LATER

ENSLAVED PEOPLE
HERE WERE
SOLD INTO
FORCED
LABOR AROUND
THE SOUTHERN
UNITED STATES

In partnership with Local Projects, EJI is building a museum in Montgomery that will open in the next year. Titled *From Enslavement to Mass Incarceration*, the museum will engage visitors in an intensive and interactive experience that confronts the history of racial injustice in America and examines slavery, lynching, segregation, and mass incarceration.



In 1893, a white mob stormed the jail in Carrollton, Alabama, and lynched Paul Hill, Paul Archer, Will Archer, Emma Fair, and Ed Guyton, four black men and a black woman who had been accused of setting a fire that destroyed a mill and gin house. They did not resist when arrested, insisting that they were innocent and would be cleared quickly. The mob entered the jail with no resistance from law enforcement and slaughtered all five victims in a hail of gunfire. As the great anti-lynching crusader Ida B. Wells wrote in her investigation of the lynching, the unarmed black people “in their bolted prison cells could do nothing but suffer and die.”



BRIGHTON
LYNCHING IN AMERICA
Thousands of black people were the victims of lynching and racial violence in the United States between 1877 and 1950. The lynching of African Americans during this era was a form of racial terrorism intended to intimidate black people and enforce racial hierarchy and segregation. Lynching was most prevalent in the South. After the Civil War, there was violent resistance to equal rights for African Americans and an ideology of white supremacy led to violent abuse of racial minorities and decades of political, social, and economic exploitation. Lynching became the most public and notorious form of terror and subordination. White mobs were usually permitted to engage in racial terror and brutal violence with impunity. Many black people were pulled out of jails or given over to mobs by law enforcement officials who were legally required to protect them. Terror lynchings often included burning and mutilation, sometimes in front of crowds numbering in the thousands. Many of the names of lynching victims were not recorded and will never be known, but over 300 documented lynchings took place in Alabama alone. Jefferson County had the highest number in Alabama (25) and the sixth highest total lynchings in the nation during the era of terror lynching.

**EQUAL JUSTICE
INITIATIVE
2018**

EJI has a project to erect markers at lynching sites around the country. In December 2015, the first lynching marker was erected in Brighton, Alabama, to commemorate the death of William Miller, who was lynched for organizing African American coal miners in 1908. Community leaders gathered for the dedication, where EJI also awarded \$6000 in college scholarships to area high school students.

EJI plans to dedicate hundreds of additional markers in the coming years.



THE LYNCHING OF WILLIAM MILLER

On this spot in August 1908, a group of white men took William Miller from his Brighton, Alabama jail cell in the middle of the night and lynched him in the woods nearby. Mr. Miller was a black leader advocating for better labor conditions in the coal mines when he was arrested on false charges of violence. Coal mining in Alabama began with the use of slave labor in the 1840s. The industry boomed in the late 1800s as Birmingham became "The Magic City," but after slavery was abolished, coal companies' success depended on the labor of black workers forced into bondage through convict leasing, a notorious scheme where tens of thousands of black people were arrested for trivial "offenses" and then "leased" to private companies who worked them mercilessly. In Jefferson County, leased convicts and poorly paid black miners posed a threat to white laborers seeking higher pay, and there were efforts to organize labor unions. Despite the workers' common interests, the sight of formerly enslaved people challenging labor practices represented a threat to the existing racial hierarchy that many whites would not tolerate. Mr. Miller's lynching was an act of racial terror intended to discourage challenges to the existing racial order in Alabama's industrial and agricultural economies.



Participants engage in discussion and reflection at a community meeting at EJI on the lynching remembrance project. EJI plans to host multiple community meetings in the coming year.



EJI and many Americans believe that more truthful discourse and reflection on our history of racial injustice is essential for us to achieve racial equity and justice for all. Confronting the legacy of lynching is critical to advancing this conversation.

EJI Photo





We invite you to support EJI's racial justice work by participating in our community remembrance project, visiting EJI for one of our educational programs, or providing financial support for our efforts. Please visit www.eji.org for more information.



Equal Justice Initiative

122 Commerce Street
Montgomery, Alabama 36104
334.269.1803
www.eji.org

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RESOLUTION: To fully interpret key downtown public spaces within the City of Charlottesville, north of the historic Downtown Pedestrian Mall and east of the historic McGuffey School, in keeping with the recommendations of the Blue Ribbon Commission on Race, Memorials and Public Spaces (BRC) such that a more complete history of race relations is told and the City’s commitment to truth, freedom and equity is affirmed.

WHEREAS the Charlottesville City Council made a clear commitment to reveal and tell the full story of Charlottesville with regards to race through its public spaces when it established the BRC in August 2016; and

WHEREAS the BRC’s Final Report acknowledged that far too often our public spaces and histories have ignored, silenced or suppressed African American history, as well as the legacy of white supremacy and the unimaginable harms done under that cause; and

WHEREAS the Ku Klux Klan rally at Justice Park (formerly Jackson) on July 8, 2017 and the Unite the Right rally at Emancipation Park (formerly Lee) on August 12, 2017 and the ensuing violence perpetrated by white supremacist and neo-Nazi groups, served to amplify the original purpose of the Robert E. Lee and “Stonewall” Jackson statues as symbols of racial oppression, overwhelmingly directed towards African Americans, but now also immigrants, refugees, Hispanics, the LGBTQ community, and religious minorities like Jews and Muslims;

WHEREAS the City’s key downtown public parks within the area north of the historic Downtown Pedestrian Mall and east of the historic McGuffey School, currently contain the Robert E. Lee statue in Emancipation Park, the Stonewall Jackson statue in Justice Park, the slave auction block in the area known as Court Square (an area that may have also played a role during the Reconstruction era and been home to the Freedman’s Bureau);

WHEREAS it is the will of the Charlottesville City Council that the Robert E. Lee statue be relocated (as per a 3:2 majority vote by City Council on February 6, 2017) and the “Stonewall” Jackson statue be relocated (as per the 5:0 unanimous vote by City Council on August 21, 2017,) to either a battlefield or a museum outside of the City limits pending Virginia Court decisions and/or changes in the Virginia Code; and

WHEREAS the exact date of the removal of the Robert E. Lee and “Stonewall” Jackson statues is as yet unknown and may take considerable time to be resolved by the Courts and General Assembly of the Commonwealth of Virginia, but the need to change the narrative surrounding these statues and tell the full story of race through our City’s public spaces is immediate.

BE IT RESOLVED that the City Council of Charlottesville directs staff to:

Develop a two-phased Master Plan [herein referred to as the Interim and Final Master Plan] for the redesign of the Emancipation (formerly Lee) and Justice (formerly Jackson) parks and the Jefferson Madison Regional library (JMRL) front and side yards (in collaboration and coordination with the JMRL) in accordance with the following goals by phase;

- PHASE I-Interim Master Plan (to begin immediately, prior to the removal of the Lee and Jackson statues):
 - Engage the community at large in a comprehensive discussion about the purpose, meaning and character of Charlottesville’s downtown public spaces, including but not limited to addressing issues such as;

- What are the community's values and how should they be reflected in our public parks and civic institutional spaces like libraries and court houses?
 - What is the purpose of Emancipation and Justice Parks?
 - Are they memorial spaces (who or what to memorialize?)
 - Are they outdoor museums (what stories should they tell?)
 - What is the appropriate character and scale of community gathering and event spaces in the City's downtown parks and can Emancipation and Justice Parks be made to accommodate those parameters in light of our community's values?
 - Engage the community in a manner that ensures the City's underrepresented populations are fulsomely included in the process, as well as the Board of Architectural Review (BAR) the Historic Resources Commission, the Human Rights Commission, the University of Virginia, the PLACE Design Task Force, Planning Commission and City Council.
 - Ensure that a facilitator (s) with demonstrated expertise in the history of the American South and African Americans, social equity, urban design and urban redevelopment issues is an integral part of the consultant team, and that said facilitator(s) leads a community engagement process in a manner that elicits authentic feedback from the entire community such that it genuinely informs the work of the design and technical professionals on the consultant team.
 - Provide a well-designed and coherent interpretation of the Lee and Jackson statues that will promote an honest and complete narrative of Charlottesville's past and aspirational future in the near-term, knowing that Emancipation and Justice Parks will eventually be more fully redesigned subsequent to the removal of both the Lee and Jackson statues.
 - Replace the current plaque at the slave auction block with one that is more prominent and legible;
 - Investigate the relevance of the Court Square area to the Reconstruction era and if affirmed, recommend a method of acknowledgment.
 - Work with the Equal Justice Initiative (EJI) to appropriately place and install the EJI lynching marker to commemorate the July 12, 1898 lynching of John Henry James, an African American from Charlottesville.
 - Create plans for the rehabilitation of the most severely deteriorated landscapes within Emancipation and Justice Parks and the grounds surrounding the Jefferson Madison Regional Library (in collaboration and coordination with the JMRL), knowing that Emancipation and Justice Parks will eventually be more fully redesigned subsequent to the removal of both the Lee and Jackson statues.
- PHASE II-Final Master Plan (to begin, subsequent to the removal of the Lee and Jackson statues):
 - Build on the shared understandings developed through Phase I's extensive community engagement process to create new comprehensive designs for Emancipation and Justice parks without the Lee and Jackson statues in place that would include but not be limited to;
 - A new memorial to Charlottesville's enslaved population within Justice Park in keeping with the recommendations of the BRC while retaining its ability to function as a community gathering space, and
 - Exploring opportunities within Emancipation Park to interpret history through artwork such as murals or other public art forms, in keeping with the recommendations of the BRC while retaining its ability to function as a

community gathering space as well as exploring opportunities for a new memorial within Emancipation Park should such a public aspiration arise in the course of Phase I's community engagement process.

- Fully interpret Charlottesville's downtown public parks in keeping with the BRC's recommendations such that a more complete and coherent history of race is told and the City's commitment to truth, freedom and equity is affirmed.

BE IT FURTHER RESOLVED that a Request for Proposal (RFP) for PHASE I-Interim Master Plan for professional services in the areas of community process facilitation, landscape architecture, urban design, art and history shall be developed within 60 days of the adoption of this Resolution, in consultation with community and stakeholder groups chosen by the City Manager as directed by the City Council (including but not limited to the Jefferson School African American Heritage Center, the University of Virginia, the PLACE Design Task Force, the Human Rights Commission and the Historic Resources Commission).

BE IT FURTHER RESOLVED that the scope of the RFP for PHASE I-Interim Master Plan shall:

- Require that the successful bidder provide at least two preliminary interim Master Plan options with both statues in place, for each park within the downtown public parks precinct, inclusive of new site plans, elevations and sections, 3D visualizations, and specifications for signage, screening, commemorative plaques, lighting and landscape elements as appropriate throughout Emancipation and Justice Parks so as to create a more honest, complete and coherent narrative of Charlottesville's past and aspirational future without running afoul of present Virginia laws prohibiting the movement or tampering of statuary and monuments that could be construed to be war memorials in a Virginia Court of Law.
- Lead to concrete deliverables that will have immediate visual impact including but not limited to:
 - short-term projects that are art-based,
 - new and changing interpretive panels in keeping with the Court's injunctions,
 - the rehabilitation of the most severely deteriorated landscapes in both parks and the library grounds, and
 - the removal and replacement of the black plastic shrouds with a more meaningful and artful treatment that would reveal the complete meaning of the statues while safeguarding them from vandalism.
- Establish a timeline to be completed within 12 months of contract signing.
- Not preclude the future development, design and implementation of the PHASE II- Final Master Plan as adopted by a future City Council.
- Be given three months to prepare responses from the date of issuance of the RFP.
- Be funded up to \$1,000,000.00 for the completion, fabrication and installation of the PHASE I and PHASE II-interim Master Plan inclusive of community engagement, developing and completing schematic design options and design development drawings, construction documents, the new interpretive installations in both the Emancipation and Justice Parks and rehabilitating the most severely deteriorated landscapes in both parks and the library grounds, knowing that Emancipation and Justice Parks will eventually be more fully redesigned subsequent to the removal of both the Lee and Jackson statues.

BE IT FURTHER RESOLVED that during PHASE I, fundraising efforts for the PHASE II- Final Master Plan shall begin under the direction of the City Manager or the City Manager's designee as approved by the City Council, along with possible additional funding from Council, such that a

comprehensive redesign and reconstruction of the downtown public parks without the Lee and Jackson statues, inclusive of construction documents, fabrication and installation of all new permanent plaques and memorials* or monuments is fully funded and realized.

BE IT FURTHER RESOLVED that the scope of a separate RFP for the PHASE II-Final Master Plan shall be developed in consultation with the aforementioned community and stakeholder groups, and issued immediately after a date certain for the removal of the Lee and Jackson statues has been secured either through the Courts or the Virginia General Assembly.

BE IT FURTHER RESOLVED that sometime prior to PHASE II, the Board of Architectural Review (BAR) shall meet to vote on the removal of both statues as required by Charlottesville City ordinances, so that there is no procedural delay in removing the statues, pending Virginia Court decisions and/or changes in the Virginia Code.

*The actual design of a new memorial to Charlottesville's enslaved population (and an as yet to be determined additional memorial in Emancipation Park) in keeping with the recommendations of the BRC, shall be determined by an independent process (including but not limited to a design competition) in PHASE II. (*Resolution offered by Councilor Galvin, November 6, 2017*)

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 19, 2018
Action Required:	Report
Presenter:	Thierry Dupuis, Police Chief
Staff Contacts:	Thierry Dupuis, Police Chief Mike Murphy, Assistant City Manager
Title:	Investigative Detentions Update

Background:

The Commonwealth of Virginia requires all chiefs of police to insure the maintenance of adequate arrest records. Va. Code §15.2-1722. For purposes of record-keeping requirements, the term “arrest” is defined in 15.2-1722(B) as follows:

“Arrest records” means a compilation of information, centrally maintained in law-enforcement custody, of any arrest or **temporary detention** of an individual, including the identity of the person arrested or detained, the nature of the arrest or detention, and the charge, if any.”

The term “temporary detention” as it is used by attorneys and law enforcement officers, refers to circumstances in which an individual is temporarily not free to walk away. When a police officer reasonably has grounds to be suspicious that a crime is being, or is about to be, committed, the officer is allowed to temporarily detain an individual to investigate—this temporary detention is known as an “investigative detention”. Pat-downs of an individual’s outer clothing are permissible only in circumstances in which a reasonably prudent officer in the same circumstances would believe that his or her safety, or the safety of others, is actually at issue. Terry v. Ohio, 392 U.S.1 (1968).

An officer’s action must be justified at its inception, and must be reasonably limited in scope to the circumstances which initially created the suspicion of unlawful activity. There’s no bright-line test for determining whether a particular investigative detention is reasonable in scope or duration. Each one is judged by a reasonableness standard. “Reasonable suspicion” sufficient to allow an officer to begin an investigative process can come from reports of illegal activity, 911-calls for service, and officers’ own observations, among other circumstances.

In July of 2012, the City of Charlottesville Police Department became one of the first localities in the Commonwealth of Virginia to undertake a routine internal review of its investigative detention records—essentially, an audit. This initiative was undertaken in the nature of a performance review, with supervisors examining the circumstances of investigative detentions, and of the quality of officers’ conduct during those interactions. This performance review process allows supervisors to identify when guidance to officers as may be needed (e.g. instruction, training, and/ or discipline).

Records of the temporary detentions are considered investigative records exempt from FOIA (per a decision rendered by the City’s Circuit Court). Records of the internal quality-review conducted by officers’ supervisors, because they evaluate officers’ performance, are considered personnel records. However, the Police Department has, for several years, compiled statistical information to be shared annually with the public. The purpose of the statistics is to facilitate some public understanding of this investigative tool.

Across the nation, police departments have had to deal with the fallout of the now-infamous practices of the New York City Police Department. In 2013, in the case of *Floyd, et al. v. New York*, a federal judge found that the NYPD had engaged in a widespread pattern and practice of racially pre-textual “stop-and-frisk” tactics, outside the boundaries of *Terry v. Ohio*, 392 U.S. 1 (1968). This case, together with a prior decision in a case *Daniels, et al. v. City of New York, et al.*, resulted in NYPD having to adopt and maintain a policy on racial profiling that complies with Constitutional law, implementation of a public reporting system for “stop and frisk” data, and implementation of a body-worn camera system.

To be clear: Charlottesville Police Department has never undertaken or endorsed any pattern or practice of “stop-question-and-frisk” such as NYPD’s—that’s specifically why Charlottesville’s internal review process was initiated years ago: to ensure that no such policy or practice will occur. Nonetheless, this Department will be well-served by further developing the audit process, and by a robust data-reporting system designed to give the public confidence that adequate oversight is being implemented.

Discussion:

Police Chief Thierry Dupuis and staff will provide the Council with an update on the number of Investigative Detentions which occurred in 2017, and will discuss strategies by which the City and its Police Department will continue to protect the rights of all of our residents.

Alignment with City Council’s Vision and Strategic Plan:

This item aligns with Council’s vision of a **Smart, Citizen Focused Government** and a **Community of Mutual Respect**; and Strategic Plan Goal #2 to **Be a Safe, Equitable, Beautiful and Thriving Community**.

Community Engagement:

None at this time

Budgetary Impact:

None

Recommendation:

None at this time

Attachments:

1. CPD’s policy, prohibiting unlawful racial profiling and requiring bias-free policing
2. An excerpt of CPD’s policy, discussing how temporary detentions are to be conducted
3. A report statistical data for Calendar Year 2017

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 06-02
BIASED BASED POLICING	Date: March 8, 2017
VLEPSC Number: ADM.02.05, OPR.07.04	Manual Number: 400.05
Amends: 07/01/02, 07/01/03, 04/15/05, 01/12/15	Effective Date: 03/08/17
Authorization: Chief A.S. Thomas <i>A. S. Thomas</i>	Review Date: As Needed

I. POLICY

It is the policy of the Charlottesville Police Department to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws of the City of Charlottesville and the Commonwealth of Virginia. The Charlottesville Police Department insists that citizens will only be stopped or detained when there exists reasonable suspicion to believe that they have committed, are committing, or are about to commit a violation of the law.

II. PURPOSE

The purpose of this policy is to unequivocally state that biased-based policing in law enforcement is unacceptable. This policy shall provide guidelines for officers to prevent such occurrences and to protect our officers from unwarranted accusations when they act within the dictates of the law and departmental policy.

III. DEFINITIONS

1. Biased-Based Policing - The detention, interdiction or other disparate treatment of any person on the sole basis of their racial or ethnic status or characteristics.
2. Reasonable Suspicion - Also known as articulable suspicion. Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed or is in the process of being committed by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

IV. DISCUSSION

A fundamental right guaranteed by the Constitution of the United States to all who live in this nation is the right to equal protection under the law. Along with this right to equal protection is the fundamental right to be free from unreasonable searches and seizures by government agents. Citizens are free to walk and drive our streets, highways and other public places without police interference so long as they obey the law. They also are entitled to be free from crime, from depredations of criminals and to drive and walk our public ways safe from the actions of reckless and careless drivers.

The Charlottesville Police Department is charged with protecting these rights, for all, regardless of race, creed, color, ethnicity, sex, sexual orientation, physical handicap or religion.

Because of the nature of our business, law enforcement officers are required to be observant, to identify unusual occurrences and enforce violations of the law. It is this proactive enforcement that keeps our citizens free from crime by apprehending criminals.

This policy is intended to enhance the Charlottesville Police Department in accomplishing this mission in a way that respects the dignity of all persons and yet sends a strong message to potential lawbreakers that if they violate the law, they are likely to encounter the police.

V. PROCEDURE

- A. The Department's efforts will be directed toward assigning officers to those areas where there is the highest likelihood crime will be reduced and/or prevented by proactive patrol.
 1. Officers will receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, laws of search and seizure and interpersonal communication skills.
 2. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.
 3. Traffic enforcement will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.
 4. Motorists and pedestrians shall only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed, are committing or are about to commit a law violation.
 5. Appropriate enforcement action should always be completed, generally in the form of a warning, summons or arrest.
 6. No motorist, once cited or warned, shall be detained beyond the point where there exists no reasonable articulable suspicion of further criminal activity, and no person or vehicle shall be searched in the absence of probable cause, a warrant, a valid warrant exception, or the violator's voluntary consent. Officers will rely on

a minimum standard of reasonable articulable suspicion when requesting voluntary consent to search a vehicle subsequent to routine traffic stops. Reasonable articulable suspicion shall also be the minimum standard required to conduct a K-9 sniff subsequent to routine traffic stops.

7. If the police vehicle is equipped with a video camera and the officer has been trained in its use, the video and sound should be activated prior to the stop to record the behavior of the vehicle or person and should remain activated until the person is released.

8. The deliberate recording of any misleading information related to the actual or perceived race, ethnicity gender, or sexual orientation of a person stopped for investigative or enforcement purposes is prohibited and a cause for disciplinary action, up to and including dismissal.

9. If the Department provides public information pamphlets to officers regarding the purposes of proactive enforcement, officers may distribute the pamphlet to each person subjected to such activities, whenever appropriate.

B. Complaints of Biased-based policing

1. Any person may file a complaint with the Department if they feel they have been stopped, detained or searched based on racial, ethnic or gender-associated policing. No person shall be discouraged, intimidated or coerced from filing such a complaint or discriminated against because they filed such a complaint.

2. All Biased-based policing complaints received by the Charlottesville Police Department shall be handled in accordance with General Order 517.01 – Internal Investigations and Citizen Complaints.

Investigative Detentions

January 1, 2017 – December 31, 2017

Origin		Race Total
Dispatched	Officer-Initiated	

Stop Incidents With Search/Frisk

Asian Individuals	0	1	1
Black Individuals	17	74	91
White Individuals	5	28	33
Total	22	103	125

Stop-Incidents Without Search/Frisk

Asian Individuals	0	0	0
Black Individuals	23	8	31
White Individuals	10	6	16
Unknown	0	1	1
Total	33	15	48

Grand Total	55	118	173
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Total Stop & Frisk Incidents: 120

Total Individuals: 173

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 19, 2018
Action Requested:	Provide direction
Presenter:	Brian Wheeler, Director of Communications
Staff Contacts:	Brian Wheeler, Director of Communications Maurice Jones, City Manager
Title:	Update on Communications and Online Community Engagement

Background:

At its January retreat, Council provided feedback on new approaches to community engagement. Council asked staff to evaluate online civic engagement tools and other communications initiatives to support improved interactions between Council, citizens and City employees.

Discussion:

As part of his transition to becoming the new Director of Communications in February, Brian Wheeler has met individually with members of Council and many senior staff to solicit their feedback on the department and communications priorities.

In addition, after the review of Employee Survey results, the City Manager requested the Charlottesville Innovation Team (iTeam) research and develop recommendations for improving internal communications for employees. Through research, employee surveys and focus groups, the iTeam prepared a detailed report of communications recommendations for evaluation by the leadership team and the new Communications Director. It ranked a dozen strategies evaluating each by six different criteria: efficacy; reach; staff time; cost; feasibility; and implementation difficulty. Mr. Wheeler believes a number of these proposals aimed at ensuring our workforce is fully engaged and has greater access to information would also benefit our community engagement goals.

Council and the leadership team have received regular feedback that the community would like enhanced public engagement initiatives for everything from council meetings, to the Comprehensive Plan update, to participatory budgeting, and neighborhood communications.

This memo is intended to share highlights of the collected feedback and identify both short-term and long-term initiatives for feedback from both Council and the community.

Alignment with City Council's Vision and Strategic Plan:

This work contributes to Goal 5 of the Strategic Plan, to be a well-managed and responsive organization, and objectives 5.3, to provide responsive customer service, and 5.4, to foster effective community engagement. This also aligns with recent direction from Council and is responsive to community and employee input that greater attention is needed on the city's communications efforts.

Community Engagement:

Before there is further engagement with City employees and the public, Mr. Wheeler would like to provide a preliminary update along with some short-term action items for Council to consider and provide direction.

Budgetary Impact:

The short-term recommendations in this report can be initiated by existing staff and within the current budget of the Communications Department. Some future initiatives will require additional staff and support in the General Fund.

Recommendation:

Not applicable.

Alternatives:

Not applicable.

Attachments:

Update on Communications and Online Community Engagement

HIGHLIGHTS OF FEEDBACK ON CITY COMMUNICATIONS

City Council feedback

Improve what we already have

- Make better use of email, social media and City website (calendar, organization, etc.).
- Improve website organization where departmental sites are difficult to navigate and locate information.
- Enhance streaming of meetings (e.g. include announcements, improve quality).

Enhance Council meetings for public

- Improve meeting format to facilitate greater civic engagement (new meeting procedures implemented in Feb. 2018).
- Utilize Facebook Live to stream meetings via secondary platform from Granicus (pilot initiated at March 5 meeting).
- Increase reporting on Council meetings via social media and in video recaps or email newsletters the following day.
- For off-site meetings, at least provide the public with audio podcasts.
- Develop a “road show” capability that would support high-quality video streaming from other locations, especially CitySpace and town hall events.
- Provide support for Council’s objective to hold neighborhood-based and topical town hall meetings.

Citizen Relationship Management (CRM)

- Finalize initial release of Acella CRM software to allow tracking of citizen questions and complaints.
- Develop capability to better manage City Council emails from constituents such that each member can see replies and key staff can be engaged efficiently.

Implement state-of-the-art online civic engagement tools

- While we seek to engage the public through numerous communications platforms, implement best practices that would facilitate greater online engagement and participation by the public that would both build relationships and increase confidence in the City’s capabilities to solicit and act upon citizen input.

The iTeam’s top recommendations for improved communications

1. Social media

The City should commit to more use of social media (Facebook and Twitter) and task the Office of Communications with more responsibility in this area; This will improve the City’s official communications with both employees and the public.

2. *Email use*

Increase employee access to email for those employees not assigned a computer (via additional licenses to web-based mailboxes, shared departmental kiosks, and/or use of employee personal email accounts) for those who wish to opt-in to receive city communications on their home computers and smartphones.

3. *Employee and visitor digital message boards*

Expand the use of digital display boards to share information with employees and in service areas for better communication with the public.

The iTeam's conclusion for improving employee communications:

The City's Office of Communications can play a larger role serving City Staff.

“None of these solutions will work until the City can form a unified internal communications strategy. Without a strategy that is inclusive to all employees the City will not be able to change the culture into one that is conducive to innovation and collaboration. Therefore iTeam strongly recommends the Office of Communications claim accountability for creating this strategy and shall be dedicated to implementing any internal communication initiatives with assistance from two other departments: Information Technology, as many of the alternatives are directly related to the City's use of technology, and the Office of Human Resources who is responsible for assuring City staff receives a lot of the different types of important and often time-sensitive information we need. Accountability and dedication were brought up many times by City staff during the study and is something staff can appreciate, relate to, and respect.”

The City also needs a unified external communications strategy with ownership by the Office of Communications. The initiatives described below would support engagement with the community and our employees.

SHORT-TERM INITIATIVES (March to June 2018)

Community E-Notification System

This would replace our website's existing “eNotifications” platform and bring into one consistent City-branded platform all major notices, newsletters and other publications. It would allow residents and employees to opt in/out of communications by topic/product. One new e-newsletter would be a post-Council meeting action summary. NO COST.

Employee E-Notification System

Resurrect the employee newsletter in an email format for communications to employees. Solicit contributions from major departments such as Human Resources (new employee news; policy updates) and Neighborhood Development Services (major project updates). This may involve the supplemental use of employees' personal email addresses for those staff currently lacking access to a City email account. Many items would also be prepared for sharing on digital message boards. NO COST.

Social Media & Media Tracking

Reinvigorate the City's public presence on Facebook and Twitter to support Council priorities and improve community engagement. Evaluate the pros and cons of an internal Facebook group for City employees. NO COST INITIALLY.

To excel in this particular area staff recommends additional resources be allocated to the Communications Department to consistently, proactively and professionally handle social media and marketing (i.e. a Social Media & Marketing Specialist) and to strategically expand community AND employee engagement. This position would support Council communications priorities (including media engagement) and assist other departments with social media strategies, website updates and training. With the addition of third-party tracking services, we could also more effectively monitor and regularly report on social media and news coverage on behalf of Council and the staff leadership team.

Website

Calendar: Implement procedures to ensure all public meetings are placed and updated on the City's online calendar on a timely basis. Cross post many activities as events on the City's Facebook page.

Departmental websites: If a Social Media & Marketing Specialist is added to staff, they could also be a resource for departments to assist in the streamlining and enhancement of departmental websites through training and oversight.

Major project pages: Build and proactively update web pages that summarize the current status of major City projects and Council initiatives, describe next steps, and make it easier for the public to be informed about next steps (e.g. Belmont Bridge; affordable housing).

Council Meeting Streaming

Our contract with our existing online video streaming platform Granicus expired Jan. 31. As part of a new request for proposals (RFP) process, we will be able to evaluate other vendors who can meet our specified needs at what we hope will be a lower cost.

In addition, we are piloting the streaming of meetings on Facebook Live (initiated March 5). We are also pursuing upgrades to the quality of our existing Granicus feed and to our Comcast broadcasts (upgrading public access TV to a high definition signal). FULL COSTS TBD (Via Public-access television funding (PEG capital funding) not the General Fund).

Expand the installation of digital display boards

This initiative is already underway by the City's Information Technology department. The first displays were deployed in 2015 for Parks & Recreation followed by Transit, Utilities, Human Resources and others. There are 12 displays in use and at least 6 more proposed for installation. Each display has a staff member who serves as a content manager who can create their own custom content or pull from a folder of content prepared by others. For example, Human Resources may have an infographic that should be seen by all employees on only internal screens. Public event infographics may be appropriate for both internal and public-facing screens.

Policy development

The Communications Department will propose and implement a formal social media policy (for public facing resources) that guides departmental efforts to engage the community via Facebook and Twitter.

Strategic planning

Develop crisis communications plans for senior staff and Council. Engage external resources where appropriate to support incident communications needs. Develop performance measurements for City communications.

LONGER-TERM INITIATIVES (April to September 2018)

These initiatives will require greater time and financial resources and may, in some cases, require a Request for Proposals procurement process.

Pilot an online Civic Engagement platform

Council has also expressed interest in having staff investigate new online civic engagement tools. These third-party tools vary in capability, but they generally strive to engage citizens in the work of local government through a compelling web interface and multi-directional engagement. For example, there are tools that would allow the City to share a challenge and invite the community to help solve it. The platforms can include built-in communications tools to facilitate deeper engagement (e.g. email updates, ranking citizen ideas, surveys, etc.). The City's existing budget visualizer is an example of a home-grown engagement tool we have built around a specific topic.

Before deploying a new tool, staff recommends more research be conducted to clearly identify our requirements and goals for this work and the degree of community engagement staff that may be required to be successful. There should also be an analysis of existing tools that may be readily available to the City within online platforms we already own and maintain. COST from \$5,000 to \$15,000 annually.

Video programs

Utilize the existing staff in the Communications Department to produce and broadcast more video content and original programs including a City Manager recap of council meetings.

“Road Show” meeting capability

Place fixed camera and audio capability in CitySpace to allow for broadcast of remote Council and other community meetings and events (e.g. Festival of the Book). Build a “road show” technology package that would allow audio and video streaming of meetings outside City Hall and the Market Street Parking Garage where suitable Internet bandwidth is available. COST TBD.

Social media and web intelligence

The City would benefit from strategic intelligence provided by online tools that evaluate real-time news coverage and social media discussions. This intelligence can be used as a performance measurement (e.g. number of news stories resulting from City press releases or the sentiment rating of online posts) and to efficiently provide news clips on a regular basis to Council and the staff leadership team. COST about \$15,000 annually.

Freedom of Information Act request processing

The City is managing a heavier volume of FOIA requests and there are third-party software tools built to support this workflow process and maintain an online archive of the records prepared. These systems can make it easier for the public to submit and track their request and for staff to collect documents, review them for redactions, and ultimately satisfy record requests more efficiently. Further, some systems support the publishing of record requests such that other requesters can find answers to frequently asked questions without having to submit a separate request. COST about \$6,000 annually.

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