



DEPARTMENTAL BRIEFINGS

OFFICE OF THE CITY MANAGER -- SAMUEL SANDERS, JR.

The City of Charlottesville operates under the Council/Manager form of government. The City Manager, appointed by the City Council, is the Chief Executive Officer of the City. This office is responsible for implementing the policies and directives of the City Council throughout the various City departments and agencies.

This office directs, monitors, reviews, and evaluates a wide array of programs and services conducted on behalf of the City. The City Manager's office includes the Office of Budget and Performance Management, the Office of Communications, the Office of Economic Development, the Office of Community Solutions, the Office of Human Rights, and the Office of Equity and Inclusion. The City Manager's Office is also charged with recommending, implementing, and monitoring policies and procedures that maintain the financial well-being of the City government. Additionally, the office is responsible for communications strategies, economic development workforce efforts, and human rights initiatives.

The City Manager's Office is located on the second floor of City Hall. The public is always welcome to stop by our office for information, to share an opinion, or to request a service.



DEPARTMENTAL BRIEFINGS

OFFICE OF THE CLERK OF COUNCIL -- KYNA THOMAS

The Clerk of Council performs work related to the operation of the City and provides administrative support for the legislative body. This work includes preparing, certifying, and maintaining official records of the City Council; serving as a liaison between Council and the public; notifying citizens of Council meeting dates, times, and locations; managing the City Council agenda development process; administering department budgets; coordinating appointments to boards and commissions; serving as the filing officer for the annual Virginia Conflict of Interests forms filing period; and serving as the official keeper of the City seal. The Clerk's Office also serves as administrative liaison to the Sister Cities Commission.

OFFICE OF ECONOMIC DEVELOPMENT -- CHRIS ENGEL

The Office of Economic Development is the catalyst for public and private initiatives that create employment opportunities and a vibrant and sustainable economy.

OFFICE OF THE CITY ATTORNEY-- JACOB STROMAN, ESQ.

The office drafts resolutions and ordinances for City Council consideration, drafts and reviews contracts, issues opinions on zoning, procurement, and personnel matters, and responds to inquiries under the Freedom of Information Act. It also handles certain types of litigation, risk management, and real estate matters.

The City Attorney's Office is not allowed to give advice about personal or private legal problems of citizens but can answer legal questions related to City activities, including interpretation of the City Code.