



DEPARTMENTAL BRIEFINGS

VOTER REGISTRATION & ELECTION - GENERAL REGISTRAR TAYLOR YOWELL

The Charlottesville Office of the Director of Elections and General Registrar is responsible for matters pertaining to voter registration and comprehensive list maintenance; certification of candidate qualification documents; receipt and review of campaign finance filings; administration of Absentee Voting by mail and in the office beginning 46 days before each General Election or Primary; Officer of Election recruitment, training, scheduling, and compensation; maintenance, preparation, and security of voting equipment, pollbooks, ballots, and election supplies; advanced cybersecurity knowledge, training, and implementation; public engagement and education on voting processes and registration issues; media relations related to the electoral process; effective implementation of legislative mandates and policy directives within the scope of operations, and the hiring and supervision of Deputy Registrars and other staff needed to carry out these duties.

Officer of Election appointments, assignments, and management; polling place recommendations and management; selection and security of voting equipment and pollbooks; management of ballots, and certification of election results are conducted by the Charlottesville Electoral Board, for which this office provides all administrative support.

The City receives reimbursement for a portion of the General Registrar's and all of the Electoral Board's salaries.



DEPARTMENTAL BRIEFINGS

CLERK OF COURT - HONORABLE LLEZELLE DUGGER, ESQ.

The Clerk of Court is a constitutional officer elected by her locality for an eight (8) year term. The Code of Virginia lists over 800 responsibilities and duties for the Clerk. Some key **functions include:**

Public Safety: The Clerk is the official record-keeper of criminal felony cases, misdemeanor appeal cases, and criminal indictments.

Court Services: The Clerk provides direct administrative support to the judges in court proceedings. The Clerk prepares many legal documents for the court such as criminal court orders that memorialize the outcome of a criminal court case, summonses and legal service of process, authorizations for arrest, and other judicial directives.

Jury Management: The Clerk manages both grand and petit jury operations.

Land Records: The Clerk is responsible for collecting the taxes and fees associated with the legal recordation of deeds. Additionally, the Clerk is responsible for retaining all deeds and land records recorded since the inception of the city and for ensuring adequate public access to these public records.

Probate and Fiduciary: The Clerk acts as a probate judge when a last will and testament is presented to the Clerk for legal probate of an estate. The Clerk is also responsible for the appointment and qualification of guardians for minors or incapacitated adults.

Custodian of Court Cases: The Clerk is the official recordkeeper of all circuit court cases. Under Virginia law, the Clerk is responsible for providing public access to most court files.

Public Services: The Clerk is responsible for issuing marriage licenses in Virginia and processing notary public commissions for citizens in the city. The Clerk issues witness subpoenas in court cases, issues concealed handgun permits among other charges.

Official Record Keeper of Election Ballots: The Clerk takes custody of all election ballots after the local election officials have certified the election results.

Custodian of Historic Records: The Clerk's Offices throughout the Commonwealth of Virginia possess a wealth of historic records that are available for public inspection.



DEPARTMENTAL BRIEFINGS

SHERIFF - SHERIFF JAMES BROWN

The Sheriff is a locally elected constitutional law enforcement officer of the Commonwealth of Virginia and must be elected by the citizens of their locality every four years. The Sheriff's Office is responsible for providing security at the Circuit Court and General District Court to all employees, jurors, witnesses, inmates, and visitors. The office must comply with mandates stated in the Virginia State Code for court security, civil process, transportation of prisoners (which includes the extradition of prisoners from other jurisdictions throughout the United States), and transportation of mental patients pursuant to governor's warrants and court orders from the civil/chancery side of the court's docket. Additionally, the office serves summons to both grand and petit jurors.

A portion of the City Sheriff's Office budget is reimbursed by the Commonwealth of Virginia Compensation Board.



DEPARTMENTAL BRIEFINGS

COMMONWEALTH'S ATTORNEY - HONORABLE JOSEPH PLATANIA, ESQ.

The Office of the Commonwealth's Attorney prosecutes criminal cases in Charlottesville's Circuit, General District, and Juvenile and Domestic Relations courts. The office provides ongoing legal advice and guidance not only to the Charlottesville Police Department concerning investigations and matters of law enforcement policy but also to other City of Charlottesville departments that have law enforcement responsibilities. While maintaining appropriate constitutional independence, the Commonwealth's Attorney and staff collaborate with community and governmental agencies in the furtherance of public safety, the well-being of crime victims, and the health of Charlottesville as a community.

A portion of this budget is reimbursed by the Commonwealth of Virginia Compensation Board. The grant-funded position supports one grant program administered through this office. The Victim-Witness Assistance Program ensures that victims and witnesses of criminal offenses will receive fair and compassionate treatment throughout the judicial process.



DEPARTMENTAL BRIEFINGS

COMMISSIONER OF THE REVENUE - HONORABLE TODD DIVERS

The Commissioner of the Revenue, an elected office, is responsible for the administration of several local taxes and three relief programs. The Commissioner's office also provides assistance in completing and filing Virginia income tax returns for all residents of the City. The City receives reimbursement from the Commonwealth of Virginia for a portion of the Commissioner of the Revenue's budget.

The Office of the Commissioner of the Revenue is responsible for reviewing local sales tax registrations to ensure correct coding and correct allocation of the 1% of the 5.3% tax on sales in the City and administers the following local tax programs for the City of Charlottesville: Personal Property Tax; Personal Property Tax Relief; Business Personal Property Tax; Business, Professional and Occupational License Tax; Meals Tax; Transient Occupancy Tax; Consumer Utility Tax; Consumption Tax; Short-Term Rental Tax; Public Service Corporation Tax; Bank Stock Tax.

The Office of the Commissioner of the Revenue also administers the City's tax and rent relief and grant programs:

- **Charlottesville Homeowner Assistance Program (CHAP)** - provides a grant to any qualified natural person who owns and occupies property in the city, to assist with the expenses of homeownership, and who meets certain eligibility requirements.
- **Rent/Tax Relief for the Elderly and Disabled** - The Rental Relief program provides payment of grants to qualified tenants residing in the city who are sixty-five (65) years of age or who are permanently and totally disabled. The Real Estate Tax Relief program provides real estate tax relief for qualified property owners who are sixty-five (65) years of age or permanently disabled.



DEPARTMENTAL BRIEFINGS

CITY TREASURER - HONORABLE JASON VANDEVER

The Treasurer's Office serves Charlottesville residents by collecting, investing, and ensuring the safekeeping of all City revenues. The office is the citizen's first point of contact for many City services requested of other departments and serves as the collection point for all fees and taxes generated by or within the City, including utility bills, personal property, real estate, state income taxes, vehicle license fees, business licenses, meals tax, trash decals, dog licenses, and all other revenues collected by the City. The office is responsible for preparing and mailing personal property and real estate bills semi-annually, collecting all tax payments, and pursuing the collection of delinquent revenues.

Additionally, the Treasurer's Office is responsible for the administration and court process of parking tickets and the zone permit parking system, including the upkeep and maintenance of its computer systems. The Treasurer invests all City operational, reserve, bond, and school funds to obtain the highest yield while minimizing risk. The Treasurer's Office ensures the safekeeping of City revenues by balancing all cash received daily and reconciling all bank accounts monthly. The Treasurer also serves as the fiscal agent for the City Schools and the Charlottesville Albemarle Technical Education Center (CATEC). The Treasurer acts as the custodian for the City Retirement Fund, oversees fund managers, makes payments for the Fund's expenses, and provides monthly reports to the Retirement Commission.

Additionally, the office serves as a Passport Acceptance Facility in coordination with the Department of State and as a DMV Select office in coordination with the Virginia Department of Motor Vehicles. The City receives reimbursement for a portion of the Treasurer's budget from the Commonwealth of Virginia's Compensation Board.