

ALBEMARLE COUNTY LOCAL GOVERNMENT

SUPPORT GUIDE

Function	Primary Contact	Telephone #
4-H Youth Program	Staci England	984-0727
9-1-1 Administration/Director	Tom Hanson	971-1765
9-1-1 ECC Assistant	Jill Hill	970-1098
9-1-1 Emergency Fire Services	ECC	9-1-1
9-1-1 Emergency Services Coordinator	Kaye Harden	971-1263
9-1-1 Emergency Telephone Services	ECC	9-1-1
9-1-1 Medical Dispatch/Communications	On-Duty Supervisor	977-9041
9-1-1 Non-Emergency Charlottesville Fire Dispatch	On-Duty Supervisor	970-3248
9-1-1 Non-Emergency Telephone Services	ECC	977-9041
9-1-1 Operations Coordinator	Marge Thomas	971-1779
9-1-1 Police Dispatch/Communications (City)	On-Duty Supervisor	977-9041
9-1-1 Police Dispatch/Communications (County)	On-Duty Supervisor	977-9041
9-1-1 Police Dispatch/Communications (UVA)	On-Duty Supervisor	977-9041
9-1-1 Projects Coordinator (E911)	Wayne Campagna	971-1022
9-1-1 Senior Systems Analyst	Gerald Smith	971-2938
9-1-1 Systems Engineer	Gabe Elias	971-3087
9-1-1 Systems Engineer	Penny Banks	971-3081
9-1-1 Technology Coordinator	Tom Hatch	971-1176
9-1-1 Training/Education/Public Information	Marge Thomas	971-1779
Absentee Voting	Kathy Burgess	951-6798
Accounting	Heather Welcher	3132
Accounts Payable	Heather Welcher	3132
Acquisition of Conservation Easements (ACE)	Ches Goodall	3084
Adoption	Carolyn Pettit	3151
Adult Protective Services	Sue Dwoskin	3156
Affordable Housing Issues	Ron White	3407
Agricultural/Forestral Districts	Scott Clark	3325
Agriculture & Natural Resources:		
- Animal Science	Carrie Swanson	984-0727
- Crop & Soil Science	Bill Clements	984-0727
- Horticulture	Peter Warren	984-0727
Amusement Device Permits	Intake	5832
Animal Control Operations	Sgt. John White	4043
Annual Audit of County	Ed Koonce	3128
Appeals (Zoning)	Amelia McCulley	3229
Appointments to Boards and Commissions	Georgina Smith	3406
Architectural Review/Entrance Corridors	Margaret Maliszewski	3276
Athletic Field Reservations	Tim Hughes	3222
Athletic Programs	Amy Smith	3218
Benefit Programs (Food Stamps, Medicaid, General Relief, Temporary Assistance to Needy Families, Heating Assistance)	Lavetta Barlow	3182
	Michael Jenks	3191
Bids	Brenda Dickerson	5854
Birth/Death Certificates	Tara Tate	972-6245
Board Meetings and Agendas	Ella Carey	3405
Board Minutes and Official Records	Ella Carey	3405
Board of Zoning Appeals	John Shepherd	3023
	Amelia McCulley	3229

Function	Primary Contact	Telephone #
Budget Analyst	Laura Vinzant	3403
	Chris Bever	3708
Budget Director	Melvin Breeden	3126
Building Permit Applications	Building Code Intake	5832
Building Permit Review	John Grady	3226
	Keith Lancaster	3024
Building Plans	Keith Huckstep	3241
	Jay Schlothauer	3228
Building Setback Questions	Keith Lancaster	3024
	John Grady	3226
Business License	Kenneth Hoy	3125
Campaign Filings	Clarice Schermerhorn	5863
Candidate Information	Jackie Harris	951-6798
Capital Improvements Projects (Construction)	Mike Stumbaugh	3421
Central Well Water Systems	David Hirschman	3410
Certificates of Occupancy	Kathy Martin	3550
Checks (Warrants/Criminal History, etc.)	Records Section	5807
Child Day Care	Cindy Camirand	3331
	Teena Tuttle	3054
	Ilene Railton	3453
Child Protective Services	Cindy Casey	3157
Code Questions	Building Inspector	5832
	Keith Huckstep	3241
Commonwealth's Attorney	Jim Camblos	972-4072
Community Relations	Lee Catlin	3425
Complaints (Building/Zoning)	Intake	5832
Compensation and Benefits	Lorna Gerome	3016
Comprehensive Planning	David Benish	3251
Computer Maintenance	Help Desk	5895
Computer Operations	Bertha Kennedy	5878
Computer Questions/Problems/Pricing	Help Desk	5895
Computer Training	Main Desk	5814
Conference Room Scheduling	Yvonne Vess	5816
Conflict-of-Interests Forms	Ella Carey	3405
Contract Awards	Hugh Gravitt	3148
County Code/Zoning Ordinance Revisions and Updates	Marsha Davis	3266
Court Records	Shelby Marshall	972-4084
Court Security (Sheriff's Office)	Edgar S. Robb	972-4001
Crime Prevention Programs	Karla Bower	3049
Decals for Automobiles	Charlotte Morris	3119
Demographic Information	Rod Burton	3253
Demolition Permits	Bldg. Code Intake	5832
Dental Clinic	Conrad Jenkins	972-6255
Determination-use or Nonconformity	Jan Sprinkle	3225
	Amelia McCulley	3229
Development Area Initiatives	Elaine Echols	3252
Development Review Process	Bill Fritz	3242
Development Rights Determination	John Shepherd	3023
Dog License	Charlotte Morris	3119
Drug Investigations	Sgt. John Baber	5807
E-911 Program	Tex Weaver	3210

Function	Primary Contact	Telephone #	
E-911 Street Signs	Dan Fowley	4594	
Economic Development	Tom Foley	3399	
EDUCATION:			
Instruction	Pam Moran	5820	
- Albemarle Resource Center	Jamie Endahl	972-4021	
- Federal Program and Community Education	Michael Struiksma	3328	
- Special Education and Services	Tom Nash	5885	
School Board	Charles Ward	972-4055	
- Clerk of the School Board	Jennifer Johnston	972-4055	
Superintendent	Kevin Castner	5826	
- Office Associate	Burnette Curry	3426	
Support Services	Diane Behrens	5877	
- Executive Director	Steele Howen	3337	
- Building Services	Al Reaser	975-9340	
- Fiscal Services	Jackson Zimmermann	5829	
- Food Services	Christina Pitsenberger	295-0566	
- Human Resources	Kimberly Suyes	5827	
- Technology	Bruce Benson	975-9443	
- Transportation	Willie Smith	973-5716	
Elected Officials – Contact Information	Kathy Burgess	951-6798	
Election Laws and Regulations	Jackie Harris	951-6798	
Electoral Board	Clarice Schermerhorn	5863	
Elementary School Employees	John Gray	3215	
E-Mail Questions/Problems	Help Desk	5895	
Employee Reference Material/Library	Debbie Bush	972-4021	
Employee Training	Jan Seale	972-4021	
Employment Opportunities – Job Hot Line	Job Line	5867	
Employment Services (Soc.Services)	Shirley Paoletti	3110	
Environmental Health Manager	Donald Hackler	972-6259	
Environmental Health - Sewage/Water Permits	Jack McClelland	972-6259	
Equity and Diversity	Charlene Green	296-5820	
Evidence/Property - Police Dept.	Sgt. John White	4083	
Expanded Food and Nutrition Education Program	Matilde Herrero	984-0727	
False Alarm Information	Deborah Parker	5821	
Family Planning/Birth Control/Pregnancy Tests	Margie Giuliano	972-6279	
Family Self-Sufficiency Program	Janice Johnson	3170	
Final Site Plan Application	Bill Fritz	3242	
	Planning	5823	
Finance Department			
- Assessment/Collection - Personal Property	Robert Walters	3127	
- Bill Preparation	Robert Walters	3127	
- Commercial/Industrial – Real Estate	Bruce Woodzell	3214	
- Delinquent Tax Collection	Robert Walters	3127	
- Penalties & Interest Calculations	Robert Walters	3127	
- Personal Property Questions	Robert Walters	3127	
- Residential – Real Estate	Bruce Woodzell	3214	
Financial Reports/Audits	Ed Koonce	3128	
Fire/Rescue Director	Dan Eggleston	3100	FireEMS
Training	Scott Lambert	3102	
Fire/Rescue Volunteers Recruitment Hot Line	Jason Nauman	3035	
Fiscal Assistant	Brenda Neitz	3136	
Fiscal Impact	Steven Allshouse	3389	

Function	Primary Contact	Telephone #	
Fishing/Hunting Licenses	Kim Stone	3118	
Food Service Permits/Complaints	Catherine Cummins	972-6259	
Foster Care	Cheryl Lewis	3159	
	Phyllis Colman	3173	
Fraud Investigations	Jane Fernyhough	3192	
Geographic Information System Development	Tex Weaver	3210	
Greenways	Dan Mahon	3338	
Gypsy Moth Program	Bob Grace	1-888-265-7802	
Health Department Administrator	Sandra Miller	972-6219	
Health Department Automated Directory		972-6200	
Health Department Budget	Bob Lyons	972-4317	
Health Department Director	Susan McLeod	972-6219	
Health Department Patient Billing	Kim Houchens	972-6268	
Historic Resources	Margaret Maliszewski	3276	
HIV Testing (AIDS)/STD Information	Mary Ella McCauley	972-6228	
Home Occupation Class A	Intake	5832	
Horticulture Help Desk	Pat Benedikt	984-0727	
	Sue McCoy	984-0727	
Housing Choice Voucher Program Inspections Specialist	Clifford Hammond	3395	
Housing Choice Voucher Program Specialist	Lyn Lang	3356	
Housing Choice Voucher Program Waiting List	Ilene Robinson	5839	
Housing Counselor/Homebuyers Club	Paul Harper	3356	
Housing Office/General Information	Ilene Robinson	5839	
Housing Planner	Lauren Sandy	3357	
Housing Programs Manager	Vacant		
Human Resources Director	Kimberly Suyes	3342	
Human Services	Roxanne White	3400	
Illegal Trash Dumping	Dennis Friedrich		3233
Immunizations - Child/Adult/Travel	Debbie Childs	972-6260	
Information Hotline	Loretha Dixon	5822	
Internal Affairs Investigations	Sgt. Linda Jenkins	4046	
Internal Customer Services:			
- Copy Center	Dianna Weeks	4050	
- Heating & Cooling (COB)	Al Leiter	4131	
- Heating & Cooling (Court Square)	Depret Guillaume	3279	
- Lost & Found	Yvonne Vess	5816	
- Mailroom	Antonio Jackson	4129	
- Maintenance/Repair (COB & Court Square)	Al Leiter	4131	
- Motor Pool	Yvonne Vess	5816	
- Renovations/Remodeling (COB & Court Square)	Mike Stumbaugh	3421	
- Stock Room	Dianna Weeks	4050	
- Trash Removal	James Butler	5816	
Issuing Residential Building Permits	Intake	5832	
Issuing Commercial Building Permits	Intake	5832	
JOBS Program	Georgeann Lambert	3330	
LAN Questions/Problems	Help Desk	5895	
Land Use Taxation	Bruce Woodzell	3214	
Legal Issues	Larry Davis	3266	
Legislation	Lori Allshouse	3398	
Local Government Employees	Wendy Roberman	3303	
Long Distance Calls/Faxes	Main Number	5814	

Function	Primary Contact	Telephone #
Mainframe Questions/Problems	Help Desk	5895
Mapping	Damon Pettitt	3231
Marriage Licenses	Shelby Marshall	972-4084
Media Center	Jamie Endahl	972-4021
Media Contact	Lt. Earl Newton	4032
Modifications & Interpretations (Building Code)	Jay Schlothauer	3228
	Keith Huckstep	3241
Natural, Scenic and Rural Resources	Joan McDowell	3249
Neighborhood Services	Lee Catlin	3425
Neighborhood Watch	Karla Bower	3049
Nonconformity Determination (Zoning)	Jan Sprinkle	3225
	Amelica McCulley	3229
Notary Public	Shelby Marshall	972-4084
Nursing Manager	Linda Vasquez	972-6219
Nursing Home Assistance	Mary Lee Swift	3153
Officers of Election	Clarice Schermerhorn	5863
Operating Budget	Melvin Breeden	3126
Parking (Zoning)	John Grady	3226
	John Shepherd	3023
Parking Violations/Fines	Jennifer Smith	5851
Parks Administration	Pat Mullaney	3224
Parks Athletic Field Reservations	Tim Hughes	3222
Parks Budget Information	Pat Mullaney	3224
Parks Classes	Amy Smith	3218
Parks Complaints	Bob Crickenberger	3221
Parks General Information	Tonia Patton	5844
Parks Maintenance	Matt Smith	3220
Parks Middle School Sports Program	Amy Smith	3218
Parks Summer Employment	Amy Smith	3218
Parks Summer Playground Program	Amy Smith	3218
Parks Swim Programs	Amy Smith	3218
Parks Youth Sports Program Liaison	Tim Hughes	3222
Payroll (Accounting)	Betty Thraves	5837
Planning - Administration/Operations	Wayne Cilimberg	3254
Planning - Commission Agendas	Janice Farrar	3255
Polling Locations	Kathy Burgess	951-6798
Pre-Application Conference	Bill Fritz	3242
Prevention (Fire)	Bob Lowry	3377
Printer Questions/Problems	Help Desk	5895
Prisoner Transportation (Sheriff's Office)	Edgar S. Robb	972-4001
Professional Development - ARC	Judy Schlussel	972-4021
	Sheila Waddy	972-4021
	Jamie Endahl	972-4021
Property Taxes:		
- Assessment/Collection	Robert Walters	3127
- Bill Preparation	Robert Walters	3127
- Delinquent Tax Collection	Robert Walters	3127
- Penalties & Interest Calculations	Robert Walters	3127
- Personal Property Questions	Robert Walters	3127
Proposals/Contracts for Technology Purchases or Services	Mike Culp	5814
Public Facilities Planning	David Benish	3251

Function	Primary Contact	Telephone #
Public Hearings - Board of Supervisors	Ella Carey	3405
Public Hearings - Planning Commission	Janice Farrar	3255
Public Notice Signs	Intake	5832
Public Recreation Facilities Authority	Rebecca Ragsdale	3439
Public Safety, Development	Tom Foley	3399
Purchase Orders/Requisitions	Brenda Dickerson	5854
Rabies Exposure	Michele Napper	972-6259
Real Estate Assessments:		
- Commercial/Industrial	Bruce Woodzell	3214
- Residential	Bruce Woodzell	3214
Records Manager - General Government	Ella Carey	3405
Recycling & Solid Waste	Paul Muhlberger	3066
Refugee Health Assessment	Michele Ashworth	972-6298
Rental Assistance Coordinator	Raymond Hammond	3392
Request for Projects/Software Development	Terry Dungan	5814
Reference Material/Library	Debbie Bush	972-4021
Review Status (Zoning)	Bill Fritz	3242
Re-Zonings/Special Use Permits/Code Amendments	David Benish	3251
Risk Management	Brenda Neitz	5855
Road Naming Program	Tex Weaver	3210
Secondary School Employees	Mitsuko Clemmons-Nazeer	3846
Schools:		
- Agnor-Hurt Elementary	Linda Ferguson	973-5211
- Albemarle High School	Lawrence Lawwill	975-9300
- Broadus Wood Elementary	Barbara Edwards	973-3865
- Brownsville Elementary	Jo Vining	823-4658
- Burley Middle School	Bernard Hairston	295-5101
- Cale Elementary	Matt Landahl	293-7455
- CATEC	Joseph Johnson	973-4461
- Crozet Elementary	Michele Del Gallo	823-4800
- Greer Elementary	Stephen Braintwain	973-8371
- Henley Middle School	Donald Vale	823-4393
- Hollymead Elementary	Carole Hastings	973-8301
- Ivy Creek	Nicholas Smith	975-9420
- Jack Jouett Middle School	David Rogers	975-9320
- Meriwether Lewis Elementary	Sylvia Henderson	293-9304
- Monticello High School	Billy Haun	244-3100
- Murray Elementary	Andy Grider	977-4599
- Murray High School	Vicki Crews-Miller	296-3090
- Red Hill Elementary	Sidney Tate	293-5332
- Scottsville Elementary	Lisa Jones	286-2441
- Stone-Robinson Elementary	Ashby Kindler	296-3574
- Stony Point Elementary	David Cushman	973-6405
- Sutherland Middle School	Kathryn Baylor	975-0599
- Walton Middle School	Eric Johnson	977-5615
- Western Albemarle High School	Anne Coughlin	823-8700
- Woodbrook Elementary	Karen Marcus	973-6600
- Yancey Elementary	Deborah Collins	286-3768
School Support Services and Central Office (HR)	Jeff Bednarczyk	4514
Sexual Abuse	Judy Randle	3157
Shelter Reservations	Tonia Patton	5844
Sheriff	Edgar S. Robb	972-4001

Function	Primary Contact	Telephone #
Shredding of Documents	Computer Room	5892
Sidewalks	Paul Muhlberger	3066
Sign Permits	John Grady	3226
	Intake	5832
Site Plan Inspection	Bart Svoboda	3243
	Zoning Inspector	5832
Site Plan Review	Keith Lancaster	3024
Site Plans/Major Subdivisions	Stephen Waller	3385
	Yadira Amarante	3297
Smart Choices Nutrition Program (SCNEP)	Karen Seaton	984-0727
	Greg Imbur	984-0727
Software Development/Projects – Computer Requests	Terry Dungan	5814
Software Questions/Problems/Pricing Recommendations	Help Desk	5895
Software Reference Books/Video Tapes	Main Number	5814
Software Training	Main Number	5814
Soil Erosion & Sediment Control Regulations	Kenny Thacker	3390
Special Use Permits	Jan Sprinkle	3225
	John Shepherd	3023
State Board of Elections		1-800-552-9745
Stolen Property	Sgt. John White	4043
Storage Tank Permits	Bldg. Code Intake	5832
Storage Tank Removal	Fire/Rescue	5833
Stormwater/Drainage Projects	Paul Muhlberger	3066
Street Lights	Paul Muhlberger	3066
Street Naming/Addressing	Andrew Slack	3384
Streets/Roads	Glenn Brooks	3273
Subdivision and Site Plans	Jack Kelsey	3376
Summer Playground Program	Amy Smith	3218
Surplus Property (Sell/Dispose Of)	Hugh Gravitt	3148
Tax Laws/Questions	Robert Walters	3127
Tax Relief for the Elderly/Disabled	Dorys Willis	3117
Teen Programs	Amy Smith	3218
Telecommunications	Help Desk	5895
Telephone Questions/Problems/Moves/Pricing	Help Desk	5895
Traffic Division	Cpl. Glenn Fink	978-4012
Traffic Violations/Court	Phyllis Tignor	972-4007
Trails	Dan Mahon	3338
Transportation - Planning Dept.	Juandiego Wade	3368
Tuberculosis – Assessment/Treatment	Michele Newsome	972-6298
Uniform Crime Report	Kim Bunch	3374
Use Determination (Zoning)	Jan Sprinkle	3225
	Amelia McCulley	3229
Variances	John Shepherd	3023
	Amelia McCulley	3229
Vendors	Brenda Dickerson	5854
Victim/Witness	Susan Painter	5830
Virginia Income Tax Returns	Dorys Willis	3117
Voice Mail Questions/Problems	Help Desk	5895
Voter Eligibility	Jackie Harris	951-6798
Voter Outreach/Voter Drives	Linda Helf	951-6798
Voter Registration	Linda Helf	951-6798

Function	Primary Contact	Telephone #
Voting District Boundaries	Jackie Harris	951-6798
Warrants	Records Section	5807
Warrants (Sheriff's Office)	Edgar S. Robb	972-4001
Watershed Management/Water Quality Protection	David Hirschman	3410
Web Content Manager	Sean Corso	3791
WIC Program	Leigh Ann Spradlin	972-6206
Wireless Communication Facilities/Towers	Stephen Waller	3385
Youth Services (Police)	Lt. John Parrent	4041
Youth Sports Program Liaison	Tim Hughes	3222
Zoning Clearance Compliance	Intake	5832
	Brandi Kirby	3270
Zoning Compliance Letters	Ana Kilmer	3277
Zoning Complaints	Brandi Kirby	3270
Zoning Letters	John Shepherd	3023
	Amelia McCulley	3229
Zoning of Parcels	Keith Lancaster	3024
	John Grady	3226
Zoning Permits/Applications	Intake	5832
Zoning Text Amendments	Jan Sprinkle	3225
	John Shepherd	3023