

ALBEMARLE COUNTY LOCAL GOVERNMENT

SUPPORT GUIDE

BUILDING CODE AND ZONING SERVICES

Main Phone Number: 296-5832; FAX: 972-4126 Room #227

Building Code

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Amusement Device Permits	Intake	5832
Building Permit Applications	Intake	5832
Building Plans	Keith Huckstep	3241
	Jay Schlothauer	3228
Certificates of Occupancy	Kathy Martin	3550
Code Questions	Building Inspector	5832
	Keith Huckstep	3241
Complaints	Intake	5832
Demolition Permits	Intake 5832	
Issuing Residential Building Permits	Intake	5832
Issuing Commercial Building Permits	Intake	5832
Modifications & Interpretations	Jay Schlothauer	3228
	Keith Huckstep	3241
Storage Tank Permits	Intake	5832
Storage Tank Removal	Fire/Rescue	5833

Zoning

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Appeals	Amelia McCulley	3229
Board of Zoning Appeals	John Shepherd	3023
	Amelia McCulley	3229
Building Permit Review	John Grady	3226
	Keith Lancaster	3024
Building Setback Questions	Keith Lancaster	3024
	John Grady	3226
Determination (Use or Non-Conformity)	Jan Sprinkle	3225
	Amelia McCulley	3229
Development Review Process	Bill Fritz	3242
Development Rights Determination	John Shepherd	3023
Final Site Plan Application	Bill Fritz	3242
	Planning	5823
Home Occupation Class A	Intake	5832
Illegal Trash Dumping	Dennis Friedrich	3233
Interpretation of Ordinance	Jan Sprinkle	3225
	Amelia McCulley	3229
Parking	John Grady	3226
	John Shepherd	3023
Pre-Applications Conference	Bill Fritz	3242
Public Notice Signs	Intake	5832
Review Status	Bill Fritz	3242

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Site Plan Inspection	Bart Svoboda	3243
	Zoning Inspector	5832
Site Plan Review	Keith Lancaster	3024
Sign Permits	John Grady	3226
	Intake	5832
Special Use Permits	Jan Sprinkle	3225
	John Shepherd	3023
Use Determination	Jan Sprinkle	3225
	Amelia McCulley	3229
Variances	John Shepherd	3023
	Amelia McCulley	3229
Zoning Clearance Compliance	Intake	5832
	Brandi Kirby	3270
Zoning Complaints	Brandi Kirby	3270
Zoning Compliance Letters	Ana Kilmer	3277
Zoning Permits/Applications	Intake	5832
Zoning Text Amendments	Jan Sprinkle	3225
	John Shepherd	3023
Zoning Letters	John Shepherd	3023
	Amelia McCulley	3229
Zoning of Parcels	Keith Lancaster	3024
	John Grady	3226

CLERK TO THE BOARD OF SUPERVISORS

Main Phone Number: 296-5843; FAX: 296-5800 Room #423

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Appointments to Boards and Commissions	Georgina Smith	3406
Board Meetings and Agendas	Ella Carey	3405
Board Minutes and Official Records	Ella Carey	3405
Conflict-of-Interest Forms	Ella Carey	3405
Public Hearings	Ella Carey	3405
Records Manager - General Government	Ella Carey	3405

COUNTY ATTORNEY

Main Phone Number: 972-4067; FAX 972-4068; Room #325

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
County Code/Zoning Ordinance Revisions and Updates	Marsha Davis	3266
Legal Issues	Larry Davis	972-4067

COUNTY EXECUTIVE

Main Phone Number: 296-5841; FAX: 296-5800 Room #420

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Community Relations	Lee Catlin	3425
Economic Development	Tom Foley	3399
Human Services/Housing	Roxanne White	3400
Information Hotline	Loretha Dixon	5822
Legislation	Lori Allshouse	3398
Neighborhood Services	Lee Catlin	3425

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Public Safety, Development
Web Content Manager

Tom Foley
Sean Corso

3399
3791

EMERGENCY COMMUNICATIONS CENTER

Main Phone Number: 970-1098; FAX: 971-1767 or 293-3083 2306 Ivy Road

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
9-1-1 Emergency Fire Services	ECC	9-1-1
9-1-1 Emergency Telephone Services	ECC	9-1-1
Administration/Director	Tom Hanson	971-1765
E-9-1-1 Projects Coordinator	Wayne Campagna	971-1022
ECC Assistant	Jill Hill	970-1098
Emergency Services Coordinator	Kaye Harden	971-1263
Fire Calls for Service to Fire Dispatch	On-Duty Supervisor	295-1125 295 -1126
Non-Emergency Charlottesville Fire Dispatch	On-Duty Supervisor	970- 3247 970 -3248
Non-Emergency Telephone Services	ECC	977-9041
Medical Dispatch/Communications	On-Duty Supervisor	977-9041
Operations Coordinator	Marge Thomas	971-1779
Police Dispatch/Communications (City)	On-Duty Supervisor	977-9041
Police Dispatch/Communications (County)	On-Duty Supervisor	977-9041
Police Dispatch/Communications (UVA)	On-Duty Supervisor	977-9041
Systems Engineer	Gabe Elias	971-3087
Senior Systems Analyst	Gerald Smith	971-2938
Systems Engineer	Penny Banks	971-3081
Technology Coordinator	Tom Hatch	971-1176

ENGINEERING

Main Phone Numbers: 296-5861; FAX: 972-4035 Room #211

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Central Well Water Systems	David Hirschman	3410
Soil Erosion & Sediment Control Regulations	Kenny Thacker	3390
Streets/Roads	Glenn Brooks	3273
Subdivision and Site Plans	Jack Kelsey	3376
Watershed Management/Water Quality Protection	David Hirschman	3410

EXTENSION SERVICE

Main Phone Number: 984-0727; FAX: 984-0735 168 Spotnap Road (Physical)

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Unit Coordinator	Peter Warren	984-0727
4H Youth	Staci England	984-0727
Agriculture & Natural Resources:		
-Animal Science	Carrie Swanson	984-0727
-Crop & Soil Science	Bill Clements	984-0727
-Horticulture	Peter Warren	984-0727
Horticulture Help Desk	Pat Benedikt	984-0727
	Sue McCoy	984-0727

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Smart Choices Nutrition Program (SCNEP)	Karen Seaton	984-0727
	Greg Imbur	984-0727
Secretary	Lottie Dudley	984-0727
Expanded Food and Nutrition Education Program(EFNEP)	Matilde Herrero	984-0727

FINANCE DEPARTMENT

Main Phone Number: 296-5851; FAX: 296-5887 Room #137

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Accounting	Heather Welcher	3132
Accounts Payable	Heather Welcher	3132
Annual Audit of County	Ed Koonce	3128
Bids	Brenda Dickerson	5854
Business License	Kenneth Hoy	3125
Contract Awards	Hugh Gravitt	3148
Decals for Automobiles	Charlotte Morris	3119
Dog Licenses	Charlotte Morris	3119
Financial Reports/Audits	Ed Koonce	3128
Fishing/Hunting Licenses	Kim Stone	3118
Land Use Taxation	Bruce Woodzell	3214
Operating Budget	Melvin Breeden	3126
Parking Violatons/Fines	Jennifer Smith	5851
Payroll	Betty Thraves	5837
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
Purchase Orders/Requisitions	Brenda Dickerson	5854
Real Estate Assessments		
- Commercial/Industrial	Bruce Woodzell	3214
- Residential	Bruce Woodzell	3214
Risk Management	Brenda Neitz	3136
Surplus Property (Sell/Dispose Of)	Hugh Gravitt	3148
Tax Laws/Questions	Robert Walters	3127
Tax Relief for the Elderly/Disabled	Dorys Willis	3117
Vendors	Brenda Dickerson	5854
Virginia Income Tax Returns	Dorys Willis	3117

FIRE/RESCUE DEPARTMENT

Main Phone Number: 296-5833; FAX: 972-4123 Room #222

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Director of Fire/Rescue	Dan Eggleston	3100
Prevention	Bob Lowry	3377
Recruitment Hot Line	Jason Nauman	3035
Fire EMS Training	Scott Lambert	3102

GENERAL SERVICES

Main Phone Number: 296-5816; Fax: 293-0294 Room # 224

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
E-911 Street Signs	Dan Fowley	4594
Capital Improvements Projects (Construction)	Mike Stumbaugh	3421
Conference Room Scheduling	Yvonne Vess	5816
Internal Customer Services:		
-Copy Center	Dianna Weeks	4050
-Heating/Cooling (COB)	Al Leiter	4131
-Heating/Cooling (Court Square)	Serge Depret-Guillaume	3279
-Lost & Found	Yvonne Vess	5816
-Mail Room	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
Recycling and Solid Waste	Paul Muhlberger	3066 Sidewalks
	Paul Muhlberger	3066
Stormwater/Drainage Projects	Paul Muhlberger	3066
Street Lights	Paul Muhlberger	3066

HEALTH DEPARTMENT

Main Phone Number: 972-6219; FAX: 972-4310 1138 Rose Hill Drive

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Administrator	Sandra Miller	972-6219
Automated Directory		972-6200
Birth/Death Certificates	Tara Tate	972-6245
Dental Clinic	Conrad Jenkins	972-6255
Director	Susan McLeod	972-6219
Environmental Health Manager	Donald Hackler	972-6259
Environmental Health		
- Food Permits	Catherine Cummins	972-6259
- Sewage/Water Permits	Jack McClelland	972-6259
Family Planning/Birth Control/Pregnancy Tests	Marjie Giuliano	972-6279
Health Department Budget	Bob Lyons	972-4317
HIV Testing (AIDS)/STD Information	Mary Ella McCauley	972-6228
Immunizations - Child/Adult/Travel	Debbie Childs	972-6260
Nursing Manager	Linda Vasquez	972-6219
Nursing Home Screening	Chiquita Ragland	972-6279
Patient Billing	Kim Houchens	972-6268
Rabies Exposure	Michele Napper	972-6259
Refugee Health/Tuberculosis Assessment	Michele Ashworth	972-6298
WIC Program	Leigh Ann Spradlin	972-6206

HOUSING OFFICE

Main Phone Number: 296-5839; FAX: 293-0281 Room #130

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Affordable Housing Issues	Ron White	3407
Family Self-Sufficiency Program	Janice Johnson	3170

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General Office	Ilene Robinson	5839
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 Planner	Lauren Sandy	3357
Housing Programs Manager	Vacant	
Rental Assistance Coordinator	Raymond Hammond	3392

HUMAN RESOURCES

Main Phone Number: 296-5827; FAX: 296-5828 Room #125

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Administration/Director	Kimberly Suyes	3342
All Local Government Employees	Wendy Roberman	3303
All Elementary School Employees	John Gray	3215
All Secondary School Employees	Mitsuko Clemmons-Nazeer	3846
All School Support Services Central Office	Jeff Bednarczyk	4514
Compensation and Benefits	Lorna Gerome	3016

INFORMATION TECHNOLOGY

Main Phone Number: 296-5814; FAX: 972-4062 Room #134

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Computer Operations	Bertha Kennedy	5878
Computer Questions/Problems/Pricing	Help Desk	5895
Computer Training	Main Number	5814
E-Mail Questions/Problems	Help Desk	5895
LAN Questions/Problems	Help Desk	5895
Long Distance Calls/Faxes	Main Number	5814
Mainframe Questions/Problems	Help Desk	5895
Maintenance, Computers	Help Desk	5895
Printer Questions/Problems/Pricing	Help Desk	5895
Projects/Software Development	Terry Dungan	5814
Proposals/Contracts for Technology Purchases or Services	Mike Culp	5814
Requests for Shredding of Documents	Computer Room	5892
Software Questions/Problems/Pricing/Recommendations	Help Desk	5895
Software Reference Books/Video Tapes	Main Number	5814
Software Training	Main Number	5814
Telecommunications	Help Desk	5895
Telephone Questions/Problems/Moves/Pricing	Help Desk	5895
Voice Mail Questions/Problems	Help Desk	5895

OFFICE OF MANAGEMENT AND BUDGET

Main Phone Number: 872-4516; FAX: 872-4519 Room #120

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Budget Director	Melvin Breeden	3126
Budget Analyst	Laura Vinzant	3403
Budget Analyst	Chris Bever	3708
Fiscal Assistant	Brenda Neitz	3136

PARKS AND RECREATION DEPT.
Main Phone Number: 296-5844; FAX: 972-4123 Room #323

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Administration	Pat Mullaney	3224
Athletic Field Reservations	Tim Hughes	3222
Athletic Programs	Amy Smith	3218
Budget Information	Pat Mullaney	3224
Classes	Amy Smith	3218
Complaints	Bob Crickenberger	3221
Concessions	Bob Crickenberger	3221
General Information	Tonia Patton	5844
Greenways	Dan Mahon	3338
Gypsy Moth Program	Bob Grace	1-888-265-7802
Middle School Sports Program	Amy Smith	3218
Park Maintenance	Matt Smith	3220
Trails	Dan Mahon	3338
Shelter Reservations	Tonia Patton	5844
Summer Employment	Amy Smith	3218
Summer Playground Program	Amy Smith	3218
Swim Programs	Amy Smith	3218
Teen Programs	Amy Smith	3218
Youth Sport Program Liaison	Tim Hughes	3222

PLANNING AND COMMUNITY DEVELOPMENT
Main Phone Number: 296-5823; FAX: 972-4035 Room #218

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Acquisition of Conservation Easement (ACE)	Ches Goodall	3084
Administration/Operations	Wayne Cilimberg	3254
Agricultural/Forestral Districts	Scott Clark	3325
Architectural Review/Entrance Corridors	Margaret Maliszewski	3276
Comprehensive Planning	David Benish	3251
Demographic Information	Rod Burton	3253
Development Area Initiatives-Neighborhood Model	Elaine Echols	3252
E911 Program	Tex Weaver	3210
Fiscal Impact	Steve Allshouse	3389
Geographic Information System Development	Tex Weaver	3210
Historic Resources	Margaret Maliszewski	3276
Mapping	Damon Pettitt	3231
Natural, Scenic and Rural Resources	Joan McDowell	3249
Planning Commission Agendas	Janice Farrar	3255
Public Facilities Planning	David Benish	3251
Public Recreation Facilities Authority	Rebecca Ragsdale	3439
Review Status (Zoning)	Bill Fritz	3242
Re-Zonings/Special Use Permits/Code Amendments	David Benish	3251
Site Plans/Major Subdivisions	Margaret Doherty	3250
Street Naming/Addressing	Andrew Slack	3384
Transportation	Juandiego Wade	3368
Wireless Communication Facilities/Towers	Stephen Waller	3385

POLICE DEPARTMENT

Main Phone Number: 296-5807; FAX: 972-4061 (Administration) Room #110

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Animal Control Operations	Sgt. John White	4043
Checks (Warrants/Criminal History, etc.)	Records Section	5807
Crime Prevention Programs	Karla Bower	3049
Drug Investigations	Sgt. John Baber	5807
Evidence/Property	Sgt. John White	4043
False Alarm Information	Deborah Parker	5821
Internal Affairs Investigations	Sgt. Linda Jenkins	4046
Media Contact	Lt. Earl Newton	4032
Neighborhood Watch	Karla Bower	3049
Parking Violations/Fines	Finance Dept.	5855
Stolen Property	Sgt. John White	4043
Traffic Division	Cpl. Glenn Fink	978-4012
Uniform Crime Report	Kim Bunch	3374
Victim/Witness	Susan Painter	5830
Warrants	Records Section	5807
Youth Services	Lt. John Parrent	4041

RESOURCE CENTER

Main Phone Number: 972-4021; FAX: 296-5802

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Equity and Diversity	Charlene Green	296-5820
Media Center	Jamie Endahl	972-4021
Reference Material/Library	Debbie Bush	972-4021
Professional Development	Judy Schlusel	972-4021
	Sheila Waddy	972-4021
	Jamie Endahl	972-4021

ALBEMARLE COUNTY PUBLIC SCHOOLS

Main Phone Number: 296-5881; Fax: 296-5869

(Note: The School Division publishes its own, more-detailed directory.)

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
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	Diantha McKeel	972-4055
- Clerk of the School Board	Jennifer Johnston	972-4055
Schools	Linda Ferguson	973-5211
- Agnor-Hurt Elementary	Lawrence Lawwill	975-9300
- Albemarle High School	Keith Hammon	974-7777
- Baker Butler Elementary	Barbara Edwards	973-3865
- Broadus Wood Elementary	Jo Vining	823-4658
- Brownsville Elementary	Bernard Hairston	295-5101
- Burley Middle School	Matt Landahl	293-7455
- Cale Elementary	Joseph Johnson	973-4461
- CATEC		

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- 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
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

SOCIAL SERVICES

Main Phone Number: 972-4010; FAX: 972-4080

1023 Millmont Street (Behind Barracks Road)

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Adoption	Carolyn Pettit	3151
Adult Protective Services	Sue Dvoskin	3156
Benefit Programs	Lavetta Barlow	3182
- Children's Health Insurance		
- Family & Children's Benefits		
- Food Stamps		
- Medicaid		
- Temporary Assistance to Needy Families		
Benefit Programs	Michael Jenks	3187
- Adults Benefits		
- Food Stamps		
- General Relief		
- Medicaid		
- Heating/Cooling Assistance		
Child Day Care	Cindy Camirand	3331
	Teena Tuttle	3054
	Ilene Railton	3453
Child Protective Services	Cindy Casey	3157
Employment Services	Shirley Paoletti	3110

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Foster Care	Cheryl Lewis	3159
	Phyllis Colman	3173
Fraud Investigations	Jane Fernyhough	3192
Nursing Home Assistance	Mary Lee Swift	3153

VOTER REGISTRATION and ELECTIONS/REGISTRAR
Main Phone Number: 951-6798; FAX: 951-6788
2055A Abbey Road (DMV Building – Pantops Mountain)
Electoral Board Office – Room 131 (C.O.B.)
Main Phone Number: 296-5863; FAX: 972-4143

<u>Function</u>	<u>Primary Contact</u>	<u>Telephone</u>
Absentee Voting	Kathy Burgess	951-6798
Campaign Filings	Clarice Schermerhorn	296-5863
Candidate Information	Jackie Harris	951-6798
Elected Officials – Contact Information	Kathy Burgess	951-6798
Election Laws and Regulations	Jackie Harris	951-6798
Electoral Board of Election	Clarice Schermerhorn	296 5863 Officers
	Clarice Schermerhorn	296-5863
Polling Location	Kathy Burgess	951-6798
State Board of Elections		1-800-552-9745
Voter Eligibility	Jackie Harris	951-6798
Voter Outreach/Voter Drives	Linda Helf	951-6798
Voter Registration	Linda Helf	951-6798
Voting District Boundaries	Jackie Harris	951-6798