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CITY OF WILLIAMSBURG

2016 Resident Information Guide

City Council

All 5 members of Council are elected at-large, and appoint the Mayor, Vice-Mayor, City Manager, City Attorney, and Clerk of Council. The Mayor chairs the City Council and acts as the official head of the city government.

City Council members serve four-year, staggered terms. Elections are held in May of even-numbered years. The mayor is chosen from among Council members every two years.

<u>City Council Members</u>	<u>Telephone</u>	<u>E-Mail Address</u>	<u>Term Expires</u>
Paul Freiling, Mayor	229-5165	pfreiling@williamsburgva.gov	6-30-20
D. Scott Foster, Vice-Mayor	757-634-7592	sfoster@williamsburgva.gov	6-30-18
Douglas G. Pons	220-0960	dpons@williamsburgva.gov	6-30-18
Barbara L. Ramsey	876-5391	bramsey@williamsburgva.gov	6-30-20
Benming "Benny" Zhang	920-3125	bzhang@williamsburgva.gov	6-30-20

Council Meetings

Meetings are open to the public. They are held in the Stryker Center located at 412 N. Boundary Street and are listed on the City's calendar on the website. Agendas, minutes and supporting materials are posted online before the meetings and they are also emailed to subscribers via e-Notify.

Meetings are broadcast live on Cable Channel 48 and streamed on the City's website. They are replayed throughout the week and are also archived on the website.

City Council meets in regular session on the **second Thursday of each month at 2:00 p.m.** Council Meetings replay at 8:00 p.m. Thursday, 10:00 a.m. Friday, and 8:00 p.m. Saturday and Sunday.

City Council Work Sessions are held the **Monday prior to the regular meeting at 4:00 p.m.** Work Sessions replay at 8:00 p.m. Monday, 10:00 a.m. Tuesday, and 10:00 a.m. Saturday and Sunday.

If you would like to speak during an open forum or comment session, please fill out a speakers card and present it to the Clerk of Council. You will be asked to state your name and address for the record.

City Administration

The City Manager is appointed by the City Council and manages the day-to-day operations of the city government, carrying out the policies of City Council.

Marvin L. Collins, III, City Manager
Christina Shelton, City Attorney

Andrew O. Trivette, Assistant City Manager
Gerry Walton, Executive Assistant & Clerk of Council

Key documents such as Budgets, Council's Rules and Procedures and Biennial Goals, Initiatives and Outcomes are posted on the website and available from the Council's or City Manager's pages.

The Municipal Building is located at 401 Lafayette Street, next to the Fire Station.

Call: 220-6100; Fax: 220-6107; E-mail Address: citymanager@williamsburgva.gov

Office Hours are 8:00 a.m. - 4:30 p.m. Monday through Friday.

Regional & Intergovernmental Services

State and Federal Representatives

- Governor, **Terry McAuliffe** (804) 786-2211
- Lieutenant Governor, **Ralph S. Northam**, (804) 786-2078
- Attorney General, **Mark R. Herring**, (804) 786-2435
- State Senator, 1st Dist., **vacant**
- House of Del., 93rd Dist., **vacant**
- U.S. Senator, **Tim Kaine**, (804) 771-2221; (757) 518-1674
- U.S. Senator, **Mark R. Warner**, (804) 739-0247; (757) 441-3079
- U.S. Congressman, 1st Dist., **Robert J. Wittman**, (757) 874-6687

Constitutional Officers

- | | | |
|------------------------------|-----------------------|-----------------|
| • Commissioner of Revenue | Judy Fuqua | 220-6150 |
| • Treasurer | Jennifer Tomes | 220-6155 |
| • Clerk of the Circuit Court | Mona Foley | 564-2242 |
| • Commonwealth Attorney | Nate Green | 564-2277 |
| • Sheriff | Robert Deeds | 564-2220 |



Courts

Courthouse is located at 5201 Monticello Avenue

- | | | |
|---------------------------|---------------------------------|-----------------|
| • Circuit Court | Judge Michael E. McGinty | 564-2242 |
| • District Court | Judge Colleen Killilea | 564-2400 |
| • Juvenile/Domestic Court | Judge G. Fairbanks | 564-2200 |

Public Health and Mental Health Services

The City is affiliated with the **Peninsula Health District (594-7300)** in Newport News which offers preventative, diagnostic, and rehabilitative medical services. It also provides restaurant inspections and environmental health services (**253-4813**). Clinic services including immunizations, maternity, and pediatrics are provided by **Olde Towne Medical Clinic**, 5249 Olde Towne Road (**253-2292**).

Colonial Behavioral Health offers comprehensive mental health, mental retardation, and substance abuse services (**220-3200**). www.colonialbh.org.

Animal Control

Dogs and cats in the City must be vaccinated against rabies and kept under immediate control at all times. Dog licenses are issued by the Finance Department. For animal control services (contracted through James City County), call **565-0370**; evenings, weekends and holidays, call **253-1800**.



The local animal shelter is located at 430 Waller Mill Road, and is operated by the Heritage Humane Society. They can be reached at **221-0150** or online at www.heritagehumanesociety.org.

City Boards and Commissions Appointed by City Council

- Architectural Review Board
- Williamsburg Area Arts Commission
- Board of Building Code Appeals
- Board of Equalization
- Board of Zoning Appeals
- Finance and Audit Committee
- Economic Development Authority
- Williamsburg Library Board of Trustees
- Planning Commission
- Williamsburg School Board
- Social Services Advisory Board

A complete list of City and Regional Boards and Commissions can be found at

www.williamsburgva.gov/boards

COMMUNICATIONS

Lee Ann Hartmann, Communications Specialist
(757) 220-6197
Municipal Building, 2nd Floor
lhartman@williamsburgva.gov

The Communications Specialist works with City Council and City staff managing all forms of communication and public relations for the City. Responsibilities include supervising City publications and website and managing the City's community television programming, media relations, social media and other external communications.

ECONOMIC DEVELOPMENT

Michele Mixner DeWitt, Director
(757) 220-6120
Municipal Building, 2nd Floor
www.YesWilliamsburg.com

The Williamsburg Office of Economic Development works with existing City businesses to help them prosper and grow, recruits new businesses to the City and promotes the City as a premiere business location.

FINANCE DEPARTMENT

Phil Serra, Director • (757) 220-6180
Municipal Building, 1st floor
finance@williamsburgva.gov

- **Residential Parking Permits and Vehicle Registration**
- **Real Estate Tax Rate:** \$.57 per \$100 for the period of July 1-June 30. Bills are mailed in April and October.
- **Personal Property Tax Rate:** \$3.50 per \$100. File a Personal Property form with the Commissioner of Revenue by May 1. Bills are mailed on October 1.

E-Government Services

The City's E-Government services provides an option for conducting transactions with the City online, 24 hours a day, 7 days a week. The website accepts various forms of payment, including Visa, MasterCard, and Quick Checks. Paying by Quick Check, which is a one-time debit from the payer's checking account, eliminates the convenience fee associated with credit card payments. E-Government services can be accessed on the City's website and at a computer kiosk at the Municipal Building.

HUMAN SERVICES DEPARTMENT

Peter Walentisch, Director • (757) 220-6161
Municipal Building, 1st Floor
social@williamsburgva.gov

The Human Services Department administers a wide range of programs for youth, families, elderly, and disabled citizens. These programs include:

Benefits Programs: Medicaid, Food Stamps, Energy Assistance, Temporary Assistance to Needy Families and state/local hospitalization.

Service Programs: Children and family counseling, crisis intervention, day care, emergency assistance, employment, foster care, adoption and services for the elderly.

Community Programs: Year-round youth achievement programs, food distribution, home visitation, disaster assistance and Citizen Corps.

City Services by Department (cont.)

PARKS AND RECREATION

Robbi Hutton, Director • (757) 259-3760

Quarterpath Recreation Center

202 Quarterpath Road

parksandrecreation@williamsburgva.gov

For information about year-round youth and adult sports, classes and programs, call **259-3760**.

Waller Mill Park: Located on Airport Road - Route 645, this 2700-acre facility provides picnic areas, a dog park, boating, fishing, hiking, fitness, mountain biking and nature trails. The park is open year-round, sunrise to sunset.

Waller Mill Dog Park: This park offers a one-acre enclosed area with two sections, one for small dogs and one for large dogs. Both have doggie fountains, and benches for the owners/handlers.

Tennis and Basketball Courts: Quarterpath Park has tennis courts and Kiwanis Park has basketball and tennis courts.

Other City Parks: Bicentennial Park, College Landing Park, Kiwanis Park and Redoubt Park. Community parks: Geddy Park, Highland Park, Strawberry Plains Park and Wales Park.

Williamsburg Farmers Market: The Williamsburg Farmers Market is held in Merchants Square for growers and producers of Eastern Virginia to sell fresh seasonal food and farm products directly to residents and visitors in the Greater Williamsburg area.

The market is located on Duke of Gloucester between Boundary and Henry Streets. Markets are held every Saturday from March - November from 8:00 a.m.-12:00 p.m. Special holiday and winter markets are held in December and February (check the website for dates). The Market's founding sponsors are the City of Williamsburg, Colonial Williamsburg Foundation and Merchants Square Association.



The Market was voted America's Favorite Mid-Sized Market in a national contest by American Farmland Trust. The Market accepts credit cards, SNAP and W&M Express. Visit www.williamsburgfarmersmarket.com or call Tracey Herner, Market Manager, at 259-3768 for more information.

PLANNING & CODES COMPLIANCE DEPARTMENT

Carolyn Murphy, Director • (757) 220-6130

Municipal Building, 2nd Floor

planning@williamsburgva.gov

Building Inspection: Issues building, electrical, mechanical, and plumbing permits; performs property/rental inspections.

Codes Compliance Administrator: Matt Westheimer, **220-6135**.

Zoning Administration: Enforces Zoning Ordinance, Erosion and Sedimentation Control, Architectural Review, issues permits for signs and tree removal.

Zoning Administrator: Rodney Rhodes, **220-6131**.

City Planning Commission Meetings are held in the Stryker Center at 3:30 p.m. the Wednesday after Council. They are broadcast live on Channel 48 and streamed on the website. Meetings replay at 8:00 p.m. Wednesday, 10:00 a.m. Thursday, and 10:00 a.m. and 8:00 p.m. Saturday and Sunday. Agendas and archived videos are posted at www.williamsburgva.gov/emeetings.

City Services by Department (cont.)

PUBLIC WORKS AND UTILITIES

Dan Clayton, Director • (757) 220-6140
Municipal Building, 2nd Floor
publicworks@williamsburgva.gov

Community Building: Located on “City Square,” this multi-purpose event space is available for rent. For information visit www.williamsburgva.gov and click on the Community Building page under Public Works.

Transportation Center: Located near the Post Office and Fire Station, is the regional hub for AMTRAK, Interstate bus, local transit (WATA), rental cars and taxi service.

Water: The City has its own water source and treatment plant (located at the Waller Mill Reservoir) and operates the distribution system. Water meters are read quarterly. To initiate service or for questions regarding your account, call **220-6188**, to pay bills online, go to the Finance Department page of the City website.

Sewer: The City operates the sanitary sewer collection system for transmission and treatment by Hampton Roads Sanitation District (HRSD). HRSD charges are included on the water bill.

Other Services: Public Works maintains City streets, sidewalks, traffic control devices, landscaped areas, storm drains, mosquito control and Cedar Grove Cemetery.

Refuse Collection and Recycling

Residential Refuse Collection: Residents must use a City provided garbage cart - gray with blue lid, placed at the curb before 7:00 a.m. on your collection day (Monday or Tuesday - call 220-6140 to learn your route/date). The cart lid must face the street and be placed five feet away from cars, utility poles/boxes and trees/bushes. Residents physically unable to roll the garbage cart to the curb must complete and submit a BACKYARD GARBAGE COLLECTION REQUEST found on the [Public Works web page](#). Yard debris is picked up on garbage collection day and placed at curbside for pick-up. Ten bag limit or ten boxed/tied bundles of sticks/limbs or yard debris each pick-up day (limbs no longer than 4 ft. long/3 inches in diameter).

Household Bulk Items: Limited to two items per collection and three collections per year, by appointment only (call 220-6140). Examples of bulk items are sofas, washers, dryers and mattresses (no building materials).

Curbside Recycling: Recyclable items, placed in a City-provided recycling cart - gray with green lid, are picked up every other Wednesday. Aerosol cans, plastic garbage bags and plastic grocery bags are **not** recyclable. Obtain green recycling carts by calling **220-6140**.

Leaf Pick-Up: Curbside leaf pick-up is provided by the City in November and December. Christmas trees are picked up in January.

Household Chemical Disposal: Solvents, insecticides, paint and some electronic/computer items are collected every other month at Warhill High School, 4615 Opportunity Way.

PUBLIC SAFETY

POLICE DEPARTMENT

A Nationally Accredited Law Enforcement Agency
Police Chief Dave Sloggie • (757) 259-7201
425 Armistead Avenue
police@williamsburgva.gov

Crime Prevention Services:

- Neighborhood Watch
- Home security checks while you are away
- Home security surveys

FIRE DEPARTMENT

Fire Chief Pat Dent • (757) 220-6220
444 North Boundary Street
fire@williamsburgva.gov

Fire Prevention and Emergency Services:

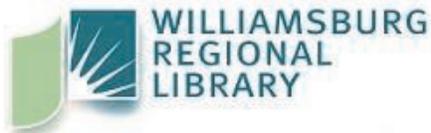
- Home & business fire safety inspections
- File for Life program
- Emergency Preparedness Information

POLICE, FIRE, OR MEDICAL EMERGENCY DIAL 911

For Emergency Information visit williamsburgva.gov/emergency

WILLIAMSBURG REGIONAL LIBRARY AND ARTS CENTER

The Library, located at 515 Scotland Street, is operated by an eight-member Board under a contractual agreement between the City and James City County. The James City County branch is located at 7770 Croaker Road. For general information, call **259-4040** or log on to www.wrl.org.



Library Hours of Operation

Monday-Thursday 10:00 a.m. - 9:00 p.m.
Friday 10:00 a.m. - 6:00 p.m.
Saturday 10:00 a.m. - 5:00 p.m.
Sunday 1:00 p.m. - 5:00 p.m.

WILLIAMSBURG - JAMES CITY COUNTY SCHOOLS

The school system is jointly funded by the City and James City County. Phone numbers for the Administration Offices and individual schools are listed on the enclosed service directory. School Board meetings are on the 1st and 3rd Tuesday of each month at 7:30 p.m. The school system airs television programs on Cox Cable Channel 47. For more information, please call **253-6777** or visit www.edline.net/pages/WJCC.

WAYS TO BE ACTIVELY INVOLVED IN YOUR CITY GOVERNMENT

- The [City's website](#) provides city information, regional links, email links to City Council and staff, and direct "e-government" services.
- Receive e-mails with city news, meeting reminders and updates. Sign up at the city's website home page for [E-Notify](#).
- Sign up for **Emergency Notifications** at www.williamsburgva.gov/alerts.
- Stay in touch with us via Social Media: [Facebook](#), [Twitter](#) and [YouTube](#).
- **WMSBG Channel 48** (the City's cable channel on Cox) provides notices, televised meetings, feature presentations on local government, exercise programs and a scrolling bulletin board of information.
- Attend **City Council** and **Boards** and **Commissions meetings**. A complete list of public meetings can be found on our [website](#).
- Attend **Neighborhood Council of Williamsburg meetings**. They meet the 1st Saturday of every month. For more information, contact Jim Joseph at (757) 565-1549.
- Serve on a **City** or **regional Board** or **Commission**. Fill out an [application](#) and be part of the process.
- **Register to Vote**. The Registrar's Office is located in the Municipal Building at 401 Lafayette Street and open Monday-Friday, 8:30 a.m. - 4:30 p.m. Our Voter Registrar is Win Sowder, 220-6292 or wsowders@williamsburgva.gov.
- **City office hours** are Monday-Friday from 8:00 a.m. - 4:30 p.m. Call or stop by.



Parking and Transportation

Parking Permits

Permits are required on certain residential City streets. **Residents are entitled to purchase one Resident Parking Permit for each of their vehicles.** Residents must provide satisfactory proof of residency, such as a current lease or vehicle registration.

Permits are required for the following streets: Ballard Lane, Braxton Court, Brooks Street, Cary Street (portions of), Chandler Court, College Terrace, Griffin Avenue (portions of), Harriet Tubman Drive, Harrison Avenue, Indian Springs Court, Indian Springs Road, Jamestown Road (portions of), Mimosa Drive (portions of), Nelson Avenue, Newport Avenue, Norfolk Street, North Boundary (portions of), Pollard Park (portions of), Powell Street, Randolph Street, Richmond Road (portions of), Rolfe Road (portions of), Scotland Street (portions of), South Boundary Street (portions of), South England Street (portions of), South Henry Street (portions of), Tyler Street (portions of), Virginia Avenue, Williamsburg Avenue (portions of) and Wythe Lane (portions of).

Parking permits are sold starting August 1st annually at the Municipal Building's Finance Department. The cost for each permit is \$5. Residents can purchase Guest Parking permits for \$5 each for up to three guests.

The Williamsburg Police Department enforces permit parking regulations. Fines are \$10-\$50. Contact the Finance Department at **220-6180**, by e-mail at finance@williamsburgva.gov or access the [City's website](#) for all inquiries pertaining to parking permits.

On-Street Parking Regulations

Parking regulations posted on City streets not controlled by residential permits are designed to make optimal use of limited resources. Fines for violation of on-street parking regulations escalate as follows: first offense - \$10, second offense within 60 days of first offense - \$35 and third offense within 60 days of first offense - \$50.

Public Parking Garage

The City operates the Prince George Parking Garage, a public parking garage at 230 North Henry Street. Customers pay \$1 an hour (first 30 minutes are free, maximum \$12 a day) to park in the Garage and credit cards are accepted. The Garage payment system is fully automated, with customers using the payment stations near the pedestrian entrance on Prince George Street. The Garage is open daily from 6:00 a.m. to midnight and staffed to assist patrons, but their presence is not needed for the Garage to operate. Overnight parking is not allowed. Monthly passes are available.

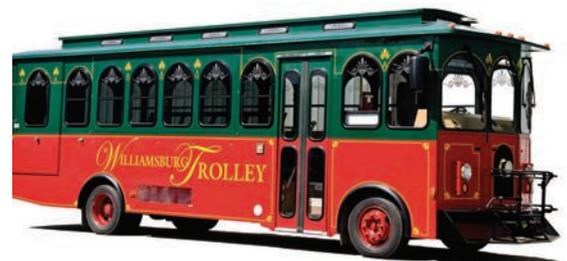
Vehicle Registration

New residents should register their vehicles at the DMV before registering with the City. Please bring your registration card reflecting your City of Williamsburg address. www.dmv.virginia.gov

Public Transportation

Williamsburg Area Transit Authority (WATA) provides a seamless, coordinated, regional transit system serving residents, visitors and students through fixed routes and transportation services for the disabled. Students ride free.

The Williamsburg Trolley connects Merchants Square with Williamsburg Shopping Center, High Street and New Town. Williamsburg Area Transit Authority (WATA) routes and schedules are available by calling **259-5493** or visiting www.gowata.org.



City of Williamsburg

Website: www.williamsburgva.gov

Alert/Emergency notification: Sign up on the City's website (under Communications)

Online services: Includes bill paying, permitting, monthly parking passes

Facebook: www.facebook.com/Williamsburg.Virginia

Twitter: @WilliamsburgGov

City TV programming: Williamsburg City Channel 48

Email: citymanager@williamsburgva.gov

council@williamsburgva.gov

communications@williamsburgva.gov

How do I determine whether I am a resident of the City of Williamsburg?

The Williamsburg mailing address contains 3 localities: the City of Williamsburg, James City County and part of York County. Go to the City's website (check the [Williamsburg Street Listing](#)) to determine if you reside in the City or call one of our City departments and we will assist you in determining your locality.

Greater Williamsburg Chamber and Tourism Alliance

Chamber website: www.williamsburgcc.org

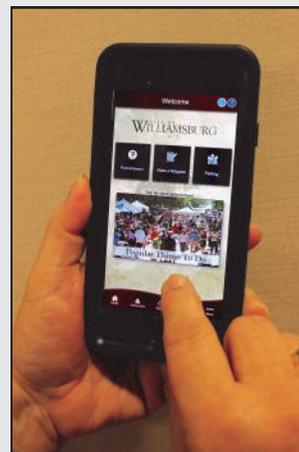
Tourism website: www.visitwilliamsburg.com



Download our Mobile App

Williamsburg Wayfinder is available on Google Play or the App Store.

Using your smartphone, get fast, easy and useful information on shopping, dining, City parks, hiking/biking trails, audio tours and parking areas. You can also use the app to send a request to the City about recycling, code violations, potholes and much more. Great for visitors and residents. It's FREE.



ALL TELEPHONE NUMBERS LISTED IN THIS GUIDE ARE IN AREA CODE (757)
UNLESS OTHERWISE NOTED.

TELEPHONE LISTING FOR ALL CITY DEPARTMENTS AND SERVICES ARE ON THE NEXT PAGE.

SERVICE DIRECTORY**WILLIAMSBURG, VIRGINIA**

Animal Control	565-0370	Marriage Licenses	564-2242
After Hours Emergencies	253-1800	Meals on Wheels	229-9250
Amtrak	229-8750	Mosquito Control	220-6140
Better Business Bureau	531-1300	National Center for State Courts	253-2000
Building Permits	220-6136	Passports	564-2242
Bureau of Vital Statistics	1-804-662-6200	Planning Department	220-6130
(Birth/Death Certificates)		Poison Control	1-800-552-6337
Business Licenses	220-6150	Police Department (non-emergency)	220-2331
Cemetery - Cedar Grove	220-6140	Crime Prevention & Neighborhood Watch	259-7213
Child Abuse	220-6161	Post Office	229-0838
Virginia Hotline	1-800-552-7096	Public Works & Utilities Department	220-6140
City Manager	220-6100	Quarterpath Park & Recreation Center	259-3760
City Emergency Management Information	259-7200	Real Estate Assessor	220-6185
Code Compliance	220-6134	Recreation Center - JCC/Williamsburg	259-4200
College of William & Mary Information	221-4000	Red Cross	253-0228
Colonial Mental Health Center	220-3200	Redevelopment & Housing Authority	220-3477
Colonial Williamsburg Information	229-1000	Salvation Army	229-6651
Commissioner of Revenue	220-6150	School System	
Commonwealth Attorney	564-2277	Superintendent's Office	253-6762
Court Clerks:		Berkeley Middle School	229-8051
Circuit Court	564-2242	Blayton Elementary School	565-9300
General District Court	564-2400	Clara Byrd Baker Elementary School	221-0949
Juvenile & Domestic Relations Court	564-2200	D. J. Montague Elementary School	258-3022
Cox Communications	224-1111	Hornsby Middle School	565-9400
Department of Motor Vehicles	804-497-7100	James River Elementary School	887-1768
Department of Transportation (VDOT)	253-4832	Jamestown High School	259-3600
Dog Tags (Licenses)	220-6180	Lafayette High School	565-4200
Dominion Virginia Power (Electricity)	1-888-667-3000	Matoaka Elementary	564-4001
Employment Commission (VEC-Hampton)	865-5800	Matthew Whaley Elementary School	229-1931
Finance Department	220-6180	Norge Elementary School	564-3372
Fire Department (non-emergency)	220-6220	Rawls Byrd Elementary School	229-7597
FISH (Food Bank)	220-9379	Stonehouse Elementary School	566-4300
Greater Wmbg. Chamber/Tourism Alliance	229-6511	Toano Middle School	566-4251
	1-800-368-6511	Warhill High School	565-4615
Hampton Roads Transit	222-6100	Sewer Service	220-6188
Health Department	253-4813	Hampton Roads Sanitation District	877-2019
Heritage Humane Society	221-0150	Sheriff	564-2220
Hospital - Riverside Doctors'	585-2200	Sign Permits	220-6130
- Sentara Williamsburg Regional	984-6000	Social Security	1-800-772-1213
Human Services	220-6161	Temporary Assistance to Needy Families	220-6161
Hunting and Fishing Licenses	259-3778	Trash Collection & Recycling	220-6140
Income Tax Information		Treasurer	220-6155
State/Local	220-6150	United Way - Information & Referral	229-2222
Federal	1-800-829-1040	Veterans Claims	825-7893
Jail (VA Peninsula Regional Jail)	820-3900	Virginia Natural Gas	1-866-229-3578
James City County Information	253-6728	Verizon	954-6222
James City Service Authority	253-6800	Voter Registration	220-6157
Jamestown Ferry	1-800-823-3779	Waller Mill Park	259-3778
Library, Williamsburg Regional	259-4040	Water Service	220-6188
Bookmobile	259-7748	Wmsbg Area Transit Auth. (WATA)	259-4093/5493
Check-Out, Renewals, Fines	259-4060	York County Information	890-3300
Meeting Rooms, Theater	259-4070	Zoning	220-6130
Youth Services	259-4055		