

Jeanne Zeidler, Mayor  
Clyde A. Haulman, Vice-Mayor  
Paul T. Freiling  
Robert A. Braxton  
Judith N. Knudson

February 11, 2010  
Thursday  
2:00 p.m.  
Stryker Building  
412 N. Boundary St.

## CITY OF WILLIAMSBURG AGENDA

### 1. Roll Call

2. **Council Minutes:** January 11 and January 14, 2009, and Minutes of the January 16, 2010 Council Retreat

### 3. Matters of Special Privilege

HRACRE "Award of Merit – Best Master Planned" for High Street Development, Dan Aston, Roseland Property Company

### 4. Public Hearings

### 5. Reports

- A. Monthly Financial Statement
- B. Monthly Departmental Operating Reports
- C. Planning Report
- D. City Manager Reports
  - 1. Heritage Tree Initiative
  - 2. Amendment to Zoning Ordinance Pertaining to Requirements for an Increase in Unrelated Occupancy
  - 3. Citizen Involvement in FY 11 Budget Process
- E. City Attorney Report

### 6. Unfinished Business

### 7. New Business

- A. Appointment to Boards and Commissions

### 8. Open Forum

*The City Council invites public comment on any subject during "Open Forum." To speak, fill out a Speaker's Card (available at the door) and give it to the Clerk of Council. Please direct all comments to the Chair, limited to 3 minutes. Thank you.*

**CITY OF WILLIAMSBURG**  
**Financial Report for January 2010**

**General Fund Revenues**

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>GENERAL PROPERTY TAXES:</b>			
Current Real Estate Taxes	10,000,000	5,043,526	4,963,400
Delinquent Real Property Taxes	100,000	47,805	103,266
Public Service Corp - RE & PP Taxes	280,520	306,147	275,910
Current Personal Property Taxes	1,220,000	1,085,326	1,171,391
Delinquent Personal Property Taxes	40,000	22,179	21,838
Current Business Property Taxes	1,200,000	1,250,783	1,234,027
Delinquent Business Property Taxes	25,000	14,053	28,938
Penalties and Interest	83,800	39,351	57,840
<b>Total General Property Taxes</b>	<b>12,949,320</b>	<b>7,809,171</b>	<b>7,856,610</b>

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>LOCAL TAXES:</b>			
Virginia Power/VNG	275,000	135,489	131,961
Communication Taxes	820,000	308,128	326,135
Business Licenses Taxes	1,482,600	99,640	226,967
Franchise License Taxes	91,000	36,888	36,197
Bank Stock Taxes	170,000	0	0
Recordation Taxes	150,000	74,042	77,835
Cigarette Taxes	170,000	104,531	90,360
Room Taxes	3,500,000	2,240,115	2,607,669
\$2 Lodging Taxes	1,500,000	715,760	765,471
Meal Taxes	5,500,000	3,535,734	3,607,840
<b>Total Other Local Taxes</b>	<b>13,658,600</b>	<b>7,250,326</b>	<b>7,870,435</b>

<b>PERMITS AND LICENSES:</b>	182,280	89,211	129,013
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<b>FINES AND FORFEITURES:</b>	232,000	119,068	111,254
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	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>USE OF MONEY AND PROPERTY:</b>			
Interest Earnings	400,000	110,180	292,150
Rents	458,900	283,516	282,842
Sale of Materials & Supplies	25,000	8,993	7,845
<b>Total Use of Money and Property</b>	<b>883,900</b>	<b>402,689</b>	<b>582,837</b>

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>FEES AND CHARGES:</b>			
Parks & Recreation	266,700	176,976	153,304
Planning & Comm. Development	37,000	25,016	23,534
Payments In Lieu of Taxes	94,000	0	149
EMS Recovery Fees	325,000	160,569	208,084
Other	27,495	87,430	153,908
<b>Total Fees and Charges</b>	<b>750,195</b>	<b>449,991</b>	<b>538,979</b>

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>NON-CATEGORICAL AID:</b>			
Rolling Stock/Rental Car Taxes	14,000	11,617	12,191
Grantor's Taxes (Tax On Deeds)	40,000	24,841	26,079
<b>Total Non-Categorical Aid</b>	<b>54,000</b>	<b>36,457</b>	<b>38,270</b>

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>SHARED COSTS-CATEGORICAL:</b>			
Comm. Atty / Sheriff / Med. Examiner	1,828	1,410	1,410
Commissioner of Revenue	75,000	42,269	42,400
Treasurer	20,000	10,803	8,897
Registrar	44,000	0	0
<b>Total Shared Costs</b>	<b>140,828</b>	<b>54,482</b>	<b>52,707</b>

<b>EDUCATION:</b>			
State Sales Tax	680,000	399,462	343,179

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>OTHER CATEGORICAL AID:</b>			
DJCP Grant - 599 Funds	427,000	203,712	216,360
Emergency Services Grants	0	25,000	0
Streets & Sidewalks	1,382,000	694,930	691,472
Wireless E-911 Funding	10,000	25,331	35,935
Fire Programs	31,000	33,101	32,650
<b>Total Other Categorical Aid</b>	<b>1,850,000</b>	<b>982,074</b>	<b>976,417</b>

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>NON-REVENUE RECEIPTS:</b>			
Joint Activities	4,000	0	0
Overtime-Police & Fire	45,000	34,195	33,947
Arts Commission	70,390	70,390	77,100
Enterprise Fund - Overhead Charges	590,000	300,000	295,000
<b>Total Non-Revenue Receipts</b>	<b>709,390</b>	<b>404,585</b>	<b>406,047</b>

Subtotal General Fund Revenue	32,090,513	17,997,518	18,905,748
Transfer From (To) Surplus	0	57,926	932,890
<b>TOTAL GENERAL FUND REVENUES</b>	<b>32,090,513</b>	<b>18,055,444</b>	<b>19,838,638</b>

**CITY OF WILLIAMSBURG**  
**Financial Report for January 2010**

**General Fund Expenditures**

	Budget FY 2010	Actual 1-31-2010	Actual 1-31-2009
<b>LEGISLATIVE:</b>			
Mayor and City Council	152,138	93,509	109,262
Clerk of Council	<u>162,722</u>	<u>83,901</u>	<u>68,462</u>
Total Legislative	314,860	177,410	177,724

<b>GENERAL &amp; FINANCIAL ADMINISTRATION:</b>			
City Manager	493,576	274,910	364,188
Non-departmental - Contingency	425,479	70,975	100,994
Economic Development	124,920	67,137	68,979
Legal-City Attorney	288,969	141,808	154,836
Human Resources	158,969	70,640	0
Commissioner of Revenue	192,781	112,586	112,931
City Assessor	164,099	95,009	97,267
Treasurer	54,505	29,082	28,916
Finance	983,833	553,377	552,574
City Shop	<u>238,132</u>	<u>135,104</u>	<u>135,682</u>
Total General & Financial Administration	3,125,263	1,550,628	1,616,367

<b>BOARD OF ELECTIONS:</b>			
Election Board and Officials	26,712	14,168	19,059
Registrar	<u>91,728</u>	<u>51,805</u>	<u>56,038</u>
Total Board of Elections	118,440	65,973	75,097

<b>ADMINISTRATION OF JUSTICE:</b>			
Joint Activities - Courthouse	400,000	151,553	154,690

<b>PUBLIC SAFETY:</b>			
Police	4,042,081	2,205,591	2,598,229
Prince George Parking Garage	122,924	51,485	56,333
Fire	3,264,147	1,722,228	1,993,684
Regional Jail	1,078,305	533,962	534,678
Juvenile Detention/Group Home Commission	162,642	91,895	92,738
Codes Compliance	401,216	208,098	298,856
Animal Control	22,500	13,500	9,000
Emergency Mgt. / Med. Examiner	<u>4,890</u>	<u>1,368</u>	<u>1,079</u>
Total Public Safety	9,098,705	4,828,126	5,584,597

<b>PUBLIC WORKS:</b>			
Engineering	255,902	148,358	144,564
Street Department	1,333,714	760,271	1,192,064
Refuse Collection	709,500	332,872	451,589
Facilities Maintenance	482,530	270,044	257,899
Information Technology	340,000	140,732	248,575
Landscaping	<u>559,222</u>	<u>326,407</u>	<u>303,908</u>
Total Public Works	3,680,868	1,978,683	2,598,599

<b>HEALTH &amp; HUMAN SERVICES:</b>			
Health Agencies	214,917	184,979	203,356
Mosquito Control	6,950	5,589	4,841
Colonial Services Board	245,860	245,860	245,860
Public Assistance	<u>761,912</u>	<u>152,491</u>	<u>256,603</u>
Total Health & Human Services	1,229,639	588,920	710,660

<b>EDUCATION:</b>	6,986,257	4,206,800	3,834,358
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<b>PARKS AND RECREATION:</b>			
Administration	366,384	196,501	238,687
Supervision of Parks	300,080	156,328	172,898
Programs	631,019	348,068	363,441
Cemetery	<u>61,652</u>	<u>32,333</u>	<u>31,724</u>
Total Parks and Recreation	1,359,135	733,229	806,750

<b>CULTURAL:</b>			
Williamsburg Regional Library	886,955	508,849	516,240

<b>COMMUNITY DEVELOPMENT:</b>			
Planning	486,395	262,018	263,838
Contributions - WADMC	1,500,000	623,180	676,564
Contributions - Other Tourism Promotion	2,200,000	1,730,000	2,115,000
Contributions To Other Entities	<u>703,996</u>	<u>650,075</u>	<u>708,154</u>
Total Community Development	4,890,391	3,265,273	3,763,556

<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>32,090,513</b>	<b>18,055,444</b>	<b>19,838,638</b>
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**CITY OF WILLIAMSBURG**  
**Financial Report for January 2010**

**Sales Tax Fund**

REVENUES:	Budgeted Revenue FY 2010	Actual Collected 1-31-2010	Actual Collected 1-31-2009
Local 1% Taxes	3,800,000	2,067,264	2,111,136
Interest Income	25,000	29,098	23,138
Sale of Land	0	887,684	0
Stormwater Management	0	15,500	12,885
Courthouse Maintenance Transfer	200,000	191,511	0
State School Construction Funds	0	0	0
Miscellaneous	0	20,000	3,500
Grant Revenue	1,250,000	0	0
Transfer from Fund Balance	10,056,563	0	0
<b>TOTAL REVENUES</b>	<b>15,331,563</b>	<b>3,211,057</b>	<b>2,150,659</b>

EXPENDITURES:	Prior Year's *Carryover	Budgeted Expenditures FY 2010	Total Adjusted Budget	Actual Expended 1-31-2010
<b>Public Works:</b>				
Street Construction - Ironbound/Monticello	20,000	40,000	60,000	25,503
Street Construction - Richmond Rd/Waltz Farm Signal	50,000	260,000	310,000	3,600
Quarterpath Road/Tutters Creek	10,000		10,000	
Sidewalk Construction		605,000	605,000	14,492
Underground Wiring		320,000	320,000	
Stormwater Management	200,000		200,000	69,770
<b>Public Safety:</b>				
EOC / Fire Administration	122,308		122,308	109,667
E-911 Public Safety Microwave Link	180,000		180,000	65,111
E-911 Regional Center		207,500	207,500	207,500
<b>Recreation &amp; Open Space:</b>				
Kiwanis Park Improvements	211,429		211,429	75,423
<b>General Government:</b>				
Municipal Plaza/Parking Improvements	66,187		66,187	375
Municipal Building Renovation		2,470,000	2,470,000	200,780
Municipal Building Repairs	93,000		93,000	
Municipal Building Addition	434,000	3,969,000	4,403,000	123,142
I T Network Upgrades	12,000		12,000	10,905
Vehicles & Equipment	50,000	478,000	528,000	132,834
Debt Service		1,435,486	1,435,486	539,640
Capital Contingency	150,000	500,000	650,000	223,186
WRL Renovations		68,000	68,000	68,000
Courthouse Maintenance-Special Projects		200,000	200,000	191,511
Capital Contribution - WJCC Schools	2,398,840	780,813	3,179,653	344,428
<b>TOTAL EXPENDITURES</b>	<b>3,997,764</b>	<b>11,333,799</b>	<b>15,331,563</b>	<b>2,405,866</b>

\*Prior year's carryover represents amounts unspent at 6/30/09.

**CITY OF WILLIAMSBURG**  
**Financial Report for January 2010**

**Utility Fund**

**WATER & SEWER - OPERATIONS**

REVENUES:	Budgeted FY 2010	Actual 1-31-2010	Actual 1-31-2009
Water Service	4,383,225	1,716,153	1,882,946
Sewer Service	950,000	499,984	436,295
Water Connections	10,000	3,200	31,253
HRSD Tap Fees	60,000	30,870	38,935
Sewer Connections	5,000	1,600	1,600
Penalties-Late Payments	15,000	9,538	12,494
Other Sources	10,000	3,476	2,040
Water Tower Usage	134,400	137,040	134,400
Interest Earnings	50,000	16,032	69,426
Availability Fees	150,000	156,435	402,000
XFER - Retained Earnings For Operations	(335,160)	0	0
<b>Total Revenues</b>	<b>5,432,465</b>	<b>2,574,329</b>	<b>3,011,389</b>

**EXPENSES:**

Administration	1,423,549	483,107	483,333
Water Treatment	1,274,347	682,006	700,987
Water System	505,854	344,800	345,315
Sewage System	1,530,028	923,167	793,404
Debt Service	444,000	152,688	13,814
Newport News Supplemental Water	254,687	73,648	0
<b>Total Expenses</b>	<b>5,432,465</b>	<b>2,659,415</b>	<b>2,336,853</b>
<b>Excess of Operating Revenues over Expenses</b>	<b>0</b>	<b>(85,086)</b>	<b>674,536</b>

**WATER & SEWER - CAPITAL PROJECTS**

	Prior Year *Carryover	Budgeted FY 2010	Total Adjusted Budget	Actual Expended 1-31-2010
Vehicles	100,000	95,000	195,000	94,300
Water Line Improvements	0	75,000	75,000	22,582
Water Treatment Improvements	0	100,000	100,000	13,275
Sewer System Rehab-SSO	0	400,000	400,000	248,742
Water/Sewer System Contingency	0	150,000	150,000	0
Pump Station - Reliability Upgrade	0	95,000	95,000	1,056
Watershed Protection/Water Quality	0	250,000	250,000	17,640
<b>Total Expenses</b>	<b>100,000</b>	<b>1,165,000</b>	<b>1,265,000</b>	<b>397,594</b>

\*Prior year's carryover represents amounts unspent at 6/30/09.

**CITY OF WILLIAMSBURG**  
**Financial Report for January 2010**

**Room, Meal and 1% Tax Receipts**

MONTH SUBMITTED TO CITY	MONTH OF ACTIVITY	ROOM TAXES:						MEAL TAXES:					
		FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	% Change Over FY2009	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	% Change Over FY2009
JULY	JUNE	414,488	446,154	598,659	471,558	370,905	-21.34%	530,199	544,090	647,725	570,358	517,047	-9.35%
AUG	JULY	576,152	540,380	644,659	514,283	432,870	-15.83%	565,689	567,911	644,820	593,082	589,453	-0.61%
SEPT	AUG	494,720	495,025	585,592	500,573	406,963	-18.70%	532,695	526,804	582,771	573,529	536,347	-6.48%
OCT	SEPT	268,908	335,004	343,789	246,980	250,730	1.52%	424,771	484,287	524,024	435,872	453,740	4.10%
NOV	OCT	326,260	405,179	443,508	361,035	321,716	-10.89%	485,181	534,919	558,233	523,682	512,467	-2.14%
DEC	NOV	223,722	269,105	302,171	237,786	212,275	-10.73%	428,571	454,001	460,680	426,601	424,933	-0.39%
JAN	DEC	273,402	279,144	331,788	275,454	244,656	-11.18%	493,601	511,611	527,913	484,716	501,747	3.51%
FEB	JAN	90,704	123,026	102,105	91,608			262,643	264,328	291,726	259,708		
MARCH	FEB	124,203	139,014	163,419	121,979			295,525	298,403	329,425	301,236		
APRIL	MARCH	205,427	252,662	289,226	195,730			390,011	431,899	462,935	380,932		
MAY	APRIL	399,022	428,569	380,885	352,616			537,375	565,103	525,483	540,524		
JUNE	MAY	358,937	485,103	388,960	305,862			504,180	564,689	526,858	485,612		
TOTAL		3,755,945	4,198,366	4,574,762	3,675,463	2,240,115	-14.10%	5,450,442	5,748,044	6,082,594	5,575,853	3,535,734	-2.00%

**1% SALES TAX REVENUES**

MONTH SUBMITTED TO CITY *	MONTH OF ACTIVITY	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	% Change Over FY2009	2 year Trend	3 year Trend
JULY	MAY	316,532	361,264	349,238	351,162	343,393	383,212	420,502	397,452	323,317	-18.65%	-23.11%	-15.63%
AUG	JUNE	372,871	349,065	281,286	401,211	361,100	444,266	520,813	399,955	378,126	-5.46%	-27.40%	-14.89%
SEPT	JULY	380,984	415,341	441,159	398,166	420,065	428,324	440,744	417,193	355,356	-14.82%	-19.37%	-17.04%
OCT	AUG	398,995	414,651	338,123	371,815	392,265	436,096	427,924	362,906	356,961	-1.64%	-16.58%	-18.15%
NOV	SEPT	288,364	308,927	523,487	367,185	387,380	399,128	408,674	298,662	310,560	3.98%	-24.01%	-22.19%
DEC	OCT	363,994	322,270	362,883	393,062	314,007	469,743	521,796	339,220	358,732	5.75%	-31.25%	-23.63%
JAN	NOV	304,913	301,357	323,535	369,523	345,817	376,100	361,022	293,199	307,528	4.89%	-14.82%	-18.23%
FEB	DEC	421,099	427,559	411,334	448,081	418,138	472,264	427,751	366,847				
MARCH	JAN	209,712	183,077	227,183	243,898	214,402	249,672	210,932	185,660				
APRIL	FEB	230,852	174,291	214,613	233,946	261,144	257,189	238,341	196,952				
MAY	MARCH	329,012	255,224	281,581	335,746	296,417	365,341	338,553	302,404				
JUNE	APRIL	357,254	348,010	334,179	353,688	426,090	472,620	388,883	379,789				
TOTAL		3,974,583	3,861,036	4,088,601	4,267,483	4,180,218	4,753,955	4,705,935	3,940,240	2,390,581	-4.70%	-22.92%	-18.60%

\* Represents cash collections during these months which is 2 months later than the actual sales. Sales tax [5%] is collected by local businesses, submitted to the State Department of Taxation, with 1% returned to the City.

TOTAL ROOM SALES:												
MONTH SUBMITTED TO CITY	MONTH OF ACTIVITY	FY 2006	FY 2007	% change over prior yr	FY 2008	% change over prior yr	FY 2009	% change over prior yr	FY 2010	% change over prior yr	2 year Trend	3 year Trend
JULY	JUNE	8,289,763	8,923,087	7.64%	11,973,178	34.18%	9,431,169	-21.23%	7,418,100	-21.34%	-38.04%	-16.87%
AUG	JULY	11,523,044	10,807,606	-6.21%	12,893,179	19.30%	10,285,655	-20.22%	8,657,395	-15.83%	-32.85%	-19.90%
SEPT	AUG	9,894,401	9,900,507	0.06%	11,711,833	18.30%	10,011,457	-14.52%	8,139,261	-18.70%	-30.50%	-17.79%
OCT	SEPT	5,378,160	6,700,083	24.58%	6,875,786	2.62%	4,939,604	-28.16%	5,014,598	1.52%	-27.07%	-25.16%
NOV	OCT	6,525,205	8,103,571	24.19%	8,870,153	9.46%	7,220,697	-18.60%	6,434,326	-10.89%	-27.46%	-20.60%
DEC	NOV	4,474,442	5,382,100	20.29%	6,043,428	12.29%	4,755,713	-21.31%	4,245,501	-10.73%	-29.75%	-21.12%
JAN	DEC	5,468,036	5,582,880	2.10%	6,635,766	18.86%	5,509,079	-16.98%	4,893,112	-11.18%	-26.26%	-12.36%
FEB	JAN	1,814,088	2,460,520	35.63%	2,042,097	-17.01%	1,832,151	-10.28%				
MARCH	FEB	2,484,053	2,780,288	11.93%	3,268,384	17.56%	2,439,579	-25.36%				
APRIL	MARCH	4,108,534	5,053,242	22.99%	5,784,519	14.47%	3,914,595	-32.33%				
MAY	APRIL	7,980,439	8,571,383	7.40%	7,617,707	-11.13%	7,052,313	-7.42%				
JUNE	MAY	7,178,731	9,702,060	35.15%	7,779,210	-19.82%	6,117,247	-21.36%				
TOTAL		75,118,898	83,967,328	11.78%	91,495,239	8.97%	73,509,260	-19.66%	44,802,293	-14.10%	-31.08%	-19.13%

TOTAL \$2 LODGING TAX RECEIPTS:												
MONTH SUBMITTED TO CITY	MONTH OF ACTIVITY	FY 2006	FY 2007	% change over prior yr	FY 2008	% change over prior yr	FY 2009	% change over prior yr	FY 2010	% change over prior yr	2 year Trend	3 year Trend
JULY	JUNE	169,674	177,928	100.00%	212,688	19.54%	165,202	-22.33%	137,840	-16.56%	-35.19%	-22.53%
AUG	JULY	225,292	204,776	-9.11%	223,562	9.17%	184,310	-17.56%	168,058	-8.82%	-24.83%	-17.93%
SEPT	AUG	197,466	189,174	-4.20%	206,338	9.07%	185,834	-9.94%	160,780	-13.48%	-22.08%	-15.01%
OCT	SEPT	119,422	126,330	5.78%	134,306	6.31%	89,630	-33.26%	100,704	12.36%	-25.02%	-20.28%
NOV	OCT	138,084	157,180	13.83%	164,622	4.73%	129,444	-21.37%	116,668	-9.87%	-29.13%	-25.77%
DEC	NOV	98,098	104,752	6.78%	109,998	5.01%	87,346	-20.59%	82,716	-5.30%	-24.80%	-21.04%
JAN	DEC	101,520	99,936	-1.56%	101,152	1.22%	88,907	-12.11%	86,834	-2.33%	-14.15%	-13.11%
FEB	JAN	47,336	64,384	36.01%	49,116	-23.71%	45,457	-7.45%				
MARCH	FEB	69,724	66,584	-4.50%	74,654	12.12%	60,334	-19.18%				
APRIL	MARCH	104,252	114,404	9.74%	115,854	1.27%	81,442	-29.70%				
MAY	APRIL	167,198	157,576	-5.75%	137,696	-12.62%	139,916	1.61%				
JUNE	MAY	149,344	174,936	17.14%	143,274	-18.10%	117,010	-18.33%				
TOTAL		1,587,410	1,637,960	3.18%	1,673,260	2.16%	1,374,832	-17.84%	853,600	-8.28%	-25.95%	-19.48%

TOTAL MEAL SALES:												
MONTH SUBMITTED TO CITY	MONTH OF ACTIVITY	FY 2006	FY 2007	% change over prior yr	FY 2008	% change over prior yr	FY 2009	% change over prior yr	FY 2010	% change over prior yr	2 year Trend	3 year Trend
JULY	JUNE	10,603,986	10,881,793	2.62%	12,954,503	19.05%	11,407,162	-11.94%	10,340,940	-9.35%	-20.17%	-4.97%
AUG	JULY	11,313,784	11,358,210	0.39%	12,896,400	13.54%	11,861,648	-8.02%	11,789,062	-0.61%	-8.59%	3.79%
SEPT	AUG	10,653,908	10,536,079	-1.11%	11,655,419	10.62%	11,470,576	-1.59%	10,726,940	-6.48%	-7.97%	1.81%
OCT	SEPT	8,495,414	9,685,749	14.01%	10,480,479	8.21%	8,717,439	-16.82%	9,074,801	4.10%	-13.41%	-6.31%
NOV	OCT	9,703,629	10,698,387	10.25%	11,164,669	4.36%	10,473,631	-6.19%	10,249,338	-2.14%	-8.20%	-4.20%
DEC	NOV	8,571,429	9,080,020	5.93%	9,213,604	1.47%	8,532,028	-7.40%	8,498,670	-0.39%	-7.76%	-6.40%
JAN	DEC	9,872,011	10,232,220	3.65%	10,558,263	3.19%	9,694,324	-8.18%	10,034,930	3.51%	-4.96%	-1.93%
FEB	JAN	5,252,851	5,286,560	0.64%	5,834,514	10.37%	5,194,163	-10.98%				
MARCH	FEB	5,910,510	5,968,055	0.97%	6,588,493	10.40%	6,024,711	-8.56%				
APRIL	MARCH	7,800,218	8,637,983	10.74%	9,258,705	7.19%	7,618,650	-17.71%				
MAY	APRIL	10,747,505	11,302,052	5.16%	10,509,663	-7.01%	10,810,487	2.86%				
JUNE	MAY	10,083,601	11,293,775	12.00%	10,537,168	-6.70%	9,712,236	-7.83%				
TOTAL		109,008,845	114,960,882	5.46%	121,651,878	5.82%	111,517,054	-8.33%	70,714,681	-2.00%	-10.40%	-2.43%

**CASH & INVESTMENTS:**

FUND	CASH EQUIVALENTS:				INVESTMENTS:			COMPARISON	COMPARISON
	COMBINED CHECKING <i>(interest-bearing)</i>	LOCAL GOV'T INVESTMENT POOL**	CERTIFICATES OF DEPOSIT	OTHER (Cash)	TOTAL CASH EQUIV.	CORP. & GOV'T SECURITIES	TOTAL	3 MONTHS AGO	12 MONTHS AGO
GENERAL FUND	\$4,278,465	\$7,483,882	\$13,000,000	\$2,837	\$24,765,184	\$0	\$24,765,184	\$21,698,616	\$24,537,371
SALES TAX FUND	721,200	0	0	0	\$721,200	0	\$721,200	\$909,367	\$1,072,362
ENTERPRISE FUND	534,948	2,209,120	2,000,000	0	\$4,744,068	0	\$4,744,068	\$5,127,293	\$7,145,564
WATER DEPOSIT FUND	31,416	15,000	0	0	\$46,416	0	\$46,416	\$43,802	\$44,658
COURTHOUSE MTCE FUND	0	161,777	0	0	\$161,777	0	\$161,777	\$334,025	\$324,210
<b>TOTAL</b>	<b>\$5,566,029</b>	<b>\$9,869,779</b>	<b>\$15,000,000</b>	<b>\$2,837</b>	<b>\$30,438,645</b>	<b>\$0</b>	<b>\$30,438,645</b>	<b>\$28,113,103</b>	<b>\$33,124,165</b>

	INVESTMENT POLICY	JAN 31, 2010 ACTUAL	OCT 31, 2009 ACTUAL	JAN 31, 2009 ACTUAL
% OF PORTFOLIO MATURING WITHIN 30 DAYS (MIN.)	10.00%	50.72%	46.64%	100.00%
% OF PORTFOLIO MATURING WITHIN 12 MONTHS (MIN.)	50.00%	100.00%	100.00%	100.00%
% OF PORTFOLIO MATURING BETWEEN 12 AND 36 MONTHS (MAX.)	50.00%	0.00%	0.00%	0.00%
<b>TOTAL</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>

**LONG-TERM DEBT:**

PURPOSE	ISSUE DATE	ISSUE AMOUNT	PRINCIPAL BALANCE:	TERMS:
Capital Improvements-Sales Tax Fund	August, 1997	\$6,000,000	\$1,100,000	*15 years, \$2 Million@4.94%, \$4 Million @30 day LIBOR rate less 1.4%, P&I paid quarterly
Capital Improvements-Utility Fund	August, 1997	\$2,000,000	\$366,667	15 years, 4.94%, principal & interest paid quarterly
Prince George Parking Garage-Bond	January, 2002	\$2,500,000	\$1,540,000	15 years, 4.55%, interest paid semi-annually, principal paid annually
Capital Improvements-Sales Tax Fund	April, 2005	\$8,500,000	\$6,657,442	15 years, 3.76%, interest paid semi-annually, principal paid annually
NN Water Agreement-Utility Fund	April, 2009	<u>\$10,000,000</u>	<u>\$10,000,000</u>	15 years, 4.0%, interest paid semi-annually, principal paid annually
<b>Total</b>		<b>\$29,000,000</b>	<b>\$19,797,442</b>	

\* Interest rate on LIBOR indexed bond for quarter ended Nov 30, 2009 = 0%

\*\*\*Total savings on Libor indexed bond = \$666,527 since August, 1997

\*\* State's LGIP interest rate at end of month = .22% - compared to 1.17% in Jan, 2009





# City Of Williamsburg

## Operating Report For January 2010

## Highlighted Indicators

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
<b>Assessment</b>					
Real estate transfers (no timeshares)	29	155	14	141	242
Assessment to actual sales ratio (Res.)	103%	101%	98%	94%	97%
<b>Buildings / Facilities Maintenance</b>					
Community Building paid events	8	77	7	86	154
<b>Cemetery</b>					
Number of interments	7	40	7	32	51
<b>City Manager</b>					
Citywide employee turnover rate (Annualized)	0.00%	7.39%	27.36%	8.90%	8.02%
OSHA reportable injuries/incidents	1	18	2	15	25
<b>Clerk of Council</b>					
Number of open Council meetings/ worksessions	3	19	1	15	28
Number of closed Council meetings/ worksessions	0	6	0	5	9
Board & Commissions vacancy rate	4%	4%	3%	1%	2%
<b>Code Compliance</b>					
Total Number of Inspections	383	4,000	395	4,066	6,706
Total Number of Permits	88	993	96	738	1,475
Property maintenance inspections	83	1,202	56	603	1,284
Rental inspections	11	49	16	240	315
<b>Economic Development</b>					
Number of businesses in City (avg)	806	796	745	793	783
Number of new business startups	7	18	1	11	20
<b>Finance Department</b>					
Average rate of investment return	0.85%	0.86%	1.17%	2.24%	1.63%
<b>Fire Department</b>					
Fire Incidents	5	64	6	53	87
Average Fire Response Time (minutes)	5.13	5.08	4.79	5.14	5.19
EMS Responses-Emergency	147	1,285	141	1,239	2,143
Average EMS Response Time (minutes)	5.25	5.07	5.72	5.61	5.63
<b>Human Services</b>					
Food Stamps: On-going cases	380	2,444	305	1,717	3,316
Temporary Aid for Needy Families (TANF): On-Going cases	35	244	22	203	356
Medicaid: On-going cases	433	2,978	371	2,627	4,646
Adult Protective Service cases	42	236	29	152	323
Child Protective Services cases	34	207	21	109	219
Comprehensive Services Act cases	5	44	8	56	96

## Information Technology

# City Of Williamsburg

## Operating Report For January 2010

## Highlighted Indicators

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Number of Unique Website Visitors	15,636	112,612	13,944	87,716	157,149
Total number of eGovernment transactions	325	2,913	239	2,392	4,288

### Planning

Rezoning approved	0	0	1	6	7
ARB building cases	5	45	7	79	127
Site plans - Major	0	2	1	6	8

### Police Department

Calls for Service	1,977	16,935	2,553	18,808	31,711
Average response time per call (minutes)	1.00	1.12	1.10	1.21	1.16
Arrests for Part I Index Crimes	13	94	8	73	122
Arrests for Part II Index Crimes	32	215	34	274	441
Hazardous Violations	136	852	166	1,218	2,118
Parking Violations	474	3,670	206	2,609	5,385
Driving While Intoxicated Incidents	4	58	9	55	87
Accident Total	10	100	5	91	143
Average daily population of jail - Williamsburg	79	78	81	78	76

### Prince George Parking Garage

Number of vehicles utilizing the parking garage	1,694	35,235	1,846	40,070	59,970
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### Public Works and Utilities

Reservoir level (inches) above spillway, or below (-)	6.00	0.18	-12.25	-17.89	-11.73
Total gallons of water consumed (in 1,000s)	53,973	609,391	75,310	714,342	1,154,539
Rainfall (inches)	4.97	40.86	1.70	21.81	40.27

### Recreation

Total Rec Center attendance	3,389	19,298	2,989	17,407	33,260
Williamsburg Farmers Market visitation	0	27,638	0	20,666	34,896
Waller Mill Park attendance	9,470	136,644	13,902	113,736	249,226

### Refuse Collection

Tons refuse collected	153	1,250	301	2,392	4,061
Tons recycling collected	51	412	56	447	718
Recycling Set-out Rate (% participation)	46%	44%	47%	45%	44%

### Risk Management

Automobile liability claims	0	3	0	2	3
Local government general liability claims	1	2	0	1	2

### Streets

Linear feet of sidewalks - replaced, repaired	0	814		769	1,447
Total linear miles swept	77.60	712.60	17.20	159.00	936.90

# City Of Williamsburg

## Operating Report For January 2010

City Manager

### Highlights Of Activities

New City Businesses for January 2010: HEA Living and No. 1 Chinese Take-Out (Qrthpath Crossing), Chipotle (Richmond Rd.), Tru Cuts (Williamsburg Shopping Ctr), Deals by Dejan (Mt. Vernon Ave.), Next to New Consignment (Penniman Rd.), Cx Analytics, LLC (Professional Drive), and Dimaanos New York Style Pizza (former Chanello's Pizza location on Richmond Rd.).

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total

#### Human Resources

Citywide employee turnover rate (Annualized)	0.00%	7.39%	27.36%	8.90%	8.02%
Citywide hours of work compensated	42,509	227,544	42,584	223,643	366,297
Citywide hours sick leave used	1,458	6,973	1,109	5,578	9,314
Percent of sick leave used per total hours	3.42%	3.10%	2.60%	2.49%	2.54%
Percent of employees participating in deferred comp	73%	73%	73%	72%	72%
Percent of employees participating in health plan	82%	82%	84%	83%	83%
Total work place injuries reported	1	28	4	27	48
OSHA reportable injuries/incidents	1	18	2	15	25
Workplace injury claims payments	\$9,848	\$106,146	\$22,506	\$61,220	\$164,940

#### Clerk of Council

Number of open Council meetings/ worksessions	3	19	1	15	28
Number of closed Council meetings/ worksessions	0	6	0	5	9
Number of Resolutions adopted	1	8	1	16	23
Number of Ordinances adopted	0	11	4	17	20
Number of pages of City Council minutes	17	152	9	93	168
Board & Commissions vacancy rate	4%	4%	3%	1%	2%

#### Economic Development

Number of businesses in City (avg)	806	796	745	793	783
Number of new business startups	7	18	1	11	20
Value of new commercial construction	\$0	\$1,467,200	\$1,210,000	\$11,858,130	\$12,632,858
New retail square footage added	0	15,747	7,514	113,546	120,421
Renovated square footage	2,140	7,719	1,961	16,387	24,593
Visits with existing businesses	18	126	5	41	76
Redevelopment opportunities supported	0	15	1	4	16
Marketing events and missions	7	46	5	18	52
Prospects assisted	6	47	4	41	72
Number of ED grants awarded	0	3	0	3	8

# City Of Williamsburg

## Operating Report For January 2010

## Finance Department

### Highlights Of Activities

Collection rates for real and personal property remain well over 90% at the end of January, even during this tough economic recession.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total

#### Assessment

Number of taxable real property parcels assessed	311	3,018	295	985	4,135
Number of non-taxable real property parcels assessed	0	0	73	73	261
Real estate transfers (no timeshares)	29	155	14	141	242
Number of residential sales	6	48	4	52	97
Total assessments-residential sales	\$1,449,200	\$12,321,900	\$985,900	\$16,047,100	\$30,044,700
Total sales-Residential	\$1,401,400	\$12,250,250	\$1,006,000	\$17,085,190	\$31,124,690
Assessment to actual sales ratio (Res.)	103%	101%	98%	94%	97%
Number of commercial sales	1	9	1	2	3
Total assessments-commercial sales	\$103,700	\$3,929,400	\$1,143,600	\$2,917,200	\$3,056,200
Total sales-commercial	\$119,000	\$3,794,000	\$700,000	\$2,415,089	\$2,545,089
Number of assessment appeals - office/phone/letter/fax/email	0	129	0	245	245
Number of assessment appeals changed	0	50	0	70	70
Board of Equalization (BOE) appeals	0	15	0	24	24
Board of Equalization (BOE) appeals - changed	0	8	0	6	6
Percentage of appeals changed by BOE	0%	53%	0%	25%	25%
Number of information requests - website	11	62	10	73	123
Number of information requests - office/phone	231	1,682	125	1,615	2,250
Number of information requests - tax relief program	1	24	0	15	15
Number of participants in tax relief program	0	9	0	7	7

#### Finance Department

Number of water bills processed	2,104	14,730	2,084	14,609	25,360
Number of permits processed	58	641	90	706	1,265
Number of business licenses processed	272	390	368	464	1,088
Number of room & meal tax bills processed	177	1,168	168	1,147	1,955
Number of vendor payments processed	505	4,010	401	3,765	6,259
Number of payroll checks processed	761	3,785	851	4,279	6,795
Number of real estate tax bills processed	0	4,023	0	4,018	8,102
Real Estate tax collection rate		98.29%		98.81%	98.91%
Number of personal property tax bills processed	0	4,916	0	4,960	4,973
Personal property tax collection rate		91.80%		90.58%	97.62%
Average rate of investment return	0.85%	0.86%	1.17%	2.24%	1.63%

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total

### Information Technology

Total number of Helpdesk requests	90	497	60	427	794
Percentage of Helpdesk requests resolved within 24 hours	80.00%	93.00%	60.00%	51.43%	69.17%
Total number of website visits	21,353	152,464	20,394	125,110	237,969
Number of Unique Website Visitors	15,636	112,612	13,944	87,716	157,149
Number of Returning Website Visitors	5,717	39,852	6,450	37,394	67,305
Total number of eGovernment transactions	325	2,913	239	2,392	4,288
Total dollar amount of eGovernment transactions	\$21,930	\$306,093	\$17,024	\$288,433	\$491,953
Average Williamsburg WiFi Visitors per day	91	106		0	76
Total Email Volume	619,341	3,733,988		0	1,041,316
Email messages accepted	57,945	389,529		0	173,064
Email messages rejected (SPAM, virus, malware)	561,396	3,344,459		0	868,252
GIS Requests (Internal)	3	34		0	18
GIS Requests (External)	4	27		0	28
Channel 48 Bulletin Board Requests	15	125		0	46
Network Uptime Percentage	100.00%	100.00%		0.00%	99.97%
Total number of outside security breaches (unauthorized intrusion, virus, malware, etc.)	0	0	0	0	0
Number of Active projects	2	29	3	31	65

### Risk Management

Automobile liability claims	0	3	0	2	3
Automobile liability claims-No fault of the City	0	1	0	0	0
Automobile physical damage claims - includes collision and comprehensive	1	3	0	1	3
Boiler and machinery claims	0	0	0	0	0
Crime coverage claims	0	0	0	0	0
Excess umbrella claims	0	0	0	0	0
General liability claims - No fault of City	0	0	0	1	2
Local government general liability claims	1	2	0	1	2
Inland marine claims	0	0	0	0	0
Law enforcement liability claims	0	0	0	0	0
Property claims	0	0	0	1	1
Public official liability claims	0	0	0	0	0

# City Of Williamsburg

## Operating Report For January 2010

## Police Department

### Highlights Of Activities

Police Chief attended the annual budget meeting of the Regional Police Academy. Next year's budget will require no increase in membership fees. The Hampton Roads Regional Academy has the lowest per member cost in the State, \$185 per officer annually.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total

#### Police

##### General Police

Calls for Service	1,977	16,935	2,553	18,808	31,711
Average response time per call (minutes)	1.00	1.12	1.10	1.21	1.16
Security Alarms Answered	52	397	53	369	650
Arrests for Part I Index Crimes	13	94	8	73	122
Arrests for Part II Index Crimes	32	215	34	274	441
Uniform Patrol Mileage	17,999	122,631	17,919	127,036	219,034
Educational Presentations	3	17	5	30	44
Attendees at Educational Presentations	45	1,070	125	1,481	1,956

##### Offenses

Homicide	0	0	0	0	0
Rape	0	0	0	3	3
Robbery	1	7	0	3	6
Assault	10	78	8	61	105
Burglary	3	10	1	11	18
Larceny	14	110	6	121	191
Auto Theft	2	6	1	4	9

##### Cleared by Arrest or Extraordinary Means

Homicide	0	0	0	0	0
Rape	0	0	0	2	2
Robbery	0	2	0	1	4
Assault	12	68	7	46	77
Burglary	0	1	0	2	3
Larceny	1	22	0	19	32
Auto Theft	0	1	1	3	4

##### Positions Allocated

Chief's Office	2		2		
Academy/Leave	2		0		
Uniform Bureau	27		26		
Special Operations Bureau	6		7		
Support Services	5		19		
Subtotal	39		54		
Vacant Positions	0		0		

##### Positions Filled

Chief's Office	2		2		
Academy/Leave	3		0		
Uniform Bureau	24		25		

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Special Operations Bureau	5		7		
Support Services	5		19		
Subtotal	39		53		
Vacant Positions	0		1		

#### Persons Arrested

Arson	1	1	0	0	0
Forgery/Fraud/Counterfeiting	1	10	2	54	69
Embezzlement	0	3	0	2	2
Stolen Property	0	3	0	0	0
Vandalism	0	0	0	3	8
Prostitution/Commercialized Vice	0	0	0	0	0
Sex Offenses(Except Rape and Family Offenses)	0	0	0	4	8
Narcotic Drug Laws	6	33	4	33	58
Offenses Against Family/Children	0	0	0	0	1
Drunk in Public/Liquor Law Violations	19	109	19	93	160
Disorderly Conduct	3	8	0	2	2
Curfew/Loitering	0	0	0	0	0
All Other Offenses	3	29	5	56	80

#### Traffic

Hazardous Violations	136	852	166	1,218	2,118
Parking Violations	474	3,670	206	2,609	5,385
Driving While Intoxicated Incidents	4	58	9	55	87
Accident Total	10	100	5	91	143
Fatal Accident Totals	0	0	0	0	0
Accidents with Injuries	5	40	1	32	55
Pedestrian Accidents	0	1	0	2	2
Accident Citations	10	100	5	91	143
Other Violations	63	388	109	674	1,101

#### Jail

Average daily population of jail - All localities	452	453	462	439	439
Jail inmate work force hours	175	1,733	92	703	1,114
Average daily population of jail - Williamsburg	79	78	81	78	76

#### Prince George Parking Garage

Number of vehicles utilizing the parking garage	1,694	35,235	1,846	40,070	59,970
Parking Garage - regular fees	\$5,225	\$94,876	\$5,899	\$106,423	\$157,475
Parking Garage - monthly passes	2,390	16,540	2,900	17,250	29,750
Parking Garage - semester cards	6,050	18,100	3,750	10,050	11,350
Parking Garage - value cards	300	4,725	875	5,100	8,675
Parking Garage - rebate tickets	60	610	200	800	2,050

# City Of Williamsburg

## Operating Report For January 2010

## Fire Department

### Highlights Of Activities

Fire department staff manned the EOC during the snow storm to monitor conditions and address citizen inquiries. Additional personnel were utilized to provide maximum staffing for emergency responses. There were no significant incidents during the storm.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
<b>Fire Department</b>					
<b>Fire Responses</b>					
Good Intent Call	14	135	15	105	179
Hazardous Condition	10	82	6	51	94
False Alarm	37	291	39	238	394
Fire Incidents	5	64	6	53	87
EMS Support	31	454	4	248	457
Community Service	2	39	5	41	58
Other	1	1	0	61	69
<b>Apparatus Response</b>					
Engine Responses	93	922	119	730	1,299
Truck Responses	14	154	12	94	174
Medic Responses	183	1,571	193	1,435	2,277
Other Apparatus Responses	83	850	76	563	956
Average Staffing per Apparatus	2.23	2.20	2.31	2.47	2.43
<b>Property Conservation</b>					
Property Value at Risk	\$130,700	\$43,375,979	\$2,413,600	\$36,078,700	\$76,196,100
Property Loss	\$3,700	\$658,863	\$4,500	\$863,500	\$892,100
<b>Fire Response Times</b>					
Average Fire Response Time (minutes)	5.13	5.08	4.79	5.14	5.19
Average Incident Time on Scene	20.31	28.32	22.02	27.85	25.17
<b>Staff Response Fire</b>					
Career Responses (Full & Part time)	157	2,879	125	2,170	3,761
Volunteer Responses	8	149	1	45	113
<b>Staff Hours Fire</b>					
Career Hours (Full & Part time)	157	2,444	337	1,852	2,551
Volunteer Hours	8	186	4	28	51
<b>Response Distribution Fire</b>					
City	62	513	56	392	640
CWF	7	75	14	76	115
CWM	10	100	11	74	136
<b>Mutual Aid Fire</b>					
JCC Given	1	40	4	57	79
YC Given	7	25	1	33	40
Other Given	0	0	0	0	0
JCC Received	11	63	3	34	65
YC Received	7	56	4	21	40
Other Received	0	3	0	1	1



Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
<b>EMS Responses</b>					
EMS Responses-Emergency	147	1,285	141	1,239	2,143
Stand-by	0	23	12	42	57
<b>Patient Distribution EMS</b>					
City	77	607	93	615	1,016
Local County	46	299	29	262	444
Non-Resident	26	374	31	349	596
<b>EMS Response Times</b>					
Average EMS Response Time (minutes)	5.25	5.07	5.72	5.61	5.63
Average Calls per Day	5	6	5	6	6
<b>Staff Response EMS</b>					
Career	416	3,986	706	4,285	7,085
Volunteer	68	503	90	282	588
<b>Staff Hours EMS</b>					
Career	500	5,109	532	3,887	7,021
Volunteer	68	729	40	281	630
<b>Response Distribution EMS</b>					
Transports out of Area	0	12	2	15	28
Calls to CWF	4	93	5	97	166
Calls to CWM	11	114	10	79	147
<b>Incident Statistics EMS</b>					
Loaded Miles	985	6,853	972	7,400	12,380
Total Miles Traveled	1,393	10,199	1,411	10,635	17,953
Advanced Life Support	65	661	60	539	931
Cardiac Arrests	1	8	1	4	8
Saves	0	1	1	1	1
Vehicle Accidents	7	71	5	62	106
Vehicle Accident Patients	12	106	6	83	152
Fatal Vehicle Accidents	0	0	0	0	1
<b>Mutual Aid EMS</b>					
JCC Given	17	106	11	95	169
YC Given	0	47	2	56	85
JCC Received	2	53	4	52	96
YC Received	2	24	4	22	42
<b>Fire Special Events</b>					
Events	0	16		0	0
Staff Hours	0.00	333.00		0.00	0.00
Bike medic mileage	0.00	79.20		0.00	0.00
<b>Fire Prevention</b>					
Total Inspections	37	421	72	467	769
Total Related Activity	13	140	15	142	237
<b>Inspections</b>					
Acceptance tests	0	5	0	0	2
Business Inspections	6	72	28	130	235
Certificate of Occupancy	0	9	0	5	13
Company Inspections	10	72	10	59	93
Complaints	2	11	4	16	26
Follow-up Inspections	6	80	4	67	101

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Licensing Inspections	3	6	2	5	8
Permit Inspections	1	19	1	23	27
Red-Tags	4	32	8	34	65
Special Inspections	5	96	15	109	151
Tent Inspections	0	19	0	19	31
<b>Public Education</b>					
Fire Extinguisher Class (# People)	0	88	0	32	248
Fire Safety Talks (# People)	51	869	0	1,019	1,772
Station Tours (# People)	31	850	0	250	472
Safehouse Tours (# People)	0	286	0	148	462
**Non-Resident**	0	97	0	141	141
Child Car Safety Seat Installation	8	57	9	44	64
Child Car Safety Seat Personnel Activities	8	62	15	65	92
Station Tour	1	3	0	4	8
Fire Extinguisher Class	0	7	0	4	25
Fire Safety Talks, etc...	2	15	0	17	31
Safehouse Tours	0	24	0	10	32
Miscellaneous	1	29	2	30	43
<b>Prevention Related Activities</b>					
Hydrant Maintenance	0	20	0	15	15
Consultations	0	1	0	6	10
Investigations	6	54	6	43	81
Permits Issued	3	7	3	7	9
Plans Review (Site)	1	35	6	59	88
Plans Review (Systems)	1	11	0	0	0
Pre-Plans	0	2	0	3	17
Water Flow Requests	2	10	0	9	34

# City Of Williamsburg

## Operating Report For January 2010

## Planning

### Highlights Of Activities

Planning Commission received preliminary information about the Triangle Retail Project, proposed by the William and Mary Real Estate Foundation next to Wawa. This is being reviewed by staff, and the Planning Commission public hearing on this mixed-use project will be held on February 17.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
<b>Code Compliance</b>					
Residential plans reviewed	8	48	9	51	92
Residential building permits issued	6	55	4	55	107
Residential Inspections	299	3,026	218	2,597	4,223
Commercial Inspections	84	974	177	1,469	2,483
Total Number of Inspections	383	4,000	395	4,066	6,706
Total Number of Permits	88	993	96	738	1,475
Total Fees	\$4,495	\$71,978	\$10,404	\$89,574	\$148,255
Commercial plans reviewed	2	45	11	67	98
Commercial building permits issued	3	55	8	64	93
Erosion & Sedimentation control permits issued	1	11	2	12	16
Erosion & Sedimentation control inspections	119	686	68	530	904
Property maintenance inspections	83	1,202	56	603	1,284
Property maintenance cases brought into voluntary compliance	16	355	15	237	468
Rental inspections	11	49	16	240	315
Rental inspections brought into voluntary compliance	5	27	6	123	147
Valuation of all permits issued	\$704,899	\$15,969,756	\$4,476,000	\$27,079,000	\$33,981,765

### Planning

#### Zoning Text Amendments

Zoning text amendments	1	1	1	8	8
Zoning text amendments approved	0	0	1	7	7
Zoning text amendments denied	1	1	0	0	0
Zoning text amendments withdrawn/tabled	0	0	0	0	0

#### Rezoning

Rezoning	0	0	1	6	7
Rezoning approved	0	0	1	6	7
Rezoning denied	0	0	0	0	0
Rezoning withdrawn/tabled	0	0	0	0	0

#### Variances

BZA variances	0	1	1	8	8
BZA variances approved	0	1	0	5	5
BZA variances denied	0	0	1	3	3
BZA variances withdrawn/tabled	0	0	0	0	0

#### Appeals

BZA appeals	0	2	0	2	2
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Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
BZA appeals approved	0	0	0	2	2
BZA appeals denied	0	2	0	0	0
BZA appeals withdrawn/tabled	0	0	0	0	0
<b>Building Cases</b>					
ARB building cases	5	45	7	79	127
ARB building cases approved	4	32	6	62	99
ARB Building cases denied	1	6	0	1	2
ARB Building cases withdrawn/tabled/ conceptual	0	8	1	16	26
<b>Sign Cases</b>					
ARB sign cases	1	44	4	22	41
ARB sign cases approved	1	40	3	19	38
ARB sign cases denied	0	0	1	1	1
ARB sign cases withdrawn/tabled/conceptual	0	4	0	2	2
<b>Special Use Permits</b>					
Special use permits	0	1	1	6	8
Special use permits approved	0	1	1	6	8
Special use permits denied	0	0	0	0	0
Special use permits withdrawn/tabled	0	0	0	0	0
<b>Site Plans</b>					
Site plans - Major	0	2	1	6	8
Site plans - Minor	0	3	0	1	2
<b>Subdivisions</b>					
Subdivisions - Major	0	0	0	1	1
Subdivisions - Minor	0	0	1	8	8
<b>BZA special exceptions</b>					
BZA special exceptions	0	6	0	6	6
BZA special exceptions approved	0	6	0	4	4
BZA special exceptions withdrawn/tabled	0	0		0	0

**PLANNING COMMISSION**

There were no cases for review this month.

**BOARD OF ZONING APPEALS**

There were no cases for review this month.

**ARCHITECTURAL REVIEW BOARD**

**ARB#10-001:** Wilson/321 Scotland Street – Exterior Change (Window Replacement)  
-- Denied

**ARB#10-002:** High Street/1430-11 High Street – Building 11 Courtyard – Exterior  
Change (Outdoor Furniture) -- Approved

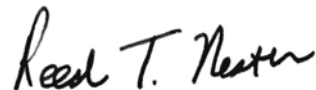
**ARB#10-003:** Gillman/601 Richmond Road – Exterior change (Roof, Gutters & Shutters)  
-- Approved

**ARB#10-004:** Ihrig/519 Newport Avenue – Addition (Enclose Screen Porch into  
Sunroom) -- Approved

**ARB#10-005:** Express Home Buyers/17 Grove Avenue – Exterior Change (Siding and  
Reconstruct Deck) -- Approved

**SIGNS**

**SIGN#10-001:** Terra Coffee & Wine/1430-830 High Street – Building (2) -- Approved



Reed Nester  
Planning Director

# Permits Issued

City of Williamsburg

For Period: 01-Jan-2010 To: 31-Jan-2010

Permit / Date / Address / Owner	Contractor	Permit For	Value
B-010864 08-Jan-2010 404 Norfolk Street Gary Shelly & Elaine Carlson 205 Indian Springs Road Williamsburg, VA 23185	Gary Shelly and Elaine Carlson 205 Indian Springs Road Williamsburg, VA 23185	Rebuild of Screen Porch Due to Fire (Same for Same)	\$2,000
B-010865 08-Jan-2010 205 John Wythe Place Robert & Janice Couperthwaite 205 John Wythe Place Williamsburg, VA 23185	Crossroad Custom Builders PO Box 5671 Williamsburg, VA 23188	New Single Family Residence	\$265,100
B-010866 12-Jan-2010 506 Capitol Landing Road David & Carolyn Holmes 1000 James Monroe Parkway Charlottesville, VA 22902	Promark Custom Homes 115 John Bratton Williamsburg, VA 23185	Demolition of Detached Garage	\$475
B-010867 20-Jan-2010 425 N Boundary Street United States Postal Service PO Box 2106 Columbia, SC 29202	Simpson Unlimited 11121 Industrial Road Manassas, VA 20109	Reroofing - Post Office (Same for Same)	\$212,000
B-010868 20-Jan-2010 1480-2C Quarterpath Road SLN Quarterpath 1000 Bank of America Norfolk, VA 23510	SLN Quarterpath 1000 Bank of America Norfolk, VA 23510	Build-Out for New Store (HEA, Inc.)	\$5,000
B-010869 26-Jan-2010 134 Professional Circle Blair-Wyatt Associates 4135 Ironbound Road Williamsburg, VA 23188	Olsen Fine Home Building 209 Castlerock Williamsburg, VA 23188	Interior Renovations for new Dental Office	\$23,500
B-010870 27-Jan-2010 214 Rolfe Road W Leverette & Meredith Lunceford 214 Rolfe Road Williamsburg, VA 23185	W Leverette & Meredith Lunceford 214 Rolfe Road Williamsburg, VA 23185	Master Suite and Bathroom Addition	\$90,000
B-010871 27-Jan-2010 315 Penniman Road Roger Rogers & Kyra Cook 315 Penniman Road Williamsburg, VA 23185	Kirkpatrick Construction 2681 Jolly Pond Road Williamsburg, VA 23188	Alteration of existing space	\$8,400

# Permits Issued

City of Williamsburg

For Period: 01-Jan-2010 To: 31-Jan-2010

Permit / Date / Address / Owner	Contractor	Permit For	Value
B-010872      28-Jan-2010 500 Shaindel Drive David Scherer & Elise Emanuel 500 Shaindel Drive Williamsburg, VA 23185	Moffitt Restoration 226 Salters Creek Road Hampton, VA 23661	Install new window in exterior wall	\$2,500

# City Of Williamsburg

## Operating Report For January 2010

## Public Works and Utilities

### Highlights Of Activities

Snow storm on Saturday January 30th brought 7.5" of accumulation to the City. Crews worked around the clock thru Sunday night. Annual leaf collection program was completed on January 8th- 629 tons of leaves were collected from City neighborhoods

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total

#### Buildings / Facilities Maintenance

Works orders issued	12	92	14	118	218
Community Building City events	2	18	2	32	48
Community Building paid events	8	77	7	86	154
Community Building Fee Revenue	\$2,025	\$22,874	\$525	\$19,875	\$35,540

#### Dominion Va Power

Municipal Building electrical usage (kwh)	97,500	539,400	106,800	564,300	927,900
Community Building Electricity Usage (kwh)	9,392	100,136	9,452	89,000	144,696
Stryker Building Electricity Usage (kwh)	13,760	88,360	12,240	96,960	158,000

#### Virginia Natural Gas

Community Building Natural Gas Usage (ccf)	354	4,596	277	3,223	4,862
Stryker Building Natural Gas Usage (ccf)	373	890	344	1,107	2,375

#### Cemetery

Number of interments	7	40	7	32	51
Number of purchases - lots/spaces	0	15	7	21	25
Revenue	\$2,250	\$30,675	\$3,400	\$21,858	\$26,834

#### Landscape

Work orders issued	7	59	9	73	112
Trees Planted - New	4	25		0	4
Trees planted - Replacement	1	28		0	4
Mowed acres	85	1,813		0	712
Square footage of planting beds maintained	202,656	1,418,592		0	405,312
Number of street or park trees maintained	3	92		0	55
Gallons of herbicide used	0	1,654		0	1,231

#### Water/Sewer

Reservoir level (inches) above spillway, or below (-)	6.00	0.18	-12.25	-17.89	-11.73
Total gallons of water consumed (in 1,000s)	53,973	609,391	75,310	714,342	1,154,539
Rainfall (inches)	4.97	40.86	1.70	21.81	40.27
Number of residential connections	3,455	3,446	3,459	3,441	3,449



Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Number of commercial connections	905	897	884	879	882
Availability fees collected	\$0	\$157,435	\$90,000	\$402,000	\$462,000
Work orders issued	48	298	38	267	446
Number of water leaks repaired	8	24	6	29	49
Number of sewer backups	8	47	8	34	72
MISS UTILITY tickets serviced	194	1,964	270	2,285	3,939
EMS meetings conducted	2	22	3	15	29

### Refuse Collection

Residential refuse accounts	3,100	3,100	3,096	3,096	3,096
Tons refuse collected	153	1,250	301	2,392	4,061
Average tons refuse collected per account	0.05	0.06	0.10	0.11	0.11
Residential recycling accounts	3,439	3,433	3,421	3,418	3,421
Tons recycling collected	51	412	56	447	718
Average tons of recycling per account	0.01	0.02	0.02	0.02	0.02
Recycling Set-out Rate (% participation)	46%	44%	47%	45%	44%
Garbage collection misses	19	309	5	31	72
Recycling collection misses	4	61	6	54	86
Bulky item pickup requests	26	282	31	314	498

### Streets

Work orders issued	24	168	20	149	266
Linear feet of sidewalks - new	0	100		0	11
Linear feet of sidewalks - replaced, repaired	0	814		769	1,447
Linear feet of curbing - new	0	186		0	0
Linear feet of curbing - replaced, repaired	0	30		55	193
Regulatory signs installed - new	1	25		33	52
Regulatory signs replaced	5	30	4	32	46
Number of crosswalks, stop bars painted	0	80		0	248
Total linear miles swept	77.60	712.60	17.20	159.00	936.90
Tons of street debris collected	17	144	5	64	187
Number of controlled deer hunts	1	6	1	4	4
Number of deer eradicated	7	92	11	74	75
Animal control calls	10	164	17	159	288

# Williamsburg Public Works and Utilities

January 2010

## Engineering Activity

## Summary

High Street	Landscaping along Middle St. is complete. Contractor is repairing punch list items.
Village at QPath	Townhouse construction continues.
Reserve Clubhouse	Construction of York County project continues.
Reserve Apartments	Construction of York County apartment project continues.
Reserve Single family	Waterline is being extended into single family section.
Comfort Suites motel	Construction of York County project continues.
St. Demetrios Church	Construction of York County project continues.
SSO Consent Order	Smoke testing in Restored Area was completed, monitoring equipment was placed in #6 and #9 pump stations.
Rte 199/Quarterpath Road	Final inspection punch list has been completed.
Municipal Building	Construction continues with installation of geothermal wells, drainage system, and foundations.
Chipoltes	Construction of building and site work continues.
Nassau St. sidewalk	Design plans were reviewed.
CVS Ironbound	Site plan has been approved.
Merrimac Trail slope repairs	Installation of soil is complete.
Mahone Subdivision	Staff met with Engineer/Owner to discuss conceptual plans for water and sewer.
Route 199 Sidewalk	Plans for sidewalk between Holly Hills Carriage Homes and Jamestown Road were reviewed.
Richmond Road Sidewalk	Plans for sidewalk replacement between College Corner and WAWA were reviewed.
NPDES Phase 2	Staff attended committee meeting. Development of TMDL special conditions was done.
Capitol Landing Green	Site work continues with construction of sidewalks and utilities along Page St.
ARRA street re-surfacing	Staff and consultant completed Scoping Report to obtain stimulus funds.
Riverside Water Tank	Staff is reviewing 2 PPEA proposals to construct a 750,000 gallon tank.
WM Mixed Use	Conceptual plan was reviewed.
761 Scotland St.	Site plan for parking lot was approved.
Four Points Hotel	Site plan for parking lot expansion was approved.
Hermes	Site plan has been approved.

# Williamsburg Public Works and Utilities

January 2010

## Streets:

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Asphalt Patching/Potholes	Richmond Road	All asphalt work has been done.
Asphalt Patching/Potholes	Penniman Road	All streets has been parch with asphalt.
Asphalt Patching/Potholes	Lafayette Street	All asphalt work has been done. 1/19/10
Cemetery	Henry Street S	Grave has been dug and back fill.
Cemetery	Henry Street S	Grave dug and back fill.
Cemetery	Henry Street S	Grave dug and back fill.
Curb and Gutter	900 Henry Street S	Gutter has been swep.
Dead Animal Removal	410 Beechwood Drive	Dead deer has been pick up. Gray/Welch
Dead Animal Removal	John Tyler Lane	Didn't find dead deer.
Dead Animal Removal	Monticello Avenue	V DOT.
Dead Animal Removal	Strawberry Plains Road	Dead deer has been pick up. Welch/Gray
Debris removal	Quarterpath Road	Everything pick up. Trotter/Pressey/Graham 1/8/10
Debris removal	245 Henry Street N	Tree has been pick up. Tony/Graham
Debris removal	Other	Mattress has been pick up. Trotter/Rick
Other	Armistead Avenue	1/4/10 Pick up 114 Trees/ 1/11/10 Pick up 81 Trees. Total 195
Other	Ironbound Road	Tire marks has been fiz with top soil. Tony/Graham
Sign Maintenance	Griffin Avenue	Sign has been straighten back up. Trotter/Pressey
Signs-Install	Richmond Road	Sign has been put up. Trotter
Signs-Install	Mill Neck Road	415 Mill Neck Rd. No Parking sign has been put up. Trotter/Pressey
Signs-Install	Randolph Street	Sign has been put back up. Trotter 1/5/10
Signs-Replace	Virginia Avenue	2 New signs has been put up. Trotter 1/5/10
Storm Drainage/BMPs	Jamestown Road	
Traffic Signals Maintenance	Richmond Road	Light has been check.
Traffic Signals Maintenance	Page Street	Bumper post has been straighten up. Tony/Graham 1/19/10

# Williamsburg Public Works and Utilities

January 2010

## Landscaping:

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Litter Control	Rolfe Road	
Mowing/trimming	Boundary Street N	
Other	Other	
Other	Richmond Road	
Planting Trees/Shrubs	Longhill Road	
Seeding/mulching	Other	
Tree Removal/Inspection	Forest Hill Drive	

## Building Maintenance:

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Fire Station	440 Boundary Street N	called Cox-Powell to come out because they were working on system the day before. WM
Fire Station	440 Boundary Street N	replace all missing screws and bolts that was missing from stall. WM
Municipal Building	401 Lafayette Street	hung plaque CM office WM
Municipal Building	401 Lafayette Street	replaced light bulbs everything working fine. WM
Municipal Building	401 Lafayette Street	hung plaque in CM office WM
Municipal Building	401 Lafayette Street	cleaned logo with high pressure water hose
Municipal Building	401 Lafayette Street	problem was with handicap door called apple door for proper adjustment. WM
Police Station	425 Armistead Avenue	replace light bulbs and ballast where needed, everything working fine. WM
Police Station	425 Armistead Avenue	tighten all toilet seats in PD. WM
Police Station	425 Armistead Avenue	delivired supplies to PD. WM

# Williamsburg Public Works and Utilities

January 2010

Police Station	230 Henry Street N	replace light bulbs and checked the lighting program also.
		WM
Police Station	425 Armistead Avenue	supplies delivered to PD

## Water and Sewer:

Performed daily maintenance and inspection of the City's 15 pump stations.

194 'Miss Utility' line location tickets issued.

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Fire Hydrant Replaced	155 Richmond Road	hydrant non-op, replaced with rebuilt 1/11/10
Leak at Meter	203 Captain Newport Circle	cleared stoppage
Leak at Meter	701 Monumental Avenue	replaced gaskets
Leak at Meter	1233 Richmond Road	replaced meter gaskets
Leak at Meter	419 Dunning Street	ground water
Leak at Meter	1006 Richmond Road	checked leak at Wachovia Bank on them spoke to customer service 1/6/10
Other	Merrimac Trail	installed 400' conduit for verizon
Other	412 Griffin Avenue	turned on water when customer singed up for service 1/5/10
Other	Merrimac Trail	collected old water main from contractor for recycling
Other	Other	check all vehicles completed 1/4/10
Pump Station Maintenance	101 The Palisades	installed new outlet for alarm sys.
Pump Station Maintenance	160 Lafayette Street	OIL CHANGE AND LUBE DONE.
Pump Station Maintenance	76-Z Carlton Court	RESET PUMPS PUT PUMP #1 HAND MODE
Pump Station Maintenance	117-Z Adams Street	RESET PUMPS TURN VALVE OVER TO JAMESTOWEN RD
Pump Station Maintenance	99 Patrick Henry Drive	reset the overtemp switch.
Sewer Backup	606 Counselors Way	stoppage on them
Sewer Backup	131 Hunting Cove	checked sewer no problems spoke to zeigler
Sewer Backup	Colonial National Parkway	flushed main from Mh 226-019 to 226-021 cleared stoppage

# Williamsburg Public Works and Utilities

January 2010

Sewer Backup	York Street	flushed main from mh226-061 to 226-059
Sewer Backup	213 John Pinckney Lane	plumber cleared stoppage, city video inspected sewer service and located
Sewer Backup	110 Mimosa Drive	flushed and inspected sewer service cleared stoppage see note
Sewer Backup	285-38 Merrimac Trail	On them- Resident was told to call a plumber-cf
Sewer Backup	809 Henry Street N	flushed service cleared stoppage
Sewer Backup	401 Duke of Gloucester St E	flushed main cleared stoppage
Sewer Backup	1402 Richmond Road	flushed private main private spill
Sewer Backup	213 Harrison Avenue	stoppagee on them
Sewer Backup	Ironbound Road	flushed service for school maintenance crew cleared stoppage
Sewer Main Cleaned	Rolfe Road	removed root from manhole need to wash down completed
Sewer MAin Inspected	907 Lafayette Street	inspected sewer mains lafayette and shirley
Sewer MAin Inspected	Boundary Street S	located possible service for lot
Sewer MAin Inspected	citywide Other	completed 1/4/10 all clear
Sewer Service Inspected	332 Henry Street N	cut and capped sewer service hit by gas co.
Structure repair/replace	227 Richmond Road	raised valve box
Structure repair/replace	Patrick Henry Drive	sealed mh 07-125
Turn Water Off	701 Monumental Avenue	Tammy radioed to Tyler
Water Leak	155 Richmond Road	removed leaking valve at Richmond Rd and Armistead
Water Leak	1420 Richmond Road	leak on them
Water Leak	Quarterpath Road	tighten packing nuts 1/12/10
Water Leak	130 Mount Vernon Avenue	repaired 6" water main
Water Leak	1234 Richmond Road	replaced meter gaskets stopped leak
Water Leak	535 Henderson Street	repaired 2" galvanized water main 1/5/10
Water Leak	300 Ironbound Road	repaired 8' water main
Water Leak	Penniman Road	repaired 12" water main
Water Leak	586 Harrop Lane	repaired 8" warter main
Water Leak	310 Ironbound Road	repaired 8" water main
Water Leak	304 Second Street	leak on them
Water Leak	224 Brookwood Drive	tightened meter gaskets
Water Line Replaced	Merrimac Trail	assisted contractor with connection of 10" water main

# Williamsburg Public Works and Utilities

January 2010

## Water Treatment Plant:

	<u>1/2010</u>	<u>1/2009</u>
Total Treated (gals)	64,336,000	76,549,000
Total consumed (gals)	53,973,000	75,310,000
Total per day (gals consumed)	1,741,065	2,429,355
Average max temp. (°F)	45	45
Average min temp. (°F)	26	27
Rainfall: month (inches)	4.97	1.7
Rainfall: year (inches)	4.97	1.7
Lake Level*	6	-12.25
Newport News raw water	Off	Off
Supplemental Well Water	Off	On

\*inches above or below spillway

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Daniel G. Clayton, III  
Director, Public Works and Utilities

# City Of Williamsburg

## Operating Report For January 2010

## Human Services

### Highlights Of Activities

City Human Services has been asked to present its school liaison and youth achievement program efforts as a model for effective community collaboration in serving at-risk and vulnerable youth at the 2nd community forum held at Bruton heights Auditorium on Sat., Feb. 6th. Currently city students are receiving one-on-one mentoring, tutoring, and group structure in the areas of self-esteem, responsibility, role-modeling, and academic/career development.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
<b>Benefit Programs</b>					
<b>SNAP (Food Stamps)</b>					
Food Stamps: On-going cases	380	2,444	305	1,717	3,316
Food stamp participation rate	40%	35%	30%	28%	29%
Timeliness of application processing-expedited food stamp applications	100%	100%	100%	100%	100%
Quality assurance percent correct	100%	100%	100%	100%	100%
<b>TANF/VIEW</b>					
Temporary Aid for Needy Families (TANF): On-Going cases	35	244	22	203	356
Timeliness of TANF applications	100%	100%	100%	100%	100%
VIEW percent employed	50%	67%	55%	64%	64%
<b>Daycare</b>					
Total cases	38	229		0	0
Children in Head Start	16	96		0	0
Total providers	15	90		0	0
<b>Medicaid</b>					
Medicaid: On-going cases	433	2,978	371	2,627	4,646
Timeliness of Medicaid applications	100%	96%	78%	95%	96%
Timeliness of Medicaid reviews	100%	100%	99%	98%	99%
<b>General Relief</b>					
Injury/Disability Assistance Total Cases	1	12		0	0
Emergency Outreach Assistance	7	115		0	0
<b>Auxiliary Grants (Assisted Living)</b>					
Total Cases	24	154		0	0
<b>Heating/Cooling</b>					
Total Cases	67	243		0	0
<b>Service Programs</b>					
<b>Adult Services (Elderly/Disabled)</b>					
Guardianships	23	116		0	0
Ongoing	40	229		0	0
<b>Adult Protective Services</b>					
Adult Protective Service cases	42	236	29	152	323
Investigations	29	111		0	0
Ongoing	13	103		0	0
<b>Child Protective Services</b>					
Child Protective Services cases	34	207	21	109	219
Investigations	4	17		0	0
Family Assessments	22	96		0	0



Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Ongoing	8	31		0	0
Protective Orders	5	22		0	0
<b>Foster Care/Adoption</b>					
Foster Care cases	3	26	7	52	88
Adoption Subsidy	10	55		0	0
<b>Community Programs</b>					
<b>Youth and Family Services (CSA, etc.)</b>					
Comprehensive Services Act cases	5	44	8	56	96
Total prevention cases	51	312		0	0
<b>Youth Achievement</b>					
Year round youth program participants	114	491	38	233	437
SYAP Summer Program participants	0	110	49	269	520
Achieving Carriers Today Program participants	7	48		0	0
Mentoring (one on one) total cases	4	27		0	0
<b>Workforce/Employment Programs</b>					
Number of referrals	14	79		0	0
Number trained	3	40		0	0
Number of job placements	2	14		0	0
<b>Neighborhood Response Teams</b>					
Total volunteers	126	630		0	0
CERT trained	72	360		0	0
New trainees	0	0		0	0
Drills/other exercises	0	2		0	0

**SUMMARY OF ACTIVITIES\***

January, 2010

- Tues., Jan. 5    - Colonial Services Board Meeting, at CSB Offices.  
                      - TAE KWON DO, Youth Achievement Program, STARS, Mentoring  
                                  Programs resume for 2<sup>nd</sup> semester.  
                      - H.E.L.P. Planning Meeting for 2010 [Local Homelessness Task Force]
  
- Wed., Jan. 6    - Colonial Group Home Commission Exec. Committee, Yorktown, Va.  
                      - Wsbj/JCC Schools Drop-Out Prevention Summit, CW Lodge.
  
- Tues. Jan. 12    - TAE KWON DO, Youth Achievement Program
  
- Thurs., Jan. 14 - VDEM/CERT Regional Planning Meeting, Norfolk, Va.  
                      - TAE KWON DO, Youth Achievement Program.
  
- Fri., Jan. 15    - HPRP, Homelessness Prev. Grant, Resource Team, Hampton, Va.  
                      - Senior Services Coalition, Olde Towne Medical Center  
                      - Peninsula Commission on Homelessness, Newport News, Va.
  
- Mon., Jan. 18    - Martin Luther King Breakfast, Williamsburg Lodge.
  
- Tues., Jan 19    - Community Policy & Management Team [CPMT], Griffin Yeates.  
                                  TAE KWON DO, Youth Achievement Program.
  
- Wed., Jan. 20    - H.E.L.P. Meeting at United Way..  
                                  - College of William & Mary, Student Volunteers.
  
- Thurs, Jan. 21    - Historic Triangle Funders Forum, Community Health Foundation.  
                                  - Colonial Group Home Commission, Griffin Yeates.  
                                  - TAE KWON DO, Youth Achievement Program.
  
- Mon. Jan. 25    - Local Task Force HELP Meeting, Salvation Army.  
                                  - Olde Towne Medical Center Board, at OTMC.
  
- Tues., Jan. 25    -TAE KWON DO, Youth Achievement Program.
  
- Wed., Jan. 27    - Social Services Advisory Board, Municipal Building.  
                                  - I. & R. Regional Meeting, United Way.

**SUMMARY OF ACTIVITIES\***

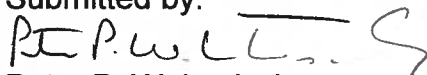
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January, 2010

Thurs., Jan., 28 - Peninsula Council for Workforce Development, Newport News, Va.  
- TAE KWON DO, Youth Achievement Program.

\* partial list of community activities/events.

Submitted by:



Peter P. Walentisch

Director

# City Of Williamsburg

## Operating Report For January 2010

## Recreation

### Highlights Of Activities

The Peninsula Health Department held an H1N1 Clinic at the Quarterpath Recreation Center January 19 - 22 from 3:00 to 7:00 p.m. They administered the immunization to two hundred seventy five area residents.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
<b>Program Participation by Jurisdiction</b>					
<b>Walking Club</b>					
Williamsburg	177	486	66	414	887
James City	180	482	136	429	994
York	172	672	149	583	1,496
Total including other jurisdictions	530	1,670	351	1,428	3,477
<b>Billiards</b>					
Williamsburg	9	115	15	128	312
James City	12	109	14	123	327
York	8	89	14	115	259
Total including other jurisdictions	32	327	43	390	1,076
<b>Table Tennis</b>					
Williamsburg	50	246	62	311	593
James City	67	297	60	302	550
York	30	173	47	214	400
Total including other jurisdictions	152	755	191	907	1,687
<b>Open Play: Basketball</b>					
Williamsburg	15	197	75	408	802
James City	28	396	64	507	931
York	48	346	111	441	837
Total including other jurisdictions	116	1,249	300	1,902	3,514
<b>Open Play: Volleyball</b>					
Williamsburg	4	61	5	29	102
James City	36	272	48	170	466
York	8	55	14	34	89
Total including other jurisdictions	73	471	111	329	917
<b>Pool Attendance</b>					
James City	0	531	0	430	768
Williamsburg	0	795	0	538	844
York	0	459	0	257	498
Groups	0	788	0	941	941
Total including other jurisdictions	0	927	0	1,411	2,398
<b>Special Events</b>					
Historic Triangle Senior Center Activities	15	177	12	270	613

### Instructional Classes: Youth

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Williamsburg	1	6	5	19	22
James City	27	98	40	135	158
York	13	56	14	76	110
Total including other jurisdictions	42	166	61	235	295

### Instructional Classes: Adult

Williamsburg	0	13	1	23	37
James City	0	36	8	54	85
York	0	11	1	10	14
Total including other jurisdictions	0	65	10	94	154

### Athletic Leagues: Youth

#### Basketball

Williamsburg	9	57	0	54	54
James City	86	722	0	593	593
York	17	105	0	99	99
Total including other jurisdictions	114	899	0	753	753

#### Softball

Williamsburg	0	0	0	0	35
James City	0	0	0	0	261
York	0	0	0	0	148
Total including other jurisdictions	0	0	0	0	489

#### Starz

Williamsburg	0	0	0	0	4
James City	0	0	0	0	33
York	0	0	0	0	11
Total including other jurisdictions	0	0	0	0	58

#### Tennis

Williamsburg	2	7	0	3	6
James City	7	55	0	11	73
York	0	4	0	6	12
Total including other jurisdictions	11	70	0	20	97

#### Volleyball

Williamsburg	0	1	0	2	2
James City	0	87	0	67	89
York	0	19	0	14	20
Total including other jurisdictions	0	111	0	88	124

#### Williamsburg Volleyball Club

Williamsburg	0	0	0	1	1
James City	0	0	0	39	39
York	0	0	0	15	15
Total including other jurisdictions	0	0	0	61	61

### Athletic Leagues: Adult

#### Basketball

Williamsburg	27	34	23	25	25
James City	191	221	157	174	174

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
York	43	51	34	37	37
Total including other jurisdictions	412	470	307	341	341
<b>Softball</b>					
Williamsburg	0	32	0	23	84
James City	0	283	0	307	696
York	0	110	0	100	279
Total including other jurisdictions	0	544	0	590	1,487
<b>Tennis</b>					
Williamsburg	0	6	0	4	14
James City	0	88	0	67	159
York	0	23	0	14	38
Total including other jurisdictions	0	129	0	93	230
<b>Volleyball</b>					
Williamsburg	0	65	0	55	110
James City	0	263	0	179	407
York	0	61	0	31	73
Total including other jurisdictions	0	503	0	367	781
<b>Camps and Clinics: Youth</b>					
<b>Basketball</b>					
Williamsburg	0	6	0	12	15
James City	0	81	0	89	105
York	0	19	0	38	44
Total including other jurisdictions	0	110	0	142	168
<b>Softball</b>					
Williamsburg	0	0	0	0	0
James City	0	0	0	0	0
York	0	0	0	0	0
Total including other jurisdictions	0	0	0	0	0
<b>Tennis</b>					
Williamsburg	0	8	0	11	18
James City	0	48	0	79	116
York	0	17	0	12	22
Total including other jurisdictions	0	83	0	105	162
<b>Volleyball</b>					
Williamsburg	0	3	0	5	14
James City	0	94	0	46	248
York	0	71	0	7	41
Total including other jurisdictions	0	196	0	82	361
<b>Camps and Clinics: Adult</b>					
<b>Tennis</b>					
Williamsburg	0	9	0	1	10
James City	0	48	0	20	45
York	0	2	0	7	9
Total including other jurisdictions	0	60	0	23	50
<b>Quarterpath Recreation Center</b>					

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Rooms rented	57	292	50	254	487
Room usage participation	1,175	6,263	878	5,306	12,358
Total Rec Center attendance	3,389	19,298	2,989	17,407	33,260

### Williamsburg Farmers Market

Williamsburg Farmers Market visitation	0	27,638	0	20,666	34,896
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### Waller Mill Park

Waller Mill Park attendance	9,470	136,644	13,902	113,736	249,226
Boat Rentals	74	8,357	80	7,976	15,604
Motor Rentals	5	373	3	386	823
Battery Rentals	6	429	4	476	1,046
Poor Weather Days	10	45	6	24	41
Shelter Rentals	0	97	0	88	210
Shelter Participants	0	5,772	0	6,156	9,333
Programs Offered	0	7	0	13	15
Program Participation - Williamsburg	0	20	0	16	17
Program Participation - James City	0	22	0	61	65
Program Participation - York	0	10	0	9	9
Total including other jurisdictions	0	63	0	90	103

### Waller Mill Dog Park

#### Waller Mill Dog Park Members

Williamsburg	8	40	8	49	83
James City	17	108	26	143	272
York	2	4	4	11	14
Total including other jurisdictions	28	155	41	206	376

Total visits by owners	580	4,565	638	4,163	7,870
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**PLANNING REPORT**  
**WILLIAMSBURG CITY COUNCIL MEETING**  
**February 11, 2010**

**CITY COUNCIL ACTION ITEMS**

None

**INFORMATION ITEMS**

Planning Commission minutes for January 20 and 27, 2010

A handwritten signature in black ink that reads "Reed T. Nester". The signature is written in a cursive style with a large initial 'R'.

Reed T. Nester, AICP  
Planning Director





**CITY OF WILLIAMSBURG**  
MEMORANDUM

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**TO: Mayor and City Council**  
**DATE: February 4, 2010**  
**SUBJECT: Heritage Tree Initiative**

The current Biennial Goals, Initiatives and Outcomes document sets forth under Goal I "Character of the City" the following initiative:

"Identify and further protect heritage trees located on city property with program in place during the biennium."

Williamsburg has a large number of remarkable trees, which need to be highlighted and honored.

The City Code establishes a heritage tree program in Chapter 7, Article 4 (copy attached). The Code provides definitions of special trees (heritage, memorial, specimen, street) and a process for their designation and protection. What has been missing is a listing of individual trees.

In order to accomplish the Initiative and implement the Ordinance, City Landscape Superintendent Will Fidler has identified a number of trees, beginning with those on city property. He has also worked with his counterparts at the College and Colonial Williamsburg to identify trees on their property, and they have some that are exceptional. He will present his findings at Thursday's City Council meeting.

The next step will be for City Council to officially designate selected trees on city-owned property. Per the current ordinance, upon designation, these trees can only be removed by City Council action.

Further, the current ordinance excludes federal or state property. So, any tree designated on College property would remain under College control. Trees on private property, such as Colonial Williamsburg property, may be designated by the City Council, but only after formal notification and comment by the private property owner.

It is unlikely that any private owner would willingly place their tree under City control. They would likely, therefore, object to formal designation. City Council may wish to amend the current ordinance to make heritage/memorial/specimen tree designation on private property non-regulatory in order to encourage a maximum number of worthy designations. Most private property owners, including Colonial Williamsburg, would be proud to have their tree designated and listed if that did not result in the potential for adversarial action.

Council should consider amendments to our heritage tree ordinance to make it non-punitive, and take action designating the initial list of remarkable trees in Williamsburg.

Jackson C. Tuttle  
City Manager

**ARTICLE IV. TREES\***

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**\*Editor's note:** Ord. No. 22-93, adopted Aug. 12, 1993, amended Art. IV, in its entirety, to read as herein set out in §§ 7-150--7-154. See the Code Comparative Table.

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**Sec. 7-150. Statement of intent.**

This article is intended to preserve heritage, specimen, memorial, and street trees, to protect existing trees on public property and to manage tree planting projects on public rights-of-way and parks.

(Ord. No. 22-93, 8-12-93)

**Sec. 7-151. Definitions.**

[For the purposes of this article, certain terms shall have the meanings ascribed to them in this section, unless the context clearly indicates otherwise.]

*Arborist* or *urban forester* means a person trained in arboriculture, forestry, landscape architecture, horticulture, or related fields and experiences in the conservation and preservation of native and ornamental trees.

*Tree* shall mean any self-supporting woody perennial plant, except seedlings, which normally grows, in Williamsburg, at a commonly accepted maturity, to an overall height of a minimum of 15 feet.

*Tree, heritage* means any tree which has been individually designated by city council to have notable historic or cultural interest.

*Tree, memorial* means any tree which has been individually designated by city council to be a special commemorating memorial.

*Tree, specimen* means any tree which has been individually designated by the city council to be notable by virtue of its outstanding size and quality for its particular species.

*Tree, street* means any tree which has been individually designated by city council and which grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the city.

(Ord. No. 22-93, 8-12-93)

**Sec. 7-152. Heritage, memorial, specimen and street trees.**

(a) City council may designate heritage, memorial, specimen or street trees in accordance with the definitions listed in section 7-151. Such designation shall be made after consultation with an arborists or urban forester, and shall be by ordinance.

(b) No such designation shall be made with respect to any tree or trees on private property except following 21 days' written notice by certified mail to all owners of record of the parcel on which the tree or trees to be designated are located and the owners have been given an

opportunity to submit written comments to the city council. No tree proposed for designation shall be removed by the property owner while consideration of its designation is pending before the city council.

(c) Except as may be approved by city council, no heritage, memorial, specimen or street tree shall be removed or destroyed.

(d) These provisions shall not apply to:

- (1) Work conducted on federal or state property;
- (2) Routine installation, maintenance and repair of cable and wires used to provide cable television, electric, gas or telephone service;
- (3) Activities with minor effects on trees, including but not limited to, home gardening and landscaping or individual homes; and
- (4) Commercial silvicultural or horticultural activities, including but not limited to planting, managing, or harvesting forest or tree crops.

(e) In the event that this section results in any taking of private property for a public purpose or use, the city council shall compensate the property owner for such taking by fee or other consideration, in accordance with the provisions of Chapter 1.1 (§ 25-46.1 et seq.) of Title 25 of the Code of Virginia.

(Ord. No. 22-93, 8-12-93)

#### **Sec. 7-153. Trees on public property.**

No trees on public rights-of-way, parks, or other public land shall be planted, removed or pruned by persons other than city personnel unless specifically authorized by the city.

(Ord. No. 22-93, 8-12-93)

#### **Sec. 7-154. Additional tree regulations.**

Additional tree regulations are contained in Chapter 21, Zoning, section 21-614, Tree regulations. These regulations apply to trees located in Chesapeake Bay Preservation Areas, trees on land subject to minor site plan or site plan approval and for which landscape plans are required, and trees located in greenbelt areas regulated by Chapter 21, Zoning.

(Ord. No. 22-93, 8-12-93)



**CITY OF WILLIAMSBURG**  
MEMORANDUM

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**TO: Mayor and City Council**

**DATE: February 4, 2010**

**SUBJECT: Amendment to Zoning Ordinance Pertaining to Requirements for an Increase in Rental Occupancy in Single Family Dwellings**

The ordinance allowing for an increase from three to four unrelated renters in certain limited cases in single family rental inspection districts was adopted by City Council last December.

Among the several requirements were two that need a second look:

- The requirement for submission of a "minor site plan" to describe the site, and
- The requirement for third party inspection to certify the electrical system can accommodate power demands.

"Minor site plans" require a licensed engineer or architect's seal. This is an unnecessary expense for property owners when a simple "plot plan" will convey the information needed.

An electrical inspection by a licensed electrician or building inspector is also an unnecessary burden on the property owner. If the premise is that a house should have an electrical inspection for more than three unrelated occupants, then single family houses with more than three related occupants should also be inspected. Of course, there is no authority in Virginia to require such an inspection and no evidence that there should be.

**Staff Contact:** Planning Director Reed Nester

**Recommendation:** That City Council begin the process to amend Chapter 21, Article IV, Section 21-619 of the City Code by referring the attached proposed revised ordinance to the Planning Commission for recommendation to the Council.

  
Jackson C. Tuttle  
City Manager

ORDINANCE # 10-\_\_\_\_  
PROPOSED ORDINANCE # 10-\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 21, ZONING, ARTICLE IV,  
SUPPLEMENTAL DISTRICT REGULATIONS, SEC. 21-619;  
PERTAINING TO THE REQUIREMENTS  
FOR AN INCREASE IN RESIDENTIAL OCCUPANCY  
FOR SINGLE FAMILY DETACHED DWELLINGS  
(PCR #10-004)**

These revisions to Chapter 21, Zoning, are intended to promote the health, safety and general welfare of the public and to carry out the purpose and intent of Chapter 21 as stated in Sec. 21-1.

\*\*\*\*\*

**BE IT ORDAINED** that Chapter 21, Zoning, of the Code of the City of Williamsburg, Virginia is hereby amended by revising Article IV. Supplemental District Regulations, Sec. 21-619(a), which shall be revised to read as follows:

**ARTICLE IV. SUPPLEMENTAL DISTRICT REGULATIONS**

**Sec. 21-619. Increase in residential occupancy for single family detached dwellings**

(a) The residential occupancy in a single family detached dwelling may be increased from three unrelated persons to four unrelated persons with administrative approval by the zoning administrator or his/her designee, and subject to the following:

- (1) The application shall include: a floor plan showing the location, name, dimensions and floor area of all rooms; and a ~~minor site plan~~ plot plan showing the location of the dwelling, the location of on- and off-site parking, the lot coverage of the driveways and parking areas, and the location of trash and recycling containers.
- (2) The single family detached dwelling unit shall be the only dwelling unit on the lot.
- (3) The single family detached dwelling unit shall be located in a rental inspection district that has been established in accordance with Chapter 5, Building and Building Regulations, Article VII, Identification and Inspection of Rental Dwelling Units.
- (4) The dwelling unit shall have a floor area of at least 2,000 square feet of living space, excluding garages, unfinished basements, or other unfinished areas.
- (5) Four parking spaces shall be provided. Parking spaces may be off-street in accordance with Article V, Parking, or located along the frontage of the adjoining public street and contiguous to the lot. The minimum length of a parking space located on an adjoining public street shall be 18 feet, and shall not include curb cuts for driveways.

- (6) Trash and recycling containers shall be enclosed by a fence or wall.
- ~~(7) The dwelling shall be upgraded to meet the current requirements of the Virginia Uniform Statewide Building Code concerning safety of the dwelling to allow for the increased occupancy. A report indicating the required upgrades shall be submitted as a part of the application and shall include a third party inspector certifying that the electrical system can accommodate the additional power loads. All required work shall be completed and inspected by the Codes Compliance Division before a certificate of occupancy is issued for the increase in occupancy.~~
- ~~(8)~~(7) The requirements of the Virginia Uniform Statewide Property Maintenance Code and the rental inspection program as set forth in Article VII of Chapter 5 (where applicable) shall be met at all times. Said inspection(s) must be complete before a certificate of occupancy is issued for the increase in occupancy.

This ordinance shall become effective on the tenth day following its passage.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Jeanne Zeidler, Mayor

\_\_\_\_\_  
Donna Scott, City Council Clerk



**CITY OF WILLIAMSBURG**  
**MEMORANDUM**

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**TO: Mayor and City Council**

**DATE: February 4, 2010**

**SUBJECT: Citizen Involvement in FY 11 Budget Process**

Some months ago the city experimented with an on-line, interactive public discourse sponsored by a firm called "Peak Democracy." The pilot program was free to the City through our affiliation with the Alliance for Innovation, the leading association nationally of local governments seeking to bring creative ideas, and emerging technologies to cities and counties.

Communications Specialist Kate Hoving will brief Council on our experience with Peak Democracy and demonstrate their "Open City Hall" software and system. We believe that this system could be helpful over the next few months as we seek to engage our citizens in difficult budget decisions facing Williamsburg and all local governments in this recession. Depending on our experience with this on-line forum during the budget process, we may want to continue it in the future to facilitate other public discussions.

  
Jackson C. Tuttle  
City Manager