

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

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

CITY OF WILLIAMSBURG AGENDA

1. Roll Call
2. Council Minutes: February 8 and 11, 2010
3. Matters of Special Privilege
4. Public Hearings
5. Reports
 - A. Monthly Financial Statement
 - B. Monthly Departmental Operating Reports
 - C. Planning Report
 - D. City Manager Reports
 1. Colonial Services Board Request to Establish a Line of Credit, *Proposed Resolution #10-02*
 2. Status of Human Services Programs and Services, Human Services Director Peter Walentisch
 - 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 February 2010

General Fund Revenues

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
GENERAL PROPERTY TAXES:			
Current Real Estate Taxes	10,000,000	5,061,795	4,980,096
Delinquent Real Property Taxes	100,000	48,723	110,223
Public Service Corp - RE & PP Taxes	280,520	308,589	279,150
Current Personal Property Taxes	1,220,000	1,216,211	1,294,706
Delinquent Personal Property Taxes	40,000	23,323	23,770
Current Business Property Taxes	1,200,000	1,261,611	1,245,447
Delinquent Business Property Taxes	25,000	16,748	31,108
Penalties and Interest	83,800	47,564	65,472
Total General Property Taxes	12,949,320	7,984,564	8,029,972

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
LOCAL TAXES:			
Virginia Power/VNG	275,000	162,189	140,457
Communication Taxes	820,000	371,892	389,480
Business Licenses Taxes	1,482,600	822,512	1,040,169
Franchise License Taxes	91,000	46,922	49,818
Bank Stock Taxes	170,000	0	0
Recordation Taxes	150,000	85,032	84,361
Cigarette Taxes	170,000	108,185	101,160
Room Taxes	3,500,000	2,323,274	2,699,276
\$2 Lodging Taxes	1,500,000	758,512	810,928
Meal Taxes	5,500,000	3,795,573	3,867,549
Total Other Local Taxes	13,658,600	8,474,091	9,183,198

PERMITS AND LICENSES:	182,280	102,835	143,940
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FINES AND FORFEITURES:	232,000	135,936	132,065
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	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
USE OF MONEY AND PROPERTY:			
Interest Earnings	400,000	128,378	335,278
Rents	458,900	313,575	314,254
Sale of Materials & Supplies	25,000	10,754	7,975
Total Use of Money and Property	883,900	452,707	657,507

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
FEES AND CHARGES:			
Parks & Recreation	266,700	198,213	178,345
Planning & Comm. Development	37,000	26,416	23,367
Payments In Lieu of Taxes	94,000	0	149
EMS Recovery Fees	325,000	213,046	240,359
Other	27,495	88,990	168,087
Total Fees and Charges	750,195	526,665	610,307

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
NON-CATEGORICAL AID:			
Rolling Stock/Rental Car Taxes	14,000	13,535	15,881
Grantor's Taxes (Tax On Deeds)	40,000	24,841	26,079
Total Non-Categorical Aid	54,000	38,375	41,960

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
SHARED COSTS-CATEGORICAL:			
Comm. Atty / Sheriff / Med. Examiner	1,828	1,419	1,417
Commissioner of Revenue	75,000	49,445	49,577
Treasurer	20,000	12,742	12,777
Registrar	44,000	0	0
Total Shared Costs	140,828	63,606	63,771

EDUCATION:			
State Sales Tax	680,000	475,398	419,223

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
OTHER CATEGORICAL AID:			
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	37,342	32,650
Total Other Categorical Aid	1,850,000	986,315	976,417

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
NON-REVENUE RECEIPTS:			
Joint Activities	4,000	0	0
Overtime-Police & Fire	45,000	39,375	39,128
Arts Commission	70,390	70,390	77,100
Enterprise Fund - Overhead Charges	590,000	300,000	295,000
Total Non-Revenue Receipts	709,390	409,765	411,228

Subtotal General Fund Revenue	32,090,513	19,650,257	20,669,588
Transfer From (To) Surplus	0	287,691	1,284,798
TOTAL GENERAL FUND REVENUES	32,090,513	19,937,948	21,954,386

CITY OF WILLIAMSBURG
Financial Report for February 2010

General Fund Expenditures

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
LEGISLATIVE:			
Mayor and City Council	152,138	98,713	117,550
Clerk of Council	<u>162,722</u>	<u>95,067</u>	<u>77,300</u>
Total Legislative	314,860	193,780	194,850

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
GENERAL & FINANCIAL ADMINISTRATION:			
City Manager	493,576	311,092	411,816
Non-departmental - Contingency	425,479	74,984	108,393
Economic Development	124,920	75,721	77,768
Legal-City Attorney	288,969	160,241	174,775
Human Resources	158,969	77,565	0
Commissioner of Revenue	192,781	127,254	127,442
City Assessor	164,099	106,399	108,580
Treasurer	54,505	33,017	32,834
Finance	983,833	627,331	626,692
City Shop	<u>238,132</u>	<u>155,227</u>	<u>156,531</u>
Total General & Financial Administration	3,125,263	1,748,830	1,824,831

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
BOARD OF ELECTIONS:			
Election Board and Officials	26,712	14,927	19,688
Registrar	<u>91,728</u>	<u>58,405</u>	<u>62,356</u>
Total Board of Elections	118,440	73,332	82,044

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
ADMINISTRATION OF JUSTICE:			
Joint Activities - Courthouse	400,000	178,940	181,882

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
PUBLIC SAFETY:			
Police	4,042,081	2,432,993	2,884,626
Prince George Parking Garage	122,924	57,820	62,876
Fire	3,264,147	1,932,171	2,240,214
Regional Jail	1,078,305	622,955	623,791
Juvenile Detention/Group Home Commission	162,642	93,446	94,718
Codes Compliance	401,216	233,339	330,967
Animal Control	22,500	13,500	13,500
Emergency Mgt. / Med. Examiner	<u>4,890</u>	<u>1,553</u>	<u>1,306</u>
Total Public Safety	9,098,705	5,387,778	6,251,998

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
PUBLIC WORKS:			
Engineering	255,902	166,299	163,963
Street Department	1,333,714	858,868	1,252,023
Refuse Collection	709,500	374,052	552,729
Facilities Maintenance	482,530	297,505	299,671
Information Technology	340,000	158,534	298,886
Landscaping	<u>559,222</u>	<u>357,630</u>	<u>354,419</u>
Total Public Works	3,680,868	2,212,889	2,921,691

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
HEALTH & HUMAN SERVICES:			
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>202,913</u>	<u>306,794</u>
Total Health & Human Services	1,229,639	639,342	760,851

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
EDUCATION:	6,986,257	4,721,986	4,350,244

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
PARKS AND RECREATION:			
Administration	366,384	218,024	271,669
Supervision of Parks	300,080	172,681	191,484
Programs	631,019	387,996	405,801
Cemetery	<u>61,652</u>	<u>36,751</u>	<u>35,590</u>
Total Parks and Recreation	1,359,135	815,452	904,544

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
CULTURAL:			
Williamsburg Regional Library	886,955	575,220	589,986

	Budget FY 2010	Actual 2-28-2010	Actual 2-28-2009
COMMUNITY DEVELOPMENT:			
Planning	486,395	294,460	298,726
Contributions - WADMC	1,500,000	715,760	765,471
Contributions - Other Tourism Promotion	2,200,000	1,730,000	2,115,000
Contributions To Other Entities	<u>703,996</u>	<u>650,179</u>	<u>712,268</u>
Total Community Development	4,890,391	3,390,400	3,891,465

TOTAL GENERAL FUND EXPENDITURES	32,090,513	19,937,948	21,954,386
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**CITY OF WILLIAMSBURG
Financial Report for February 2010**

Sales Tax Fund

REVENUES:	Budgeted Revenue FY 2010	Actual Collected 2-28-2010	Actual Collected 2-28-2009
Local 1% Taxes	3,800,000	2,466,264	2,477,982
Interest Income	25,000	29,098	24,092
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	30,000	3,500
Grant Revenue	1,250,000	0	40,960
Transfer from Fund Balance	10,056,563	0	0
TOTAL REVENUES	15,331,563	3,620,057	2,559,419

EXPENDITURES:	Prior Year's *Carryover	Budgeted Expenditures FY 2010	Total Adjusted Budget	Actual Expended 2-28-2010
Public Works:				
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	200,000
Public Safety:				
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
Recreation & Open Space:				
Kiwanis Park Improvements	211,429		211,429	75,423
General Government:				
Municipal Plaza/Parking Improvements	66,187		66,187	375
Municipal Building Renovation		2,470,000	2,470,000	203,961
Municipal Building Repairs	93,000		93,000	93,000
Municipal Building Addition	434,000	3,969,000	4,403,000	137,212
I T Network Upgrades	12,000		12,000	10,905
Vehicles & Equipment	50,000	478,000	528,000	133,055
Debt Service		1,435,486	1,435,486	539,640
Capital Contingency	150,000	500,000	650,000	343,468
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
TOTAL EXPENDITURES	3,997,764	11,333,799	15,331,563	2,766,851

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

CITY OF WILLIAMSBURG
Financial Report for February 2010

Utility Fund

WATER & SEWER - OPERATIONS

REVENUES:	Budgeted FY 2010	Actual 2-28-2010	Actual 2-28-2009
Water Service	4,383,225	1,933,405	2,126,219
Sewer Service	950,000	582,880	509,813
Water Connections	10,000	3,200	36,464
HRSD Tap Fees	60,000	37,730	38,935
Sewer Connections	5,000	800	1,600
Penalties-Late Payments	15,000	12,517	14,648
Other Sources	10,000	3,566	2,550
Water Tower Usage	134,400	137,040	134,400
Interest Earnings	50,000	17,942	73,935
Availability Fees	150,000	188,435	412,000
XFER - Retained Earnings For Operations	(335,160)	0	0
Total Revenues	5,432,465	2,917,515	3,350,564

EXPENSES:

Administration	1,423,549	506,683	507,577
Water Treatment	1,274,347	748,705	784,070
Water System	505,854	385,338	385,740
Sewage System	1,530,028	942,786	816,627
Debt Service	444,000	152,688	13,814
Newport News Supplemental Water	254,687	73,648	0
Total Expenses	5,432,465	2,809,848	2,507,828
Excess of Operating Revenues over Expenses	0	107,667	842,736

WATER & SEWER - CAPITAL PROJECTS

	Prior Year *Carryover	Budgeted FY 2010	Total Adjusted Budget	Actual Expended 2-28-2010
Vehicles	100,000	95,000	195,000	94,300
Water Line Improvements	0	75,000	75,000	36,442
Water Treatment Improvements	0	100,000	100,000	13,275
Sewer System Rehab-SSO	0	400,000	400,000	260,646
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
Total Expenses	100,000	1,165,000	1,265,000	423,359

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

CITY OF WILLIAMSBURG
Financial Report for February 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	83,159	-9.22%	262,643	264,328	291,726	259,708	259,840	0.05%
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	2,323,274	-13.93%	5,450,442	5,748,044	6,082,594	5,575,853	3,795,574	-1.86%

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	399,000	8.76%	-6.72%	-15.51%
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	2,789,581	-2.99%	-20.96%	-18.17%

* 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%	1,663,186	-9.22%	-18.56%	-32.41%
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%	46,465,479	-13.93%	-30.70%	-19.69%

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%	42,752	-5.95%	-12.96%	-33.60%
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%	896,352	-8.17%	-25.41%	-20.29%

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%	5,196,790	0.05%	-10.93%	-1.70%
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%	75,911,471	-1.86%	-10.44%	-2.38%

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	\$4,066,170	\$7,482,305	\$13,000,000	\$2,838	\$24,551,313	\$0	\$24,551,313	\$23,751,633	\$24,169,848
SALES TAX FUND	769,215	0	0	0	\$769,215	0	\$769,215	\$1,147,757	\$832,924
ENTERPRISE FUND	715,044	2,209,495	2,000,000	0	\$4,924,539	0	\$4,924,539	\$5,007,001	\$7,313,879
WATER DEPOSIT FUND	31,928	15,000	0	0	\$46,928	0	\$46,928	\$44,272	\$44,738
COURTHOUSE MTCE FUND	0	164,644	0	0	\$164,644	0	\$164,644	\$336,948	\$327,814
TOTAL	\$5,582,357	\$9,871,444	\$15,000,000	\$2,838	\$30,456,639	\$0	\$30,456,639	\$30,287,611	\$32,689,203

	INVESTMENT POLICY	FEB 28, 2010 ACTUAL	NOV 30, 2009 ACTUAL	FEB 28, 2009 ACTUAL
% OF PORTFOLIO MATURING WITHIN 30 DAYS (MIN.)	10.00%	50.75%	50.47%	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%
TOTAL		100%	100%	100%

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	\$1,375,000	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
Total		\$29,000,000	\$19,499,109	

* 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 = .21% - compared to 1.03% in Feb, 2009



City Of Williamsburg

Operating Report For February 2010

Highlighted Indicators

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Assessment					
Real estate transfers (no timeshares)	24	179	17	158	242
Assessment to actual sales ratio (Res.)	109%	102%	89%	93%	97%
Buildings / Facilities Maintenance					
Community Building paid events	6	83	11	97	154
Cemetery					
Number of interments	3	43	6	38	51
City Manager					
Citywide employee turnover rate (Annualized)	6.00%	7.22%	0.00%	7.79%	8.02%
OSHA reportable injuries/incidents	6	24	2	17	25
Clerk of Council					
Number of open Council meetings/ worksessions	2	21	4	19	28
Number of closed Council meetings/ worksessions	1	7	1	6	9
Board & Commissions vacancy rate	4%	4%	3%	1%	2%
Code Compliance					
Total Number of Inspections	404	4,404	389	4,455	6,706
Total Number of Permits	92	1,085	117	855	1,475
Property maintenance inspections	113	1,315	47	650	1,284
Rental inspections	18	67	22	262	315
Economic Development					
Number of businesses in City (avg)	807	797	749	787	783
Number of new business startups	1	19	1	12	20
Finance Department					
Average rate of investment return	0.85%	0.86%	1.03%	2.09%	1.63%
Fire Department					
Fire Incidents	3	67	10	63	87
Average Fire Response Time (minutes)	5.02	5.07	4.98	5.12	5.19
EMS Responses-Emergency	149	1,434	206	1,445	2,143
Average EMS Response Time (minutes)	5.42	5.12	6.95	5.78	5.63
Human Services					
Food Stamps: On-going cases	389	2,833	307	2,024	3,316
Temporary Aid for Needy Families (TANF): On-Going cases	35	279	32	235	356
Medicaid: On-going cases	435	3,413	395	3,022	4,646
Adult Protective Service cases	30	266	30	182	323
Child Protective Services cases	24	231	20	129	219
Comprehensive Services Act cases	8	52	8	64	96

Information Technology

City Of Williamsburg

Operating Report For February 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	15,341	127,953	5,160	92,876	157,149
Total number of eGovernment transactions	554	3,467	428	2,820	4,288

Planning

Rezoning approved	0	0	0	6	7
ARB building cases	7	52	6	85	127
Site plans - Major	0	2	0	6	8

Police Department

Calls for Service	1,924	18,859	2,376	21,184	31,711
Average response time per call (minutes)	1.02	1.11	1.10	1.20	1.16
Arrests for Part I Index Crimes	10	104	7	80	122
Arrests for Part II Index Crimes	30	245	29	303	441
Hazardous Violations	66	918	201	1,419	2,118
Parking Violations	547	4,217	499	3,108	5,385
Driving While Intoxicated Incidents	4	62	2	57	87
Accident Total	5	105	10	101	143
Average daily population of jail - Williamsburg	78	78	78	78	76

Prince George Parking Garage

Number of vehicles utilizing the parking garage	2,114	37,349	2,718	42,788	59,970
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Public Works and Utilities

Reservoir level (inches) above spillway, or below (-)	10.50	1.47	-14.25	-17.44	-11.73
Total gallons of water consumed (in 1,000s)	54,048	663,439	71,412	785,754	1,154,539
Rainfall (inches)	3.39	44.25	1.05	22.86	40.27

Recreation

Total Rec Center attendance	3,523	22,821	3,645	21,052	33,260
Williamsburg Farmers Market visitation	378	28,016	936	21,602	34,896
Waller Mill Park attendance	0	136,644	17,507	131,243	249,226

Refuse Collection

Tons refuse collected	136	1,386	310	2,702	4,061
Tons recycling collected	48	460	51	498	718
Recycling Set-out Rate (% participation)	44%	44%	43%	45%	44%

Risk Management

Automobile liability claims	1	4	1	3	3
Local government general liability claims	0	2	0	1	2

Streets

Linear feet of sidewalks - replaced, repaired	0	814	106	875	1,447
Total linear miles swept	69.00	781.60	128.00	287.00	936.90

City Of Williamsburg

Operating Report For February 2010

City Manager

Highlights Of Activities

Healthcare premium and claims have been added to the report. At this point, the FY 10 data lags the same point last year, so be cautious of comparison. This will be corrected in future reports.

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

Human Resources

Citywide employee turnover rate (Annualized)	6.00%	7.22%	0.00%	7.79%	8.02%
Citywide hours of work compensated	28,476	256,020	28,577	252,220	366,297
Citywide hours sick leave used	1,175	8,147	761	6,339	9,314
Percent of sick leave used per total hours	4.12%	3.22%	2.66%	2.51%	2.54%
Pct. of employees in deferred comp	72%	73%	72%	72%	72%
Pct of employees in health plan	82%	82%	84%	84%	83%
Healthcare premium paid	128,075	1,032,632	119,143	959,560	1,433,866
Healthcare claims paid	\$111,582	\$1,117,893	\$105,139	\$974,717	\$1,609,000
Total work place injuries reported	6	34	5	32	48
OSHA reportable injuries/incidents	6	24	2	17	25
Workplace injury claims payments	\$10,200	\$116,347	\$10,386	\$71,606	\$164,940

Clerk of Council

Number of open Council meetings/ worksessions	2	21	4	19	28
Number of closed Council meetings/ worksessions	1	7	1	6	9
Number of Resolutions adopted	0	8	2	18	23
Number of Ordinances adopted	0	11	0	17	20
Number of pages of City Council minutes	11	163	13	106	168
Board & Commissions vacancy rate	4%	4%	3%	1%	2%

Economic Development

Number of businesses in City (avg)	807	797	749	787	783
Number of new business startups	1	19	1	12	20
Value of new commercial construction	\$2,200,000	\$3,667,200	\$0	\$11,858,130	\$12,632,858
New retail square footage added	13,189	28,936	0	113,546	120,421
Renovated square footage	0	7,719	1,209	17,596	24,593
Visits with existing businesses	13	139	5	46	76
Redevelopment opportunities supported	1	16	0	4	16
Marketing events and missions	8	54	5	23	52
Prospects assisted	1	48	8	49	72
Number of ED grants awarded	0	3	1	4	8

City Of Williamsburg

Operating Report For February 2010

Finance Department

Highlights Of Activities

Proposed budget for FY 2011 will be out on March 19, with budget worksessions scheduled for March 22 and 23. Staff is closely monitoring the current General Assembly session and the impact on the City's budget.

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	209	3,227	800	1,785	4,135
Number of non-taxable real property parcels assessed	0	0	0	73	261
Real estate transfers (no timeshares)	24	179	17	158	242
Number of residential sales	4	52	5	57	97
Total assessments-residential sales	\$1,396,800	\$13,718,700	\$2,093,500	\$18,140,600	\$30,044,700
Total sales-Residential	\$1,279,500	\$13,529,750	\$2,362,000	\$19,447,190	\$31,124,690
Assessment to actual sales ratio (Res.)	109%	102%	89%	93%	97%
Number of commercial sales	0	9	0	2	3
Total assessments-commercial sales	\$0	\$3,929,400	\$0	\$2,917,200	\$3,056,200
Total sales-commercial	\$0	\$3,794,000	\$0	\$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	12	74	13	86	123
Number of information requests - office/phone	208	1,890	100	1,715	2,250
Number of information requests - tax relief program	1	25	0	15	15
Number of participants in tax relief program	0	9	0	7	7

Finance Department

Number of water bills processed	2,255	16,985	2,228	16,837	25,360
Number of permits processed	69	710	113	819	1,265
Number of business licenses processed	413	803	363	827	1,088
Number of room & meal tax bills processed	160	1,328	153	1,300	1,955
Number of vendor payments processed	519	4,529	426	4,191	6,259
Number of payroll checks processed	482	4,267	520	4,799	6,795
Number of real estate tax bills processed	0	4,023	0	4,018	8,102
Real Estate tax collection rate		98.22%		99.18%	98.91%
Number of personal property tax bills processed	98	5,014	0	4,960	4,973
Personal property tax collection rate		97.35%		95.57%	97.62%
Average rate of investment return	0.85%	0.86%	1.03%	2.09%	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	85	582	71	498	794
Percentage of Helpdesk requests resolved within 24 hours	80.00%	91.38%	100.00%	57.50%	69.17%
Total number of website visits	20,653	173,117	18,675	143,785	237,969
Number of Unique Website Visitors	15,341	127,953	5,160	92,876	157,149
Number of Returning Website Visitors	5,312	45,164		37,394	67,305
Total number of eGovernment transactions	554	3,467	428	2,820	4,288
Total dollar amount of eGovernment transactions	\$39,761	\$345,854	\$25,689	\$314,122	\$491,953
Average Williamsburg WiFi Visitors per day	124	109		0	76
Total Email Volume	529,455	4,263,443		0	1,041,316
Email messages accepted	63,367	452,896		0	173,064
Email messages rejected (SPAM, virus, malware)	466,088	3,810,547		0	868,252
GIS Requests (Internal)	4	38		0	18
GIS Requests (External)	3	30		0	28
Channel 48 Bulletin Board Requests	21	146		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	31	7	38	65

Risk Management

Automobile liability claims	1	4	1	3	3
Automobile liability claims-No fault of the City	0	1	0	0	0
Automobile physical damage claims - includes collision and comprehensive	4	7	1	2	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	1	2	2
Local government general liability claims	0	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 February 2010

Police Department

Highlights Of Activities

The Police Department conducts an annual customer satisfaction survey to comply with CALEA standards. Sixty-one (61) of one hundred and twenty (120) mailed surveys were returned. We were pleased to find that the departments performance was rated by respondents as either "outstanding" or "good". Accreditation Manager Deby Middlebrook conducts the department survey.

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

Police

General Police

Calls for Service	1,924	18,859	2,376	21,184	31,711
Average response time per call (minutes)	1.02	1.11	1.10	1.20	1.16
Security Alarms Answered	56	453	47	416	650
Arrests for Part I Index Crimes	10	104	7	80	122
Arrests for Part II Index Crimes	30	245	29	303	441
Uniform Patrol Mileage	13,510	136,141	18,288	145,324	219,034
Educational Presentations	2	19	3	33	44
Attendees at Educational Presentations	130	1,200	75	1,556	1,956

Offenses

Homicide	0	0	0	0	0
Rape	0	0	0	3	3
Robbery	0	7	1	4	6
Assault	10	88	9	70	105
Burglary	1	11	1	12	18
Larceny	11	121	11	132	191
Auto Theft	1	7	1	5	9

Cleared by Arrest or Extraordinary Means

Homicide	0	0	0	0	0
Rape	0	0	0	2	2
Robbery	0	2	1	2	4
Assault	7	75	6	52	77
Burglary	0	1	0	2	3
Larceny	3	25	0	19	32
Auto Theft	0	1	0	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	2		0		
Uniform Bureau	25		26		

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		54		
Vacant Positions	0		1		

Persons Arrested

Arson	0	1	0	0	0
Forgery/Fraud/Counterfeiting	8	18	4	58	69
Embezzlement	0	3	0	2	2
Stolen Property	1	4	0	0	0
Vandalism	0	0	1	4	8
Prostitution/Commercialized Vice	0	0	0	0	0
Sex Offenses(Except Rape and Family Offenses)	2	2	2	6	8
Narcotic Drug Laws	4	37	5	38	58
Offenses Against Family/Children	0	0	0	0	1
Drunk in Public/Liquor Law Violations	7	116	8	101	160
Disorderly Conduct	0	8	0	2	2
Curfew/Loitering	0	0	0	0	0
All Other Offenses	8	37	4	60	80

Traffic

Hazardous Violations	66	918	201	1,419	2,118
Parking Violations	547	4,217	499	3,108	5,385
Driving While Intoxicated Incidents	4	62	2	57	87
Accident Total	5	105	10	101	143
Fatal Accident Totals	0	0	0	0	0
Accidents with Injuries	2	42	6	38	55
Pedestrian Accidents	1	2	0	2	2
Accident Citations	5	105	10	101	143
Other Violations	59	447	94	768	1,101

Jail

Average daily population of jail - All localities	452	453	442	440	439
Jail inmate work force hours	199	1,932	36	739	1,114
Average daily population of jail - Williamsburg	78	78	78	78	76

Prince George Parking Garage

Number of vehicles utilizing the parking garage	2,114	37,349	2,718	42,788	59,970
Parking Garage - regular fees	\$5,058	\$99,934	\$5,921	\$112,344	\$157,475
Parking Garage - monthly passes	2,550	19,090	1,600	18,850	29,750
Parking Garage - semester cards	750	18,850	1,200	11,250	11,350
Parking Garage - value cards	425	5,150	650	5,750	8,675
Parking Garage - rebate tickets	0	610	0	800	2,050

City Of Williamsburg

Operating Report For February 2010

Fire Department

Highlights Of Activities

(1) There was no property / financial loss as a result of fire for the month. (2) Average response times for EMS calls continue to improve compared to FY2009 and average response times for fire calls remain consistently low at approximately five minutes.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Fire Department					
Fire Responses					
Good Intent Call	6	141	16	121	179
Hazardous Condition	9	91	6	57	94
False Alarm	26	317	23	261	394
Fire Incidents	3	67	10	63	87
EMS Support	49	503	33	281	457
Community Service	5	44	3	44	58
Other	0	1	5	66	69
Apparatus Response					
Engine Responses	89	1,011	101	831	1,299
Truck Responses	18	172	14	108	174
Medic Responses	173	1,744	165	1,600	2,277
Other Apparatus Responses	82	932	72	635	956
Average Staffing per Apparatus	2.25	2.21	2.31	2.45	2.43
Property Conservation					
Property Value at Risk	\$359,500	\$43,735,479	\$2,001,500	\$38,080,200	\$76,196,100
Property Loss	\$0	\$658,863	\$1,500	\$865,000	\$892,100
Fire Response Times					
Average Fire Response Time (minutes)	5.02	5.07	4.98	5.12	5.19
Average Incident Time on Scene	18.40	27.08	20.07	26.88	25.17
Staff Response Fire					
Career Responses (Full & Part time)	252	3,131	274	2,444	3,761
Volunteer Responses	10	159	7	52	113
Staff Hours Fire					
Career Hours (Full & Part time)	67	2,511	79	1,931	2,551
Volunteer Hours	2	188	2	30	51
Response Distribution Fire					
City	44	557	43	435	640
CWF	4	79	3	79	115
CWM	18	118	17	91	136
Mutual Aid Fire					
JCC Given	2	42	6	63	79
YC Given	3	28	3	36	40
Other Given	0	0	0	0	0
JCC Received	6	69	3	37	65
YC Received	3	59	0	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
EMS Responses					
EMS Responses-Emergency	149	1,434	206	1,445	2,143
Stand-by	0	23	6	48	57
Patient Distribution EMS					
City	82	689	82	697	1,016
Local County	34	333	33	295	444
Non-Resident	45	419	36	385	596
EMS Response Times					
Average EMS Response Time (minutes)	5.42	5.12	6.95	5.78	5.63
Average Calls per Day	5	6	7	6	6
Staff Response EMS					
Career	515	4,501	499	4,784	7,085
Volunteer	36	539	34	316	588
Staff Hours EMS					
Career	395	5,504	797	4,684	7,021
Volunteer	24	753	61	342	630
Response Distribution EMS					
Transports out of Area	0	12	5	20	28
Calls to CWF	8	101	5	102	166
Calls to CWM	23	137	20	99	147
Incident Statistics EMS					
Loaded Miles	769	7,622	929	8,329	12,380
Total Miles Traveled	1,212	11,411	1,212	11,847	17,953
Advanced Life Support	82	743	59	598	931
Cardiac Arrests	1	9	0	4	8
Saves	0	1	0	1	1
Vehicle Accidents	9	80	8	70	106
Vehicle Accident Patients	9	115	20	103	152
Fatal Vehicle Accidents	0	0	0	0	1
Mutual Aid EMS					
JCC Given	13	119	13	108	169
YC Given	5	52	5	61	85
JCC Received	10	63	14	66	96
YC Received	0	24	2	24	42
Fire Special Events					
Events	1	17		0	0
Staff Hours	26.00	359.00		0.00	0.00
Bike medic mileage	0.00	79.20		0.00	0.00
Fire Prevention					
Total Inspections	49	470	49	516	769
Total Related Activity	8	148	23	165	237
Inspections					
Acceptance tests	0	5	0	0	2
Business Inspections	10	82	17	147	235
Certificate of Occupancy	1	10	4	9	13
Company Inspections	12	84	5	64	93
Complaints	0	11	1	17	26
Follow-up Inspections	5	85	11	78	101

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Licensing Inspections	0	6	2	7	8
Permit Inspections	0	19	0	23	27
Red-Tags	6	38	0	34	65
Special Inspections	12	108	8	117	151
Tent Inspections	3	22	1	20	31
Public Education					
Fire Extinguisher Class (# People)	0	88	0	32	248
Fire Safety Talks (# People)	22	891	52	1,071	1,772
Station Tours (# People)	22	872	0	250	472
Safehouse Tours (# People)	0	286	28	176	462
Non-Resident	0	97	0	141	141
Child Car Safety Seat Installation	8	65	4	48	64
Child Car Safety Seat Personnel Activities	13	75	4	69	92
Station Tour	1	4	2	6	8
Fire Extinguisher Class	0	7	0	4	25
Fire Safety Talks, etc...	1	16	3	20	31
Safehouse Tours	0	24	2	12	32
Miscellaneous	3	32	4	34	43
Prevention Related Activities					
Hydrant Maintenance	0	20	0	15	15
Consultations	0	1	0	6	10
Investigations	2	56	9	52	81
Permits Issued	1	8	0	7	9
Plans Review (Site)	2	37	3	62	88
Plans Review (Systems)	2	13	0	0	0
Pre-Plans	0	2	0	3	17
Water Flow Requests	1	11	11	20	34

City Of Williamsburg

Operating Report For February 2010

Planning

Highlights Of Activities

Planning Commission held a public hearing on February 17 on the Triangle Retail Project on Richmond Road, proposed by the William and Mary Real Estate Foundation. Action was tabled until the March 17 meeting, and a work session was held on February 24. As a result of the work session, it was decided to require a special use permit to increase the height from 35 feet to 45 feet, and a new public hearing on the project will be held on March 17.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Planning					
Zoning Text Amendments					
Zoning text amendments	0	1	0	8	8
Zoning text amendments approved	0	0	0	7	7
Zoning text amendments denied	0	1	0	0	0
Zoning text amendments withdrawn/tabled	0	0	0	0	0
Rezoning					
Rezonings	0	0	0	6	7
Rezonings approved	0	0	0	6	7
Rezonings denied	0	0	0	0	0
Rezonings withdrawn/tabled	0	0	0	0	0
Variances					
BZA variances	0	1	0	8	8
BZA variances approved	0	1	0	5	5
BZA variances denied	0	0	0	3	3
BZA variances withdrawn/tabled	0	0	0	0	0
Appeals					
BZA appeals	0	2	0	2	2
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
Building Cases					
ARB building cases	7	52	6	85	127
ARB building cases approved	7	39	5	67	99
ARB Building cases denied	0	6	1	2	2
ARB Building cases withdrawn/tabled/ conceptual	0	8	0	16	26
Sign Cases					
ARB sign cases	3	47	1	23	41
ARB sign cases approved	3	43	1	20	38
ARB sign cases denied	0	0	0	1	1
ARB sign cases withdrawn/tabled/conceptual	0	4	0	2	2
Special Use Permits					
Special use permits	0	1	1	7	8
Special use permits approved	0	1	1	7	8
Special use permits denied	0	0	0	0	0
Special use permits withdrawn/tabled	0	0	0	0	0
Site Plans					
Site plans - Major	0	2	0	6	8

	FY 2010		FY 2009		
Key Indicators	This Month	Year To Date	This Month	Year To Date	Total
Site plans - Minor	0	3	1	2	2
Subdivisions					
Subdivisions - Major	0	0	0	1	1
Subdivisions - Minor	0	0	0	8	8
BZA special exceptions					
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

PCR #10-001: Request of The William and Mary Real Estate Foundation to amend the Zoning Ordinance to create the Planned Development College District PDC (Secs. 21-2, 21-482, 21-483 and 21-709). This proposal will allow student dwellings to be established in a mixed use district with a rezoning to PDC and an approved development plan. The proposed dwelling unit occupancy is no more than four unrelated persons. Height is proposed to be increased from 35 feet to 45 feet. Permitted uses include student dwellings, banks, art galleries, restaurants and retail sales establishments. Permitted residential density is 14 dwelling units/net acre. Action was tabled until the Planning Commission meeting scheduled for March 17, and it was discussed at the February 24 Planning Commission Work Session.

PCR #10-002: Request of The William and Mary Real Estate Foundation to rezone approximately one acre at 255, 261 and 303 Richmond Road, 630 Prince George Street, and 700 Scotland Street from B-1 Downtown Business District to PDC Planned Development College District. This property is identified as Williamsburg Tax Map Nos. 465-0A-00-047>51, and is designated as Downtown Commercial land use by the Comprehensive Plan. Permitted uses and residential density in the PDC District is described in PCR #10-001. It is proposed to construct the Triangle Retail Project, a three story mixed-use building that will contain approximately 10,500 sq. ft. of commercial/retail space on the first floor and 14 student apartments on the second and third floors to house 56 students. Action was tabled until the Planning Commission meeting scheduled for March 17, and it was discussed at the February 24 Planning Commission Work Session.

PCR #10-003: Request of The William & Mary Real Estate Foundation for a special use permit for approval of a parking master plan in accordance with Sec. 21-709 of the Zoning Ordinance for the Triangle Retail Project, a mixed-use project proposed at 255, 261 and 303 Richmond Road, 630 Prince George Street, and 700 Scotland Street. The parking master plan will be in lieu of the standard parking regulations for the Downtown Parking District. Action was tabled until the Planning Commission meeting scheduled for March 17, and it was discussed at the February 24 Planning Commission Work Session.

BOARD OF ZONING APPEALS

There were no cases for review this month.

ARCHITECTURAL REVIEW BOARD

ARB#10-006: Ricker/930 Jamestown Road – Exterior Change (siding and trim)
-- Approved w/Conditions

ARB#10-007: CWF/The Trellis Restaurant/403 West Duke of Gloucester Street Outdoor
-- Approved

ARB#10-008: Newell/220 North Henry Street – Addition to single-family dwelling
-- Approved w/Condiitons

ARB#09-037: Glazener/319 South Boundary Street – Exterior Change (Windows)
-- Approved w/Conditions

ARB#10-009: Rogersl/315 Penniman Road – Addition (Single-Family Dwelling)
-- Approved

ARB#10-010: CWF/William & Mary Bookstore/324 Prince George Street – Dumpster
Enclosure -- Approved

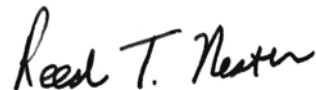
ARB#10-011: Penny/305 Burns Lane – Addition (Single-Family Dwelling) -- Approved

SIGNS

SIGN#10-002: Dimaano's Pizza/1673 Richmond Road – Monument & Building Signs
-- Approved

SIGN#10-003: Union First Market Bank/171 Monticello Avenue – Monument & Building
Signs -- Approved

SIGN#10-004: CWF/Everything Williamsburg/110 North Henry Street – Building Sign
-- Approved



Reed Nester
Planning Director

Permits Issued

City of Williamsburg

For Period: 01-Feb-2010 To: 28-Feb-2010

Permit / Date / Address / Owner	Contractor	Permit For	Value
B-010873 04-Feb-2010 213 Quarterpath Road Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	New Residential Townhouse with Garage	\$200,000
B-010874 04-Feb-2010 215 Quarterpath Road Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	New Residential Townhouse with Garage	\$200,000
B-010875 04-Feb-2010 217 Quarterpath Road Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	New Residential Townhouse with Garage	\$200,000
B-010876 04-Feb-2010 219 Quarterpath Road Royal Dominion Homes 5231-C Hickory Park Drive Glen Allen, VA 23059	Royal Dominion Homes 231-C Hickory Park Drive Glen Allen, VA 23059	New Residential Townhouse with Garage	\$200,000
B-010877 04-Feb-2010 1600 Richmond Road CVS 1550 VA, LLC 15871 City View Drive, Ste 300 Midlothian, VA 23113	Ashland Construction 4601 Atlantic Avenue Raleigh, NC 27604	New CVS Pharmacy with Drive-Thru	\$2,200,000
B-010878 04-Feb-2010 109 E Dukeof Gloucester Street Colonial Williamsburg Foundation PO Box 1776 Williamsburg, VA 23187	Colonial Williamsburg Foundation PO Box 1776 Williamsburg, VA 23187	Replace rotten floor joist – Same for Same (Chownings Tavern)	\$50,000
B-010879 04-Feb-2010 1600 Richmond Road CVS 1550 VA, LLC 15871 City View Drive, Ste 300 Midlothian, VA 23228	Ashland Construction 4601 Atlantic Avenue Raleigh, NC 27604	Demolition of Two, 3 story buildings	\$120,000
B-010880 17-Feb-2010 401 N Boundary Street City of Williamsburg 401 Lafayette Street Williamsburg, VA 23185	Williamsburg Events 4403 Ironbound Road Williamsburg, VA 23188	40x70 and 20x30 Tent for Event 2/20/10 (Chocolate Affair, Community Building)	\$2,075

Permits Issued

City of Williamsburg

For Period: 01-Feb-2010 To: 28-Feb-2010

Permit / Date / Address / Owner	Contractor	Permit For	Value
B-010881 22-Feb-2010 1242 Richmond Road Williamsburg Improvements, LCL 580 White Plains Road, 3 rd Floor Tarrytown, NY 10591	Cotton Commercial USA, LP 14345 Northwest Freeway Houston, TX 77040	ReBuild Shell Portion of Shopping Center Destroyed by Fire	\$780,000
B-010882 24-Feb-2010 324 Prince George Street Colonial Williamsburg Foundation PO Box 1776 Williamsburg, VA 23187	Colonial Williamsburg Foundation PO Box 1776 Williamsburg, VA 23187	Dumpster Enclosure behind Bookstore	\$8,000
B-010883 24-Feb-2010 315 Penniman Road Roger Rogers & Kyra Cook 315 Penniman Road Williamsburg, VA 23185	Kirkpatrick Construction, Inc. 2681 Jolly Pond Road Williamsburg, VA 23188	Addition to Rear of House	\$37,000
B-010884 26-Feb-2010 606 N Henry Street Maggie Lee Jones 606 N Henry Street Williamsburg, VA 23185	Housing Partnership, Inc. 115 Palace Lane Williamsburg, VA 23185	Temporary Handicap Ramp	\$900

City Of Williamsburg

Operating Report For February 2010

Public Works and Utilities

Highlights Of Activities

Camp Peary presented results of the investigation of PCB's released from Site 49F (abandoned pool dump site) to Waller Mill Reservoir/watershed. Results showed no unacceptable human health risks and that no further action required.

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

Buildings / Facilities Maintenance

Works orders issued	11	103	19	137	218
Community Building City events	6	24	1	33	48
Community Building paid events	6	83	11	97	154
Community Building Fee Revenue	\$1,175	\$24,049	\$2,450	\$22,325	\$35,540

Dominion Va Power

Municipal Building electrical usage (kwh)	89,400	628,800	84,000	648,300	927,900
Community Building Electricity Usage (kwh)	8,776	108,912	9,632	98,632	144,696
Stryker Building Electricity Usage (kwh)	14,400	102,760	11,440	108,400	158,000

Virginia Natural Gas

Community Building Natural Gas Usage (ccf)	384	4,980	204	3,427	4,862
Stryker Building Natural Gas Usage (ccf)	540	1,430	289	1,396	2,375

Cemetery

Number of interments	3	43	6	38	51
Number of purchases - lots/spaces	1	16	1	22	25
Revenue	\$1,400	\$32,075	(\$200)	\$21,658	\$26,834

Landscape

Work orders issued	7	66	6	79	112
Trees Planted - New	0	25		0	4
Trees planted - Replacement	1	29		0	4
Mowed acres	0	1,813		0	712
Square footage of planting beds maintained	50,500	183,636		0	202,656
Number of street or park trees maintained	34	126		0	55
Gallons of herbicide used	0	1,654		0	1,231

Water/Sewer

Reservoir level (inches) above spillway, or below (-)	10.50	1.47	-14.25	-17.44	-11.73
Total gallons of water consumed (in 1,000s)	54,048	663,439	71,412	785,754	1,154,539
Rainfall (inches)	3.39	44.25	1.05	22.86	40.27
Number of residential connections	3,526	3,456	3,459	3,443	3,449

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Number of commercial connections	915	899	884	880	882
Availability fees collected	\$40,000	\$197,435	\$10,000	\$412,000	\$462,000
Work orders issued	37	335	38	305	446
Number of water leaks repaired	5	29	6	35	49
Number of sewer backups	6	53	8	42	72
MISS UTILITY tickets serviced	237	2,201	270	2,555	3,939
EMS meetings conducted	2	24	3	18	29
Gallons of supplemental water (in 1000's)	0	0		0	0

Refuse Collection

Residential refuse accounts	3,100	3,100	3,096	3,096	3,096
Tons refuse collected	136	1,386	310	2,702	4,061
Average tons refuse collected per account	0.04	0.06	0.10	0.11	0.11
Residential recycling accounts	3,441	3,434	3,423	3,419	3,421
Tons recycling collected	48	460	51	498	718
Average tons of recycling per account	0.01	0.02	0.02	0.02	0.02
Recycling Set-out Rate (% participation)	44%	44%	43%	45%	44%
Garbage collection misses	10	319	2	33	72
Recycling collection misses	8	69	9	63	86
Bulky item pickup requests	22	304	29	343	498

Streets

Work orders issued	20	188	21	170	266
Linear feet of sidewalks - new	0	100		0	11
Linear feet of sidewalks - replaced, repaired	0	814	106	875	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	2	27		33	52
Regulatory signs replaced	4	34	3	35	46
Number of crosswalks, stop bars painted	0	80		0	248
Total linear miles swept	69.00	781.60	128.00	287.00	936.90
Tons of street debris collected	33	177	25	89	187
Number of controlled deer hunts	0	6	0	4	4
Number of deer eradicated	0	92	0	74	75
Animal control calls	12	176	14	173	288

Williamsburg Public Works and Utilities

February 2010

Engineering Activity

Summary

High Street	Contractor is preparing as-built plans and continuing the repair of 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	Flow monitoring equipment was placed in #7 and #10 pump stations. Revisions to flow evaluation report are being made.
Rte 199/Quarterpath Road	Final inspection/acceptance is pending until R/W is received from VDOT.
Riverside Phase 4	Staff has discussed revisions to the scope of the project.
Municipal Building	Construction continues with installation of geothermal wells and foundation work.
Chipoltes	Construction of building and site work continues.
Nassau St. sidewalk	Design plans were reviewed.
CVS Ironbound	Site work has commenced with demolition of existing utilities.
Merrimac Trail slope repairs	Road has been paved and opened to traffic. Waterline construction is complete.
Mahone Subdivision	Staff reviewed conceptual plans for streets, 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.
Performance Evaluation Training	Staff attended training session.
Camp Peary PCB Report	Camp Peary held Public Information meeting to discuss results of investigation. No further work is required for PCB cleanup from Site 49F.
Trenchless Pipe Rehabilitation	Staff attended training session.
Bruton Heights 18" sewer	Temporary repairs were made, and liner will be installed to re-hab sanitary sewer pipe.
Yorkshire Subd Lot 31	Site plan was reviewed.
Capitol Landing Green	Site work continues.

Williamsburg Public Works and Utilities

February 2010

ARRA street re-surfacing	Scoping Report to obtain stimulus funds is being reviewed by the Federal Highway Administration.
Riverside Water Tank	Staff is reviewing 2 PPEA proposals to construct a 750,000 gallon tank.
WM Mixed Use	Conceptual plan was reviewed.
LaTolteca renovations	Site plan was reviewed.
Merrimac Trail waterline replacement	Approximately 300 feet of 12" waterline is being replaced.

Williamsburg Public Works and Utilities

February 2010

Streets:

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Asphalt Patching/Potholes	Quarterpath Road	All done with asphalt.
Asphalt Patching/Potholes	401 Ironbound Road	All streets has been patch with asphalt. 2/18/10
Asphalt Patching/Potholes	4551 Other	Pot holes not in city.
Cemetery	Henry Street S	Grave been dug and back fill. 2/20/10
Cemetery	Henry Street S	Grave been dug and back fill. 2/8/10
Dead Animal Removal	Richmond Road	Dead bunny has been pick up. Walker
Dead Animal Removal	John Tyler Lane	Deer removed. 2/26/10
Other	223 Virginia Avenue	Sign has been pick up. Trotter
Sign Maintenance	Other	Fix sign with new sign and post. Tony/Graham
Signs-Install	Burns Lane	New signs and posts has been install. Trotter/Pressey/Graham
Signs-Replace	405 Griffin Avenue	Sign has been tamp around. Mike
Snow Removal	Other	
Snow Removal	Other	
Snow Removal	Other	
Snow Removal	Other	
Snow Removal	Other	
Snow Removal	Other	
Street light maintenance	421 Prince George Street	Fix light with new bulbs. Walker 2/18/10
Street light maintenance	421 Prince George Street	Fix light with new bulbs. Walker 2/18/10
Traffic Signals Maintenance	Richmond Road	Light reset. 2/25/10

Landscaping:

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Mowing/trimming	Other	Tree Pruning Jamestown Road Corroder --- 2/23/10, 2/24/10, 2/25/10, 2/26/10
Other	Woods Drive	Replace Shrub at 118 woods drive that was damaged by snow plow.----REPLACED 2/16/10

Williamsburg Public Works and Utilities

February 2010

Other	212 Jones Mill Lane	Homeowner stated that snow plows damaged yard, and broke irrigation head. --- Turf had minor damage, city not responsible to repair. Informed resident that city would replace head if in fact was broken which it did not appear.
Planting Trees/Shrubs	Other	
Pruning	Other	Tree Pruning Richmond Road Corridor -- 2/17/10,2/18/10, 2/19/10
Pruning	Capitol Landing Road	
Tree Removal/Inspection	Page Street	Look Into 503 Page Street. Tree/Debris left on road --- Codes & compliance will notify home owner, give them 5 days to remove, if not removed within 5 days will hire 3rd party to remove.

Building Maintenance:

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Community Building	401 Boundary Street N	trouble-shoot fixture to find ballast bad replace ballast everything working fine WM
Fire Station	440 Boundary Street N	troubleshoot unit problem was with fan motor in condenser unit called Cox-Powell because equipment is part of maintenance contract WM
Municipal Building	401 Boundary Street N	After pump came back from repairs reinstall everything running fine
Municipal Building	401 Lafayette Street	replace light bulbs in fixture everything working fine WM
Police Station	425 Armistead Avenue	discuss with Major at PD was told showers can be used downstairs
Police Station	425 Armistead Avenue	delivered supplies to PD WM
Police Station	425 Armistead Avenue	flush drain line with high pressure water everything working fine WM
Police Station	425 Armistead Avenue	delivered supplies to PD WM
Prince George Parking Garage	230 Henry Street N	replace old heater with new one everything working fine WM

Williamsburg Public Works and Utilities

February 2010

Stryker Building 412 Boundary Street N troubleshoot door controls to find problem was dead battery, replace battery everything working fine

WM

Train Station 468 Boundary Street N found problem to be debris in solenoid remove it and flush with water everything working fine

WM

Water and Sewer:

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

237 'Miss Utility' line location tickets issued.

<u>Category</u>	<u>Street Address</u>	<u>Work Performed</u>
Fire Hydrant Repaired	312 Griffin Avenue	replaced hydrant
Fire Hydrant Replaced	301 Ironbound Road	replaced damaged hydrant
Leak at Meter	1304 Monticello Avenue	located leak for prop manager
Leak at Meter	6 Downing Court	leak on them
Other	111 Indian Springs Road	exposed services to run temporary water service during contractor work
Other	134 Professional Drive	on them interior connection
Pump Station Maintenance	160 Merrimac Trail	oil change on pumps and also on pump engine.
Pump Station Maintenance	220 Iris Street	oil charge on pumps and also on pump engine
Pump Station Maintenance	76-z Carlton Court	replace nipple on air valve
Pump Station Maintenance	717 Monumental Avenue	iol and lube done
Pump Station Maintenance	117-SZ Woodmere Drive	lube and iol change done
Pump Station Maintenance	76-Z Carlton Court	lube and iol change done
Sewer Backup	514 Roycroft Street	flushed service did not clear stoppage on them
Sewer Backup	402 Harriett Tubman Drive	flushed service and main
Sewer Backup	105 1/2 Washington Street	sewer on them
Sewer Backup	111 Indian Springs Road	checked clean-out clear advised to call plumber

Williamsburg Public Works and Utilities

February 2010

Sewer Backup	501 Prince George Street	flushed main did not clear stoppage; on them
Sewer Backup	809 Henry Street N	flushed service cleared stoppage
Sewer Backup	1138 Professional Drive	flushed main cleared stoppage
Sewer Backup	312 Boundary Street S	flushed main cleared stoppage
Sewer Backup	120 Holly Hills Drive	stoppage on them
Sewer Backup	202 Tyler Brooks Drive	flushed service cleared stoppage
Sewer MAIn Inspected	Other	completed checklist all clear
Sewer MAIn Inspected	120 Monticello Avenue	cleaned and inspected sewer main
Sewer MAIn Inspected	400 Harriett Tubman Drive	inspected main found roots treated
Sewer MAIn Inspected	101 Duke of Gloucester St E	video inspected sewer main DOG st - Francis
Sewer MAIn Inspected	312 Boundary Street S	cleaned and video inspected sewer main
Sewer Service Inspected	312 Boundary Street S	inspected all clear
Sewer Service Inspected	308 Boundary Street S	inspected to locate main
Water Leak	100 Sparks Court	checked leak on them
Water Leak	460 Tyler Street	leak on them
Water Leak	202 Quarterpath Road	repaired water service for Rec. center
Water Leak	504 Capitol Landing Road	repaired 6" water main
Water Leak	501 Prince George Street	turned off water
Water Leak	449 Nicholson Street E	checked leak 2/13; repaired 2/16/10
Water Leak	487 Catesby Lane	repaired service
Water Service Install	Merrimac Trail	installed 3/4 tap for contractor

City Of Williamsburg

Operating Report For February 2010

Human Services

Highlights Of Activities

As the recession continues, SNAP (Food Stamp) and other benefit caseloads steadily increase. Since July of 2007 the SNAP caseload has doubled in size. February marked the annual "Eligibility Worker Appreciation Month." The department would, therefore, like to express its sincere appreciation for the hard work and dedication of our Eligibility Staff.

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Benefit Programs					
SNAP (Food Stamps)					
Food Stamps: On-going cases	389	2,833	307	2,024	3,316
Timeliness of application processing-expedited food stamp applications	100%	100%	100%	100%	100%
Quality assurance percent correct	100%	100%	100%	100%	100%
TANF/VIEW					
Temporary Aid for Needy Families (TANF): On-Going cases	35	279	32	235	356
Timeliness of TANF applications	100%	100%	100%	100%	100%
VIEW percent employed	50%	65%	50%	62%	64%
Daycare					
Total cases	40	269		0	0
Children in Head Start	16	112		0	0
Total providers	15	105		0	0
Medicaid					
Medicaid: On-going cases	435	3,413	395	3,022	4,646
Timeliness of Medicaid applications	100%	96%	100%	96%	96%
Timeliness of Medicaid reviews	99%	100%	100%	99%	99%
General Relief					
Injury/Disability Assistance Total Cases	1	13		0	0
Emergency Outreach Assistance	6	121		0	0
Auxillary Grants (Assisted Living)					
Total Cases	26	180		0	0
Heating/Cooling					
Total Cases	68	311		0	0
Service Programs					
Adult Services (Elderly/Disabled)					
Guardianships	23	139		0	0
Ongoing	36	265		0	0
Adult Protective Services					
Adult Protective Service cases	30	266	30	182	323
Investigations	20	131		0	0
Ongoing	10	113		0	0
Child Protective Services					
Child Protective Services cases	24	231	20	129	219
Investigations	2	19		0	0
Family Assessments	15	111		0	0
Ongoing	7	38		0	0

	FY 2010		FY 2009		
Key Indicators	This Month	Year To Date	This Month	Year To Date	Total
Protective Orders	5	27		0	0
Foster Care/Adoption					
Foster Care cases	7	33	11	63	88
Adoption Subsidy	10	65		0	0
Community Programs					
Youth and Family Services (CSA, etc.)					
Comprehensive Services Act cases	8	52	8	64	96
Total prevention cases	50	362		0	0
Youth Achievement					
Year round youth program participants	45	536	41	274	437
SYAP Summer Program participants	0	110	48	317	520
Achieving Carriers Today Program participants	7	55		0	0
Mentoring (one on one) total cases	4	31		0	0
Workforce/Employment Programs					
Number of referrals	12	91		0	0
Number trained	10	50		0	0
Number of job placements	3	17		0	0
Neighborhood Response Teams					
Total volunteers	126	756		0	0
CERT trained	72	432		0	0
New trainees	0	0		0	0
Drills/other exercises	0	2		0	0

SUMMARY OF ACTIVITIES*

February, 2010

- Tues., Feb. 2 - Colonial Services Board Meeting, at CSB Offices.
 - TAE KWON DO, Youth Achievement Program
 - Human Services Adv. Board Partner Agency Funding Work Session
- Thurs. Feb. 4 - TAE KWON DO, Youth Achievement Program.
- Fri., Feb. 5 - H.E.L.P Meeting at Salvation Army.
- Mon., Feb. 8 - 2010 Neighborhood Response Teams [NRT] Kick-Off Meeting,
 Municipal Building.
- Tues. Feb. 9 - TAE KWON DO, Youth Achievement Program
- Wed., Feb. 10 - Children's Mental Health Initiative, Community Mental Health Foundation.
- Thurs., Feb. 11 - TAE KWON DO, Youth Achievement Program
- Fri., Feb. 12 - Peninsula Commission on Homelessness, Newport News, Va.
- Tues., Feb. 16 - Consortium of Community Policy & Management Teams, York Co.
 - TAE KWON DO, Youth Achievement Program.
- Wed.. Feb. 17 - Local Faith-based Presentation on Homelessness, Bruton Parish.
- Thurs., Feb. 18 - Colonial Group Home Commission, Griffin Yeates, York Co.
 - TAE KWON DO, youth Achievement Program.
 - Community Action Agency Board Meeting, 312 Waller Mill Rd.
- Mon., Feb. 22 - Historic Triangle Community Services Coalition, 312 Waller Mill Rd.
 - OldeTowne Medical Center Board, at OTMC.
- Tues., Feb. 23 - TAE KWON DO, Youth Achievement Program.
- Wed., Feb.. 24 - Human Services Advisory Board – Special Session- City Manager
 Budget Presentation, Municipal Building.

SUMMARY OF ACTIVITIES*

February, 2010

- Thurs., Feb. 26, - Peninsula Council for Workforce Development, Exec. Comm.,
 Newport News, Va.
 - TAE KWON DO, Youth Achievement Program.
 - Youth Achievement Program, Mock Trial, William & Mary Law School

* partial list of community activities/events.

Submitted by: _____



Peter P. Walentisch

Director

City Of Williamsburg

Operating Report For February 2010

Recreation

Highlights Of Activities

Quarterpath Recreation Center played host to USA Volleyball Juniors Tournaments on February 13, 20 and 27. A total of twenty eight teams participated during the three Saturday events with over five hundred players and spectators in attendance. Teams represented Richmond, Virginia Beach, Chesapeake, Newport News, Martinsville and Lynchburg in addition to the three local teams sponsored by the Department. The events generated \$2,000 in rental revenue for the City. *Waller Mill Park's attendance is listed as zero due to the counter being out of order.*

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Program Participation by Jurisdiction					
Walking Club					
Williamsburg	157	643	55	469	887
James City	183	665	98	527	994
York	123	795	142	725	1,496
Total including other jurisdictions	463	2,133	299	1,727	3,477
Billiards					
Williamsburg	24	139	38	166	312
James City	28	137	50	173	327
York	29	118	33	148	259
Total including other jurisdictions	86	413	151	541	1,076
Table Tennis					
Williamsburg	76	322	74	385	593
James City	83	380	71	373	550
York	55	228	51	265	400
Total including other jurisdictions	228	983	210	1,117	1,687
Open Play: Basketball					
Williamsburg	19	216	61	469	802
James City	38	434	62	569	931
York	74	420	44	485	837
Total including other jurisdictions	150	1,399	207	2,109	3,514
Open Play: Volleyball					
Williamsburg	9	70	19	48	102
James City	22	294	61	231	466
York	18	73	8	42	89
Total including other jurisdictions	57	528	132	461	917
Pool Attendance					
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
Special Events					
Historic Triangle Senior Center Activities	54	231	58	328	613

Instructional Classes: Youth

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Williamsburg	2	8	0	19	22
James City	10	108	0	135	158
York	10	66	0	76	110
Total including other jurisdictions	22	188	0	235	295

Instructional Classes: Adult

Williamsburg	4	17	7	30	37
James City	15	51	13	67	85
York	2	13	2	12	14
Total including other jurisdictions	23	88	24	118	154

Athletic Leagues: Youth

Basketball					
Williamsburg	0	48	0	54	54
James City	0	636	0	593	593
York	0	88	0	99	99
Total including other jurisdictions	0	785	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	0	7	0	3	6
James City	0	55	0	11	73
York	0	4	0	6	12
Total including other jurisdictions	0	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	0	34	0	25	25
James City	0	221	0	174	174

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
York	0	51	0	37	37
Total including other jurisdictions	0	470	0	341	341
Softball					
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
Tennis					
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
Volleyball					
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
Camps and Clinics: Youth					
Basketball					
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
Softball					
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
Tennis					
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
Volleyball					
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
Camps and Clinics: Adult					
Tennis					
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
Quarterpath Recreation Center					

Key Indicators	FY 2010		FY 2009		
	This Month	Year To Date	This Month	Year To Date	Total
Rooms rented	50	342	61	315	487
Room usage participation	1,262	7,525	1,153	6,459	12,358
Total Rec Center attendance	3,523	22,821	3,645	21,052	33,260

Williamsburg Farmers Market

Williamsburg Farmers Market visitation	378	28,016	936	21,602	34,896
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Waller Mill Park

Waller Mill Park attendance	0	136,644	17,507	131,243	249,226
Boat Rentals	83	8,440	295	8,271	15,604
Motor Rentals	5	378	22	408	823
Battery Rentals	10	439	4	480	1,046
Poor Weather Days	10	55	1	25	41
Shelter Rentals	0	97	1	89	210
Shelter Participants	0	5,772	15	6,171	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	6	46	8	57	83
James City	21	129	30	173	272
York	2	6	1	12	14
Total including other jurisdictions	30	185	39	245	376

Total visits by owners	533	5,098	831	4,994	7,870
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PLANNING REPORT
WILLIAMSBURG CITY COUNCIL MEETING
March 11, 2010

CITY COUNCIL ACTION ITEMS

None

OTHER

Several changes have been made to committee assignments for Planning Commission members. William Kafes will now represent the Commission on the Regional Issues Committee. Sean Driscoll will join Greg Ballentine and Elaine McBeth on the Site Plan Review Committee. Jim Joseph will continue to represent the Commission on the Beautification Advisory Committee. Sarah Stafford is unanimously recommended by the Commission to replace William Kafes as the Commission's representative on the Architectural Review Board, which requires appointment by City Council. Her term is coextensive with her term on Planning Commission, which expires on December 31, 2013.

- **CITY COUNCIL ACTION NEEDED: *Appoint Sarah Stafford as Planning Commission's representative on the Architectural Review Board, replacing William Kafes.***

INFORMATION ITEMS

Planning Commission minutes for February 17 and 24, 2010.



Reed T. Nester, AICP
Planning Director



CITY OF WILLIAMSBURG
MEMORANDUM

TO: Mayor and City Council

DATE: March 4, 2010

SUBJECT: Colonial Services Board Request to Establish a Line of Credit, *Proposed Resolution #10-02*

The attached documents pertain to the Colonial Services Board's request to establish a line of credit for temporary working capital:

1. Copy of letter to City Attorney Phillips dated January 14, 2010 from Keith B. German, CSB Director of Administration requesting authorization from City Council for Colonial Services Board to establish a \$500,000.00 line of credit for temporary working capital.
2. Copy of minutes of CSB Board Meeting of 10/6/2009. See top of page 4 where "Mr. Walentisch made the motion that the Executive Director be authorized to seek authorization from each of the four jurisdictions for the CSB to obtain a line of credit, as referenced by the State Code. Motion passed unanimously."
3. Copy of Virginia Code Sec. 37.2-504. As there provided in paragraph A. 11, a community service board has the power to "Apply or accept loans as authorized by the governing body of each city or county that established it."
4. Copy of letter to City Attorney Phillips dated January 25, 2010 from Keith B. German, CSB Director of Administration providing further details regarding the approval request.

I have spoken with Keith German about the request and I am satisfied that this is a reasonable action to address an auditor's management letter recommendation. As of this time Poquoson and James City County have approved it, and action is pending in York County.

Staff Contacts: Joe Phillips, City Attorney

Recommendation: That City Council adopt Proposed Resolution #10-02, authorizing establishment of the requested line of credit, subject to Colonial Service Board having also obtained the required authorization from other participating jurisdictions.


Jackson C. Tuttle
City Manager



RESOLUTION #10-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLIAMSBURG AUTHORIZING THE COLONIAL SERVICES BOARD TO ESTABLISH A LINE OF CREDIT FOR TEMPORARY WORKING CAPITAL

WHEREAS, at its meeting held October 6, 2009, the members of the Colonial Services Board at a duly constituted meeting passed the following motion:

Action Item A-3 was presented upon the Budget, Finance and Audit Committee's recommendation to comply with the Management Letter from the Board's audit firm which recommended a line of credit for emergency funding to cover the depletion of cash reserves relating to temporary operational grant funding shortages, disruptions in the Medicaid remittance processes or unexpected expenditures resulting from catastrophic events. Discussion. Mr. Walentisch made the motion that the Executive Director be authorized to seek authorization from each of the four jurisdictions for the CSB to obtain a line of credit, as referenced by the State Code. Motion passed unanimously.

WHEREAS, by letter dated January 14, 2010 to City Attorney Joseph Phillips, Keith B. German, Director of Administration of the Colonial Services Board, requested that City Council authorize the Colonial Services Board to establish a \$500,000.00 line of credit for temporary working capital; and

WHEREAS, Sec. 37.2-504 A. 11 of the Virginia Code requires approval by the participating jurisdictions in order for the Colonial Services Board to "Apply or accept loans as authorized by the governing body of each city or county that established it;" and

WHEREAS, the City Attorney has advised that the grant of such approval will not obligate the authorizing jurisdictions to guarantee or otherwise underwrite such approved loans; and

WHEREAS, Council is satisfied that the establishment of the requested line of credit is necessary to provide interim funding for the Board's operations.

NOW, THEREFORE, BE IT RESOLVED THAT: pursuant to Sec. 37.2-504 A. 11 of the Code of Virginia (1950), as amended, the City Council of the City of Williamsburg hereby authorizes the Colonial Services Board to establish a line of credit, not to exceed \$500,000.00 to be used for temporary cash-flow needs as more particularly described in the minutes of the October 6, 2009 meeting of the Colonial Services Board.

AND BE IT FURTHER RESOLVED, that this authorization is in no manner intended, nor is it to be construed as any guaranty of such line of credit by the City of Williamsburg, and that such authorization is further subject to the Colonial Services Board obtaining like authorizations from its other participating jurisdictions.

Adopted: March 11, 2010

Jeanne Zeidler, Mayor

Attest: _____
Donna Scott, City Council Clerk



Colonial Services Board

Mental Health, Mental Retardation, and Substance Abuse Services

SERVING JAMES CITY AND YORK COUNTIES, POQUOSON AND WILLIAMSBURG

January 14, 2010

Joseph Phillips, Esq.
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Dear Mr. Phillips:

I am working on a project for the Services Board in which I hope you would be of assistance.

As part of a recent financial statement audit, the Board's auditors issued a management letter recommendation to obtain a line of credit for temporary working capital during unexpected catastrophic events. The Board has ample reserves to meet its routine cash needs; this would serve as an additional resource for unusual circumstances. The Board authorized the Executive Director to apply for the line of credit at its 10/6/09 meeting (minutes attached).

The Code of Virginia § 37.2-504-A.11 (copy attached) requires a CSB to obtain authorization by the governing body that established it before applying for or accepting a loan. Not having requested this authorization before, I am uncertain as to a starting point with the City.

If you are able to help in this, I would certainly appreciate your assistance. If you are not the appropriate recipient of my request, perhaps you could let me know to whom I should direct it.

Thanks very much for your assistance.

Best regards,

Keith B. German
Director of Administration

KBG/am
Encls.

921 Capitol Landing Road • Williamsburg, Virginia 23185
Phone (757) 253-4061 • Fax (757) 253-4208

**COLONIAL SERVICES BOARD
BOARD MEETING**

TIME: 4:00 p.m.
PLACE: Colonial Services Board
DATE: October 6, 2009

BOARD MEMBERS PRESENT:

Mr. John McDonald – James City County
Ms. Edith Chutkow - Williamsburg
Mr. Peter Walentisch - Williamsburg
Ms. Diana Hutchens-James City County
Ms. Anne Rollins – Poquoson
Ms. Mary Clark – York County
Mr. Ken Drees – York County
Mr. Sam Lazarus – James City County
Mr. Bill Karaktin – York County
Ms. Barbara Burge – York County
Ms. Patricia Kline – James City County
Ms. Vicki Diggs - Poquoson
Mr. Charles McAdams – York County
Ms. Penny Diggs – York County

STAFF PRESENT:

Mr. David Coe
Dr. Dan Longo
Ms. Debbie Townsend-Pittman
Ms. Joan Lucera
Ms. Anita Michalec
Ms. Leigh Carroll-Stump
Ms. Talitha Hollifield

BOARD MEMBERS ABSENT:

Bill Pugh – James City County

PUBLIC COMMENT: J. McDonald

None.

MINUTES:

Minutes of the August and September Board Meeting were approved as distributed.

BUDGET & FINANCE REPORT: K. German

CSB Revenue and Expenditure Reports were distributed in the Board Packet. Mr. German provided a financial update and reviewed the information provided.

CORPORATE COMPLIANCE REPORT: K. German

The Corporate Compliance Report was distributed and the information was reviewed. There was discussion concerning the number of serious injuries reported. It was noted that the numbers reflected were due to the definitions and categories that defined a serious injury. Currently, med errors and illness are categorized under serious injury. There is an ongoing process to provide meaningful information and determine a method of better classifying the types of injuries.

PROGRAM REPORTS: **J. McDonald**

Program reports were distributed in the Board Packet. Should there be any questions or comments concerning the reports, please feel free to contact program directors.

Questions were raised concerning the Salvation Army Memorandum of Agreement. This contract will provide two supervised apartments or houses; one for males and one for females, to individuals referred by the Colonial Services Board (CSB) who are actively involved in intensive or outpatient substance abuse treatment with the CSB. Dr. Longo provided further details concerning this contract. Discussion.

There were also questions concerning the Suicide Risk Assessment which is fairly new and still in the implementation stages and prevention services. Discussion.

ACTION ITEMS:

Action Item A-1 was presented with the recommendation that the Board of Directors approve the \$21,182 adjustment to the previously approved Budget Reduction Plan. It is also recommended that the Board maintain the balance of the reduced budget amount in preparation for budget cuts and other negative budget impacts projected in coming months. Discussion. Mr. McDonald made the motion to approve the recommendation as presented. Motion passed unanimously.

Action Item A-2 was presented upon the Budget, Finance and Audit Committee's recommendation that the CSB collect and hold donations designated for continuation of the Family Focus program after CSB support is withdrawn and Family Focus ceases operations as a CSB program. These donations would then be transferred to the new Family Focus program after it is set up under new auspices, subject to the following restrictions:

- The program may not collect advance fees for services that extend beyond the program closing date of 12/31/09.
- Only donations specifically designated for program continuation would be transferred to the new program. No revenues collected as part of the CSB FY '10 Budget would be transferred, to include all institutional grants, program fees, and tax revenues.
- Donations will only be transferred if the sponsoring entity for the new program has a formal organizational structure satisfactory to the CSB. If no satisfactory sponsoring entity is identified within 90 days after withdrawal of CSB support (3/31/10), the donations will be returned to the donors.
- Only grants that require service delivery after 12/31/09 will be transferred to a new sponsoring entity satisfactory to both the CSB and the grant making organization. If no satisfactory sponsoring entity is identified before 12/31/09, grant funds will be returned to the grant making organization.

Mr. McDonald made the motion to approve the recommendation as presented. Ms. Chutkow seconded the motion and it passed unanimously.

Action Item A-3 was presented upon the Budget, Finance and Audit Committee's recommendation to comply with the Management Letter from the Board's audit firm which recommended a line of credit for emergency funding to cover the depletion of cash reserves relating to temporary operational grant funding shortages, disruptions in the Medicaid remittance processes or unexpected expenditures resulting from catastrophic events. Discussion. Mr. Walentisch made the motion that the Executive Director be authorized to seek authorization from each of the four jurisdictions for the CSB to obtain a line of credit, as referenced by the State Code. Motion passed unanimously.

Action Item A-4 was presented upon recommendation from the Board Planning Committee and the Executive Committee to approve the Goals contained in the Draft Strategic Plan document, and that CSB staff develop measurable objectives, strategies, and action steps as needed to implement these goals across a 5-year period. The Executive Director will present a completed set of recommendations at the earliest reasonable opportunity. Discussion. Mr. McDonald made the motion to approve the Goals as presented with the exception of the Funding Goal which is amended to read as follows: The Colonial Services Board will develop and maximize diversified funding streams to meet needs related to sustaining a broad array of services, and the facilities required to support those services. Motion passed unanimously.

Action Item A-5 was presented upon recommendation from the Executive Committee to approve the proposed Board committee re-organization. A new committee structure was developed which combines related responsibilities and the creation of a Strategic Planning Committee. The Strategic Planning Committee is composed of the chairs of the Executive, Administrative, Services & Evaluation, and Public Awareness Committees which would meet on a quarterly basis. Discussion. Mr. McDonald made the motion to approve the proposed committee structure as presented. Ms. Chutkow seconded the motion and it passed unanimously.

Action Item A-6 was presented with the recommendation to approve funding provided from the Williamsburg Community Health Foundation in the amount of \$132,036. This funding is for the expansion of the Greater Williamsburg Child Assessment Center (GWCAC) to include office and assessment personnel, as well as infrastructure, facility and indirect costs. The program will be located at the Capitol Landing complex. Discussion. Ms. Hutchens made the motion to accept funding from the Williamsburg Community Health Foundation as presented. Mr. Lazarus seconded the motion and it carried unanimously.

PRESENTATION - D. Longo, T. Holifield, & L. Carroll-Stump

The Children's Services presentation has been rescheduled for the November 6, 2009 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT

D. Coe

The Executive Director's Report was provided in writing and distributed to Board Members. Mr. Coe provided additional information to the report.

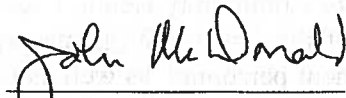
Mr. Coe reported that construction of the new Adult Mental Health Facility located at Eastern State Hospital (ESH) has begun with an expected completion date of August 2011. The new facility will reduce inpatient bed capacity to 145; from previous capacity in excess of 200. The Department of Behavioral Health and Developmental Services (DBHDS) has instructed ESH to close six beds per month, while continuing to accept forensic transfers which means that civil admissions are essentially not available for at least 10-11 months. Adequate community funding does not exist nor can it be developed by August 2010 and state funding is also being reduced at the same time these additional responsibilities are being imposed. HPR V CSB's have not endorsed nor do they agree with these actions.

There was discussion concerning actions or a plan to address the situation. It was decided that a Resolution be written and circulated to legislators, governing bodies, etc.

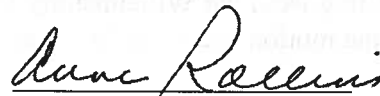
Mr. Coe reported receipt of an offer concerning possible property acquisition for the development of mental health services. There are still lots of details to be worked out. Further information will be provided as available.

There being no further business to discuss, the meeting adjourned at 6:20 p.m.

Sincerely,



John McDonald, Chairman



Anne Rollins, Secretary

§ 37.2-504. Community services boards; local government departments; powers and duties.

A. Every operating and administrative policy community services board and local government department with a policy-advisory board shall have the following powers and duties:

1. Review and evaluate public and private community mental health, mental retardation, and substance abuse services and facilities that receive funds from it and advise the governing body of each city or county that established it as to its findings.
2. Pursuant to § [37.2-508](#), submit to the governing body of each city or county that established it an annual performance contract for community mental health, mental retardation, and substance abuse services for its approval prior to submission of the contract to the Department.
3. Within amounts appropriated for this purpose, provide services authorized under the performance contract.
4. In accordance with its approved performance contract, enter into contracts with other providers for the delivery of services or operation of facilities.
5. In the case of operating and administrative policy boards, make policies or regulations concerning the delivery of services and operation of facilities under its direction or supervision, subject to applicable policies and regulations adopted by the Board.
6. In the case of an operating board, appoint an executive director of community mental health, mental retardation, and substance abuse services, who meets the minimum qualifications established by the Department, and prescribe his duties. The compensation of the executive director shall be fixed by the operating board within the amounts made available by appropriation for this purpose. The executive director shall serve at the pleasure of the operating board and be employed under an annually renewable contract that contains performance objectives and evaluation criteria. For an operating board, the Department shall approve the selection of the executive director for adherence to minimum qualifications established by the Department and the salary range of the executive director. In the case of an administrative policy board, the board shall participate with local government in the appointment and annual performance evaluation of an executive director of community mental health, mental retardation, and substance abuse services, who meets the minimum qualifications established by the Department, and prescribe his duties. The compensation of the executive director shall be fixed by local government in consultation with the administrative policy board within the amounts made available by appropriation for this purpose. In the case of a local government department with a policy-advisory board, the director of the local government department shall serve as the executive director. The policy-advisory board shall participate in the selection and the annual performance evaluation of the executive director, who meets the minimum qualifications established by the Department. The compensation of the executive director shall be fixed by local government in consultation with the policy-advisory board within the amounts made available by appropriation for this purpose.
7. Prescribe a reasonable schedule of fees for services provided by personnel or facilities under the jurisdiction or supervision of the board and establish procedures for the collection of those fees. All fees collected shall be included in the performance contract submitted to the local governing body or bodies pursuant to subdivision 2 of this section and § [37.2-508](#) and shall be used only for community mental health, mental retardation, and substance abuse purposes. Every board shall institute a reimbursement system to maximize the collection of fees from persons receiving services under its jurisdiction or supervision, consistent with the provisions of § [37.2-511](#), and from responsible third party payors. Boards shall not attempt to bill or collect fees for time spent participating in commitment hearings for involuntary admissions pursuant to Article 5 (§ [37.2-814](#) et seq.) of Chapter 8.
8. Accept or refuse gifts, donations, bequests, or grants of money or property from any source and utilize them as authorized by the governing body of each city or county that established it.
9. Seek and accept funds through federal grants. In accepting federal grants, the board shall not bind the governing

body of any city or county that established it to any expenditures or conditions of acceptance without the prior approval of the governing body.

10. Notwithstanding any provision of law to the contrary, disburse funds appropriated to it in accordance with such regulations as may be established by the governing body of each city or county that established it.

11. Apply for and accept loans as authorized by the governing body of each city or county that established it.

12. Develop joint written agreements, consistent with policies adopted by the Board, with local school divisions; health departments; boards of social services; housing agencies, where they exist; courts; sheriffs; area agencies on aging; and regional Department of Rehabilitative Services offices. The agreements shall specify the services to be provided to consumers. All participating agencies shall develop and implement the agreements and shall review the agreements annually.

13. Develop and submit to the Department the necessary information for the preparation of the Comprehensive State Plan for mental health, mental retardation, and substance abuse services pursuant to § 37.2-315.

14. Take all necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and services planning, delivery, and evaluation.

15. Institute, singly or in combination with other community services boards or behavioral health authorities, a dispute resolution mechanism that is approved by the Department and enables consumers and family members of consumers to resolve concerns, issues, or disagreements about services without adversely affecting their access to or receipt of appropriate types and amounts of current or future services from the community services board.

16. Notwithstanding the provisions of § 37.2-400 or any regulations adopted thereunder, release data and information about individual consumers to the Department so long as the Department implements procedures to protect the confidentiality of that data and information.

17. In the case of administrative policy boards and local government departments with policy-advisory boards, carry out other duties and responsibilities as assigned by the governing body of each city or county that established it.

18. In the case of operating boards, have authority, notwithstanding any provision of law to the contrary, to receive state and federal funds directly from the Department and act as its own fiscal agent, when authorized to do so by the governing body of each city or county that established it.

By local agreement between the administrative policy board and the governing body of the city or county that established it, additional responsibilities may be carried out by the local government, including personnel or financial management. In the case of an administrative policy board established by more than one city or county, the cities and counties shall designate which local government shall assume these responsibilities.

B. Every policy-advisory community services board, with staff support provided by the director of the local government department, shall have the following powers and duties:

1. Advise the local government regarding policies or regulations for the delivery of services and operation of facilities by the local government department, subject to applicable policies and regulations adopted by the Board.

2. Review and evaluate the operations of the local government department and advise the local governing body of each city or county that established it as to its findings.

3. Review the community mental health, mental retardation, and substance abuse services provided by the local government department and advise the local governing body of each city or county that established it as to its findings.

4. Review and comment on the annual performance contract, performance reports, and Comprehensive State Plan

information developed by the local government department. The board's comments shall be attached to the performance contract, performance reports, and Comprehensive State Plan information prior to their submission to the local governing body of each city or county that established it and to the Department.

5. Advise the local government as to the necessary and appropriate actions to maximize the involvement and participation of consumers and family members of consumers in policy formulation and services planning, delivery, and evaluation.

6. Participate in the selection and the annual performance evaluation of the local government department director employed by the city or county.

7. Carry out other duties and responsibilities as assigned by the governing body of each city or county that established it.

(1968, c. 477, § 37.1-197; 1970, c. 346; 1972, c. 498; 1976, c. 671; 1977, c. 191; 1980, c. 582; 1982, c. 50; 1984, cc. 496, 505; 1986, c. 92; 1987, c. 79; 1995, c. 844; 1998, c. 680; 2005, cc. 75, 716.)

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Colonial Services Board

Mental Health, Mental Retardation, and Substance Abuse Services

SERVING JAMES CITY AND YORK COUNTIES, POQUOSON AND WILLIAMSBURG

January 25, 2010

Joseph Phillips, Esq.
City of Williamsburg
401 Lafayette Street
Williamsburg, VA 23185

Dear Mr. Phillips:

Thank you for your call today, following up on my earlier letter; it was good to talk with you.

As we discussed, the CSB desires to obtain a line of credit for temporary working capital during unexpected catastrophic events. The Board has ample reserves to meet its routine cash needs; this would serve as an additional resource for unusual circumstances. The Code of Virginia § 37.2-504-A.11 requires a CSB to obtain authorization by the governing body that established it before applying for or accepting a loan.

The amount for the line of credit is planned to be \$500,000 (five hundred thousand dollars) and would be used for short-term, temporary cash flow needs. Interest rate will be variable and tied to market rates. Current plans are to put the credit line in place for possible future needs only; there are no current plans to draw against it.

I hope this additional information is helpful. Please don't hesitate to let me know if you need anything further.

Thanks very much for your assistance.

Best regards,

Keith B. German
Director of Administration



CITY OF WILLIAMSBURG
MEMORANDUM

TO: Mayor and City Council

DATE: March 4, 2010

SUBJECT: Status of Human Services Programs and Services

At the last City Council meeting the Council requested an update from the Human Services Department on caseload numbers and use rates of benefits at this point of the economic recession.

Mr. Walentisch will discuss current experience and trends in three areas of operation of the City's Human Services Department:

- Federally funded benefit programs, often called Eligibility Programs.
- Social Work interventions and federal/state mandated Social Services Programs.
- Locally initiated and state enabled Community Programs.

A handwritten signature in black ink, appearing to read 'J. Tuttle', is written over the typed name.

Jackson C. Tuttle
City Manager