

**WILLIAMSBURG CITY COUNCIL
MINUTES
March 11, 2010**

The Williamsburg City Council held its regular monthly meeting March 11, 2010, at 2:00 p.m., in the Council Chambers of the Stryker Building, 412 N. Boundary Street, Williamsburg, Virginia.

CALL TO ORDER

Mayor Jeanne Zeidler called the meeting to order.

ATTENDANCE

Present in addition to Ms. Zeidler were Vice-Mayor Clyde Haulman, Council members Ms. Judith Knudson, and Messrs. Robert Braxton and Paul Freiling. Also present were City Manager Jack Tuttle, City Attorney Joe Phillips and Council Clerk Donna Scott.

Staff Attending: Deputy City Attorney Christina Shelton, Economic Development Director Michele DeWitt, Communications Specialist Kate Hoving, Finance Director Phil Serra, Planning Director Reed Nester, Public Works and Utilities Director Dan Clayton, Parks and Recreation Director Lori Rierson, Police Chief Mike Yost, Fire Chief Pat Dent and Human Services Director Peter Walentisch.

COUNCIL MINUTES

Ms. Knudson moved that Council approve the minutes of the February 8 Work Session and the February 11, 2010 Regular Meeting as submitted. Mr. Braxton seconded the motion which carried by roll call vote of 5-0.

Recorded Vote on the Motion:

Aye: Freiling, Braxton, Zeidler, Haulman, Knudson
No: None
Absent: None

MATTERS OF SPECIAL PRIVILEGE -- None

PUBLIC HEARINGS -- None

REPORTS

Monthly Financial Statement

Mr. Tuttle said that we are 2/3 of the way through the fiscal year and General Fund Revenues are about \$1 million less than this time last year, but expenditures are about \$2 million less. Although the effects of the recession continue, we expect to end the year in the black.

Mr. Tuttle noted the proposed budget will be released next Friday, March 19, and budget work sessions are scheduled for March 22 and 23.

Monthly Departmental Operating Reports

Mr. Tuttle said staff is continuing to watch very closely the assessment-to-sales ratio of real estate. He said that through the year assessments and sales have been very close but in the

last few months we're seeing that ratio slide with sales being below assessment. The ratio over the last month was 109 and we'd like to see it at 100; he added that we'd like to see it even or in the 90's.

Planning Report – None

City Manager Reports

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

City Attorney Phillips introduced the request referring to State Code Section 37.2-504, A.11, which states that loans have to be authorized by the jurisdictions served by the Board. He noted the letter 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.

Colonial Services Board Executive Director, David Coe, stated that the other three jurisdictions served by the Board, Poquoson, James City County and York County, have approved the establishment of the line of credit. He noted that the establishment of the line of credit is based on the recommendation of the Board's auditors 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 and would require Board action to use the funds.

Mr. Haulman moved that City Council adopt *Proposed Resolution #10-02*, authorizing establishment of the requested line of credit. Ms. Knudson seconded the motion which carried by roll call vote of 5-0.

Recorded Vote on the Motion:

Aye: Freiling, Braxton, Zeidler, Haulman, Knudson
No: None
Absent: None

Status of Human Services Programs and Services

Mr. Tuttle noted that at the February meeting, Council had requested a report on the status of programs and services provided by the Human Services Department. Human Services Director, Peter Walentisch, introduced members of his staff and noted that they are people who have a passion to help others and are willing to go the extra 10,000 miles.

Mr. Walentisch discussed 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

The City of Williamsburg Human Services Department provides a comprehensive and integrated service base for City residents of all ages: pregnant mothers, infants, school-age children, teens, young adults, working-age adults, elderly and disabled. All services are family-based and coordinated with other public and private agencies when necessary. Mr. Walentisch noted that the Human Services Department does not deal with only poverty

issues, but with human life issues as well, and services cover needs for the time period from birth to death.

Benefit Programs (Eligibility Programs) are for those individuals who are in need of temporary financial assistance and who meet certain income eligibility requirements. Included are grants for assisted living, assistance with food costs, child day-care, heating/cooling and health costs, as well as general relief.

Service Programs (Social Work) provide direct casework and case management services through federal, state and local programs and include adoption assistance, adult protective services, adult services (such as home visits and help locating appropriate companion and chore assistance), and child protective services. This area also includes crisis intervention and involves the very strong relationship the department has with police and fire personnel.

Community Programs are initiatives implemented by the City of Williamsburg and include disaster assistance/shelter management and neighborhood response teams, employment and workforce development services and a career-oriented program for 16-24 year old youth.

To enable adequate coverage, back-up services, and continuity of services to City residents, Mr. Walentisch said all staff in the Human Services Department are cross trained within their own units and occasionally even across units. He noted that Deputy Director Chris Powell serves a dual role as both Business Manager and Eligibility Supervisor.

The current recession has had a dramatic affect on the Department's benefit and services caseload. He demonstrated this fact with graphs depicting the increase in caseload over the last several years and a particularly large increase in food cost assistance thus far in 2010. The Human Services Department utilizes federal, state, local and grant funds in their \$2,437,043 FY2010 budget, with the City's share being \$761,912.

Mr. Walentisch concluded his presentation by stating some of the future trends and issues affecting City residents 2010-2015 are:

- Citizens between the ages of 60-100 will represent over 30% of the year-round population
- Caregivers, and their needs, for the above population
- Unskilled workers needing adequate wages, housing and other necessities
- Crisis intervention and need for family support services will increase

Mr. Walentisch introduced one of the members of his staff, Crystal Skeeter-Davis, Self-Sufficiency Coordinator, who said the entire department has been impacted by the recession. Often the lines at the Williamsburg Workforce Center stretch out the door. The family is the focus, not programs; she noted the process took well over two years and involved the entire department when assistance was given recently to a young, single mother who faced significant barriers. Ms. Skeeter-Davis noted the City has an extremely dedicated staff and thanked Council for the opportunity to give this presentation today as well as their support of the City's Human Services staff.

Chris Powell, Deputy Director of Human Services, confirmed that the department has seen a steady increase in case loads, some dramatically. He said the economy has affected caseloads in all programs; applications for some programs, such as the food cost assistance program, have even doubled. Mr. Powell presented graphs depicting the increase in cases for

key programs and reviewed funding received from four revenue streams; federal, state, local and grant funds.

Mayor Zeidler thanked Mr. Walentisch for his in-depth presentation of a quite complicated and complex program. She also thanked Mr. Walentisch and the Human Services staff for their work and said she hears nothing but good about the department and staff. Mr. Walentisch noted the City of Williamsburg Human Services department could not accomplish what they do without the partnership of a number of agencies who help with emergency needs, e.g., faith-based groups, United Way and the Salvation Army. Council members thanked Mr. Walentisch and members of the Human Services department and asked that they convey Council's appreciation for their efforts to those staff members who are not in attendance today because of the need for departmental coverage.

City Attorney Report -- None

UNFINISHED BUSINESS -- None

NEW BUSINESS

Appointment to Boards and Commissions

Mr. Haulman stated that the Planning Commission has recommended that in addition to serving on the Planning Commission, Commissioner Sarah Stafford also serves as Planning Commission's representative on the Architectural Review Board. Mr. Haulman so moved noting the term will begin immediately and expire December 31, 2013. Mr. Freiling seconded the motion which carried by roll call vote of 5-0.

Recorded Vote on the Motion:

Aye: Freiling, Braxton, Zeidler, Haulman, Knudson
No: None
Absent: None

OPEN FORUM

Mayor Zeidler opened the Open Forum portion of the meeting for comments on any topic.

Mayor Zeidler said that **John Whitley** had to leave the meeting earlier, but asked that the following announcement be made: Monday, March 22, 7:00 p.m. in the Stryker Building Council Chambers, the Democratic Committee of Williamsburg will hold a gathering of candidates for City Council. All are invited to attend this opportunity to meet and ask questions of the candidates.

There being no additional comment the Open Forum was closed.

ADJOURNMENT

There being no additional business before the Council Mr. Freiling moved for adjournment at 3:00 p.m. Mr. Braxton seconded the motion which carried by roll call vote of 5-0.

Approved: April 8, 2010

Jeanne Zeidler, Mayor

Donna Scott, City Council Clerk