

City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published online and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at citymanager@winchesterva.gov or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- Hosted members of the Frederick County/Winchester Law Enforcement Foundation Board for gun range event and SWAT presentation.
- Attended Substance Coalition outreach meeting.
- Held interactive Drunk Driving Awareness event for students at Shenandoah University.
- Organized and attended Community Clean-up Day in the city's North End.
- Attended meeting with NAACP leaders to discuss race relations initiatives.
- Held successful Trunk-or-Treat event for hundreds of kids at Shawnee Fire Company.
- Attended Drug Court Advisory Committee meeting to discuss status and progress to date with the implementation of the Adult Drug Court.

Police Activity	#
Calls for Service	1003
Violent Crimes	16
Property Crimes	26
Accident Reports	7
Alarms	16
False Alarms	16
Directed Patrols	80
Directed Patrols Old Town (OTW)	20
Extra Patrols	71
Extra Patrols OTW	3
Traffic Citations	38
Written Warnings	32

Winchester Fire & Rescue

- Conducted interviews for the two vacant Probationary Firefighter positions.
- Met internally to discuss Professional Development Program draft revisions.
- Bridget Mullins started on October 26. She filled the vacant part-time administrative assistant position in the WFRD central office.
- Department coordinated/participated in the Public Safety Trunk-or-Treat held at Shawnee Fire Company (over 500 people attended).
- Met with Volunteer Officers.
- Providing fire and EMS support during the Old Town Spooktacular event.
- Chief Baldwin rode along with the A Shift medic crew on Friday.
- Working on Assistance to Firefighters Grant Application.
- Providing standby support for Handley football game.
- Conducting various fire prevention and education programs, especially in the City schools.
- Updated the department's uniform policy.
- Held a meeting with the Fire Chief and Emergency Management regarding a December tabletop active shooter exercise.
- Worked in coordination with Frederick County to prep the houses donated for training from the Museum of the Shenandoah Valley (the Winchester Police Department will also be using these houses for their academy).

F&R Activity	#
Fire	5
Overpressure	0
EMS/Rescue	100
Hazardous Condition	5
Service Call	8
Good Intent	8
False Alarm	8
Special Incident	1
Plan Review	11
Inspections	9
Reinspections	4

- Battalion Chief Orndorff and Lieutenant Johnson will be assisting with the Virginia Fire Officers Academy modular program in King George, Virginia on Saturday.
- Fire Marshals provided fire extinguisher and Fire Safety in the Workplace Training for staff at the Apple Blossom Mall.
- Posted weekly call log on the City's website: [October 20-26](#).

Emergency Management

- Provided Hazardous Weather Outlook to Downtown Manager for this weekend's Halloween event.
- Meeting with Fire and Rescue leadership as it pertains to two upcoming FEMA training opportunities (two tabletop exercises, one for winter weather and another for active shooter).
- Attended Winchester Medical Center's Emergency Management Planning Meeting.
- Worked on Emergency Operations Center staff training for the month of November.
- Worked on Emergency Support Function 4, 9, and 10 and sent the documents to Fire and Rescue staff for approval.
- Attended "Major Events and Mass Violence: Reducing Risk, Improving Preparedness" webinar.
- Radio Communications Project:
 - Met with State Police Radio Technician to discuss and plan the install of software into ECC's consoles
 - Programmed some of the medic units for Fire and Rescue
 - Met with Teltronic and State Police for radio systems tests

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- An old, corrugated metal drainage culvert on Shawnee Drive that recently collapsed was replaced this week with a new concrete pipe.
- Made preparations for the lane modifications on Piccadilly and Cameron that will be put in place for the demolition of the Winchester Towers. In order to safely set the concrete barricades adjacent to the Winchester Towers required for the demolition, Piccadilly Street between Cameron and Kent and Cameron Street between Piccadilly and Fairfax will need to be closed on Sunday morning between 6:30 am and 10:00 am.
- Attended VDOT's Fall Transportation meeting for the Staunton District held at Blue Ridge Community College.
- Training was provided to the utility field crews for the component of the new inHance utility billing system that allows them access work orders electronically using a tablet in the field.
- Leaf collection will begin October 31 in Area 2. Information about Leaf Collection Season and the area maps can be found on the City's website: www.winchesterva.gov/public-works/leaf-collection. Once collection begins, daily progress updates will be posted on the above-mentioned web page.
- Working with IT to install environmental sensors in several electronic sensitive areas at TPSC to detect hot/cold and moisture issues.

City Projects Update

- **Joint Judicial Center** – The parking lot was successfully repaved, restriped, and reopened.
- **FY17 Repaving Program** – Repaving is expected to begin again the week of October 31.
- **Rouss City Hall Renovation** – Presented the renovation plans to Council at the [October 25 Work Session](#). Plans were forwarded on to the next Regular Council meeting for final vote. Construction is expected to begin in spring 2017.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	202.25	Linear feet
	Streets Repaved	0	8.72	Lane miles

	Potholes Repaired	8	136	#
Trees	Dead/Diseased Trees Removed	6	152	#
	Trees Trimmed	30	501	#
	Stumps Removed	26	416	#
Traffic	Street Signs Installed or Replaced	26	236	#
	Pavement Markings Repainted (City)	10.25	7,440.58	Linear feet
	Pavement Markings Repainted (Contractor)	0	285,100	Linear feet
Refuse & Recycling	Refuse Collected	123	5,230.71	Tons
	Recycling Collected	63.5	2,415.75	Tons
	Large Item Pickups	3	133	#
Transit	Total Passengers	3,001	116,014	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,110	162,937	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	383	15,395	Hours
Utility Billing	Payments Processed	1,389	58,249	#
	New Bills Mailed Out	0	53,752	#
	Water Services Turned Off for Non-Payment	49	959	#
Water Treatment Plant	Average Daily Water Demand	7.03	7.14	Million gallons/day
	Peak Daily Water Demand	7.65	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	6.45	7.83	Million gallons/day
	Peak Daily Flow Treated	6.65	19.71	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	0	35	#
	Water Meters Read	1,052	59,555	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	1,338	101,220	Linear feet
Engineering	Site Plans Reviewed	4	40	#
	Right-of-Way Permits Issued	5	88	#
	Stormwater Facility Inspections	1	26	#
	Erosion & Sediment Control Inspections	49	1,354	#
Facilities Maintenance	Work Requests Completed	22	755	#
	Special Events Assistance	1	11	#
	Maintenance of Pedestrian Mall	28	955	Staff hours
Equipment Maintenance	Total Repairs Completed	44	2,223	#

DEVELOPMENT SERVICES

Economic Redevelopment

- Completed various tasks associated with the anticipated [demolition of the Winchester Towers](#) beginning on October 31.
- Attended conference call that discussed body-worn camera program implementation tips and recommendations.
- Along with City Manager, Planning Director, Zoning Administrator and other city staff, attended Old Towne Commons ribbon cutting ceremony.

Old Town Winchester

- Preparing for [Spooktacular](#), annual downtown trick-or-treat event on Saturday, October 29.
- Participated in Virginia Main Streets webinar on Transformational Strategies.
- Distributing holiday event postcards to promote downtown shopping and holiday events.

- Scheduling holiday decorations installation around Braddock garage construction.
 - Preparing for Holly Jolly December 10: scheduling carolers and booking horse-drawn wagons for rides.
 - Continued work on Greatness Program radio ads, Facebook ads and table card.
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Winchester-Frederick County Tourism

- Continued site visits with all hotels/lodging/major attractions this week to distribute new map pads, visitor guides and Spirits Trail maps.
 - Attended the Shenandoah Valley branding and marketing committee meetings in Woodstock to review professional ad campaign design proposals and fine-tune regional marketing budget plans for FY17 and FY18.
 - Visited Pembroke Springs Retreat and meeting to recap this season and deliver materials.
 - Visited Capon Springs Resort (WV) for tour and meeting with management to understand their local impacts with sending many guests into Winchester-Frederick County. Also discussed Tuscarora Trail as it passes through their property on the way to Eagle Point overlook, a strong potential future asset in the area.
 - Attended the Northern Shenandoah Valley Farm to Fork Affair planning meeting in New Market. This event will bring local producers (farms) together with local and regional consumers (restaurants, markets, etc.). With the tremendous popularity of culinary tourism and farm-to-fork experiences, the success of both of these groups is critically important to our tourism product.
 - Continued planning for the MATPRA Marketplace in Winchester (September 13-15, 2017).
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Planning

- Prepared staff reports and agenda packets for the November 1 Planning Commission work session and November 15 regular meeting. Cases include:
 - CU-16-559 Request of Ateethi Services for a Conditional Use Permit for extended stay lodging at 2645 Valley Avenue (Relax Inn)
 - SD-16-612 Request of Ricketts Business Center for a preliminary subdivision approval at Ricketts Drive to split off a rear parcel
 - CU-16-616 Request of Acme Real Estate Holdings for a Conditional Use Permit for a pet daycare center at 2100 S. Loudoun Street.
 - CU-16-617 Request of Bapa Hospitality for a Conditional Use Permit for extended stay lodging at 1347 Berryville Ave (former Shoney's Inn)
 - SV-16-661 ORDINANCE TO VACATE A PORTION OF AN ALLEY BETWEEN 601 WOODSTOCK LN and 116 N PLEASANT VALLEY RD
 - Represented Winchester at Virginia Outdoor Plan (VOP) meeting held at the NSVRC office in Front Royal where officials from the Virginia Department of Conservation and Recreation solicited input from jurisdictions to update the plan. Provided updated info on the Green Circle Trail, the future trail network at Glen Burnie/MSV, and the Kernstown Battlefield. Inclusion of projects in the VOP helps improve eligibility for grant funding.
 - Worked with Old Towne Commons developer to finalize Phase 1 townhouse occupancy acceptance and attended open house ceremony on October 28.
 - Planning Director gave 'Origin of Street Names' presentation at annual Century Club dinner meeting held at Godfrey Miller Center on Saturday, October 22.
 - Met with numerous private property owners and developers regarding development projects.
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Zoning & Inspections

- Completed:
 - 63 building permit inspections and issued 46 building permits (\$294,130 valuation)
 - 90 code enforcement inspections and initiated 20 new cases
 - 4 new business reviews (2 Certificates of Business, 2 Certificates of Home Business)
- Removed 4 signs from the public right-of-way (YTD=579).

- Issued final certificate of occupancy for the first townhouse at Old Towne Commons (711 S. Braddock Street).
- Issued certificate of occupancy for 86 Featherbed Lane – tenant space will be Experimac.

Permit #	Type	Address	Description	Value
16 0000450	RREM	131 Omps Dr	Repair Chimney Liners	\$6,000
16 0000836	MECH	304 Walker St	New Work	\$3,500
16 0000836	NGAS	304 Walker St	New Work	\$250
16 0000945	SIGN	393 Millwood Ave	1 Wall Mounted Sign	\$155
16 0001026	PLBG	16 N Purcell Ave	New Work	\$1,000
16 0001026	RREM	16 N Purcell Ave	Foundation Repair/Remodel	\$10,000
16 0001072	NGAS	8 W Cork St	Replacement Work	\$0
16 0001072	PLBG	8 W Cork St	Replacement Work	\$3,500
16 0000884	MECH	1819 S Loudoun St	New Heat Pump	\$12,000
16 0001075	NGAS	830 Amherst St	Replacing Water Heater	\$0
16 0001075	PLBG	830 Amherst St	Replacing Water Heater	\$1,500
16 0001078	RREM	403 Wentworth Dr	Repairing Basement Wall	\$2,500
16 0001079	PLBG	324 Highland Ave	Water Service	\$2,000
16 0001080	ELEC	1944 Valley Ave	Adding Equipment	\$0
16 0001081	ELEC	385 Battaile Dr	Cell Tower 16-314	\$0
16 0001082	ELEC	429 Castleman Dr	New Dwlg 16-169	\$0
16 0001083	ELEC	425 Castleman Dr	New Garage 16-168	\$0
16 0001084	ELEC	425 Castleman Dr	New Dwlg 16-168	\$0
16 0001085	ELEC	421 Castleman Dr	New Dwlg 16-167	\$0
16 0001086	ELEC	523 Applecroft Rd	Replace Svc, Add Swits, Recpts	\$0
14 0000274	PLBG	685 N Loudoun St	Replacing Fixtures	\$5,500
16 0000917	SIGN	2302 S Pleasant Valley Rd	2 Wall Mounted & 1 Freestandin	\$0
16 0001060	PLBG	513 Fremont St	Replacing Fixtures	\$2,500
16 0001061	RREM	339 Miller St	Removing Wall In Kitchen	\$12,000
16 0001071	RREM	310 Liberty Ave	Porch Enclosure/Addition	\$250
16 0001087	NGAS	524 Old Fort Rd	New Gas Range	\$750
16 0001088	NGAS	7 N Stewart St	Gas Piping	\$1,000
16 0001089	MECH	940 Allen Dr	Replacing Furnace	\$3,100
16 0001089	NGAS	940 Allen Dr	Replacing Furnace	\$100
16 0001090	PLBG	37 W Southwerk St	Replace Sewer Service	\$3,000
16 0000800	PLBG	324 W Leicester St	New & Replacement Fixtures	\$5,000
16 0000820	SIGN	103 E Piccadilly St	1 Projecting Sign	\$1,500
16 0000978	MECH	609 Bruce St	New Heat Pump	\$8,500
16 0001031	SIGN	430 N Cameron St	2 Building Mounted Signs	\$100
16 0001091	MECH	78 Riflemen Ln	Replacing Furnace	\$3,100
16 0001091	NGAS	78 Riflemen Ln	Replacing Furnace	\$100
16 0001092	ELEC	217 S Washington St	Lts, Sws & Fixtures	\$0
16 0001093	ELEC	355 National Ave Apt 2	Service Inspection	\$0
16 0001094	BLDG	200 N Cameron St	Asbestos Removal Before Demoli	\$4,925
16 0000453	MECH	1810 S Loudoun St	New Rtu's, Duct Work, Exhaust	\$80,000
16 0000977	MECH	607 E Jubal Early Dr	New Heat Pumps	\$56,000
16 0000977	PLBG	607 E Jubal Early Dr	New Fixtures	\$60,000
16 0001038	SIGN	45 W Boscawen St	1 Bldg Mounted & 1 Projecting	\$200
16 0001099	PLBG	118 E Germain St	Replace Water Service	\$2,800
16 0001100	NGAS	612 S Loudoun St	Replace Gas Water Heater	\$650
16 0001100	PLBG	612 S Loudoun St	Replace Gas Water Heater	\$650
46 TOTAL				\$294,130

TYPE KEY: NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL= Fire All Other |

PARKS & RECREATION

- Assistant Park Director and Maintenance Tech I job offers were accepted.
- A new Water Yoga class will begin on Tuesday, November 8 at the indoor pool from 9-10 am.
- The winter Activity Guide is in draft form and will be scheduled for printing soon.
- Working to organize Veterans Day/Week recognition activities.
- Seeding, plugging and mowing all athletic fields and neighborhood parks.
- Park Advisory Board meeting on October 24 was cancelled.

WINCHESTER PARKING AUTHORITY

- 3,011 vehicles utilized the garages October 19-25.
- As of October 25, there were 962 monthly parkers in the garages (2 rental and 0 cancellation).
- Preparing to conduct several roof joint repairs at the George Washington Autopark.
- [Braddock renovation project](#) began this week and work is expected to take one month to complete. Work will only be conducted Monday-Friday, 7:00 am-3:30 pm and weekends should not be impacted. There will be sections of the garage that will be closed during maintenance work and hourly customers are encouraged to consider parking at one of our other three garage facilities while construction is occurring.
- The WPA monthly meeting was held on October 27. WPA discussed Christmas Parade parking and a First Night Winchester sponsorship request.
- WPA received their new truck and snow plow in anticipation of winter.
- Installation of parking meter sleeves and bases has begun on the Plaza Lot (in front of the JJC) and meter installation is nearing completion on the section of the Plaza Lot behind the Kurtz Building.

SOCIAL SERVICES

- Received 31 Benefit Program applications: 29 SNAP, 28 Medicaid, 12 TANF, 5 Child Care, 27 Low Income Home Energy Assistance Program-Fuel.
- Currently serving the following individuals in Benefit Programs:
 - 4,332 receive SNAP
 - 218 receive TANF
 - 5,245 receive Medicaid
 - 36 receive VIEW Services
 - 35 families/63 children receive Child Care Subsidy Program. There are 30 families/58 children are currently on the waiting list.
- Responding to 18 Family Service Intakes.
- Responding 4 Adult Services Intakes.
- Completed 1 screenings for Community Based Care (CBC) in conjunction with the Health Department.
- Performing guardianship duties for 3 adults. Maintaining 57 guardianship report cases.
- Staff Attended:
 - Child Care Quality Initiative Meeting
 - Prisoner Re-Entry Council
 - The Effects of Abuse and Neglect on Child and Adolescent Development
 - Child Protective Services New Worker
 - Car Seat Installation Training

Weekly Activity	#
Walk-in clients	153
Client info drop offs	51
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	526
Children in foster care	30
Entered foster care	1
Exited foster care	0
Child Protective Services Assessments/Investigations	50
Adult Protective Service referrals	4
Adult services case management load	16
Adult guardianships	3
Adult protective services investigations	20
Benefit fraud investigations	5
Fraud allegations received	0
Family Services Prevention case management load	9

- Investigative Multi-Disciplinary Team for child abuse investigations
- Intake, Assessment and Investigation Training
- Winchester Community Policy and Management Team
- Northern Shenandoah Valley Alliance Executive Committee

SUPPORT SERVICES

Information Technology

- Worked with vendor on JJC Security system integration.
- Created additional EdgeWave email filtering rules to deal with influx of spam mail.
- Worked with Finance to implement automated time and attendance in City Yards and Fire and Rescue Department.
- Supported first streaming video of council meeting. Video has been posted and is open to the public at <http://winchesterva.igm2.com/Citizens/Default.aspx>. Streaming will be available for every Regular Council meeting and Council Work Session beginning November 8.
- Started prepping for 2017 computer hardware refresh.
- Developing an IT Department page for the main website.

COMMUNICATIONS

- Distributed October 28 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Finalized the Emergency Support Function #15-External Affairs plan and submitted to Emergency Management for inclusion in the Emergency Operations Plan.
- Met with Frederick County PIO to discuss plans for communications during a long-term power outage incident as part of the region's participation in a U.S. Army War College study.
- Approved final mobile app draft for submittal to Android and Apple. The mobile app will allow residents and visitors to ask questions, find information and report maintenance needs for public infrastructure. Once available in app stores, a marketing campaign will be announced.
- Submitted photos of the City's recycling activities during the Green Neighborhood and Community Safety Fair events for possible inclusion in DEQ's annual report.
- Created a photo slideshow using before photos taken of the Winchester Towers for social media.
- Designed posters for the Braddock Autopark maintenance project.
- Worked with IT Project Coordinator on ideas for website enhancements. Implemented one enhancement on the [Current City Projects](#) page (accordion layout).
- Updated the rotating banners on the homepage of the City's website for fall.
- Press releases sent:
 - [Safe Halloween Fun for Families](#) (PD)
 - [Maintenance Work to Begin at Braddock Autopark](#)
 - [Police Conduct Death Investigation](#) (PD)
 - [Streets to Close for Installation of Concrete Barricades Near the Winchester Towers](#)
- Current Projects:
 - New board member orientation program
 - Improve development services web pages and information to be more user-friendly
 - Add Economic Development information on City's website
 - Add staff bios to website
 - Improve website to be Section 508 compliant
 - 2017 Informational Calendar ([now accepting photo submissions](#))
 - Draft Crisis Communications Plan
 - Draft communications plan and outreach efforts for mass power outage crisis preparedness
 - Green Circle Trail logo, brochure and mile marker map
 - Strategic Plan Performance Measures and booklet
 - Human Resources recruitment brochure design
 - VML Capital Tree hand-made ornament submission
 - FOIA software implementation and staff training

- Informational video series
- Mentoring SHHS student interested in career in communications
- Articles in *The Winchester Star* this week:
 - October 22 –
 - City receives water fluoridation award
 - October 25 –
 - Trick-or-Treating times announced
 - October 26 –
 - City accepts body camera grant
 - Body found in tent behind Lowe’s store
 - City Council reads ordinance for corridor enhancement
 - City man is arrested after allegedly selling drugs
 - October 27 –
 - City modifies streets near Winchester Towers
 - Autopark undergoes repairs
 - Candy, fun offered on the mall
 - October 28 –
 - City Council denies permit to new tower
- WHAG reports:
 - Winchester death investigation [Watch](#)
 - Winchester City teacher salaries will increase [Watch](#)

Photo of the Week



VisitWinchesterVA Instagram: A whole new angle for an old favorite.

BOARD VACANCIES

- Current [Board Vacancies](#):
 - Old Town Development Board (owner/operator and at-large resident)
 - Economic Development Authority
 - Board of Architectural Review
 - Fire Prevention Code Board of Appeals (Alternate)
 - Local Building Code Board of Appeals (Alternate)
 - Lord Fairfax Emergency Medical Services Council
 - Frederick-Winchester Service Authority

- Environmental Sustainability Taskforce
 - Winchester Parking Authority (unexpired term ending 5-31-20)
 - Social Services Advisory Board (unexpired term ending 3-31-19)
- Note: Unexpired terms do not count against the two-term limit requirement.*