



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

- Two staff attended the Virginia Crime Solvers Conference.
- One ECC employee graduated from the academy.
- Arrested suspect for two breaking and entering crimes near Handley High School.
- Met with NAACP leaders to discuss future race relations events.
- Led monthly S.A.L.T. Council meeting.
- Working with Winchester Fire and Rescue to plan Public Safety Trunk-or-Treat event on October 26.
- 911 dispatchers collected canned food to distribute to Winchester Rescue Mission.

Police Activity	#
Calls for Service	792
Violent Crimes	13
Property Crimes	24
Accident Reports	14
Alarms (all false)	20
Directed Patrols	60
Directed Patrols	15
Old Town (OTW)	
Extra Patrols	93
Extra Patrols OTW	8
Traffic Citations	16
Written Warnings	18

Winchester Fire & Rescue

- Participated in Water Rescue Awareness training class.
- Met with Downtown Manager to coordinate Old Town Christmas Tree installation.
- Met with Social Services Director and Communications Manager in preparation for Stuff-the-Truck Campaign.
- Met with Finance Department on Personal Protective Equipment Funding.
- Participating in National Fallen Firefighters Foundation Memorial Weekend Command Staff working with survivor families.
- Participated in the Trex Safety Fair.
- Preparing for Fire Prevention activities.
- Providing EMS standbys and public education events at Sacred Heart Run and at the Sheriff's Fishing Day.
- Burn Building bid openings conducted.
- Two department personnel began field clinical rotations for Paramedic class.
- Administered flu vaccines to career and volunteer personnel.
- Fire Marshals investigated one suspicious package incident and assisted with a possible meth lab.
- Preparing for the 2016 Fire Prevention Week. 2016 campaign theme: **"Don't Wait, Check the Date"** to encourage occupants to check the date on their smoke alarm and replace any of them that are older than 10 years old.
- Posted weekly call log on the City's website: [September 29-October 5](#).

F&R Activity	#
Fire	1
Overpressure	0
EMS/Rescue	93
Hazardous Condition	4
Service Call	5
Good Intent	5
False Alarm	7
Special Incident	0
Plan Review	0
Inspections	6
Reinspections	5

Emergency Management

- Communications Project:
 - Reviewing and addressing issues on punch list
 - Continuing installations for mobile and control stations
- Monitored Hurricane Matthew's progress and development.
- Coordinated long-term power outage planning team meeting.
- Met with Frederick County Sheriff and Winchester Fire Chief regarding communications.
- Emergency Management Technician attended instructor's training at the Emergency Management Institute.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- Submitted the mandatory annual report to the Virginia Department of Environmental Quality detailing all the activities the City has completed during the past year to maintain compliance with the City's storm water discharge (MS4) permit.
- Investigating options to help improve the flooding on N. Cameron Street recently experienced during large rain events.
- Striped the new crosswalk across Pall Mall Street where the new section of the Green Circle Trail was recently opened and restriped the crosswalks at the intersection of Braddock/North.

City Projects Update

- **FY17 Street Repaving** – The striping was completed on the recently paved section of Jubal Early between S. Loudoun and Valley. Additional paving is expected to be completed the second half of October.
- **Joint Judicial Center Renovation** – Work is beginning on the security system upgrades inside the building and also on the minor improvements to the parking lot.
- **Hope Drive Extension** – Frederick County EDA has approved the dedication of approximately 2.6 acres near the old Robinson School for the Hope Drive Extension project. This is the single largest portion that is needed for this project and the City greatly appreciates their support. Staff will be presenting project options to Council at the October 25 Work Session.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	178.75	Linear feet
	Streets Repaved	1.93	8.72	Lane miles
	Potholes Repaired	0	121	#
Trees	Dead/Diseased Trees Removed	8	133	#
	Trees Trimmed	7	447	#
	Stumps Removed	6	385	#
Traffic	Street Signs Installed or Replaced	4	204	#
	Pavement Markings Repainted (City)	7	7,154.33	Linear feet
	Pavement Markings Repainted (Contractor)	153,293	278,863	Linear feet
Refuse & Recycling	Refuse Collected	131.21	4,855.05	Tons
	Recycling Collected	55.26	2,235.23	Tons
	Large Item Pickups	4	127	#
Transit	Total Passengers	2,752	106,912	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,141	150,814	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	386	14,269	Hours
Utility Billing	Payments Processed	1,212	53,972	#
	New Bills Mailed Out	2,903	50,381	#

	Water Services Turned Off for Non-Payment	20	910	#
Water Treatment Plant	Average Daily Water Demand	7.58	7.24	Million gallons/day
	Peak Daily Water Demand	8.12	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	11.45	7.84	Million gallons/day
	Peak Daily Flow Treated	19.71	19.71	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	1	34	#
	Water Meters Read	1,267	54,987	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	130	98,647	Linear feet
Engineering	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	5	77	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	38	1,226	#
Facilities Maintenance	Work Requests Completed	20	689	#
	Special Events Assistance	0	9	#
	Maintenance of Pedestrian Mall	23	875	Staff hours
Equipment Maintenance	Total Repairs Completed	68	2,044	#

DEVELOPMENT SERVICES

Economic Redevelopment

- Presented request to demolish the Winchester Towers to the Board of Architectural Review which was approved.
- Discussed incentive opportunities for potential rehabilitation project on Berryville Avenue.
- Ongoing preparation and submission of EDA audit materials.

Old Town Winchester

- Launched the first Fall Farmers Market with small turnout. Working on additional promotion and publicity. Interviewed by WHAG to promote the market.
- Continue to promote Greatness Program businesses.
- Finalized holiday postcard. Working on scheduling carriage rides for Holly Jolly Celebration on December 10.
- Promoting Spooktacular Old Town Trick-or-Treating at Loudoun Street Mall businesses 4-6 pm on Saturday, October 29. Poster designed by the OTWBA.
- Discussed Winchester Masonic Lodge 250th anniversary celebration plans for Old Town Winchester.
- Laurel Center presented with a \$1,000 check from Bojangles' as part of their support for Friday Night Live events in Old Town. They also donated food to Laurel Center to sell during events as a fundraiser and gave a total of \$5,000 as a sponsor for Old Town events.
- Working with tour bus company bringing almost 50 people for lunch in Old Town.

Winchester-Frederick County Tourism

- Continued follow-up communications and planning with numerous travel writers from the recent MATPRA Marketplace event.
- Conducted site visit, tour and meeting with management at Richard's Fruit Market.
- Conducted site visit, photography and scouting at Eagle Rock on the Tuscarora Trail.
- Met with numerous vendors regarding print and digital marketing opportunities, as well as new items for the Visitor Center gift shop.

- Met with Nancy Craun from Go Blue Ridge Travel to discuss ongoing and planned regional marketing initiatives.
- Took part in a regional “Lunch and Learn” event at the Virginia Tourism corporate offices in Richmond to showcase the Shenandoah Valley to 30+ VTC executives and reveal our newly created Shenandoah Valley brand and logo.

Planning

- Staffed the October 6 BAR meeting where the Board voted 4-1 to approved the demolition of the Winchester Towers building.
- Prepared update response to the Fairmont Avenue and the N. Loudoun Street Corridor Enhancement (CE) Districts that was tabled at the September 27 City Council Work Session. The updated materials will be reviewed during the October 11 Council work session.
- Staffed the October 4 Planning Commission Work Session and reviewed the items scheduled for public hearing at the October 18 regular meeting.
- Together with the City Manager, Communications Manager and Public Services Director, met with representatives from the Winchester Star to answer questions related to the Green Circle Trail.
- Met with numerous private property owners and developers regarding pending and possible developments, including the pending PUD rezoning for the Creekside Condos.

Zoning & Inspections

- Completed:
 - 48 building permit inspections and issued 26 building permits (\$617,000 valuation)
 - 96 code enforcement inspections and initiated 26 new cases
 - 7 new business reviews (5 Certificates of Business, 2 Certificates of Home Business)
- Removed 14 signs from the public right-of-way (YTD=541).
- Attended Community Response Team meeting.
- Prepared Board of Zoning Appeals agenda for the October 12 meeting.
- Along with Planning Director, conducted pre-application meeting for an extended stay conditional use permit for the old Shoney's/Winchester Inn motel on Berryville Avenue. The applicant would like to convert the facility to a Studio 6 (www.staystudio6.com).

Permit #	Type	Address	Description	Value
16 0000674	NR	8 W Cork St	Reroof	\$207,500
16 0000674	NRRM	8 W Cork St	Replacing Brick Walls	\$207,500
16 0000789	MECH	2638 S Pleasant Valley Rd	New Work	\$50,000
16 0000789	NGAS	2638 S Pleasant Valley Rd	New Work	\$1,000
16 0000789	PLBG	2638 S Pleasant Valley Rd	Fixtures For Massage Envy	\$50,000
16 0000943	BLDG	701 Fairmont Ave	Re-Cementing Block Wall	\$15,000
16 0000968	ELEC	1810 S Loudoun St	Temp Service	\$0
16 0000969	ELEC	907 Crestview Terr	Lts Recps Sws	\$0
16 0000970	ELEC	2638 S Pleasant Valley Rd	New Bldg 16-841	\$0
16 0000971	ELEC	1415 Amherst St	Remodel 16-489	\$0
16 0000973	ELEC	1539 S Pleasant Valley Rd	New Bldg 16-641	\$0
16 0000974	ELEC	412 Castleman Dr	Basement 16-896	\$0
16 0000975	ELEC	1718 Lewis St	Replace Svc Panel	\$0
16 0000976	ELEC	705 S Loudoun St	Replaced Panel	\$0
16 0000967	TTS	9 Court Sq	Stage For OctoBeer Fest Oct 14	\$0
16 0000453	PLBG	1810 S Loudoun St	New Fixtures	\$50,000
16 0000979	BLDG	1900 Valley Ave	Commercial Swimming Pool	\$0
16 0000982	PLBG	518 N Braddock St	Replace Water Service	\$0
16 0000983	MECH	2536 Wilson Blvd Apt 201	Replacing Furnace	\$2,500
16 0000983	NGAS	2536 Wilson Blvd Apt 201	Replacing Furnace	\$0

16	00000986	RREM	13 Parkview Ave	Replace Floor Joist	\$200
16	10000051	PSOV	7 Loudoun St Mall	Vendor For Oct 7 2016	\$0
16	00000980	SIGN	16 S Braddock St	1 Projecting Sign	\$100
16	00000988	PLBG	2705 S Pleasant Valley Rd	Grease Interceptor	\$7,000
16	00000989	PLBG	1810 S Loudoun St	Grease Interceptor	\$10,000
16	00000990	MECH	2045 S Pleasant Valley Rd	Replace A/C Units	\$16,000
16	00000993	PLBG	328 Highland Ave	Replace Water Service	\$200
27 TOTAL					\$617,000

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 | CHNG=Change of Use | RADI=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM=Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof | OCCU=Occupancy

PARKS & RECREATION

- Conducted part-time Child Care Assistant and Athletic Assistant interviews and made selections.
- Hired two part-time Aquatics Instructors and one part-time Lifeguard.
- Youth Services Recreation Coordinator and Special Event Coordinator attended the NRPA (National Recreation Parks Association) Annual Conference in St. Louis, MO this week.
- Helped with the Green Circle 5k on Saturday, October 1.
- The new tot lot at Frederick Douglass Park was installed this week.
- Met with the City's Recycling Coordinator about the Community Gardens program.
- Athletics Coordinator has been accepted into the City's Leadership Academy 101 and the first class began on Tuesday, October 4.

WINCHESTER PARKING AUTHORITY

- 2,515 vehicles utilized the garages from September 28-October 4.
- As of October 4, there were 965 monthly parkers in the garages (0 rentals and 0 cancellations).
- Preparing to paint the parking meter housings black on the Plaza Lot.
- Preparing to conduct several roof joint repairs at the George Washington Autopark.

SUPPORT SERVICES

Information Technology

- Conducted knowledge transfer with interim network engineering consultant to provide support while recruiting a new network engineer.
- GIS participated in a discussion with State level addressing standards group.
- Worked on revised procedures for Treasurer processing of DMV Stops.
- Worked with Radio Manager to evaluate device programming options.
- Prepared Google Analytics report for stormwater management study.
- With Communications Manager reviewing Section 508 compliance issues for web presence.
- Attended Long Term Electrical Outage planning committee meeting.
- Completed utility billing go-live account balance reconciliation between old and new systems.
- Installed font size changes in main website to improve readability.
- One staff member accepted into the City's Leadership Academy.

SOCIAL SERVICES

- Received 55 Benefit Program applications: 25 SNAP, 31 Medicaid, 8 TANF, 4 Child Care.
- Currently serving the following individuals in Benefit Programs:
 - 3,831 receive SNAP
 - 223 receive TANF
 - 5,338 receive Medicaid
 - 39 receive VIEW Services

- 38 receive Child Care subsidy -- 27 families/53 children are currently on the waiting list *change in caseload related to required purging of the waiting list in October
- Currently responding to 7 Adult Services intakes.
- Completed 2 screenings for Community Based Care in conjunction with the Health Department.
- Maintaining 58 guardianship report cases.
- Transition of the Supplemental Nutritional Assistance Program (SNAP) to VaCMS system occurred on October 3, 2016.
- WDSS coordinating an agency food drive during the month of October 2016. Non-perishable items collected will be donated to food pantry.
- Staff Attended:
 - Family Assessment and Planning Team reviewed 15 at risk children, youth and families for service needs.
 - Office of Comprehensive Services Children's Services Act Meeting. Attended presentation by Magellan for new procedure for the Certificate of Need (CON) process for Medicaid residential placements.
 - Family Service Supervisors presented at Lord Fairfax Community College
 - Winchester Public Schools Bright Futures Advisory Board
 - Community Response Team
 - Meeting with Northwestern Community Services, Valley Health and Infant Toddler Connection regarding possible grant opportunity
 - Planning meeting for Stuff-the-Truck event with Winchester Fire and Rescue and Communications Manager
 - Webinar Prioritizing Supervision: A Comprehensive Supervisory Development

Weekly Activity	#
Walk-in clients	179
Client info drop offs	69
Child Protective Service referrals	10
Placed "on notice" for foster care entry by JDRC	6
Children in foster care	28
Entered foster care	2
Exited foster care	1
Child Protective Services ongoing case management	23
Adult Protective Service referrals	1
Adult services case management load	17
Adult guardianships	3
Adult protective services investigations	19
Benefit fraud investigations	3
Fraud allegations received	1
Family Services Prevention case management load	47

COMMUNICATIONS

- Distributed October 7 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Attended group planning meeting for the regional mass power outage crisis scenario. Named chairman for the communications committee.
- Set up several interviews with Council for board vacancy applicants.
- Designed and ordered Old Town Winchester holiday postcards listing upcoming events.
- City's Savvy Award for the design of the 2016 informational calendar was featured in the September issue of VML's *Virginia Town and City* magazine.
- Along with Planning, Public Services and City Manager, met with representatives of *The Winchester Star* to answer questions about the Green Circle Trail.
- Responded to 24 media requests for information and set up interviews with staff when appropriate during the month of September.
- Began planning the 2016 Stuff-the-Truck fundraiser with Winchester Social Services and Fire and Rescue departments.
- Completed claim process for an unofficial Facebook page for Jim Barnett Park created by a community member. The City is now the owner of that account. Also, claimed an unofficial Google+ page for Jim Barnett Park that was created by someone other than the City.
- Filled in for Deputy Clerk of Council this week while she was out of the office.
- Press releases sent:
 - [Next Week is Fire Prevention Week-"Don't Wait, Check the Date"](#)
 - [Winchester Officers Graduate from Crisis Intervention Training](#) (PD)
 - [Police Investigate Business Burglary](#) (PD)
 - [Police Warn of Computer Virus Scan](#) (PD)
- Current Projects:

- Board member orientation program
- Improve development services webpages and information to be more user-friendly
- Add Economic Development information on City's website
- Improve website to be Section 508 compliant
- Working with software vendor to improve online Boards+ portal
- 2017 Informational Calendar ([now accepting photo submissions](#))
- Drafting Crisis communications and ESF#15-External Affairs plans
- Drafting communications plans and outreach efforts for mass power outage crisis preparedness
- Green Circle Trail logo, brochure and mile marker map
- CAFR and Budget Manual cover designs
- 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
- Articles in *The Winchester Star* this week:
 - October 1 –
 - A route to education – Officials weigh pros and cons
 - SU: School not involved in plan for Towers housing
 - Photo: When will it stop?
 - October 4 –
 - City shares reason for plan choice, details of proposal [Correction: EDA shares reason...]
 - Your Views: Razing the Towers, a change for the better
 - Home suspected of being a meth lab
 - Arrest made in 2 home burglaries
 - New courtrooms open in Joint Judicial Center
 - 3 city police officers graduate from training to de-escalate situations
 - October 5 –
 - Town Run Leg of trail opens to the public
 - Police ask for help in identifying medical office burglar
 - Museums for alternative views on state history goes before planning commission
 - October 6 –
 - Sexual offender arrested in investigation
 - Seminar focuses on Thomas ‘Stonewall’ Jackson
 - October 7 –
 - Winchester BAR Oks razing Towers
 - Former Winchester schools site to be sold; county dedicating adjacent land for Hope Drive extension
 - Beware of anti-virus scams
 - SU says that moisture problem not structural
- WHAG reports:
 - Winchester Sheriff's Office is thinking pink all October [Watch](#)
 - Phase II of the Green Circle Trail is open to the public [Watch](#)
 - Old Town Winchester presents its first Fall Farmers Market [Watch](#)
 - New court rooms at Joint Judicial Center [Watch](#)
 - Police are asking for the public's aid to identify burglar in Winchester [Watch](#)
 - Police Officers from Winchester, surrounding areas learn mental health tactics [Watch](#)

Photos of the Week



WPD Facebook Post: Our 911 Dispatchers collected a trunk full of food items to donate to the Winchester Rescue Mission! And check out their t-shirts to support Breast Cancer Awareness Month. These employees not only answer your calls during an emergency, they have hearts of gold!

BOARD VACANCIES

- Current [Board Vacancies](#):
 - Old Town Development Board (owner/operator)
 - 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.
- Upcoming Vacancies:
 - Old Town Development Board (owner/operator and at-large resident)