

# 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 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](mailto:citymanager@winchesterva.gov) or 540-667-1815.

## PUBLIC SAFETY

### Winchester Police

- Attended the funeral of Winchester Police Officer Master Officer Brunson.
- Participated in the Northern Shenandoah Valley United Way's Day of Caring. Projects including helping the Henry and William Evans Home for Children and Winchester/Frederick/Clarke SPCA.
- Provided a self-defense class to new Community Health workers.
- Attended TRIAD's Fall Series on Medication Management for Seniors.
- Met with "I'm Just Me" organization to discuss partnership.
- Helped organize and attended Community Safety Fair on Saturday, September 10. Teams in attendance, included: Bike Team, VIP's, Crisis Negotiations Team, SWAT and Emergency Communications.
- Attended Housing Resources Committee meeting to discuss homelessness, Active Shooter meeting and Skyline Academy board meeting.
- Met with Secretary Hazel to discuss Substance Abuse Coalition.
- Attended Woodland Avenue Neighborhood Watch meeting.
- Attended Social Media Training for Parents hosted by Council Against Domestic Violence and Sexual Assault.

Police Activity	#
Calls for Service	772
Violent Crimes	14
Property Crimes	30
Accident Reports	18
Alarms	18
False Alarms	18
Directed Patrols	54
Directed Patrols Old Town (OTW)	13
Extra Patrols	86
Extra Patrols OTW	15
Traffic Citations	34
Written Warnings	37

### Winchester Fire & Rescue

- Participated in September 11 memorial at Mission BBQ.
- Chief Baldwin was interviewed by the U.S. Fire Administration and the Emergency Responder Safety Institute on SIRIUS XM Radio Channel 110 with Dr. Billy Goldberg concerning responder safety on the roadway.
- Honor guard presented colors at the Chamber of Commerce Hob Knob in the Valley event on September 11.
- Conducted Basic Water Rescue Awareness training.
- Attended the funeral of Winchester Police Officer Master Officer Brunson.
- Conducted a practice physical agility testing session for upcoming firefighter testing.
- Participated in a mock stroke drill with Winchester Medical Center.
- Coordinated the Burn Building pre-bid meeting with Public Services and Purchasing staff for potential contractors.
- Posted weekly call log on the City's website: [September 8-14](#).

F&R Activity	#
Fire	4
Overpressure	0
EMS/Rescue	102
Hazardous Condition	1
Service Call	4
Good Intent	4
False Alarm	6
Special Incident	0
Plan Review	1
Inspections	12
Reinspections	13

## Emergency Management

- Communications Project:
  - Phase II cutover is ongoing
  - Reviewing additional subscriber units
  - Planning for oversight considerations moving forward
  - Continuing subscriber testing
- Active Shooter Exercise:
  - Met with various agencies, controllers and evaluators
  - Signing up volunteers for exercise
  - Updated Everbridge group lists
- Attended City's Special Events Team meeting.

## PUBLIC SERVICES

### Public Works, Utilities, Facilities Management, Transit

- The Public Works kids zone at the Community Safety Fair on September 10 went very well with an estimated 200 kids and adults that visited.
- The storm drain pipes along N. Cameron Street are being inspected and viewed with a camera to look at the condition of the pipes and make sure there are no blockages.
- Staffed the regular meeting of the Environmental Sustainability Taskforce.
- Work is progressing on repainting all of the line striping on city streets. This work is completed once every year.

### City Projects Update

- **FY17 Street Repaving**—Repaving of Jubal Early Drive between Valley Avenue and Loudoun Street has been scheduled to begin again the week of September 25 at night.
- **Traffic Signal Removals**—The traffic signals at Weems/Wilson and N. Loudoun/Wyck were successfully removed this week.
- **New Burn Building** – The mandatory pre-bid meeting for the construction of the new burn building was held with eight contractors in attendance. Bids for the project are due on September 29.
- **Joint Judicial Center Renovation**— Modifications to the remaining courtrooms in the final phase of the project are nearing completion.

### Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
<b>Streets</b>	Sidewalks Repaired/Replaced (City)	0	173.5	Linear feet
	Streets Repaved	0	6.79	Lane miles
	Potholes Repaired	1	97	#
<b>Trees</b>	Dead/Diseased Trees Removed	9	116	#
	Trees Trimmed	0	438	#
	Stumps Removed	1	370	#
<b>Traffic</b>	Street Signs Installed or Replaced	11	183	#
	Pavement Markings Repainted (City)	0	5,505.33	Linear feet
	Pavement Markings Repainted (Contractor)	0	15,309	Linear feet
<b>Refuse &amp; Recycling</b>	Refuse Collected	124	4,481.40	Tons
	Recycling Collected	38.6	2,062.55	Tons
	Large Item Pickups	0	109	#
<b>Transit</b>	Total Passengers	2,462	98,269	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,352	138,711	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	315	13,134	Hours

<b>Utility Billing</b>	Payments Processed	1,854	50,561	#
	New Bills Mailed Out	1,920	46,575	#
	Water Services Turned Off for Non-Payment	0	865	#
<b>Water Treatment Plant</b>	Average Daily Water Demand	7.65	7.23	Million gallons/day
	Peak Daily Water Demand	8.19	9.06	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	5.79	7.85	Million gallons/day
	Peak Daily Flow Treated	6.08	18.49	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	3	30	#
	Water Meters Read	1,350	50,370	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	0	91,596	Linear feet
<b>Engineering</b>	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	3	68	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	34	1,113	#
<b>Facilities Maintenance</b>	Work Requests Completed	12	630	#
	Special Events Assistance	0	8	#
	Maintenance of Pedestrian Mall	24	787	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	34	1,917	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Completed various tasks associated with the sale of the EDA's interest in the Taylor Hotel.
- Held EDA special meeting. EDA directed staff to seek permission from the Board of Architectural Review (BAR) to demolish the Towers and draft an exclusive negotiation agreement regarding the selection of a developer for the Winchester Towers
- Requested permission to demolish the Winchester Towers from the BAR, who tabled the item for 60 days and requested further information to be brought back to a future meeting for consideration.

### Old Town Winchester

- Continue to promote Fall Farmers Market – sent out press release notice and call for vendors.
- Making arrangements to attend Virginia Farmers Market Conference to help strengthen the farmers market.
- Promoting Little Big Band concert performing Sinatra tunes (FREE) Friday at 6:30 pm at the Taylor Pavilion.
- Promoting Sunday Concert at the Taylor Pavilion (FREE) at 1:00 pm featuring Shenandoah University musicians performing a tribute to John Kirby.
- Working with OTWBA to coordinate efforts on Spooktacular.
- Met with new downtown police officer to discuss the community policing needs of downtown businesses.
- Helping promote downtown businesses: Bright Box new opening of Bistro and bake holding an official Grand Opening event.
- Around the Panhandle September/October edition ran an article on OctoberFest as a result of the Special Event Contractor outreach.

## Winchester-Frederick County Tourism

- Took part in a farm to fork planning call attempting to solidify a location for our regional event in early March. Two finalists are the Shenandoah Lodge at Lake Frederick and the Mimslyn Inn in Luray
- Spent Tuesday-Thursday at the annual Mid-Atlantic Tourism Public Relations Alliance (MATPRA) Marketplace in Talbot County, MD where Winchester-Frederick County was introduced to 55+ vetted travel writers.
- Winchester was announced as the host city for the 2017 Marketplace in September 2017.
- Met with member of the community to discuss his idea to potentially open a new history museum in Winchester on the politics of history.

## Planning

- Staffed the September 15 Board of Architectural Review meeting where the request of the Economic Development Authority(EDA) to demolish the Winchester Towers was first presented. Public comments from two individuals discouraged full demolition. The board tabled the request for up to 60 days and asked the applicant (Interim EDA Executive Director Tyler Schenck) to come back with better information as to what would be built new on the site and why the existing structure should not be preserved.
- Together with the City Manager, met with David Gum, President of National Fruit Products Company to discuss the pending Corridor Enhancement District and update him on items presented at the third public information meeting at which he could not attend.
- Reviewed 2035 Metropolitan Planning Organization (MPO) Long-range Transportation Plan (LRTP) Vision Plan list roadway projects to provide input on development of 2040 LRTP. The MPO ranked roadway projects and identified where projects needed to be redefined. Also identified projects to remove and add to the Vision Plan list.

## Zoning & Inspections

- Completed:
  - 62 building permit inspections and issued 34 building permits (\$567,312 valuation)
    - Notable permit: 1921 Clayton Ridge Drive, new single family dwelling (\$300,000 valuation)
  - 94 code enforcement inspections and initiated 22 new cases
  - 8 new business reviews (5 Certificates of Business, 3 Certificates of Home Business)
- Removed 5 signs from the public right-of-way (YTD=510).
- Issued final certificate of occupancy for the new John Kerr Elementary School – 427 Meadow Branch Avenue.
- No Board of Zoning Appeals meeting will be held this month due to no applications being filed.
- Attended the City's Special Events team meeting.

Permit #	Type	Address	Description	Value
16 0000840	SIGN	2340 Legge Blvd	1 Building Mounted Sign	\$3,500
16 0000540	MECH	625 Berryville Ave	Replace A/C & Furnace	\$4,000
16 0000540	NGAS	625 Berryville Ave	Replace Furnace	\$800
16 0000882	RREM	230 Chestnut St	Interior Sump Pump	\$11,109
16 0000691	RADI	1955 Valley Ave	Replacing 6 Antennas	\$25,000
16 0000883	RIFI	1921 Clayton Ridge Dr	New Single Family Dwelling	\$300,000
16 0000892	SIGN	621 W Jubal Early Dr	1 Bldg Mounted Sign	\$3,000
16 0000895	MECH	612 S Loudoun St	New Heat Pumps	\$8,200
16 0000897	ELEC	6 Richards Ave	Sign	\$0
16 0000898	ELEC	1435 Greystone Terr	Svc Upgrade	\$0
16 0000899	ELEC	615 E Jubal Early Dr	Remodel 16-692	\$0
16 0000900	ELEC	116 E Gerrard St	Replace Svc Cable, Meter Base	\$0
16 0000901	ELEC	1864 Old Jube Sq	4 Temp Poles	\$0

16 0000902	ELEC	1864 Old Jube Sq	3 Temp Poles	\$0
16 0000903	ELEC	1980 S Pleasant Valley Rd	1 Sign	\$0
16 0000082	PLBG	380 Millwood Ave	New & Replacement Fixtures	\$100,000
16 0000611	BLDG	2120 Valley Ave	Demolish Building	\$15,000
16 0000755	MECH	86 Featherbed Ln	Ductwork For Tenant Fitout	\$11,900
16 0000836	RREM	304 Walker St	3 Season Room	\$20,000
16 0000881	SIGN	1980 S Pleasant Valley Rd	Wall Mounted Sign	\$6,000
16 0000907	LGAS	1825 Rosser Ln	Replace Furnace	\$9,086
16 0000907	MECH	1825 Rosser Ln	Replace A/C & Furnace	\$9,086
16 0000908	PLBG	504 Hillman Dr	Water Service	\$1,200
16 0000909	AMUS	550 Virginia Ave	2 Inflatables, 1 Tent, 1 Table	\$731
16 0000910	NGAS	23 Taft Ave Unit 101	New Dryer	\$200
16 0000167	NGAS	421 Castleman Dr	New Fixtures	\$1,000
16 0000167	PLBG	421 Castleman Dr	New Fixtures	\$5,000
16 0000168	NGAS	425 Castleman Dr	New Fixtures	\$1,000
16 0000168	PLBG	425 Castleman Dr	New Fixtures	\$5,000
16 0000169	NGAS	429 Castleman Dr	New Fixtures	\$1,000
16 0000169	PLBG	429 Castleman Dr	New Fixtures	\$5,000
16 0000893	DECK	120 E James St	Extending Existing Deck	\$2,500
<b>34 TOTAL</b>				<b>\$567,312</b>

**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 | CFI=Commercial Industrial Finished | NR=Non-residential Reroof

## PARKS & RECREATION

- Kiwanis Club of Old Town participated in the United Way Day of Caring at Jim Barnett Park. Members cleaned up areas around the Kiwanis pavilions and disc golf course as well as mulched playgrounds.
- Held interviews for the Assistant Director position.
- Met with Desert Aire to review the pool dehumidifier control system.
- Participated in the Valley Health Community Safety Fair held in the park, Saturday, September 10.
- Shenandoah Valley Mustang Club held their annual car show event in the park on Saturday, September 10.
- Helped with the Old Town Farmers Market on Saturday.
- Child Care attended a mandatory training in Richmond for the Food Program (CACFP).
- Three new part-time Lifeguards and Aquatics Instructors began this week.
- Met with the Park Advisory Board Projects and Programs Committee.

## WINCHESTER PARKING AUTHORITY

- 2,539 vehicles utilized the garages from September 7-September 13.
- As of September 14, there were 971 monthly parkers in the garages (3 rental and 6 cancellations).
- Trimmed the trees along N. Loudoun Street beside the Loudoun Autopark. The contractor also trimmed the trees hanging over the Palace and Hable public parking lots due to safety concerns.
- Cleaned Hable, Palace, Autopark and Cork Lots.
- Celebracion will utilize the Hable lot on September 17 for vendor and volunteer parking from 10 am-6pm.
- Continue to replace the parking meter domes as many have worn due to the sun and exposure to the weather elements. Planning on updating about 100 meter domes downtown this fiscal year.

## SOCIAL SERVICES

- Received 48 Benefit Program applications: 24 SNAP, 32 Medicaid, 5 TANF, 2 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
  - 30 receive Child Care subsidy (56 families/91 children are currently on the waiting list)
- Responding to 9 Adult Services intakes.
- Finalized two adoptions for children in foster care.
- Completing 38 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Provided an In-Service Presentation to Free Medical Clinic Community Health Nurses.
- Staff attended:
  - Community Response Team meeting
  - Family Centered Assessment Training
  - Sexual Abuse Investigation Training
  - VACMS Migration Training
  - Virginia Department of Social Services Benefit Programs Regional Supervisor Meeting
  - Meeting with Winchester Public Schools to strengthen collaboration in safety planning, “on notice” designation and Best Interest Determination (BID) meetings

Weekly Activity	#
Walk-in clients	159
Client info drop offs	80
Child Protective Service referrals	8
“On notice” for foster care entry by JDRC	6
Children in foster care	27
Entered foster care	0
Exited foster care	2
Child Protective Services ongoing case management	22
Adult Protective Service referrals	4
Adult services case management load	15
Adult guardianships	3
Adult protective services investigations	23
Benefit fraud investigations	12
Fraud allegations received	0
Family Services Prevention case management load	11

## SUPPORT SERVICES

### Information Technology

- Assisted Public Utilities with utility billing implementation issues follow-up.
- Prepared virtual server for utility billing software installation to support field employees.
- Installed NOVAtime time and attendance software upgrade to the production environment.
- Started SunGard version 16.2 upgrade Friday evening.
- Working on a GIS Strategic Plan.
- Started plans for Virtual Desktop Infrastructure project.
- Patched Windows servers city-wide.
- Worked on revised procedures for Treasurer processing of DMV Stops.
- Finalized Web Services Request for Proposals. Draft in final management review.

## COMMUNICATIONS

- Distributed September 16 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Attended the John Kerr Elementary School dedication.
- Interviewed by WHAG concerning the City’s receipt of a 3CMA Savvy award ([2016 Calendar](#)).
- Distributed the [September issue](#) of the Park’s electronic newsletter, [ActivitE-News](#).
- Working with software vendor to improve City’s boards and commissions member management online program.
- The City’s Facebook page reached 10,000 likes (gained approximately 2,500 likes in one year, a nearly 35% increase).
- Press releases sent:
  - City to remove two traffic signals this week [Read](#)
  - Old Town seeks vendors for new fall Farmers Market [Read](#)

- City's 2016 Annual Calendar wins Savvy Award [Read](#)
- Winchester Police support area non-profits (PD) [Read](#)
- Winchester Police mourn veteran officer killed in crash (PD) [Read](#)
- Active Shooter Training Exercise (PD) [Read](#)
- Current Projects:
  - 2017 Informational Calendar ([now accepting photo submissions](#))
  - Active Shooter Exercise planning (communications)
  - Strategic Plan performance measures booklet
  - Green Circle brochure and mile marker map
  - CAFR and Budget Manual cover designs
  - Emergency Support Function #15 plan (Emergency Operations Plan)
  - 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:
  - September 12 –
    - 2 city leaders honored at NAACP banquet
    - From sparkling hot dogs to mock 911 calls, kids learn valuable lessons
    - Police investigating shopping center vandalism in city
    - Off-duty city officer dies in W.Va. crash
  - September 13 –
    - Community mourns its fallen officer
    - Rally aimed at fighting addiction
    - Photo: Community helps kids learn about safety
    - Your Views: Green Circle Trail records sought
    - City School Board agrees to request allocation of funds
    - Photo: Solar-powered sign
    - City Council to discuss bringing back broadcasting of work sessions
    - Two Winchester stoplights will be removed this week
    - City man arrested after allegedly exposing himself
  - September 14 –
    - City Council may begin televising work sessions
    - Winchester to use new Smart Scale program to fund projects
    - City extends Old Town Farmers Market season
  - September 15 –
    - Panel to consider razing towers
    - New John Kerr school dedicated
    - City police plan to join new regional academy in Front Royal
  - September 16 –
    - EDA seeks OK for demolition
    - Building's future remains uncertain
    - Mayor, candidates discuss issues
    - City police on the lookout for women in alleged attack
    - Area schools have been awarded \$75K in grants
    - Winchester airport will receive \$2.47M in grant funding
- WHAG reports:
  - Winchester Police Department participates in Day of Caring [Watch](#)
  - Winchester Police veteran killed [Watch](#)
  - Winchester officer killed in car crash [Watch](#)

## Photo of the Week



(Instagram) The city flag was flown at half-staff Thursday and Friday at City Hall and the Timbrook Public Safety Center in memory of Winchester Police Department Master Officer Mike Brunson who was killed in a single car crash on Sunday.

## BOARD VACANCIES

- Current [Board Vacancies](#):
  - Old Town Development Board (owner/operator)
  - Economic Development Authority
  - 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
  - **NEW:** Winchester Parking Authority (unexpired term ending 5-31-20)
  - **NEW:** Social Services Advisory Board (unexpired term ending 3-31-19)

*Note: Unexpired terms do not count against the two-term limit requirement.*