



# 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

- Met with new Winchester Public Schools Superintendent.
- Held press conference with FBI and other law enforcement agencies concerning search for bank robber.
- Officers attended firearms training all week.
- Det. Smith and Sgt. Myrtle attended Virginia Forensic Science Academy.
- Made meth lab arrest.
- Attended Substance Abuse Coalition meeting.
- Held Race Relations Forum in partnership with NAACP.
- Met with nursing students regarding health and mental health initiatives.
- Attended regional meeting with PIO's to discuss active shooter training exercise.
- Finalized activities for Police Department's Day of Caring projects.
- Met with Shenandoah University to discuss Campus Watch program.
- Met with Asst. Principal at Handley HS to discuss outreach efforts and Teen Citizen Academy.
- Two officers attended Teen Night at YDC.

Police Activity	#
Calls for Service	920
Violent Crimes	10
Property Crimes	24
Accident Reports	11
Alarms	27
False Alarms	27
Directed Patrols	92
Directed Patrols	31
Old Town (OTW)	
Extra Patrols	53
Extra Patrols OTW	3
Traffic Citations	41
Written Warnings	36

### Winchester Fire & Rescue

- Met with HR to review procedures for Fire Marshals to complete firefighter candidate background investigations.
- Chief Baldwin held office hours at Station 2 on Monday, August 29, 2016, from 5-7pm.
- Coordinated a meeting with Stuff-the-Truck Program Co-Chairs to prepare for this year's event.
- Battalion Chief Henschel graduated from the National Fire Academy's first year of Executive Fire Officer Program.
- Participating in the MDA Fill-the-Boot drive to be held September 3-5.
- Reviewing applications and finalizing interview process for part-time administrative assistant and firefighter positions.
- Participated in mandatory interpersonal communications training.
- Provided EMS stand-by at Handley football game.
- Attended Mission Lifeline webinar to learn about what data will be collected for this year's EMS awards.
- Updated and implemented the Standard Operating Procedure for disinfecting EMS equipment and apparatus.

F&R Activity	#
Fire	4
Overpressure	0
EMS/Rescue	88
Hazardous Condition	5
Service Call	9
Good Intent	4
False Alarm	11
Special Incident	0
Plan Review	3
Inspections	15
Reinspections	28

- Allowed Jefferson County Sheriff's Department to use training ground and the RIT house for training.
- Posted weekly call log on the City's website: [August 25-31](#).

### Emergency Management

- Communications Project:
  - Cutover schedule revised and finalized
  - Police & Fire & Rescue portables assembled and inventoried, programming verified and issued to departments
  - Accessories for portables inventoried and distributed to departments
  - Mobile installation schedule reviewed and edited
- Conducted Active Shooter Exercise meeting.
- Attended Active Shooter Exercise discussion among PIOs concerning policy and procedure.
- Planning for Community Safety Fair.
- Continuing to work on Polycom Grant.

## PUBLIC SERVICES

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

- The minor structural repairs at the Handley Library are nearly complete.
- The flashing stop signs on Braddock Street at the Amherst intersection have been installed and are operational.
- By the end of September, SVEC plans to begin replacing the existing high pressure sodium streetlights with LED's in the northeast section of the city. This will be the first phase of their project to convert all of the streetlights in the city to LED's.
- Met with the Parks Department to discuss their proposed new maintenance building that was included in the FY17 Budget and will be constructed.
- One of the new Transit buses and one of the new paratransit vehicles were placed into service this week.

### City Projects Update

- **FY17 Street Repaving** -Paving was completed this week between Kent Street and Stewart Street on the following streets: Clifford, Cecil, Germain and Monmouth. Additional paving work is scheduled to be completed the week of September 12. Additional details will be provided closer to this date.

### 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	5.10	Lane miles
	Potholes Repaired	0	96	#
<b>Trees</b>	Dead/Diseased Trees Removed	12	100	#
	Trees Trimmed	7	437	#
	Stumps Removed	11	368	#
<b>Traffic</b>	Street Signs Installed or Replaced	7	172	#
	Pavement Markings Repainted (City)	957	2,975.33	Linear feet
	Pavement Markings Repainted (Contractor)	1,732	15,309	Linear feet
<b>Refuse &amp; Recycling</b>	Refuse Collected	66.2	4,233.86	Tons
	Recycling Collected	64.9	1,967.16	Tons
	Large Item Pickups	6	105	#
<b>Transit</b>	Total Passengers	3,106	92,728	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,891	131,298	Miles

	Revenue Hours Picking Up/Dropping Off Passengers	376	12,433	Hours
<b>Utility Billing</b>	Payments Processed	1,448	46,883	#
	New Bills Mailed Out	2,238	44,655	#
	Water Services Turned Off for Non-Payment	0	833	#
<b>Water Treatment Plant</b>	Average Daily Water Demand	7.70	7.20	Million gallons/day
	Peak Daily Water Demand	7.94	9.06	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	6.51	7.97	Million gallons/day
	Peak Daily Flow Treated	6.87	18.49	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	2	27	#
	Water Meters Read	0	46,936	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	7,803	89,898	Linear feet
<b>Engineering</b>	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	2	62	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	35	1,044	#
<b>Facilities Maintenance</b>	Work Requests Completed	26	596	#
	Special Events Assistance	0	8	#
	Maintenance of Pedestrian Mall	35	728	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	29	1828	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Held auction in the Taylor Hotel to sell remaining commercial equipment.
- Held EDA special meeting.
- Began asbestos inspection of the Winchester Towers.
- Ongoing negotiations regarding the sell of the EDA's interest in the Taylor Hotel and Fly Tower.

### Old Town Winchester

- Continued promotion and recruitment for Fall Farmers Market to run through Thanksgiving weekend.
- Working with downtown businesses owners including new bakery, Elegant Edibles by Erin, opening in October on the Mall.
- Updating downtown business list to reflect new locations for businesses and new businesses.
- Held OTDB meeting. The Board made recommendations on way-finding signage and other downtown improvements.
- Conducted walkabout of assessment districts with the OTDB Design Committee.
- Greatness Program has 38 downtown business participants. Facebook ads have been created for a dozen of them. Radio ads have aired for several weeks mentioning three businesses each week. The OTW video is playing before every movie at the Apple Blossom Movie Theater.

### Winchester-Frederick County Tourism

- Attended Shenandoah Spirits Trail meeting to approve final proof for printed map and website, as well as plan the launch celebration.
- Was interviewed by WHAG regarding our ABC license application and plan to promote local beer/wine/spirits producers at the Visitor Center.
- Attended Shenandoah Valley DMO monthly regional meeting to continue next stages of branding process as well as plan for the upcoming Virginia Tourism Lunch and Learn session.

- Scouted locations and developed schedule for upcoming professional photo shoot next week.
- Worked in-house to develop materials to represent Winchester/Frederick County at the upcoming MATPRA Marketplace conference.

## Planning

- Staffed third public information meeting on the proposed Northside Corridor Enhancement (CE) Districts along N. Loudoun Street and Fairmont Avenue.
  - Gave updated presentation to show proposed Option #2 alignment of Fairmont Avenue CE district that would extend straight down Fairmont Avenue instead of crossing over Wyck Street and down N. Cameron Street.
  - Prepared and distributed White Paper providing an overview of the efforts to date toward implementing the nine CE districts and the amendments to the zoning text that outlines the various standards and guidelines applicable to each CE district.
  - Prepared and presented an analysis of current Northside CE District guidelines and how they could instead be converted to standards in response to representatives from one property expressing a preference to avoid using guidelines.
  - Prepared table (see below) for the N. Loudoun Street proposed CE district showing that only two out of 88 properties are in industrial use as compared to 45 that are commercial and 41 that are residential. Industrial land use also represents less than 10% of the total acreage in the proposed CE district:

### N Loudoun Corridor Uses/Acreage

Use Type	Approx. # of uses	Use Percentage	Total Acreage	Acreage Percentage
Commercial	45	51%	25.8 acres	74%
Residential	41	47%	6.0 acres	17%
Industrial	2	2%	3.2 acres	9%
<b>TOTAL</b>	<b>88</b>		<b>35</b>	
	<b>Parcels</b>		<b>Acres</b>	

- Staffed BAR meeting on September 1.
- Met with numerous private property owners and developers regarding possible redevelopment or expansion.

## Zoning & Inspections

- Completed:
  - 56 building permit inspections and issued 40 building permits (\$239,184 valuation)
  - 146 code enforcement inspections and initiated 50 new cases
  - 12 new business reviews (8 Certificates of Business, 4 Certificates of Home Business)
- Removed 8 signs from the public right-of-way (YTD=433).
- Issued final certificate of occupancy for the WMC Cancer Center (400 Campus Blvd).
- Attended the Corridor Enhancement open house for the Fairmont/N. Loudoun Street corridors with Planning staff.

Permit #	Type	Address	Description	Value
16 0000823	SIGN	156 N Loudoun St	1 Building Mounted Sign	\$200
16 0000833	NR	168 N Loudoun St	Replace Flat Roof, No Structure	\$9,980
16 0000837	NR	1540 Commerce St	Non Res Re-Roof	\$5,000
16 0000838	AMUS	1001 E Cork St	1 Inflatable Bounce House	\$202
16 0000839	MECH	431 N Braddock St	Replacing Heat Pump	\$3,500

16 0000835	RREM	413 CastlemanDr	Remodel Basement	\$20,000
16 0000842	PLBG	112 W Pall Mall St	Water/Sewer Service	\$2,000
16 1000048	PSDM	122 N Loudoun St	Display Of Merch 7/16-8/5	\$0
16 0000194	MECH	549 Merrimans Ln	Heat Pumps, Boiler & Furnaces	\$38,000
16 0000194	NGAS	549 Merrimans Ln	Boiler & Furnaces	\$38,000
16 0000727	PLBG	2270 Valor Dr	New Fixtures	\$6,500
16 0000845	BLDG	2120 Valley Ave	Asbestos Removal	\$8,000
16 0000847	ELEC	2913 Valley Ave	Install Antenna 16-367	\$0
16 0000848	ELEC	428 W Cecil St	New Svc	\$0
16 0000849	ELEC	107 N Kent St	Adding Sw, Lights, Recept 16-780	\$0
16 0000850	ELEC	1863 Old JubeSq	New Bldg 15-331	\$0
16 0000851	ELEC	300 Jubilee Ct	New Bldg 15-332	\$0
16 0000852	ELEC	280 Jubilee Ct	New Bldg 15-333	\$0
16 0000853	ELEC	1943 Old JubeSq	New Bldg 15-334	\$0
16 0000854	ELEC	1931 Old JubeSq	New Bldg 15-335	\$0
16 0000855	ELEC	1910 Old JubeSq	New Bldg 15-336	\$0
16 0000856	ELEC	629 Cedar Creek Gr	Remodel 16-728	\$0
16 0000857	ELEC	324 N Braddock St	New Workshop 16-564	\$0
16 0000858	ELEC	1000 Valley Ave	Tenant Fit Out 16-557	\$0
16 0000859	ELEC	343 George St	Fire Repair 16-420	\$0
16 0000860	ELEC	111 E Cecil St	Replace Service	\$0
16 0000861	ELEC	419 N Cameron St	Solar Equipment	\$0
16 0000862	ELEC	2605 Valley Ave	Remodel 16-380	\$0
16 0000863	ELEC	2350 S Pleasant Valley Rd	Service	\$0
16 0000864	ELEC	911 Franklin St	New Bldg 16-644	\$0
16 0000319	MECH	412 Summit Ave	Replacing Furnace And Ac	\$7,500
16 0000319	PLBG	412 Summit Ave	New Fixtures	\$3,000
<b>41 TOTAL</b>				<b>\$239,184</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 | RAD=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM = Non-Residential Remodel | CFI=Commercial Industrial Finished | NR=Non-residential Reroof

## PARKS & RECREATION

- Announced Tommy Lambert as the new Parks Grounds and Facilities Superintendent.
- Reviewed the McCormac Amphitheater area with Parks Superintendent about electric service being installed near the stage area.
- Met with Aquatics staff to discuss the outdoor pool (this week is the final week that the pool will be open) and Labor Day schedule.
- Park street lights have been repaired by Shenandoah Valley Electric with the exception of two near the ballfields and Maple Drive.
- Replaced the two broken slides at Familyland and Children's Dream playgrounds.
- Installed new pedestrian crossing signs near the front entrance of the War Memorial Building.
- Repainted the fire lanes in front of the War Memorial Building.
- Met with Cal Allen to discuss a Park Advisory Board Project Planning Committee on which he and Member Bill Stewart will serve.
- Met with the Frederick Douglass Park "Family Day" organizers to discuss the August 7 event.
- Met with Public Services staff to begin the planning process for the new park maintenance shop.

## SOCIAL SERVICES

- Received 59 Benefit Program applications: 26 SNAP, 35 Medicaid, 6 TANF, 5 Child Care.
- Currently serving the following individuals in Benefit Programs:
  - 3,946 receive SNAP

- 200 receive TANF
- 5,329 receive Medicaid
- 40 receive VIEW Services
- 32 receive Child Care subsidy (50 families (74 children) are currently on the waiting list)
- Completing 38 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Responding to 10 Adult Services intakes.
- Completed 1 Pre-Admission Screening with the Health Department.
- Staff Attended:
  - Special Meeting of the Community Policy and Management Team (CPMT)
  - Regional meeting with local departments of social services to discuss substance abuse assessment, treatment and child welfare best practices
  - Eligibility Modernization Implementation Team met to assess business process and ensure readiness for Phase II Eligibility Migration.
  - Completed the Virginia Department of Social Services Information Security Training
  - Protective Capacities and Protective Factors: Common Ground for Protecting Children and Strengthening Families webinar
  - Stress management workshop
  - Continue to participate in Eligibility Modernization training to prepare for upcoming transition of the Supplemental Nutritional Assistance Program (SNAP) to the VaCMS system. Agency is entering final phase to have all Benefit Programs in one data system.
  - Security Officers participated in training to prepare for SNAP migration. Security officers are charged with ensuring VaCMS user roles and profiles are authorized appropriately.

Weekly Activity	#
Walk-in clients	178
Client info drop offs	73
Child Protective Service referrals	5
“On notice” for foster care entry by JDRC	6
Children in foster care	29
Entered foster care	0
Exited foster care	1
Child Protective Services ongoing case management	22
Adult Protective Service referrals	4
Adult services case management load	10
Adult guardianships	3
Adult protective services investigations	28
Benefit fraud investigations	10
Fraud allegations received	0
Family Services Prevention case management load	12

## WINCHESTER PARKING AUTHORITY

- 2,774 vehicles utilized the garages August 24-30.
- As of August 31, there were 973 monthly parkers in the garages (0 rentals and 2 cancellations).
- Continuing to replace the parking meter domes as many have worn due to the sun and exposure to the weather elements.
- Completed converting the two loading zones in front of Joint Judicial Center on Kent Street to three metered parking spaces.
- Continuing to paint the lintels in the stairwells at Loudoun Autopark as part of the maintenance workplan.
- Coordinating and preparing for power outage at the George Washington Autopark during SVEC pole replacement work on Sunday, September 11 from 8:30-11:30 am.

## SUPPORT SERVICES

### Information Technology

- Met with the Treasurer and Finance to review options for applying DMV stops as part of personal property tax debt collection.
- Deactivated the old and outdated Green Circle webpage and added a redirect to the new page on the City’s main website.
- Installed Personal Property tax software patches to implement changes in weight qualification for pick up and panel trucks.
- Assisted Public Utilities with utility billing implementation issues follow-up.

- Met with multiple agencies to discuss property addressing policies and existing issues and needs for the Next Generation 911 (NG9-1-1).
- GIS is working with Police to create internal mapping of crimes.
- GIS is working with Frederick County GIS to make each other's information compatible with NG9-1-1.
- GIS working with Opequon Water Reclamation Facility to map the facility.
- Working with Winchester Public Schools to develop a project to help automate employee contract processing.
- Continued research of event logging software.
- Continued to configure computing devices to Wake on LAN to facilitate software patching after hours.

## COMMUNICATIONS

- Distributed September 2 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Attended a third and fourth Active Shooter Exercise meeting for PIOs involved in the exercise (Public Schools, Medical Center, Winchester Police and City of Winchester).
- Launched new [Green Circle Trail webpage](#) on City's website and redirected old site to the new page. Continuing to tweak new Trail logo.
- Updated fall Farmers Market poster (originally created by Old Town intern).
- Responded to 15 inquiries from the media for information and/or staff interviews during August.
- The City's social media followers have grown significantly over the past 12 months:

	August 2015	August 2016
<b>Facebook</b>	7,418	9,917
<b>Twitter</b>	1,632	2,312

- Sent press releases:
  - [City's 2016 Labor Day Schedule](#)
  - [FBI Searching for Serial Bank Robber](#) (PD)
  - Winchester Man Arrested for Operating Mobile Meth Lab (PD)
- Current Projects:
  - Strategic Plan performance measures booklet
  - VGFOA Innovation Award nomination
  - 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
  - ActivitE-News September issue
- Articles in *The Winchester Star* this week:
  - August 27 –
    - Emergency Communications getting facelift
  - August 29 –
    - NAACP organizers, law enforcement use forum to help community bond
  - August 30–
    - Indian Alley loading zone opens to help businesses
    - Visitor Center trying to sell local wine, beer
    - Winchester Sheriff's Office seeks to bond with kids over fishing
    - German grocery company buys site in Frederick
  - August 31 –
    - Regional airport gets taxiway addition grant
    - Meth lab found in Valley Ave. apartment; 1 man arrested
    - City meeting with potential inn buyers
  - September 1 –
    - Details released on alleged meth lab discovery
    - Price of gas rises ahead of Labor Day

- September 2 –
  - Area opioid-related overdose reports spike
  - Corridor districts plan gets positive input at session
  - Police aim to search cellphone data
  - City inks new deal with event promoter
  - Dogs can walk for cancer, then cool off with a dip in the pool
- WHAG reports:
  - Winchester Regional Airport receives a million dollar grant [Watch](#)
  - Visitors Center wants to sell local beer and wine [Watch](#)
  - Police arrested a man in Winchester for an alleged mobile meth lab [Watch](#)

### Photo of the Week



The Fresh Market opened this week.

### VOLUNTEER OPPORTUNITIES

- 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
  - Winchester Parking Authority (unexpired term ending 5-31-20)
- Help with the weekly Old Town Farmers Market – Contact the Old Town Welcome Center for details at (540) 535-3660 or [otw@winchesterva.gov](mailto:otw@winchesterva.gov).
- [Citizens Police Academy](#) (graduates eligible to become a VIP – Volunteer In Policing)
- [CERT](#) – Get training on what you can do to be a first responder during emergencies
- Adoption programs:
  - [Adopt-A-Hydrant](#)
  - [Adopt-A-Street](#)
  - [Adopt-A-Tree](#)