



# 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

- SWAT Team Members attended annual SWAT Training all week.
- Tested new applicants – 28 qualified applicants for interviews.
- Met with business leaders for Valor Awards selection.
- Started 20<sup>th</sup> annual Citizen's Police Academy this week.
- Attended Woodland Avenue Neighborhood Watch meeting.
- Attended Crime Watch meeting at Shenandoah University.
- Attended and helped organize vendors and volunteers for Substance Abuse Coalition's Addicted to Hope Rally.
- Met with local PIO's to finalize plans for Active Shooter Exercise and sent out Everbridge notifications and hand-delivered letters in surrounding areas to alert them of the drill.
- Worked with Top of Virginia Regional Chamber to organize press conference to announce winners of the fourth annual Valor Awards.
- Met with City Communications Manager and Emergency Management to discuss City's Emergency Communications Plan.
- Worked with Downtown Manager to organize press conference and promote safety and enforcement on Loudoun Street Mall.

Police Activity	#
Calls for Service	789
Violent Crimes	8
Property Crimes	25
Accident Reports	9
Alarms	30
False Alarms	30
Directed Patrols	56
Directed Patrols	23
Old Town (OTW)	
Extra Patrols	77
Extra Patrols OTW	7
Traffic Citations	25
Written Warnings	28

### Winchester Fire & Rescue

- Attended Valor Awards meeting and press conference.
- Met with Apple Blossom Mall management on this year's Stuff-the-Truck Program and several Fire Prevention and Risk Reduction Activities at the mall.
- Attended various Active Shooter Exercise meetings and worked on preparing for the drill on Saturday.
- Taught EMT class at Handley High School.
- Setup and rolled out Incident Smart Preplanning Software to department members.
- Taught Social Services staff CPR for Adult and Child.
- Participated in webinar for strokes hosted by the International Fire Chiefs Association.
- Completed annual hose testing.
- Attended annual Hazardous Materials Team Training.

F&R Activity	#
Fire	3
Overpressure	0
EMS/Rescue	98
Hazardous Condition	1
Service Call	5
Good Intent	7
False Alarm	2
Special Incident	2
Plan Review	2
Inspections	7
Reinspections	3

- Met with EMS Equipment Vendor to find temperature control solution for medication storage.
- Fire Marshal's Office closed a case with a Grand Jury indictment for the Bomb Threat to George Washington Hotel earlier this year.
- Fire Marshal attended the Virginia Board of Housing Meeting and the Board's Codes and Standards Committee meeting in support of the Commonwealth's Fire Officials opposition of a major re-write process for the Statewide Fire Prevention Code being considered.
- Scheduling fire prevention programs for Fire Prevention Month in October.
- Working on proposals to update the City's Fire Code.
- Posted weekly call log on the City's website: [September 15-21](#).

## Emergency Management

- Communications Project:
  - Continuing to address items on punch list
  - Correcting tape drives in recorder
  - Continuing Police mobile installs
- Conducted EOC orientation for Senior Leadership Team
- Active Shooter Exercise:
  - Conducted final planning meeting
  - Finalized communications process
  - Completed site preparations for exercise
  - Held exercise – September 24
- Conducted ESF #15 External Affairs overview for Winchester Public Schools and Winchester Medical Center staff.
- Participated in exit briefing with FEMA regarding the 2016 Winter Storm Jonas.
- Conducted radio training with Social Services.

## PUBLIC SERVICES

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

- Provided assistance in the rescue attempt of a contract utility worker in Berryville that tragically lost his life in a collapsed utility trench.
- The City's contractor continued repainting the lane line markings on city streets.
- Along with the CFO, met with the consultant that is completing a utility rate analysis.

### City Projects Update

- **FY17 Street Repaving** – Jubal Early Drive between S. Loudoun and Valley will be repaved beginning on Sunday, September 25 and should be completed by Thursday, September 29. All the work will be completed at night with work beginning each evening around 6:00 pm and will be finished each morning by 7:00 am. One lane of traffic in each direction on Jubal Early will be maintained when work is occurring.
- **Joist Hite Drainage Improvements** – Work is beginning on the project and should be completed by the end of October. This project will collect storm water at the intersection of Joist Hite/Lee and convey it in an underground pipe into Town Run. There is no existing underground storm infrastructure in this area today and flooding occurs during heavy rain storms. Estimated cost is \$125,000 which was included in the FY17 Capital Improvement Plan.
- **New Burn Building** – Responded to numerous questions from contractors interested in the project. Bids will be opened on Thursday, September 29.

## 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	15	112	#
<b>Trees</b>	Dead/Diseased Trees Removed	4	120	#
	Trees Trimmed	2	440	#
	Stumps Removed	4	374	#
<b>Traffic</b>	Street Signs Installed or Replaced	13	196	#
	Pavement Markings Repainted (City)	390	5,895.33	Linear feet
	Pavement Markings Repainted (Contractor)	110,261	125,570	Linear feet
<b>Refuse &amp; Recycling</b>	Refuse Collected	121.44	4,602.84	Tons
	Recycling Collected	63.92	2,126.47	Tons
	Large Item Pickups	8	117	#
<b>Transit</b>	Total Passengers	2,946	101,215	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,129	142,840	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	385	13,519	Hours
<b>Utility Billing</b>	Payments Processed	1,214	51,775	#
	New Bills Mailed Out	903	47,478	#
	Water Services Turned Off for Non-Payment	0	865	#
<b>Water Treatment Plant</b>	Average Daily Water Demand	8.04	7.25	Million gallons/day
	Peak Daily Water Demand	8.28	9.06	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	5.68	7.80	Million gallons/day
	Peak Daily Flow Treated	5.80	18.49	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	2	32	#
	Water Meters Read	2,022	52,392	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	4,398	95,994	Linear feet
<b>Engineering</b>	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	3	71	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	37	1,150	#
<b>Facilities Maintenance</b>	Work Requests Completed	18	648	#
	Special Events Assistance	1	9	#
	Maintenance of Pedestrian Mall	28	815	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	32	1,949	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Prepared for EDA special meeting on September 26 at 8 am.
- Assisted with preparation of strategic plan performance measures document.
- Assisted with submission of documentation for various grants.

## Old Town Winchester

- Successfully conducted Taylor Pavilion Concerts Friday, September 16 (Little Big Band) & September 19 (Shenandoah University students).
  - Preparing for Spooktacular on Saturday, October 29.
  - Participated in Police Department press conference on [new community policing emphasis in the downtown](#).
  - Continuing to promote OctoBeer Fest for October 14 and 15.
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## Winchester-Frederick County Tourism

- Took part in a Shenandoah Spirits Trail conference call to plan final details of official launch next Thursday.
  - Welcomed the Virginia Campground Association annual meeting which is being held at Candy Hill Campground this week.
  - Met with the George Washington Hotel to begin planning for hosting the 2017 MATPRA Marketplace in Winchester/Frederick County.
  - Helped administer a tourism branding focus group of local stakeholders as part of our rebranding process.
  - Met with Mikula|Harris and Shenandoah County Tourism to discuss marketing opportunities for the Shenandoah Valley collaborative.
  - Held the Tourism Board meeting on Thursday.
  - Took part in a Building Collaborative Communities meeting at the Northern Shenandoah Valley Regional Commission (NSVRC) to discuss strategies regarding boosting outdoor recreation marketing in the northern Shenandoah Valley.
  - Continued the ABC license application process.
  - Took part in a monthly Virginia Convention and Visitors Bureau Board (VACVB) phone conference on Friday to discuss renaming/rebranding, this year's VIRGO awards, and VA-1 and Spring Conference planning.
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## Planning

- Staffed the September 20 Planning Commission meeting where the Fairmont Avenue and the N. Loudoun Street Corridor Enhancement (CE) Districts were recommended for adoption. The Commission voted 3-2 to forward the Option 2 version of the rezoning proposal to City Council. The first and second readings are scheduled for October and a public hearing at City Council tentatively scheduled for October 25.
  - Together with representatives from Transit, attended MPO Policy Board meeting where the Board accepted as complete the Lord Fairfax Community College Public Transit Feasibility Study. The Board also advanced Smart Scale project funding requests for I-81 improvements including the major bridge replacement at Exit 313 near Shenandoah University (Routes 17/50/522), ramps extensions at Exit 315 (Rt. 7), and a project to improve Rt. 11 in the vicinity of Shawnee Drive at the south city limits.
  - Represented the City at the MPO Steering Committee meeting where over the Long-range Transportation Plan (LRTP) Vision Plan which lists 120 roadway projects was reviewed to provide input on development of 2040 LRTP. Together with VDOT, Frederick County and NSVRC reps, initially ranked roadway projects and identified where projects needed to be redefined. Also identified projects to remove and add to the Vision Plan list.
  - Together with Old Town Manager and Director of Zoning and Inspections, reviewed draft changes to city wayfinding signage to reflect updated directional flow of traffic and expanded list of attractions/destinations.
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## Zoning & Inspections

- Completed:
  - 53 building permit inspections and issued 32 building permits (\$1,185,398 valuation)

- Notable Permit: 2628 S. Pleasant Valley Rd – Tenant Fit-Out – Massage Envy (\$400,000 valuation).
  - 95 code enforcement inspections and initiated 31 new cases.
  - 5 new business reviews (3 Certificates of Business, 2 Certificates of Home Business)
- Removed 10 signs from the public right-of-way (YTD=510).
- Issued certificate of completion to Salvation Army Thrift Store, 320 Weems Lane, following repairs to fire and smoke damage from the building fire this past winter.
- Conducted pre-application meeting for the Board of Zoning Appeals for 625 Berryville Avenue. The requestor, A+ Handyman, is requesting a variance of off-street parking area buffer to expand off-street parking. The item will be heard on October 12.
- Met with Downtown Manager and Planning Director to discuss wayfinding signage updates.
- Continued work with Zoning and Planning staff on a draft ordinance for a comprehensive update to the sign ordinance.
- Met with City Manager, Communications Manager, Planning Director and Building Official to discuss website enhancements pertaining to development/construction related requirements and guides and ways to make the information more user friendly and easily understood.

Permit #	Type	Address	Description	Value
16 00000759	NRRM	2142 S Pleasant Valley Rd	Adding One Wall/Tenant Upfit	\$25,000
16 00000759	PLBG	2142 S Pleasant Valley Rd	Tenant Upfit	\$2,000
16 00000629	FALL	1850 Apple Blossom Dr Mall N-171	Sprinkler Alteration	\$5,492
16 00000629	MECH	1850 Apple Blossom Dr Mall N-171	Ac Replacement	\$8,591
16 00000669	SIGN	1671S Pleasant Valley Rd	2 Freestanding Signs	\$20,000
16 00000736	NRRM	1944 Valley Ave	Adding Walls	\$75,000
16 00000755	FSUP	86 Featherbed Ln	Alteration To Wet System	\$1,200
16 00000875	SIGN	86 Featherbed Ln	1 Building Mounted Sign	\$1,275
16 00000891	FSUP	1944 Valley Ave	Addition To Suppression System	\$195,000
16 00000319	NGAS	412 Summit Ave	All Gas Piping For New Home	\$0
16 00000461	PLBG	618 Tennyson Ave	Replacement Work	\$10,500
16 00000814	NRRM	2638 S Pleasant Valley Rd	Tenant Upfit For Spa	\$400,000
16 00000834	MECH	879 Fairmont Ave	New Work	\$900
16 00000834	PLBG	879 Fairmont Ave	New Work	\$6,000
16 00000918	RREM	304 Miller St	Replacing Drywall	\$1,200
16 00000920	MECH	1211 Rodes Cir	New Furnace	\$5,900
16 00000921	MECH	203 Sheridan Ave	New Heat Pump	\$8,600
16 00000924	NGAS	107 N Kent St	Replacing Rooftop Unit	\$105,000
16 00000927	MECH	714 S Stewart St	Replacing Roof Top Unit	\$16,500
16 00000928	MECH	711 Millwood Ave	Replacing Rooftop Unit	\$13,000
16 00000929	MECH	1110 Breckinridge Ln	Replacing Furnace	\$3,000
16 00000929	NGAS	1110 Breckinridge Ln	Replacing Furnace	\$100
16 00000930	MECH	261 Opequon Ave	Replacing Ac/Furnace	\$5,800
16 00000930	NGAS	261 Opequon Ave	Replacing Ac/Furnace	\$400
16 00000641	NGAS	1539 S Pleasant Valley Rd	New Work	\$1,500
16 00000641	PLBG	1539 S Pleasant Valley Rd	New Work	\$14,685
16 00000906	NRRM	1720 Valley Ave	Tenant Build Out	\$100,000
16 00000912	NRRM	620 N Cameron St	New Office Space	\$73,000
16 00000919	RREM	1320 Masters Ln	Car Port	\$1,700
16 00000925	RREM	513 Fremont St	Repair Fire Damage/Roof/Trusses	\$83,000
<b>32 TOTAL</b>				<b>\$1,185,398</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 |

## PARKS & RECREATION

- Second round interviews were held for the Assistant Park Director.
- Met with staff from the Handley Library about program partnerships.
- Reviewed proposals for the resurface of the outdoor baby pool.
- Met with the Park Advisory Board’s Programs and Projects Committee.
- Interviewed three more Lifeguards and Aquatics Assistants and hired one childcare assistant.
- Two part-time athletic assistants gave notice and the job vacancies have been placed on NeoGov.
- Prepared for the Active Shooter Drill on Saturday, September 24. NOTE: The War Memorial Building will be closed on Saturday for the Drill.

## WINCHESTER PARKING AUTHORITY

- 3,026 vehicles utilized the garages from September 14- 20.
- As of September 21, there were 960 monthly parkers in the garages (1 rental and 3 cancellations).
- Contracted to trim 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. The contractor will be back on site soon to continue trimming the trees at Loudoun Autopark.
- Celebration utilized the Hable lot on Saturday, September 17 for vendor and volunteer parking from 10 am-6 pm.
- The WPA met on Thursday, September 22.
- A contractor will install our pass through window at the WPA main office at the George Washington Autopark on Monday, September 26.
- On Wednesday, September 28 we are expecting a bus to arrive in Winchester from 9:30 am-1:30 pm and will utilize Fairfax Lane between N. Loudoun and Braddock Streets.

## SOCIAL SERVICES

- Received 60 Benefit Program applications: 35 SNAP, 32 Medicaid, 7 TANF, 7 Child Care.
- Serving the following individuals in Benefit Programs:
  - 3,831 receive SNAP
  - 223 receive TANF
  - 5,338 receive Medicaid
  - 39 receive VIEW Services
  - 31 receive Child Care subsidy (59 families/97 children are currently on the waiting list)
- Completed seven benefit fraud investigations resulting in three (3) substantiated claims totaling \$1,781.00. Four (4) investigations were unsubstantiated.
- Completing 42 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Responding to 10 Adult Services intakes.
- Completed 1 screening for nursing home placement.
- Continue to participate in Eligibility Modernization training and preparation for upcoming transition of the Supplemental Nutritional Assistance Program (SNAP) to the VaCMS system on October 3. Agency is entering final phase to have all Benefit Programs in one data system.
- Staff attended:
  - Family Service Supervisors spoke at Shepherd University

Weekly Activity	#
Walk-in clients	166
Client info drop offs	75
Child Protective Service referrals	5
Placed “on notice” for foster care entry by JDRC	6
Children in foster care	
Entered foster care	27
Exited foster care	0
Child Protective Services ongoing case management	25
Adult Protective Service referrals	1
Adult services case management load	15
Adult guardianships	3
Adult protective services investigations	23
Benefit fraud investigations	3
Fraud allegations received	3
Family Services Prevention case management load	11

to the Community Service Learning class about possible internships opportunities at Winchester Social Services.

- GoToWebinar—Trust Your Canary: Mastering the Incivility Challenge.
- Child Protective Service Transmittal overview for new policy changes in the Child Protective Service manual.
- Joint meeting of the Community Policy and Management Team (CPMT) and Family Assessment and Planning Team (FAPT)
- Family Services Regional Supervisor's Meeting
- C.A.R.E Workgroup - Group focuses on best practices relating to maternal substance use and substance exposed infants.
- Webinar - Parenting in Recovery: Challenges and Opportunities
- NSV Alliance for Children, Youth and Families training on procedures and resources for the voluntary commitment of children/adolescents in psychiatric emergencies.
- VACMS TANF Training
- Family Centered Case Planning Training

## SUPPORT SERVICES

### Information Technology

- Partially completed SunGard software suite upgrade and started testing.
- IT Project Coordinator started this week.
- Selected interim network engineering consultant to provide support while recruiting a new network engineer.
- GIS worked with Utilities to establish a process for updating water and sewer mapping.
- GIS completed PokemonGo mapping for Parks and Recreation.
- Project coordinator started clearing backlog of work orders for all City websites.
- Worked with Harris to install inHANCE Fieldhawk software for Utilities.
- Received and started building desktop and servers for JJC security upgrade
- Contractor provided Apple configurator mobile device management training.
- Prepare for streaming of Council meetings, which is anticipated to begin on October 11, 2016.

## COMMUNICATIONS

- Distributed September 23 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Continued discussions with Police PIO, Emergency Management, Winchester Public Schools and Winchester Medical Center concerning communications during emergencies.
- Presented ESF#15 draft plan and Active Shooter Exercise communications procedures to City Manager and Winchester Medical Center and Winchester Public Schools staff.
- Participating in the Active Shooter Exercise on September 24 to practice emergency communications procedures and activation and ongoing management of a Joint Information Center.
- Participated in a Crisis Communications webinar by VML Insurance Programs.
- Updated Park's Ghouls & Gals middle school dance marketing materials.
- Met with development services departments to begin working on improving information on the website and creating marketing materials to better explain the development process and make finding information online more user-friendly.
- Working with software vendor to improve City's board member management online program.
- Continued working on Strategic Plan performance measures booklet.
- Assisted FOIA software vendor with training Social Services staff to use the program.
- Press releases sent:
  - Winchester Selected to Host 2017 Travel Writer Conference [Read](#)
  - EDA to Enter Exclusive Negotiating Agreement for Winchester Towers Redevelopment (EDA) [Read](#)
  - Grant Awarded to Support Drug Treatment Court (SAC) [Read](#)
  - Winchester-Frederick County CVB Receives Grant for Tourism Marketing [Read](#)

- Police Confirm No Attempted Abduction in Park (PD) [Read](#)
- Police Increase Downtown Visibility and Enforcement of Rules (PD) [Read](#)
- City's FY17 street repaving to resume on September 25 [Read](#)
- Improving Winchester's emergency preparedness [Read](#)
- Current Projects:
  - Improving development services webpages and information to be more user-friendly
  - 2017 Informational Calendar ([now accepting photo submissions](#))
  - Crisis communications plan & ESF#15 plan
  - Green Circle brochure and mile marker map
  - CAFR and Budget Manual cover designs
  - VML Capital Tree hand-made ornament submission
  - FOIA software implementation and staff training
  - Informational video series
- Articles in *The Winchester Star* this week:
  - September 17 –
    - Community mourns fallen police officer
    - Drug court wins grant of \$350k
    - Training exercise to take place at Daniel Morgan school Sept. 24
  - September 19 –
    - Association honors outstanding law enforcement officers
    - Rally seeks to raise awareness
  - September 20 –
    - Our Views: Low bar for 'historic' tag?
    - City declines to comment on opposition to the Winchester Towers demolition
    - Annual travel writers conference for 2017 will be held in Winchester
    - Police investigate larceny of equipment
    - Region receives over \$86k in grant money
  - September 21 –
    - Clown reports spark police warning
    - Winchester-Frederick tourism receives \$48k grant
    - Executive officer named to the Top of Va Building Association
    - Recipients of fourth annual Valor Awards are named
  - September 22 –
    - Police cracking down on violations
    - Bus route considered to access LFCC
    - New plans put forth for pair of corridor districts
    - City man arrested following bar brawl
  - September 23 –
    - Green Circle Trail, Phase Four plans made
    - City declines to provide easement information
    - City man arrested for attempted burglary
- WHAG reports:
  - Police take initiative in Winchester's downtown walking mall [Watch](#)
  - Winners of the Valor Awards Have Been Announced [Watch](#)

## Photo of the Week



The Old Town Farmers Market at the Taylor Pavilion will end next Saturday, but the NEW Fall Farmers Market will be offered October 1-November 26 from 9 am-1 pm.

## 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
  - 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.*