



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 or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- Attended MADD Luncheon where Sgt. Matt Bielecki was recognized for his outstanding DUI enforcement.
- Officers participated in firearms training.
- Made arrest for Indecent Exposure.
- Met with President of North End Neighborhood Watch to discuss neighborhood clean-up and future community events.
- Led monthly meeting for S.A.L.T. Council/TRIAD. Finalized plans for TRIAD's "Seniors on the Go!" Fall Series – 1st event is September 9 on Medication Management.
- Attended meeting to organize "Addicted to Hope Rally" with Substance Abuse Coalition.
- Two officers attended Teen Night at YDC.

Police Activity	#
Calls for Service	870
Violent Crimes	14
Property Crimes	36
Accident Reports	13
Alarms	27
False Alarms	27
Directed Patrols	65
Directed Patrols Old Town (OTW)	17
Extra Patrols	53
Extra Patrols OTW	9
Traffic Citations	48
Written Warnings	29

Winchester Fire & Rescue

- Participated in MDA Fill the Boot Campaign and raised over \$31,000.
- Radio Communications Project:
 - Participated in several Communications Project Meetings in preparation for September 7 cut-over to the new system.
 - Conducted new radio system training on the evening of September 6.
 - Completed smooth cut-over for the new radio system.
- Participated in Basement Fire Training presented by WFRD Battalion Chief Henschel.
- Participating in Community Safety Fair on September 10.
- Preparing for several 9/11 observances.
- Providing EMS Standby for Handley Cross Country Team.
- Participated in a conference call about fit for response. This is a project we are going to present in the FY18 Fire and Rescue budget. This is a process that will assist with work place injuries and getting personnel back to work after injuries.
- Taught Advanced Cardiac Life Support (ACLS) on Thursday at Winchester Medical Center.
- Started to build the Fire and Rescue Target Solutions site using our new software. This software will manage all of our training and possibly more.
- Attended an Active Shooter Exercise planning meeting.
- Placed three video laryngoscopes in service that will enhance patient care.

F&R Activity	#
Fire	4
Overpressure	0
EMS/Rescue	88
Hazardous Condition	4
Service Call	9
Good Intent	5
False Alarm	7
Special Incident	1
Plan Review	1
Inspections	8
Reinspections	18

- Posted weekly call log on the City's website: [September 1-7](#).

Emergency Management

- Communications Project:
 - Phase I Cutover took place Wednesday, September 7, 2016 for the following with no major issues:
 - Police
 - Fire & Rescue
 - City Sheriff
 - System evaluation is ongoing and will continue for the immediate future.
 - Planning for Non-Emergency Service Agencies cutover on Wednesday, September 14.
- Attended meeting with volunteers relating to Active Shooter Exercise on September 24.
- Attended Active Shooter Exercise planning meeting.
- Processing Polycom Grant.
- Preparing for participation in Community Safety Fair Saturday, September 10.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- Coordinated with SVEC and the impacted businesses and residents for the work SVEC is completing along N. Kent Street.
- Dealing with some challenging operational issues associated with the new processes required by the Waste-to-Energy Project at the Opequon Water Reclamation Facility.
- Replacing a section of old stormwater pipe that collapsed off of Wyck Street.
- Met with VDOT to discuss the City's application for SMART SCALE funding.
- Work is beginning on relocating the existing streetlights on the south side of Jubal Early between Valley Avenue and Plaza Drive that will allow the developer of the new Jubal Square Apartments to construct a new 10-foot wide section of the Green Circle Trail adjacent to their development.

City Projects Update

- **FY17 Street Repaving** - Additional street repaving has been rescheduled to begin again the week of September 25.
- **Traffic Signal Removal** - Two existing traffic signals will be removed the week of September 12. These two signals will be the first two of the five signals that will be removed as approved by City Council.
 - The first is at the intersection of Weems/Wilson which will be removed next Thursday, September 15. A stop sign will be placed on Wilson at the intersection.
 - The second is at the intersection of N. Loudoun/Wyck which will be removed next Friday, September 16. This intersection will be converted to an all way stop.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	173.5	Linear feet
	Streets Repaved	1.69	6.79	Lane miles
	Potholes Repaired	0	96	#
Trees	Dead/Diseased Trees Removed	7	107	#
	Trees Trimmed	1	438	#
	Stumps Removed	1	369	#
Traffic	Street Signs Installed or Replaced	0	172	#
	Pavement Markings Repainted (City)	2,530	5,505.33	Linear feet
	Pavement Markings Repainted (Contractor)	0	15,309	Linear feet

Refuse & Recycling	Refuse Collected	123.54	4,357.40	Tons
	Recycling Collected	56.79	2,023.95	Tons
	Large Item Pickups	4	109	#
Transit	Total Passengers	3,079	95,807	#
	Revenue Miles Picking Up/Dropping Off Passengers	4,061	135,359	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	386	12,819	Hours
Utility Billing	Payments Processed	1,824	48,707	#
	New Bills Mailed Out	0	44,655	#
	Water Services Turned Off for Non-Payment	32	865	#
Water Treatment Plant	Average Daily Water Demand	7.54	7.21	Million gallons/day
	Peak Daily Water Demand	7.94	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	6.05	7.91	Million gallons/day
	Peak Daily Flow Treated	6.37	18.49	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	0	27	#
	Water Meters Read	2,084	49,020	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	1,698	91,596	Linear feet
Engineering	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	3	65	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	35	1,079	#
Facilities Maintenance	Work Requests Completed	22	618	#
	Special Events Assistance	0	8	#
	Maintenance of Pedestrian Mall	35	763	Staff hours
Equipment Maintenance	Total Repairs Completed	55	1,883	#

DEVELOPMENT SERVICES

Economic Redevelopment

- Winchester Environmental Consultants, Inc. performed asbestos inspection of the Winchester Towers.
- Held auction for Taylor Hotel Restaurant Equipment.
- Attended Top of Virginia Artisan Trail Inaugural Reception (Taylor Pavilion Farmers Market is on the Artisan Trail).
- Repair work on the Taylor Wall was completed to repoint the bricks and remove excess plaster.
- Coordinated with the Commissioner of the Revenue's office to create a joint Enterprise Zone Real Estate Improvement Grant/Tax Exemption Application.

Old Town Winchester

- Rescheduled rained out Sunday Concert at the Taylor Pavilion to September 16. Promoting concert on September 16 (Frank Sinatra Tribute) and September 18 Concert (tribute to John Kirby).
- Held OTDB monthly meeting. OTDB made recommendations on updating way-finding signage and reviewed suggestions for long term Loudoun Street Mall upkeep.
- Installed new art exhibit in the OTW Welcome Center by artist Doris Vanderpool.
- Continued recruitment for Fall Farmers Market – low response to-date, even though vendors had requested the extension of the season.
- Reviewed advertising proposals for the OTDB Greatness Program.

Winchester-Frederick County Tourism

- Held a short Shenandoah Spirits Trail pre-launch meeting for trail site managers and city/county staff to review materials and bring everyone up to speed on the trail and upcoming launch celebration on September 29 in Woodstock. Worked on Shenandoah Spirits Trail launch planning.
- Participated in Tourism Tuesday radio show on [The River 95.3](#). Special guest was Brian Patrick from the Skyline Indie Film Festival.
- Arranged two-day high-quality professional photo shoot with Robert Harris Photography at key locations around Winchester and Frederick County.
- Along with City Manager, attended and spoke at the Top of Virginia Artisan Trail launch celebration event.
- Attended the annual Wilderness Road tourism initiative meeting.

Planning

- Staffed the September 6 Planning Commission Work Session and reviewed the items scheduled for the September 20 regular Commission meeting. Debriefed the Commission on the 3rd Corridor Enhancement District Public Information meeting from last week.
- Planning Director chaired the MPO Technical Advisory Committee meeting held on September 6. Also represented City at MPO Steering Committee meeting.
- Provided responses to telephone interview from The Winchester Star reporter focusing on Comprehensive Plan recommendations and City initiatives to ensure sustainability in the northern areas of the city.

Zoning & Inspections

- Completed:
 - 55 building permit inspections and issued 23 building permits (\$449,809 valuation)
 - Notable permits:
 - 1539 S. Pleasant Valley Rd – Pet-Valu store fit-out (\$180,000 valuation)
 - 445 Fairmont Ave – Residential bridge renovation (\$130,000 valuation)
 - 120 code enforcement inspections and initiated 35 new cases
 - 1 new business review (Certificate of Home Business)
- Removed 72 signs from the public right-of-way (YTD=505).
- Attended Planning Commission work session.
- Attended Community Response Team meeting.
- Started one-year compliance review for the extended-stay conditional use permit for 2649 Valley Avenue (ANS Inn & Suites).

Permit #	Type	Address	Description	Value
16 0000641	CIFI	1539 S Pleasant Valley Rd	New Pet Supply Store Fit-Out	\$180,000
16 0000810	RREM	445 Fairmont Ave	Bridge Renovation	\$130,000
16 0000843	FSUP	340 Weems Ln	Fire Suppression	\$3,738
16 0000866	DECK	2539 Goldenfield Ln	23x16 Deck	\$13,000
16 0000872	MECH	1801 S Pleasant Valley Rd	Replace Rooftop Unit	\$3,000
16 0000872	NGAS	1801 S Pleasant Valley Rd	Replace Rooftop Unit	\$200
16 0000874	PLBG	523 N Braddock St	Replace Water & Sewer Service	\$6,500
16 0000876	PLBG	505 N Loudoun St	Replace Water Service	\$1,500
16 1000050	PSD1	159 N Loudoun St	Outdoor Cafe	\$0
16 0000779	PLBG	343 George St	Replacement Work	\$10,000
16 0000834	RREM	879 Fairmont Ave	Remodel	\$45,000
16 0000879	AMUS	1001 E Cork St	Inflatable For 9/3/16	\$200
16 0000880	AMUS	1001 E Cork St	Inflatable For 9/11/16	\$80
16 0000777	DEMO	649 Berryville Ave	Demolish Home	\$20,000
16 0000780	FSUP	107 N Kent St	Addition To Sprinkler System	\$1,000

16 0000844	RADI	799 Fairmont Ave	Remove & Replace 3 Antennas	\$15,000
16 0000871	RREM	907 Crestview Terr	Finishing Basement	\$7,000
16 0000885	AMUS	1001 E Cork St	1 Inflatable For 9/10/16	\$351
16 0000886	NGAS	1203 Handley Ave	Replace Gas Water Heater	\$1,000
16 0000886	PLBG	1203 Handley Ave	Replace Gas Water Heater	\$1,000
16 0000887	PLBG	301 Handley Ave	Replace Water & Sewer Service	\$7,140
16 0000890	MECH	507 National Ave	Replace A/C & Furnace	\$4,000
16 0000890	NGAS	507 National Ave	Replace Furnace	\$100
16 0000641	CIFI	1539 S Pleasant Valley Rd	New Pet Store Fit-Out	\$180,000
16 0000810	RREM	445 Fairmont Ave	Bridge Renovation	\$130,000
16 0000843	FSUP	340Weems Ln	Fire Suppression	\$3,738
16 0000866	DECK	2539 Goldenfield Ln	23x16 Deck	\$13,000
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16 1000050	PSD1	159 N Loudoun St	Outdoor Cafe	\$0
23 TOTAL				\$449,809

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 andAlterations | NRRM = Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof

PARKS & RECREATION

- Outdoor Pool Season ended with the Labor Day “All Paws on Deck” Dog Swim. Over 95 dogs and their owners attended.
- The American Cancer Society held their “Bark for Life” in Jim Barnett Park on Labor Day before the Dog Swim.
- Discussed the RFQ for the baby pool resurfacing scheduled for this fall.
- Virginia Avenue Elementary School’s 4th grade swim program began on Tuesday, September 6 at the indoor pool.
- Reviewed Assistant Director applications and interviewed for two PT Swim Instructors and one PT Child Care Assistant.
- Athletics attended a Shenandoah Valley Tennis Association meeting.
- Preparing for the Community Safety Fair and the Mustang Car Show in Jim Barnett Park on Saturday, September 10.
- Participated in Our Health’s First Wednesday event on September 7.
- Staff serving as a member of the local trail management team attended Artisan Trail kick off celebration on September 8.

WINCHESTER PARKING AUTHORITY

- 2,584 vehicles utilized the garages August 31-September 6.
- As of September 7, there were 971 monthly parkers in the garages (1 rental and 4 cancellations).
- Coordinating and preparing for power outage at the George Washington Autopark for SVEC pole replacement work on Sunday, September 11 from 8:30-11:30 am.

SOCIAL SERVICES

- Received 58 Benefit Program applications: 33 SNAP, 33 Medicaid, 6 TANF, 6 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 and 74 children are currently on the waiting list)
- Responding to 11 Adult Services intakes.
- Completed 1 Screening for Community Based Care.
- Staff Attended:
 - National Voter Registration Act(NVRA) practices meeting
 - Webinar on Brain-Based presenting- Getting Your Brain to Pay Attention
 - Eligibility Modernization Implementation Team met to assess business process and ensure readiness for Phase II Eligibility Migration
 - Regional Meeting with Local DSS agencies(Winchester/Frederick/Shenandoah/Warren/Rapahannock) to discuss how to take what was learned from The Child Welfare League of America's National Conference, *Advancing Excellence in Practice & Policy: What Works for Families Affected by Substance Use*, to improve practice in our agencies
 - Participating 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.

Weekly Activity	#
Walk-in clients	219
Client info drop offs	96
Child Protective Service referrals	5
"On notice" for foster care entry by JDRC	7
Children in foster care	29
Entered foster care	0
Exited foster care	0
Child Protective Services ongoing case management	22
Adult Protective Service referrals	1
Adult services case management load	13
Adult guardianships	3
Adult protective services investigations	24
Benefit fraud investigations	10
Fraud allegations received	0
Family Services Prevention case management load	37

SUPPORT SERVICES

Information Technology

- Assisted with utility billing implementation issues follow-up.
- Continued work with Winchester Public Schools to develop a project to help automate employee contract processing.
- Completed Click2Gov test environment restoration.
- Improved services in internet facing portion of the network (DMZ) to support future Public Utilities services.
- GIS finished revising snow maps.
- GIS provided Public Works with mapping showing dwelling units per parcel for further research.
- GIS initiated steps to create a GIS Strategic Plan.
- Continued security updates on all City websites.
- Started work on new process for transmission of data to DMV to place DMV Stops as part of Treasurer delinquent account collections.

COMMUNICATIONS

- Distributed September 9 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Communications Manager attended the City/County Communications and Marketing Association's (3CMA) Annual Conference this week.
 - City's 2016 annual informational calendar received the 3CMA Savvy Award (1st place) for best graphic design.
 - City's redesigned website received the 3CMA Award of Excellence (3rd place) for best overall website.
- Press releases sent: Police Warn Drivers to Watch for Pedestrians (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:
 - September 3 –
 - Winchester seeks to fill three vacant seats
 - Authorities urge caution while driving
 - Winchester city is in search of a development services director
 - September 6 –
 - Who let the dogs in? Pooches say so long to summer with their own Labor Day pool party
 - September 7–
 - Farmers Market
 - September 8 –
 - Winchester man charged with exposure again
 - Seminars organized to educate senior
 - Labor Day Weekend traffic deaths numbers fall in Virginia
 - September 9 –
 - Artisan Trail officially open for business
- WHAG reports:
 - Virginia man arrested for indecent exposure [Watch](#)

Photo of the Week



City wins a Savvy Award (1st place) for best graphic design from 3CMA (City/County Communications and Marketing Association). In addition, the City's new website won third place for best overall website.

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)