



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

- SWAT was called out in response to a barricaded suspect who shot at his neighbor. Arrest was made without incident.
- Attended the Skyline Academy Board meeting and Substance Abuse Coalition Executive Board meeting.
- Met with new SPCA Executive Director and Board President.
- Attended a neighborhood watch meeting for residents in the Yorktown Neighborhood. It was their first meeting in a couple of years.
- Officers hosted a Teen Night at the YDC (held every Thursday).

Police Activity	#
Calls for Service	869
Violent Crimes	13
Property Crimes	31
Accident Reports	12
Alarms	26
False Alarms	26
Directed Patrols	82
Directed Patrols Old Town (OTW)	14
Extra Patrols	101
Extra Patrols OTW	6
Traffic Citations	31
Written Warnings	39

Winchester Fire and Rescue

- Met with the Engineers regarding the burn building project. Additional items need to be added to plans that were submitted to the Virginia Department of Fire Programs (VD FP). New plans with the requested building specifications will be resubmitted to VD FP in approximately 2 to 3 weeks. The project is still on track for the RFP process.
- Continuing to inventory personal protective gear and replace items that have reached their expiration dates.
- Conducted quarterly ride-a-longs with Battalion Chiefs.
- Bonnie Diamantes, Administrative Assistant will retire on June 30, 2016, after working for the City for 10+ years.
- Staffed regional recruiting booth at a Winchester Royals baseball game.
- Participated in the [Outdoor Movie on the Mall](#) event.
- Chief appeared on WINLife TV with the members from the Winchester Fire and Rescue Foundation.
- Preparing for July 3rd and 4th community activities.
- Inspected and permitted two fireworks stands for the retail sale of approved permissible fireworks.

F&R Activity	#
Fire	3
EMS/Rescue	78
Hazardous Condition	5
Service Call	12
Good Intent	4
False Alarm	3
Special Incident	4
Plan Review	2
Inspections	16
Reinspections	14

Emergency Management

- Held planning meeting with City and Police PIOs concerning Emergency Support Function #15 – External Affairs.
- Held planning meeting concerning the City's Evacuation Plan.
- Communications Project:
 - Inventoried Winchester Sheriff's vehicles for installation of mobiles.

- Working on police vehicles for installation of mobiles.
- We are planning the cut over to the new radiosystem in mid-August.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- The new crosswalk across Cork Street at Indian Alley was installed. The flashing pedestrian signs that will be installed at this crosswalk and also the crosswalk across Cameron Street at Rouss Avenue have been ordered and are scheduled to arrive and be installed by the end of July.
- Engineering completed training on the new computer model of the City's water distribution system.
- Scheduled Public Open House concerning proposed improvement options on Valley Avenue, Tevis Street and Hope Drive: July 19, anytime between 4-7 pm, City Hall 4th Floor.

City Projects Update

- **City Hall Brick Work**
 - The majority of the brick re-pointing with new mortar has been completed on the north side of the building.
- **Handley Blvd Improvements Project**
 - New sidewalk and curb and gutter installation continued on the south side of Handley between Braddock and Stewart.
- **Valley/Whitlock Drainage Improvement Project**
 - All 360-feet of new 36" inch diameter storm drainage pipe has been installed between Southwerk and Whitlock. There is still 30", 24" and 15" pipe to install. Completion is scheduled for the first week of August.

DEVELOPMENT SERVICES

Planning

- Planning Director staffed June 28 Council Work Session which included the following items:
 - Conditional Use Permit (CUP) for cell tower at Daniel Morgan Middle School-staff will work up suggested language for a Finding to support a motion to deny at the July 12 meeting given the 5-3 vote at work session
 - Proffer revision at Valley Proteins office site to permit cell tower use in the future
 - CUP for cellular facility at Friendship Fire Company
 - CUP reapproval for single-family residence in commercial zone at 2906 Shawnee Drive
 - Ricketts Drive discussion-staff is working with the applicant to identify potential costs and benefits and explore how to reduce future street maintenance costs
- Set a date (Wednesday, July 27) for second public open house pertaining to rezoning to establish Northside Corridor Enhancement (CE) district overlay. Invitations to be sent out soon.
- Reviewed network and speed limit mapping for MPO Long-Range Transportation Plan update and prepared detailed corrections for use in development traffic model being developed by VDOT.
- Approved site plan for new Zaxby's restaurant at NE corner of Jubal Early Drive and S. Loudoun Street (former Eagle Military Outfitter site).
- Distributed electronic version of agendas for [July 5 Planning Commission work session](#) and [July 19 regular meeting](#). Only one public hearing item (text amendment for Historic Winchester District).

Zoning & Inspections

- 71 building permit inspections and issued 48 building permits (\$1,027,673.00 valuation).
- Notable permits issued this week:
 - 333 W. Cork Street – interior remodel \$187,000.00
 - 380 Millwood Avenue – asbestos removal \$125,000.00
 - 320 Weems Lane – replacing wall and re-roofing \$152,748.00
- 38 code enforcement inspections and initiated 11 new cases.

- 9 new business reviews (5 Certificates of Occupancy-Business, 2 Certificates of Occupancy-Home Business).
- Removed 18 signs from the City right-of-way that were in violation (YTD=297).

Economic Redevelopment

- Held EDA Special meeting on June 28.
- Submitted a letter of intent to acquire 200 N. Cameron Street (Winchester Towers) from the City of Winchester for City Council's consideration, which was presented to Council during the June 28, 2016 Work Session. Offer price: \$795,000.
- Completed various tasks regarding the sale of the EDA's interest in the Taylor Hotel.

Old Town Winchester

- Began distribution of the new edition of the [Old Town Winchester Shopping and Dining Guide](#).
- Installed new Old Town Winchester banners on the traffic circle lamp posts.
- Made final preparations with Special Event Contractor for [July 3 Rockin' Independence Eve](#) (RIE) which runs from noon-10 pm with scheduled children's activities on the Old Courthouse lawn, a beer and wine garden with bands at the Taylor Pavilion and activities throughout the Loudoun Street Mall.
- Working with Emergency Management on an internal emergency plan for RIE.
- Welcomed the new Dessert Bar on N. Cameron Street.
- Continue management of weekly [Old Town Farmers Market](#) each Saturday from 10 am-2 pm at the Taylor Pavilion.
- Installed first bulletin board backdrop designed by our SU intern for the downtown kiosk. This is to be standardized for all downtown public bulletin boards to improve the overall appearance while allowing space for promotional posters.

Winchester-Frederick County Tourism

- Finished revisions of and submitted [Virginia Tourism marketing grant](#) application for approx. \$50,000 in matching funds. Award announcements are expected in late July/early August.
- Attended a tour bus parking meeting to discuss potential impacts on local businesses and review proposed loading and overnight parking options.
- Attended a [Top of Virginia Artisan Trail](#) management meeting. Worked on brochure design and planning for the September 7 official kick-off event for the trail.
- Attended a meeting with the [Environmental Studies Department](#) at Shenandoah University about our past collaboration with development of printed outdoor resource guides, and potential for us to become more involved with strategic marketing design improvements moving forward.
- Work began in earnest to map out Civil War sites in the Winchester-Frederick County area. According to the [Civil War Trails](#) organization, we easily have the greatest concentration of Civil War markers in the entire Commonwealth, however we do not have one combined resource mapping them all.
- Completed a local distribution campaign for our new [Visitor Guide](#) to restock lodging and attraction properties before the upcoming holiday weekend.

PARKS & RECREATION

- Brick façade work continues on the War Memorial Building.
- Park Advisory Board meeting was held on June 27.
- Community Garden dedication for the Timbrook Community Garden was held on June 23.
- Winchester Swim Team held their annual swim meet Friday, Saturday and Sunday at the Outdoor Pool, average estimate was 800 people in the city.
- Working on the fall program guide.

WINCHESTER PARKING AUTHORITY

- 2,417 hourly parkers used the four downtown garages June 22-28.
- As of June 29, there were 964 monthly parkers in the garages (2 rentals and 0 cancellations).
- WPA has obtained a parking sponsor for the Rockin' Independence Eve event which allows for FREE parking beginning Sunday, July 3 at noon through Monday, July 4 at 11 am. The sponsor is Summit Community Bank.
- Preparing for Rockin' Independence Eve event on July 3 for the Court Square and George Washington Autoparks the following will apply:
 - The rooftops will be closed to pedestrian and vehicular traffic. Roof monthly parkers have been notified.
 - The Virginia Defense Force will be onsite to observe and report any breaches in pedestrian or vehicular traffic on the roofs from 5 pm-10 pm.

SOCIAL SERVICES

- Received 69 Benefit Program applications—30 SNAP, 22 Medicaid, 47 TANF, 7 Child Care, 17 Cooling Program.
- Currently serving the following individuals in benefit programs:
 - 3,896 receive SNAP
 - 186 receive TANF
 - 5,336 receive Medicaid
 - 46 receive VIEW Services
 - 32 receive Child Care Subsidy
- Completing 42 Child Protective Services Family Assessments and Investigations relating to allegations of child maltreatment.
- Provided Family Services Prevention case management to 6 families.
- Received response from the Virginia Department of Social Services regarding Title IV-E Review (IV-E is federal reimbursement for foster care payments). No errors found in review of 26 cases. WDSS staff were commended for their outstanding work in meeting all State and Federal requirements.
- Staff attended:
 - Meeting with Division of Child Support Enforcement.

Weekly Activity	#
Walk-in clients	292
Client info drop offs	107
Child Protective Service Referrals	6
"On notice" for foster care entry by JDRC	5
Children in Foster Care	38
Entered Foster Care	0
Exited Foster Care	0
Child Protective Services ongoing cases	33
Adult Protective Service Referrals	0
Adult services provided	10
Adult guardianships	3
Adult protective investigations	15
Benefit fraud investigations	12
Fraud allegations received	0

SUPPORT SERVICES

Information Technology

- Prepared approved budget data file for upload to [OpenGov financial transparency website](#).
- Finalized design for new employee identification badge. This will shift printing from a stand-alone system to the Human Resource software suite.
- Continued to support implementation of new utility billing system.
- Met with City Hall renovation architect to explain IT staff needs.
- GIS Coordinator position relocated to IT Department on July 1.
- With contractor, continued stabilization work on all City websites.
- Installed SunGard NaviLine patches to support Affordable Care Act reporting requirements.

Finance

- Uploaded the final [FY17 budget document online](#).
- Council approved the ordinance authorizing the issuance and sale of General Obligation (GO) Public Improvement Bonds finance several projects approved in the FY17 budget:
 - Sidewalk Repairs - \$500,000

- Park Maintenance Shop - \$725,000
- Joist Hite Storm Drainage Improvements- \$125,000
- Valley Avenue Sidewalks & Drainage - \$500,000
- Hope Drive Extension - \$1,000,000
- Buildings and Renovations - \$4,500,000

COMMUNICATIONS

- Articles in *The Winchester Star* this week:
 - June 25 –
 - Photo: Kids & Cops Camp
 - Kids have fun do good with police officers
 - Tourism organization searches for fresh branding campaign
 - June 27 –
 - City man allegedly shoots at neighbor
 - June 28–
 - Our Views: City Hall power consolidation?
 - Winchester mulling financing for capital improvements
 - City likely to extend hours for Jim Barnett Park amenities
 - June 29 –
 - EDA to buy ex-Towers site
 - Council Oks bond issuance
 - City Mexican restaurant reports cash register stolen in burglary
 - June 30 –
 - Woman injured in collision with semi
 - Weems Lane lighthouse getting new home
 - Fourth coming (Independence Day activities)
 - Liberty 5K raises money for parks department, local charity
 - July 1 –
 - Winchester considers making street public
 - City earns Main Street America accreditation again
 - Man arrested on assault charge
 - Winchester grants \$1,300 for field
- WHAG reports:
 - Volunteer firefighters in the Winchester area can possible receive a much needed piece of equipment [Watch](#)
 - Two separate shootings occur on the same Winchester street this week [Watch](#)
 - No injuries after hostage situation in Winchester neighborhood [Watch](#)
- Sent press releases:
 - [City's Independence Day Schedule](#)
 - [Fourth Annual Rockin' Independence Eve Returns to Old Town](#)
 - [City Receives National Main Street Accreditation Again](#)
- Attended planning meeting with Emergency Management concerning Emergency Support Function(ESF) #15 – External Affairs.
- Updating Human Resources recruitment brochure.
- Updated Park's HIVE after-school program parent handbook and uploaded to website.
- Submitted most of the required FOIA paperwork to vendor so the implementation of the City's new FOIA tracking and management software can begin.
- With help of Deputy Clerk, uploaded all current boards and commission members into the City's new application and member appointment management software. Uploading history soon.
- Finalized the City's new mobile app and sent to vendor for upload. App should be available for download by end of July. We will have an official launch and encourage public use a few weeks after the app is available in the respective App Stores.
- Attended a FOIA training seminar by the VA FOIA Council.

- Current projects:
 - Pedestrian Safety Campaign
 - City services informational video
 - Evaluating creating a TV/online streaming show
 - Evaluating social media archiving services
 - Add Green Circle webpage on City's new website
 - Website user training outline
 - FOIA and Boards/Commissions software implementation
 - Strategic Plan update
 - Update ESF#15 section of the Emergency Operations Plan

Photo of the Week



Mayor Minor recognized the JHHS Boy's Tennis Team at Tuesday's Council meeting and congratulated them on their 22-0 championship season.