



# 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

- Individuals from the recovery community talked to officers during patrol briefings about addiction and how to help those suffering with addictions.
- Officer attended Constitutional Law/Search and Seizure training.
- Three-week summer program began for Timbrook House students—includes community service activities like picking up trash, painting curbs, and helping with Habitat for Humanity builds.
- Attended local NAACP meeting.
- Attended Woodland Avenue Neighborhood Watch and South End Citizen's Group meetings.
- Working on campaign to promote Neighborhood Watch recruitment and citizen involvement.
- Two officers attended the PD's Teen Night at the YDC.
- Assisted with Radio Manager position interviews.
- Met with T-Mobile vendor regarding cell phone and data procurement.
- Attended the communications project progress and installation meetings.
- Meadow Branch Speed Enforcement from 6/29/16-7/13/16
  - Vehicles: 756
  - Average Speed: 25.26
  - Highest Speed: 37
  - Citations: 3
  - Trucks: 1(construction-related)

Police Activity	#
Calls for Service	869
Violent Crimes	10
Property Crimes	31
Accident Reports	8
Alarms	32
False Alarms	32
Directed Patrols	89
Directed Patrols Old Town (OTW)	24
Extra Patrols	81
Extra Patrols OTW	2
Traffic Citations	42
Written Warnings	34

### Winchester Fire & Rescue

- Working on training center preparation for construction.
- Working at the training center, preparing the proper foundation for delivery of a donated Conex box to be used for confined space training.
- Assisting with scheduling regional Hazmat training.
- Working on new radio system training program for department staff.
- Deputy Chief McClellan and Battalion Chief Orndorff provided First Aid/CPR/AED training to 12 City employees.
- Chief Baldwin and Battalion Chief Orndorff will be attending the Virginia Chief Officers Academy graduation on Friday. The Department has three graduates: Lieutenant Sam Bohus, Lieutenant Scott Gray and Station 4

F&R Activity	#
Fire	1
EMS/Rescue	94
Hazardous Condition	0
Service Call	10
Good Intent	8
False Alarm	7
Special Incident	0
Plan Review	2
Inspections	3
Reinspections	4

- volunteer (Shawnee) Deputy Chief Jared Priddy.
- Conducted walk-throughs at the new John Kerr Elementary School.
- Conducted Infectious Control training.
- Participated in the movie nights on the downtown mall.
- Provided EMS standby services for Friday Night Live.
- Attended Communications Project Meeting.
- Chief Baldwin, WFRD personnel, Rouss, Friendship and Shawnee volunteers attended Winchester Royals game and staffed the regional recruitment and retention booth.
- Received ambulance cots and completed bi-annual maintenance.
- Preparing for Child Passenger Safety month in September.
- Fire Marshal's Office conducted three inspections this week (1-sprinkler, 1-new business and 1-annual inspection).

## Emergency Management

- Communications Project:
  - Conducted weekly progress meeting
  - Finalized code plugs
  - Police mobile radio installation initiated
- Attended City's Special Events Committee monthly meeting.

## PUBLIC SERVICES

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

- The new anaerobic digesters that are part of the Waste-to-Energy Project at the Opequon Water Reclamation Facility have been placed into service.
- Assisted the Museum of the Shenandoah Valley with their application for funding to the Department of Conservation and Recreation for the proposed new public trails on their property.
- Along with the City Manager and Planning Director, met with the Early's Green Homeowner's Association to discuss their request for the City to take over the maintenance of their streets.
- Along with the City Manager and Emergency Management Coordinator, met with the Health Department to discuss the Zika virus and mosquitoes.
- Conducted a conference call with the Treasurer's Office and representatives from BB&T to discuss the new utility bill payment options that will be implemented in the near future.
- Shenandoah University has installed the new Welcome to Winchester sign on Millwood Avenue. This sign was constructed at no cost to the City.

### City Projects Update

- **City Hall Brick Work**
  - The project is ahead of schedule as all of the brick repointing with new mortar has been completed on the west, north and east sides of the building. Work is progressing on the south side of the building now. The contractor is starting to remove the scaffolding on the west side (back of City Hall) of the building.
- **Handley Blvd Improvements Project**
  - All of the concrete (sidewalks and curb and gutter) west of Stewart Street has been completed.
  - The new streetlight foundations west of Stewart Street have been installed.
  - All of the concrete (sidewalks and curb and gutter) work for the entire project is expected to be completed this week.
- **Valley/Whitlock Drainage Improvement Project**
  - All of the new drainage pipe in Valley Avenue between Southwerk and Montague has been installed. The contractor is working on installing the last section of new pipe in Valley between Montague and Sheridan.

## Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
<b>Streets</b>	Sidewalks Repaired/Replaced (City)	0	90	Linear feet
	Streets Repaved	0	0.9	Lane miles
	Potholes Repaired	1	89	#
<b>Trees</b>	Dead/Diseased Trees Removed	0	40	#
	Trees Trimmed	3	394	#
	Stumps Removed	36	345	
<b>Traffic</b>	Street Signs Installed or Replaced	2	133	#
	Pavement Markings Repainted (City)	0	1,850	Linear feet
	Pavement Markings Repainted (Contractor)	595	8,152	Linear feet
<b>Refuse &amp; Recycling</b>	Refuse Collected	129	3,415	Tons
	Recycling Collected	47	1,527	Tons
	Large Item Pickups	1	69	#
<b>Transit</b>	Total Passengers	2,855	68,519	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,923	99,818	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	368	9,806	Hours
<b>Utility Billing</b>	Payments Processed	1,533	38,027	#
	New Bills Mailed Out	0	33,284	#
	Water Services Turned Off for Non-Payment	17	736	
<b>Water Treatment Plant</b>	Average Daily Water Demand	5.22	7.61	Million gallons/day
	Peak Daily Water Demand	8.10	9.44	Million gallons/day
<b>Wastewater Treatment Plant</b>	Average Daily Flow Treated	7.37	8.08	Million gallons/day
	Peak Daily Flow Treated	10.79	18.49	Million gallons/day
<b>Engineering</b>	Site Plans Reviewed	1	26	#
	Right-of-Way Permits Issued	0	49	#
	Stormwater Facility Inspections	0	16	#
	Erosion & Sediment Control Inspections	28	828	#
<b>Facilities Maintenance</b>	Work Requests Completed	30	420	#
	Special Events Assistance	0	5	#
	Maintenance of Pedestrian Mall	20	490	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	57	3,098	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Toured the old Sara Zane Firehouse to discuss potential redevelopment opportunities.
- Met with potential offerors to discuss redevelopment plans for the Winchester Towers.
- Met with contractor to discuss potential demolition plans for the Winchester Towers.
- Prepared agenda for U.S. Senator Warner's tour of Winchester on July 17.

### Old Town Winchester

- Attended Virginia Main Street Downtown Intersections Conference in Staunton. Presented "Extreme Makeover: Surviving Major Streetscape Projects" to audience of over 40 participants.
- Preparing and promoting the [July 15th Friday Night Live](#) event featuring Robbie Limon.

- Successfully conducted the July Classic Movie Night at the Taylor Pavilion for over 150 participants.
  - Promoted the upcoming FREE [Sunday concert at the Taylor Pavilion](#) with horse-drawn carriage rides.
  - Received notification of having received a \$5,000 Local Challenge Arts Grant from the Virginia Commission of Arts.
  - Finalized flyer and details for the Small Business Development Center coordinated workshop on Instagram for businesses to be held in the downtown.
  - Continue to promote the weekly [Farmers Market](#).
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### Winchester-Frederick County Tourism

- Received, installed and began inventory management and training with ShopKeep, the Visitors Center Gift Shop's new Point of Sale system.
  - Attended City Council work session on Tuesday to present a resolution to allow the Executive Director of the Tourism Office to apply for an ABC license to be able to sell locally produced beer and wine at the Visitor Center.
  - Attended regional Farm to Fork event planning meeting and Family Travel with Colleen Kelly TV show logistics meetings in New Market.
  - Attended a Winchester Marketing Group meeting to discuss collaborative marketing opportunities in the Winchester area.
  - Held Tourism Board meeting on Thursday.
  - Attended Virginia Tourism Corporation and Delegate Collins Meet & Greet on Thursday at Winchester Brew Works and then acted as tour guide during a four-hour driving and site tour.
  - Continued cataloging and taking imagery of all Civil War markers in the Winchester Frederick County region.
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### Planning

- Staffed July 12 Council meeting where motion to deny the telecommunication tower on the DMMS site was approved. Assisted applicant with request to have slide presentation ready to present on short notice.
  - Met with owners of a couple of downtown properties who have expressed an interest in redevelopment.
  - Conducted additional research on issue of prerequisites for City acceptance of private streets as public streets.
  - Prepared for role as moderator at annual Virginia chapter American Planning Association conference early next week.
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### Zoning & Inspections

- Completed:
  - 61 building permit inspections and issued 44 building permits (\$1,896,370 valuation)
    - Notable permits:
      - ✓ 112 N. Loudoun Street (Bell's Clothing) – 5 new upstairs apartments (\$950,000 valuation)
      - ✓ 313 S. Braddock Street – fire damage repair (\$174,000 valuation)
    - 113 code enforcement inspections and initiated 82 new cases
    - 10 new business reviews (7 Certificates of Business, 3 Certificates of Home Business)
  - Removed 40 illegal signs from the public right-of-way (YTD=357).
  - Held Board of Zoning Appeals meeting. Two cases were heard with one approval and one denial:
    - 1908 S. Loudoun Street – Variance approved for above-ground installation of new electrical service as a result of installation limitations due to topographic conditions adjacent to Abrams Creek.
    - 1328-1470 Commerce Street – Variance denied due to the Board's belief that the hardship was created by the applicant.

Permit #	Type	Address	Description	Value
16 0000481	SIGN	141 Featherbed Ln	Projecting Sign	\$200
16 0000654	NGAS	172 Linden Dr	Gas Piping For Generator	\$600
16 0000657	TTS	901 Amherst St	Tent For Weekend Event	\$2,000
16 0000036	NGAS	715 S Braddock St	New Appliances	\$750
16 0000036	PLBG	715 S Braddock St	New Fixtures	\$4,500
16 0000644	RREM	911 Franklin St	Deck, Pool And Garage	\$9,000
16 0000645	RREM	621 Bruce St	Screening In Patio	\$24,000
16 0000646	AMUS	598 N Kent St	2 Inflatables For Church Cookout	\$0.00
16 0000649	LGAS	801 Fairmont Ave	Replace Range/Hood/Piping	\$400
16 0000649	MECH	801 Fairmont Ave	Range/Hood/Piping	\$800
16 0000661	NGAS	312 Wood Ave	Fireplace	\$500
15 0000321	FIRE	1720Valley Ave	Addition To Fire Alarm System	\$200
15 0000331	FSUP	1863 Old JubeSq	New Wet Sprinkler System	\$48,300
15 0000332	FSUP	300 Jubilee Ct	New Wet Sprinkler System	\$48,300
15 0000333	FSUP	280 Jubilee Ct	New Wet Sprinkler System	\$48,300
15 0000334	FSUP	1943Old JubeSq	New Wet Sprinkler System	\$48,300
15 0000335	FSUP	1931 Old JubeSq	New Wet Sprinkler System	\$48,300
15 0000336	FSUP	1910 Old JubeSq	New Wet Sprinkler System	\$48,300
15 00001132	NGAS	1340 L.P. Hill Dr	Gas Line To Fire Pit & Grill	\$1,000
16 0000048	FALL	1330 L.P. Hill Dr	New Underground Fire Line	\$8,000
16 0000048	MECH	1330 L.P. Hill Dr	New A/C & Furnaces	\$75,000
16 0000048	NGAS	1330 L.P. Hill Dr	New Appliances	\$75,000
16 0000048	PLBG	1330 L.P. Hill Dr	New Fixtures	\$50,000
16 0000398	PLBG	480 W Jubal Early Dr Suite 230	Fixtures	\$6,000
16 0000592	BLDG	122 N Loudoun St	5 New Apartments	\$950,000
16 0000663	MECH	1850 Apple Blossom Dr Suite 179	Replacing Like For Like	\$10,370
16 0000664	MECH	161 N Loudoun St	Replacing Ac Unit	\$4,000
16 0000666	MECH	579 Adams Dr	New Ac Unit	\$12,950
16 0000659	RREM	513 S Loudoun St	New Windows & Re-Siding w/Ins	\$30,000
16 0000660	PLBG	313 S Braddock St	Replace Fixtures	\$5,000
16 0000660	RREM	313 S Braddock St	Repair/Remodel Fire Damage	\$174,000
16 0000660	MECH	313 S Braddock St	Install A/C & Gas Furnace	\$9,000
16 0000660	NGAS	313 S Braddock St	Install Furnace & Piping	\$500
16 0000667	MECH	237 Miller St	2 Heat Pumps	\$8,500
16 0000667	PLBG	237 Miller St	Remodeling Bathroom	\$1,800
16 0000667	RREM	237 Miller St	Remodeling Bathroom	\$8,300
16 0000668	NGAS	1011 Breckinridge Ln	Replace Dryer	\$100
16 0000671	NGAS	500 Princess Ct	New Oven	\$600
16 0000672	PLBG	1712Roberts St	Water Service/Water Line	\$1,000
16 0000517	BLDG	6 Richards Ave	Freestanding Sign w/ Foundation	\$48,000
16 0000517	SIGN	6 Richards Ave	Freestanding Sign w/ Foundation	\$48,000
16 0000544	CHNG	141S Loudoun St	Change From Retail To Bakery	\$0
16 0000589	SIGN	2630 S Pleasant Valley Rd	New Building Mounted Signs	\$24,000
16 0000616	RADI	799 Fairmont Ave	Change 3 RRH Antennas	\$12,500
<b>44 TOTAL</b>				<b>\$1,896,370</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 andAlterations

## PARKS & RECREATION

- Met with Winchester Baseball to discuss Bodie Grim Field.
- Met with Interim Parks Superintendent to discuss Overall Maintenance Plan and park mowing.

- Began extended summer weekend hours in the War Memorial Building on July 9. Now open on Sunday's noon-6pm and will be open on Labor Day from 9 am-6 pm.
- Attended the City's Special Events Committee monthly meeting.
- Indoor pool repairs began. The pool will be closed through July 17.

## WINCHESTER PARKING AUTHORITY

- 3,008 vehicles utilized the garages from July 6-12.
- As of July 15, there were 968 monthly parkers in the garages.
- Met with the director of First Night Winchester to discuss parking for their event on December 31.
- New WPA part-time weekend maintenance employee begins Friday, July 15.
- On Friday, July 15, Friday Night Live utilized the first four spaces on Hable lot for event activities.

## SOCIAL SERVICES

- Received 60 Benefit Program applications- 27 SNAP, 30 Medicaid, 6 TANF, 2 Child Care, 13 Cooling Program
- Currently serving the following individuals in Benefit Programs:
  - 3,843 receive SNAP
  - 163 receive TANF
  - 5,373 receive Medicaid
  - 46 receive VIEW Services
  - 30 receive Child Care subsidy
- Completing 46 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Completed 1 Pre-Admission Screening with the Health Department.
- Completed review of agency Random Moment Sampling (RMS) by Virginia DSS Regional Administrative Manager
- Staff Attended:
  - Voter Registration Training
  - Virginia Department of Social Services Information Security and Privacy Awareness Training
  - Virginia League of Social Services Executives (VLSSE) Administration Committee Meeting
  - Monthly Medicaid meeting
  - Seniors and Law Enforcement Together (SALT) meeting at Winchester PD

Weekly Activity	#
Walk-in clients	199
Client info drop offs	113
Child Protective Service referrals	7
"On notice" for foster care entry by JDRC	6
Children in foster care	36
Entered foster care	0
Exited foster care	0
Child Protective Services ongoing cases	33
Adult Protective Service referrals	3
Adult services case management load	11
Adult guardianships	3
Adult protective investigations	10
Benefit fraud investigations	11
Fraud allegations received	0
Family Services Prevention case management load	2

## SUPPORT SERVICES

### Information Technology

- Wide area network vendor, Conterra, is working to determine connectivity issues with Parks fiber optic connection. The connection is working but is displaying multiple errors.
- Worked with Public Utilities plant managers at the Opequon Water Reclamation Facility and the Percy D. Miller Water Plant in Middletown to scope an always on virtual private network connection to the City wide area network.
- GIS participated in a software demo that would compare one version of aerial photos with a later version and display changes. This would assist with real estate tax assessments and zoning and inspections enforcement.
- GIS is updating school bus maps for Winchester Public Schools and parking meter mapping for the Parking Authority.
- GIS is consulting with the Emergency Communication Center as the center works to replace the current 911 mapping.

- GIS evaluated software licensing changes needed to expand the use of mapping services well beyond Public Utilities usage.
- Engaged with SunGard upper management to resolve C2G software upgrade issues.
- Prepared for meeting with Treasurer and Commissioner of Revenue to implement State Code change relating to personal property tax relief for certain types of pickup and panel trucks.

## COMMUNICATIONS

- Articles in *The Winchester Star* this week:
  - July 9 –
    - City may apply for 2<sup>nd</sup> body camera grant
  - July 11 –
    - Police: Vehicle vandals sought
    - Winchester honors city's black history with pair of markers
  - July 12 –
    - Our Views: History, personalized
    - Winchester seeks input on new road plan
    - PBS filming Patsy Cline documentary
  - July 13 –
    - Police: Stay safe hunting Pokémon
    - City advances vote on body camera grants
    - City woman allegedly assaults teen
    - Farmers markets offer fresh summer produce
  - July 14 –
    - Commentary Open Forum: A misuse of grant money
    - City police seeking alleged robber
    - Bicyclist faces a variety of charges
  - July 15 –
    - Commentary Open Forum: Winchester reacted well to tragedy
    - City hosts state Tourism Corp tour
    - Police seek search warrant for DNA in shooting
    - 1<sup>st</sup> drug court docket set for next month
    - Night Out to help law enforcement, public connect
- WHAG reports:
  - City opens up conversation about road projects [Watch](#)
  - City government aims to be more transparent, releases more weekly information to the public [Watch](#)
- Sent press releases:
  - Police Warn of Dangers of “Pokémon Go” Game (PD) [Read](#)
  - Residents Invited to Take a Stand Against Crime (PD) [Read](#)
  - WPD Accepting Applications for Police Officers [Read](#)
- Distributed July 15 electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Sent 175 media releases, advisories and/or public meeting notices in FY16.
- Entered all current City board members into the City's online member management software (Accela) and launched the online vacancy application: <http://winchesterva.iqm2.com/Citizens/Board>. Now residents interested in applying for a board or commission vacancy can do so conveniently online. Paper or PDF copies of the application are still available if needed. A fillable PDF application is available on the [City's Boards and Commissions web page](#).
- Completed first draft of a VML Innovation Award nominating the Substance Abuse Coalition.
- Took pictures at the Valley Avenue and Handley Blvd construction sites.
- Finalized the [INSIGHT Citizen's Academy](#) 2017 schedule and posted it online. Registration forms are accepted year-round.
- Current projects:
  - City services informational video

- Evaluating the possible creation of a TV/online streaming show
- Evaluating social media archiving services
- Add Green Circle webpage on City's new website
- Develop Website user training for staff
- FOIA and Boards/Commissions software implementation
- Launch mobile app
- Strategic Plan booklet update
- Update ESF#15 section of the Emergency Operations Plan
- Update Council orientation booklet

### Photo of the Week



*Storm drain pipe installation on Valley Avenue. Expected project completion date: August 7*