

MEMORANDUM

**TO:** Public Works Committee  
**FROM:** Harvey E. Strawsnyder, Jr., P.E., Director of Public Works  
**SUBJECT:** Meeting of June 30, 2015  
**DATE:** June 24, 2015

HES  
rls

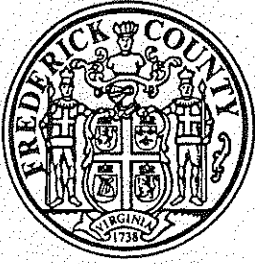
There will be a meeting of the Public Works Committee on Tuesday, June 30, 2015 at 8 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Discussion of County Meeting Space Use Fee  
**(Attachment 1)**
2. Revenue Summary for Current Fiscal Year
3. Request from Building Office for Part-Time Inspector  
**(Attachment 2)**
4. Miscellaneous Reports:
  - a) Tonnage Report: Landfill  
**(Attachment 3)**
  - b) Recycling Report  
**(Attachment 4)**
  - c) Animal Shelter Dog Report  
**(Attachment 5)**
  - d) Animal Shelter Cat Report  
**(Attachment 6)**
5. Acquisition of Real Estate – Property Acquisition for Multiple Citizens’ Convenience Sites. The meeting will convene to a closed session in accordance with the Code of Virginia §2.2-3711 Subsection A, (3), Acquisition and Disposition of Real Estate.

HES/rls

Attachments: as stated

cc: file




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**COUNTY of FREDERICK**


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**MEMORANDUM**

**Kris C. Tierney**  
Assistant County Administrator

540/665-5666  
Fax 540/667-0370

E-mail:  
ktierney@co.frederick.va.us

**TO:** Public Works Committee

**FROM:** Kris C. Tierney, Assistant County Administrator *KCT*

**RE:** County Meeting Space Use Fee Discussion

**DATE:** June 12, 2015

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The Board of Supervisors recently requested that the Public Works Committee evaluate the possibility of charging a fee for use of County meeting space by outside agencies/groups. Staff had considered this prospect a few years ago but, ultimately, determined that the level of demand for use of the space was not sufficient to warrant the effort to establish and charge a fee.

Generally, the area which receives the most use is the first floor meeting space at the Public Safety Building (PSB), followed by the first floor conference room at 107 North Kent (the "purple room") or the Board meeting room. Currently, in addition to there being no fee for use of meeting space, we also have no central reservation process.

What had been contemplated when we last looked into a fee structure was having our Parks and Recreation Department handle the requests as they already do so with other County facilities.

Staff is seeking guidance on how and whether to proceed with a possible fee structure.



## REQUEST FOR USE OF MEETING SPACE

Any individual or organization wishing to utilize meeting space at either the County Administration Building (107 North Kent Street) or the Public Safety Building (located at 1080 Coverstone Drive) must complete the attached reservation form and submit it at least 2 weeks prior to the date of the desired event or activity. **The form should be submitted to the Frederick County Department of Parks and Recreation, located on the 2<sup>nd</sup> floor of the County Office building either in person, or by mail addressed to the Frederick County Parks and Recreation Department, 107 North Kent Street Winchester Virginia 22601.** Reservation are taken on a first come, first serve basis and are only accepted following satisfactory completion of all associated approvals. *Please note the requested for use is not approved unless, or until the completed reservation form is signed by Fredrick County.* The following restrictions and requirements should be noted:

- Frederick County and its representatives reserve the right to freely access all meeting space at all times
- Frederick County reserves the right to revoke a meeting space use permit at any time
- The use of tobacco products and alcoholic beverages on County property is strictly prohibited
- Meeting space is generally available Monday through Friday between the hours of 8:00am and 10:00pm.
- In the event an approved reservation is canceled, notification must be given at least twenty-four (24) hours prior to the scheduled time or the reservation fee is forfeited. *Exceptions may be made for cancellations resulting from inclement weather.*

Questions regarding the reservation process should be addressed to Stacy Herbaugh @ (540) 665-5678, or by email to: [sherbaug@co.frederick.va.us](mailto:sherbaug@co.frederick.va.us)

REQUEST FOR USE OF MEETING SPACE

Sponsor(s)/Organization(s): \_\_\_\_\_

Address of Sponsor(s)/Organization(s): \_\_\_\_\_

Name(s) of Contact Person(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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Reservations are taken on a first come, first served basis, regardless of the nature of the activity. We ask for the nature of the activity only to ensure that appropriate arrangements for the activity are made, except that uses involving primarily sales or commercial activities may be limited.

Date requested: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Requested time (including set-up and take-down times): Begin time: \_\_\_\_\_ End time: \_\_\_\_\_

Area(s) requested:  Community Room (Public Safety Bldg.)  Board Room  Conference Room (107 North Kent Street)

Describe the nature of the activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of persons, including organizers and vendors, anticipated to be in attendance: \_\_\_\_\_

Will vendors be present?  Yes  No

If Yes, list vendor name(s), address(es), and contact information (be sure to indicate if you, as the sponsoring organization(s) or individual(s), will be selling any goods or services):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will tables and chairs be needed?  Yes  No

If yes, how many of each?

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Will amplification equipment be used?  Yes  No

If yes, describe equipment being used and indicate times of use:

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Insurance Requirements

Outside groups requesting use of county facilities are generally required to have a general liability insurance policy. The County may request either a Certificate of Insurance (signifying group has general liability coverage) and/or that the County be named as “an additional insured” on the groups general liability policy. The county may waive one or both requirements, at its discretion.

Groups and or activities with high risk for personal injury will require that the county be named as “an additional insured” on the group’s general liability policy.

The liability limits for the group’s insurance policy will be reflective of the nature of the use/activity. High risk activities will require a general liability policy with minimum limits of \$1,000,000. In such instances the sponsor(s)/organization(s) must provide a copy of a Certificate of Insurance listing Frederick County, Virginia as an additional insured.

Copy of insurance certificate attached.

Use Fee

A base fee for custodial services plus an hourly fee for any hours in excess of a three-hour base will be charged for facility use. Payment of the appropriate amount should be submitted with this request form. Checks may be made payable to the Treasurer of Frederick County.

**Fee Schedule**

Meeting space	Base fee						Extra Hourly Charge
	For-profit group		Non-profit group		Outside Government Agency		
	full day	½ day	full day	½ day	full day	½ day	
<b>107 North Kent St.</b>							
1 <sup>st</sup> fl. conference room	\$50	\$25	\$25	\$15	\$15	\$10	\$20
Board Meeting room	\$150	\$75	\$50	\$25	\$30	\$15	\$35
<b>Public Safety Bld.</b>							
Community room	\$150	\$75	\$50	\$25	\$30	\$15	\$35

\* ½ day = 4 hours or less

The undersigned and the above-named organization, jointly and severally, agree to be responsible for the terms of this agreement, including the payment of all fees, expenses, damages to premises and further agree to indemnify and hold Frederick County, its agents, servants, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the County property. The undersigned certifies that he/she has read and understands the rules and regulations of the County for Community Use of County Property and that such rules and regulations will be enforced. The undersigned further acknowledges that the fees shown are estimated fees and that they are responsible for any changes that may be accessed due to the actual use of facilities, equipment, and personnel. If a certificate of insurance is required, the County must be named as an additional insured.

By signing and submitting this application, the sponsor(s)/organization(s) agree that, if approval to use the property is granted, they will permit duly authorized agents of Frederick County and/or the City of Winchester, including local, state, and federal law enforcement personnel, to enter upon the property at any time before, during, and after the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title (if applicable) of Person Signing: \_\_\_\_\_

**Submit form with payment to the Frederick County Department of Parks and Recreation,  
107 North Kent Street, 2<sup>nd</sup> floor, Winchester Virginia 22601.**

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Fee Amount Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Facilities Manager Signature \_\_\_\_\_

Comments and/or explanation of denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## COUNTY of FREDERICK

## Inspections Department


John S. Trenary, Building Official

540-665-5650

Fax 540-678-0682

## MEMORANDUM

**TO:** Harvey E. Strawsynder Jr. PE, Director of Public Works

**FROM:** John S. Trenary, Building Code Official 

**SUBJECT:** Funding Request of Part-Time Inspector Position

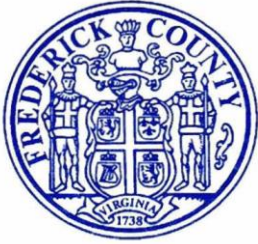
**DATE:** June 22, 2015

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The Building Inspection Department is requesting a supplemental appropriation of \$15,000 to fund the services of a Part Time Inspector. The part time Inspector will be required to cover the absence of a Senior Inspector who will be on medical leave for a period of eight to twelve weeks.

The Inspection Department has shown an increase of permit activity and revenue through FY14/15 that relates to an upcoming increase in inspections / work activity which will extend into the next fiscal year. The increase in inspection activity is the basis for requesting the part-time inspector to cover the temporary loss of a Senior Inspector.

Thank you for consideration in this matter.


**COUNTY of FREDERICK**
**Department of Public Works**

540/665-5643

FAX: 540/678-0682

**MEMORANDUM**

**TO:** Public Works Committee  
**FROM:** Harvey E. Strawsnyder, Jr., P.E., Director of Public Works *HES*  
**SUBJECT:** Monthly Tonnage Report - Fiscal Year 14/15  
**DATE:** June 10, 2015

The following is the tonnage for the months of July 2014, through June 2015, and the average monthly tonnage for fiscal years 03/04 through 14/15.

<b>FY 03-04:</b>	<b>AVERAGE PER MONTH:</b>	<b>16,348 TONS (UP 1,164 TONS)</b>
<b>FY 04-05:</b>	<b>AVERAGE PER MONTH:</b>	<b>17,029 TONS (UP 681 TONS)</b>
<b>FY 05-06:</b>	<b>AVERAGE PER MONTH:</b>	<b>17,785 TONS (UP 756 TONS)</b>
<b>FY 06-07:</b>	<b>AVERAGE PER MONTH:</b>	<b>16,705 TONS (DOWN 1,080 TONS)</b>
<b>FY 07-08:</b>	<b>AVERAGE PER MONTH:</b>	<b>13,904 TONS (DOWN 2,801 TONS)</b>
<b>FY 08-09:</b>	<b>AVERAGE PER MONTH:</b>	<b>13,316 TONS (DOWN 588 TONS)</b>
<b>FY 09-10:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,219 TONS (DOWN 1,097 TONS)</b>
<b>FY 10-11:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,184 TONS (DOWN 35 TONS)</b>
<b>FY 11-12:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,013 TONS (DOWN 171 TONS)</b>
<b>FY 12-13:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,065 TONS (UP 52 TONS)</b>
<b>FY 13-14:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,468 TONS (UP 403 TONS)</b>
<b>FY 14-15:</b>	<b>AVERAGE PER MONTH:</b>	<b>12,934 TONS (UP 466 TONS)</b>

<b>MONTH</b>	<b>FY 2013-2014</b>	<b>FY 2014-2015</b>
<b>JULY</b>	13,514	14,029
<b>AUGUST</b>	13,343	13,585
<b>SEPTEMBER</b>	12,345	13,274
<b>OCTOBER</b>	13,266	14,339
<b>NOVEMBER</b>	10,857	11,194
<b>DECEMBER</b>	11,614	12,132
<b>JANUARY</b>	11,411	10,297
<b>FEBRUARY</b>	10,021	9,369
<b>MARCH</b>	11,518	12,768
<b>APRIL</b>	13,796	14,826
<b>MAY</b>	14,340	16,461
<b>JUNE</b>	13,594	

HES/gmp



<u>MONTH</u>	<u>GLASS</u>	<u>PLAST</u>	<u>AL CANS</u>	<u>STEEL CANS</u>	<u>PAPER</u>	<u>OCC</u>	<u>SHOES</u>	<u>TEXTILE</u>	<u>ELEC</u>	<u>SCRAP</u>	<u>TOTAL</u>
JUL	94,600	39,540	3,795	7,805	95,540	78,420	1,460	1,580	47,000	173,520	543,260
AUG	68,720	32,390	3,150	6,310	99,440	76,410	1,460	1,940	46,920	146,400	483,140
SEP	74,040	32,860	3,060	6,590	79,180	72,380	1,000	3,160	48,840	152,100	473,210
OCT	77,220	34,280	3,655	8,965	134,360	73,880	1,160	1,700	23,580	154,640	513,440
NOV	58,960	27,293	2,540	7,400	120,000	67,630	1,340	1,600	44,340	130,486	461,589
DEC	88,020	35,800	3,975	11,185	149,220	90,070	2,280	2,640	24,900	142,880	550,970
JAN	80,980	30,440	3,485	8,120	85,460	71,900	1,160	1,760	38,020	79,720	401,045
FEB	50,360	25,540	2,670	7,110	76,400	50,260	980	1,180	40,923	75,380	330,803
MAR	71,320	37,800	3,025	9,635	115,620	73,600	10,920	1,940	46,000	133,820	503,680
APR	85,440	35,980	3,900	9,660	112,860	79,860	1,360	1,800	39,440	275,261	645,561
MAY	62,260	38,080	2,935	6,565	83,540	81,310	1,380	1,740	63,680	44,180	385,670
JUN	0	0	0	0	0	0	0	0	23,980	0	23,980
<b>TOTAL</b>	811,920	370,003	36,190	89,345	1,151,620	815,720	24,500	21,040	487,623	1,508,387	5,316,348
<b>FY 13-14</b>	904,780	417,090	39,399	99,177	1,281,105	902,701	15,230	22,650	611,580	1,639,225	5,932,937
<b>FY 12-13</b>	913,530	410,338	45,086	102,875	1,508,029	878,450	15,020	24,680	502,680	1,321,938	5,722,626
<b>FY 11-12</b>	865,380	398,320	43,884	99,846	1,492,826	840,717	8,200	29,720	484,600	1,432,678	5,696,171
<b>FY 10-11</b>	949,185	378,452	42,120	98,474	1,404,806	824,873	18,420	23,280	467,920	1,220,107	5,427,637
<b>FY 09-10</b>	1,123,671	370,386	42,844	96,666	1,235,624	671,669	21,160		435,680	1,348,398	5,346,098
<b>FY 08-09</b>	762,810	322,928	23,473	55,246	1,708,302	564,957	28,780		404,760	1,097,151	4,968,407
<b>FY 07-08</b>	794,932	284,220	15,783	40,544	1,971,883	545,692	0		498,110	1,172,880	5,324,044
<b>FY 06-07</b>	600,464	200,720	11,834	29,285	1,684,711	441,321	0		382,574	550,070	3,900,979
<b>FY 05-06</b>	558,367	190,611	12,478	28,526	1,523,162				381,469	204,220	2,898,833
<b>FY 04-05</b>	549,527	193,224	11,415	27,525	1,552,111				273,707	25,080	2,632,589
<b>FY 03-04</b>	541,896	174,256	11,437	31,112	1,443,461				156,870	336,230	2,695,262
<b>FY 02-03</b>	413,627	146,770	9,840	23,148	1,381,195				62,840	171,680	2,209,100
<b>FY 01-02</b>	450,280	181,040	10,565	25,553	1,401,206				54,061	58,140	2,180,845
<b>FY 00-01</b>	436,615	198,519	10,367	24,988	1,759,731					9,620	2,439,840
<b>FY 99-00</b>	422,447	177,260	10,177	22,847	1,686,587					44,180	2,363,498
<b>FY 98-99</b>	402,192	184,405	9,564	22,905	1,411,950					48,810	2,079,826
<b>FY 97-98</b>	485,294	136,110	13,307	29,775	1,830,000						2,494,486
<b>FY 96-97</b>	373,106	211,105	23,584	46,625	1,690,000						2,344,420
<b>FY 95-96</b>	511,978	167,486	28,441	44,995	1,553,060						2,305,960
<b>TO DATE</b>	10,241,771	3,915,812	331,113	748,060	26,730,615	3,889,229	76,560	53,000	3,602,591	7,719,244	57,307,995

## FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2014-2015

## DOG REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED OVER NEXT MONTH
JULY	50	40	47	2	0	49	42	3	1	0	44
AUG	44	39	24	1	0	28	22	8	0	0	50
SEP	50	37	39	0	0	38	32	3	0	0	53
OCT	53	50	30	2	0	38	31	5	0	0	61
NOV	61	35	35	2	0	37	24	6	3	0	63
DEC	63	32	23	2	0	54	24	9	0	0	33
JAN	33	44	47	0	0	46	21	8	1	0	48
FEB	48	34	21	1	2	38	14	1	1	0	52
MAR	52	43	27	1	0	44	21	9	0	0	49
APR	49	36	27	0	1	33	30	10	1	0	39
MAY	39	39	36	0	0	25	30	4	0	0	55
JUN											
TOTAL	542	429	356	11	3	430	291	66	7	0	547

In the month of May - 114 dogs in and out of kennel.

## FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2014-2015

## CAT REPORT

MONTH	ON HAND AT FIRST OF MONTH	RECEIVED AT KENNEL	BROUGHT IN BY ACO	BITE CASES	BORN AT KENNEL	ADOPTED	RECLAIMED	DISPOSED	DIED AT KENNEL	ESCAPED/ STOLEN	CARRIED TO NEXT MONTH
JULY	143	179	31	7	9	31	1	203	22	0	112
AUG	112	211	15	0	0	26	1	176	16	0	119
SEP	119	182	18	5	6	35	2	137	31	0	125
OCT	125	188	22	0	0	24	6	185	13	0	107
NOV	107	89	8	2	4	27	4	95	18	0	66
DEC	66	58	24	0	0	25	1	68	6	0	48
JAN	48	43	34	0	0	17	3	46	10	0	49
FEB	49	50	12	1	0	16	2	44	6	0	44
MAR	44	80	5	4	5	15	2	50	3	0	68
APR	68	121	9	2	9	20	3	96	4	0	86
MAY	86	211	16	2	0	24	1	145	1	0	144
JUN											
TOTAL	967	1412	194	23	33	260	26	1245	130	0	968

In the month of May - 315 cats in and out of shelter.