



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Meeting of February 27, 2018
DATE: February 22, 2018

There will be a meeting of the Public Works Committee on Tuesday, February 27, 2018 at 8:00 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. Update on the new Stephenson Citizen Convenience Site. (Replacement for the Clearbrook site)
2. Discuss the closing of the Clearbrook Convenience site and temporary service.
3. Discuss the status of the glass recycling program.
4. Discuss the updated charter for Shawneeland Sanitary District Advisory Committee.
(Attachment 1)
5. Discuss the proposed vehicle replacement program.
(Attachment 2)
6. Update on the disposition of the old Frederick County Middle School.
(Attachment 3)
7. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 4)
 - b. Recycling Report
(Attachment 5)
 - c. Animal Shelter Dog Report:
(Attachment 6)
 - d. Animal Shelter Cat Report
(Attachment 7)

JCW/kco

Attachments: as stated

Shawneeland Sanitary District Advisory Committee CHARTER

I. Organization

There shall be a committee, appointed by the Board of Supervisors (“Board”) of Frederick County, Virginia (“County”), known as the Shawneeland Sanitary District Advisory Committee (“Advisory Committee”). The Advisory Committee shall be Comprised of five (5) members, who shall be appointed by the Board, and who shall be resident property owners in Shawneeland Sanitary District. Members shall be appointed for terms not to exceed two (2) years each, and may be appointed for multiple terms. All members shall serve without compensation.

The Advisory Committee shall elect its own Chairman each calendar year. Should the position become vacant prior to the end of the year, the Advisory Committee may elect a new Chairman within the same calendar year. The Chairman, in addition to duties laid out below, is authorized, within his/her discretion, to form subcommittees of the Advisory Committee to address specific areas of concern. Such subcommittees shall be considered working groups, and shall make recommendations or reports to the Advisory Committee. Subcommittees shall not have the authority to make recommendations to the Shawneeland Sanitary District Manager (“Manager”) or Board without action of the Advisory Committee.

II. Member Responsibilities; Vacancies

Members are expected to participate in all meetings and activities of the Advisory Committee with usual exceptions for illness, family emergency, and related matters. Should a member fail to attend three (3) consecutive meetings, s/he will be deemed to have resigned the position, and the Board shall appoint a replacement member.

When vacancies arise on the Advisory Committee, an announcement of the vacancy and request for application(s) shall be posted at the mailbox houses by the Manager. The Manager shall receive applications from qualified persons, and shall forward them to the Back Creek Supervisor, who will review the same for consideration and appropriate action by the Board.

III. Purpose

The Advisory Committee serves to provide input and suggestions to the Board regarding issues affecting Shawneeland Sanitary District. While the Advisory Committee serves an important role, the ultimate authority and decision-making power for Shawneeland Sanitary District operations rests with the Board.

The Advisory Committee welcomes input from property owners on issues which are important to the health, safety, economic vigor, and well-being of the community. However, the Advisory Committee is not a forum for issues which are clearly beyond the authority of County Officials to resolve. Rather, the Advisory Committee provides a forum for property owners to discuss issues which may be of concern to the Sanitary District community, and for which remedies from County Officials may be reasonably expected.

IV. Meetings

The Committee shall meet at least quarterly to permit and encourage participation by Shawneeland property owners. Such meetings shall be set by the Advisory Committee on an annual basis. The fall and/or winter meetings of each year shall be scheduled to be in phase with the Frederick County budgeting process, and shall have the Shawneeland budget as an agenda item. The Advisory Committee is encouraged to work cooperatively with the Manager to develop a draft budget for consideration. While the Manager or his designee is encouraged to attend all Advisory Committee meetings, his or her attendance shall be required at all meetings scheduled to discuss the Shawneeland budget, as well as the mid-year quarterly meeting as set by the Advisory Committee.

In addition to regularly scheduled quarterly meetings, the Chairman may call special meetings to address issues which affect the property owners when consideration of those matters cannot be delayed until the next regularly scheduled quarterly meeting.

Regular meetings shall be advertised in advance. Such advertisement shall include, at a minimum, posting notices on the bulletin board of the Shawneeland mail houses, on the official bulletin board at the Frederick County Administrator's office, and on the Frederick County website Calendar. Notices shall include the date, time, and location of the meeting, and shall be posted no later than seven (7) calendar days prior to the scheduled meeting. Should the Advisory Committee call a special meeting, advertisement shall take place as soon as possible after the meeting is called.

The Advisory Committee may only act to recommend matters to the Board if a quorum, which shall be defined as three (3) members, is in attendance. Meetings may take place if a quorum is not in attendance, but the members may only hear and discuss issues, and may not vote or take official action.

V. Agendas, Minutes, and Written Requests

At least ten (10) days prior to each regularly scheduled meeting, the Advisory Committee Chairman will distribute a proposed agenda to the Advisory Committee members, as well as the Manager. This agenda shall contain specific topics that require discussion and/or action by the Advisory Committee.

No later than seven (7) days prior to each regularly scheduled meeting, the Manager shall cause a copy of the proposed agenda to be posted on the Frederick County bulletin board at the County Administrator's Office, as well as on the bulletin board(s) at the mail houses.

Should the Advisory Committee require a special meeting, the agenda shall be distributed and posted as indicated above as soon as is possible after the meeting is called by the Advisory Committee.

All meetings, both regularly scheduled and specially called, shall be documented in minutes. Such minutes will contain, at a minimum, a list of members present, the agenda and additional topics of conversation, and a description of the Advisory Committee's actions and recommendations. Copies of the minutes shall be provided to the Advisory Committee members, the Manager, and the Back Creek Supervisor. The Manager shall forward a copy of the minutes

to the Director of Public Works, or his designee, for inclusion in the Public Works Committee agenda. A copy of the minutes shall also be filed in the Advisory Committee files.

VI. Requests to and from the Sanitary District Manager

Requests or recommendations from the Advisory Committee to the Manager shall be in writing, separate from any recordation of the request that may be documented in the minutes. The Manager shall respond to the Advisory Committee in writing, and include descriptions of any action taken, identification of additional discussions that may be necessary, and/or reasons that the request or recommendation is rejected. Should a request or recommendation still be pending by the time of the next regular Advisory Committee meeting, the Manager shall provide an interim report at all meetings until the matter has been resolved.

The Manager may also make written requests to the Advisory Committee for input on operations. Should the Advisory Committee not respond in a timely manner, the Manager is authorized to proceed without the Advisory Committee's input where immediate action is needed to address time-sensitive issues where failure to act would cause risk to the health, safety, or economic viability of the Sanitary District. In such cases, the Manager shall update the Advisory Committee of the action taken in writing.

VII. Clerical Duties; Maintenance of Files

The Advisory Committee files shall be primarily retained by the Chairman, who shall be responsible for ensuring the safekeeping of the files, and ensuring their content is accurate. Official files shall include meeting agendas and minutes, Advisory Committee actions and recommendations, correspondence, and other documentation that is sufficient to provide a meaningful historical record of Advisory Committee activities. These files will be housed in space provided by the Manager, and shall be considered public files.

The Chairman shall bear primary responsibility for ensuring that the Advisory Committee's clerical activities, such as preparation and distribution of agendas, preparing minutes, and documenting Advisory Committee actions, are carried out. The Chairman may delegate specific clerical tasks to other Advisory Committee members at his/her discretion. The Manager is not obligated to provide clerical support to the Advisory Committee, but may do so if mutually agreed among the members and Manager.



COUNTY of FREDERICK

Jay E. Tibbs

Deputy County Administrator

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| | |
|-----------------|---|
| TO: | Public Works Committee |
| FROM: | Jay E. Tibbs, Deputy County Administrator <i>Jay E. Tibbs</i> |
| SUBJECT: | Vehicle Replacement Policy/Model |
| DATE: | February 21, 2018 |

Staff was tasked with developing a methodology for evaluating vehicles to be replaced. Attached please find a summary of the model inputs/points system which are used as part of this model. The methodology is based upon the American Public Works Association guidelines but have been modified to be more reflective of Frederick County's vehicle fleet.

Staff will be present at the meeting to go over the model/inputs. Following staff's presentation, if the Committee is comfortable with the proposed model, staff is seeking a recommendation to the Board of Supervisors to approve the use of the model for evaluating requests for replacement vehicles.

Attachment

VEHICLE REPLACEMENT ASSESSMENT MODEL

| DEPT | Year | Make | Model | Serial # | Purchase Date | Purchase Price | ASSIGNED TO, TAKEN HOME (Y/N) & TAG NUMBER | YEAR | COLOR | TOTAL | YEARLY | Type | Reliability | Repair Cost | Condition | Score | Result | |
|------|---------------|------|-------|--------------|---------------|----------------|--|-----------------------------------|----------|---------|---------|--------|-----------------------------------|-----------------------|-----------|-----------|--------|-------------------------------|
| | | | | | | | | FOR CALCULATIONS ONLY | | Mileage | MILEAGE | | (# times in shop) | (yearly) | | | | |
| 1 | SHERIFF | 2014 | FORD | TAURUS | 4874 | 7/31/2014 | 24,949 | JACOB CRITES; 179-630L | 1/1/2014 | WHITE | 78,533 | 22,333 | Severe Duty - Police | 1 time every 4 months | \$ 1,115 | Fair | 21 | Good |
| 2 | SHERIFF | 2015 | FORD | TAURUS | 4877 | 7/28/2014 | 24,949 | AARON JETER; 179-622L; Y | 1/1/2015 | WHITE | 72,540 | 21,690 | Severe Duty - Police | 1 time every 4 months | \$ 1,517 | Fair | 21 | Good |
| 3 | SHERIFF | 2014 | FORD | TAURUS | 8661 | 10/1/2013 | 24,875 | ALISSA SINGHAS; WTH-8886 | 1/1/2014 | WHITE | 76,872 | 11,383 | Severe Duty - Police | 1 time every 4 months | \$ 900 | Fair | 21 | Good |
| 4 | SHERIFF | 2014 | FORD | TAURUS | 4875 | 7/28/2014 | 24,949 | DANIEL CHESHIRE; 179-620L; Y | 1/1/2014 | WHITE | 92,807 | 35,230 | Severe Duty - Police | 1 time every 4 months | \$ 1,299 | Fair | 23 | Good |
| 5 | SHERIFF | 2014 | FORD | TAURUS | 6458 | 3/26/2014 | 25,461 | JEREMIAH HACKETT; 182-244L; Y | 1/1/2014 | WHITE | 83,918 | 22,086 | Severe Duty - Police | 1 time every 4 months | \$ 1,488 | Fair | 23 | Good |
| 6 | SHERIFF | 2014 | FORD | TAURUS | 6462 | 5/7/2014 | 25,461 | JERRY CLARK; 179-611L; Y | 1/1/2014 | WHITE | 75,826 | 15,656 | Severe Duty - Police | 1 time every 4 months | \$ 1,774 | Fair | 23 | Good |
| 7 | SHERIFF | 2014 | FORD | TAURUS | 6468 | 4/25/2014 | 25,461 | HERMAN MALCOLM; 179-608L; Y | 1/1/2014 | WHITE | 78,310 | 19,728 | Severe Duty - Police | 1 time every 4 months | \$ 1,913 | Fair | 23 | Good |
| 8 | PARKS | 2005 | GMC | K1500 PICKUP | 9377 | 9/27/2004 | 14,152 | CLEARBROOK; 125-009L; N | 1/1/2005 | BLUE | 67,577 | 3,551 | Regular Use | 1 time per year | \$ 41 | Good | 24 | Good |
| 9 | FIRE & RESCUE | 2013 | CHEVY | TAHOE | 5687 | 3/19/2013 | 29,374 | KEITH JENKINS TR-10; 152-333L; Y | 1/1/2013 | WHITE | 139,297 | 17,340 | Regular Use | 1 time every 4 months | \$ 1,098 | Fair | 24 | Good |
| 10 | SHERIFF | 2013 | FORD | TAURUS | 2718 | 4/16/2013 | 25,224 | 177-193L | 1/1/2013 | WHITE | 85,480 | 10,789 | Severe Duty - Police | 1 time every 4 months | \$ 1,351 | Fair | 24 | Good |
| 11 | SHERIFF | 2014 | FORD | TAURUS | 4911 | 7/2/2014 | 24,845 | DAVID CULLERS | 1/1/2014 | WHITE | 77,364 | 20,193 | Severe Duty - Police | 1 time every 4 months | \$ 2,393 | Fair | 24 | Good |
| 12 | SHERIFF | 2014 | FORD | CROWN VICTOI | 6460 | 2/27/2014 | 25,461 | 182-212L | 1/1/2014 | WHITE | 87,000 | 25,495 | Severe Duty - Police | 1 time every 4 months | \$ 2,001 | Fair | 24 | Good |
| 13 | SHERIFF | 2014 | FORD | TAURUS | 6461 | 4/25/2014 | 25,461 | TRAVIS BRIDGEFORTH; 179-609L; Y | 1/1/2014 | WHITE | 77,037 | 17,417 | Severe Duty - Police | 1 time every 6 months | \$ 6,891 | Fair | 24 | Good |
| 14 | SHERIFF | 2014 | FORD | TAURUS | 6465 | 3/26/2014 | 25,461 | JOSEPH FLETCHER; 182-246L; Y | 1/1/2014 | WHITE | 72,340 | 21,152 | Severe Duty - Police | 1 time every 6 months | \$ 6,236 | Fair | 24 | Good |
| 15 | SHERIFF | 2014 | FORD | TAURUS | 6466 | 4/25/2014 | 25,461 | JAMES BENTLEY; 179-607L; Y | 1/1/2014 | WHITE | 85,207 | 21,130 | Severe Duty - Police | 1 time every 6 months | \$ 2,270 | Fair | 24 | Good |
| 16 | SHERIFF | 2013 | FORD | F150 PICKUP | 8821 | 3/4/2013 | 23,460 | HEATHER FLANAGAN; 176-754L; Y | 1/1/2013 | WHITE | 120,135 | 23,555 | Severe Duty - Police | 1 time every 6 months | \$ 1,570 | Fair | 25 | Qualifies for Replacement |
| 17 | SHERIFF | 2013 | FORD | TAURUS | 2713 | 4/16/2013 | 25,224 | JEFFREY BINGAMAN; 177-188L; Y | 1/1/2013 | WHITE | 98,054 | 15,401 | Severe Duty - Police | 1 time every 6 months | \$ 1,998 | Fair | 25 | Qualifies for Replacement |
| 18 | SHERIFF | 2013 | FORD | TAURUS | 2720 | 4/16/2013 | 25,224 | 177-195L | 1/1/2013 | WHITE | 88,514 | 16,514 | Severe Duty - Police | 1 time every 4 months | \$ 1,874 | Fair | 25 | Qualifies for Replacement |
| 19 | SHERIFF | 2014 | FORD | TAURUS | 4867 | 7/30/2014 | 24,949 | STEPHEN GREGORY; 179-624L; Y | 1/1/2014 | WHITE | 82,694 | 21,031 | Severe Duty - Police | 1 time every 6 months | \$ 8,079 | Fair | 25 | Qualifies for Replacement |
| 20 | SHERIFF | 2014 | FORD | TAURUS | 4873 | 7/28/2014 | 24,949 | SAMANTHA FUNKHOUSER; 179-6119L; Y | 1/1/2014 | WHITE | 72,206 | 23,941 | Severe Duty - Police | 1 time every 4 months | \$ 3,492 | Fair | 25 | Qualifies for Replacement |
| 21 | SHERIFF | 2014 | FORD | TAURUS | 6463 | 5/7/2014 | 25,461 | MARLISA EMBRY; 179-874L; Y | 1/1/2014 | WHITE | 94,500 | 13,134 | Severe Duty - Police | 1 time every 6 months | \$ 3,568 | Fair | 25 | Qualifies for Replacement |
| 22 | SHERIFF | 2014 | FORD | TAURUS | 6469 | 4/9/2014 | 25,461 | WILLIAM COMSTOCK; 179-605L; Y | 1/1/2014 | WHITE | 87,792 | 21,702 | Severe Duty - Police | 1 time every 4 months | \$ 2,799 | Fair | 25 | Qualifies for Replacement |
| 23 | SHERIFF | 2013 | FORD | TAURUS | 2715 | 4/16/2013 | 25,224 | WILLIAM LOCKE; 177-190L; Y | 1/1/2013 | WHITE | 90,755 | 18,201 | Severe Duty - Police | 1 time every 6 months | \$ 4,141 | Fair | 26 | Qualifies for Replacement |
| 24 | SHERIFF | 2013 | FORD | TAURUS | 2716 | 4/16/2013 | 25,224 | ANTHONY KENDRA; 177-191L; Y | 1/1/2013 | WHITE | 96,156 | 27,903 | Severe Duty - Police | 1 time every 4 months | \$ 2,409 | Fair | 26 | Qualifies for Replacement |
| 25 | SHERIFF | 2013 | FORD | TAURUS | 2717 | 4/16/2013 | 25,224 | GARY GANOE; 177-192L; Y | 1/1/2013 | WHITE | 101,770 | 20,916 | Severe Duty - Police | 1 time every 4 months | \$ 2,346 | Fair | 26 | Qualifies for Replacement |
| 26 | SHERIFF | 2014 | FORD | F150 PICKUP | 4791 | 2/27/2014 | 23,250 | EMMA DOWNING; 182-211L; Y | 1/1/2014 | WHITE | 91,972 | 24,981 | Severe Duty - Police | 1 time every 4 months | \$ 4,486 | Fair | 26 | Qualifies for Replacement |
| 27 | SHERIFF | 2014 | FORD | TAURUS | 4876 | 7/28/2014 | 24,949 | 179-621L; Y | 1/1/2014 | WHITE | 98,375 | 20,265 | Severe Duty - Police | 1 time every 6 months | \$ 8,774 | Fair | 26 | Qualifies for Replacement |
| 28 | MAINTENANCE | 2007 | FORD | F150 PICKUP | 8821 | 5/23/2007 | 20,213 | TONY RILEY; 139-476L; N (PSB) | 1/1/2007 | WHITE | 109,634 | 3,709 | Regular Use | 1 time per year | \$ 663 | Poor | 27 | Qualifies for Replacement |
| 29 | SHERIFF | 2013 | FORD | TAURUS | 2714 | 4/16/2014 | 25,224 | 177-189L; Y | 1/1/2013 | WHITE | 100,406 | 22,498 | Severe Duty - Police | 1 time every 6 months | \$ 4,076 | Fair | 27 | Qualifies for Replacement |
| 30 | SHERIFF | 2014 | FORD | TAURUS | 6464 | 3/26/2014 | 25,461 | INSURANCE SALVAGE; 182-245L | 1/1/2014 | WHITE | 99,983 | 27,322 | Severe Duty - Police | 1 time per year | \$ 10,000 | Very Poor | 27 | Qualifies for Replacement |
| 31 | INSPECTIONS | 2006 | CHEVY | COLORADO | 2331 | 11/29/2005 | 14,387 | POOL VEHICLE; 131-636L; N | 1/1/2006 | WHITE | 133,968 | 9,043 | Administrative Sedan/Pool Vehicle | 1 time every 4 months | \$ 259 | Fair | 28 | Needs Immediate Consideration |
| 32 | PLANNING | 2006 | CHEVY | COLORADO | 6958 | 12/7/2005 | 14,387 | 131-639L; N; FROM INSPECTIONS | 1/1/2006 | WHITE | 124,301 | 5,186 | Administrative Sedan/Pool Vehicle | 1 time every 4 months | \$ 653 | Fair | 28 | Needs Immediate Consideration |
| 33 | ENGINEERING | 2004 | DODGE | DAKOTA | 7310 | 6/28/2004 | 21,987 | MIKE STEWART; 118-685L; N | 1/1/2004 | BLUE | 107,124 | 3,675 | Regular Use | 1 time per year | \$ 600 | Fair | 29 | Needs Immediate Consideration |
| 34 | FIRE & RESCUE | 2006 | CHEVY | SILVERADO | 9653 | 2/20/2006 | 22,786 | RICK CATLETT; 132-239L; Y | 1/1/2006 | WHITE | 104,243 | 8,035 | Regular Use | 1 time every 6 months | \$ 1,718 | Poor | 30 | Needs Immediate Consideration |
| 35 | PARKS | 1998 | GMC | PICK UP | 9156 | 2/19/1998 | 21,823 | SHERANDO; 371-52L; N | 1/1/1998 | BLUE | 52,942 | 2,312 | Regular Use | 1 time per year | \$ 393 | Fair | 31 | Needs Immediate Consideration |
| 36 | PARKS | 1998 | GMC | PICKUP | 9841 | 2/19/1998 | 21,823 | CLEARBROOK; 271-51L; N | 1/1/1998 | BLUE | 59,920 | 2,662 | Regular Use | 1 time per year | \$ 1,482 | Good | 32 | Needs Immediate Consideration |
| 37 | INSPECTIONS | 2007 | CHEVY | COLORADO | 333 | 2/6/2007 | 14,700 | KIM DELLINGER; 139-451L; N | 1/1/2007 | WHITE | 136,167 | 13,464 | Medium Duty | quarterly | \$ 550 | Fair | 32 | Needs Immediate Consideration |
| 38 | FIRE & RESCUE | 2004 | CHEVY | TAHOE | 9136 | 3/11/2004 | 27,329 | FMO - PART TIMERS; 115-013L; N | 1/1/2004 | WHITE | 166,650 | 6,750 | Regular Use | 1 time every 6 months | \$ 936 | Poor | 35 | Needs Immediate Consideration |

TOTALED

Vehicle Replacement Model Legend

Points are accumulated based on the following criteria.

Points assigned for each year of age (e.g. 5 years = 5 points)

| |
|-------------------------------|
| 1 point for every year of age |
|-------------------------------|

Points assigned based on the type of vehicle.

| Type | |
|-----------------------------------|---|
| Administrative Sedan/Pool Vehicle | 1 |
| Administrative 4-wheel Drive | 2 |
| Regular Use | 3 |
| Medium Duty | 4 |
| Severe Duty - Police | 5 |

Total Vehicle Mileage divided by 15,000.

Points assigned based on result. (e.g.

30,000 miles/15,000 = 2 points.)

| | |
|----------------------|-------|
| Total Mileage | 15000 |
|----------------------|-------|

Number of times vehicle has been in the shop for repairs, exclusive of regular maintenance (e.g. oil change, tires, etc.)

| Reliability | |
|-----------------------|---|
| 1 time per year | 1 |
| 1 time every 6 months | 2 |
| 1 time every 4 months | 3 |
| quarterly | 4 |
| monthly | 5 |

Points assigned for interior and exterior condition of vehicle.

| Condition | |
|-----------|---|
| Excellent | 1 |
| Good | 2 |
| Fair | 3 |
| Poor | 4 |
| Very Poor | 5 |

Points assigned for annual repair expenditures. \$500 was a baseline to capture routine maintenance (e.g. oil changes, tire rotations, etc.)

| Repair & Maintenance Costs (annual) | | | | |
|-------------------------------------|-------|--------|-------|---|
| | | <\$500 | | 0 |
| \$ | 500 | \$ | 1,124 | 1 |
| \$ | 1,125 | \$ | 1,749 | 2 |
| \$ | 1,750 | \$ | 2,374 | 3 |
| \$ | 2,375 | \$ | 2,999 | 4 |
| \$ | 3,000 | + | | 5 |

Score represents the total amount of points accrued based on all of the above categories.

| Score | | | |
|-------------------------------|----|----|--|
| Excellent | 0 | 17 | |
| Good | 18 | 24 | |
| Qualifies for Replacement | 25 | 27 | |
| Needs Immediate Consideration | | 28 | |

-DRAFT-**INVITATION FOR BIDS****#2018-Old****Sale of Old Frederick County Middle School**

The Frederick County Board of Supervisors, pursuant to Section 15.2-1800, Code of Virginia, is seeking bids for the sale of the county property and buildings comprising the former Frederick County Middle School located at **441 Linden Drive** in the City of Winchester and comprised of approximately 22.78 acres. The property will be sold as is, together with all appurtenances and rights of way belonging thereto. The property is zoned LR- Residential.

A site visit and walk-through of the buildings for potential interested bidders will be held on _____ from _____ to _____. Pertinent documents; including but not limited to a site plan for the property, asbestos inspection report and original construction drawings are on file with the **County's Public Works Department**. Parties interested in viewing this information should contact _____ to schedule a time to do so. Questions regarding the former school buildings should be referred to _____ at 540-_____. Any questions regarding the zoning of the property and/or specific permitted uses of same should contact the City of Winchester Planning and Zoning Department at 540.667.1815.

All bids should be in a specific dollar amount, good for a minimum of 90 days and must be submitted in a sealed envelope, clearly marked "Old Frederick County Middle School Property" and sent to the Frederick County Finance Department, ATTN: Julie Cotterell, 107 North Kent Street, 3rd floor, Winchester, Virginia 22601. Bids must be received no later than **2:00 p.m.** on _____.

Respondents who are mailing bids should allow for normal mail delivery time to ensure timely receipt by Frederick County. Bidders assume the risk for method of delivery chosen. Frederick County assumes no responsibility for delays or failure of any delivery service to meet the submission deadline or failure to deliver to the designated recipient. Submittals may not be faxed or otherwise electronically submitted.

Frederick County reserves the right to reject any and all bids. Any contract that may result from a bid in response to this IFB is subject to approval by the Board of Supervisors, following a public hearing, pursuant to the requirement of Section 15.2-1800, Code of Virginia.

Notification of Award will be posted on the eVa website at www.virginia.gov.

Cheryl B. Shiffler, Finance Director


COUNTY of FREDERICK
Department of Public Works

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Monthly Tonnage Report - Fiscal Year 16/17
DATE: February 20, 2018

The following is the tonnage for the months of July 2017, through June 2018, and the average monthly tonnage for fiscal years 03/04 through 17/18.

| | | |
|------------------|---------------------------|--------------------------------------|
| FY 03-04: | AVERAGE PER MONTH: | 16,348 TONS (UP 1,164 TONS) |
| FY 04-05: | AVERAGE PER MONTH: | 17,029 TONS (UP 681 TONS) |
| FY 05-06: | AVERAGE PER MONTH: | 17,785 TONS (UP 756 TONS) |
| FY 06-07: | AVERAGE PER MONTH: | 16,705 TONS (DOWN 1,080 TONS) |
| FY 07-08: | AVERAGE PER MONTH: | 13,904 TONS (DOWN 2,801 TONS) |
| FY 08-09: | AVERAGE PER MONTH: | 13,316 TONS (DOWN 588 TONS) |
| FY 09-10: | AVERAGE PER MONTH: | 12,219 TONS (DOWN 1,097 TONS) |
| FY 10-11: | AVERAGE PER MONTH: | 12,184 TONS (DOWN 35 TONS) |
| FY 11-12: | AVERAGE PER MONTH: | 12,013 TONS (DOWN 171 TONS) |
| FY 12-13: | AVERAGE PER MONTH: | 12,065 TONS (UP 52 TONS) |
| FY 13-14: | AVERAGE PER MONTH: | 12,468 TONS (UP 403 TONS) |
| FY 14-15: | AVERAGE PER MONTH: | 13,133 TONS (UP 665 TONS) |
| FY 15-16: | AVERAGE PER MONTH: | 13,984 TONS (UP 851 TONS) |
| FY 16-17: | AVERAGE PER MONTH: | 14,507 TONS (UP 523 TONS) |
| FY 17-18: | AVERAGE PER MONTH: | 15,410 TONS (UP 903 TONS) |

| MONTH | FY 2016-2017 | FY 2017-2018 |
|------------------|---------------------|---------------------|
| JULY | 13,391 | 15,465 |
| AUGUST | 15,724 | 17,694 |
| SEPTEMBER | 14,649 | 16,813 |
| OCTOBER | 14,160 | 15,853 |
| NOVEMBER | 13,834 | 16,109 |
| DECEMBER | 16,821 | 12,644 |
| JANUARY | 12,520 | 13,295 |
| FEBRUARY | 12,542 | |
| MARCH | 13,216 | |
| APRIL | 14,252 | |
| MAY | 16,105 | |
| JUNE | 16,873 | |

JCW/gmp

| <u>MONTH</u> | <u>GLASS</u> | <u>PLAST</u> | <u>AL</u> <u>CANS</u> | <u>STEEL</u> <u>CANS</u> | <u>PAPER</u> | <u>OCC</u> | <u>SHOES/TEX</u> | <u>ELEC</u> | <u>SCRAP</u> | <u>TOTAL</u> |
|-----------------|--------------|--------------|--------------------------|-----------------------------|--------------|------------|------------------|-------------|--------------|--------------|
| JUL | | 34,060 | 3,410 | 7,330 | 76,060 | 89,540 | 6,560 | 85,340 | 289,600 | 591,900 |
| AUG | | 37,820 | 4,370 | 7,770 | 100,380 | 95,140 | | 40,420 | 269,640 | 555,540 |
| SEP | | 35,820 | 2,205 | 4,175 | 69,480 | 83,597 | 4,860 | 37,520 | 333,060 | 570,717 |
| OCT | | 33,620 | 3,760 | 8,870 | 78,340 | 82,240 | | 39,960 | 242,741 | 489,531 |
| NOV | | 36,120 | 3,705 | 9,315 | 82,840 | 77,620 | 7,800 | 38,980 | 232,809 | 489,189 |
| DEC | | 35,860 | 2,710 | 6,750 | 81,060 | 104,000 | | 38,460 | 181,040 | 449,880 |
| JAN | | 51,520 | 3,545 | 8,515 | 100,820 | 97,550 | 6,160 | 43,760 | 155,156 | 467,026 |
| FEB | | | | | | | | | | 0 |
| MAR | | | | | | | | | | 0 |
| APR | | | | | | | | | | 0 |
| MAY | | | | | | | | | | 0 |
| JUN | | | | | | | | | | 0 |
| TOTAL | 0 | 264,820 | 23,705 | 52,725 | 588,980 | 629,687 | 25,380 | 324,440 | 1,704,046 | 3,613,783 |
| FY 16-17 | 372,600 | 430,435 | 41,002 | 89,976 | 1,082,737 | 1,009,153 | 37,220 | 495,500 | 2,687,241 | 6,245,864 |
| FY 15-16 | 919,540 | 428,300 | 52,077 | 97,252 | 1,275,060 | 974,493 | 48,820 | 480,400 | 2,376,344 | 6,652,286 |
| FY 14-15 | 895,600 | 407,703 | 40,060 | 97,515 | 1,272,660 | 893,380 | 49,440 | 532,283 | 1,890,729 | 6,079,370 |
| FY 13-14 | 904,780 | 417,090 | 39,399 | 99,177 | 1,281,105 | 902,701 | 37,800 | 611,580 | 1,639,225 | 5,932,937 |
| FY 12-13 | 913,530 | 410,338 | 45,086 | 102,875 | 1,508,029 | 878,450 | 39,700 | 502,680 | 1,321,938 | 5,722,626 |
| FY 11-12 | 865,380 | 398,320 | 43,884 | 99,846 | 1,492,826 | 840,717 | 37,920 | 484,600 | 1,432,678 | 5,696,171 |
| FY 10-11 | 949,185 | 378,452 | 42,120 | 98,474 | 1,404,806 | 824,873 | 41,700 | 467,920 | 1,220,107 | 5,427,637 |
| FY 09-10 | 1,123,671 | 370,386 | 42,844 | 96,666 | 1,235,624 | 671,669 | 21,160 | 435,680 | 1,348,398 | 5,346,098 |
| FY 08-09 | 762,810 | 322,928 | 23,473 | 55,246 | 1,708,302 | 564,957 | 28,780 | 404,760 | 1,097,151 | 4,968,407 |
| FY 07-08 | 794,932 | 284,220 | 15,783 | 40,544 | 1,971,883 | 545,692 | 0 | 498,110 | 1,172,880 | 5,324,044 |
| FY 06-07 | 600,464 | 200,720 | 11,834 | 29,285 | 1,684,711 | 441,321 | 0 | 382,574 | 550,070 | 3,900,979 |
| FY 05-06 | 558,367 | 190,611 | 12,478 | 28,526 | 1,523,162 | | | 381,469 | 204,220 | 2,898,833 |
| FY 04-05 | 549,527 | 193,224 | 11,415 | 27,525 | 1,552,111 | | | 273,707 | 25,080 | 2,632,589 |
| FY 03-04 | 541,896 | 174,256 | 11,437 | 31,112 | 1,443,461 | | | 156,870 | 336,230 | 2,695,262 |
| FY 02-03 | 413,627 | 146,770 | 9,840 | 23,148 | 1,381,195 | | | 62,840 | 171,680 | 2,209,100 |
| FY 01-02 | 450,280 | 181,040 | 10,565 | 25,553 | 1,401,206 | | | 54,061 | 58,140 | 2,180,845 |
| FY 00-01 | 436,615 | 198,519 | 10,367 | 24,988 | 1,759,731 | | | | 9,620 | 2,439,840 |
| FY 99-00 | 422,447 | 177,260 | 10,177 | 22,847 | 1,686,587 | | | | 44,180 | 2,363,498 |
| FY 98-99 | 402,192 | 184,405 | 9,564 | 22,905 | 1,411,950 | | | | 48,810 | 2,079,826 |
| FY 97-98 | 485,294 | 136,110 | 13,307 | 29,775 | 1,830,000 | | | | | 2,494,486 |
| FY 96-97 | 373,106 | 211,105 | 23,584 | 46,625 | 1,690,000 | | | | | 2,344,420 |
| FY 95-96 | 511,978 | 167,486 | 28,441 | 44,995 | 1,553,060 | | | | | 2,305,960 |
| TO DATE | 14,247,821 | 6,009,678 | 548,737 | 1,234,855 | 33,150,206 | 8,547,406 | 342,540 | 6,225,034 | 17,634,721 | 87,941,078 |

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

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 | 28 | 47 | 4 | 0 | 38 | 39 | 8 | 0 | 0 | 44 |
| AUG | 44 | 25 | 51 | 2 | 0 | 43 | 44 | 7 | 0 | 0 | 28 |
| SEP | 28 | 21 | 38 | 1 | 0 | 24 | 32 | 3 | 1 | 0 | 28 |
| OCT | 28 | 36 | 43 | 2 | 0 | 39 | 30 | 3 | 0 | 0 | 37 |
| NOV | 37 | 35 | 33 | 1 | 0 | 28 | 28 | 2 | 0 | 0 | 48 |
| DEC | 48 | 24 | 24 | 3 | 0 | 44 | 26 | 1 | 0 | 0 | 28 |
| JAN | 28 | 26 | 32 | 1 | 0 | 26 | 27 | 1 | 0 | 0 | 33 |
| FEB | | | | | | | | | | | |
| MAR | | | | | | | | | | | |
| APR | | | | | | | | | | | |
| MAY | | | | | | | | | | | |
| JUN | | | | | | | | | | | |
| TOTAL | 263 | 195 | 268 | 14 | 0 | 242 | 226 | 25 | 1 | 0 | 246 |

In the month of January - 87 dogs in and out of kennel. 3 dogs transferred to rescue.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

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 | 101 | 135 | 23 | 2 | 6 | 28 | 2 | 143 | 0 | 0 | 94 |
| AUG | 94 | 183 | 24 | 2 | 8 | 43 | 1 | 150 | 2 | 0 | 115 |
| SEP | 115 | 171 | 28 | 1 | 0 | 24 | 4 | 152 | 2 | 1 | 132 |
| OCT | 132 | 153 | 14 | 1 | 0 | 26 | 3 | 167 | 2 | 0 | 102 |
| NOV | 102 | 102 | 14 | 0 | 0 | 28 | 6 | 75 | 1 | 0 | 108 |
| DEC | 108 | 69 | 7 | 0 | 0 | 53 | 7 | 61 | 0 | 0 | 63 |
| JAN | 63 | 46 | 30 | 1 | 0 | 39 | 1 | 43 | 1 | 0 | 56 |
| FEB | | | | | | | | | | | |
| MAR | | | | | | | | | | | |
| APR | | | | | | | | | | | |
| MAY | | | | | | | | | | | |
| JUN | | | | | | | | | | | |
| TOTAL | 715 | 859 | 140 | 7 | 14 | 241 | 24 | 791 | 8 | 1 | 670 |

In the month of January - 140 cats in and out of shelter.