

## MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, ICMA-CM, CPM  
City Manager

DATE: May 28, 2020

SUBJECT: *Status Report*

### *Status Report*

1. Asset Management Software

The FY21 Budget allocates funds for the purchase of asset management software. This software provides a critical tool needed to manage asset information on the public infrastructure maintained by the Street Maintenance and Utilities Divisions in the Public Works Department. This includes managing information such as location, age, conditions, and maintenance history on water and sewer lines, valves, hydrants, manholes, street signs, roads, curbs, sidewalk, etc.

The Public Works Department located a Contract for the purchase of asset management software with the City of Rochester, New Hampshire through Beehive Industries, upon which we will be able to piggyback. The FY21 budget for this software is \$40,000. We will sign a Contract and issue a Purchase Order to Beehive Industries in the amount of \$39,600.

As provided in Section 62 of the City Charter, this will serve as the required seven (7) day notice of intent to purchase.

2. Sewer Lateral Replacement

Sewer lines need to be periodically cleaned to maintain free passage of objects. Sewer cleanouts provide an access point for the plumbing equipment to clear any blockage from the sewer lines. Although sewer lines are equipped with adequate access points, most sewer lateral connections (from the house to the sewer main) are lacking of a cleanout connection. This creates difficulty for City staff to maintain the City section of the lateral, which is crucial to minimize sewer back up incidents. To alleviate this problem, a multi-year sewer lateral replacement program was established in the FY20 budget. The project is planned to install cleanouts and replace the lateral connections between the

cleanouts and sewer main at approximately 80 most vulnerable sewer laterals. The sewer lateral replacement program will allow for the replacement of 8 sewer laterals annually.

The Public Works Department located a Contract for sewer lateral replacement with Washington Suburban Sanitary Commission (Contract #LC6376A17) through Rivers Construction Group, LTD, upon which we will be able to piggyback. The FY21 budget for this program is \$80,000. We will sign a Contract and issue a Purchase Order to Rivers Construction Group, LTD in the amount of \$80,000.

As provided in Section 62 of the City Charter, this will serve as the required seven (7) day notice of intent to purchase.

3. Vehicle/Equipment Replacement/New Purchases

The FY21 Budget allocates funds for the purchase of replacement and new vehicles and equipment. The Public Works Department has identified contracts available for piggyback to make the following purchases:

City ID	Division	Item	Vendor	Piggyback Contract	Cost	Budget
203	Garage	½ ton Pick-Up Truck	Apple Ford	Montgomery County Contract #1065349	\$27,425.00	\$27,400.00
213	Streets	¾ ton Pick-Up Truck	Apple Ford	SHA #001B0600195	\$38,750.00	\$39,600.00
315	SWM	1 ton Pick-Up Truck	Apple Ford	SHA #001B0600195	\$49,886.00	\$50,000.00
321	SWM	1 ton Pick-Up Truck	Apple Ford	SHA #001B0600195	\$49,886.00	\$50,000.00
407	Utilities	Dump Truck	Apple Ford	Montgomery County Contract #1065349	\$90,504.32	\$90,000.00
New	W & S	Cargo Van	Sport Chevrolet	SHA #001B0600195	\$22,319.00	\$24,000.00
New	SWM	Ventrac Mower	Finch Services	Fairfax County Contract #4400009291	\$28,630.30	\$30,000.00
<b>TOTAL</b>					<b>\$307,400.62</b>	<b>\$311,000.00</b>

Although truck #203 is over budget, there will be sufficient funds in the Equipment Acquisition and Replacement Fund with truck #213 coming in under budget.

Although truck #407 is over budget, there will be sufficient funds in the Machinery/Equipment - CIP account for the Water and Sewer Divisions with the new cargo van coming in under budget.

As provided by Section 62 of the City Charter, this will serve as the required seven (7) day notice of intent to issue purchase orders to Apple Ford, Sport Chevrolet and Finch Services for the amounts listed above.

#### 4. Solid Waste Collection Updates

**Bulk Trash and Scrap Metal Collections:** The Solid Waste Division has been testing the use of a Grapple Truck (shown below) for collection of bulk items and large scrap metal items for the past two weeks. Collection of these items has been suspended for the past several weeks due to safety concerns amid the Coronavirus pandemic. The use of this truck enables the safe collection of large items, avoiding the need to handle items such as used mattresses and the manual lifting of heavy items that have led to injury. In addition, this vehicle helps avoid damage to refuse trucks. The packers on the refuse trucks have been damaged in the past as large items were compacted.

Until now, the Solid Waste Division has collected bulk items that have been set out on the normal trash collection day. The Public Works Department intends to shift the bulk item collection process to an appointment only process and will begin accepting appointments starting June 1, 2020. During the first few weeks of the program, bulk item collections will be carried out by the Grapple Truck and the regular refuse trucks as an abundance of requests for bulk collections are anticipated. But the long-term goal will be to carry out collections of bulk items and large metal items with a Grapple Truck. Bulk items collections will be limited to 4 bulk items per appointment.



#### Additional Solid Waste Collection Information:

- **Cardboard:** Collection of loose cardboard (not in the recycling cart) has been suspended by the Public Works Department for the past several weeks. While residents are asked to put all household recycling in the City provided carts to the maximum extent possible, cardboard that will not fit in the cart, that is set aside the cart is now being collected. (Cardboard must be free of non-recyclable contaminants sometime within packaging such as plastic films and Styrofoam.)
- **Refrigeration Equipment:** Public Works will begin taking appointments for collection of refrigeration equipment (refrigerators, freezers, window air conditioners) starting June 1, 2020.

ADL: lfr