

Operational Plan: Equipment and Maintenance

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I. Purpose

The purpose of this plan is to ensure that the acquisition and use of all major equipment¹ in use by Chevy Chase Village personnel are well coordinated, effectively managed and responsive to the needs of the community in support of Village operations. This plan outlines the necessary equipment for the delivery and support of essential and desired government services to the residents and amongst the municipal employees of Chevy Chase Village.

II. Equipment and Maintenance Plans per Department

Major equipment includes:

- General Government (includes Village Manager, Administration and Capital Projects/Contracts/Emergency Management)
 - 1 multi-function machine that performs black-and-white and color copying and printing, black-and-white and color scanning, and faxing operations
 - 5 printers (1 each for the Village Manager, Finance Director, Permitting & Code Enforcement Coordinator, Community Liaison/Administrative Assistant and Director of Municipal Operations)
 - 1 postage machine
 - 1 plotter (large paper printer)
- Village Hall Public Spaces, misc.
 - 14 microphones
 - 1 sound recorder
 - 1 mixer board
 - 4 speakers, 2 of which have stands

¹ For the purposes of this plan, “major equipment” is defined as non-communications and non-vehicular equipment valued at \$150 or more.

- 1 audio/visual receiver
 - 1 DVD player
 - 2 projectors (for hookup to a portable [laptop] computer)
 - 1 DVD projector
 - 2 refrigerators (1 each for public and employee use)
 - 1 chest freezer (for public use)
 - 1 freestanding ice maker
 - Camera security system containing 8 cameras
 - 1 portable amplifier
 - 2 projection screens (1 mounted [Humphrey Hall], 1 portable)
- Police:
 - 1 multi-function machine that performs black-and-white and color copying and printing, black-and-white and color scanning, and faxing operations
 - 3 black-and-white laser printers
 - 1 color laser printer
 - 2 laser speed measurement devices
 - 1 Fingerprint scanner with printer
 - 2 thermal vision scopes
 - 2 mountain bicycles
 - 4 Automatic External Defibrillators (AED)
- Communications:
 - 1 multi-function machine that performs black-and-white copying, scanning, printing and faxing operations
 - 1 air conditioning/heating unit (wall-mounted)
 - 1 Automatic External Defibrillator (AED)
- Public Works:
 - 1 concrete saw
 - 1 brick saw (tile cutter)
 - 2 chain saws
 - 1 pole chain saw
 - 1 crack sealer
 - 1 jack hammer
 - 1 portable air compressor (tow-behind)
 - 1 air compressor
 - 1 water tank
 - 1 hammer drill
 - 1 rotor tiller
 - 1 snow blower
 - 2 portable generators
 - 2 portable pressure washers
 - 1 electric battery charger
 - 1 electric hoist
 - 1 air gun

- 2 leaf blowers
- 1 set of hedge trimmers
- 1 pallet jack
- 1 tree auger
- 1 electric concrete mixer
- 1 printer
- 1 clothes washing machine
- 1 clothes drying machine

III. Departmental Equipment Requirements

General Government (includes Village Manager, Administration and Capital

Projects/Contracts/Emergency Management)

This department is responsible for permitting, accounting², payroll, human resources, general procurement, Village events and activities, oversight of Village resources, including the Village Hall and public rights-of-way, contracts administration, capital projects management and administration (including GIS administration³), planning and oversight and emergency management, public utility coordination and general procurement. To ensure adequate delivery of these services, the following equipment is required:

- *Multi-function machine that performs black-and-white and color copying and printing, black-and-white and color scanning, and faxing operations:*

This device is used for basic administration operations. There is a maintenance contract (adjusted each July to reflect the age of the unit, with rates typically increasing between 9% and 10% each year) on this device, which is currently invoiced as follows:

- Black and white copies/prints: invoiced quarterly at a base rate of \$385 for 40,500 page faces, and an overage rate of \$0.0094 per page face.
- Color copies/prints: invoiced quarterly at a base rate of \$1,026 for 17,100 page faces, and an overage rate of \$0.0599 per page face.

- *Printers:*

Each employee has their own printer to aid in operational efficiency (although access to the Community Liaison/Administrative Assistant's printer is available to all users through the Village's computer network). Each of these employees has a separate work space/office, which would make shared printers impractical. For instance, the Finance Director requires a dedicated printer for the printing of checks, the Permitting & Code Enforcement Coordinator prints several official Village permits throughout the work day, etc.

- *Postage machine:*

² The Village maintains a service contract for the accounting software, Microsoft Dynamics, for which we are invoiced approximately \$1,300 annually. This service contract includes software updates.

³ The Village maintains a service contract through ESRI for our GIS software suite for which we are invoiced \$700 annually. This service contract includes software updates.

Used to affix metered postage to Village-sanctioned mail pieces.⁴

- *Plotter:*

This device is operated by the Director of Municipal Operations and used to print large-scale signs, maps, and non-residential plans.

Village Hall Public Spaces, misc.

The following equipment is used either by the public when renting the Village Hall for private functions and activities, in the course of Village-sanctioned activities, events and meetings or by Village personnel:

- *Sound recorder, mixer board, speakers:*

These devices are collectively used for the recording of official meetings of the Board of Managers.

- *Audio visual receiver, DVD player, DVD projector and portable amplifier:*

These devices are used for private rentals of the Village Hall and Village-sponsored community activities, events and meetings.

- *Projectors and projector screens:*

Primarily used for Village meetings to project information for the Board and public's viewing, they are also available for private rental use.

- *Refrigerators, chest freezer, freestanding ice maker, and microwave:*

One of the refrigerators is used by Village personnel and one is designated for the public's use. All remaining items are used by the public, Village personnel and for Village-sanctioned activities, events and meetings.

- *Camera security system:*

This system is monitored 24 hours a day, 7 days a week by the Communications Center. The system includes 8 cameras that monitor strategic points in and around the Village Hall. The footage is recorded over every few months. No footage is maintained unless there is an incident requiring further investigation. The Village maintains a service plan on this system through *ADT Security Services, Inc.* We are invoiced \$1,195 semi-annually for our current maintenance plan.

Police and Communications⁵

This collective department is responsible for the protection of citizens and property within the Village's boundaries, including, but not limited to, prevention and suppression of crime; apprehension of offenders and suspected persons; enforcement of criminal laws and municipal ordinances; protection of persons and property; maintenance of records and files pertaining to crime and police activities; detention of prisoners; traffic and pedestrian safety; animal control;

⁴ This device is leased and although it is listed under General Government, it used by personnel in all other departments.

⁵ The Communications Center and Police personnel operate a records management system, referred to as CODY RMS. This system maintains almost all data pertaining to public safety operations. The Village maintains a service contract on this system for which we are invoiced \$11,676 annually. This service contract includes software updates.

and police community relations and educational programs (*see Section 3-3(b) of the Village Code*).

- *Multi-function machine that performs black-and-white and color copying and printing, black-and-white and color scanning, and faxing operations:*
This device is used for basic administrative operations. It is used to print and copy color documents for the Police Department. It also serves as the backup to the administrative multi-function machine. There is a maintenance contract (adjusted each January to reflect the age of the unit, with rates typically increasing between 9% and 10% each year) on this device, which is currently invoiced as follows:
 - Black and white copies/prints: invoiced monthly at a base rate of \$51.00 for 2,600 page faces, and an overage rate of \$0.019 per page face.
 - Color copies/prints: invoiced monthly at a rate of \$0.10671 per page face.
- *3 black-and-white laser printers:*
Each is in a distinct office/work area: One of these units is in the police officers' report writing area, and it is networked to a pair of computers; another is in the office shared by the *SafeSpeed* Coordinator and the training officer; the third is in the Chief's office.
- *1 color laser printer:*
This printer is used by the Public Safety Coordinator (PSC) for generating color documents, and it is the back-up for the Finance Director's color printer (the PSC formerly did accounting functions, and she will be used as a fill-in for the Finance Director on an as-needed basis; this printer will enable her to produce checks).
- *2 laser speed measurement devices:*
These devices are used for speed enforcement to address specific complaints, and to conduct grant-funded initiatives such as *Smooth Operator*.
- *1 Fingerprint scanner with printer:*
This device permits the Police Department to fingerprint Village employment applicants as well as to provide this service to our residents for a variety of purposes (security clearances, employment, daycare background checks, etc.).
- *2 thermal vision scopes:*
These devices support our crime prevention mission by enabling our nighttime officers to 'see' in the dark; they are also effective in locating a wandering child or Alzheimer patient, or a lost animal.
- *2 mountain bicycles:*
These bicycles provide our officers with an effective, stealthy, cost-efficient, environmentally friendly way to patrol both day and night. Bicycles also are useful for community events.
- *Copy/scan/print/fax machine:*

This device is used to send and receive documents in Communications to support police operations; it will also serve as the networked printer for the lead worker in Communications.

- *Air conditioning/heating unit:*
This unit is separate from, and not controlled by, the HVAC system in the rest of the Village Hall; it is needed to control the environment in the Communications Center.
- *Automatic External Defibrillator (AED)⁶*
This device can save a life if a person has a cardiac emergency. It is centrally located for use by and for all Village employees and visitors.

Public Works

This department is responsible for construction and maintenance of Village streets, curbs and gutters; leaf collection operations; oversight of refuse collection and disposal; maintenance of municipal parks and rights-of-way; maintenance of municipal buildings, snow plowing and salting operations in winter storms, emergency response for downed trees as a result of severe weather, grounds and equipment; and the erection and maintenance of traffic-regulating signs, signals and highway markings (*see Section 3-3(a) of the Village Code*). To ensure adequate delivery of these services, the following equipment is required:

- *Concrete saw, brick saw, chain saws, crack sealer, jack hammer, air compressors, water tank, hammer drill, rotor tiller, snow blower, portable generators, pressure washers, electric battery charger, electric hoist, air gun, leaf blowers, hedge trimmers, pallet jack, tree auger, electric concrete mixer:*
All of these pieces of equipment are used for the maintenance, preservation, repair or replacement of Village resources and infrastructure.
- *Refrigerator, microwave:*
These pieces of equipment are used solely by Public Works personnel.

IV. Equipment Operation and Maintenance

A high degree of responsibility and accountability is placed on employees entrusted with Village equipment. Each employee is responsible for the proper care, use and safeguarding of Village equipment. All Village employees are required to inspect the equipment with which they are entrusted for safety and service reliability on a routine basis. Village equipment may be used only for official Village business (excluding equipment used for the preservation or preparation of personal food items).

Employees who lose and/or damage Village equipment must report said loss or damage immediately to their Department Head who will immediately report same to the Village Manager. *Note: please see the Village “Employee Manual” for information on employee disciplinary action and equipment reimbursement/replacement policies and procedures.*

V. Equipment Replacement and Green Procurement

⁶ There are an additional four (4) AEDs located in the police cruisers.

Equipment will be replaced on an as-needed basis. Replacement will be considered only after the respective Department Head has determined the repair and maintenance costs for said equipment is likely to exceed the cost of replacement within a reasonable timeframe, and/or that the downtime for repair and maintenance negates the benefits of replacement. Replacement will be approved by the Village Manager after the following factors have been evaluated:

- Age
- Condition
- Maintenance Required
- Required Function

Whenever practical, all efforts will be made to replace existing equipment with energy efficient models and/or technology.

VI. Equipment Use Protocols

The use of each piece of Village equipment must adhere to certain protocols beyond cognizance of maintenance and repair needs. These protocols ensure that personnel know the appropriate uses for Village equipment. These protocols are advisory and serve as guidance.

- Does this equipment meet the needs of the Village government?
- Is this the best piece of equipment for performing the task at-hand?
- Does efficient execution of this task/service necessitate use of Village equipment?

VII. Plan Evaluation and Implementation

This plan shall be reviewed and updated by the Village Manager. The policy shall be amended periodically due to staffing, budgetary or other changes and developments. Substantive changes shall be subject to review by the Board of Managers. Nothing in this plan shall be construed to imply binding compliance on any department within the Village.