

SUBJECT	ISSUED BY	EFFECTIVE DATE
SNOW AND ICE POLICY	CITY COUNCIL	APRIL 5, 2010

POLICY STATEMENT:

The City of Washington believes that it is in the best interest of the residents and businesses for the City to assume basic responsibility for ice and snow control on city streets. Reasonable ice and snow control is necessary in order to maintain routine travel and emergency services. The city will provide such control in a safe and cost effective manner, keeping in mind safety, budgets, personnel and environmental concerns. The City will use city employees and equipment, and/or private contractors, to provide this service.

OPERATIONS:**1. METHOD FOR PLOWING SNOW:**

Snow will be plowed in a manner so as to minimize traffic obstructions. On most streets, the center of the roadway will be plowed first. The snow shall then be pushed from left to right. In the Central Business District, snow will initially be plowed away from curbs to the center of the street, then later loaded and hauled away when manpower and equipment become available. In cul-de-sacs, one pass will be made with the plow on the perimeter pushing snow off of the street, and the remainder of the cul-de-sac will have snow plowed to the center. In times of extreme snowfall and/or blizzard conditions, it will not always be possible to immediately clear streets of snow. In those cases, streets will be cleared as soon as weather conditions, and manpower and equipment availability, permit.

2. WORK SCHEDULE FOR SNOWPLOW OPERATIONS:

Snowplow operators will be expected to work eight (8) hour shifts. In severe snow emergencies, operators may be required to work in excess of 8 hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve (12) hour shift in any consecutive twenty-four (24) hour period without approval of the City Administrator or City Council. If working twelve (12) hour shifts, operators will take a fifteen (15) minute break every two (2) hours with a thirty (30) minute meal break after four (4) hours, with a minimum of eight (8) hours off between shifts.

3. MISCELLANEOUS

The City's plowing operations may cause snow and ice to be deposited or windrowed at private drive entrances and on sidewalks. Property owners adjacent to such situations are

responsible for removal of the snow and ice as needed for driveway access, and for public use of sidewalks and ADA ramps.

City will not be responsible for damage to the following within the public right-of-way:

- Mailboxes and supports which project beyond the back of curb.
- Sprinkler heads which project above top of curb.
- Landscape features and plantings in the public right-of-way adjacent to the street which project beyond or above top of curb, and are not readily visible during snow events. Residents are urged to place brightly colored, readily visible posts to mark such features.

Snow removal contractors and businesses shall not plow snow off of private property into public streets and alleys.

PROCEDURE:

1. PRIORITY DESCRIPTIONS.

In all “snow and ice operations”, the first priority will be to open and maintain traffic in those routes designated as PRIORITY A streets. All other streets will be Priority B and alleys will be PRIORITY C. When PRIORITY A streets are serviced and can be maintained in an acceptable condition, efforts will move to PRIORITY B streets, and so forth. In extreme conditions, PRIORITY A streets may absorb the majority of the snow and ice control efforts, and some time may pass before attention can be given to PRIORITY B streets and for PRIORITY C alleys.

PRIORITY A: Streets that carry the highest traffic volumes and form the primary transportation “grid” for the City, including streets that serve primary public services (hospitals and emergency services).

PRIORITY B: Public streets that are not included in the Priority A list.

PRIORITY C: All public alleys located in the city limits and streets in the City Park and Fairgrounds.

The City Administrator is responsible for planning, organizing, and measuring performance of the snow and ice removal efforts. The City Administrator and/or the Street Superintendent will determine when snow/ice control operations are needed.

The Street Superintendent has primary responsibilities for field operations when a “snow and ice removal operation” exists.

2. CRITERIA

The criteria for the decision when to begin snow or ice control operations are:

- Icy conditions which adversely affect travel and public safety.
- Snow accumulation which adversely affects travel and public safety.
- Drifting of snow that causes problems for travel.
- Timing of snowfall in relationship to heavy use of streets.

The primary responsibility for snow and ice control is assigned to the Street Department. The Street Superintendent is to assign his/her equipment and operators to sand/salting, snow plowing, and snow removal according to procedures and as he/she sees fit to address unusual circumstances. The Street Superintendent, or his/her designated substitute, shall be responsible for directing personnel and equipment utilized in snow and ice control operations. All instructions/directions given to equipment operators shall be through/by the Street Superintendent to assure an efficient, safe, and coordinated effort. If conditions warrant, the City Administrator shall utilize the resources of other City departments to assist the Street Department with snow and ice control efforts.

3. STORM CLASSIFICATIONS

Storms will be classified as Class 1, Class 2, Class 3, and Class 4.

Class 1 will cover storms consisting of snow up to 1-1/2" accumulation, or sleet, freezing rain, and/or ice. Snow plowing operations are not used. Sanding and/or salting at intersections with traffic control devices (stop signs and yield signs) only are done at this stage. Priority A and Priority B streets may be serviced. Intersections, and inclines leading to intersections, are the only areas that may be sanded and/or salted.

Class 2 covers storms of between 1-1/2" and 5" of snow accumulation (or lesser accumulation when equivalent drifting occurs). At this stage, snow plowing operations are implemented, and the snow is plowed and streets are sanded and/or salted simultaneously with plowing. Priority A and B streets may be serviced.

Class 3 covers snow falls of more than 5 inches and less than 12 inches or when drifting exceeds Class 2 accumulation. After Priority A streets are maintainable in a satisfactory condition, Priority B streets will be serviced. Only when Priority A and Priority B streets can be maintained in acceptable conditions will Priority C streets be serviced. Due to manpower and equipment limitations, servicing of Priority C streets may be delayed until storm conditions moderate. At this Class 3 stage, private contractors may be called-in if requested by the City Administrator or his/her assign. Street Department equipment operators shall work overtime up to allowed limitations operating all available equipment.

Class 4 covers snow accumulations greater than 12 inches or 5 to 12 inches if blizzard conditions exist. After Priority A streets are maintainable in a satisfactory condition, Priority B streets will be serviced. Only when Priority A and Priority B streets can be maintained in acceptable conditions will Priority C streets be serviced. Due to manpower and equipment limitations, servicing of Priority C streets may be delayed until storm conditions moderate.

4. *SNOW EMERGENCIES*

The City Administrator may make appeals to the public through the local media to limit travel until weather conditions moderate. The City Administrator may also declare a snow emergency as prescribed by ordinance.

Upon the approval of the City Administrator, contractors may be employed by the City to assist City forces with snow and ice control. Contractors shall receive directions for their work from the Street Superintendent and/or the City Administrator.

The Street Department will help provide emergency transportation for employees who cannot get to work on their own. The Street Department will provide radio communication and snow removal equipment to assist emergency transfer situations.

The Street Superintendent (or his/her assign) in consultation with the City Administrator and/or Sheriff Dispatcher, if necessary, will determine storm classification.

5. *SIDEWALKS, PRIVATE PARKING AREAS, AND OTHER AREAS*

City crews will be responsible for clearing the sidewalks in the following areas:

- a. City Library.
- b. City Hall (east and north sides).
- c. Old City Hall.
- d. Electrical warehouse (east of Post Office).
- e. Old Major Theater Lot (west of Schoen's Market).
- f. City Park.
- g. Friendly Corners

City crews will be responsible for clearing only the following areas. Other parking areas will be the responsibilities of the adjacent property owners.

- a. Parking along C Street from 1st Street to 5th Street.
- b. Parking along College Street from C Street to D Street.
- c. Parking along 2nd Street from the alley west of C Street to B Street.
- d. Parking along 3rd Street from the alley west of C Street to B Street.
- e. Access road to the Emergency Room at the Washington County Hospital.
- f. Parking lots at the Washington County Hospital.
- g. Parking lot around 911 Building at request of the Sheriff's Department.

City crews will provide sand and/or salt to individuals and businesses upon request. City crews will perform the work as time and material allows. City streets and other responsibilities will be fulfilled first. If material is in short supply at the discretion of the Street Superintendent and/or City Administrator, this service may not be offered. The actual expenses will be billed for labor, equipment, and materials.

6. POST STORM ACTIVITIES

As soon as the snow emergency is over, the City Administrator should lift the declaration as prescribed by ordinance.

As soon as melting occurs, Street Department personnel may clean snow and ice from around catch basins and inlets.

7. STREET PRIORITY LIST

Priority A

<u>Street Name</u>	<u>From</u>	<u>To</u>
C Street	First Street	Fourth Street
D Street	North city limits	South end
F Street	North city limits	Seventh Street
Second Street	Crest Street	Pierce Street
Third Street	Lamar Street	Pierce Street

Lamar Street	Sunset Lane	Third Street
Sunset Lane	Lamar Street	Crest Street

Priority B

<u>Street Name</u>	<u>From</u>	<u>To</u>
Pierce Street	College Street	7 th Street
A Street	2 nd Street	3 rd Street
A Street	4 th Street	7 th Street
C Street	College Street	1 st Street
C Street	4 th Street	9 th Street
E Street	Lincoln Street	7 th Street
Crest Street	Second Street	Woodland Drive
Willow Drive	Sunset Lane	Third Street
Grove Street	7 th Street	9 th Street
Lincoln Street	E Street	F Street
Jefferson Street	E Street	F Street
Washington Street	E Street	F Street
College Street	Pierce Street	F Street
1 st Street	Pierce Street	F Street
4 th Street	Pierce Street	F Street
5 th Street	Pierce Street	F Street
6 th Street	Pierce Street	F Street
8 th Street	B Street	D Street
9 th Street	B Street	C Street
Railway Avenue	C Street	D Street
Woodland Drive	West City Limits	Crest Drive

Sunset Lane	West City Limits	Lamar Drive
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Colonial Road	Washington Street	F Street
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Priority C

<u>Street Name</u>	<u>From</u>	<u>To</u>
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Alleys

Park and fairground roads

KDOT Responsibility

<u>Street Name</u>	<u>From</u>	<u>To</u>
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7 th Street	Pierce Street	F Street
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B Street	7 th Street	South City Limits
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County Responsibility

<u>Street Name</u>	<u>From</u>	<u>To</u>
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B Street	North City Limits	7 th Street
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Harold H. Jones, Jr., Mayor