

City of Pateros

Snow Removal Policy

September 2, 2016



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OVERVIEW

The City of Pateros' Public Works Department is the primary responder during snow events. Using truck plows, backhoe, skid-steer, sanders and other equipment, the Department is responsible for snow removal and de-icing activities within the City.

City Goals:

- Improving safety for the traveling public
- Ensuring that emergency responders can reach our citizens
- Keeping people and commerce moving throughout our community

DETERMINING A SNOW EVENT?

The snow season is defined as November to March. A Snow Event may be called at any time during these four months.

Icy or light snow (less than 2") – The City Administrator/Public Works Supervisor activates street crews. Because weather conditions and microclimates changes the need for activation from one side of town to the other, the Public Works Street Crew may self-deploys and update the supervisor.

Stage 1 – The City Administrator/Public Works Supervisor will between the months of November and March review the weather forecast. When 2" – 4" or more snow has accumulated or is forecasted, Stage 1 full plow will be activated.

Stage 2 – The City Administrator/Public Works Supervisor will between the months of November and March review the weather forecast. When 6" of snow has accumulated with more anticipated during the current snow event, a Stage 2 Snow Event will be activated.

Stage 3 – The Mayor will activate a Stage 3 Snow Event when snow fall rate is so high that City crews cannot effectively plow major Collector Streets and Residential Hill Routes.

SNOW REMOVAL ACTIVITIES

Icy or light snow (Less than 2"): The City will "skin" the hills. The Residential Hill Route will be run and the hills and intersections will be plowed and sanded as needed. The City Administrator/Public Works Supervisor or the Streets Department will activate *Partial Plow* as needed.

Stage 1: Full Plow is to wait until early morning to allow for cars to be moved off curbs and out of parking lots. An early morning plow is much safer for City crews negotiating traffic, and it provides clean roads for morning access to the school and businesses.

- Pedestrian Plow Route starts at 3 a.m., or an hour before the other routes. The Pedestrian Route clears sidewalks and pushes snow out away from curb to center of the street.

- Downtown & Collector Route starts at 4 a.m. The route clears the downtown area and the School Loop, before school starts, and then begins working on collector streets.
- Residential & Hills Route starts at 4 a.m. The route starts by clearing and sanding the hills throughout the City and then assists in the School Loop, collectors, and clearing intersections.

A *Full Plow* also includes removal of snow berms that remain in streets. Depending on Snow Events, berm removal for visibility and safety should be completed the following day of a Stage 1 Snow Event.

Stage 2: Snow removal for a Stage 2 Snow Event is similar to a Stage 1 Snow Event. It is expected for routes to take longer. Depending on conditions and snow fall, routes will be reconfigured to respond to safety concerns and community activities. Crews will work reasonable amount of overtime, but **must** have 8 hours of rest between working shifts.

Like Stage 1, *Full Plow* is to wait until early morning to allow for cars to be moved off curbs and out of parking lots. Plowing may be reconfigured to accommodate school schedules and in attempt to keep hills and intersections safe. As with Stage 1, a *Full Plow* also includes removal of snow berms that remain in streets. Depending on the Snow Events, berm removal and final cleanup may take a couple of days.

Stage 3: A Stage 3 snow will be managed similar to a Stage 2 event. A Stage 3 event will activate the use of private contractors to supplement City crews. The Mayor will authorize the Public Works Supervisor to use private contractors. The City Administrator/Public Works Supervisor should have equipment rates and availability from those on the small works roster before snow season.

HANDLING PARKING RESTRICTIONS

Driver/owners will be given 6 hours to comply with parking restrictions. A letter of warning will be placed on the vehicle. A letter of warning may not be placed on repeat offenders. Vehicles may be towed for failing to comply with parking restrictions.

1. Public Works Employee or Code Enforcement will place a warning on the windshield of the car if a car is not off the road or in violation of the parking restrictions. A picture of the license plate and car will be recorded and sent to the City Clerk as a record of the time the warning was placed.
2. If the car has not been moved within 6 hours, the Clerk will attempt to call the owner and educate the owner of the parking restrictions.
3. The City Clerk will authorize for a vehicle to be towed.

COMMUNICATIONS ACTION PLAN

Prior to the snow season each fall, the City will educate citizens and employees about snow events and the impacts through a variety of communication tools.

1. Snow Removal Information flyers will be sent out in September, and will be available at City hall.

- a. Public Works Supervisor will prepare information flyers to be sent out in September and/or November utility billing.
 - b. Information flyers will also be available at City Hall from September to March.
 - 2. Snow Removal Information flyer will be available on the City's web site.
 - a. Snow Event information will be on the front page of the City Website. The Public Works Supervisor will review the forecast on a daily basis to determine a Snow Event and inform the Clerk or Deputy Clerk of an updates required to the Snow Removal Information on the City Website. Updates to the web site will only be made on regular working days.
 - b. If 2" - 4" of snow is predicted a Stage 1 Snow Event will be activated
 - c. If 6" of snow has accumulated and more is anticipated a Stage 2 Snow Event will be activated.
 - d. The Mayor will activate a Stage 3 Snow Event when snow fall rate is so high that City crews cannot effectively keep up with removal.
 - In September the Street Department will inspect designated parking signs. Areas of designated parking will have a sign stating that between November and March a Snow Event may be declared and parking restrictions will be enforced.
 - Spring (April) sweep streets and remove sand.
- Snow Storage:** Storage of snow to be in designated location at Starr Road Development Site.

PLANNING ACTIVITIES

SPRING (APRIL)

- Equipment Breakdown and Storage
- Sweep streets & remove sand
- Materials Inventory
- Review of Effectiveness of Operational Procedures

SUMMER

- Contract negotiation, ordering and receiving supplies
- Drainage improvements and obstacle remediation
- Capital improvements to high snow/ice related accident sites.
- Training for staff
- Equipment repairs or additions
- Pre-winter meeting to revise winter strategies (**August**)

FALL

- Testing of staff notification procedures
- Begin bringing winter equipment on line
- Refresher training for operators and staff
- Test and calibrate equipment
- Mark drainage structures, fire hydrants, and obstructions

WINTER

- Monitoring weather forecasts
- Maintain materials inventory
- Repair and maintain equipment
- Review performance after each storm and make adjustments to the plan

RISK MANAGEMENT & RECORD KEEPING

- Supervisor to keep records snow events.
 - Record snow events
 - Record start and finish times
 - Record notes or issues during snow event
 - Document staff training
 - Document response to unusual situations
 - Document complaints and actions taken
- Risk Management.
 - Follow procedures of Accident Prevention Plan for accident investigation and documentation procedures.
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