

City of Bellevue

Public Works- Street Division



Snow Removal Policy

2017-2018

PRESEASON...

The public works department's primary objective during the winter storm season is to provide safe transportation, emergency vehicle access to all citizens, support education, and commerce during adverse weather conditions. In November the Public Works Director and the Streets Superintendent will meet to update this plan and develop a strategy to inform the general public of how their cooperation can help maximize the effectiveness of the snow removal operations.

The Streets Superintendent will develop a report outlining equipment readiness and repairs needed for equipment; will develop a procedure for obtaining snow removal contracts and rental equipment; and outlining the personnel required for snow removal work. The Public Works Director and the Streets Superintendent will meet with the Bellevue Marshal to review Vehicle Towing Procedures.

Public education is a key element to a successful snow removal plan. The Streets Department will survey each street for encroachments that have occurred and "tag" each with a message outlining City Ordinance. The Marshal's office will provide warnings to vehicles that would be subject to towing during a snow event.

BEFORE THE STORM...

The Public Works Department will monitor the national weather service reports during the day to notify snow removal personnel that snow plowing is highly probable. The Streets Superintendent or Crew Supervisor will assign personnel to be on first call if snow and ice control operations are implemented. To provide support as needed during a winter maintenance operation, the street Superintendent will maintain on file the following information:

- The snow and ice control plan (current year)
- Status of materials
- List of operable and inoperable equipment
- List of primary personnel on alert status
- List of contracted services
- Location of storage sites
- List of support equipment/staff in the city of Bellevue

DURING THE STORM...

Call out Procedures:

Snow removal activities are generally preformed during the night for safety and efficiency. For snow events occurring during the night the Marshals office or PW on-call will monitor the accumulation of snow. When the accumulation is 3" or the weather pattern notes the likelihood of reaching 3" is imminent, the Officer on duty will call the Streets Division manager to begin the call out of snow removal Personnel. During the day the Public Works Department Will monitor snow events and perform snow removal activities to the extent they can be safely preformed. Sidewalk will be a priority during the day if accumulations are presenting safety hazards to citizens.

The Streets Superintendent shall develop and maintain all information needed to adequately, promptly, and verbally inform the Public Works Director of the status of work, personnel assignments, equipment and material needs, and the fact concerning developing situations. The types of information which shall be assembled:

- A city map with markers to designate problem areas and accidents
- An equipment and personnel status report; number of personnel in the field, equipment in the field.
- Street condition status report to Priority 1,2,3, and 4 streets
- Current status of materials
- Storm data, i.e., accumulated snowfall, tempter forecast, etc.
- Projected needs for personnel and equipment

All information will be summarized in a form which the Public Works Department can quickly review in either an emergency or routine daily reporting task. The Streets Superintendent will serve as the communications link with field personnel, administrative personnel, and police dispatchers. The Public Works Director will respond to questions and requests from the general public.

The news media, School District, Blain County and City of Bellevue fire and Police Departments will be informed of all street closings. The Public Works Director must approve all street closings before notices are issued.

AFTER THE STORM...

When storm is over, the Street Superintendent will prepare a written review of the snow and ice control operations that will contain:

- Amount and cost of time and overtime hours for Street Division employees
- Amount of all other time and costs, regular and overtime hours, for divisions/departments
- Complete breakdown for contract equipment and cost
- Recommended additions and/or corrections to be made to the current snow and ice control plan

In addition to the above, begin the following procedures:

- Additional hauling and dumping operations needed
- Additional sanding as may be needed
- Inspection of all equipment utilized during the storm
- Report needed equipment repair
- Inventory stockpile of sanding/de-icing material
- Cleaning of intersections as soon as possible
- Have a post-meeting with all employees to discuss possible improvements

Duties and Responsibilities:

This summary lists the major duties and responsibilities of various team members involved in the snow control plans for the City of Bellevue

Public Works Director:

- Review snow removal plan annually
- Coordinate public education efforts
- Authorize snow removal operations to begin
- Oversee snow and ice control operations
- Declare a snow emergency when conditions warrant
- Open emergency operations center when conditions warrant
- Monitor weather forecasts
- Respond to citizens' complaints

Street Superintendent:

- Provide annual safety training for all employees involved in snow removal operations
- Prepare equipment readiness reports
- Examine snow storage areas for accessibility
- Coordinate snow removal operations
- Coordinate encroachment removal
- Prepare written report at the completion of each snow event

The Public Works Director, Bellevue Marshal or their designees are the only persons authorize to instruct the Street Division personnel to close certain streets or portions of the traffic. Barricading and signage shall be done in accordance with the Manual Uniform Traffic Control Devices.

Specific complaints will be handled as directed by the Public Works Director, but will not hamper the established orderly operations as described herein. Driveways, residential, or commercial, shall not be plowed open unless specifically authorized by the Public Works Director. Driveways that are blocked during ice peeling operations will be cleaned as soon as possible.

Storm Classifications

The City of Bellevue uses four storm categories and Snow Emergency designation, defined as follows:

Category 1

0"-3" of snow resulting in icy conditions throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hill and all emergency facilities are treated with sanding and de-icing material.

Category 2

3"-6" of snow resulting in sleet and slushy conditions; streets are plowed throughout the city

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hill and all emergency facilities are treated with sanding and de-icing material.

Category 3

6"-12" causing hazardous conditions.

All main arterials are plowed, treated with sand and de-icing material until the storm subsides. Then collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are plowed and treated with sand and de-icing material.

Category 4

A major snowstorm amounting to 12" or more.

Concentration is given to all main arterials and emergency facilities. Collector streets, bus routes and around schools are treated with sand and de-icing material and plowed as soon as possible thereafter. Residential streets are plowed and treated with de-icing material as soon as priorities allow, at the discretion of the Public Works Director.

Snow Emergency

A Snow Emergency will be declared when either the predicted snowfall over a 24-hour period exceeds 12" or when actual snowfall exceeds 12". A media release will be issued to inform the public of this declaration and the plans for the snow removal work including the plowing activities in accordance with category 4 snowstorm activities noted above. If the snowfall exceeds 12" overtime or Comp time will be authorized as needed during the event.

Street Snow Removal Priority

Priority 1 Routes: All main arterials considered to be the minimum network which must be kept open to provide a transportation system connecting hospitals, police, and fire stations. These roads include: Main St, Pine St, Ash St, Beech St, 2nd St and Spruce St from Main to 6th St. Keeping access open for Fire, Police and EMS service to Safe Haven.

Note: During a category 4 storm these routes will be maintained with only a staff of 1 or 2, who will also be responsible for clearing a path for emergency personnel to obtain their destination.

Priority 2 Routes: All remaining arterials, selected collectors, bus routes, and around schools. **Removal of snow on Main St sidewalks and opening parking areas.** These roads include: Chestnut, Walnut, Poplar, Pine St, Oak St, Elm St, Cedar, Cottonwood, Birch, Beech, Ash, Spruce, 6th and 5th.

Priority 3 Routes: All other selected collectors completing the network covering the major traffic volume streets and selected "HOT SPOTS" such as: Intersections and hills.

Priority 4 Routes: All remaining streets, such as residential and local streets. Except for unusual conditions, all priority 1,2, and 3 streets will be kept open and maintain. When this is not possible, the priority 3 streets will be dropped first, and, if necessary, the priority 2 streets will be dropped. The priority 1 street will be kept open at all times. The snow routes have been established so that regardless of which priorities are dropped, the remaining portion will be one connected, continuous system.

If snow accumulation completely blocks traffic movement, the priority 4 streets will be plowed when the crews are able to complete their higher priority routes. It is to be emphasized that plowing of priority 4 streets may not occur at all unless the Public Works Director determines the snowfall depth and/or drifting warrant such action. Equipment, however will be provided as necessary to respond to emergency situations.

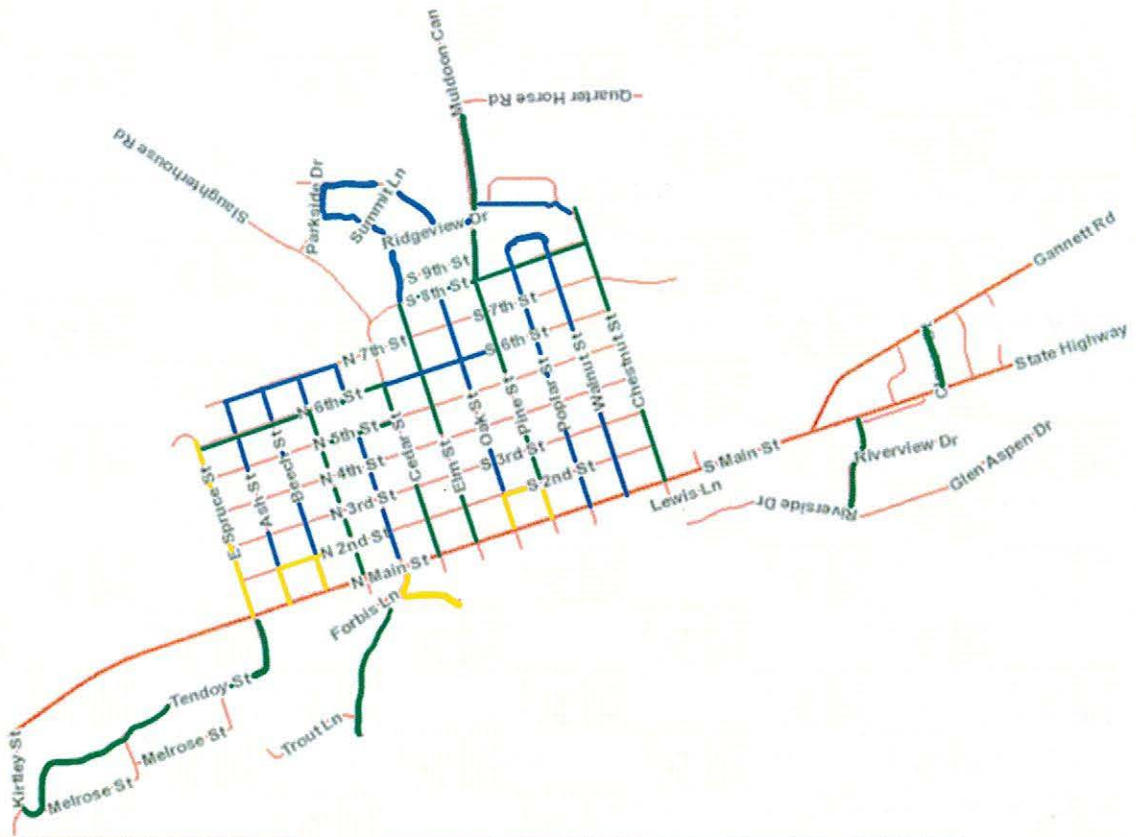
When plowed snow either restricts or interferes with traffic, snow will be loaded and hauled to pre-determined storage sites. Because of traffic volumes, the majority of hauling will be done at non-peak traffic volume times and will normally start when the storm ends. The Public Works Director declares a snow emergency in accordance with the definition.

Yellow: Priority 1

Green: Priority 2

Blue: Priority 3

Red: Priority 4



Note: State Highway 75 travel lanes are maintained throughout a storm by the Idaho Transportation Department.